

Local Induction Checklist

Name:

Start Date:

Job Title:

Division/Department:

Buddy Name:

Welcome to your new role within the Trust.

At Blackpool Teaching Hospitals NHS Foundation Trust, we welcome all new employees. We are an Investor in People Gold Organisation and believe that staff are our greatest asset. This Local Induction checklist has been designed to help you become acquainted with your new work situation, ensure you have sufficient information and knowledge to enable you to do your job effectively and make you aware of the policies and procedures that are in place at the Trust.

In order to ensure an effective induction, both you and your line manager/induction supervisor are required to complete/discuss each topic listed below. Both you and your line manager/induction supervisor must sign and date the end of the checklist when you both agree all elements have been adequately covered. If any elements are not applicable to your post, please state N/A.

This must be completed within your first 4 weeks of your new post. This document will also assist in the identification and planning of any immediate training and development needs you may have.

Your manager must keep the completed and signed document in your personal file.

WELCOME, DEPARTMENTAL ORIENTATION & RISK MANAGEMENT	Initialled Line Manager	Initialled New Employee	Date Completed
Introduction to managers, colleagues & key individuals within the ward/department including mentor/supervisor. Explain the key documents used within the ward/department (e.g. care pathways, patient records, observation charts)			/ /
Orientation to the ward/department and any other areas within the Trust relevant to post.			/ /
Ensure arrangements for security pass, ID badge, uniform, IT access etc			/ /
Car parking, catering and washroom facilities.			/ /
Explain the function/structure of the ward/ department, including a tour of the dept.			/ /
Explain terms & conditions: <ul style="list-style-type: none"> • hours of work • lunch & break arrangements • confidentiality rules • Explain the specific duties and responsibilities of the post • Job Description • Expectations and limitations of the post • Standards within the department • The Trust Values 			/ /
Resuscitation procedures: <ul style="list-style-type: none"> • equipment/procedures • crash trolley location • emergency telephone numbers 			/ /
Fire safety procedures and assembly points: <ul style="list-style-type: none"> • fire exits/alarms/equipment • emergency telephone numbers • evacuation procedures 			/ /
Moving & handling procedures: <ul style="list-style-type: none"> • equipment/procedures • electric beds and hoists • bariatric patients • lifting and handling regulations 			/ /
Medicines safety procedures: <ul style="list-style-type: none"> • pharmacy and local protocols • prescription/ administration • standard operating procedures • medications common to area 			/ /
Incident reporting procedures: <ul style="list-style-type: none"> • location of electronic incident forms • completing the forms • reporting arrangements 			/ /
Infection prevention & control: waste disposal procedures within work area			/ /
Risk management procedures: COSHH/RIDDOR First Aid at Work			/ /

Information Governance Assurance Confidentiality & Security of Information			/ /
Complete Consent Competency Assessment form			/ /
Explain the key equipment used within the ward/department and training requirements Complete Medical Devices Competency Assessment Forms			/ /
POLICIES AND PROCEDURES			
Explain key features of main policies and procedures: No smoking policy Dress code and uniform policy Bullying & harassment policy Flexible working policy Grievance policy Disciplinary policy Capability policy Whistle blowing policy Equality & Diversity policy			/ /
SICKNESS/ABSENCE			
Explain the Trust's policy & procedures regarding sickness and absence what to do if sick, who to notify monitoring & trigger levels return to work procedures reporting to Occupational Health medically certified sick notes other types of absence & rights to special leave			/ /
COMMUNICATION AND INFORMATION			
Use of telephones, including personal use of Trust phones, mobile phones, bleep systems etc			/ /
Use of the Trust email system & intranet based information such as Rumour Board, staff suggestions, marketplace etc			/ /
Lines of communication (e.g. Team Brief, Newsround, Intranet, oneHR etc)			/ /
HOLIDAYS			
Explain annual leave entitlement Explain process for booking annual leave Bank holiday arrangements			/ /
LEARNING AND DEVELOPMENT			
Mandatory/Desirable sessions for some staff. For example: <ul style="list-style-type: none"> • COSHH/RIDDOR Training • Medicines Management Training • Medical Devices Training • Management/Leadership Development Training • Safeguarding Children Level 2/3/4 • Emergency Preparedness/Planning • Explain other relevant learning & development information: • personal responsibility for learning and development • in-house learning & development prospectus • study leave procedures • link trainer for division • Appraisal 			/ /

<ul style="list-style-type: none"> • Agree a Personal Development Plan • Plan date for 3/6 month review 			
THIS SECTION APPLIES TO HEALTHCARE ASSISTANTS ONLY			
<ul style="list-style-type: none"> • Issuance of the Healthcare Assistants Induction Package 			
FACILITIES/BENEFITS			
<ul style="list-style-type: none"> • Library • Shops • Childcare arrangements (Voucher scheme/holiday arrangements) • Union membership • Staff social committee • Chaplaincy & bereavement support • Direct referral counselling service • Direct referral physiotherapy service • Role of Occupational Health • Staff Achievements Ceremony • Celebrating Success Awards evening • NHS Discounts & other benefits schemes (direct to Intranet) • Employee Assistance Programme 			/ /
SPECIALIST WARD/DEPARTMENT INDUCTION INFORMATION (additional departmental information can be added here locally)			
			/ /
ACTIONS ARISING FROM ISSUES OR QUERIES IDENTIFIED DURING INDUCTION			
			/ /

Local Induction Checklist

Statement of Completion

This form is to be completed with your
Line Manager / Induction Supervisor.

You MUST tick one of the following, I am:

- ☐ A New Starter to Blackpool Teaching Hospitals NHS Foundation Trust
- ☐ An Internal Transfer (Change of Ward/Department)
- ☐ A Temporary member of staff

Name:	<input type="text"/>		
Start Date:	<input type="text"/>		
Division/Department:	<input type="text"/>		
Checklist Completed:	<input type="checkbox"/>		
Date checklist completed:	<input type="text"/>		
Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Line Manager:	<input type="text"/>	Date:	<input type="text"/>

NOTE TO LINE MANAGER

**RETURN A COPY OF THIS PAGE ONLY TO:
LEARNING & DEVELOPMENT DEPARTMENT
42 WHINNEY HEYS ROAD
BLACKPOOL VICTORIA HOSPITAL**

OR SCAN AND SEND TO OLM@bfwhospitals.nhs.uk

OFFICE USE ONLY

Date Received:

Inputted: