A new worker's first week

Work down the page together. The family and the worker both initial each step.

Worker's first name	First visit	Family contact

1. Before the first visit

	Family	Worker
☐ Care plan sent and read, and a 15-minute call to answer questions		
☐ Availability, and how to cancel, agreed		
☐ NDIS Worker Screening Check talked about (see the NDIS Commission website)		
☐ Keys, door code and parking sorted		

2. First visit, with someone alongside

	Family	Worker
☐ Routines walked through, using the care plan, and shown where things are kept		
☐ First care notes written together		

3. Days 2 to 5

	Family	Worker
☐ A short check-in each day, with answers added to the care plan		

4. End of week one

	Family	Worker
☐ A review chat about what's missing, and the care plan updated		

Safety: shown by the person who owns the plan

	Shown by	Date
Moving and equipment (manual handling plan)		
Medication process (prescriber's chart)		
What helps when upset (behaviour plan, if any)		
Emergency contacts, and who to call first		

This records that each item was shown. The plan from the doctor, nurse or therapist always comes first.

Answer questions in the care plan itself, so the next worker gets the answers too. Not an NDIS form. General information, not advice.