



International

Staff Site Orientation Checklist

Name & Address of Facility:	
Name of Agency Staff(PRINT):	
Position:	

AREA OF ORIENTATION	Checked (✓)	N/A	Notes
1. Fire Panel and Emergency Procedures			
2. Agency Sign In & Out Book			
3. Nurse Call Bell System			
4. Staff Room			
5. Break Time			
6. Allocation Sheet			
7. Phone Directory			
8. Nurses Station			
9. Toilet			
10. Passcode			
11. Treatment Room			
12. Kitchen/ Pantry			
13. Laundry			
14. Care Plan			
15. Handover			
16. Resident File			
17. Visitors Logbook			
18. Oxygen			
19. Suction Machine			
20. First Aid Kit			
21. Duty List			
22. Policy and Procedure Manual			
23. Compulsory Reporting Flowchart			
24. Clinical Incident Form			
25. Security Checklist			
26. Night Duty Checklist			

Signature of Agency Staff:	
Name & Signature of Facility Staff:	
Date:	

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Please send completed form to: info@myflexhealth.com.au**

www.myflexhealth.com.au