Tameside Hospital NHS
NHS Foundation Trust

Section A

Local Induction Check List

To be retained in the employee's P File

Name:	
Position	
Date Commenced:	

Welcome to your new role within the Trust. We hope your time with us will be enjoyable. This Induction checklist has been designed to help you to become acquainted with your new work situation, and the policies or procedures related to your job or that may be of use to you during your employment with the Trust.

Completing this checklist is a Mandatory requirement.

In order to ensure a safe and effective Induction, both you and your immediate manager are required to complete each topic listed below. Both you and your manager must sign and date the end of the checklist when you both agree all elements have been adequately covered.

You must start completing this form on your first day and it is anticipated that it should be completed within two working weeks of your commencement with the Trust. This document will also assist in the identification and planning of your immediate training needs

The completed and signed document must be kept in your personal file, for audit purposes (see policy).

1. Reception/registration	Completed (please tick ✓)
Who's who in Trust	
Introductions to manager and colleagues	
Complete new starter form	
Complete pension opt out form if applicable	
P45 sent to salaries and wages	
Read and sign email policy	
Complete ID badge request form and arrange photo session	
Arrange car parking permit if applicable	
Has received staff handbook	
Has received Corporate Induction Manual (on taught Induction Day)	
2. Tours	
Tour of department	
Toilets/shower/locker facilities/cloakroom/lockers	
Tour of hospital/site/base	
Route to staff restaurant	
3. Terms and conditions of employment	
Appraisal process including Gateways/KSF post outline	
Confidentiality responsibilities	
Annual leave entitlement and request procedure	
Flexitime/time owing procedure	
Start and finishing times	
Meal breaks	
Method of payment/collection of pay slips	
NMC/GMC Code of Conduct	
Preceptorship Policy (Clinical Band 5)	
4. Absence	
What to do if sick, who to notify and when	
Special leave procedure e.g. for medical appointments	
Monitoring of sickness absence including trigger levels	
Role of Occupational Health	
Return to work interviews/self certification	
Medically certified sick notes	
5. Communications and Information	
Use of telephones (including private use)/mobile phones/personal bleeps	
Lines of communication - Team Briefs, Open Forum, Staff Matters, Online forum, Directors Drop in	
Staff Involvement forum	
Staff Counselling service	
Trade union membership and representatives	
Staff Partnership Forum	
Staff recognition schemes:- Above and Beyond Awards, Chairman's prize	

Trust Intranet site	
Copyright leaflet seen	
Training information and prospectus as available on the intranet	
6. Special responsibilities	
Cash responsibilities, if applicable	
Declaration of Interests policy	
Ordering procedure, if applicable	
Complaints and compliments	
Property of patients/and staff and lost property	
7. Health, Safety and Emergency procedures	
Location of security department and contact number	
Location of Fire alarms	
Emergency telephone number 2222	
Location of Fire Fighting Equipment	
Fire Alarm Warning System	
Location of Fire Exits/Escapes	
Mandatory Training Fire update	
Location of local fire assembly points	
Evacuation procedure	
Department first aider(s)	
Location and use of first aid boxes and completion of incident form	
Bomb alert policy	
Departmental safety policies e.g. violence and aggression, manual handling	
Working hazards and correct disposal of waste and sharps.	
Locking of bins	
Hazardous substances	
Protective clothing/equipment	
Requires Conflict Resolution/Violence and Aggression training?	
8.Trust policies	
No smoking policy	
Infection Control Policy	
Dress code and uniform policy	
Harassment at Work policy	
Attendance Management policy	
Equality and Diversity policy	
Conduct and Disciplinary policy	

Grievance policy	
Flexible Working policy	
Whistleblowing policy	
Capability policy	
Location of all Trust policies on intranet and departmental policy file	
Dignity in Care Declaration understood	
9. Staff Benefits	
Access to Care co-ordinator	
Pensions Officer	
Childcare vouchers	
Holiday schemes	
Complimentary therapies	
Staff benefits web page	
Occupational Health/Staff Counselling Service	
10. Clinical Responsibilities	
Equipment requiring role-specific instruction for use	
Trust Consent for Treatment Policy	
Medications common to area and Medicines policy	
Patient Group Directives	
Minimum periods supervised practice	
11. Clinical Governance/Risk Management	
NHS Litigation Authority (NHSLA)	
Concerns relating to patient care	
Accident/incident reporting	
Critical incident reporting	
Complaints procedure	
Infection Control issues	
Location of Resuscitation Trolley/Equipment	
Resuscitation policy	
Blood Administration Policy	
Essence of Care Benchmarking	
Information Governance	
Maintenance of the patient record	
Medway; training, access and confidentiality issues	
Nursing Record and Care Pathways	
Giving patients' information	

Matrix of Equipment Competence Training Needs http://tis/pages/MedicalEquipmentDirectivesAtoZ.asp	
12. Managerial responsibility	
Responsibility for Risk Assessment and Root Cause Analysis	
NHS Code of Conduct for managers	
Good People Management Standards.	

Action plan following completion of Local Induction Checklist

Action	Activity required	Target Date	Outcome/completion Date
e.g. Requires Conflict Resolution Training	Manager to book on next available course and ensure release	02/03/2010	Attended programme 13/02/2010

Please sign below to confirm that the employee has completed the Trust Induction, the Local Induction Checklist and if necessary the action plan:

Employees Signature		**Date**
Print name		
Managers signature		**Date**
Print name		

Trust Induction Checklist

Section B

Please ensure this form is fully completed and a copy sent to the ET&D Dept

Employee name (please print):		Ward/Dept:	
Start date			
Trust Induction Date/s		Location/Site:	

Both to sign that the above employee has completed both the Trust Induction & the Local Induction Checklist:

Managers signature		**date**	
Employee Signature		**date**	