

# Orientation Checklist

## Consumers & Community Participation



**Health**  
Murrumbidgee  
Local Health District

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Site Manager \_\_\_\_\_

<b>DISTRICT CHECKLIST (Community Engagement Manager)</b>	<b>Complete</b>	<b>Initials</b>
Welcome Letter	<input type="checkbox"/>	
MLHD Organisational Structure	<input type="checkbox"/>	
MLHD Strategic Plan 2021-2026	<input type="checkbox"/>	
LHAC Terms of Reference	<input type="checkbox"/>	
National Criminal Record Check and 100 Point Check (Consent form completed and cleared)	<input type="checkbox"/>	
MLHD LHAC Principles of Conduct (copy signed and returned to Community Engagement Manager)	<input type="checkbox"/>	
Confidentiality and information privacy policy (copy signed and returned to Community Engagement Manager)	<input type="checkbox"/>	
<b>LOCAL CHECKLIST (Site Manager &amp; LHAC Chair)</b>	<b>Complete</b>	<b>Initials</b>
LHAC Chair provided an overview of LHAC Roles and Responsibilities (current projects LHAC is working on, outline expectation of attendance at meetings and forums)	<input type="checkbox"/>	
Physical tour of facilities and introduction to staff (toilets, tearooms, staff facilities, car parking, meeting rooms, entrances / exits, sign on book etc)	<input type="checkbox"/>	
Photo and MLHD Official Name Badge	<input type="checkbox"/>	
Media Release announcing arrival of new member	<input type="checkbox"/>	
Overview / familiarisation of MLHD website	<input type="checkbox"/>	
Overview / familiarisation of facility / local health services		
Advised of:	<input type="checkbox"/>	
> Safety and Security policies and procedures, first aid etc	<input type="checkbox"/>	
> Smoking policy, dress standards	<input type="checkbox"/>	
> Importance of reporting any conflict of interest	<input type="checkbox"/>	
> Hand Hygiene procedures	<input type="checkbox"/>	
> Car booking procedures	<input type="checkbox"/>	