

**Y Gwasanaeth Anhwylderau Bwyta**  
Gwasanaethau Iechyd Meddwl ac Anableddau Dysgu

**Eating Disorders Service**  
Mental Health & Learning Disabilities Directorate

## Induction Checklist

**Name of Employee:**

**Job Title:**

**Base:**

**Service Start Date:**

Section A - Orientation to Place of Work/Procedures	Initials of Mentor	Initials of Employee	Date
Fire Defence Plan – Local and Service-Wide as appropriate)			
Door entry & security codes and security arrangements			
Office space (general housekeeping, IG)			
Policies and Procedures			
Access to Internet and Email			
Library - Academic Support			
Leave Procedures (Sickness/Time Owing/etc)			
Weekly team meeting/monthly case load review			
Monthly contacts			
E-Expenses			
Mobile Phones			
Equipment			
ESR			
Pool car access			
ID badge			
Hot desk			
Putting things right			
Advocacy			
Compliments			

Section B - Health and Safety at Work	Initials of Mentor	Initials of Employee	Date
Occupational Health			
Staff psychological wellbeing service			
Carers support			
Use of Computers			
Datix			

Lone Working (outlook calendar, how to raise an alarm)			
Healthy Driving			

<b>Section C - Supervision</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Overview of Supervision Arrangements</li> <li>• Confirm Supervisor</li> </ul>			

<b>Section D – Eating Disorder Service</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Introduction to Teams- line manager, colleagues, including 'Carer Lead(s)' and senior managers			
Managerial Structure			
Referral Guidelines / Pathway			
Service development/QED			

<b>Section E - Client Confidentiality, Data Protection Act</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Confidentiality policy			
Discussion-how to respond to carers when a patient does not consent to their involvement.			

<b>Section F - Client Contact &amp; Assessment</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Care Partner			
Record Keeping			
Assessments			
Mental Health Measures Care and Treatment Planning			
WARRN			
MEED			

<b>Section G - Multi-professional Roles</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Multi-Professional working arrangements			
Introduction to other agencies			

<b>Section H - Mandatory Training/CPD</b>
<p><b>All staff must complete mandatory training as per PADR.</b></p> <p><b>Study Leave requests will be turned down if mandatory training is not complete.</b></p> <p><b>Maintain core profession regulation.</b></p>
CPD arrangements

<b>Employee's Suggestions &amp; Observations</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>

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**The Induction Checklist**  
to be completed in 3 months and returned to EDS

Signed (Employee) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Mentor) \_\_\_\_\_ Date: \_\_\_\_\_

<b>Section I - Core professional competencies for work with people with eating disorders</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Knowledge of, and ability to operate within, professional and ethical guidelines			
Knowledge of, and ability to work with, issues of confidentiality and consent			
Knowledge of, and ability to assess, capacity			
Ability to work with difference			
Ability to operate within and across organisations			
Ability to make use of supervision and training across organisations			
Knowledge of Mental Health Act			

<b>Section J - Generic therapeutic competencies</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Ability to foster and maintain a good therapeutic alliance and grasp the patient's perspective and world view.			
Ability to understand and respond to emotional content of sessions.			
Ability to manage endings and service transitions.			
Ability to make use of measures (including monitoring of outcomes).			

<b>Section K - Knowledge of eating disorders, assessment, formulation and planning</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Knowledge of feeding and eating disorders presentations.			
Knowledge of medical risks associated with eating disorders.			
Knowledge of evidence for eating disorders interventions.			
Assessment of eating disorders.			
Formulation and intervention planning.			
Collaborative engagement of patients in an intervention plan.			
Knowledge of Specialist Eating Disorder Unit pathway.			

<b>Section L - Interventions</b>	<b>Initials of Mentor</b>	<b>Initials of Employee</b>	<b>Date</b>
Knowledge of guided self-help.			

Enhanced cognitive behavioural therapy for eating disorders (CBT-e)			
Maudsley Model of Anorexia Nervosa Treatment in Adults (MANTRA)			
Specialist Supportive Clinical Management (SSCM)			
Managing meal times in hospital and community			
Intensive home treatment			
Carers support			

The Induction Checklist  
to be completed in 6 months and returned to EDS

Signed (Employee) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Mentor) \_\_\_\_\_ Date: \_\_\_\_\_