

Appendix A

Mental Health Service Induction Checklist

This checklist is to be used to guide the induction and orientation of new Service Provider Organisations.

This form is to be completed by the SWSPHN Program Coordinator or Team Lead in collaboration with the authorised representative of the new Service Provider Organisation.

Name of Service Provider Organisation:	
Authorised Representative:	
Schedule Number:	Program Name:

Task	Complete	Initial
Introduction		
Overview of Schedule and Key Performance Indicators	<input type="checkbox"/>	
Clarification of referral process for program	<input type="checkbox"/>	
Overview of referral, intake and allocations processes	<input type="checkbox"/>	
Contract monitoring and performance activities: Overview of service reviews, workforce accreditation and clinical file audits	<input type="checkbox"/>	
Schedule Deliverables: Overview of reporting including Progress Reports, Scorecards, Annual Work Plan and Budget	<input type="checkbox"/>	
Overview of SWSPHN MH and AOD services and how to refer	<input type="checkbox"/>	
PMHC MDS Data		
Determine if directly uploading to PMHC MDS Portal or using SWSPHN CIMS	<input type="checkbox"/>	
Set up of SWSPHN CIMS (if required) with Program and Clinicians in collaboration with SWSPHN Mental Health Intake	<input type="checkbox"/>	
For rediCASE users all Clinicians to complete the New Users Form. To be provided by SWSPHN Intake Team.	<input type="checkbox"/>	
Clinicians and Staff Members		
New staff members to complete the SWSPHN New Staff Induction Training	<input type="checkbox"/>	

Service Provider Signature:		Date induction completed:	
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Document control

Form review every (choose most applicable) 1 year 2 years 3 years

Version	Date Commenced	Policy Owner	Change Description	Review Date	Authorising Executive
V1.0	March 2025	Mental Health Manager	New Appendix	March 2028	Director of Planning and Performance
V1.1	April 2025	Mental Health Manager	Minor Review	April 2028	Director of Planning and Performance

This form will remain in effect until replaced.