



Induction Checklist

Action needed:	ITS	Therapist
Working Policy sent and signed by both parties (Therapist and ITS)		
Pay Rate Agreed – Confirmed LTD/PAYE method		
Secure Email Policy explained and payment sent by therapist to accounts		
Email address and login details provided (payment sent to accounts)		
Welcome pack sent including website use instructions and link to handbook and videos prior to induction meeting		
Checklist of signed policies and procedures which need signed and returned to ITS includes		
Website profile, CV and photo sent by therapist and received by ITS (online handbook)		
Geographical Article sent by therapist & received by ITS		
Initial assessment and referrals process explained (online handbook & induction meeting)		
Expenses and Travel forms explained (online handbook & induction meeting)		
Timesheet process and Client Invoice Records explained (online handbook & induction meeting)		
Promotional materials provided and guidance given (online handbook & induction meeting)		
Borrowing resources process explained (online handbook & induction meeting)		
Shadowing sessions arranged as applicable		
Copy of Professional Indemnity Insurance sent by therapist to ITS and Randstad		
Randstad application form completed, including DBS, CV, References and Professional Indemnity Insurance		
Signed workers agreement with Randstad		
Name badge, Case notes, Business cards and ITS Merchandise sent by ITS and received by Therapist		
Talk Tools disks to be sent by ITS and received by Therapist		