



TOOLKIT 26 · CREDENTIALING & COMPETENCE · TOOL 3 OF 4

New Staff Induction Checklist — First Day, First Week, First Month

The twenty-five things every new person must know or be shown, signed by them and by the person who showed them

Name · role · department · start
date · inductor (name, role)

Item	Shown by · date	New staff initials
Day one — before working unsupervised		
ID badge issued and worn; access and IT login (individual, no sharing)		
Fire: alarm, extinguishers, exits, assembly point, RACE (Toolkit 6)		
Emergency: cardiac arrest call, emergency box / trolley location, who to call		
Hand hygiene: Five Moments demonstrated and returned (Toolkit 2)		
Patient identification: two identifiers, wristbands (Toolkit 5)		
Confidentiality undertaking signed; records rules explained		
Personal safety: sharps, PPE, lone working if relevant, violence and aggression		
Tour: department, toilets, rest area, ward layout, signage		
Week one		
The ASF Patient Charter and patient rights policy		
Incident and near-miss reporting: the form, the box, anonymity, Just Culture (Toolkit 8)		
Complaints: how patients complain, Patient Voice, what to do when a patient complains to you		
Consent: who obtains it, when written consent is needed		
Medicines: the rules for your role (Toolkit 25 policy 7); high-alert list		
Department: handover, rotas, escalation (SBAR), key contacts		
Equipment you will use: demonstrated and returned		
Interpreter and language access; trauma-informed care basics (Toolkit 31)		
Month one		
All mandatory training completed or booked (BLS, IPC, safeguarding, fire, medicines)		
Scope of practice and competence record started (Tool 2)		
Policies read: the eight starter policies (Toolkit 25)		
Introduced to the Patient Council liaison and the safety lead		
First review with line manager: questions, concerns, support needed		
Probation objectives agreed		
Induction complete. New staff member: _____ date _____ Line manager: _____ date _____		

