# NDIS Induction Checklist

Note: The following list **relates to NDIS requirements**. You will of course need to add to it to address internal procedures and specific clinical topics.

Staff Member: Signed off by: Date:

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| **Requirements** | **Date Completed** |
| NDIS e-learning Orientation module – worker to complete |  |
| Company Profile and Structure |  |
| Human Resource Management (P&P & related forms) |  |
| Service Delivery Model policy (focuses on person-centred service delivery) & related access and eligibility procedures, Support Plan templates and documents, participant & community engagement |  |
| Participants rights & responsibilities (R&R) (R&R P&P, Advocacy P&P + NDIS participant Service Agreement) + refer to [Declaration of Human Rights](22-V%20Annual%20Training%20Plan-2019-2021.docx) + policies as below re specific legal rights) |  |
| Incident & Complaints Management Policy (including reporting to NDIS, Mandatory (Child) Abuse and Elder Abuse & related forms / documents |  |
| Feedback & Complaints Management P&P & related forms / documents |  |
| Risk Management P&P & related forms / documents |  |
| Risk Management Register |  |
| Privacy and Information P&P & related forms / documents |  |
| Safe Practice & Environment P&P & related documents - covers participant and AHP WHS safety |  |
| Infection Control – hand washing (online) |  |
| Ergonomics and Manual Handling |  |
| NDIS Code of Conduct |  |
| NDIS Terms of Business for Registered Providers |  |
| Cultural Responsiveness P&P |  |
| Dignity of Risk and Duty of Care P&P |  |
| Consent P&P |  |
| Substitute Decision Makers and Duty of Care for Participants with Reduced Decision Making Capacity P&P |  |
| Conflict of Interest – P&P and identify & add any conflicts to the Register of Interests |  |
| Participant Money & Property – handling / consent / recording |  |
| Quality and Continuous Improvement (Program, Overview of Quality Improvement Plan) |  |
| Service delivery related processes – SOPs, checklists (eg Participant Transition-Discharge Checklist) |  |

P&P = Policy & Procedures