

0 *TO* 100

## PRIME PHYSIOTHERAPY INDUCTION CHECKLIST

IMMERSE YOURSELF & GET OFF TO THE BEST START IN YOUR NEW ROLE



# MAKE THE BEST START IN YOUR ROLE AT PRIME PHYSIOTHERAPY

Welcome to the Prime Physiotherapy Team!

We're all looking forward to helping you make the best start.

To help you start, we've made this **Induction Checklist**.

**You'll see exactly what you need to do in your first 100 days.**

Together, we'll complete every action point on this checklist.

We'll be here to support you every step of the way.

We're looking forward to helping you achieve **GREATNESS!**

Let's do this :)

Help keep people  
Healthy, Active &  
Happy.

PRIME PHYSIOTHERAPY CORE PURPOSE

# PRIME PHYSIOTHERAPY

## CLIENT CORE VALUES

### WE ARE RESPECTFUL

We treat clients as we would like to be treated and see them as equals. We celebrate their wins and share their grief if there is a setback. We are empathetic and aim to serve our clients with passion!

### WE GENUINELY CARE

We are committed to the client and each other. We treat clients like they are our Mum, our Dad or a professional athlete. We are generous and have the client's best interests at heart. We want to help them get better!

### WE ARE INNOVATIVE

We are open minded and flexible. We use the best evidence and tailor this to the client's individual situation. We are creative in our healthcare provision to find client specific solutions. We do not provide recipe based healthcare.

### WE ARE OF HIGH INTEGRITY

We listen to the client's concerns and act in a manner that is genuine and in their best interest. We do what we say we will do. In this way we earn and keep trust. We are responsible for our actions and hold ourselves to high standards.

### WE ARE WORLD CLASS

We create WOW experiences. We go the extra mile so that clients can too. We are passionate about growth and learning. We are relentless in the pursuit of the best outcomes and invest in professional development to deliver this!

**YOUR FIRST DAY**  
**WELCOME**  
**TO THE TEAM!**

# YOUR ORIENTATION SCHEDULE



**PRIME PHYSIOTHERAPY**

## DAY 1

**1400**

Welcome Pack & Outline for The Day/0-100 Doc

**1400-1415**

Clinic History, Vision, Mission, Purpose

**1415- 1430**

Logins: Laptop, Cliniko, Email, Physitrak

**1430-1500**

Tute: Initial Consult - Elements and Skills

**1515-1530**

Cliniko: treatment notes & rebooking

**1530 -1545**

Breevy: add Practitioner Sign Off

**1545-1600**

Physitrak: Exercise Prescription

**1600-1630**

Cliniko: Management Plans

**1630-2030**

Consulting/Practice using breevy, Physitrack, Cliniko

## DAY 2

**1400-1415**

Logins: Asana, Xero, OneDrive, Phone

**1415-1445**

Position Description & Admin To Do List

**1445-1600**

Project work:

**1600-1615**

Client Hand Overs

**1615-1630**

Practice Consult with Sam

**1630-2030**

Consulting/Project Work

## **VISION**

**To make Manningham the most healthy, active and happy place to live in Victoria.**

## **MISSION**

**To help every family in Manningham live a healthy, happy and pain-free life.**

## **PURPOSE**

**To make a difference in the lives of our clients and give hope that recovery is possible. We are driven to help our clients achieve incredible results and never give up on them.**

**YOUR 0 TO 100 JOURNEY**



# WHAT IS ZERO TO 100

## DESIRED RESULT

You deserve to feel welcomed and comfortable as our newest team member. By completing every item on this checklist over your first 100 days, you'll know that you have immersed yourself into your role and made yourself part of the team.

## DRIVING FORCE

There is a great personal and professional opportunity ahead of you as a team member of Prime Physiotherapy and we want you get off to the best start. We want to make a good first impression by making a positive impact in your first 100 days. When we do these 100 days well, we know we're set for success.

## MASSIVE ACTION

Every week you will have a number of Practitioner, Personal and Practice related tasks to check off so that you know what to do, when to do it, how to do it and who can help you. You'll need to tick off every task each week to graduate as a fully fledged Primer. How exciting!

**HERE'S HOW YOU CAN**  
**EXPERIENCE THE GREATEST**  
**G R O W T H**

# YOUR 3 KEY GROWTH AREAS

Your role at Prime Physiotherapy will involve 3 key GROWTH areas - Practitioner, Personal & Practice.

Together we are going to work on each of these areas so that you feel confident in your role.

Over your next 100 days, we're going to cover a variety of topics and key actions that make our practice and team unique. To simplify your focus, we've outlined the key objectives we have over the next 100 days for each of these 3 Growth areas.

## PRACTITIONER

Your core objective as a practitioner is to deliver amazing client experiences.

Here's what that looks like:

- Client's get positive health outcomes
- Client's are loyal to their care plan
- Client's receive more value than actual cost

## PERSONAL

Your core objective as a person on the team is to contribute to the culture.

Here's what that looks like:

- You celebrate others and feel celebrated
- You feel confident to share ideas
- You feel equipped to manage time & tasks

## PRACTICE

Your core objective as a private practice professional is to develop your reputation.

