

Actions marked with an asterisk are mandatory and will be assessed. Any modified procedure must include those actions marked with an asterisk.

Action	Related procedure or template	Responsibility for the action
* 1. Identify the administrative processes relevant to the new employee (e.g. complete an Employment Declaration form, issue a mobile phone, provide the alarm code access, establish an email account, etc.).	T13A Induction Checklist	
* 2. Review the Induction Checklist and identify those processes that relate to the Position Description.	T13A Induction Checklist	
* 3. Record all processes which are not applicable on the Induction Checklist by ticking the N/A box.	T13A Induction Checklist	
* 4. Define when each checklist item is scheduled for completion.	T13A Induction Checklist	
* 5. Issue a copy of the Induction Checklist to the new employee, explaining the induction time frame. Advise the employee of the staff member who is able to assist with questions about the Induction Checklist.	T13A Induction Checklist	
* 6. Provide the new employee with a tour of the pharmacy, introducing them to staff and pointing out the amenities.	Nil	
7. Issue other items (e.g. items identified in step 1). Record the issue on the Induction Checklist.	T13A Induction Checklist	
* 8. Create all necessary files and records (e.g. Personnel File, Training Record) as required by QCPP and the pharmacy's Operations Manual.	Nil	
9. Monitor progress against the Induction Checklist.	T13A Induction Checklist	
* 10. Assess the new staff member's ability to undertake processes defined in their Induction Checklist.	Nil	
* 11. Sign off and date the completed Induction Checklist (must be by the employee and proprietor or manager).	T13A Induction Checklist	
* 12. Store the completed Induction Checklist in the staff member's Personnel File.	T13A Induction Checklist	