

# Early Career Checklist

Essentials for getting started in a new role

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As an OT, you need to be mindful of the quality of the care you are providing, as well as the physical and psychological safety of your clients, yourself and your colleagues. Below is a checklist with some top tips to get you started. Tick the box on the left if you have already completed the task and find out what you still might need to follow up on.

**Note: Ensuring the quality and safety of your services demands ongoing and constant attention and your requirements wont be limited to this list. Check with your manager or supervisor to help you further**

- Complete your orientation to the organisation and any mandatory training as soon as you can.  
You can independently access [online Hand Hygiene Training](#) and [Basic Life Support Training](#) if they are not provided by your organisation
- Review your organisation's policies, procedures and clinical guidelines that relate to your role and use them—they are there to help you.
- Make sure you know what your organisations emergency procedures are—both on and off site.
- Know procedures for working on your own or doing home visits if you will be doing that work.
- Understand your Occupational Therapy professional practice standards- such as the Ahpra Competency Standards, Ahpra Code of Conduct, OTA Scope of Practice Framework, OTA Code of Ethics. Learn more with our [free online course here](#).
- Look up and understand legislation relevant to your practice (Your supervisor will be able to help you)
- Familiarise yourself with quality and safety frameworks relevant to your area of practice, eg:
  - National Quality and Health Care Standards (Health and Community Services)
  - NDIS Quality and Safeguards Commission (NDIS))
- Be proactive and assess potential risks. Have a plan in place to mitigate any risks you have identified (e.g. client falls, dealing with aggression) and talk it over with your supervisor. Make sure you know the organisations process for reporting risks or potential risks
- Understand the principles of the Australian Open Disclosure Framework
- Understand the pathways to ask for help if you need it. This might include formal supervision and informal supports between supervision sessions. Find our [free online course on supervision here](#).