



STAFF INDUCTION POLICY

Compiled by: Head of Learning & Development

Status: Approval date: December 2010

Ratified by: TEC

Review date: February 2021

Patients first • Personal responsibility • Passion for excellence • Pride in our team

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History

Issue	Date Issued	Brief Summary of Change	Approved by
1	Jan 2008	New policy	Management Board (Chair's action)
2	Aug 2010	Local induction completion, to be monitored by manager and Clinical Governance Leads Local orientation checklist updated	TEC
3	Dec 2010	Update of corporate programmes terminology: 'local induction' amended to 'local orientation'	TEC (Chair's action)

For more information on the status of this document, please contact:	
Policy Author	Head of Learning and Development
Date of issue	December 2010
Review due	February 2021
Ratified by	TEC
Audience	All staff

INDUCTION POLICY

1.0 INTRODUCTION

This document sets out the guidelines for induction procedures for newly appointed staff across the Trust.

2.0 PURPOSE

This document will ensure that there is a process whereby the induction procedure is consistent for all members of staff across the Trust. This policy will ensure that the Trust meets all its legal responsibilities and provide a clear Trust -wide approach to induction. This will enable a record to be held as evidence that all members of staff have attended an induction programme prior to commencing work in their department.

This policy and procedure applies to all new staff within Ashford and St Peters Hospitals NHS Foundation Trust. This includes all employees, including those on fixed term contracts, rotation, locum/temporary staff (this includes staff on secondment) and healthroster bank staff

.2.1 POLICY STATEMENT

2.1.1 All permanent staff who undertake work on behalf of the Trust will receive an induction programme suited to their role. This comprises a Corporate, and for relevant staff Clinical Induction, and a local orientation programme undertaken with their line manager or other assigned person.

2.1.2 All new staff should commence employment on a Trust Corporate Induction day. This will consist of 1 and a half days for non-clinical staff and 4 to 5 days for clinical staff. Induction takes place monthly on the first Monday of each month (except for bank holiday when it will be the following Monday), details of dates and venues are available from Human Resources and the Learning and Development Department. Medical staff will have a separate Corporate Induction either within the first few days of commencing in the Trust or within 2 weeks of commencing

2.1.3 It is permissible for new staff to attend induction prior to commencing employment, i.e. whilst working notice elsewhere, in these circumstances they may commence employment when available.

2.1.4 On completion of the Corporate Induction programme staff will commence working through a local orientation in their department. A check list for these activities can be found on TrustNet

2.1.5 The standard Local Orientation Check Lists is set out in Appendix 1, however departments may use local department orientation packs where these have been developed.

2.1.6 Requests for exemption from attendance at induction on the first day of employment for any other reasons should be made to the Head of Learning and Development and Head of Workforce Intelligence and will be duly considered

3.0 DUTIES

3.1 New Employees

3.1.1 All Staff will complete a Corporate Induction Programme on commencement of employment in the Trust. This will also apply to those staff who have a separate Induction run within their own department e.g. medical staff.

3.1.2 All staff will participate in a local orientation programme.

3.2 Managers

Managers are responsible for:

3.2.1 Ensuring that all new staff including bank staff and volunteers on permanent and fixed term contracts commence employment by attending the Trust Induction programme.

3.2.2 Ensuring that all staff, including Locum and staff transferring from another ward or department, who are new to their ward or service area, receive a local orientation if more than a year has passed since they first attended one.

3.2.3 Ensuring that satisfactory local orientation arrangements are in place within their ward or service area. This includes ensuring that the Local orientation checklist covers all essential and relevant items as set out in Appendix 1 is completed.

3.2. 4 It should be noted that new staff who do not attend induction on their first day of employment will not be entered onto the payroll, unless previously approved by those mentioned above in 2.1.6.

3.3 HR Directorate

The Learning and Development Department is responsible for:

3.3.1 Ensuring that managers have a copy for reference of the Trust Induction Pack, and Local Orientation Checklist.

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3.3.2 Providing Trust Induction programmes on a monthly basis to meet the needs of the Trust.

