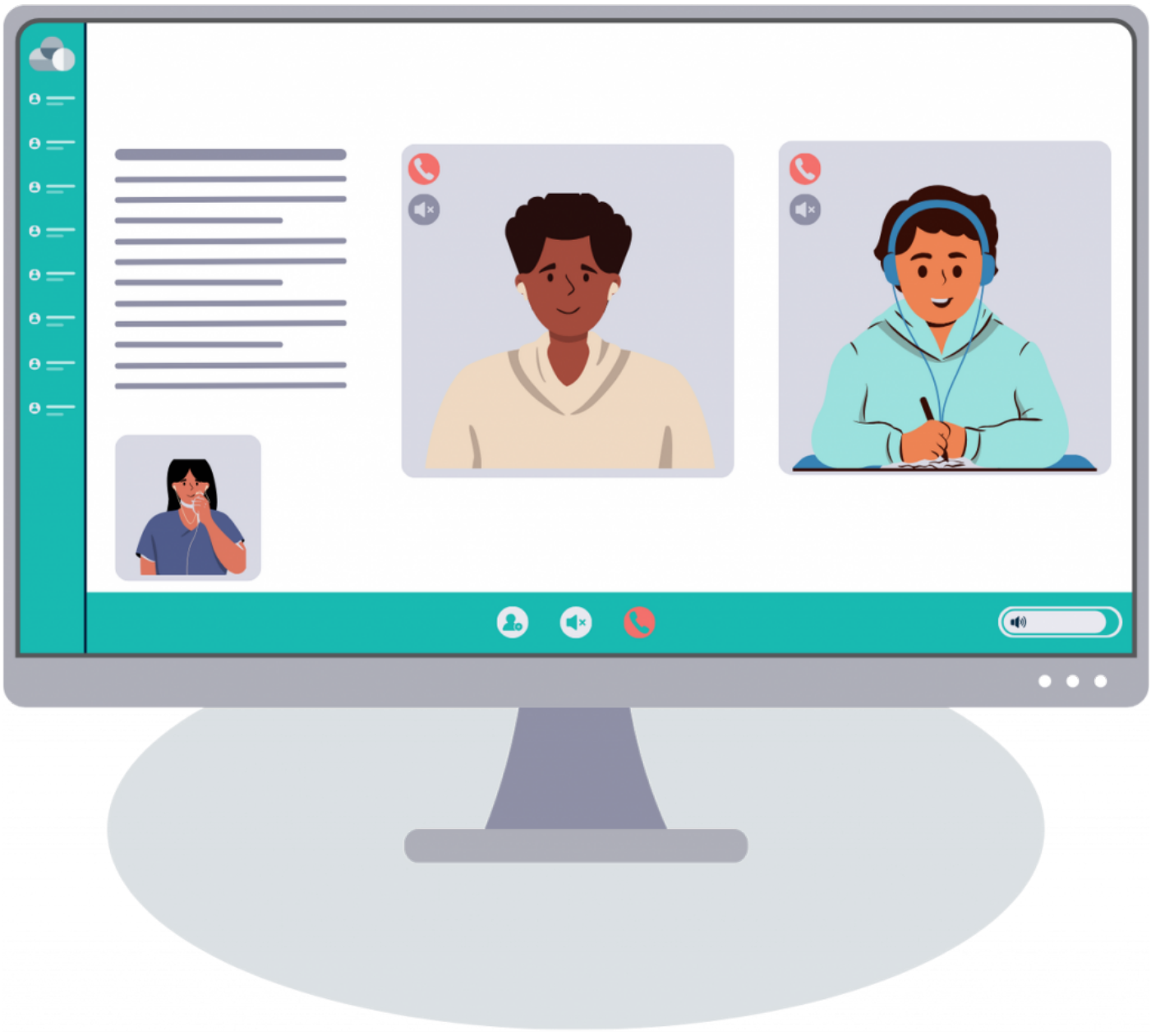
Completing a Staff Induction

Recruitment Windows · https://cclearninghub.co.uk/docs/completing-a-staff-induction/

Completing a Staff Induction

This guide will cover how to complete a staff induction on Care Control Mobile. These are completed on the staff account who is undergoing the induction.



