

Health Care Support Worker Induction

Completion Checklist

Welcome to NHS Greater Glasgow & Clyde

This checklist must be completed as part of your Health Care Support Worker induction. Please access each learning resource through the induction portal, complete the required learning, and record your initials and date against each item. If you are unsure whether any role-specific learning applies to you, please discuss this with your SCN, SCM, Team Lead or Bank Manager before submitting the checklist.

Step 1: Access each learning resource through the induction portal and complete the required learning.

Step 2: Record your initials and date against each item to confirm completion.

Step 3: Share your completed checklist with your SCN, SCM or Team Lead. They should sign and retain a copy in your personal file. Please scan your completed checklist to ggc.practicedevelopmentinduction@ggc.scot.nhs.uk to receive your certificate. If your post is solely with NHSGGC Staff Bank, no SCN, SCM or Team Lead signature is required; please send the completed checklist to adminstaffbank@ggc.scot.nhs.uk.

Completion Checklist

Section 1 confirmation: ☐ I confirm that I have watched the induction portal videos and accessed the learning resources within the portal.

Location / Code	Learning Resource	Initials	Date
Statutory/Mandatory Modules			
Once for Scotland	Fire Safety		
Once for Scotland	Manual Handling Theory		
Once for Scotland	Safe Information Handling		
Once for Scotland	Why Infection Control Matters		
Once for Scotland	Information Governance		
Once for Scotland	Prevention and Management of Violence and Aggression		
Once for Scotland	Fraud Awareness		
LearnPro GGC 002	Health and Safety; An Introduction		
Once for Scotland	Understanding Equality, Diversity and Human Rights		
Once for Scotland	Child Protection Adult Support and Protection		
TURAS Learn			
TURAS Learn	Who's who in health and social care		
TURAS Learn	Personal Care		
TURAS Learn	Bed Making		
TURAS Learn	Continence and Catheter Care		
Specialist Subject tab			
GGC:270	An overview of Malnutrition		
GGC:272	Food First in Hospital		
GGC:260	Active Wards		

Infection Prevention and Control tab: NES Scottish IPC Education Pathway (SIPSEP)			
NES	Prevention and Management of Occupational Exposure		
Role Specific Mandatory tab			
GGC:215	An Introduction to Falls		
GGC:216	The Falls Bundle of Care		
GGC:217	Risk Factors for Falls (Part 1)		
GGC:218	Risk Factors for Falls (Part 2)		
GGC:219	What to do when your patient falls		
GGC:221	Bedrails		
GGC:326	Digital Clinical Notes – Health Care Support Workers		
CPD tab			
GGC:057	Health Care Support Worker Code of Conduct		
GGC:080	Prevention of Pressure Ulcers		
Blood Transfusion guidance			
Ask your SCN, SCM, Team Lead or Bank Manager whether this forms part of your role. If it does not, tick N/A.			
LBT	Phlebotomy Pathway ☐ N/A		
LBT	Safe Blood Sampling for Transfusion video – available within the induction portal ☐ N/A		
LBT	Blood Collection Pathway ☐ N/A		
LBT	BCCAP Assessment, delivered at ward level ☐ N/A		
Completion and Sign-Off			
Print Name:		Signature:	
Ward / Area:		Hospital:	Staff Bank: Yes / No
SCN / SCM / Team Lead Signature:		Completion Date:	