

Induction Procedure

HR-0009-v9.0

Status: Approved

Document type: Procedure

Contents

1	Purpose	3
2	Related documents.....	3
3	Corporate Induction.....	4
3.1	Who it applies to	4
3.2	Who it does not apply to	4
3.3	When is it?.....	4
3.4	Induction records	4
3.5	Non-attendance	4
4	Local Induction	5
5	Mandatory Training	5
6	Responsibilities	5
7	Definitions	7
8	References	8
9	Document control	9

1 Purpose

This procedure provides the detailed guidelines; best practice and standard documentation in relation to corporate and local induction of permanent staff and is to be used in association with the Trust Recruitment and Selection Policy.

2 Related documents

This procedure must be read in conjunction with the Trust Recruitment and Selection Policy.



- New members of staff must complete the Corporate Induction Programme within 8 weeks of their start date.
- The Local Induction checklist and monitoring form (Appendix 3) must be completed within 2 weeks for all staff that are recruited new to the Trust or have changed their role. A separate Local Induction checklist form for Consultants and SAS doctors can be found at Appendix 5.
- Doctors in training must complete The Medical Development Corporate Induction including e-induction within 8 weeks of their start date.
- A separate Local Induction Checklist for training grade medical staff must be completed within 8 weeks of commencement of work in the Trust. (A copy of this can be obtained from Medical Development).

Staff Development Policy	HR-0012.v6
Staff Development Policy/Mandatory Training Procedure	HR-0012-v6
Staff Development Policy/Appraisal Procedure	HR-0012-002.v1

CQC Essential Standards of Quality and Safety – 14A

3 Corporate Induction

An overview of the content of the corporate induction can be found at Appendix 1.

3.1 Who it applies to

- All new staff employed by the Trust.
- All new bank members of staff.
- Apprentices and MTS Students.

3.2 Who it does not apply to

- Temporary staff appointed as per the Engagement and Use of Temporary Agency and Self-Employed Workers Procedure.
- Training grade medical staff (who complete a specific corporate induction programme via a mixture of e-learning and attendance at an event organised by the Medical Development Department).
- Students on placement.
- Previous Trust employees who left the Trust within the past 2 years.
- Employees returning to work after a period of extended leave.

3.3 When is it?

- The Corporate Induction Programme is held monthly at a central location.
- Staff must complete the Corporate Induction Programme within 8 weeks of their start date.
- Doctors in training must complete within 8 weeks.

3.4 Induction records

- Attendees must sign the attendance register on arrival and complete an evaluation.
- A certificate of attendance is issued at the end of the day on successful completion of all the sessions.
- A spreadsheet is completed by Organisational Development identifying attendance, apologies and non-attendance so that the monitoring and recall systems can be updated.
- OLM is updated by Organisational Development on successful completion of all sessions.

3.5 Non-attendance

- Non attendees will be sent a letter/email reminding of their responsibilities to attend within timescales detailed (3.3) and inviting attendance on another programme.
- Non-attendance on two consecutive Corporate Induction Programmes will be identified and reported to the relevant Manager.
- Medical Development monitors attendance at corporate induction for training grade medical staff.
- A flowchart of this procedure can be found at Appendix 2

4 Local Induction



It is important that staff are made to feel welcome in the Trust and valued in their new role. Local induction plays a key part in this process and all new staff employed by the Trust and training grade medical staff must complete local induction.

- Local induction by line managers will ensure that staff are familiar with their workplace, their role, local procedures, and managers' expectations of them and ensure they have a detailed introduction to policies and procedures relevant to their role.
- Line Managers are responsible for ensuring that local induction is carried out. To ensure consistency of the content of local induction, minimum standards for the content can be found in the Local Induction checklist and monitoring form at Appendix 3 and Appendix 5 for Consultants and SAS doctors.
- The Local Induction checklist and monitoring form (Appendix 3 or 5) must be completed for all staff that are recruited new to the Trust or have changed their role. These documents are to be held locally and notification sent via email to tewv.localinduction@nhs.net confirming that local induction has taken place with staff member within 2 weeks of first starting their new role.
- A flowchart of this procedure can be found at Appendix 2.
- The Local Induction Checklist for training grade medical staff must be completed within 8 weeks of commencement of work in the Trust and returned to the Medical Development Department. A flowchart of this procedure can be found at Appendix 4.