Here's what that looks like:

- You regularly produce practical content
- You regularly connect with referral partners
- You regularly involve yourself with community events

**LET'S GET STARTED!**

WEEK | 3:  
DAYS | 15 - 21  
COMPLETION DATE: / /

## WEEK THREE | DAYS 15 - 21

LET'S CONSOLIDATE EARLY MOMENTUM

### PRACTITIONER

### PERSONAL

### PRACTICE

#### TECHNOLOGY

- ☐ APPS - HUDL TECHNIQUE, CLINOMETER
- ☐ IMAGING (SET UP & USE)
- ☐ HICAPS MACHINE - Practice

#### CLINICAL

- ☐ CLINICAL JUMP SHOT 05 – SHOULDER TUTE
- ☐ CLINICAL JUMP SHOT 06 – RANGE AND LENGTH ASSESSMENT
- ☐ CLINICAL JUMP SHOT 07 – STRENGTH ASSESSMENT INCLUDING HHD USE

#### ROLE & POSITION

- ☐ Communication In Healthcare:
  - Importance: [LINK](#)
  - Clarity: [LINK](#)

#### SELF-MASTERY

- ☐ POSITIVE LANGUAGE DISTINCTIONS
- ☐ WHEEL OF LIFE OVERVIEW – [LINK](#)... do the test
- ☐ DESIRE STATEMENT – SESSION 2

#### MARKETING – Demo

- ☐ Social Media:
  - Video Creation
  - Photos
  - Captions
- ☐ Have a look through our social media pages:
  - FB:
  - Insta:
- ☐ What do you think? What could be improved?
- ☐ Identify x3 types of content you would like to create

#### OPERATIONS - Demo

- ☐ CLINIC OPENING & CLOSING PROCEDURE
- ☐ COMMUNICATION / ASANA SYSTEM
- ☐ OBSERVE & SHADOW RECEPTION TEAM

MANAGER NAME

EMPLOYEE NAME

MANAGER SIGN  
EMPLOYEE SIGN

WEEK | 6  
DAYS | 36 - 42  
COMPLETION DATE: / / 20

## WEEK SIX | DAYS 36 - 42

LET'S TAKE IT UP A NOTCH

### PRACTITIONER

### PERSONAL

### PRACTICE

#### CLINICAL

- CLINICAL JUMP SHOT 14 –DISCHARGE PLANNING
- CLINICAL JUMP SHOT 15 – DMA CLINICAL EXERCISE R/V
- CLINICAL JUMP SHOT 16 – PRE/POST NATAL

#### ROLE & POSITION

- PERSPECTIVE GARY VEE - [LINK](#)

#### HEALTH & FITNESS

- FIND 30 MINUTES TO SWEAT WITH A FRIEND

#### FUN & RECREATION

- SPEND A LUNCH BREAK OUTSIDE

#### ME TIME / SPIRITUALITY

- ADD SOMETHING PERSONAL TO YOUR ROOM

#### SELF MASTERY & PERSONAL GROWTH

- COMPLETE THE DISC PROFILE - [HERE](#)

#### RELATIONSHIPS

- CONNECT WITH 1 NEW PROFESSIONAL

#### MARKETING

- WRITE 1ST BLOG DRAFT
- LEARN OUR CLIENT ATTRACTION FUNNEL

#### OPERATIONS

- HANDLING COMPLAINTS: [LINK](#)
- CLIENT CANCELLATION POLICY / PROCESS

MANAGER NAME

EMPLOYEE NAME

MANAGER SIGN  
EMPLOYEE SIGN

WEEK | 9  
DAYS | 57 - 63  
COMPLETION DATE: / / 20

# WEEK NINE | DAYS 57 - 63

LET'S

## PRACTITIONER

## PERSONAL

## PRACTICE

### CLINICAL

- ☐ CLINICAL JUMP SHOT 21 – LOAD MANAGEMENT
- ☐ CLINICAL JUMP SHOT 22 – EXERCISE PRESCRIPTION

### ROLE & POSITION

- ☐ SUGGEST 1 CLIENT EXPERIENCE IMPROVEMENT

### ME TIME / SPIRITUALITY

- ☐ ANSWER WHAT'S YOUR BIGGEST WIN SO FAR

### SELF MASTERY & PERSONAL GROWTH

- ☐ SUCCESS – Simon Sinek: [LINK](#)

### RELATIONSHIPS

- ☐ RECOGNISE A FRIEND FOR THE AWESOMENESS THEY'VE CONTRIBUTED IN YOUR LIFE

### MARKETING

- ☐ WATCH THIS VIDEO - [CLICK HERE](#)
- ☐ HOW TO ASK FOR REFERRALS FROM CLIENTS

### OPERATIONS

- ☐ INBOX ZERO

### TEAM PLAYER

- ☐ ASK "HOW CAN I HELP YOU" TO A TEAMMATE

MANAGER NAME

EMPLOYEE NAME

MANAGER SIGN  
EMPLOYEE SIGN

WEEK | 12  
DAYS | 78 - 84  
COMPLETION DATE: / / 20

## WEEK TWELVE | DAYS 78 - 84

LET'S

### PRACTITIONER

### PERSONAL

### PRACTICE

#### CLINICAL

- CLINICAL JUMP SHOT 25 – LOWER BACK TUTE
- CLINICAL JUMP SHOT 26 THORACIC TUTE

#### ROLE & POSITION

- MONTHLY MENTORING SESSION

#### HEALTH & FITNESS

- WALK AROUND THE BLOCK IN A LUNCH BREAK

#### SELF MASTERY & PERSONAL GROWTH

- WHAT IS LEADERSHIP – Simon Sinek: [LINK](#)

#### MARKETING

- 1 REFERRER VISIT

#### OPERATIONS

- COMPLETE EXPECTATIONS DASHBOARD

#### TEAM PLAYER

- RECOGNISE A TEAMMATE'S GREAT WORK

MANAGER NAME

EMPLOYEE NAME

MANAGER SIGN  
EMPLOYEE SIGN