

Policies, Procedures, Guidelines and Protocols

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1	July 2015	Policy reviewed and updated in relation to Human Resources and Organisational Development roles: HR responsible for overall process of induction to Trust including local induction checklists, OD responsible for arranging new Combined Induction programme (Appendix 1). Removal of compliance monitoring table and replaced with paragraph.
2	August 2016	Minor revisions to Appendix 2 - local induction checklist to ensure it mirrors the checklist in the Staff Induction Handbook
3	October 2018	3 yearly review undertaken –renaming of Combined Induction to Combined Corporate and Clinical Induction throughout policy. Additional information added to induction checklist A relating to local competency assessment and documents, and medication procedures.
4	April 2021	Minor revisions to Appendix 2 local induction checklist to ensure it mirrors the checklist in the Staff Induction Handbook
5	June 2022 Version 2.4	Policy review undertaken – renaming of Combined Corporate and Clinical Induction to Corporate Induction throughout policy, Appendix 1 updated to reflect current programme and Appendix 2 updated to reflect current checklist in the Staff Induction Handbook.

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1 Introduction

- 1.1 It is the policy of Shropshire Community Health NHS Trust to provide all new staff, and staff transferring to new employment with a comprehensive induction that will introduce them to the organisation and their department, and team. It is recognised that an effective induction process is an invaluable way of ensuring that new staff know and understand the values of the organisation and the part they play in upholding these in the work they do. It is also an important way of helping new staff understand the services provided throughout the Trust and the relationships between different parts of the organisation in delivering these.
- 1.2 Induction marks the beginning of the relationship between the Trust and its staff and is fundamental in setting standards and influencing patterns of behaviour for the future.
- 1.3 It is therefore essential that all employees complete an appropriate induction, whether staff are temporary or permanent, whatever their occupation or profession, and whatever their grade. There are no exclusions to this policy.

2 Purpose and Scope of the Policy

2.1 Purpose

- 2.1.1 The purpose of this Policy is to set out the minimum standards required for the delivery of both Corporate and Local Induction to ensure that the Trust meets its statutory and regulatory requirements and is assured that staff are equipped to provide safe care within a safe environment. It defines the way in which areas of responsibility for inductions within the Trust have been determined, together with the primary method for delivery and monitoring. The policy for Corporate and Local Induction is based upon the following key principles:

2.1.2 Local Induction

- Local Induction is an essential component of the Trust's governance framework and risk management strategy and meets the requirements of Care Quality Commission Standards.
- All staff, including temporary staff, receive a planned and professional Local Induction, delivered by managers of new staff, as soon as the staff member joins the Trust.
- New employees are integrated into the organisation as quickly as possible, providing new employees with the practical information they need to begin their new role.
- The new employee is introduced to Trust policies and procedures which govern and regulate the work that they do.
- New employees are supported in their new post, helping them maximise their potential as quickly and efficiently as possible.

2.1.3 Corporate Induction

- The Corporate Induction is an essential component of the Trust's governance framework and risk management strategy and meets the requirements of Care Quality Commission Standards.
- All staff including temporary staff receive a planned and professional welcome to the Trust.
- New employees understand the vision and goals of the Trust and thus the context in which they are working and their role in supporting the achievement of Trust goals and business plans.
- Essential safety and risk management information is imparted to minimise risks to new staff, the patients and the organisation.
- Bookings for and attendance at the Corporate Induction is recorded within the Oracle Learner Management System (OLM) by the Organisational Development Team. This links directly with the Electronic Staff record (ESR) system and so updates personal records.

2.2 Scope

- 2.2.1 This policy applies to staff and workers directly and indirectly employed by and working within the Trust on a permanent, fixed term, rotational or temporary contract of greater than 8 weeks duration (including bank workers and agency workers). Temporary staff, including agency workers engaged for shorter periods must receive local induction and risk management training through their manager to fulfil their temporary duties.
- 2.2.2 Staff are required to comply with this policy and managers are required to ensure it is fully implemented and monitored within their areas of control. Failure to comply with this policy will be investigated and, where appropriate, will be managed in accordance with the Trust's performance and disciplinary policies.

