

Data fields marked with an asterisk are mandatory and will be assessed. Any modified template must include those data fields marked with an asterisk.

* Employee Name:

* Induction Officer:

* Start date:

Employment history

Start date	End date	Position	Qualifications sighted	Statement of service provided

* Policies

To be completed by all staff on the first day of work	N/A	Employee initials	Date
Ensure staff understand the importance of <i>Pharmacy Medicines</i> or <i>Pharmacist Only Medicines</i> and that they cannot sell them until appropriately trained, or previous training has been recognised. Standard 2. T2C			
Brand Substitution Policy Standard 2. P2B	<input type="checkbox"/>		
Clinical Interventions Policy Standard 2. P2H	<input type="checkbox"/>		
Confidentiality Policy Standard 1. P1A	<input type="checkbox"/>		
Customer Service Policy Standard 11. P11B	<input type="checkbox"/>		
Leave Policy Standard 14. P14B	<input type="checkbox"/>		
Interprofessional Collaboration Policy Standard 2. P2I	<input type="checkbox"/>		
Payment Policy Standard 11. P11D	<input type="checkbox"/>		
Price Discrepancy Policy Standard 9. P9C	<input type="checkbox"/>		
Pricing Policy Standard 6. P6B	<input type="checkbox"/>		
Purchasing Policy Standard 6. P6A	<input type="checkbox"/>		
QCPP Price List Policy Standard 4. P4A	<input type="checkbox"/>		
Selecting Third Party Provider Policy Standard 11. P11G	<input type="checkbox"/>		
Staff Disciplinary Policy Standard 14. P14A	<input type="checkbox"/>		
Staff Dress and Behaviour Policy Standard 11. P11A	<input type="checkbox"/>		
Staff Purchases Policy Standard 17. P17M	<input type="checkbox"/>		
Supplying Pseudoephedrine Policy Standard 2. P2E. T2D	<input type="checkbox"/>		

Introductions performed (as per P13A)

* Safety and security

To be completed by all staff on the first day of work	N/A	Employee initials	Date
Accident Response Standard 17. P17E	<input type="checkbox"/>		
Apprehending Shoplifters Standard 17. P17J	<input type="checkbox"/>		
Armed Robbery Response Standard 17. P17A	<input type="checkbox"/>		
Bag Inspections Standard 17. P17K	<input type="checkbox"/>		
Bomb Threat Response Standard 17. P17B	<input type="checkbox"/>		
Cash Control Standard 17. P17L	<input type="checkbox"/>		
Computer Access & Security Standard 17. P18A	<input type="checkbox"/>		
Evacuation Procedure Standard 17. T17F	<input type="checkbox"/>		
Extortion and Threatening Demand Response Standard 17. P17C	<input type="checkbox"/>		
Identifying Physical Hazards Standard 17. P17N	<input type="checkbox"/>		
Location and use of the alarm system Standard 17. T17F	<input type="checkbox"/>		
Medical Emergency Response Standard 17. P17F	<input type="checkbox"/>		
Manual Handling Standard 17. P17O	<input type="checkbox"/>		
Preventing Shoplifting Standard 17. P17I	<input type="checkbox"/>		
Responding to a Undesirable Customer Behaviour Standard 17. P17Q	<input type="checkbox"/>		
Responding to Fire Standard 17. P17D	<input type="checkbox"/>		

* Administrative/other processes

To be completed within the first five days of work	N/A	Office Manager	Date
Employment Declaration completed	<input type="checkbox"/>		
Leave Record created	<input type="checkbox"/>		
Payroll updated	<input type="checkbox"/>		
Personnel file raised	<input type="checkbox"/>		
Staff roster updated	<input type="checkbox"/>		
Superannuation details provided	<input type="checkbox"/>		
Training Record raised	<input type="checkbox"/>		

* Processes relating to equipment

To be completed within the first five days of work	N/A	Employee initials	Date
Data backup Standard 18. P18B	<input type="checkbox"/>		
Dispensing system Standard 2. P2A	<input type="checkbox"/>		
Email system Standard 11. P11C	<input type="checkbox"/>		
Fax Machine Standard 18.	<input type="checkbox"/>		
Fire Extinguishers Standard 17. P17R	<input type="checkbox"/>		
Photocopier Standard 18.	<input type="checkbox"/>		
Point of Sale System Standard 11. P11E	<input type="checkbox"/>		
Printers Standard 18.	<input type="checkbox"/>		
Shredder/Classified waste Standard 18.	<input type="checkbox"/>		