3.3.3 Keeping records of Induction training on a Learner Management System (LMS), including exemption forms or data.

3.3.4 Raising awareness on the importance of robust local and Trust Induction Programmes.

3.4.5 Reviewing the Induction programme on a regular basis to ensure it meets the needs of the Trust and NHSLA standards.

4.0 PROCEDURE FOR IDENTIFYING INDUCTION ATTENDEES

4.1 Staff on permanent or fixed term contracts of employment and healthroster bank staff.

4.1.1 New staff will receive confirmation of their start date and consequently their induction date and programme in their appointment letter from the Human Resources Department. All new staff will attend the Trust Induction Programme on the first day of employment unless there is a service need that requires an earlier start date (see 4.4.1).

4.1.2 Human Resources will send a copy of the appointment letter to the manager. Any special needs will be identified (e.g. hearing loop) and the Induction Co-ordinator will be informed to ensure the provision of identified equipment.

4.1.3 If the new employee is to be exempt from any elements of the Trust Induction Programme, as indicated above the employee will provide certificates of attendance to the induction co-ordinator.

4.1.4 The new employee will attend the relevant days of the Trust Induction programme and sign to confirm attendance for all relevant sessions.

4.1.5 The new employee will have access to all documentation on TrustNet arising from specific sessions.

4.1.6 Junior doctors in training will attend a designated Corporate Induction (**Appendix 4**) and complete modules on Training Tracker. The August Induction for junior doctors in training will have a structured programme and this is delivered at the Postgraduate Education Centre (PGEC) at St Peter's Hospital site. This induction will be co-ordinated by the PGEC Team, a register of names will be held, local orientation must commence on the first day in the department (**Appendix 3**). All other junior doctors who do not commence employment on the first Wednesday of

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August must attend the corporate Trust Induction in Ashford Hospital or have their Trust Induction at PGEC, SPH on designated dates in the year

4.2 TRUST INDUCTION DELIVERY AND ATTENDANCE

4.2.1 Day 1 – Corporate content (appendix 2)- to be attended by all staff presents an overview of the Trust and mandatory items that require face to face delivery. Some elements will be offered during lunch time during the induction period via the use of information stands.

4.2.2 Day 2 – A 2 hour workshop for non-clinical staff followed by IT training where applicable. Clinical staff will attend all day

4.2.3 Day 3 – Job specific clinical training.

4.2.4 Day 4 – Job specific clinical training.

4.2.5 Day 5 - Healthcare Assistant Induction and job specific clinical training.

4.2.6 All staff must sign an attendance sheet for each day they attend induction, this will be logged by the L&D department. The attendance sheet is given to Human Resources who will contact managers to inform them if any staff have not attended and rebook them onto the next induction.

4.2.7 Non attendance on Induction on the first day of employment may result in an employee not being entered onto the payroll, unless a prior arrangement has been agreed, and not being able to commence in employment until the next available induction. Any non-attendance on any day of the induction will be reported to the line manager of the inductees department by human resources.

4.3 LOCAL INDUCTION

4.3.1 On completion of the Corporate Trust Induction, an employee will undertake a Local Orientation with their manager, or person assigned by the manager. The supervisor will ensure the employee commences the Local Orientation Checklist completes the (Appendix 1 and 1a) with the new employee starting on their first day of work in the ward or department.

4.4 EXEMPTION FROM INDUCTION IN EXCEPTIONAL CIRCUMSTANCES

4.4.1 Staff should not commence work prior to completing the Trust Induction programme unless they have agreement from the Head of Learning and Development and/or Head of Workforce Intelligence in respect of their exceptional circumstances. Exceptional circumstances only refer to service needs, in this event the member of staff must have a comprehensive local orientation and attend the next available induction.

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4.4.2 If a member of staff has been exempted from any elements of the Induction a copy of previous attendance on that training will be taken and placed in their personal file. If they have previously worked within the Trust this can be verified on the Oracle Learner Management system. The Induction Co-ordinator will log this on the attendance record.

