

## STAFF EXIT CHECKLIST

Employee Name:

Position:

Facility / Centre / Region:

Person completing exit checklist:

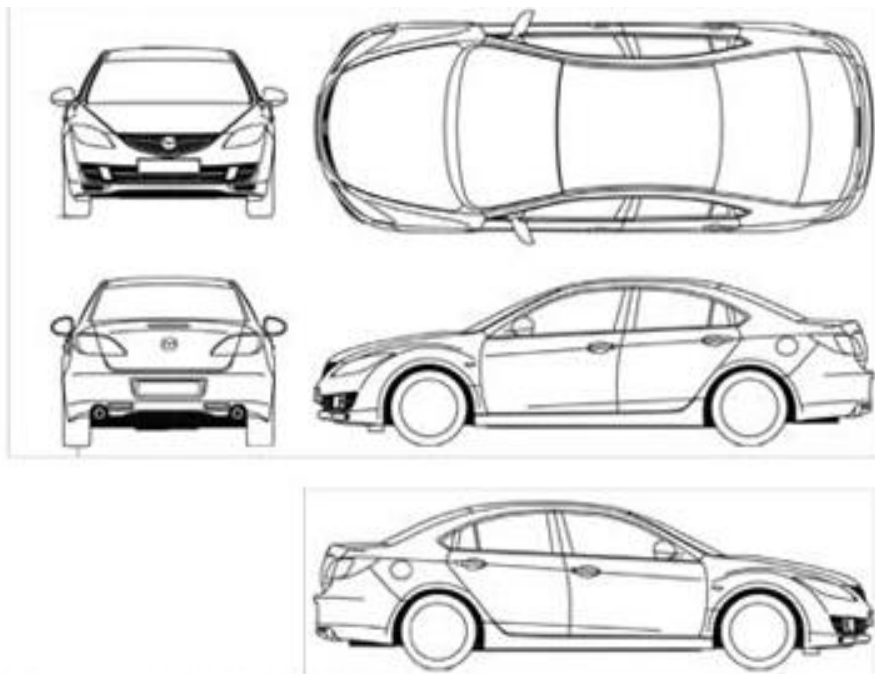
Date:

### ITEMS REGISER – Hardware & Software

- please mark off each item and make the appropriate comments

Mobile Phone	Yes	No	N/A
Mobile phone returned including charger			
Sim passcode:			
Phone pin code:			
Apple ID & passcode:			
Laptop	Yes	No	N/A
Laptop returned including charger			
Laptop password:			
Laptop bag			
Mouse and keyboard			
Other:			
iPad	Yes	No	N/A
iPad returned including charger			
iPad password:			
iPad keyboard			
iPad accessories			
Desktop Computer	Yes	No	N/A
Password:			
Other:			
Motor Vehicle	Yes	No	N/A
Motor vehicle returned in a clean and acceptable condition			
eTag			
Motorcharge card			
All personal items removed			
Care inspection completed (go to inspection record if applicable)			
Software Passwords	Yes	No	N/A
My Aged Care Portal			
Email request to be sent to HR Director for account to be deactivated.			

Software Passwords (cont.)	Yes	No	N/A
Talent Propeller: Email request to be sent to HR team for account to be deactivated.			
Mirus Works: Email request to be sent to HR team for account to be deactivated.			
Enable HR: Email request to be sent to HR team for account to be deactivated.			
Clinical Manager: Email request to be sent to Clinical Governance team to be deactivated.			
Moving on Audits (MOA): Email request to be sent to Clinical Governance team for account be deactivated.			
Riskman: Email request to be sent to Clinical Governance team for account to be deactivated.			
VisualCare: Email request to be sent to Clinical Governance team (NSW/QLD) for account be deactivated.			
Other:			
Keys	Yes	No	N/A
All office keys returned			
All air keys returned			
Other: (medication cupboard etc.)			
Intellectual Property and Stationary	Yes	No	N/A
All business cards returned			
All stationary supplies returned			
All client/resident files returned			
All education material returned			
All AQ documentation returned			
Documentation and Paperwork	Yes	No	N/A
– all outstanding documentation to be returned at exit meeting			
All consumer paperwork has been returned / handed over			
All outstanding consumer dockets / receipts returned			
Employee finalised and submitted timesheet for approval and processing			
AQ policy reminders			Yes
- staff member to be reminded of their obligation and agreement to			
Confidentiality agreement			
Restriction of trade			
Privacy and confidentiality			

**Additional Information / Comments**
**Motor Vehicle Inspection Report**


Inspection	Good Condition / Unmarked		Poor Condition / Marked		Action Required	
	Yes	No	Yes	No	Yes	No
Exterior Panels						
Interior Panels						
Odour						
Carpet						
Upholstery						
Headlights						
Windscreen:						
- Front						
- Rear						
Windows						

Comments:

**Form to be returned to HR office within 24 hours of the employee exiting the organisation.**