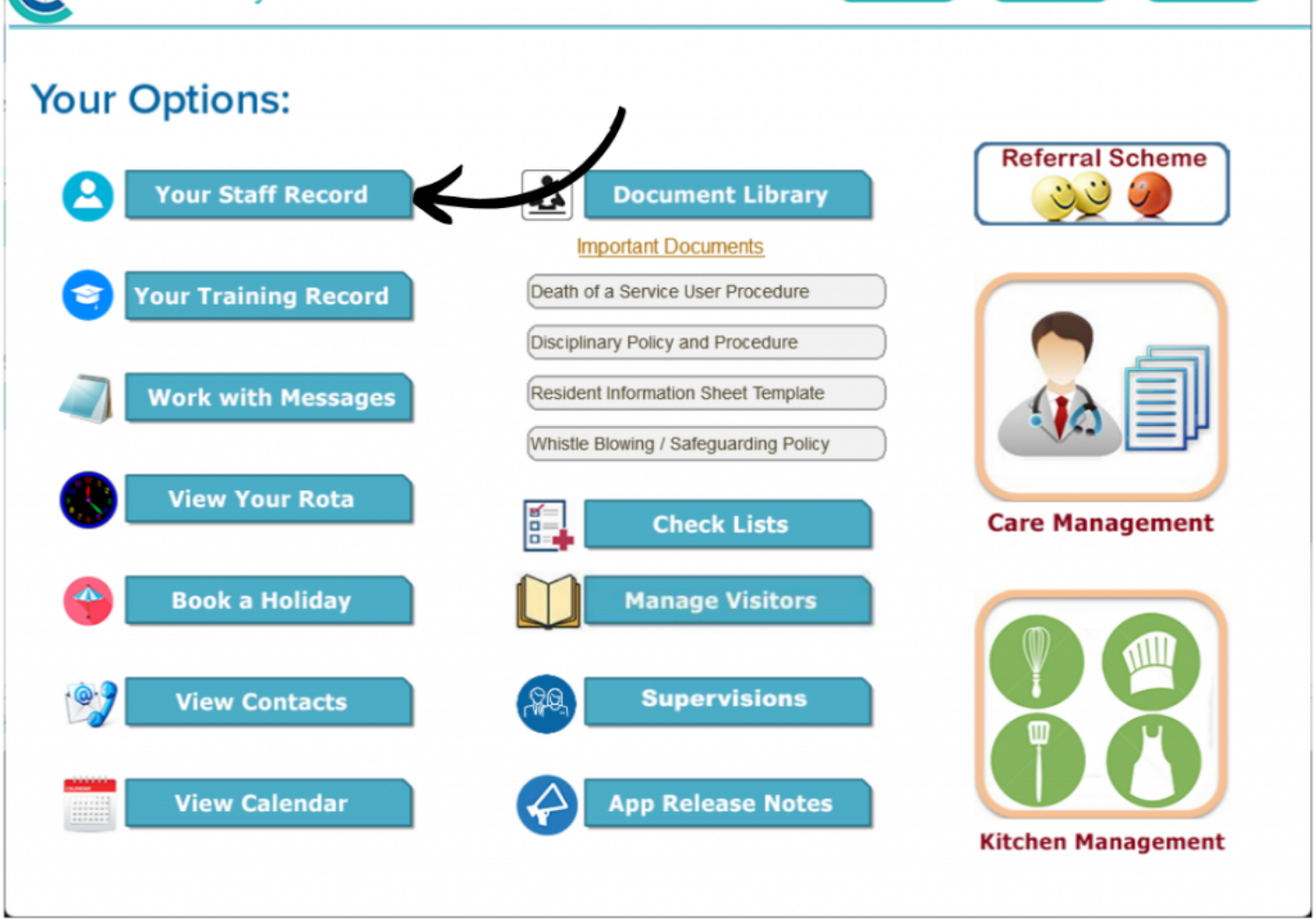


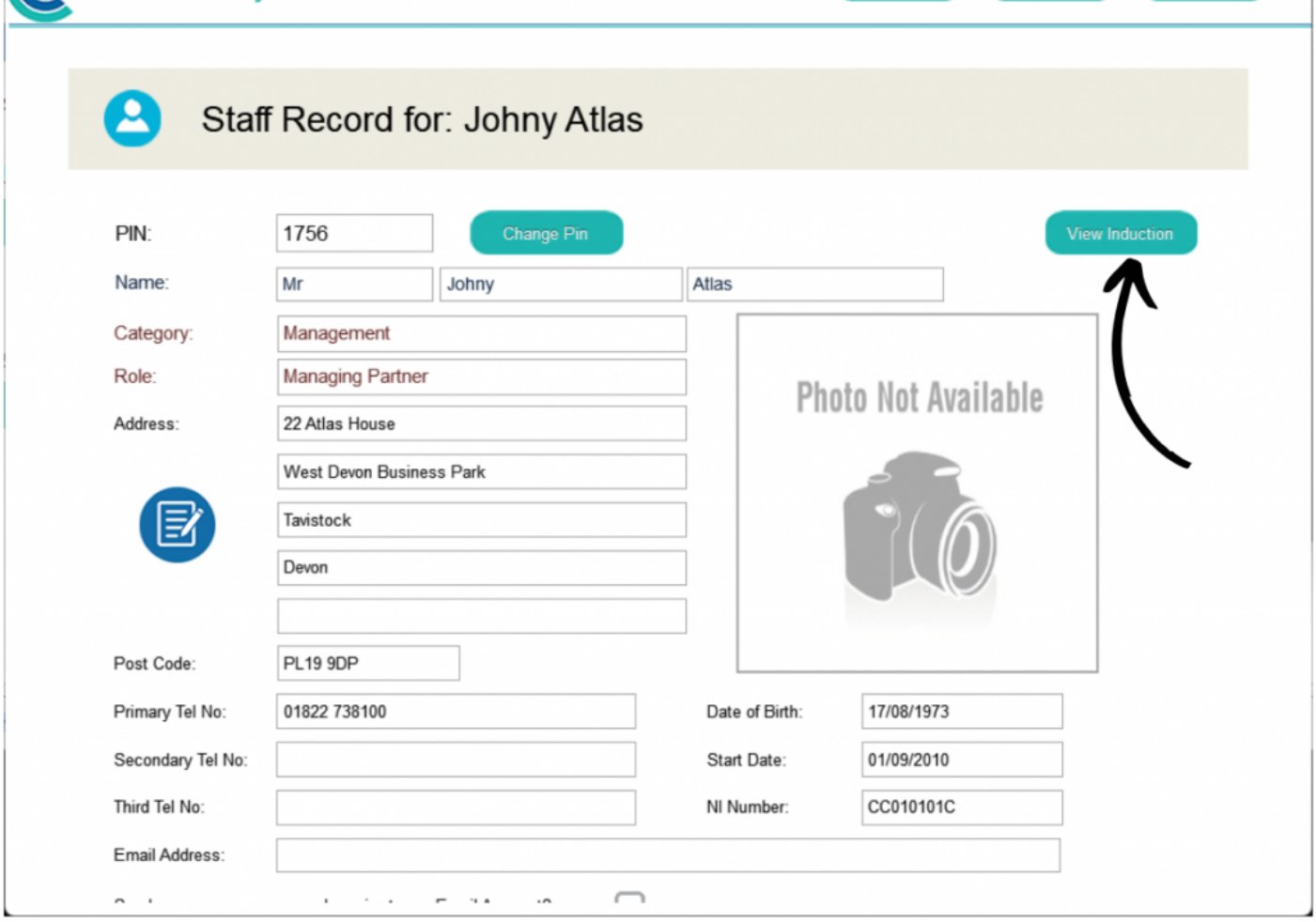
1

When the staff member completing the induction has signed into Care Control Mobile, press **Your Staff Menu**.

2

Here, select **Your Staff Record**.


Your Options:
Your Staff Record
Your Training Record
Work with Messages
View Your Rota
Book a Holiday
View Contacts
View Calendar
