**WORKPLACE INDUCTION CHECKLIST**

**Guidance Notes**

This checklist has been designed to meet the basic needs of all posts in all areas of the Trust no matter whether they are permanent, temporary, bank, locum or agency. Therefore, certain items may not be relevant to your particular job; your manager will explain which you can disregard.

Managers should provide additional Induction information to staff in the following areas: clinical staff, medical staff, nursing staff in charge of a unit and staff working in a forensic environment Apprentices joining the Trust in any service will require an introduction to on board them to their relevant provider. There are also service specific packs for locum / bank and agency staff.

**Local Workplace Induction Checklist**

Each item should be dated or marked not applicable and initialed by the new starter and line manager. A completed copy should be retained in your personal file. You can also keep a copy for your information / record in your portfolio.

Your manager will guide you through the induction process, but please remember that you too have an active role to play in helping to identify what things you need or want to know.

**Trust Induction Programme**

The Induction programme content has been designed to try and meet most of the clinical and non-clinical post requirements for mandatory and legislative training requirements.

Please note that new employees must complete their Data Security Awareness (IG) training ASAP before any clinical systems are accessed unless they can provide evidence of completing the training within the last 12 months with another health organisation. Employees with this evidence should renew their IG training within 3 months of joining the Trust.

**WORKPLACE INDUCTION CHECKLIST**

The Workplace Induction checklist should be completed collaboratively between the manager and new employee ideally on the first day of employment. Once completed this form should be signed by both parties and a copy held in the personal file of the employee.

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| --- | --- |
| **Name:**  | **Job Title:**  |
| **Start Date:**  | **Team:** |
| **Manager Name:**  | **Mentor Name (If applicable):** |

|  | **Employee** | **Manager** |
| --- | --- | --- |
| **Initials** | **Date** | **Initials** | **Date** |
| Probation process |  |  |  |  |
| Appraisal Arrangements |  |  |  |  |
| Flexible and Agile working arrangements discussed  |  |  |  |  |
| Knowledge of the Medical Appraisal system for Doctors / Medics |  |  |  |  |
| Supervision Arrangements |  |  |  |  |
| \*Apprenticeship Agreement signed (If applicable) |  |  |  |  |
| Apprentice welcome email received from the Apprentice team (If applicable) |  |  |  |  |
| Organisation overview & welcome |  |  |  |  |
| Overview of role and how it contributes to organisational effectiveness |  |  |  |  |
| Tour of the building |  |  |  |  |
| Orientation of the area for people new to the area e.g. places to eat, relaxation and exercise. |  |  |  |  |
| ESR Online Statutory & Mandatory Training including IG training  |  |  |  |  |
| Holidays, Overtime, Absence & Time in Lieu |  |  |  |  |
| Health and Wellbeing offer for staff, counselling, physiotherapy, occupational health etc. |  |  |  |  |
| Staff Benefits, Vivup, external discount platforms  |  |  |  |  |
| Signing in & out |  |  |  |  |
| Door Codes / Office security |  |  |  |  |
| Understand the procedure for sickness and absence, and what is expected regarding attendance at work, who you should report to, when you should report by and what you do when you return to work after an absence. |  |  |  |  |
| Understand what action is required in an emergency situation (Fire, Bomb, Lone Working, Adverse Weather)* location of fire extinguishers, exits and assembly points and how to raise the alarm
* Know the name and location of the appointed person in control of fire/emergency procedures and appointed Health and Safety Representative.
 |  |  |  |  |
| Explain access to Occupational Health Services and Staff Support |  |  |  |  |
| Shift patterns and flexi-time systems (if appropriate). And understand the procedure for time off to attend Doctor / Dental / Hospital Appointments. Off the job hours discussed if completing an apprenticeship |  |  |  |  |
| How to notify the Payroll Department of any change to personal details e.g. name, address, bank details / Employee Self Service |  |  |  |  |
| Key contacts (Internal & External) |  |  |  |  |
| Meet the team  |  |  |  |  |
| Policies & Procedures (role specific) |  |  |  |  |
| Organisation wide processes/policies* Be aware of your responsibility in relation to confidentiality as outlined in the Confidentiality Code of Conduct and your professional code of practice if applicable.
* Be aware of the no smoking policy and guidelines
* Trust Behavioral Standards
 |  |  |  |  |
| How to contact the Head of your profession and how to link into your appropriate professional network |  |  |  |  |
| * Intranet/Website – where to find key policies and procedures
 |  |  |  |  |
| * File Saving - Drives
 |  |  |  |  |
| * IT Set up (contacted to activate) Printers/Folder Access/System Access
 |  |  |  |  |
| * VPN
 |  |  |  |  |
| * E-Expenses – Access and how and when to submit claims
 |  |  |  |  |
| * Ensure you are able to operate relevant medical devices or equipment relevant to your role, prior to its use
 |  |  |  |  |
| * Explain the incident/accident reporting procedure, guidelines and protocols (Datix Needle Stick Injury etc)
 |  |  |  |  |
| * If you are a newly qualified practitioner / you have been booked to attend the Preceptorship and its associated Clinical Development Programmes
 |  |  |  |  |
| * Car Parking Services (Estates) – Register vehicle details if applicable
 |  |  |  |  |
| Attend new Starter Welcome |  |  |  |  |

\*It is the Managers responsibility to ensure that the apprentice has made contact with the Apprenticeship team on

hnf-tr.apprenticeships@nhs.net and they have also signed their Apprenticeship Training Contract – this will enable the apprentice to start their formal apprenticeship training programme