3 Definitions

- 3.1 **Corporate Induction Programme** – A process through which a new employee is integrated into the Trust learning about its corporate culture, policies and procedures including awareness of the Trust's approach to risk management. The Corporate Induction programme is 1.5 hours duration – (Appendix 1).
- 3.2 **Local Induction** - A process through which a new employee receives information and training on risk identification and management in the area in which they will work. This will include both corporate procedures (such as incident reporting, fire and health and safety arrangements) and procedures relevant to their specific area and profession. Minimum content is specified in the Trust Local Induction Checklists (Appendices 2 and 3).
- 3.3 **All Staff** - For the purposes of this policy 'all staff' includes individuals employed directly or indirectly (including agency) on a permanent, fixed term, rotational or temporary contract of greater than 8 weeks duration.

- 3.4 **Temporary Staff** - For the purposes of this policy 'temporary staff' includes all individuals employed directly or indirectly (including bank and agency) for a period of less than 8 weeks in duration.

4 Duties

- 4.1 **Chief Executive** - The Chief Executive is ultimately accountable to the Board for the Trust's compliance with all statutory requirements and NHS standards.
- 4.2 **Director of Nursing and Allied Health Professionals (covers People Directorate)** is responsible for ensuring that there is Corporate Induction and that the organisation supports the implementation and monitoring of this policy.
- 4.3 **Directors and Deputy Directors** are responsible for ensuring that managers comply with Trust policies and procedures in relation to corporate and local induction.
- 4.4 **HR Team** is responsible for overall process of induction to Trust, including the local induction checklists for both permanent and temporary staff, and supporting managers to complete these checklists with their new employees or workers.
- 4.5 **Organisational Development Team** is responsible for ensuring the Corporate Induction programme is available at regular intervals. They will manage booking requests, and monitor attendance at the Corporate Induction which is a core mandatory training competence. The department is responsible for recording completion of corporate induction for staff and updating the Trust performance dashboard (monthly) with compliance against all core mandatory training competencies, including induction.
- 4.6 **Managers** are accountable for ensuring that all staff, including temporary staff, comply with this policy. Managers must:
- Ensure that 'all staff' complete the local induction checklist A **within the first month of commencement** – Appendix 2 and in the Staff Induction Handbook.
 - Ensure that 'temporary staff' complete the local induction checklist B **before commencing duties** - Appendix 3
 - Ensure that all their staff are familiar with and updated on policies, procedures, techniques etc. specific to their role and the area in which they work.
 - Ensure that staff are enabled to attend the Corporate Induction as defined in this policy.
 - Ensure that all staff are booked onto appropriate, role specific courses.
 - Ensure that staff are given the opportunity and protected time to attend training sessions.
 - Where it is demonstrated that there is non-compliance, the individual's manager will take appropriate action to ensure the staff member attends or undertakes the required programme.

- 4.7 **'All Staff'** must undertake local induction requirements and attend the Corporate Induction programme. Staff must be aware of these requirements and are responsible for ensuring, along with their manager, that they attend or undertake the appropriate training/sessions within the timescales set on the programme.
- 4.8 **'Temporary Staff'** must undertake local induction requirements. Employees/workers must be aware of these requirements and are responsible for ensuring, along with their manager, that they undertake the appropriate training/sessions within the timescales set.

5 A Systematic Approach to Induction

With reference to Corporate Induction and in conjunction with this policy, please to refer to the Trust Mandatory (Risk Management) Training Policy and Procedure.

5.1 Induction Programme when contract is greater than 8 weeks

- 5.1.1 For all staff employed directly or indirectly (including agency) working on a permanent, fixed term, rotational or temporary contract of greater than 8 week's duration, the induction programme consists of the following:
- Corporate Induction and other initial mandatory training.
 - Local Induction - following checklist A at Appendix 2 and in the Staff Induction Handbook.