5 Mandatory Training

- Further guidance on mandatory training for staff and managers can be found on the Trust's training pages of the In-Touch website

6 Responsibilities

Role	Responsibility
Trust Lead for Induction/Head of OD	<ul style="list-style-type: none"> • Ensuring that the procedure meets the continuing needs of the Trust; • Ensuring that the corporate programme is regularly evaluated and continuously improved; • Providing advice and guidance relating to the procedure.
Recruitment, OD, Medical Development	<ul style="list-style-type: none"> • Recruitment, OD, Workforce Information and Medical Development will ensure that staff and their line managers receive information about the Corporate Induction Programme and the checklists for local induction so that these can be completed in a timely manner. • OD will provide robust processes for recording and reporting on the completion of the Corporate Induction Programme and Local Induction by all staff groups to ensure systematic follow up of non-attendees.

<p>Directors, Associate Directors, Clinical Directors, Service Directors, Heads of Service</p>	<p>Ensuring that:</p> <ul style="list-style-type: none"> • Mechanisms are in place to allow staff to be released to attend the Corporate Induction Programme and participate in local induction; • Mechanisms are in place to provide staff with an awareness of access to all current Trust policies and procedures. Where these cannot be accessed via the Trust's intranet, paper copies must be made available; • Mechanisms are in place to review the content of local induction programmes to ensure that it meets relevant standards; • Action is taken where line managers fail to comply with this procedure; • Contracts with external providers take into account the need for robust induction arrangements.
<p>Professional Leads</p>	<ul style="list-style-type: none"> • Advising the Trust Lead for Induction about any profession-specific issues relating to the induction policy and procedure; • Ensuring local induction arrangements are in place for those on placement with the Trust; • Contributing to Trust and local programmes of induction when needed; • Negotiating with any partner organisations as appropriate.
<p>Line Managers</p>	<ul style="list-style-type: none"> • Releasing staff to attend the Corporate Induction Programme and participate in local induction. • Arranging for staff to attend the Corporate Induction Programme at the earliest opportunity. • Informing their line manager if exceptional circumstances make it impossible for any member of staff to comply with this procedure. • Establishing and monitoring the content of local induction taking into account the standards for induction, the job role, and the individual's skills and experience. • Completing recruitment or change of circumstances forms. • Signing mandatory training competency workbooks. • Working with the individual to ensure their induction is linked to their Knowledge and Skills Framework or Continuous Professional Development records via the Trust Appraisal Procedure. • Ensuring the local induction checklist is completed and email notification sent to tewv.localinduction@nhs.net for monitoring purposes. • Ensuring mandatory training and service specific training is carried out in relation to the role and in accordance with relevant policies. • Satisfy themselves that a new member of staff is competent and safe to carry out their duties appropriately.
<p>Staff</p>	<ul style="list-style-type: none"> • Attending the first available Corporate Induction Programme. • Informing Organisational Development if they are unable to attend the programme or any part of the programme at the earliest opportunity. • Signing the register and completing an evaluation of the Corporate Induction Programme.

	<ul style="list-style-type: none"> • Completing the local induction checklist within 2 weeks of commencement of new role or location as outlined by their line manager. • Ensuring that mandatory training is completed within the first three months of commencement of post. This can be completed face to face sessions or via e-learning. • Collecting evidence as required for the Knowledge Skills Framework portfolio or Continuous Professional Development records. • Carrying out their role in line with the information they receive through Corporate and local induction, mandatory and statutory training and in line with all Trust policies and procedures. • Identifying any area where they do not feel competent in carrying out their role and informing their line manager as soon as possible.
--	---

7 Definitions

Term	Definition
OD	<ul style="list-style-type: none"> • Organisational Development
Mandatory Training	<ul style="list-style-type: none"> • Training that is deemed by the Trust to be critical to meet statutory requirements or other standards.
Service or Role-Specific Training	<ul style="list-style-type: none"> • Training that is essential for the role or service but not required by law or deemed as mandatory by the Trust.
Statutory Training	<ul style="list-style-type: none"> • As laid down in section 2 of the Health and Safety at Work Act (1974) that everyone is trained to do their job, including staff promoted to a new position. All members of staff must be deemed competent to do their job. A statutory requirement is something that must be done by Law.

