

## Health Care Support Worker Induction

### Completion Checklist



#### A warm welcome to NHS Greater Glasgow & Clyde

We hope you feel welcome and valued as you join us. The following resources aim to provide consistent and comprehensive essential learning to prepare and inform safe, effective person centred practice for your new role and working environment.

**Sign** to confirm you have viewed and completed each resource.

**Share** your completed checklist with your SCN, SCM or Team Lead who will sign and retain a copy in your personal file.

**Scan** your completed checklist to [ggc.practicedevelopmentinduction@ggc.scot.nhs.uk](mailto:ggc.practicedevelopmentinduction@ggc.scot.nhs.uk) <mailto:practicedevelopmentnominations@ggc.scot.nhs.uk> to receive your certificate.

**If your post is solely with NHSGGC Staff Bank you do not require a SCN/M signature but should instead send this completed checklist to [adminstaffbank@ggc.scot.nhs.uk](mailto:adminstaffbank@ggc.scot.nhs.uk)**

Resource Hyperlinks	Topic	Your Completion Signature
<a href="#">Video</a>	Welcome Message from Jen Rodgers, Deputy Nurse Director, Corporate and Community.	
<p><b>For information - <a href="#">HCSW Workbook</a></b>  <b>Substantive staff.</b> To be completed within 3 months in post to evidence meeting the NHS Scotland HCSW Mandatory Induction Standards and Code of Conduct.  <b>Bank staff</b> have 6 months to complete and send completed workbook to <a href="mailto:staffbank.nursemanager@ggc.scot.nhs.uk">staffbank.nursemanager@ggc.scot.nhs.uk</a></p>		
<a href="#">Presentation</a>	HCSW Fundamental Care Presentation	
<a href="#">Presentation</a>	Delivering High Quality Person Centred Health and Care	
<a href="#">Video</a>	NHSGGC – Care Rounding guidance for HCSW	
<a href="#">Video</a>	NHSGGC Prevention of Pressure ulcers	
<a href="#">Presentation</a>	Tissue Viability Presentation	
<a href="#">Video</a>	'Don't assume, Do ask' campaign	
<a href="#">Website</a>	'Getting to know me' webpage and form on Alzheimer's Scotland	
<a href="#">Presentation</a>	Introduction to delirium care	
<a href="#">Leaflet</a>	Think Delirium Information Leaflet	
<a href="#">Video</a>	Personal Protective Equipment – Droplet Precautions	
<a href="#">Video</a>	NHSGGC - It's Kind to Remind	
<a href="#">Presentation</a>	Palliative & End of Life Care in the Hospital Setting	
<a href="#">Video</a>	Coping with Death and Bereavement as a Health and Social Care Professional	
<a href="#">Leaflet</a>	What Can happen when Someone is Dying: Information for Relatives or Friends	
<p>The following modules can all be found on <a href="#">learnPro® NHS</a> and must be completed:</p>		
<b>Statutory / Mandatory tab</b>		
<b>GGC:001</b>	Fire Safety	
<b>GGC:002</b>	Health & Safety, An Introduction	
<b>GGC:003</b>	Reducing risk of Violence & Aggression	
<b>GGC:004</b>	Equality, Diversity & Human Rights	
<b>GGC:005</b>	Manual Handling Theory	

<b>GGC:006</b>	Public Protection (Adult and Child)	
<b>GGC:007</b>	Standard Infection Control Precautions	
<b>GGC:008</b>	Security & Threat	
<b>GGC:009</b>	Safe Information Handling	
<a href="#">Preparing for work in health and social care   Turas   Learn (nhs.scot)</a>		
<a href="#">TURAS Learn</a>	Who's who in health and social care	
<a href="#">TURAS Learn</a>	Personal Care	
<a href="#">TURAS Learn</a>	Bed Making	
<a href="#">TURAS Learn</a>	Contenance and Catheter Care	
<b>Specialist Subject tab</b>		
<b>GGC:270</b>	An overview of Malnutrition	
<b>GGC:272</b>	Food First in Hospital	
<b>GGC:260</b>	Active Wards	
<b>'Infection Prevention and Control' tab, the following parts within course entitled NES Scottish IPC Education Pathway (SIPSEP)</b>		
<b>NES</b>	Infection Prevention & Control - C. difficile	
<b>NES</b>	Prevention and Management of Occupational exposure	
<b>Role Specific Mandatory tab</b>		
<b>GGC:215</b>	An Introduction to Falls	
<b>GGC:216</b>	The Falls Bundle of Care	
<b>GGC:217</b>	Risk Factors for Falls (Part 1)	
<b>GGC:218</b>	Risk Factors for Falls (Part 2)	
<b>GGC:219</b>	What to do when your patient falls	
<b>GGC:221</b>	Bedrails	
<b>CPD tab</b>		
<b>GGC:057</b>	Health Care Support Worker Code of Conduct	
<b>GGC:080</b>	Prevention of Pressure Ulcers	
<b>Blood Transfusion</b> Ask your SCN/M/Team lead if this will be part of your role. If this is not part of your role tick the N/A boxes below. <b>If your post is solely with the NHSGGC Staff Bank the blood transfusion process is not part of your role therefore tick the N/A box below.</b>		
<b>LBT</b>	Phlebotomy Pathway	N/A <input type="checkbox"/>
<b>LBT</b>	Safe Blood Sampling for Transfusion Video	N/A <input type="checkbox"/>
<b>LBT</b>	Blood Collection Pathway	N/A <input type="checkbox"/>
<b>LBT</b>	BCCAP Assessment, delivered at ward level	N/A <input type="checkbox"/>
<b>Completion Checklist Sign Off</b>		
Print Name:	Your Signature:	
Ward:	Hospital:	Staff Bank: Yes/No
SCN/M or Team Lead Signature:		N/A <input type="checkbox"/>
Completion Date:		