5.2 Induction Programme when contract is less than 8 weeks

- 5.2.1 For temporary staff employed directly or indirectly (including agency) working on a permanent, fixed term, rotational or temporary contract of less than 8 week's duration, the induction programme consists of the following:
- Local Induction - following checklist B at Appendix 3
 - Mandatory Training

5.3 Local Induction

- 5.3.1 Managers will ensure that staff employed directly or indirectly (including agency) complete the appropriate local induction checklist. The HR team is responsible for undertaking a periodic review of these local induction checklists and in liaison with managers, to ensure the programme is reviewed, evaluated and appropriate to the needs of the Trust, managers and the inductees in line with national guidance.

5.4 All Staff

- 5.4.1 Local departmental induction to complement the Corporate Induction should include provision of adequate and appropriate information to the new employee/worker relevant to their department and role.

- 5.4.2 The Local Induction Checklist A for all staff whose contract is for greater than 8 weeks and must be fully completed within one month can be found at Appendix 2 and within the Staff Induction Handbook.
- 5.4.3 The checklists include information on areas such as working arrangements, health and safety arrangements, security, local fire prevention and action in the event of a fire etc.
- 5.4.4 Prior to employment preparations for the new employee should be made as far in advance as possible (uniforms, desk, telephone, equipment, computer and e-mails, IT systems, login's and access etc.) This will enable the employee/worker to work effectively more quickly and ensure they feel valued.
- 5.4.5 The line manager should arrange for themselves to meet with the new starter at the beginning of their first period of duty to commence induction, and to identify with the individual what mandatory training is required.
- 5.4.6 In addition the manager should arrange to spend time with the new starter as soon as is practical after the start of employment to ensure that the individual's induction into the Trust is going smoothly.
- 5.4.7 A member of staff should show the new employee around the department and introduce them to colleagues and other key staff in the organisation if the manager is unable to do so. They should be available to act as an advisor over the first few weeks to answer any questions that arise.
- 5.4.8 The checklist should be completed by the member of staff in conjunction with their manager and must be signed off as completed by both parties. Following completion of the Local Induction Checklist managers should keep a copy of the checklist ensuring it is available for audit purposes (file on personal file) and give a copy to the individual.

5.5 Temporary Staff

- 5.5.1. The Local Induction Checklist B for temporary staff whose contract is for less than 8 weeks can be found at Appendix 3 and this must be fully completed prior to the commencement of duties.
- 5.5.2 The temporary worker should not commence duties until the checklist has been fully completed and signed regardless of the duration of the employment e.g. one shift.
- 5.5.3 The checklist should be completed by the member of staff in conjunction with their manager and must be signed off as completed by both parties. Following completion of the local induction checklist, managers should keep a copy of the checklist ensuring it is available for audit purposes (file on personal file or central file) and give a copy to the individual.

5.6 Corporate Induction

- 5.6.1 Managers will ensure that all Trust staff attend Corporate Induction within 2 months of commencement of employment. In exceptional circumstances, this period may be extended at the discretion of the manager.
- 5.6.2 The Corporate Induction programme has been designed to reflect the needs of the new employee and Trust requirements. The Organisational Development team arranges the Corporate Induction programme on a regular basis and new staff are automatically booked onto the next available date. A typical Corporate Induction programme can be viewed at Appendix 1.
- 5.6.3 The Organisational Development team is responsible for undertaking an annual review of Corporate Induction to ensure the programme is reviewed, evaluated and appropriate to the needs of the Trust, Managers and the inductees in line with national guidance.

5.7 Booking Process

- 5.7.1 Managers are responsible for ensuring that all new staff/workers who are booked on to the next available Corporate Induction programme, also undertake all other role specific essential training required for their role.