8 References

Health and Safety legislation in particular:

- Health and Safety at Work Act (1974)
- Fire Precautions Act 1971
- Fire Precautions (workplace) amended Regulations 1999
- Fire Code
- Other relevant or forthcoming legislation

Data Protection Act 1998

Employment issues relating to:

Equality Act 2010

9 Document control

Date of approval:	01 September 2018	
Next review date:	30 March 2022	
This document replaces:	HR/0009/v8.1 Induction Procedure	
Lead:	Name	Title
	Nicola Rutherford	Senior HR Team Manager
Members of working party:	Name	Title
	Policy Working Group	
This document has been agreed and accepted by: (Director)	Name	Title
	David Levy	Director of HR and OD
This document was approved by:	Name of committee/group	Date
	Policy Working Group	01 September 2018
An equality analysis was completed on this document on:	12 September 2018	

Change record

Version	Date	Amendment details	Status
9	Sep 18	Local induction checklist amended re requirements to complete VBA and asset register training	Published
9	May 2021	Review date extended to 30/03/2022	Published

Appendix 1 – Corporate Induction Programme

Corporate Induction Programme 1 Day Programme- staff including Central Bank (excluding Doctors in Training)

Coffee and registration 9.00am start at 9.10am

Welcome

Introduction to the Trust - Strategic Direction

Experts by Experience

Patient Safety Session

Health and Safety session

Patient Care Session & PBS

Education and Training

Support and Wellbeing

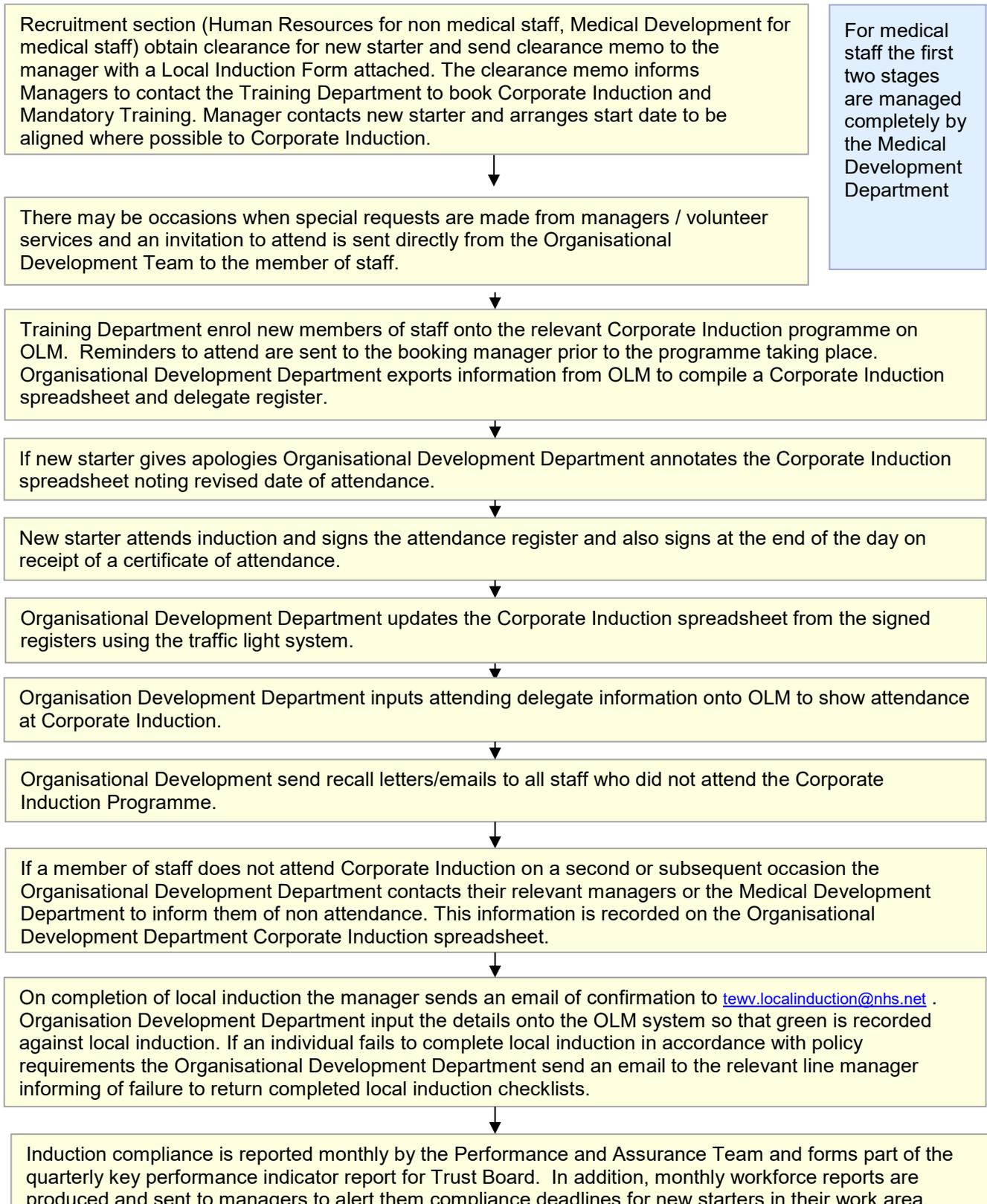
Central Bank Staff- Local Induction processes (this session is for bank staff only, and will run concurrently with Support and Wellbeing)

