Central Lancashire **NHS**
Primary Care Trust

INDUCTION POLICY

REFERENCE NUMBER	DPOD 03
APPROVING COMMITTEE(S) AND DATE	Governance Committee
AUTHOR(S) / FURTHER INFORMATION	Organisational Development Manager
RESPONSIBEL OFFICER	Associate Director of HR, Workforce and OD
THIS DOCUMENT REPLACES	Policies of predecessor organisations, Preston PCT, Chorley and South Ribble PCT and West Lancashire PCT
REVIEW DUE DATE	March 2013
RATIFICATION DATE	February 2008
VALIDATION SIGNATURE	

Managers are responsible for ensuring staff within their area of responsibility are aware of Central Lancashire Primary Care Trust policies and that staff adhere to them.

Managers are responsible for ensuring that a system is in place for their area of responsibility that keeps staff up to date with new policy changes.

Staff are responsible for ensuring they are familiar with policies, know where to locate the documents on the PCT's internet, and seek out every opportunity to keep up to date with Central Lancashire PCT policies.

Independent contractors are expected to identify a lead person to be responsible for ensuring staff employed within their practice are aware of Central Lancashire PCT policies.

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1.   Introduction

Central Lancashire Primary Care Trust is fully committed to ensuring that every new employee to the organisation attends induction training as soon as possible following their commencement in the organisation, in order to meet service objectives and follow good employment practice. The PCT will also ensure that every new employee receives a full induction to their local area of work which will be specifically tailored to meet the service needs of that area / department within the first month of employment.

1.1   Background

1.1.1   The PCT is required to demonstrate that it meets certain statutory/mandatory obligations, which underpin and support this policy including the National Health Service Litigation Authority (NHSLA), Standards for Better Health (SFBH), Information Governance Toolkit, Internal Audit Service and Knowledge & Skills Framework (KSF) requirements.

1.1.2   The principles and values of the NHSLA, SFBH and the KSF aim to ensure that all staff are supported to be a well trained, competent and capable workforce enabling organisational objectives for safety and high quality care to be achieved in a timely and professional manner.

1.2   Scope

1.2.1   All staff who are directly employed and newly appointed to the PCT, including all bank and temporary staff, are required to attend the Corporate Induction programme. In addition a local induction within the workplace must be undertaken as soon as possible after commencement.

1.2.2   Locum and agency staff, volunteers, staff with honorary contracts and students undertaking placements should undertake local induction arrangements as stipulated in this policy and to meet their specific needs.

1.2.3   Employees who are returning to work in the PCT after an employment gap of twelve months or more are also required to attend the Induction programme and complete a local induction in their area of work.

1.3 Principles

1.3.1   The PCT will provide a corporate and local framework for induction which is integrally linked to risk management and other relevant national standards to ensure a consistent approach and standard.

1.3.2   As part of their contract of employment with the PCT all new employees must participate in the Corporate Induction programme, within 8 weeks of commencement. (The core content, aims and objectives, lead responsibilities and links to NHSLA standards for the PCT Corporate Induction programme are detailed in Appendices C and D.)

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1.3.3   Non-attendance at induction training will be managed in accordance with the provisions of this policy and the PCT's Disciplinary Policy and Procedure where appropriate.

1.3.4   Induction training will support personal development planning and assist employees in meeting the KSF Foundation / Second Gateway as appropriate. Training and development needs, which arise out of implementing the agreed induction procedures, will be identified and action implemented as necessary.

1.3.5   Managers will review local induction arrangements and checklists, annually or more frequently if appropriate, to ensure that they are up to date in their area of responsibility.

1.3.6   Induction training will be evaluated and audited in accordance with the agreed standards and the format of the training developed in line with the needs of the PCT and external standards. Managers will be updated regarding developments/changes to arrangements for induction.

1.3.7   The PCT will ensure that a consistent approach to induction training is applied for all staff employed by the PCT, regardless of gender, age, disability, sexual orientation, religion, or national, ethnic or social origin, or any criteria that could be deemed discriminatory.

2.   IMPLEMENTATION

2.1.   Roles and Responsibilities

2.1.1   Trust Board

- To approve the content, review date and dissemination of policies.

- To ensure through the line management structure that all staff, managers and training leads are aware of their roles and responsibilities in implementing the induction policy and procedures to enable statutory obligations to be met.

- To support and promote the development of a learning culture across the organisation.

- To periodically review the results of monitoring of this policy and to review recommendations for changes as appropriate.

2.1.2 Organisational Development Department

The Head of Organisational Development is responsible for the introduction, application and monitoring of this policy. The Organisational Development department is responsible for:-

• Providing administrative support relating to the Corporate Induction programme. This includes facilitating the effective and efficient operation of Corporate Induction courses, providing equipment, paperwork and housekeeping information at the start of the day and ensuring staff attendance records are maintained.

