

Nurses Induction Checklist



Activity	Part of Role Yes or No	Date	Sign	More training required Yes or No	Comments
Induction resource Nursing in GP: Recruitment & Orientation resource - A Guide for General Practices, Practice Nurses & Divisions of General Practice <ul style="list-style-type: none"> • www.agpn.com.au/nigprecrUIT/pdf/NursingOrientationGuide.pdf 					
1. General Duties					
Treatment Room <ul style="list-style-type: none"> • Lay out & workstations • Nurse stations -how the T/R works • Telephone GPs etc • Nurses duties per shift • Nursing roster & time sheets etc • Staff contact sheet • Daily patients lists • Daily ,weekly, monthly checklists • Policy & procedure manuals • Keys • Medications & Samples • Stores 					
IT: Clinical software <ul style="list-style-type: none"> • Appointments & waiting room • Nurses appointments • Own individual 'Logon' • Documentation • Non free text –Icons for Measurements etc • Auto text (Shortcuts) • Vaccination recordings • Coding – registers • Templates • Recall & reminders • Results • Daily ,weekly & monthly 					
MBS explained & MBS Online <ul style="list-style-type: none"> • Common Items number • Nurse • Primary care • Other 					
Take custody of drugs					
Maintain and restocks doctors bag					
Maintain medication and sundry supplies including samples					
Maintain S8 supply and register					
Maintain Cryotherapy equipment					



Maintain emergency equipment & supplies					
Familiarise with budget & order surgical supplies (Consumerables)					
Order Pathology supplies					
Order medical gases					
Monitor OHS within practice					
Determine equipment needs					
Equipment maintenance check					
Maintain non-blood results follow up					
Liaise with other health services					
2. Sterilisation & infection control					
Is responsible for practice infection control					
Staff immunisations					
Standard Precautions					
Pandemic management plan					
Hand washing & hygiene					
Sterilisation protocol <ul style="list-style-type: none"> • Manual cleaning of instruments • Using ultrasonic cleaner • Drying of Instruments • Packaging Instruments • Use of steriliser • Maintain sterilisation records • Record batch numbers • Rotating sterilised stock • Steriliser maintenance • Annual validation 					
Maintain spill kit					
Managing clinical waste & disposal					
Handling and washing of soiled linen					
Manage sharps disposal & sharps collection					
Specimen handling					
3. Clinical Duties					
Supervise other nurses (RN or EN)					
Triage patients on arrival					
Emergency treatment – Policy <ul style="list-style-type: none"> • Ambulance • Chest pain • Anaphylaxis • CVA • Other 					
Provide phone assessment / advice					
Take vital signs					

Nurses Induction Checklist



Initiate first aid measures					
Administer oxygen / nebuliser					
Administer oral medications					
Administer IMI medications (including) • Depo provera • Iron					
Set up for intra-articular injection					
Set up infusions					
Monitor infusions					
Undertake ECGs					
Undertake urinalysis					
Conduct Urine HCG (Preg tests)					
Glucometers					
Measure blood glucose					
Insert sutures					
Remove sutures					
Remove foreign bodies					
Syringe ears					
Undertake wound management					
Undertake tympanogram & audiometry					
Undertake spirometry					
Undertake eye testing (visual acuity & Ishihara)					
Undertake “eye washing”					
Assist with plastering, splinting & bandaging					
Removal of POP					
Undertake continence assessment					
Undertake general medicals (eg. for Workcover, diving etc)					
Familiarise with results policy & procedure					
Recall & reminders systems					
Monitor patients					
Use ultrasound for muscle injuries					
Provide laser treatment to wounds					
Assess mental health					
Perform stethoscopic examinations					
Cardiac stress testing					
4. Venepuncture					
Undertake blood collection					
Maintain system for collection of blood samples					



Maintain blood collection register					
Maintain blood results follow up register					
5. Immunisation					
Be familiar with the current National Immunisation Program Schedule					
Resource 1. Australian Immunisation Handbook 9 th Edition (2008)					
Resource 2. National Vaccine Storage Guidelines – Strive For 5 (DoHA 2005)					
Resource 3. KISS Guide to Vaccine Management keep it simple and Safe! (QDGP Feb 07)					
Vaccination procedure – 1. Pre-vaccination procedure <ul style="list-style-type: none"> • Anaphylaxis kit • Effective vaccine management • Valid consent\Pre vaccination screening checklist • Catch up 					
Vaccination procedure -2. Administrations <ul style="list-style-type: none"> • Equipment, Routes, techniques, sites, positioning, multiple vaccine sites 					
Vaccination procedure - 3. Post vaccinations <ul style="list-style-type: none"> • Immediate after care • Adverse Events • Documentation • ACIR 					
Twice daily recording of vaccine fridge temperature					
Qld Health : How to Order vaccines					
ACIR Forms <ul style="list-style-type: none"> • History forms (Kids from overseas) • Conscientious Objector forms • Contraindications forms 					
ACIR recording requirements					
Check monthly ACIR statements re payments					
Check Quarterly ACIRGPII overdue statements					
Adult vaccines <ul style="list-style-type: none"> • ADT & Boosterix • Gardasil • Other 					
Travel Vaccines					
6. Minor Procedures					
Maintain minor procedures appointments					

Nurses Induction Checklist



Prepare patient for minor procedure					
<ul style="list-style-type: none"> • Excisions • Biopsies • Toe nail • R/O FB • Suturing 					
Assist with procedures					
Set up for Implanon: insertion & removal of					
Set up & monitor infusions					
Dress wounds & documentation					
Remove sutures / staples					
Ear irrigation (competency based)					
Clean up room & equipment post procedure					
7. Health Assessments					
Maintain over 75 yrs recall system					
Undertake health assessments in clinic					
Undertake health assessments in home					
Document health assessments					
Arrange GP appointment for patient					
Ensure Medicare item processed					
8. Primary Care & Care Planning					
Identify appropriate patients					
Care Plans: GPMP & TCA					
List of Allied Health Professionals					
List of community services					
Maintain a recall system for reviews					
Manage care plan information					
9. Diabetes Annual Cycle of Care					
Compile data base register of all diabetics					
Ensure annual cycle of care patient records is maintained					
Maintain diabetic recall system					
Provide diabetic education					
Undertake diabetic foot assessments					
Ensure patient has bi-annual eye exam					
Check BP, height, weight & BMI					
Undertake BGLs					
Take blood (for HbA1c, cholesterol, triglycerides, HDL)					
Ensure micro albuminuria is completed					

Nurses Induction Checklist



Check smoking status					
Run diabetes clinic					
Maintain education patient record					
Refer diabetes patients					
10. Asthma					
Compile data base of asthma patients					
Maintain asthma register					
Undertake spirometry					
Develop individual asthma plans					
Provide asthma education					
Maintain recall system for Asthma Cycle of Care					
11. Cervical Screening					
Compile data base of target patients					
Maintain cervical screening recall register					
Undertake pap smears, pelvic examinations and breast checks					
Maintain pathology follow-up register					
12. Home medication review					
Compile data base of target patients					
Obtain patient consent / request form					
Liaise with chemist					
Ensure Medicare item processed					
13. Antenatal & Postnatal					
Maintain antenatal register					
Maintain birth register					
Undertake urinalysis, weight, BP					
Undertake foetal heart, foetal lie & presentation					
Provide antenatal education					
Provide postnatal education					
Provide well baby checks					
14. Education and counselling					
Illness prevention					
Chronic disease management					
Mental health					
15. Practice accreditation					
Develop protocols and procedures relevant to nursing procedures					
Attend practice clinical meetings					