Break and Lunch Market Place sessions – further information to support understanding of the learning from the previous or following sessions.

Evaluation and close 4.30pm

Appendix 2 – Admin Procedures for Corporate and Local Induction

Applicable to: Staff new to Trust, change of circumstances, new job role and staff on rotation



LOCAL INDUCTION CHECKLIST AND MONITORING FORM

Completing this document is a **MANDATORY** for staff being **recruited or promoted / change of circumstances** to comply with CQC Standards.

Please tick appropriate box	New to Trust? <input style="width: 50px; height: 30px;" type="checkbox"/>	Change of role / Circumstances? Staff on Rotation? <input style="width: 50px; height: 30px;" type="checkbox"/>
-----------------------------	---	--

Notification: The line manager or person delegated by the line manager must send a confirmation email to tewv.localinduction@nhs.net stating that **Part 1** of the Local induction has been completed.

Part 1 of the Local induction checklist must be completed within 2 weeks of starting in a new role or location.

Timescales: Begin on the employee's first working day.

Who with: The line manager or person delegated by the line manager, such as mentor, preceptor or assigned experienced employee.

Storage: A copy of this document must be kept in the employees continuing professional development Portfolio, with the original in their personal file.

Staff member's full name: _____

Job Title: _____

Line Managers name: _____

Line Managers post: _____

Date of commencement of post: _____

Department/Service: _____

Base location: _____

I confirm that the above staff member has completed a local induction programme that meets the standards for induction as outlined by the LOCAL INDUCTION CHECKLIST AND MONITORING FORM.

Line Manager's signature _____ Date _____

Staff member's Signature _____ Date _____

Process for completion: Your line manager and you will review the following standards or criteria, decide how you will attain the information you need and each one will be signed off by you once completed.

