

Name and DOB of resident:

NOK Name and Telephone No:
where not applicable.

All sections to be completed. Enter NA

1. General	Comments
Introduction to management and staffing structure	
Aims and objectives of the service	
Management arrangements	
Role of NISCC/NMC/ other Social Services staff / other inspecting agencies (e.g. Fire, Environmental Health)	
RQIA Role	
Reporting in the home and who is the first point of reference.	
Visitors Book	
Policy on Gifts, Wills and Bequests	
Smoking Policy	
Using General Data Protection Regulation (GDPR) Mobile Phone in the home	
Social Networking permission for sharing photos taken in the home.	
Residents Guide Received	
Consent Form Signed for photos	
Privacy Notice	
Emergency and other telephone contacts who to call first etc.,	
2. Building	Comments
Tour of resident's room and shared facilities in the home (familiarisation)	
Labelling and recording of property. It is the responsibility of the family	
How laundry is to be carried out? by relatives or by the home. Home uses tumble dryers therefore all clothes bought should be able to go into a tumble dryer.	

Family Involvement Induction Checklist

Can not take responsibility for property if it has not been checked in or valuables not handed in for safe keeping.	
Security how to get in to the home after 5pm and at week ends.	
Fire procedure / alarm system / drills / location of firefighting equipment and use	
Assistive technology	
Health and safety awareness	
CCTV Locations/Awareness	
Car Parking (At own risk)	
3. Residents	Comments
Supervision of Residents	
Swallow awareness/ to include bringing food into the home and sharing with other residents is not permitted without first speaking with a Nurse.	
Patient group information e.g., LD MH Addressing their particular needs how they may perceive different techniques being used.	
Administration staff and their role	
How we manage complaints. Complaints leaflet given.	
How we assess the residents / care planning / reviews	
How we record care	
The rights of the Residents rights (privacy, dignity, choice, independence etc.)	
Confidentiality	
Contact numbers for the resident are there any person who should not be contacted or visiting.	
How we report Safe guarding issues and the role of the ASC	
Safekeeping of resident's valuables & Safekeeping of resident's monies and transactions	
How to report bad practice/ Whistle blowing policy	
How we manage a missing persons procedure	
The basic methods of verbal and nonverbal communication	
Our understanding of the effects of the service setting on the residents experiences	
How we value the importance of supporting family and carers in the day to day lives of the residents	

4. Our Staff	Comments
Staffing structure and organisational chart	
Duties and responsibilities	
Uniform / standards of dress / protective clothing	
Changeover of staff / handovers	
Inclement Weather policy	
Monthly update from staff member to relative.	
Wellbeing of the Residents participation in group activities and dining experience.	
5. Maintaining Safety in the home	Comments
Health and safety and hazards	
Accidents and incidents including forms and COSHH regulations how to report	
Risk assessment	
Fire Safety	
Infection control wearing of masks	
Handwashing	
Moving and handling	
Emergency First-aid arrangements	
Safe food handling/Food Hygiene bringing food into the home.	
6. Training needs for care partners	Comments
Mandatory	
Non-Mandatory	

I _____ hereby confirm that I have completed the above induction and that I **fully understand** the Ethos and Management of the home.

Relatives Signature: _____

Manager/Sisters Signature: _____

Date: ____/____/____