

Policy for the Induction of New Staff - Including Temporary Staff



WORCESTERSHIRE HEALTH AND CARE NHS TRUST

POLICY FOR THE INDUCTION OF NEW STAFF INCLUDING TEMPORARY STAFF

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Document Author	Louise Seeney, Interim Head of Corporate Nursing & Education
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Version History

Version	Circulation Date	Job Title of Person/Name of Group circulated to	Brief Summary of Change
V1	Updated Policy	Director of Nursing Medical Director Deputy Director of Nursing Associate Director of Workforce Associate Director of Workforce	Minor amends Provided updated contact details for accessibility paragraph. Minor amends
V2		JNCC	
V3			
V4			

Accessibility

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Learning and Development

Worcestershire Health and Care NHS Trust recognise the importance of ensuring that its workforce has every opportunity to access relevant training. The Trust is committed to the provision of learning and development opportunities that are in support of service needs and meet responsibilities for the provision of mandatory and statutory training.

All staff employed by the Trust are required to attend the mandatory and statutory training that is relevant to their role and to ensure they meet their own continuous professional development.

WORCESTERSHIRE HEALTH AND CARE NHS TRUST

INDUCTION OF NEW STAFF INCLUDING TEMPORARY STAFF POLICY

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WORCESTERSHIRE HEALTH AND CARE NHS TRUST

INDUCTION OF NEW STAFF INCLUDING TEMPORARY STAFF POLICY

1. Introduction

- 1.1. Worcestershire Health and Care Trust and all partnership agencies are committed to the provision of a comprehensive induction programme which covers both a mandatory core induction and workplace induction. Effective induction of staff facilitates a smooth entry into the organisation and/or a new role and ensures that staff possess the necessary knowledge and skills that they require to be able to function effectively and safely from the start of their new role.
- 1.2. The Trust recognises the diversity of its staff and undertakes to apply this policy equitably and fairly irrespective of gender, race, age, disability, sexual orientation, religion or belief. In the application of this policy the Trust will recognise its duty to each and every individual employee and will respect their human rights.

2. Purpose of document

The core Trust induction is designed to benefit new and existing staff and the organisation as follows:

- To provide an introduction and orientation to the services provided and to familiarise new staff with the organisation's objectives, culture, vision and values
- To settle new staff into the organisation and their new department and role as quickly and effectively as possible.
- To comply with the relevant criteria required by the NHS Litigation Authority (NHSLA)
- To increase awareness of the contribution that the role of each member of staff makes to the purpose of the organisation as a whole
- To improve employee retention
- To increase awareness of the contribution that the role of each member of staff makes to the purpose of the organisation as a whole

3. Definitions

Mandatory Trust Induction Programme

This is a one day programme provided on a monthly basis, and it is mandatory for all new staff to attend on their first day of employment. Day two of the induction programme is mandatory dependent on job role. Junior Doctors will attend the mandatory Induction Programme for Junior Doctors which is designed and managed by Medical Education

Workplace induction

This is the local workplace induction and welcomes staff to their new department and job role and compliments the mandatory trust induction. Workplace induction should begin as soon as a new member of staff takes up their new post by working through the Induction Workbook, which includes a local induction checklist. A Local Induction checklist is given to Junior Doctors at their induction.

4. **Scope**

This policy will include all staff, including medical staff and volunteers.

5. **Training/Competencies**

Day one of trust induction includes awareness sessions for all mandatory training and signposts to actual training. These sessions are led by subject matter experts. The Infection Control session complies with mandatory training. All other sessions are awareness sessions and not classed as training sessions. Dependent on job role staff may attend the second induction day and receive training in regard to the Carenotes System. All new starters will need to be compliant with their core mandatory training within one month of employment.

6. **Responsibilities and duties**

The Trust will be responsible for providing effective induction arrangements for all staff commencing employment and/or a new role.

The Learning & Development Unit will be responsible for:

- Designing the mandatory general induction programme
- The co-ordination of the attendance of all new starters on the Core Programme
- Induction programme and maintenance of training records
- Informing managers of non-attendance by new staff on the mandatory general induction programme, and booking them on the next date

The Deputy Director of Nursing will be responsible for:

- Monitoring and reviewing the provision of the mandatory core induction programme.