PART 1

Induction standard or criteria The following have been completed, provided or discussed (please tick each criteria)	Issues or comments	Date and signature of staff member
EMPLOYMENT DETAILS		
Manager has hired member of staff on ESR using Manager Self Service		
Network training completed and smartcard clinic booked within 5 days of starting		
You are aware of the process for requesting annual leave		
You are aware of procedures for claiming relevant business expenses		
You are aware of procedures for reporting sickness		
Professional Registration Details noted in the relevant monitoring system		
You are aware of the requirements of your role.		
ORIENTATION TO THE WORK AREA		
You are aware of appropriate behaviour and codes of conduct		
You are aware of the appropriate uniform or dress code and requirement to wear your ID badge at all times		
With respect to your work base you have been made aware of the following domestic arrangements (where applicable) <ul style="list-style-type: none"> ○ Local Fire procedure ○ Health and Safety procedure ○ Security arrangements ○ Incident Reporting ○ Emergency call systems and procedures e.g. First Response ○ Lone Working ○ On call process ○ Cloakroom and toilet facilities ○ Cardiac arrest ○ First aider and first aid box ○ Entrances and exits 		
COMMUNICATION		
You understand local communication processes including any bleep system		
You have discussed confidentiality and how it applies to your role		
You have been made aware of Trust policies and procedures in relation to your work area and role		

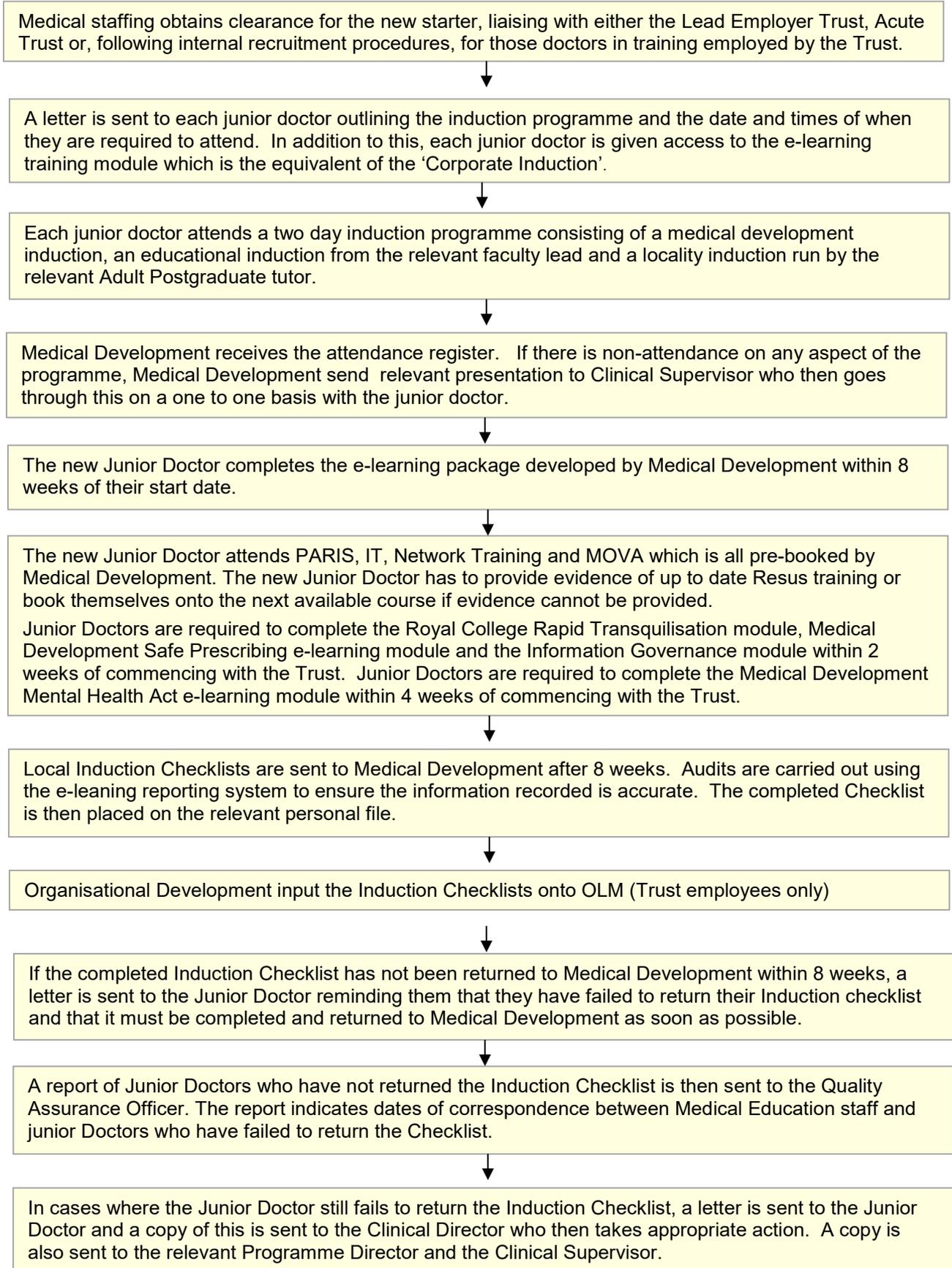
Please send staff members name and date of completion to tewv.localinduction@nhs.net once this section is completed.