Document Library
Important Documents
Death of a Service User Procedure
Disciplinary Policy and Procedure
Resident Information Sheet Template
Whistle Blowing / Safeguarding Policy
Check Lists
Manage Visitors
Supervisions
App Release Notes
Referral Scheme
Care Management
Kitchen Management



3

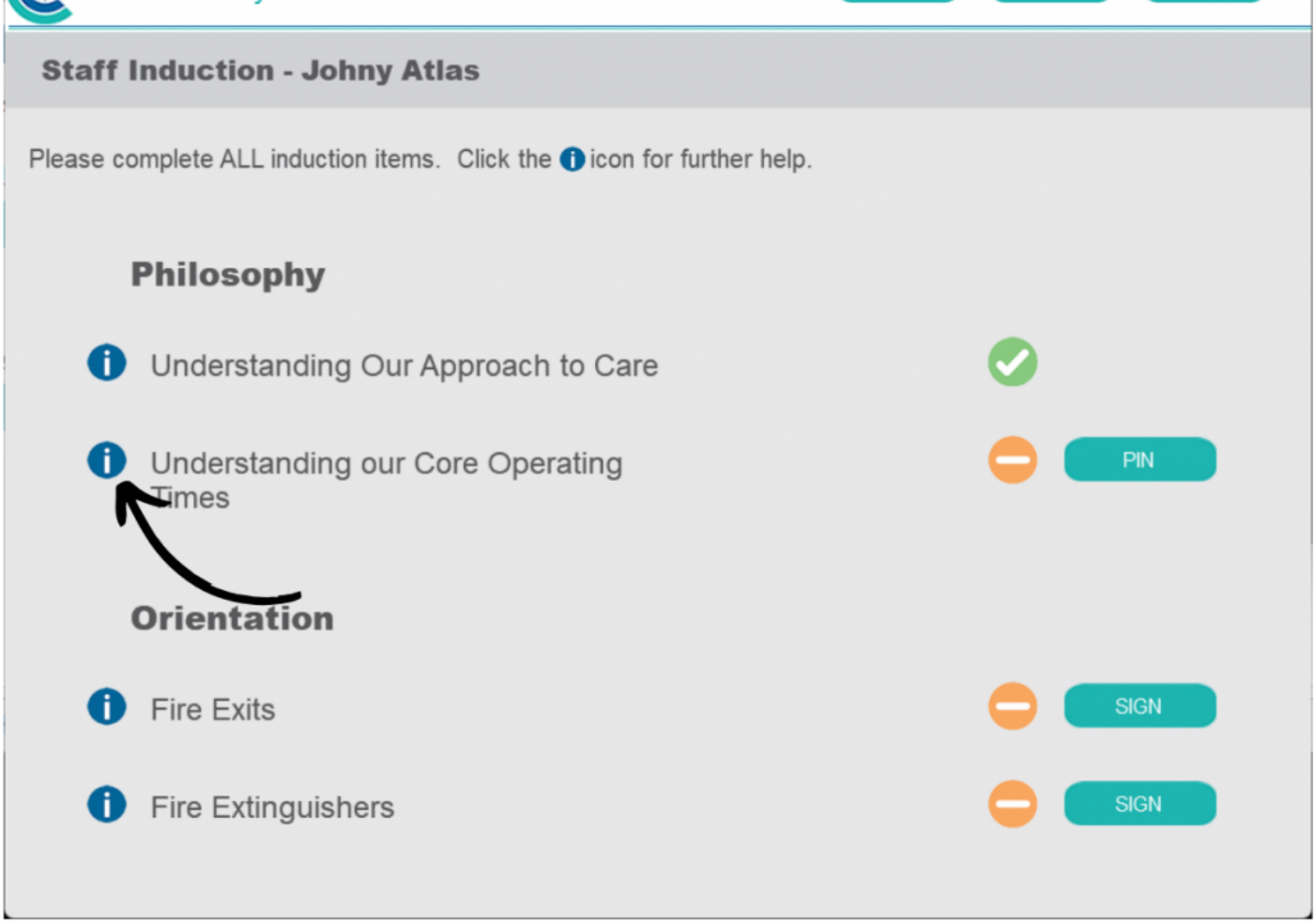
A summary of your staff profile will open.

