**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 |  |  |
| Shared drive   * Induction folder * Haringey resources + service folder * SPA * Assessment resource folder * Referral forms |  |  |
| Stats   * SALT return + ZBRs * 91 day audit |  |  |
| 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) |  |  |
| Reablement staff contact numbers |  |  |
| ICTT + Locality team contact numbers |  |  |
| Building repairs log [TFMhelpdesk@amey.co.uk](mailto:TFMhelpdesk@amey.co.uk) |  |  |