

Medicine and Public Health Rural and Remote Health Supervisor Checklist – Local Induction & Orientation

(This is a guide to assist CMPH Supervisors responsible for the local onboarding and induction of new staff – this is separate and in addition to the Induction Checklist (All Staff) that can be found [here](#))

Further information that may be helpful when inducting a new staff member can be found [here](#)

Employee name			
Position		FAN	
Work Unit		Start date	Click or tap to enter a date.
Supervisor			

Prior to commencement (within six weeks before start date)	Date completed
Hardware and system access <input type="checkbox"/> Desk, Chair, Footrest <input type="checkbox"/> Desk phone / Mobile phone <input type="checkbox"/> Desktop / Laptop / iPad, Monitors, Keyboard, Mouse, Headphones as relevant	
Local induction (2 weeks before start date) <input type="checkbox"/> Send meeting requests <ul style="list-style-type: none"> - Introductory meetings with key stakeholders – weeks 1 and 2 - Regular meetings and one-on-one catch ups - OCHRE Card <input type="checkbox"/> Set up time for site visits <input type="checkbox"/> Allocate a 'Buddy' per location for assistance and questions	
Welcome arrangements (1 week before start date) <input type="checkbox"/> Arrange below items <ul style="list-style-type: none"> - Name tag - Flinders lanyard - Office Door Title Signage - Generic Stationery (notepad, pen, post-it notes, pen) - Access card (temporary pass) - CMPH RRH Strategy, contact lists, organisational charts <input type="checkbox"/> Communication to team/s – employee's name, start date, seating arrangements, role title, summary of the role, their experience <input type="checkbox"/> Email completed new staff induction form to cmph.ruralandremote@flinders.edu.au for the Welcome New Staff members email to be sent out on the start date <input type="checkbox"/> Call employee to confirm start date <input type="checkbox"/> Send employee email with the following:	

<ul style="list-style-type: none"> - Welcome note - About campus - Organisational structure - Email addresses and contact list of staff - Introduction to buddy - Strategic Plan - Overview of induction (refer to Induction and Orientation Schedule template) - Advise meeting time and location and who will meet them on first day - Request that employee activates FAN if not already done 	
Day one	Date completed
<p>Welcome</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet at arranged start time <input type="checkbox"/> Show allocated workspace /office, meeting rooms, kitchen, emergency exit, toilet, any other spaces they will use as an employee <input type="checkbox"/> Provide below items <ul style="list-style-type: none"> • Stationery (notepad, pen, post-it notes, pen) • Access card (temporary pass) • Hard copy of Strategy documents, contact lists, organisational charts • Hand over welcome pack – mentioned above <input type="checkbox"/> Introductions to immediate team members, stakeholders and other staff 	
<p>Essential information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange ID/access card (refer to local process) <input type="checkbox"/> Provide copy of the Induction Checklist – All Staff for completion and return <input type="checkbox"/> Ensure system access (via IDS/IT/Service Desk) Information and Digital Services <ul style="list-style-type: none"> • FAN activation (if not completed earlier) • Employee login and password for LAN and email address • Phone number and voicemail • Shared drive/s and relevant email distribution lists • Okta Dashboard (ServiceOne, Workday, FLO, Nutrip, OneDrive, etc.) • Tech One access <i>if required</i> • MS Teams groups • Basware/Flexipurchase or Purchasing Card <i>if required</i> • Printing, mail, petty cash, reimbursements, general office requirements • VPN (Cisco AnyConnect) for remote access • Add new employee to CMPH newsletter distribution list. <input type="checkbox"/> Online staff telephone directories: <ul style="list-style-type: none"> • RRH SA & NT - RRH Phonenumber - (MS Teams) • All other staff - Staff Directory (Flinders University website) <input type="checkbox"/> Campus map - Rural and remote locations <input type="checkbox"/> Show employee how and where to access online courses calendar <input type="checkbox"/> Discuss car parking options <input type="checkbox"/> Send link to CMPH webpage for handy information <input type="checkbox"/> Send link to Flinders RRHNT and Flinders RRHSA <input type="checkbox"/> Refer to Staff Profiles guide to maintain employee profile 	