Managers will be responsible for:

- Recruitment and sending relevant documents to the recruiting team who will inform new staff of their allocated date for attendance on the mandatory induction programme.
- Providing a workplace induction for all staff who are new to their department/ team (or are returning after extended absence), including temporary staff, and ensuring that staff are familiar with local procedures and requirements.
- Ensuring a signed copy of the completed workplace induction booklet is placed on the employee's personal file within three months of their new staff's start date.
- Ensuring that the return slip from the workplace induction book is signed and returned to Learning & Development so that the staff members ESR learning record is updated.

Employees will be responsible for:

- attending the mandatory core induction programme.
- participating in a workplace induction and familiarising themselves with local procedures and requirements with the support of their manager, when they are new to a department/team (or returning after extended absence).

Volunteer staff are responsible for:

- attending the mandatory core induction programme.

- familiarising themselves with local procedures and requirements with the support of their manager, when they are new to a department/team.

Medical Staff are responsible for:

- attending the mandatory core induction programme.
- familiarising themselves with local procedures and requirements with the support of their manager, when they are new to a department/team.
- ensuring they are up to date with training required to keep the relevant level of registration required for their post e.g. Section 12 Approval, DoLS Approval etc.

7. **Mandatory Corporate Induction Programme**

The Trust Induction Programme requires that ALL new starters, including all part-time staff, attend and complete the Trust Induction Programme as a condition of their employment. The programme is coordinated on the Trusts behalf by the Learning & Development Unit. Existing Trust employees moving to a new post within the trust do not need to complete the Induction Programme, but should ensure that they complete the Induction Workbook.

There is one Trust Induction Programme every month which includes a welcome from the Chief Executive and the Service Delivery Leads. Day one of the programme is for all staff to attend, attendance at Day two is dependent upon Job Role. The new employee will start in the workplace only AFTER completion of these days, unless there are exceptional circumstances. If this is the case, this will be considered on a case by case basis.

Those staff who have transferred to the Trust via a TUPE arrangement are also required to attend the Trust Induction Programme. These staff will either attend the planned monthly induction or will be provided with an induction on site depending on the size and location of the team and the ability to release staff in one cohort.

Attendance on the induction will be recorded each day using signing in sheets. Managers will be informed by the Learning & Development team of nonattendance. All training will be recorded on ESR.

This Induction programme will welcome and introduce new staff to the organisation and will enable them to develop a wider understanding of the services provided, undertake statutory and other priority essential training, whilst meeting other new staff. The full day one programme can be found in appendix 1.

Once all of the pre-employment checks have been completed and approved by the Recruiting Manager, the Recruitment Unit will book New Starters onto the Trust Induction.

As part of this centralised recruitment process New Starters should receive the following on Day One of the Induction:

- SMART Card
- Photo Identity Badge
- E-mail address and access to ICT systems required
- Pin Name badge
- Uniform (if required)

8. Workplace Induction

Workplace induction welcomes staff to their new department and job, and complements the mandatory Trust induction for new staff. Workplace induction should begin as soon as a member of staff takes up his/her new post (Appendix 1). Particular attention must be paid to any specific responsibilities relating to health and safety and risk management issues that an individual may be required to undertake. An Induction Workbook is provided to all new starters at Trust Induction and acts as a guide for managers and staff to support them through this process.

The Induction Workbook is also available from the Learning & Development Unit and is also appropriate for local orientation purposes in the following cases:

- Bank/Locum/Agency (temporary) staff.
- Existing staff commencing a secondment within their own or another department.
- Existing staff returning to work after an extended absence, e.g. maternity leave, career break.
- Volunteers, students and work experience placements.

9. Medical Staff

9.1 Consultants and non-career grades doctors will attend the Trust Induction Programme and will complete the local Induction booklet.

9.2 Speciality registrars are part of a rotation scheme and are not required to attend the mandatory Trust Induction. They have a comprehensive induction programme built into the start of their jobs in accordance with the Deanery and Royal College requirements. This programme is managed by Medical education.

