# Temporary worker induction checklist process

**Once the temporary worker is booked for shifts, the Temporary Staffing Team will:**
- email the induction checklist to the agency asking them to make the temporary worker aware that they MUST complete and return their induction checklist to the Temporary Staffing Team within 48 hours of starting

- email the induction checklist to the department ward manager / supervisor of the temporary worker and ask them or a nominated deputy to go through the checklist with the temporary worker and return the completed version to the Temporary Staffing Team

**Temporary Staffing Team**

Nurse and AHP bank:
bankandrostering@health.gov.je

Medical locum bank:
_____@health.gov.je

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Induction checklist completed with temporary worker and department ward manager / supervisor and returned to Temporary Staffing Team within 48 hours of shift start

Checklist returned

Checklist NOT returned

**Temporary Staffing Team** confirms the checklist is complete and records that the checklist has been completed and returned, and file the checklist

Checklist returned

**Temporary Staffing Team** chase the department ward manager / supervisor to return the completed checklist

Checklist NOT returned

**Nurse and AHP** Flagged to Head of Temporary Staffing who will chase with department ward manager

**Medical** Temporary Staffing Team to chase with supervisor again

Checklist NOT returned

Checklist NOT returned

Checklist returned

Nurse and AHP Associate Chief Nurse notified of non-compliance

Medical Care Group Lead and General Manager notified of non-compliance