

# 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 inducing a new staff member can be found [here](#)

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

Prior to commencement (within six weeks before start date)	Date completed
<b>Hardware and system access</b> <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	
<b>Local induction (2 weeks before start date)</b> <input type="checkbox"/> Send meeting requests <ul style="list-style-type: none"> <li>- Introductory meetings with key stakeholders – weeks 1 and 2</li> <li>- Regular meetings and one-on-one catch ups</li> <li>- OCHRE Card</li> </ul> <input type="checkbox"/> Set up time for site visits <input type="checkbox"/> Allocate a 'Buddy' per location for assistance and questions	
<b>Welcome arrangements (1 week before start date)</b> <input type="checkbox"/> Arrange below items <ul style="list-style-type: none"> <li>- Name tag</li> <li>- Flinders lanyard</li> <li>- Office Door Title Signage</li> <li>- Generic Stationery (notepad, pen, post-it notes, pen)</li> <li>- Access card (temporary pass)</li> <li>- CMPH RRH Strategy, contact lists, organisational charts</li> </ul> <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 <a href="#">new staff induction form</a> to <a href="mailto:cmph.ruralandremote@flinders.edu.au">cmph.ruralandremote@flinders.edu.au</a> 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"> <li>- Welcome note</li> <li>- About campus</li> <li>- Organisational structure</li> <li>- Email addresses and contact list of staff</li> <li>- Introduction to buddy</li> <li>- Strategic Plan</li> <li>- Overview of induction (refer to Induction and Orientation Schedule template)</li> <li>- Advise meeting time and location and who will meet them on first day</li> <li>- Request that employee activates FAN if not already done</li> </ul>	
<b>Day one</b>	<b>Date completed</b>
<b>Welcome</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet at arranged start time</li> <li><input type="checkbox"/> Show allocated workspace /office, meeting rooms, kitchen, emergency exit, toilet, any other spaces they will use as an employee</li> <li><input type="checkbox"/> Provide below items <ul style="list-style-type: none"> <li>• Stationery (notepad, pen, post-it notes, pen)</li> <li>• Access card (temporary pass)</li> <li>• Hard copy of Strategy documents, contact lists, organisational charts</li> <li>• Hand over welcome pack – mentioned above</li> </ul> </li> <li><input type="checkbox"/> Introductions to immediate team members, stakeholders and other staff</li> </ul>	
<b>Essential information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange ID/access card (refer to local process)</li> <li><input type="checkbox"/> Provide copy of the <a href="#">Induction Checklist – All Staff</a> for completion and return</li> <li><input type="checkbox"/> Ensure system access (via IDS/IT/Service Desk) <a href="#">Information and Digital Services</a> <ul style="list-style-type: none"> <li>• <a href="#">FAN activation</a> (if not completed earlier)</li> <li>• Employee login and password for LAN and email address</li> <li>• <a href="#">Phone number and voicemail</a></li> <li>• Shared drive/s and relevant email distribution lists</li> <li>• Okta Dashboard (ServiceOne, Workday, FLO, Nutrip, OneDrive, etc.)</li> <li>• Tech One access <i>if required</i></li> <li>• MS Teams groups</li> <li>• Basware/Flexipurchase or <a href="#">Purchasing Card</a> <i>if required</i></li> <li>• Printing, mail, petty cash, reimbursements, general office requirements</li> <li>• VPN (Cisco AnyConnect) for remote access</li> <li>• Send email to <a href="mailto:cmph.marcomms@flinders.edu.au">cmph.marcomms@flinders.edu.au</a> to add new employee to CMPH newsletter distribution list</li> </ul> </li> <li><input type="checkbox"/> Online staff telephone directories: <ul style="list-style-type: none"> <li>• RRH SA &amp; NT - <a href="#">RRH Phonenumber</a> - (MS Teams)</li> <li>• All other staff - <a href="#">Staff Directory</a> (Flinders University website)</li> </ul> </li> <li><input type="checkbox"/> Campus map - <a href="#">Rural and remote locations</a></li> <li><input type="checkbox"/> Show employee how and where to access <a href="#">online courses calendar</a></li> <li><input type="checkbox"/> Discuss car parking options</li> <li><input type="checkbox"/> Send link to <a href="#">CMPH</a> webpage for handy information</li> <li><input type="checkbox"/> Send link to <a href="#">Flinders RRHNT</a> and <a href="#">Flinders RRHSA</a></li> <li><input type="checkbox"/> Refer to Staff Profiles guide to maintain employee profile</li> </ul>	

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

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

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

## CMPH – Onboarding and Induction Flow Chart

