



SOUTH WESTERN SYDNEY AREA HEALTH SERVICE

Orientation Checklist SWSAHS Community Representatives

1. Signed Community Representatives Agreement
2. Signed Confidentiality Agreement
3. Copies of Report Form
4. Re-imbusement claim forms
5. Buddy contact details
6. SWSAHS information supplied
7. Orientation visits to services planned
(if appropriate)
8. Committee information
 - a. Membership of committee
 - b. Terms of Reference
 - c. Secretariat, Chairperson contact details
 - d. Location and times of meetings
 - e. Background information on issues
9. ID Badge organised
10. Needs of the community representative
identified