5.8 Cancellation of Booking

- 5.8.1 If necessary, staff (or their manager) are able to withdraw booked places on the Corporate Induction programme by contacting the OD department directly. The staff must attend the next available course.
- 5.8.2 Staff that do not cancel but fail to attend are categorised as DNA (did not attend) unless it transpires that they DNA for one of the following reasons:
- **Compassionate / Special Leave** – granted / approved by line manager who then notifies the Organisational Development Team.
 - **Sickness** – notification received in advance by line manager who then notifies the Organisational Development Team.
 - **Risks to patient care** – if attendance left the department/ward/team at risk in relation to staff staffing levels. The appropriate Manager should let the Organisational Development Team know as soon as this decision to withdraw is taken.
 - **Course Cancellation** by the Organisational Development team (e.g. trainer absence or other exceptional, last-minute circumstance).
- 5.8.3 DNA's are monitored / actioned by the Organisational Development team in line with Section 5.10

5.9 Recording Completion

- 5.9.1 The Organisational Development team will record completion of Corporate Induction within the Oracle Learning Management (OLM) system. The team

updates the Trust performance dashboard (monthly) with compliance against all core mandatory training competencies, including Corporate Induction.

- 5.9.2 The Organisational Development Team issue the Corporate Induction training lead with an attendance register for the session seven working days before a session. The corporate induction training lead ensures that delegates record their attendance on the attendance register, which is returned to the Organisational Development team within five working days of the session.

5.10 Non-Attendance

- 5.10.1 As outlined in section 5.8.2 staff who do not cancel but fail to attend Corporate Induction are categorised as 'Did Not Attend' and these DNA's are monitored and actioned by the Organisational Development team as follows:

- **1st DNA** - notifications are e-mailed to the individual staff member and their manager. DNA's are reported to all managers on a monthly basis. It is the responsibility of the individual staff member to re-book onto Corporate Induction and the responsibility of the manager to check that this has been done.
- **2nd DNA** - notifications are again emailed to the individual staff member and their manager. This staff member would now appear as red-flagged on the monthly mandatory training report to the manager. It is the responsibility of the manager to investigate the reasons for the second DNA, to re-book the individual onto the missed course and to inform the staff member of the new Corporate Induction details.
- **3rd DNA** - If a member of staff fails to complete / attend Corporate Induction for a third time then, further to the notifications / reports as above, the manager should seek advice from the HR team with regard to instigating disciplinary action.

5.11 Mandatory Training

- 5.11.1 Corporate Induction introduces staff to the concept and importance of mandatory training. For details of requirements for each staff group please refer to the Mandatory Training Matrix and Mandatory (Risk Management) Training Policy, both of which can be found on the Trust website under the Organisational Development section.

6 Related Documents

- 6.1 The following Trust documents can be found on the policies and procedures section of the Shropshire Community Health NHS Trust website and should be referred to for related information:
- Mandatory (Risk Management) Training Policy and Procedure

There are specific requirements for students - please contact the Practice Education Facilitator to obtain a Student Induction Pack.

7 Dissemination

- 7.1 This Policy will be disseminated by being published on the Website and awareness raising by the Human Resources department and formal staff side representatives.

8 Advice

- 8.1 If staff have queries about its operation, they should contact their manager in the first instance, or the Human Resources department for further advice.

9 Policy Review and Compliance Monitoring

9.1 Policy Review

- 9.1.1 The rules and operation of this policy and procedure will be periodically reviewed (at least every 3 years) in light of any developments at either national policy level, or locally and, if necessary, revised in order to ensure their continuing relevance and effectiveness. Any amendments will be introduced only after consultation with staff-side representatives.

9.2 Compliance Monitoring

- 9.2.1 The HR team and the OD team will monitor the processes that underpin this policy, identifying any issues and amend any forms and processes as necessary. These amendments to the policy and relevant supporting documentation will be communicated to manager's who are responsible for implementing improvements where identified.
- 9.2.2 The HR team will carry out random checks on both personal files and central files to ensure that the appropriate local induction checklist has been fully completed, signed by both parties and filed.

Appendix 1 Corporate Induction Programme

	Agenda	Speaker
10:00-10:35	Welcome from the Chief Executive; Introduction to: Shropshire, STW ICS, Vision & Values Questions	Chief Executive & Directors
10:35-10:50	Health & Well-Being Staff rewards/Supervision Opportunities/Introduction to OH Services & Freedom to Speak Up Guardians	Head of Health and Well-Being
10:50-11:00	Living Vision & Values	OD Business Partner
11:00-11:30	Introduction to ESR & Online learning IT Support numbers, Navigating online guides, Accessing training	OLM Mandatory Training Specialist

Appendix 2 Local Induction Checklist A

This checklist should be used for individuals who are employed directly or indirectly (via an agency) within Shropshire Community Health NHS Trust on a permanent, fixed term, temporary or rotational **contract of greater than 8 weeks duration. This must be completed within the first month of commencement.** The checklist should be signed by both the manager and the employee to confirm that each item has been discussed.