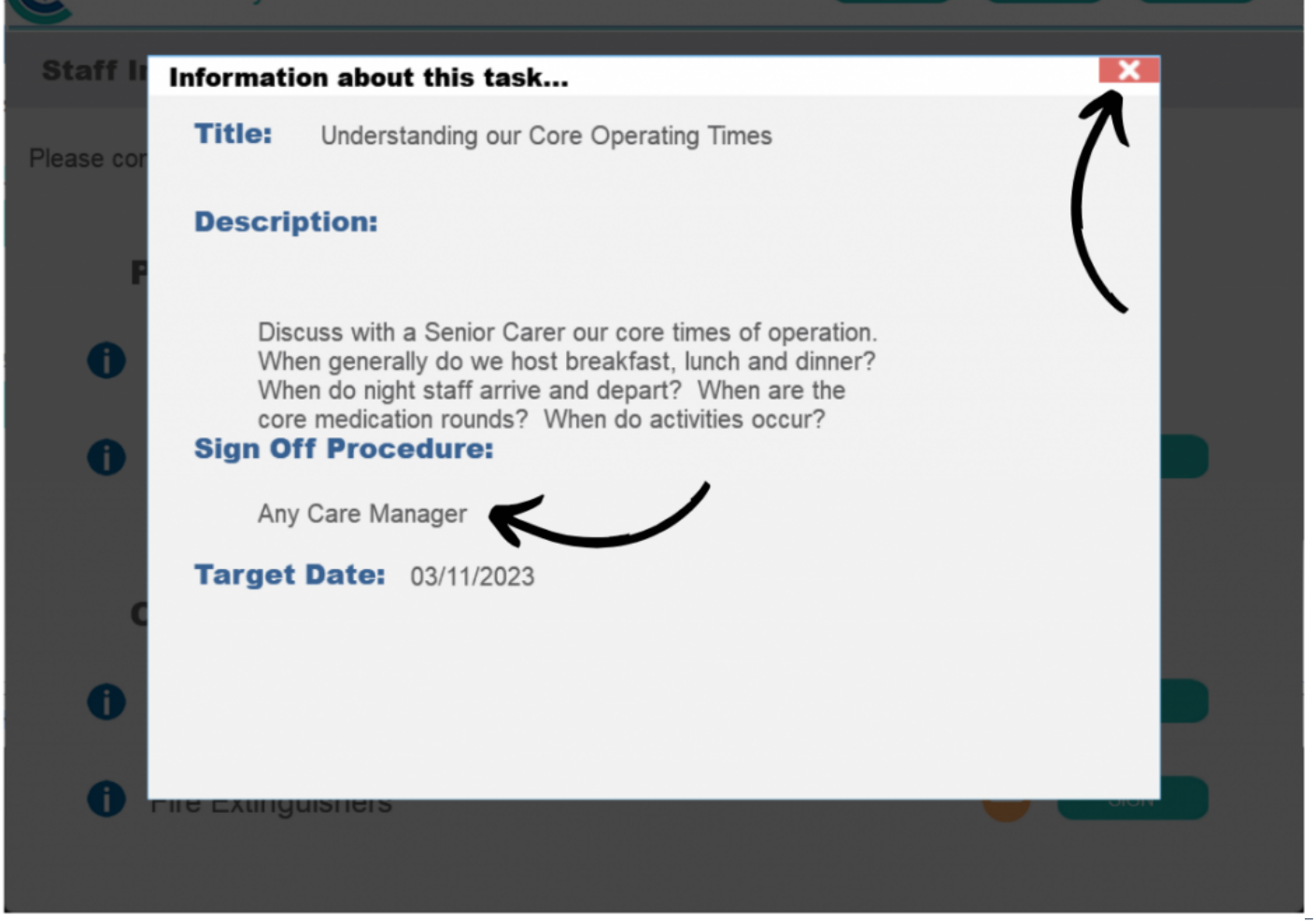
Press the **View Induction** button.

4

A list of induction topics will be displayed.

Press the **information (i)** icon to view the contents of the topic, as well as any tasks associated.