PART 2

MANDATORY TRAINING AND PERSONAL DEVELOPMENT	
Information Governance E-Learning training can be found on the Connecting for Health website – located via <i>In-Touch</i>	Sign and date when completed

Induction standard or criteria	Issues or comments	Date and signature of staff member
The following have been completed, provided or discussed (please tick each criteria)		
You have reviewed the mandatory training required for your role and have taken the relevant actions to ensure this will be completed within 3 months of your start date.		
You are aware the Trust operates a strict no smoking policy and your requirements to complete Very Brief Advice in smoking Cessation (VBA) training within 3 months of your start date.		
You have identified all role or service specific training needed for your role and have agreed timescales for completion with your manager.		
You are aware of the Trust appraisal process which includes Personal Development Planning		
Clinical supervision is in place where appropriate		
You have a job description and person specification for your role		
You are aware of the Knowledge and Skills Framework or Continuous Professional Development and how it relates to your post including any gateways relevant to your post		
You have an understanding of your service or department strategy and business plan including aims, objectives and purpose of the service and how it operates.		
You have been made aware of your IAA or IAO status and the service(s)/location(s) this is to cover by your manager and you have then taken the relevant action to complete the information asset register training.		

Appendix 4 – Process Flow for Junior Doctor Induction



Appendix 5

**LOCAL INDUCTION CHECKLIST AND MONITORING FORM
FOR CONSULTANTS / SAS DOCTORS ONLY**

Completion of this document is a **MANDATORY REQUIREMENT** for staff being recruited **or promoted / change of circumstances** to comply with NHSLA and CQC Standards

Please tick appropriate box	New to Trust? <input type="checkbox"/>	Change of role / Circumstances? <input type="checkbox"/> Staff on Rotation? <input type="checkbox"/>
-----------------------------	--	---

Timescales: Begins on the employees first working day.

This Local induction checklist must be completed within 8 weeks of a person starting in a new role or location.

In addition, all mandatory training must be completed within three months.

Who with: The line manager or person delegated by the line manager, such as mentor, preceptor or assigned experienced employee.

Storage: A copy of this document must be kept in the employees continuing professional development Portfolio.

Notification: You must ensure that you return this Local Induction Checklist via email to Medical Staffing (TEAWVNT.medicalstaffing@nhs.net) with a copy to your manager for authorisation purposes.

Staff member's full name:

Job Title:

Line Managers name:

Line Managers post:

Date of commencement of post: [Click here to enter a date.](#)

Date form required by: [Click here to enter a date.](#)
(8 weeks after commencement)

Department/Service:

Base location:

Manager Declaration: I am confirming via email that the above staff member has completed a local induction programme that meets the standards for induction as outlined by the LOCAL INDUCTION CHECKLIST AND MONITORING FORM.

Process for completion: Your line manager and you will review the following standards or criteria, decide how you will attain the information you need, then by clicking on the relevant boxes below you are agreeing that you have completed each section.

