

ITS Induction Process: Becoming a member of the team

STEP ONE: PRE INDUCTION

- Sign ITS Working Policy and Agree Therapist Charge Rate
- Send your ITS Therapist Profile, CV, Photograph and professional documentation to ITS
- Send Geographical Article
- Receive ITS Email address and login address (payment to be sent to accounts)
- Receive Website Demonstrations and instructions
- Familiarise yourself with the Therapist Handbook including all processes and procedures
- Complete Therapist Profile information in the 'Therapists area'
- Send all signed policies to ITS prior to induction meeting

STEP TWO: INDUCTION

- Skype induction to be carried out with ITS Team Manager
- This is to answer questions and queries regarding processes outlined in the handbook
- The meeting will also be to reiterate key processes vital to the service
- You will be able to meet fellow therapists joining the team at the same time to you

STEP THREE: REGISTRATION WITH RANDSTAD

- Upon securing your first client you will register with Randstad Care
- You will need to set up your Professional Indemnity Insurance and provide copies to ITS and Randstad

OTHER

You will receive the following post induction:

- Case Notes
- Name Badge
- Talk Tools DVD's
- Business Cards
- ITS Merchandise (where applicable)