4.4.3 The Manager will ensure that all employees who are being exempted from aspects of Trust Induction Programme understand how to use the Trust's documentation, including incident reporting forms, and how to use the relevant equipment provided within the department.

4.4.4 Staff starting outside of the regular induction process must attend the next corporate induction programme set up for this purpose and receive a local induction pack from the relevant education centre staff, they will then attend the next designated medical corporate induction or corporate induction.

5.0 DISSEMINATION AND IMPLEMENTATION

This policy will be available on TrustNet. Local Orientation checklists are available on TrustNet.

6.0 PROCESS FOR MONITORING COMPLIANCE WITH THE EFFECTIVENESS OF THIS POLICY

This policy will be monitored by HR and the Learning and Development department who will hold records of those who have attended induction and hold database of exemptions and ensure staff have attended their arranged induction programme. The responsibility for the monitoring of the completion of local orientation for permanent and temporary staff lies with the manager, who must follow up any staff who have not completed the local orientation checklist.

A copy of the completed local orientation checklist should be held by the manager, a random sample will be audited by the Learning and Development department on a quarterly basis.

A local induction monitoring form should be signed by both employee and manager and sent back to L&D for monitoring purposes. The manager for the areas that fail to complete local orientation will be informed (Appendix 1a)

Training Tracker modules will be monitored by the medical education team and reported to the clinical director and educational supervisors on a monthly basis.

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The content of the induction programme will be reviewed on a quarterly basis by the Learning and Development Manager to ensure that the content meets service needs and the standards set by governing bodies. Current induction programme content can be located on the TrustNet

7.0 EQUALITY IMPACT ASSESSMENT Appendix 6

The purpose of this assessment is to minimise and where possible remove any disproportionate impact on employees on the ground of race, sex, disability, age, sexual orientation or religious belief. A baseline assessment of the policy identified no detriment.

8.0 ARCHIVING ARRANGEMENTS

Responsibility for archiving Trust-wide policies lies with the Quality Department where all paper copies will be stored, and electronic folders have been set up to hold master copies. Requests for retrieval of documents can be made to the Quality Dept.

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APPENDIX 1

LOCAL ORIENTATION CHECKLIST TO BE COMPLETED BY PERMENANT, FIXED TERM, LONG TERM LOCUMS (MORE THAN 7 DAYS) AND STAFF WITH HONARY CONTRACTS

Clinical Service Unit / Directorate:

Ward / Department:

New member of staff:

Date of commencement:

Line manager or assigned person:

Departmental orientation facilitated by:

DAY ONE	DATE	Signature
Explain orientation process		
Provide tour ward / department		
Show location of: Toilets Fire alarms / extinguishers Emergency exits Changing facilities First aid box / first aiders Others:		
Meet all staff (note those off duty) including support staff and volunteers		
Complete starter documentation (with HR)		
Note qualification / registration details (with HR)		
Provide uniform or dress code		
Provide name badge		
Explain staff pledge		
Explain departmental structure		
Explain departmental objectives		

DAY ONE (cont...)	DATE	Signature
Clarify new staff member's role, agree objectives and arrangements for monitoring performance		
Explain and provide copy of drugs policy if appropriate		
Explain annual leave procedures and card. Check any leave already booked		
Explain departmental hours / shifts / duty rotas (if applicable)		
Explain pay days		
Explain time sheets (if applicable)		
Explain / show fire evacuation procedures: Fire bell, alarms, equipment, assembly points and escape routes		
Explain cardiac arrest call and fire emergency telephone numbers		
Explain ward / department role in Major Incident procedure		
Explain meal and break times		
Show staff dining areas / staff rest room		
Show hospital facilities for staff: Cash machine, Shops Others:		
Show location of policies and procedures. Allow time to review policies and procedures as appropriate: Incident reporting procedure Inoculation Procedure Health and Safety Policies Major Incident Policies Patient Related Policies Human Resources Policies Sickness Absence and Sickness Reporting Disciplinary and Grievance Staff Concerns Policy Confidentiality Policy Information Governance Policy Information Security Policy Information Sharing Protocols E-mail Policy Fax Policy Records Management Policy Leave Policy Others:		

