



This is a sample checklist for new Practice Nurse. You can change it to suit your Practice requirements; it should include all of the things required for you to complete for when a new nurse is commencing work with your Practice. You could keep a copy of the completed form in the employee's personal file.

Full Name:	
Date of Birth:	
Full Address:	
Phone (Home & Mobile):	
Next of Kin:	
Employment period:	
Tax file number declaration:	
Superannuation details:	

PRIOR TO COMMENCEMENT

Practice Administration		Notify Bronwyn at GPNW of new Practice Nurse if you would like Orientation
		GPNW Associate Membership (\$44.00)
Computer setup		Create user in Management/Clinical Software

Task Explain element

Contract of employment	<input type="checkbox"/>	Job classification
	<input type="checkbox"/>	Award/EBA/AWA
	<input type="checkbox"/>	Employment status/agreement
	<input type="checkbox"/>	Position Description
	<input type="checkbox"/>	Probationary period
	<input type="checkbox"/>	Leave
	<input type="checkbox"/>	Pay rates and arrangements
Paperwork	<input type="checkbox"/>	Tax declaration
	<input type="checkbox"/>	Superannuation
	<input type="checkbox"/>	Employee detail form
	<input type="checkbox"/>	Bank account details
	<input type="checkbox"/>	Smoking
	<input type="checkbox"/>	Dress code

	<input type="checkbox"/>	Reporting absences
	<input type="checkbox"/>	Drug and alcohol policies
	<input type="checkbox"/>	Disciplinary and grievance policies
	<input type="checkbox"/>	Personal visits, telephone calls, etc
	<input type="checkbox"/>	Parking
	<input type="checkbox"/>	Office equipment and stationery
	<input type="checkbox"/>	Infection control
Task	Explain element	
OH&S hazards – training given/Scheduled (N/A?)	<input type="checkbox"/>	Medical equipment
	<input type="checkbox"/>	Chemical
	<input type="checkbox"/>	Environmental
	<input type="checkbox"/>	Manual Handling
Emergency procedures	<input type="checkbox"/>	Emergency contact
	<input type="checkbox"/>	First aid stations and officers
	<input type="checkbox"/>	Evacuation procedures and assembly areas
Tour of workplace	<input type="checkbox"/>	Duress/security alarms
	<input type="checkbox"/>	Toilets and facilities
	<input type="checkbox"/>	Building exits
	<input type="checkbox"/>	Procedure room
	<input type="checkbox"/>	Reception/front office
	<input type="checkbox"/>	Lunch room
Introductions	<input type="checkbox"/>	Consulting room
	<input type="checkbox"/>	Colleagues
	<input type="checkbox"/>	Supervisors
	<input type="checkbox"/>	Management
	<input type="checkbox"/>	GPNW Nursing in General Practice Program Officer (Bronwyn)

Tasks to Complete Prior to Practice Nurse Commencing

Practice Administration			<i>Date</i>
Notify Bronwyn of New Practice Nurse	<input type="checkbox"/>		
GPNW Associate Membership (\$44.00)	<input type="checkbox"/>		

Computer Setup			<i>Date</i>
Add to Management Software	<input type="checkbox"/>		
Add to Clinical Software	<input type="checkbox"/>		
Add to Appointment Software	<input type="checkbox"/>		
Allocate email address	<input type="checkbox"/>		
Welcome Arrangements			<i>Date</i>
Morning tea	<input type="checkbox"/>		

ORIENTATION Tasks

Practice Operations			<i>Date</i>
Practice communication (incl. meetings)	<input type="checkbox"/>		
Roster	<input type="checkbox"/>		
Practice contact details	<input type="checkbox"/>		
Arrangements for pay	<input type="checkbox"/>		
Procedures for treatment room	<input type="checkbox"/>		
Stationery	<input type="checkbox"/>		
Phone protocol	<input type="checkbox"/>		
Billing procedures	<input type="checkbox"/>		
Audiometry	<input type="checkbox"/>		
Spirometry/ RFT's	<input type="checkbox"/>		
ECG's	<input type="checkbox"/>		
Immunisations	<input type="checkbox"/>		
Ear syringes	<input type="checkbox"/>		
Cryotherapy	<input type="checkbox"/>		
Pathology	<input type="checkbox"/>		
Glove size	<input type="checkbox"/>		
Location of medical equipment	<input type="checkbox"/>		
Restocking rooms/ sheets	<input type="checkbox"/>		