

Senior Carer Induction Plan Booklet

This booklet takes each of the key responsibilities of a Senior Carer and breaks down the main task for each. It provides both the Manager and the postholder with a single shared point of reference and evidence to guide the induction process, and to ensure the postholder is prepared and confident in the key situations their role will demand.

This booklet was devised by Ben Miller, Manager of Castleford House Nursing Home and is based on his own experience of introducing this role in his service. Ben shares more of his insights about the Senior care role in his blog on [How to Implement a Senior Carer Role: Lessons I Learned](#), you can find it [here](#).

Allocating of staff

Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Senior Care Assistant)	Signed (Manager)
AM group allocation					
Allocate AM breaks					
Post-break allocation					
Allocate lunchtime roles					
Allocate lunch breaks					
Allocate post-lunch roles (including tea trolley, checks/turns etc.)					
Allocate afternoon breaks					
Allocate post-afternoon break roles					
Allocate dinnertime roles					
Allocate post-dinnertime roles					

Communication					
Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Senior Care Assistant)	Signed (Manager)
Communication with a nurse on shift				<u>Signature of nurse:</u>	
Communication with care staff					
Communication with kitchen staff				<u>Signature of the head chef:</u>	
Communication with domestic staff				<u>Signature of head housekeeper</u>	
Communication with lifestyles staff				<u>Signature of lifestyles staff</u>	
Terminology (referring to people as "people" and using words like "assist" and "help")					

Documentation					
Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Senior Care Assistant)	Signed (Manager)
Checking of documentation (i.e. checking food and fluid charts at 1200, checks have been completed)					
Documenting events to a good standard					

Conflict Management

Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Senior Care Assistant)	Signed (Manager)
Able to resolve conflict/issues that arise to a satisfactory standard.					

Standard of work

Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Senior Care Assistant)	Signed (Manager)
Able to assist people to wash/dress /shave/be tidy/be hygienic					
Able to meet deadlines/targets consistently (i.e. weighing people, ensuring they can be assisted to bed/the toilet on time etc.)					
Signing creams MAR sheets after assisting people in the mornings.					
Able to leave bedrooms/communal areas/bathrooms/landings tidy					
Able to promote equality in the workplace					
Understanding that some staff work slower/quicker than others and managing this accordingly					

Infection Control					
Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Infection control assessor)	Signed (Manager)
Passed infection control assessment					

Dining Room					
Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Dining room assessor)	Signed (Manager)
Passed dining room assessment					

Mental Capacity Act					
Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Management)	Signed (Manager)
Able to explain/describe the five principles of the Mental Capacity Act					

Supervisions

Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Management)	Signed (Manager)
Comfortable doing supervisions with staff (will do supervision with management present)					
Aware of how to nominate staff for the "Outstanding Contributions" award and will do this if necessary					

Inducting New Staff

Event	Description of how the event was achieved/evidence	Date Completed	Signed (Care Assistant)	Signed (Management)	Signed (Manager)
Comfortable working with new starters					
Capable of identifying areas for new starters to improve and communicating this to them or management					

Senior Care Assistant Induction Plan September 2020

Name:

Date:

I would like to become a senior care assistant because:

The senior care assistant that I would like to be paired up with to learn from is:

The reason(s) I would like to be paired up with this senior care assistant is:

This sheet must be worked through between you and the senior carer you are paired up with. All sections must be signed and dated by you, the senior carer and Ben or Katherine. The sections do not have to be signed specifically by your paired senior carer – if you run a shift with another senior carer they can sign it for you.

Signing Off

This section must be completed once all the above tables have been signed and filled in.

Care Assistant to provide feedback regarding this induction and note any areas they have for improvement and development:

Senior care assistant to provide comments regarding care assistant's ability as a senior care assistant. Please note their strengths and areas for improvement and development:

Manager comments and feedback:

Sign below to indicate that this induction has been completed and _____ is now a senior care assistant:

Care assistant (now senior care assistant):

Senior care assistant:

Management:

Date: