

<b>QF212</b>	<b>LIFESTYLE ATTENDANT/SUPPORT WORKER INDUCTION</b>
--------------	---

Time			Employee Initial
0900-0930	Executive - Welcome Who we are <ul style="list-style-type: none"> <li>• History</li> <li>• Services</li> <li>• Core values, vision, mission</li> <li>• Board</li> <li>• Operational management</li> </ul>	EM	
0930 – 1020	Group Scenarios and Assessment		
1020 – 1030	<b>BREAK</b>		
1030 - 1230	Complex Needs Training and Assessment <ul style="list-style-type: none"> <li>• Hand hygiene</li> <li>• Food safety</li> <li>• PEG feeding/stoma care</li> <li>• Bowel and Continence Training</li> <li>• Medication awareness</li> <li>• Complex psychological needs</li> </ul>	CH	
1300 – 1330	<b>LUNCH</b>		
1330-1430	Service Delivery Team <ul style="list-style-type: none"> <li>• Office hours</li> <li>• After hours coverage</li> <li>• Meet and greets</li> <li>• Expectations</li> <li>• Rosters - week 1/week 2</li> <li>• Shift covers/leave</li> <li>• Staff availability</li> </ul>	EM BO	
1430 - 1500	Disability Awareness Training		
1500 – 1510	<b>BREAK</b>		
1510 - 1630	People and Culture <ul style="list-style-type: none"> <li>• Relevant Award and Enterprise Agreement</li> <li>• Policies/procedures               <ul style="list-style-type: none"> <li>○ Code of conduct</li> <li>○ uniform, other attire</li> <li>○ confidentiality</li> <li>○ drug and alcohol</li> </ul> </li> </ul>	<b>PC</b> BS LH	

<b>QF212</b>	<b>LIFESTYLE ATTENDANT/SUPPORT WORKER INDUCTION</b>
--------------	---

	<ul style="list-style-type: none"> <li>○ media consent</li> <li>○ performance reviews</li> <li>● Payroll and Teleclock</li> <li>● Maxxia salary sacrificing</li> <li>● Complaints and feedback</li> <li>● Commitment/duty of care</li> <li>● Incidents and incident management</li> <li>● Required qualifications and competencies</li> </ul>		
1630 – 1700	Sign contract and paperwork		

I have attended induction and agree to abide by the policies and procedures of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service presented today.

Signed \_\_\_\_\_ Date \_\_\_\_\_