Bank Workers should receive a department induction with their manager and the checklist can be found in the Management of Corporate and Local Induction Policy.

Pre-Employment	Completed and Signed		
	Manager	Employee	Date
1. Ensure that reasonable adjustments under Equality Act discussed and made where necessary.			
2. Transport/parking arrangements and check for business use insurance.			
3. Arrange phone, IT Equipment and complete IT Setup form for system access and nhs.net email address.			
4. Does the individual need DATIX access? If so, contact Risk i.e. Stanley Mukwenya or Anita Bishop			
5. Discuss if lateral flow testing is required and if necessary, staff should order via the gov.uk portal.			
6. Plan induction programme with the team.			
7. Identify and brief a 'buddy' to be a contact point and provide support to new staff member during their first few weeks at work.			
Areas to be covered by the end of the first day	Completed and Signed		
	Manager	Employee	Date
1. Induction process explained			
2. Discuss and review that any reasonable adjustments put in place are still adequate.			
3. ID Badge and Smartcard to be provided to new starter.			
4. If a patient facing staff member then arrange a date for fit mask testing - a correctly fitted face mask creates a seal around mouth and nose, protecting individual and patients.			
5. Complete a Covid 19 Risk Assessment using the online survey tool			
6. Complete a written Covid-19 Risk Assessment if appropriate Covid-19 Risk Assessments Government guidance and research is showing that some of our colleagues may be at increased risk during the coronavirus pandemic due to their ethnicity, age, underlying health conditions and/or status as a new or expectant mother. As a caring and responsible employer, we want to understand the risks to our colleagues, and work with them on actions to mitigate those risks.			
7. Discuss Covid 19 vaccination and if your new starter is eligible e.g. in a patient facing role, they should book their vaccination as soon as possible.			
8. Introduce team and 'buddy'			

9. Cloakroom/toilets/lockers/canteen/break facilities			
10. Introduction to the Trust and Trust Organisation chart			
11. Local Organisation chart			
12. Useful telephone numbers and explain telephone calls and communication systems			
13. Discuss SCHAT website and Staff Zone Requests for access to the Staff Zone are made via the Digital Services Self-Service Portal (HALO) https://shropcom.haloitsm.com/portal For further support contact shropcom.webmaster@nhs.net			
14. Discuss hours, rotas, duties and phased introduction to duties and Working Time Directive 1998			
15. Book review meeting with Manager/Supervisor for end of week			
16. Confidentiality Code of Conduct explained and form signed https://staffzone.shropcom.nhs.uk/smii/doclib/10304.pdf			
17. Information Governance explained: <ul style="list-style-type: none"> • General Data Protection Regulation (GDPR) • Data Protection Act 2018 • Freedom of Information/Information Sharing https://staffzone.shropcom.nhs.uk/smii/doclib/10643.pdf			
18. Explain why data quality is crucial in supporting patient care, and clinical governance and how staff have a responsibility for this https://staffzone.shropcom.nhs.uk/smii/doclib/10418.pdf			
19. Check, identify and book relevant mandatory training https://staffzone.shropcom.nhs.uk/smii/s00cont.asp?shid=439			
20. Explain annual leave entitlement and booking procedure https://staffzone.shropcom.nhs.uk/smii/doclib/10245.pdf			
21. Working Flexibly (for Work Life Balance) policy https://staffzone.shropcom.nhs.uk/smii/doclib/14107.pdf			
22. Time off Work for Public Duties (including military training) https://staffzone.shropcom.nhs.uk/smii/doclib/14186.pdf			
23. Explain sickness absence procedure and policy https://staffzone.shropcom.nhs.uk/smii/doclib/10601.pdf			
24. Smoking in the Workplace Policy explained https://staffzone.shropcom.nhs.uk/smii/doclib/10603.pdf			
25. Unit tour, emergency procedures, fire escapes/exits/location of fire extinguishers/break glass points/Fire Policy/safety https://staffzone.shropcom.nhs.uk/smii/doclib/10369.pdf			
26. Health & Safety Policy and Risk Management https://staffzone.shropcom.nhs.uk/smii/doclib/10386.pdf			
27. Safer Moving and Handling training to be completed: Clinical staff: E-Learning and Practical 825c Manual Handling Awareness Low Risk – 3 Year Cert. AND 825 Safe Handling - High Risk - Level 2 - 3 Year Practical Corporate staff: E-learning Module 825c Manual Handling Awareness Low Risk - 3 Year Cert.			