DAY ONE (cont...)	DATE	Signature
Explain manual handling - local arrangements, lifting aids etc.		
Explain guidance on confidentiality and incident reporting for information /confidentiality breaches		

WEEK ONE / TWO	DATE	Signature
Provide Health & Safety Training: Work and Medical Equipment Manual Handling Policy COSHH Food Hygiene Fire Policy		
Provide computer training (as appropriate) Network access Email PAS/Ordering reporting Pathology PACs Show how to complete Confidentiality Agreement and Access Request Allow time for on-line training modules: Information Governance Confidentiality and Data Protection Act		
Provide telephone training: Answering Internal directory Call holding, transfer, call back Bleep system Radio paging Taking messages Switchboard		
Other on the job training and courses as appropriate		
Orientation programme if applicable (to meet other key staff within and outside the Trust)		
Review induction and agree work programme and expectations		
Agree initial PDP and explain the appraisal process		
Explain incident reporting procedure forms		
Provide tour of hospital site / local area		

WEEK ONE / TWO (cont.)	DATE	Signature
Arrange attendance at Occupational Health for vaccination update etc.		
Provide any other local information e.g. local shops, banks and other amenities clubs and societies, organised social events		
Comments:		

Signature of new member of staff: _____ **Date**

Print name and job title: _____

Signature of manager: _____ **Date**

Print manager's name and job title: _____

Please return completed form to the ward/departmental manager, a copy to be sent to Clinical Governance Manager or held by the Departmental Manager where there is no Clinical Governance Manager

Copy to be stored in staff file, to be available for audit on request.

APPENDIX 1a

2018 - Local Induction monitoring form

A local induction should be conducted within 8 weeks of your start. Once completed please return this to:
 Learning and Development Department
 Education Centre
 Ashford Hospital
 London Road
 Middlesex
 TW15 3AA

Alternatively scan and email it to asp-tr.learning.development@nhs.net

Employee:

I confirm that I have completed the Local Induction Checklist with my manager.

Employee Name: _____ **Signature:** _____

Start Date of employment: _____

Service/department: _____

Premises/location: _____

Line manager: _____

1. I confirm that
 has completed the Corporate Trust Induction.
2. Has undertaken the relevant Practical Assessment sessions: Basic Life Support and Moving and Handling for patient handling.
3. I have completed the Local Induction Checklist with them:

Manager Name: _____ **Signature:** _____

Department: _____ **Location:** _____

L&D use only

Date	Signature
Received	
Recorded on OLM	

APPENDIX 2

SAMPLE CORPORATE TRUST INDUCTION PROGRAMME

CLINICAL AND NON-CLINICAL STAFF – CORPORATE INDUCTION DAY 1

DATE: MONDAY 5th FEBRUARY 2018

TIME: 08:30-16:45

PLACE: LECTURE THEATRE, EDUCATION CENTRE, ASHFORD HOSPITAL

Time	Event	Speaker
08:30	Registration & Coffee	Members of Workforce and Learning and Development teams
09:00	Welcome and Housekeeping	Learning and Development Manager
09:15	Hospital Chaplaincy	Lead Chaplain
09:25	Improving the Patient Experience	Head of Patient Experience and Involvement
09:45	Welcome, Vision and Governance	Chief Executive and Chair
10:30	'Quality Improvement' and 'Be the Change'	Mark Hinchcliffe, Programme Office Manager
10:45	BREAK	TEA/COFFEE WILL BE PROVIDED
11:00	Dementia	Dementia Specialist Lead
11:30	Infection Control	Infection Control Team
12:15	LUNCH with Marketplace [See next page for details] – PLEASE NOTE THAT A SANDWICH LUNCH WILL BE PROVIDED	
12:50	Fire	Fire Officer
13:20	Safeguarding Children Level 2	Named Nurse for Safeguarding Children and Young People
14:20	BREAK	
14:35	Information Governance	IT Team
15:15	Safeguarding Adults level 2	Safeguarding Adults Nurse
16:15	Health & Safety	Steven Hill, Health & Safety Advisor
16:45	CLOSE	

