

Health Care Support Worker Induction

Completion Checklist



Thank you for working through your online induction. We hope the information helps you to provide safe, effective person centred practice for your new role and working environment.

Sign to confirm you have viewed each resource and completed each module.

Share your completed checklist with your SCN, SCM or Team Lead who will sign and retain a copy in your personal file. **If your post is solely with NHSGGC Staff Bank you do not require an SCN/M signature but should instead send this completed checklist to adminstaffbank@ggc.scot.nhs.uk**

Resource	Topic	Your Completion Signature
Video	Welcome Message from Jen Rodgers, Deputy Nurse Director, Corporate and Community.	
HCSW Workbook	Substantive staff. To be completed within 3 months in post to evidence meeting the NHS Scotland HCSW Mandatory Induction Standards and Code of Conduct Bank staff have 6 months to complete and send completed workbook to staffbank.nursemanager@ggc.scot.nhs.uk	
Essential Learning		
Presentation	A typical day in the life of a clinical HCSW	
Presentation	Care Rounding	
Presentation	Delivering High Quality Person Centred Health and Care	
GGC:270	An overview of Malnutrition	
GGC:274	When Eating and Drinking Becomes Difficult	
Falls Prevention Training <i>Found at Role Specific Mandatory Modules on LearnPro</i>		
GGC:215	An Introduction to Falls	
GGC:216	The Falls Bundle of Care	
GGC:217	Risk Factors for Falls (Part 1)	
GGC:218	Risk Factors for Falls (Part 2)	
GGC:219	What to do when your patient falls	
GGC:221	Bedrails	
Video	NHSGGC Prevention of Pressure ulcers	
Presentation	HCSW Acute Pressure Ulcer Prevention Induction Presentation	
LearnPro	Dementia – Promoting Excellence – Informed <i>Found at Specialist Subjects tab on LearnPro</i>	
Video	Don't assume, just ask campaign	
Website	Getting to know me Alzheimer's Scotland	
Presentation	Introduction to delirium care	
Leaflet	Think Delirium Information Leaflet	
LearnPro	Infection Prevention & Control - C. difficile <i>Found at 'Infection Prevention and Control' tab, within course entitled NES Scottish IPC Education Pathway on LearnPro</i>	
Video	Doffing and donning of Personal Protective Equipment (PPE)	

Video	It's kind to remind	
Presentation	Palliative and end of life care	
Videos	Moving and Handling Videos	
Video	Coping with death and bereavement	
Leaflet	What happens when someone is dying	
Video	NHSGGC Sharps Training	
GGC:061	Management of Needle stick and Similar Injuries	
LearnPro	Prevention and Management of Occupational exposure <i>Found at 'Infection Prevention and Control' tab, within course entitled NES Scottish IPC Education Pathway on LearnPro</i>	
Blood Transfusion		
Ask your SCN/M/Team lead if this will be part of your role. If this is not part of your role tick the N/A boxes below. If your post is solely with the NHSGGC Staff Bank the blood transfusion process is not part of your role therefore tick the N/A box below.		
Presentation	Blood Transfusion	N/A <input type="checkbox"/>
LearnPro	Learn Blood Transfusion: Safe Blood Sampling for Transfusion Video <i>(Found at Learn Blood Transfusion tab on LearnPro)</i>	N/A <input type="checkbox"/>
LearnPro	Learn Blood Transfusion: Safe Transfusion Practice <i>(Found at Learn Blood Transfusion tab on LearnPro)</i>	N/A <input type="checkbox"/>
LearnPro Statutory Mandatory Modules		
GGC:001	Fire Safety	
GGC:002	Health & Safety, An Introduction	
GGC:003	Reducing risk of Violence & Aggression	
GGC:004	Equality, Diversity & Human Rights	
GGC:005	Manual Handling Theory	
GGC:006	Public Protection (Adult and Child)	
GGC:007	Standard Infection Control Precautions	
GGC:008	Security & Threat	
GGC:009	Safe Information Handling	
Completion Checklist Sign Off		
Your Signature		
Ward	Hospital	Department Staff Bank
SCN, SCM or Team Lead Signature If your post is solely with NHSGGC Staff Bank you do not require an SCN/M signature before sending to adminstaffbank@ggc.scot.nhs.uk		
Completion Date		