Induction standard or criteria The following have been completed, provided or discussed (please tick each criteria)	Issues or comments	Please click on each box below to agree that I have completed each section
EMPLOYMENT DETAILS		
New Starter Form or change of circumstances Form has been completed with payment details and forwarded to payroll with relevant supporting paperwork		This task is done by Medical Staffing
You are aware of salary and annual leave entitlement and process for requesting annual leave		Choose
You are aware of procedures for claiming relevant business expenses		Choose
You are aware of procedures for reporting sickness		Choose
You have been given information on the NHS pension scheme and had the opportunity to opt out of the scheme		This task is done by Medical Staffing
You are aware of the requirements of your role.		Choose
ORIENTATION TO THE WORK AREA		
You have an understanding of your service or department strategy and business plan including aims, objectives and purpose of the service and how it operates		Choose
You are aware of appropriate behaviour and codes of conduct		Choose
You are aware of the appropriate uniform or dress code and requirement to wear your ID badge at all times		Choose
Clinical supervision is in place where appropriate		Choose

<p>With respect to your work base you have been made aware of the following domestic Arrangements (where applicable)</p> <ul style="list-style-type: none"> ○ Local Fire procedure ○ Health and Safety procedure ○ Security arrangements ○ Incident Reporting ○ Emergency call systems and procedures e.g. First Response ○ Lone Working ○ On call process ○ Cloakroom and toilet facilities ○ Cardiac arrest ○ First aider and first aid box ○ Entrances and exits 		Choose
COMMUNICATION		
You understand local communication processes including any bleep system		Choose
You have discussed confidentiality and how it applies to your role		Choose
You have been made aware of Trust policies and procedures in relation to your work area and role		Choose
PERSONAL DEVELOPMENT		
You are aware of the Trust appraisal process which includes Personal Development Planning		Choose
You have a job description and person specification for your role		Choose
You are aware of Continuous Professional Development and how it relates to your post.		Choose

Please save this form and send to TEAWVNT.medicalstaffing@nhs.net with a copy to your manager

Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Organisational Development Department HR and OD			
Name of responsible person and job title	Michelle Brown Head of Organisational Development			
Name of working party, to include any other individuals, agencies or groups involved in this analysis				
Policy (document/service) name	Induction Procedure			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input type="checkbox"/>	X	Code of practice
	Other – Please state			
Geographical area covered	Trust wide			
Aims and objectives	The procedure provides the detailed guidelines, best practice and standard documentation in relation to Corporate and Local induction of permanent staff and is to be used in association with the Trust Recruitment and Selection Policy.			
Start date of Equality Analysis Screening	12.06.2018			
End date of Equality Analysis Screening	12.09.2018			

You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3046

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?					
Staff and Managers					
2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?					
Race (including Gypsy and Traveller)	No	Disability (includes physical, learning, mental health, sensory and medical disabilities)	No	Sex (Men, women and gender neutral etc.)	No
Gender reassignment (Transgender and gender identity)	No	Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.)	No	Age (includes, young people, older people – people of all ages)	No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	No	Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave)	No	Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners)	No
Yes – Please describe anticipated negative impact/s No – Please describe any positive impacts/s					

<p>3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?</p>	<p>Yes</p>	<p>X</p>	<p>No</p>	
<p>Sources of Information may include:</p> <ul style="list-style-type: none"> • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports 	<ul style="list-style-type: none"> • Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below) 			
<p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Gender, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p>				
<p>Yes – Please describe the engagement and involvement that has taken place</p>				
<p>Feedback from evaluation at Trust Corporate Induction</p>				
<p>No – Please describe future plans that you may have to engage and involve people from different groups</p>				
Empty space for future plans				

5. As part of this equality analysis have any training needs/service needs been identified?					
No	Please describe the identified training needs/service needs below				
A training need has been identified for;					
Trust staff	No	Service users	No	Contractors or other outside agencies	No
Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so					
The completed EA has been signed off by: You the Policy owner/manager: Type name: Dawn Jackson					Date: 12/09/2018
Your reporting (line) manager: Type name: Michelle Brown					Date: 12/09/2018
If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046					