Marketplace – Day One from 8.30am

At the Marketplace during the morning and lunchtime, you will have the opportunity to meet:

The Security and car park pass team	<p>We request all paperwork is completed in advance to give the security team enough time to produce your ID badges.</p> <p>You will be able to pick up your parking permits and security badges from the desk. If your ID badges are not available you will need to collect them later on from the security office at SPH (if you are based at SPH) or the security office at Ashford if you are based at Ashford.</p>
Workforce and Recruitment Team	<p>You will be able to submit any outstanding recruitment paperwork and ask any HR, payroll and pensions questions.</p> <p>You will also have an opportunity to discuss opportunities for additional bank work.</p>
Library Services – Library Services Team	<p>Our libraries at both sites are accessible to all staff (clinical and non-clinical). Visit the stand to register and find out how to access services and set up an Athens account.</p>
First Steps Nursery Team	<p>Information about the nursery and how to apply for a nursery place for your child.</p>
Trade Unions	<p>Membership Enquiries for Unison and Unite.</p>
Major Incidents	<p>Information leaflet.</p>
Research & Development	<p>Information from the team.</p>
IT Services	<p>IT login details are given to you.</p>
Pensions	<p>Information from the team.</p>
Learning and Development Team	<p>To help you with any questions you may have regarding the week's timetable or training in general.</p>
Counter Fraud	<p>Representative from department</p>
Workforce & Organisational Department	<p>Representative from department</p>
On boarding	<p>Representative from department</p>

CLINICAL STAFF – CORPORATE INDUCTION DAY 2

DATE: TUESDAY 6TH FEBRUARY 2018

TIME: 08:45-15:15

PLACE: Ashford Education Centre – Lecture Theatre

Time	Event	Speaker
08.45	[Registration] TEA,COFFEE, FRUIT AND PASTRIES WILL BE AVAILABLE	
09:00	Welcome Back	Learning and Development Manager
09:05	VTE Prevention (Venous Thromboembolism)	VTE Prevention Nurse Specialist
09:35	Vital Pac	Improvement Programme Manager
10:05	Incidents and Duty of Candour	Quality Department
10:45	BREAK	TEA/COFFEE WILL BE PROVIDED
11:00	Resuscitation	Resuscitation Service Manager
13:00	[LUNCH] PLEASE NOTE THAT LUNCH WILL <u>NOT</u> BE PROVIDED	
13:30	Compassionate Care	Palliative Care Team
13:45	Blood Transfusion	Transfusion Practitioner
14:45	Blood Glucose	SPS Pathology Services
15:15	CLOSE	

NON-CLINICAL ONLY - INDUCTION DAY 2

DATE: TUESDAY 6TH FEBRUARY 2018

START TIME: 09:30am

PLACE: Depending on your individual schedule, Ashford Education Centre Room 3 & MINERVA CENTRE, 2nd FLOOR, ASHFORD HOSPITAL [**follow signs for blood tests**]

Time	Event	Speaker
09:30	Positive Conversations (Room 3)	Learning and Development Manager
11:30	BREAK	
11:45	IT Training in Minerva Centre, 2 nd Floor of Ashford Hospital through blood test centre with IT training team – To complete your training.	IT Training Team
15:00	CLOSE	

Sample of Rest of the week's training CLINICAL STAFF ONLY – Staff specific

DATE: WEDNESDAY, 6TH FEBRUARY 2018

PLACE: ROOM 1 ASHFORD EDUCATION CENTRE

Time	MANUAL HANDLING ASHFORD HOSPITAL	Speaker/Facilitator
09:00	Manual Handling (Theory/Practical)	Senior Specialist Manual Handling Advisor Manual Handling Advisor
16:00	CLOSE	

