**Haringey Single Point of Access & Reablement**

**Service Induction**

Name..................................................... Date.............................................

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| --- | --- | --- |
| **Topic** | **Professional involved** | **Completed** |
| Hospital + Reablement Introduction + Induction folder |  |  |
| Fire safety procedure  |  |  |
| Local Policies – phone-in, sickness, lone working, documentation + assessments |  |  |
| Emergency contact information  |  |  |
| Huddle process and remote login |  |  |
| IT access  |  |  |
| Outlook Calendar; Individual + shared calendar |  |  |
| Mosaic log-in + basic training |  |  |
| Role of Reablement staff |  |  |
| Meet the team  |  |  |
| Book in joint session with OT |  |  |
| Book in joint session with physio |  |  |
| Book in joint session with hospital social worker |  |  |
| Discharge to Assess – Pathways + Duty guidelines |  |  |
| Protheroe House and Priscilla Wakefield roles + visit if necessary |  |  |
| Mandatory training dates provided/ dates booked* Capacity
* Data protection training (fuse)
* SOVA
* Manual handling
* BLS
* Health+safety
 |  |  |
| Re-ablement specific Mosaic Assessment + review paperwork:* Reablement assessment
* GAS goals

 * Review
* Zbr
* Inputting CRS services
* Contacting brokerage
* Long-term care requirements

 \* AMD/ support plan \* Care Authorisation Panel \* Reablement finance letter * Manual Handling Risk Assessments and Guidelines
* OT SIT/Plan (OTs only)
* Falls assessment
* Therapy specific outcome measures
* Case note alerts
* Case transfer summaries and processes
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| Documentation to take out to clients:* Patient goals
* Privacy form
* Reablement closure letter
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| Shared drive* Induction folder
* Haringey resources + service folder
* SPA
* Assessment resource folder
* Referral forms
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| Stats* SALT return + ZBRs
* 91 day audit
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| Medequip usage + TCES log in |  |  |
| Perform Plus board log in details + usage |  |  |
| Mobile phone |  |  |
| Lap top  |  |  |
| Phone extension + how to log-in |  |  |
| 1st Supervision booked |  |  |
| Objectives, job specific role expectations, team skills matrix |  |  |
| Other training identified incl:* Carers Assessment
* Housing reports (OTs)
* Major Adaptations specifications (OTs)
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| Reablement staff contact numbers |  |  |
| ICTT + Locality team contact numbers |  |  |
| Building repairs log TFMhelpdesk@amey.co.uk |  |  |