Staff Induction - Johny Atlas
Please complete ALL induction items. Click the icon for further help.
Philosophy
Understanding Our Approach to Care
Understanding our Core Operating Times
PIN
Orientation
Fire Exits
SIGN
Fire Extinguishers
SIGN



5

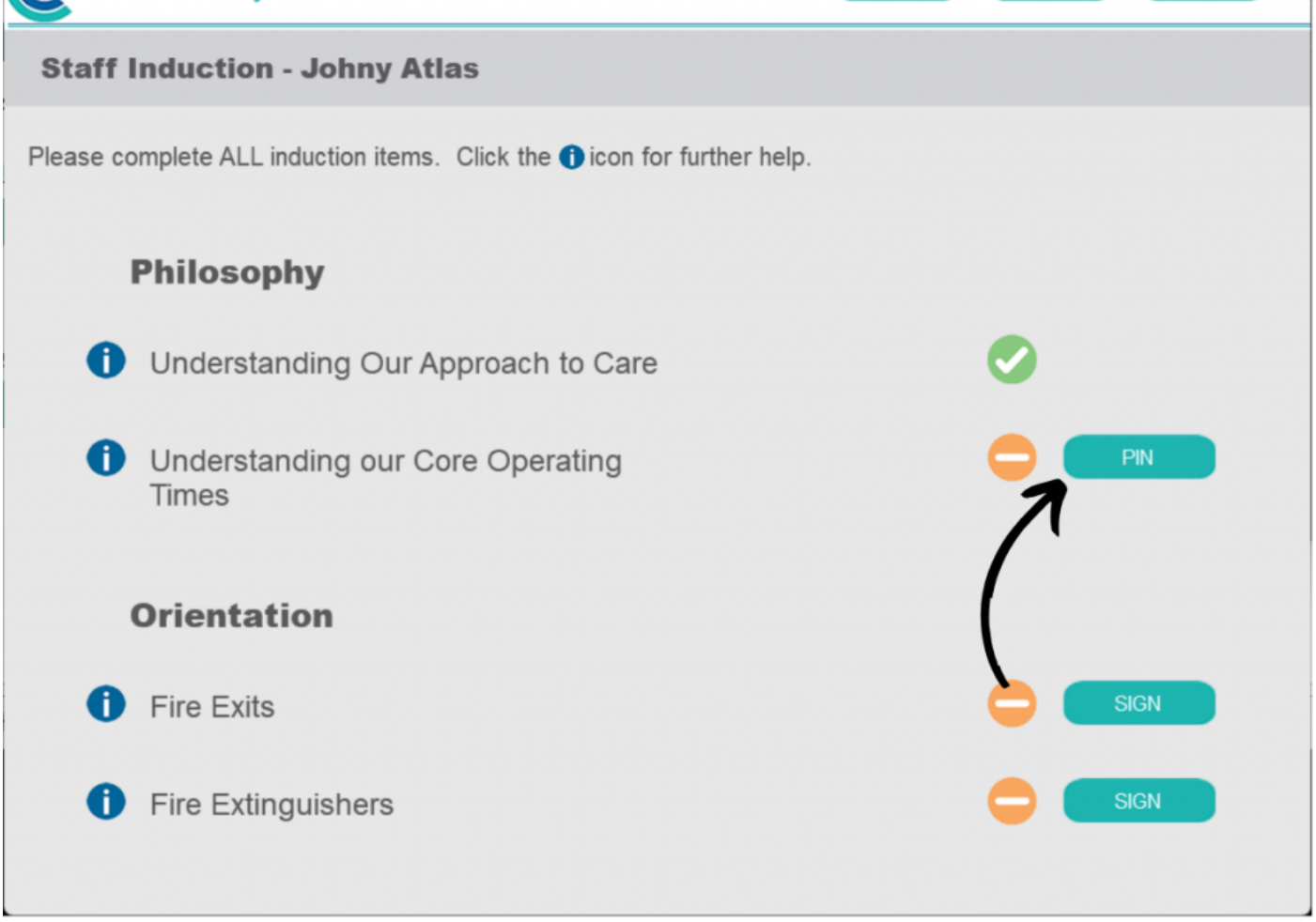
A new window will open. We can see the **title**, **description**, **sign off procedure** as well as the **target date** for the induction topic.

