# Induction checklist for students

Name:

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| **Topic** | **Date completed**  **or issued** | **Learner’s signature** | **Date of**  **signature** |
| Occupational health  clearance and CRB check |  |  |  |
| Tour of building and facilities |  |  |  |
| Introduction to team  members |  |  |  |
| Health and safety  discussion including VDU eye check |  |  |  |
| Confidentiality discussion and completion of confidentiality agreement |  |  |  |
| Infection control discussion |  |  |  |
| Practice safeguarding policy |  |  |  |
| Security matters |  |  |  |
| Contract of learning |  |  |  |
| Induction programme |  |  |  |
| Computer security / log in and issue of smart card |  |  |  |
| Staff handbook and practice procedures and protocols |  |  |  |
| Introduction to team and supervisor |  |  |  |