28. Infection control https://staffzone.shropcom.nhs.uk/smii/doclib/10414.pdf			
29. Incident reporting including serious incidents and Duty of Candour https://staffzone.shropcom.nhs.uk/smii/doclib/10866.pdf https://staffzone.shropcom.nhs.uk/smii/doclib/10407.pdf			
30. Safeguarding – Child Protection https://staffzone.shropcom.nhs.uk/smii/doclib/10582.pdf The Safeguarding Children Team https://staffzone.shropcom.nhs.uk/smii/doclib/11490.pdf			
31. Clinical Governance & Healthcare Standards Manager to signpost to relevant information for particular service			
Areas to be covered by end of first week	Completed and Signed		
	Manager	Employee	Date
1. Site tour			
2. Start meetings with key people			
3. First meeting with buddy			
4. Review meeting with supervisor/manager			
5. Agree any additions to induction programme			
6. Agree reasonable development needs			
7. Book weekly review meetings to end of first month			
8. Internet/e-mail use and how to access and computer security			
9. Workstation Assessment and other dept. risk assessment			
10. Trade union membership and JNP meetings			
11. Staff Benefits – Cycle to Work Scheme, Phones etc.			
12. Occupational Health/NOSS Counselling service Occupational Health			
13. Agree reasonable equipment needs			
14. Preventative and Protective Equipment (PPE)			
15. Alcohol and Drugs			
16. Financial Controls Manager to signpost and discuss relevant information for role			
17. Pay Services explained			
18. Time Sheets explained 19. Travel Expenses explained			
20. Business Conduct / Gifts and Donations https://staffzone.shropcom.nhs.uk/smii/doclib/10295.pdf			

21. Disciplinary Policy and Procedure https://staffzone.shropcom.nhs.uk/smii/doclib/12246.pdf			
22. Equality and Diversity & Disability Confident Scheme https://staffzone.shropcom.nhs.uk/smii/doclib/10356.pdf Diversity and Inclusion Hub Equality & Diversity Resources			
23. Grievance and Concerns Policy and Procedure https://staffzone.shropcom.nhs.uk/smii/doclib/10381.pdf			
24. Dignity at Work Policy https://staffzone.shropcom.nhs.uk/smii/doclib/12135.pdf			
25. Maintaining High Standards of Performance Policy https://staffzone.shropcom.nhs.uk/smii/doclib/10457.pdf			
26. Whistle-blowing Policy https://staffzone.shropcom.nhs.uk/smii/doclib/10638.pdf			
27. Safer Food Handling Manager to signpost and discuss relevant training or information			
Areas to be covered by the end of the first month	Completed and Signed		
	Manager	Employee	Date
1. Requirements of new job and the standards expected and include Personal Development Review (PDR) setting individual's objectives within the first 3 months of employment and enter date of meeting on Electronic Staff Record (ESR).			
2. Local competency assessment and documents			
3. Organisational Development – training and learning			
4. Library Service - Library Service Access			
5. Fraud Guidance - Anti-Fraud Service			
6. Security Management - Security Management			
Departmental Issues – Examples below add as necessary	Completed and Signed		
	Manager	Employee	Date
1. Local records management arrangements			
2. Location of emergency equipment			
3. Local Competency Booklet/Documents supplied and discussion regarding assessment and agreed timelines			
Medicine management procedures for clinical staff			
1. Have the Medicines Policies been read?			
2. Have the Medicines Management Procedures been read as required by individual department? (nurses)			
3. Has individual read relevant Trust procedures concerning prescribing? (all clinical staff)			
4. Prescribing, administration, ordering procedures discussed.			
5. Has an Escript log in and training session on using Escript been undertaken (GP's)?			
Medical device management			