9.3 Junior Doctors (also known as Specialist Registrars and Foundation and core Trainees)

Prior to commencement in post, Medical Education will email Junior Doctors with instructions to complete online generic induction consisting of mandatory e learning courses.

Completion of these is required within the first month of commencement in post.

Records of completion are held on an online data base which is checked by Medical Education. Medical Education will send an email to persons who have not completed within one month reminding them to complete the e learning. A further reminder will be sent 2 weeks later. In a further two weeks Medical education will escalate the issue to the Director of Medical Education, via an email.

Study leave will not be authorised if mandatory modules are not completed.

Within the first week of commencement in post, Junior Doctors will attend the mandatory Induction Programme for Junior Doctors which is designed and managed by Medical Education. Attendees will sign a signing in sheet. Records of attendance will be kept by Medical Education.

A Local Induction checklist will also be given to attendees.

This will be completed within the first week in post and returned to Medical Education.

Medical Education will send an email reminder to those who fail to return the checklist within two weeks of commencement at their local base.

Persons unable to attend the Induction Programme will be contacted by Medical Education.

A personalised induction plan will be designed for them and a checklist will be issued for signature by participants.

9.4 Induction of Agency Locum Doctors

Agency locums will only be recruited from agencies approved under the NHS Purchasing and Supply Agency unless with the express approval of the Medical Director and Chief Executive (or deputy).

On Commencement, locums at Staff grade and Associate Specialist (SAS) /Junior Grade will be inducted by the Consultant of the service they are recruited to.

Locums at Consultant level will be inducted by the Lead Consultant.

A checklist will be completed and signed by the Locum and the post holder conducting the induction.

The checklist will be returned to Medical Staffing.

The locum is informed that timesheets cannot be processed for payment without checklist being returned.

If the checklist has not been received within two weeks of commencement the Medical Director will be informed.

10. Facilities

10.1 All Facilities staff will work through the facilities specific induction pack with relevant managers, which include the workplace induction booklet. A signed copy of the workplace induction will be returned to Learning & Development Unit and a copy kept in the member of staff's personal file.

10.2 Facilities staff in management, supervisory or full time positions will, in addition to the above, attend Trust Induction programme.

11. Monitoring

As part of the Trusts clinical governance and risk management arrangements, the Quality and Safety Committee will monitor attendance at Induction. Line managers maintain records of attendance for all staff attending mandatory and statutory training, which incorporates the induction programme for the organisation and the specific workplace induction, which is appropriate to the service in which they are working.

The Head of Corporate Nursing and Education, will monitor training course evaluations and review the induction programme content in line with current legislation and service demands.

The Induction Workbook will help managers ensure all aspects of induction duties are carried out

Appendix 1

A copy of the checklist should be given to the employee/ bank/ agency staff member and a copy should either be placed on their personal file or kept by the line manager of the team/ area.

WORKPLACE INDUCTION CHECKLIST

This checklist is to be completed jointly by the line manager and the employee:

NAME OF EMPLOYEE:

SDU:

TEAM/DEPARTMENT:

DATE OF INDUCTION:

INFORMATION TO COVER IMMEDIATELY

KEY INFORMATION	TICK	DATE
Introduction to immediate colleagues and tour of immediate working area including location of toilets and refreshment facilities		
Management structure of immediate work area explained		
Purpose of job including role, responsibilities and expectations		
Identity card checked		
Fire procedures including exits, equipment, alarms and evacuation procedures		
First aid/ medical emergency procedures including how to raise/ respond to an alarm and location of equipment		
Data protection requirements and Information Governance procedures including the storage and disposal of confidential information		
How to access advice/ help.		
Building security and out of hours working		
Any policies/ procedures essential for the employee to know relating to that area		

WITHIN FIRST DAY IF APPLICABLE

KEY INFORMATION	TICK	DATE
Medicine safety procedures		
Incident reporting		
Infection Control Procedures including waste disposal		
Handover processes/ procedure		
Manual Handling procedures and equipment		
Lone Working procedures		
Personal safety including management of violence and aggression		
Any other policies that may be useful for the employee Any additional key items to be covered (managers should use this section to add any role/department related key information relevant to the new employee:		