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|  | **Health Care Support Worker Induction**  **Completion Checklist** | **nhs.png** |

**A warm welcome to NHS Greater Glasgow & Clyde**

We hope you feel welcome and valued as you join us. The following resources aim to provide consistent and comprehensive information to prepare and inform safe, effective person centred practice for your new role and working environment. Please work your way through all the essential learning resources below. It is best to use Microsoft Edge®, Google Chrome® or Firefox® as your Web Browser. If the resource doesn’t open for you, please ‘right click’, choose ‘Copy hyperlink’ and paste the link into your Web Browser.

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

**Share** your completed checklist with your SCN, SCM or Team Lead who will sign and retain a copy in your personal file.

**Scan** your completed checklist to [ggc.practicedevelopmentinduction@ggc.scot.nhs.uk](mailto:ggc.practicedevelopmentinduction@ggc.scot.nhs.uk) to receive your certificate. **If your post is solely with NHSGGC Staff Bank you do not require a SCN/M signature but should instead send this completed checklist to** [**adminstaffbank@ggc.scot.nhs.uk**](mailto:adminstaffbank@ggc.scot.nhs.uk)

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| **Resource**  **Hyperlinks** | **Topic** | **Your Completion Signature** |
| [**Video**](https://www.youtube.com/watch?v=limBBqBmnDg) | Welcome Message from Jen Rodgers, Deputy Nurse Director, Corporate and Community. |  |
| **For information - 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](mailto:staffbank.nursemanager@ggc.scot.nhs.uk) | | |
| [**Booklet**](https://www.nhsggc.org.uk/media/259735/hcsw_presentation.pdf) | A typical day in the life of a clinical HCSW |  |
| [**Presentation**](https://www.nhsggc.org.uk/media/268524/pcc-hcsw-induction-30-07-21-final-copy.ppsx) | Delivering High Quality Person Centred Health and Care  When you open this presentation click ‘enable external content for this session’ |  |
| [**Video**](https://www.youtube.com/watch?v=LUrRS2ks7ZI) | NHSGGC – Care Rounding guidance for HCSW |  |
| [**Presentation**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nhsggc.org.uk%2Fmedia%2F268524%2Fpcc-hcsw-induction-30-07-21-final-copy.ppsx&wdOrigin=BROWSELINK) | Delivering High Quality Person Centred Health and Care (when you open this presentation click ‘enable external content for this session’) |  |
| [**Video**](https://www.youtube.com/watch?v=1mJW9WeppQ0) | NHSGGC Prevention of Pressure ulcers |  |
| **[Video](https://www.youtube.com/watch?v=6xQEd6n3e2k)** | ‘Don’t assume, Do ask’ campaign |  |
| [**Website**](https://www.alzscot.org/living-with-dementia/hospital-care/getting-to-know-me) | ‘Getting to know me’ webpage and form on Alzheimer’s Scotland |  |
| [**Presentation**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nhsggc.org.uk%2Fmedia%2F268281%2Fdelirium-presentation-final.ppsx&wdOrigin=BROWSELINK) | Introduction to delirium care |  |
| [**Leaflet**](https://www.nhsggc.org.uk/media/268283/20190312-delirium-leaflet-3-0-web.pdf) | Think Delirium Information Leaflet |  |
| [**Video**](https://www.youtube.com/watch?v=vj_3qFUL_Rs) | Personal Protective Equipment – Droplet Precautions |  |
| [**Video**](https://www.youtube.com/watch?v=_wRcrICiHj0) | NHSGGC - It’s Kind to Remind |  |
| [**Presentation**](https://www.youtube.com/watch?v=0C-Ds6lXum8) | Palliative & End of Life Care in the Hospital Setting |  |
| [**Videos**](https://learn.nes.nhs.scot/28445/covid-19-nhs-healthboard-resources/nhs-lothian-virtual-induction-process) | Please watch all the videos under the heading Manual Handling for Clinical Staff Practical Induction training (NB if you do not have a Scottish Manual Handling Passport you must attend the foundation practical training course) |  |
| [**Video**](https://vimeo.com/440679133) | Coping with Death and Bereavement as a Health and Social Care Professional |  |
| [**Leaflet**](https://www.nhsggc.org.uk/media/268976/277504_2_0-what-can-happen-leaflet_s.pdf) | What Can happen when Someone is Dying: Information for Relatives or Friends |  |
| [**Video**](https://youtu.be/JpvmY0KluNw) | NHSGGC - Sharps Training |  |

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| The following modules can all be found on [learnPro NHS](https://nhs.learnprouk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fNavigatorHome.aspx) and must be completed: | | | | |
| **Statutory / Mandatory tab** | | | | |
| **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 | | |  |
| **Specialist Subject tab** | | | | |
| **GGC:270** | An overview of Malnutrition | | |  |
| **GGC:274** | When Eating and Drinking Becomes Difficult | | |  |
|  | Dementia – Promoting Excellence – Informed | | |  |
| **‘Infection Prevention and Control’ tab, the following parts within course entitled NES Scottish IPC Education Pathway (SIPSEP)** | | | | |
|  | Infection Prevention & Control - C. difficile | | |  |
|  | Prevention and Management of Occupational exposure | | |  |
| **Role Specific Mandatory tab** | | | | |
| **GGC:215** | GGC Falls Prevention training; 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 | | |  |
| **GGC:061** | Management of Needle stick and Similar Injuries | | |  |
| **CPD tab** | | | | |
| **GGC:057** | Health Care Support Worker Code of Conduct | | |  |
| **GGC:080** | Prevention of Pressure Ulcers | | |  |
| **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 |  |
| [**LearnPro**](https://nhs.learnprouk.com/lms/login.aspx) | Learn Blood Transfusion: Safe Blood Sampling for Transfusion Video (*Found at Learn Blood Transfusion* tab on LearnPro) | | N/A |  |
| [**LearnPro**](https://nhs.learnprouk.com/lms/login.aspx) | Learn Blood Transfusion: Safe Transfusion Practice (*Found at Learn Blood Transfusion* tab on LearnPro) | | N/A |  |
| **Completion Checklist Sign Off** | | | | |
| Your Signature | |  | | |
| Ward Hospital Department Staff Bank Yes/No | | | | |
| 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**](mailto:adminstaffbank@ggc.scot.nhs.uk)**)** | |  | | |
| Completion Date | |  | | |