DATE: FRIDAY, 9TH FEBRUARY 2018

PLACE: ROOM 1 ASHFORD EDUCATION CENTRE

Time	MANUAL HANDLING ASHFORD HOSPITAL	Speaker/Facilitator
09:00	Manual Handling (Theory/Practical)	Senior Specialist Manual Handling Advisor Manual Handling Advisor
16:00	CLOSE	

DATE: FRIDAY 9TH FEBRUARY 2018

PLACE: LECTURE THEATRE, ASHFORD EDUCATION CENTRE

Time	DETERIORATING PATIENTS TRAINING – Lecture Theatre, Education Centre Ashford	Speaker/Facilitator
09:00	Deteriorating Patients	Clinical Site Nurse Practitioner
12:00	CLOSE	

DOCTORS ONLY - DAY 3 IT TRAINING AND CRMS

DATE: WEDNESDAY 7TH FEBRUARY 2018

Time	IT TRAINING and CRMS ST. PETER'S HOSPITAL MINERVA CENTRE – DRs SESSION ONLY	Speaker/Facilitator
13:30	IT Training in Minerva Centre SPH adjacent to Chertsey house THIS GROUP HAS THE MORNING OFF	IT Training Team
17:00	CLOSE	

APPENDIX 3

Departmental Induction Checklist for Junior Doctors

Are the following items covered during local induction?				
Item	Item description and suggested supporting documentation	Is this covered at local induction?	Info available on Dr Toolbox (Yes/No)	Info available on Intranet via Handbook (Yes/No)
Orientation				
1.1 Introduction to department and organisational structure	Overview of the department including tour of area incl. how the department is structured. Maps/floor plans etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 Induction Video	Specialty-specific video on the Trust Net or via a specific YouTube link	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 Key personnel and responsibilities (and Handbooks)	Organisational/departmental structure charts	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.3 Local Fire, Security and Health and Safety procedures	Show location of fire exits, alarms and drills, assembly point Departmental Fire and H&S policies and procedures	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.3 Incident Reporting	Procedure for Incident Reporting DATIX	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Role of the junior doctor				
2.1 Role and responsibilities of the foundation doctor/Other Trainees	Daily/weekly/monthly responsibilities of the doctor. Competencies to be gained in this role. Role descriptions. Record keeping issues.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.2 Educational / Clinical supervision and clinical support	Introduction to the clinical supervisor/ Who-how-when to contact for clinical support/Escalation pathway for serious clinical concerns. Contact details for clinical support	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3 Hours of work/rota	Hours of work/Introduction to rota. Timetable/rota coordinator/timetable/regular duties of the job	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4 Hospital at night	How to work safely while on a night shift Delivery of safe and effective clinical care to patients in the out of hours setting	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

2.5 Annual leave/study leave	Leave, sickness, absence /study leave arrangements including departmental contact for leave authorisation/notification of sickness/any “red flag” days when leave not possible. Leave/Sickness/Absence policy	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.6 Departmental teaching programme	Information of departmental teaching available to trainees. Copy of departmental teaching programme	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.7 Ward rounds and MDTs	Their role on the ward Information on Ward rounds and MDT Schedule of Ward Rounds and MDTs	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8 Leadership/audit activities	Any Leadership/audit activities offered at the Trust	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Departmental information				
3.1 Contact numbers	List of departmental contact numbers	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2 Investigations (Radiology, Endoscopy, etc.)	What/how to request. List of contact numbers. Brief process description	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3 Referrals	List of contact details for referrals	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4 Bloods	Information and contact details for Biochemistry, Microbiology, Haematology, Phlebotomy etc. List of contact details and process information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5 Handover	Handover arrangements for beginning and end of the day Handover protocols	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.6 Discharge planning	Discharge protocols	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.7 Computer systems/I.T. / Databases	Login/password details/Information and training on computer/IT systems pertinent to the department/How to locate patient notes. Computer system handbook (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.8 Policies, guidelines, standard operating procedures	DNAR Policy Resuscitation/Emergency role Outpatient/Pre-admission Clinic role Theatre Booking – Emergency /Trauma lists Others as relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.9 Medical equipment/devices	Information and training on medical equipment and devices pertinent to the department. Medical Equipment User guides	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.10 Liaison with other departments	When/why to liaise. Liaison contact details	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.11 Confidentiality	Local confidentiality/information governance policy	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.12 Obtaining Informed Consent / Consenting patients for procedures	Clarify which procedures they can consent/which require training and/or supervision	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.13 Prescribing	Highlight common prescribing issues/errors and how to avoid	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

APPENDIX 4

F2s + CTs/STs Trust Induction Every 1st Wednesday of August

Day 1

7.30am	Registration and Bazaar – for F2s 60 mins
	Medical Workforce Advisors
	Occupational Health
	Blood Gases (TT and Passwords)
	Security & Parking
	PGEC Team
	Photos
	Hand Hygiene / Infection Control
	Smart Cards
	Library + Dynamed Plus
8.00am	Registration and Bazaar – for CT+/GP 60 mins
(30 mins)	Medical Workforce Advisors
	Occupational Health
	Blood Gases (TT and Passwords)
	Security & Parking
	PGEC Team
	Photos
	Hand Hygiene / Infection Control
	Smart Cards
	Library
8.30am (15 mins)	Introduction to F2's
8.45am (15 mins)	Introduction to CTs /STs + GPSTs
8.45am	F2 mop up bazaar
9.00am	Introduction
9.00am (15 mins)	Chief Executive & Medical Director Welcome
9.15am (15 mins)	Fire & H&S
9.30am (15 mins)	Antimicrobial Therapy
9.45am (1 hour)	Group 1 = Prevent
	Group 2 = Resuscitation
10.45am (1 hour)	Group 1 = Resuscitation
	Group 2 = Prevent
11.45am (15 mins)	Dementia
12.00 (15 mins)	Guardian of Safe Working + New Contract
12.15 (1 Hour)	Lunch and Bazaar mop up (60 mins)
(Coffee/Tea breaks &	STANDS:

lunch time)	
	<i>Locum's Nest</i>
	<i>Staff Benefits</i>
	<i>Care Flow</i>
	<i>Freedom to Speak Up Guardian + Patient Safety & Incident Reporting</i>
	<i>Dynamed Plus</i>
1.15om (1 hour)	Group A – IT / Group B – Hospital Tour / Group C – VTE & Blood Transfusion
2.15pm (15 mins)	Coffee / Tea
2.30pm (1 hour)	Group A – VTE & Blood Transfusion / Group B – IT / Group C – Hospital Tour
3.30pm (1 hour)	Group A – Hospital Tour / Group B – VTE & Blood Transfusion / Group C – IT
4.30pm (30 mins)	Falls
5.00pm	Finish

Day – Thursday after the 1st Wednesday of August

8.00am	Registration – Tea / Coffee
8.30am (15 mins)	Information Governance
8.45am (15 mins)	Care Flow
9.00am (1.5 hours)	Safeguarding Vulnerable Persons – Includes Child Protection, Vulnerable Adults and MCA/DOLS
10.30 onwards	Specialty (Local/departmental) induction

APPENDIX 5

Equality Impact Assessment Summary

Name of Author: Judith Thompson

Policy/Service: Induction Policy

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

The policy aims to ensure all employees have a corporate induction that equips them for their role within the Trust.

Head of Learning and Development

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

The effects to different race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation and age have been considered. The policy will provide access to all staff groups ensuring they receive the induction they require.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

The policy will provide equitable access to all across the Trust. There will be no negative impact on any equality group.

Conclusion

- Provide a summary of the overall conclusions

This policy will ensure that all staff receive a corporate and local induction. This will enable the manager to identify any needs the individual may require to be included within the induction period.

Recommendations

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any

actions that have been identified

- Describe the plans for reviewing the assessment

No changes recommended