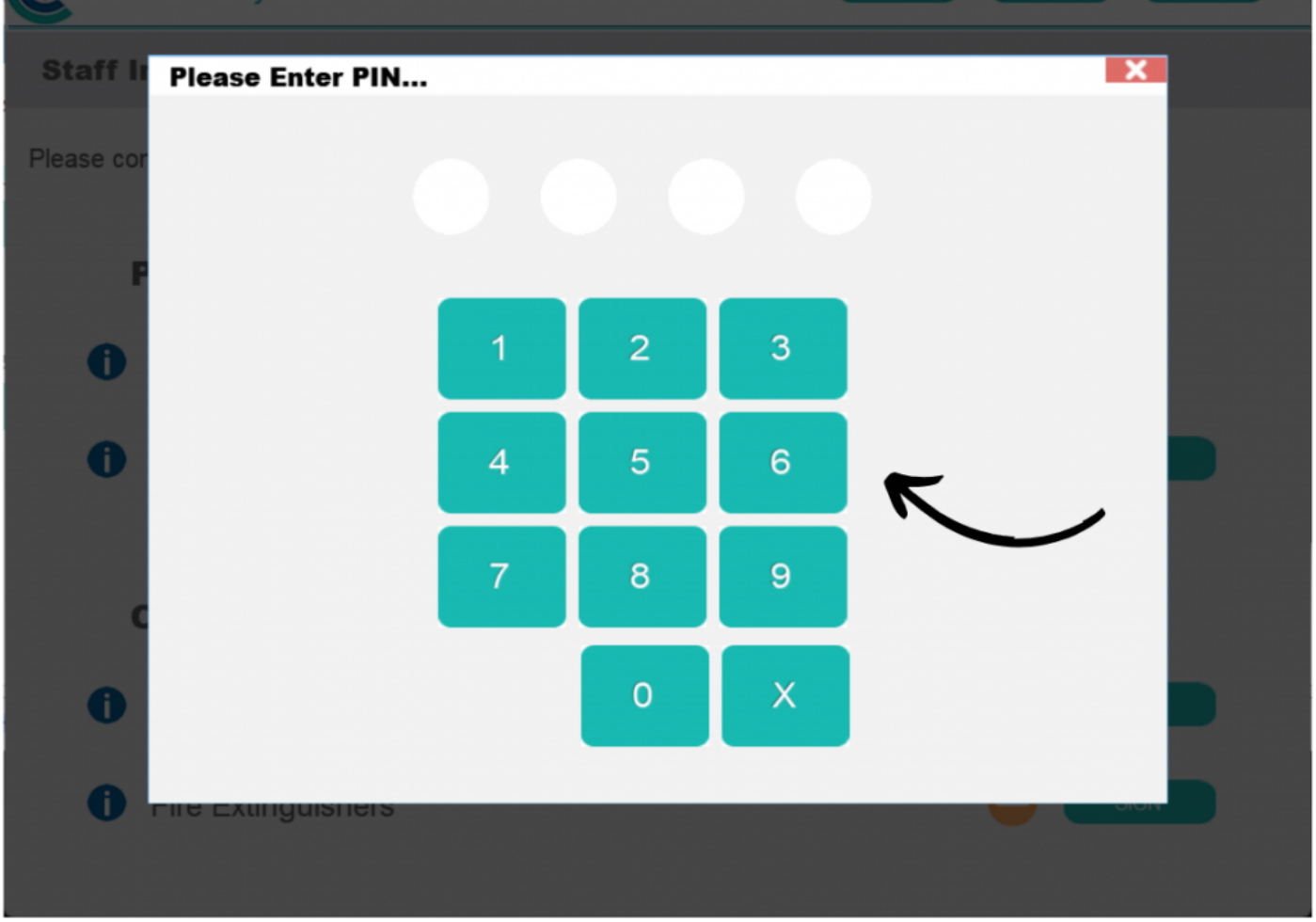
In this example, our staff member needs to discuss Core Operation Times with a Senior Carer. This topic can be signed off by any Care Manager.

When you are ready to sign this topic off, press the **red cross (x)**.

6

We can now sign the topic off – press **PIN**.


Staff Induction - Johny Atlas
Please complete ALL induction items. Click the icon for further help.
Philosophy
Understanding Our Approach to Care
Understanding our Core Operating Times
PIN
Orientation
Fire Exits
SIGN
Fire Extinguishers
SIGN