When all items have been completed this page should be signed by the manager and the employee/worker. A copy of the checklist should be placed in the employee's personal file and a copy given to the individual.

I confirm that I have been informed about and understand all of the above items relevant to my employment/time with Shropshire Community Health NHS Trust.

Name of employee/worker

Signature of employee/worker

Date

I confirm that the above local induction programme has been completed for the above individual and the form will be placed in the individual's personal file in line with the Data Protection Act 2018

**Name of Manager
or delegated authority**

**Signature of Manager
or delegated authority**

Date

Appendix 3 Local Induction Checklist B

This local induction checklist (2 pages) should be completed by staff employed directly or indirectly (via an agency) within Shropshire Community Health NHS Trust on a fixed term, rotational or temporary **contract of less than 8 weeks duration and must be completed before commencing duties.**

Name of Temporary/Agency Worker _____

Agency Name (if applicable) _____

Job Title _____

Department _____

Name of Manager _____

Start Date _____

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered. If any item does not apply to your post please mark N/A. **If you feel that any area has been missed, and you require further information, please bring it to the attention of the person completing induction with you.**

Information given for Department	Manager Signature	Temporary Employee, Agency or Bank Worker Signature	Date
Confidentiality form explained and signed https://staffzone.shropcom.nhs.uk/smii/doclib/10304.pdf			
Orientation to the ward/department and any other areas relevant to post			
Identity badge – not for agency workers			
Car parking arrangements and check for business use insurance if applicable			
Catering and washroom facilities			
No smoking policy explained https://staffzone.shropcom.nhs.uk/smii/doclib/10603.pdf			
Specific duties and responsibilities of the post			
Confirm hours of work and shift patterns where applicable			
Telephone system – useful numbers			

Fire safety procedures and assembly points: <ul style="list-style-type: none"> - Fire exits - Extinguishers and Alarms - Evacuation procedures 			
Health and Safety brief <ul style="list-style-type: none"> - Security, VDU Regulations - Waste Disposal 			
Infection Control procedures: <ul style="list-style-type: none"> - Hand hygiene procedures 			
Moving and Handling procedures: <ul style="list-style-type: none"> - Procedures - Equipment - Lifting and handling regulations 			
Incident Reporting, including serious incidents and the Duty of Candour			
Information Governance: ensure individual has completed recently either through agency or Trust			
Issues specific to department Examples below – please add to list as necessary.	Manager Signature	Temporary Employee Agency or Bank Worker Signature	Date
Records Management Arrangements			
Location of emergency equipment			
Medicine Management Procedures			
1. Have the Medicines Policies been read? (All clinical staff)			
2. Have the Medicines Management Procedures been read as required by individual department? (nurses)			
3. Has individual read relevant Trust procedures concerning prescribing? (all clinical staff)			
4. Prescribing, administration, ordering procedures discussed? (all clinical staff)			
5. Has an Escript log in and training session on using Escript been undertaken (GP's)?			
Medical Device Management			

When all items have been completed, this page should be signed by the line manager and the employee/worker. A copy of the checklist should be placed in the employee's personal file and a copy given to the individual.

I confirm that I have been informed about and understand all of the above items relevant to my employment/time with Shropshire Community Health NHS Trust.

Name of employee/worker _____

Signature of employee/worker _____ **Date** _____

I confirm that the above local induction programme has been completed for the above individual and the form will be placed in the individual's personal file in line with the Data Protection Act 2018.

**Name of Manager
or delegated authority** _____

**Signature of Manager
or delegated authority** _____ **Date** _____