

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	Head of nursing / HR	-14 days
☐ Registration with social insurance and health insurer	HR	-7 days
☐ Obtain proof of measles vaccination under section 20 (9) IfSG	HR	-7 days
☐ Request and check the extended certificate of good conduct	HR	-10 days
☐ File the professional licence and proof of qualifications	HR	-7 days
☐ Prepare uniform, locker and keys	Housekeeping	-2 days
☐ Set up access to care records and the duty roster	Head of nursing	-2 days

Week 1

Task	Owner	Deadline
☐ Welcome, tour of the home, team introductions	Head of nursing	Day 1
☐ Training on care records and handover	Practice mentor	Day 1
☐ Training on medical devices under section 4 MPBetreibV	Practice mentor	+1 day
☐ Hygiene plan, hand disinfection, protective equipment	Hygiene officer	+1 day
☐ Instruction under section 43 IfSG where food is handled	Hygiene officer	+2 days
☐ Fire safety, emergencies, alarm procedures, escape routes	Safety officer	+2 days
☐ Controlled drugs: storage, records, four-eyes principle	Head of nursing	+3 days
☐ Accompanied early and late shift with the practice mentor	Practice mentor	+4 days

Month 1

Task	Owner	Deadline
☐ Fall prevention, pressure ulcer prevention, expert standards	Practice mentor	+10 days
☐ First time in charge of an area, with back-up	Practice mentor	+14 days
☐ Accompanied night shift, routine and who to call	Head of nursing	+21 days
☐ Feedback meeting after 30 days	Head of nursing	+30 days

Month 3

Task	Owner	Deadline
☐ Set the training plan and mandatory training	Head of nursing	+45 days
☐ Mid-probation review	Head of nursing	+60 days
☐ Feedback from the team and the practice mentor	Head of nursing	+75 days
☐ End-of-probation review and decision on continued employment	Head of nursing	+89 days