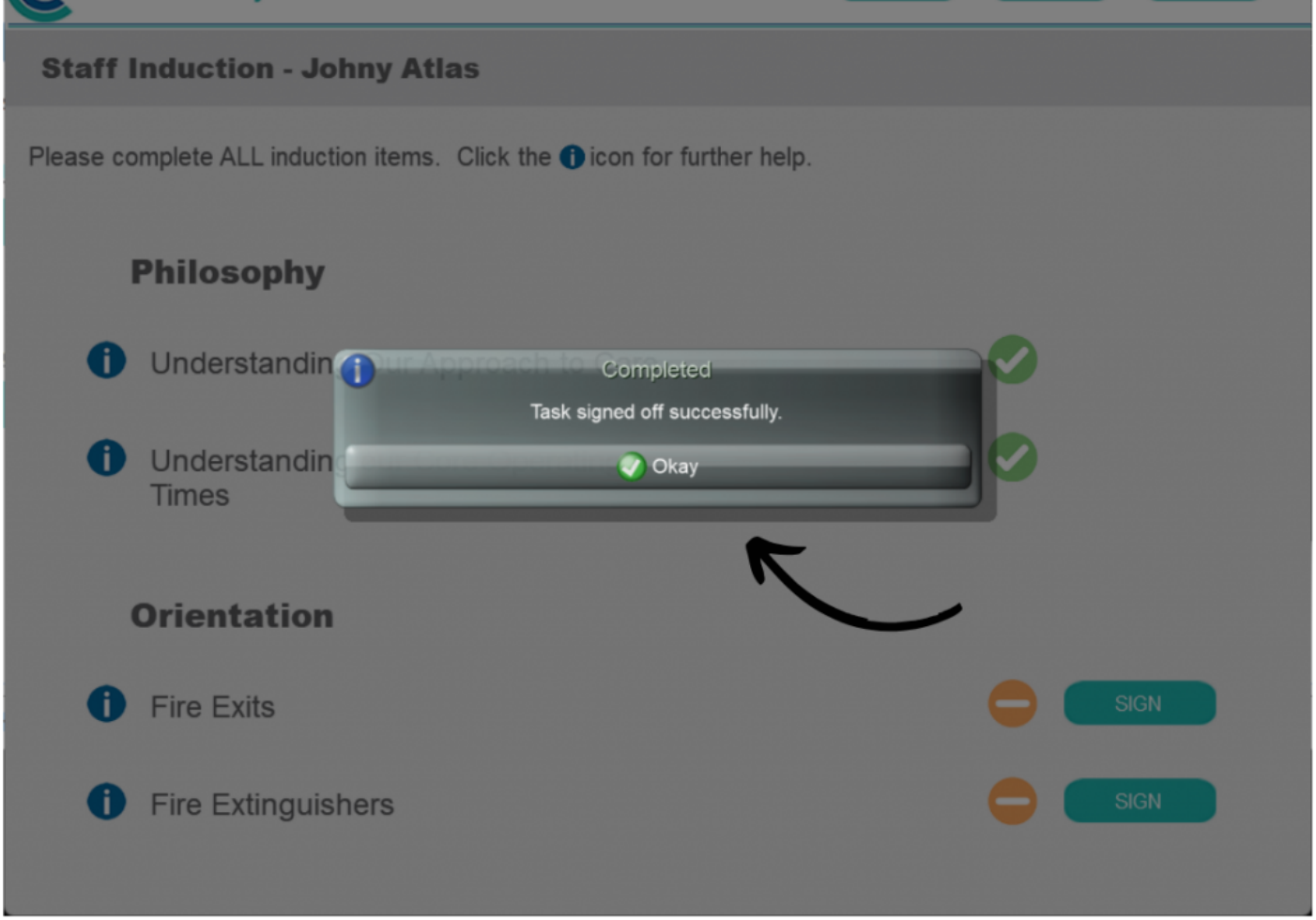
7

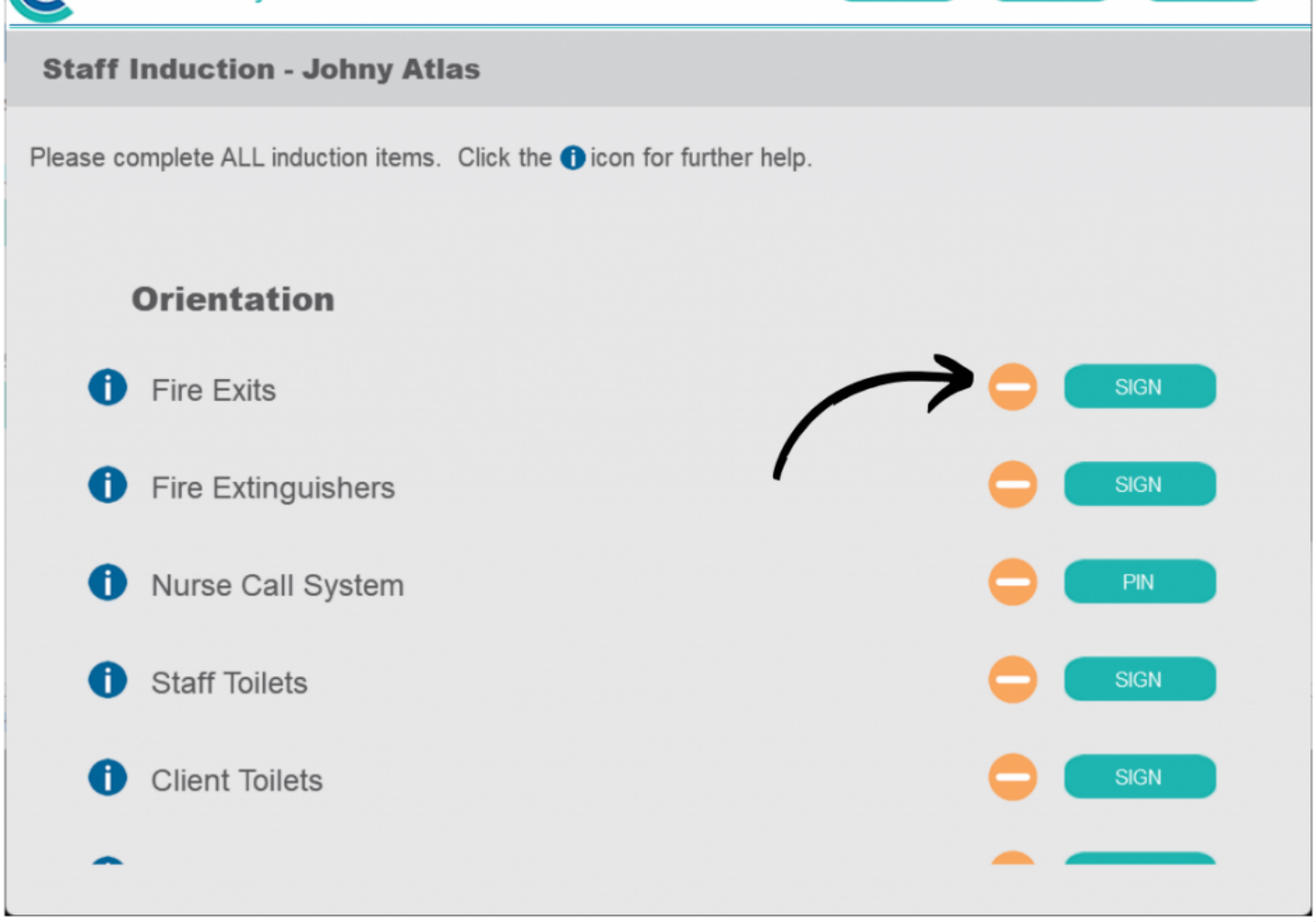
The staff member who is signing off the topic will need to enter their PIN – not the staff member undergoing the induction.