<p>Work Health and Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show location of emergency exits, emergency posters, fire hose reels /hydrants and assembly points <input type="checkbox"/> Advise of the Emergency Management Procedures <input type="checkbox"/> Refer employee to Work Health and Safety Policy <input type="checkbox"/> Advise of how to Report an accident, incident or hazard <input type="checkbox"/> Introduce to Fire Wardens, First Aiders and Health Safety Rep <input type="checkbox"/> Provide copy of computer posture set up and send link to online information <input type="checkbox"/> Provide copy of WHS Induction Checklist for completion and return to People and Culture rh.pc@flinders.edu.au <input type="checkbox"/> Show how to access building with key card and alarm 	
<p>Diversity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send links to Gender Inclusion Diversity & Equity (GIDE) and Equal Opportunity and Diversity information <input type="checkbox"/> Refer staff to: <ul style="list-style-type: none"> • Equal Opportunity Policy • Bullying Prevention and Management Policy & Guidelines • Indigenous Cultural Awareness online training • Responding to disclosures of sexual assault and sexual harassment 	
Week one	Date completed
<p>Position and expectations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the position, detailing: <ul style="list-style-type: none"> - Key deliverables and associated timelines or dates (if relevant) - Key stakeholders - Measures of success - Workload plan (Academic staff) - Personal expectations (Working hours, location, timesheet, etc.) <input type="checkbox"/> Provide copy of relevant procedures, manuals and task descriptions <input type="checkbox"/> Discuss performance review and development process <input type="checkbox"/> Book first performance and development meeting <input type="checkbox"/> Advise of any financial and/or human resources delegations assigned to position and discuss approval process (if applicable) <input type="checkbox"/> Discuss employment arrangements: <ul style="list-style-type: none"> • Working hours and lunch break • Recording hours on timesheets and submission to supervisor (HEO7 and below only) • Flexi time and flexible working arrangements e.g. working from home (if applicable) • Leave booking and contact person for notification of absence • Send link to Benefits Pay and Leave information for details about fortnightly payments and leave entitlements • Send link to UniSuper and salary packaging <input type="checkbox"/> Schedule meeting with P&C to discuss probation protocols and set up check-in meetings with employee 	
<p>Health and Wellbeing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide link to Health & Wellbeing with EAP and personal safety information 	
<p>Travel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise about Travel Policy and how to submit approval request, including: <ul style="list-style-type: none"> • Nutrip 	

<ul style="list-style-type: none"> • Rural & Remote Travel Requirements • Journey Management Plan • SPOT User assistance • Driver and Vehicle Safety Procedures • Rural & Remote Health Local Fleet Bookings – refer to local campus 	
<p>*For Managers or Supervisors with direct management responsibility only. Shared information to remain confidential.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide access to current performance management reviews for relevant staff <input type="checkbox"/> Advise of any relevant information about staff involving medical conditions (where consent was given), workplace modifications, performance warnings, leave management, etc. <input type="checkbox"/> Provide links to online training modules: <ul style="list-style-type: none"> • Supervising at Flinders • WHS Training for Managers and Supervisors • Equal Opportunity 	
<p>*Research staff only</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide link to FHMRI <input type="checkbox"/> Employee to enrol in Research FastStart via iEnrol <input type="checkbox"/> Employee to subscribe to: <ul style="list-style-type: none"> • FHMRI weekly newsletter – send request to FHMRI newsletter distribution list • ResearchLink platform – send request to research.link@flinders.edu.au • NHMRC ‘Tracker’ (if relevant) <input type="checkbox"/> Orientation on Research Services and Support <input type="checkbox"/> Employee to create: <ul style="list-style-type: none"> • Flinders ResearchNow profile • Grant Connect account <input type="checkbox"/> Aboriginal and Torres Strait Islander research staff and students can contact research.collective@flinders.edu.au to join FNRC <input type="checkbox"/> Refer staff to CMPH RDS team at cmph.research@flinders.edu.au for research support 	
<p>Introductions / Identify relevant stakeholders – suggestions listed below</p> <ul style="list-style-type: none"> • People and Culture Business Partner • Finance Business Partner • Research / FHMRI (Flinders Health & Medical Research Institute) • Student Services • Operations • Marketing & Communications • Information and Digital Services (IDS) 	
<p>Transition to Flinders University IDS environment (‘Buddy’)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guide the staff member to the Flinders University homepage and useful links to information and services. <input type="checkbox"/> Show how to access the CMPH website and online services including where and how to save files <input type="checkbox"/> Show how to register for Staff Development courses and identify required training needs <input type="checkbox"/> Explain remote IT access and support 	

<input type="checkbox"/> Arrange training for software programs as required <input type="checkbox"/> How to use Workday <ul style="list-style-type: none"> • User guides and support • Sign In 	
First month	Date completed
Mentoring Programs <input type="checkbox"/> Advise of CMPH Mentoring Program and other relevant programs and identify the two-way nature of mentoring programs as both a mentor and a mentee.	
Probation <input type="checkbox"/> Discuss probation period and continue with regular check-in meetings to discuss performance and supports	
PRD discussion <input type="checkbox"/> Set up date and time for PRD discussion and use Performance Development tools for Academic staff or Professional staff as relevant	
Mentoring and Support <input type="checkbox"/> Flinders University Mentoring Program <input type="checkbox"/> CMPH Mentoring Program <input type="checkbox"/> Indigenous Workforce Strategy <input type="checkbox"/> GIDE	
Useful links <ul style="list-style-type: none"> - Workday - Service One - Digital/IT services - Learning & teaching - Workplace support - Employee Resources - Acronyms & Abbreviations - Glossary of terms and abbreviations (Flinders University Staff) 	
Completion of process <input type="checkbox"/> Send copy of completed checklist to RRH CMPH P&C	

CMPH – Onboarding and Induction Flow Chart