* Pharmacy procedures

Define due date in 'Complete by' column	N/A	Complete by	Employee initials	Date
Acquisition of a New Piece of Equipment Standard 10. P10B	<input type="checkbox"/>			
Closing the Pharmacy Standard 17. P17H	<input type="checkbox"/>			
Conducting a Performance Review Standard 14. P14C	<input type="checkbox"/>			
Dealing with Customers Standard 11. P11C	<input type="checkbox"/>			
Deliveries Standard 11. P11F T11A	<input type="checkbox"/>			
Disease State Management Standard 3. T3I				
Dispensing Standard 2. P2A	<input type="checkbox"/>			
Distance Supply Standard 2. T2A	<input type="checkbox"/>			
Dose Administration Aids Standard 3. T3B	<input type="checkbox"/>			
Needle and Syringe Program Standard 3. T3D	<input type="checkbox"/>			
Health Promotion Standard 3. T3H	<input type="checkbox"/>			
Hiring Equipment Standard 10. P10A	<input type="checkbox"/>			
Medication Management Review Standard 3. T3F	<input type="checkbox"/>			
Incident Reporting Standard 7. P7D	<input type="checkbox"/>			
Screening and Risk Assessment Standard 3. T3C	<input type="checkbox"/>			
Monitoring Fridge Temperature Standard 5. P5A T5C	<input type="checkbox"/>			
Opening the Pharmacy Standard 17. T17G	<input type="checkbox"/>			

Define due date in 'Complete by' column	N/A	Complete by	Employee initials	Date
Opioid Substitution Program Standard 3. T3A	<input type="checkbox"/>			
Processing Sales Standard 11. P11E	<input type="checkbox"/>			
Product Recall Standard 9. P9B	<input type="checkbox"/>			
Receiving, Unpacking, Pricing and Storing Stock Standard 9. P9A	<input type="checkbox"/>			
Repair/Service Equipment Standard 11. P10C	<input type="checkbox"/>			
Responding to Smoking in the Pharmacy Standard 17. P17P	<input type="checkbox"/>			
Return of Unwanted Medicines Standard 2. P2J	<input type="checkbox"/>			
Staged Supply Standard 2. P2K T2F	<input type="checkbox"/>			
Services to Residential Care Facilities Standard 3. T3G	<input type="checkbox"/>			
Compounding Standard 2. P2C T2B	<input type="checkbox"/>			
Smoking Cessation Service Standard 3. T3E	<input type="checkbox"/>			
Staff Training Standard 15. P15A T15A T15B	<input type="checkbox"/>			
Storing and Re-packaging Cytotoxic Drug Products Standard 2. P2D	<input type="checkbox"/>			
Supplying Medical Devices Standard 2. P2F	<input type="checkbox"/>			
Supplying Pharmacy Medicines and Pharmacist Only Medicines Standard 2. T2C	<input type="checkbox"/>			
Supplying Poisons Standard 2. P2G	<input type="checkbox"/>			
Supplying Pseudoephedrine Standard 2. P2E	<input type="checkbox"/>			
Undertaking Department Stock and Consumables Checks Standard 8. P8A T8A	<input type="checkbox"/>			
Workplace Grievance Standard 14. P14D	<input type="checkbox"/>			

* QCPP procedures

To be completed by the staff member responsible for QCPP	N/A	Complete by	Employee initials	Date
Actions when staff leave Standard 16. P16A	<input type="checkbox"/>			
Employing Staff procedure Standard 12. P12A	<input type="checkbox"/>			
Inducting staff Standard 13. P13A T13A	<input type="checkbox"/>			
Improving the business Standard 7. P7E	<input type="checkbox"/>			
Maintaining QCPP material Standard 7. P7B	<input type="checkbox"/>			
Maintaining the Operations Manual Standard 7. P7A	<input type="checkbox"/>			
Reviewing procedures and templates Standard 7. P7C	<input type="checkbox"/>			
Testing Safety Systems Standard 17. P17R T17F	<input type="checkbox"/>			

Other issues/items

	N/A	Complete by	Employee initials	Date
	<input type="checkbox"/>			
	<input type="checkbox"/>			

*** Declaration**

We agree that the induction is complete and that all the above information is understood.

Employee's Name: _____ Proprietor/Manager Name: _____

Employee's Signature: _____ Proprietor/Manager Signature: _____

Date: _____ Date: _____