

ORIENTATION AND INDUCTION CHECKLIST

Use this checklist to ensure your trainees are properly oriented to your training pathway!

Pre-Arrival

- ☐ Trainee contacted before commencement
- ☐ Accommodation and relocation information provided
- ☐ Key contacts shared
- ☐ Roster and commencement details confirmed

Health Service Orientation

- ☐ Mandatory training completed
- ☐ Clinical systems explained
- ☐ Governance and escalation processes explained
- ☐ Key staff introduced

Pathway Orientation

- ☐ Overall training pathway explained
- ☐ Future placement options discussed
- ☐ Network contacts provided
- ☐ Educational opportunities across sites identified

Site-Specific Orientation

- ☐ Local workflows explained
- ☐ Local policies reviewed
- ☐ Supervisors introduced
- ☐ Educational opportunities identified
- ☐ Facilities and practical information provided

Community Orientation

- ☐ Local services and amenities introduced
- ☐ Social and professional networks identified
- ☐ Family and partner supports discussed

Follow-Up

- ☐ End of first week check-in
- ☐ One-month review completed
- ☐ Three-month review completed
- ☐ Issues addressed and documented