

When going to a new Site:

A lot of people that are tasked with the role of orientating you don't know how to do it or what to tell you, so prompt them with the following questions. This will ensure you get all the info you need.

- Can you **show me around** the ward/house/area I will be working?
- Location of staff **toilets**
- Emergency procedures?
- Tea/Coffee/ **break area** location?
- What is the **daily routine**?

Handover

- Can you give me an overview of the **clients** I will be working with **abilities/ needs**
- Has anyone been **unwell** or has anything significant occurred in **last 7 days**.
- Location of **support plans**

For information on how the below is handled, refer to information provided on the shift in Connecteam as it is organisation specific.

- Are we to do **medication**
- Are we to write **notes**/ how do we access these
- Are we to **transport**

All sites have been provided information on our ability to:

- No Restraint Policy