In the example used above, a Care Manager PIN is required to sign this off.

8

After the necessary PIN is entered, you will receive a confirmation message that the topic has been completed.


Staff Induction - Johny Atlas
Please complete ALL induction items. Click the icon for further help.
Philosophy
Understandin
Completed
Task signed off successfully.
Okay
Understandin
Times
Orientation
Fire Exits
SIGN
Fire Extinguishers
SIGN



9

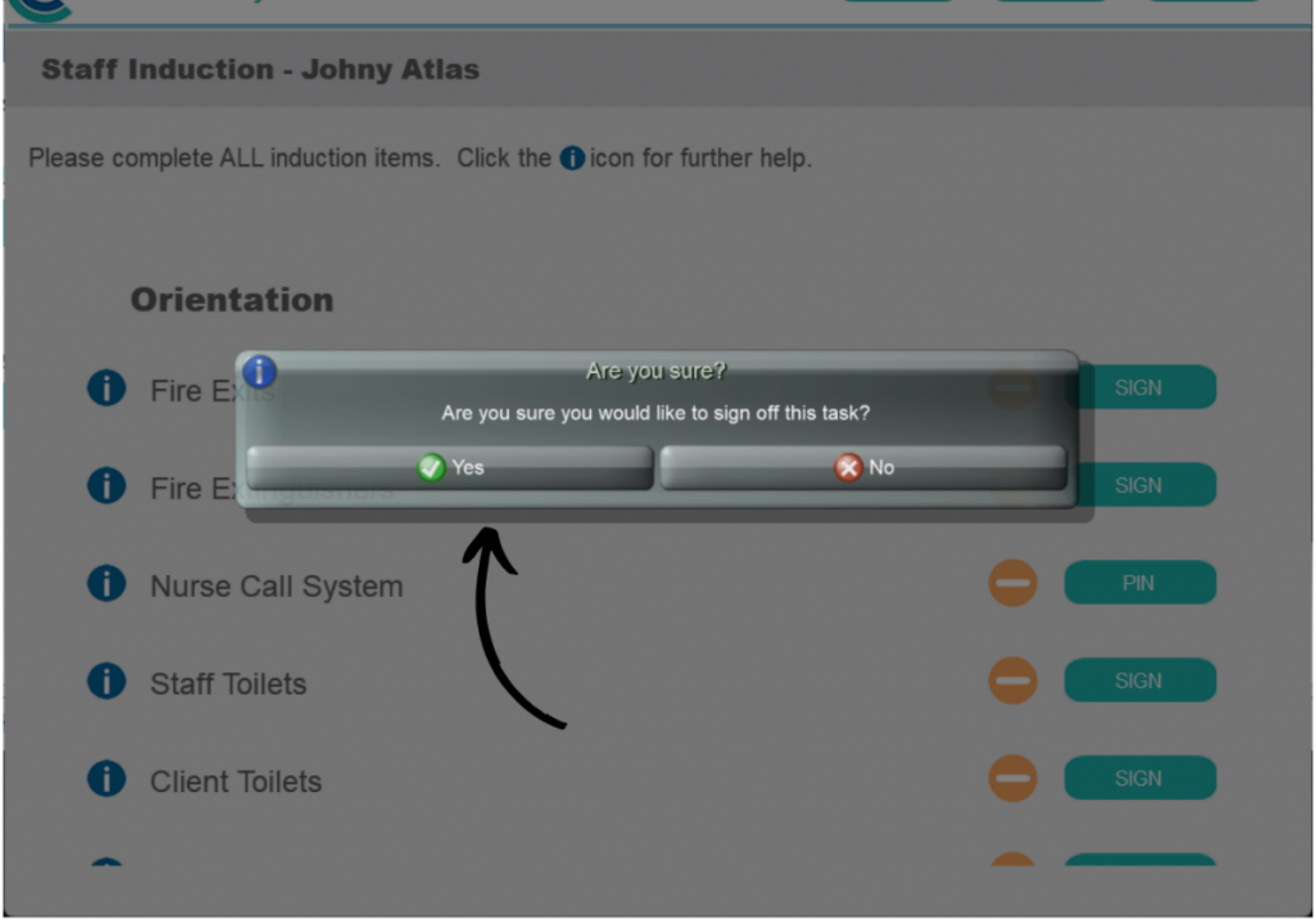
Some topic areas do not need another staff members PIN to complete, but instead only need confirmation from the staff member undergoing the induction that is has been completed.

Press **Sign**.

10

A confirmation warning will appear – press **Yes** to complete the topic.

Continue to work through the induction until it is complete.


Staff Induction - Johny Atlas
Please complete ALL induction items. Click the icon for further help.
Orientation
Are you sure?
Are you sure you would like to sign off this task?
Yes
No
SIGN
SIGN
Nurse Call System
PIN
Staff Toilets
SIGN
Client Toilets
SIGN