• Providing advice, guidance and support in relation to Induction administration and acting as the first point of contact.

• Publicising annual Induction training dates, ensuring that this information can be accessed on the PCT Intranet, and notifying new members of staff personally of the date of the next Induction course.

• Providing appropriate training and development to support the implementation of this policy.

• Establishing and maintaining recording systems through ESR, monitoring adherence to the policy and providing statistical information, including monitoring attendance at the Induction programme and ensuring regular monitoring reports are issued to managers and the Trust Board.

• Identifying non attendance of staff at corporate induction training and informing the staff member and relevant manager immediately by letter (Appendix G)

• Monitoring the attendance and time keeping of speakers and generating appropriate letters regarding failure to attend, a copy of which will be sent to the individual and copied to their line manager (Appendix H)

• Co-ordinating feedback to training leads following collation of programme evaluations and highlighting areas that requires further action.

2.1.3 Line Managers

• It is emphasised that Heads of Departments/ Line Managers have a responsibility to ensure that staff receive appropriate induction training. Prime responsibility for inducting new employees, both corporately and locally, is held by the new employee's line manager. Line managers must enable newly appointed staff to attend the corporate Induction course at the earliest opportunity following commencement in post. This applies to temporary staff as well as staff on substantive contracts.

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- Managers will be notified in writing by the Organisational Development Department if a new employee fails to attend the corporate induction training. Having regard to the particular circumstances, non-attendance should be managed in accordance with the PCT's Disciplinary Policy and Procedure where appropriate.

- Managers are responsible for ensuring that new staff are familiar with this policy and for arranging local induction of all new staff by ensuring completion of the generic Induction Checklist, which is sent to managers by the Recruitment Section and is also available on the PCT intranet. (Appendix H)

- The Induction Checklist is an essential requirement as part of the PCT's obligations under the NHSLA standards. It is the responsibility of the line manager to arrange completion of the Induction checklist with the new employee on commencement. The completed checklist should be sent to the Human Resources department within the first month of employment to be kept in the employee's personal file and recorded on the Electronic Staff Record (ESR) system.

- Managers should ensure where possible that new employees are supernumerary for the first week of employment in order to allow the new employee time to undertake induction, adjust to new ways of working and to settle into the department.

- Managers are responsible for ensuring that locum and agency staff, volunteers and students undertaking placements receive a local induction to the department/ area of work and be sign posted to relevant information, policies and procedures. The induction checklist for temporary staff should be completed in this respect. (Appendix I)

2.1.4 Individual Staff

- Individual staff are responsible for attending the <u>full</u> corporate induction programme and attendance will be recorded for both morning and afternoon sessions. Failure to attend induction training on a second occasion may result in further action being taken in accordance with the PCT's Disciplinary Policy and Procedure where appropriate.

- With regard to the Health & Safety at Work etc. Act 1974 and their own professional codes of conduct, where applicable, individual staff are responsible for ensuring that they undertake duties in a safe manner without endangering themselves, patients, other staff, or visitors.

- Staff are responsible for ensuring that they familiarise themselves with the content of the Induction course material, which is also available on the PCT intranet.

- Staff who do not attend all the sessions on the corporate induction programme due to arriving late or being absent for part of the day, will be expected to attend the sessions missed on the next programme. The Organisational Development Department will notify line managers and the individual of the date and times of sessions where attendance is required.

2.1.5 Specialist Leads for Corporate Induction Training

- It is emphasised that the training leads responsible for Induction training sessions in their specialist areas are personally responsible for maintaining the accuracy of information presented within their session. The information should also reflect national requirements and legislative agreements based upon best practice evidence and be updated to reflect any changes as and when they occur.

- Training leads will be responsible for coordinating arrangements to ensure sufficient cover of training sessions with identified speakers for each prospective date. This should be communicated to the Organisational Development department at least 2 weeks in advance of the training dates. Training leads should also ensure that there are contingency arrangements in place for unforeseeable circumstances, whereby a second individual is available to cover the session in case the primary speaker is unable to attend.

- Training leads who fail to attend the induction course resulting in their training session not being provided as part of induction, will be personally responsible for the necessary follow up action. In this event the Organisational Development department will send a letter to the training lead detailing their responsibilities (Appendix D). The lead will be responsible for contacting each of the attendees on the register and arranging to provide the necessary training as soon as possible. The training lead will also be required to provide an explanation for their failure to attend the induction training to the PCT Management Team.

2.2. Attendance and Monitoring

2.2.1. All new employees must attend the full corporate Induction programme and attendance will be recorded for both the morning and afternoon sessions of the programme.

2.2.2. In exceptional circumstances, if a new member of staff does not complete the corporate induction programme within 8 weeks, the member of staff and their line manager will be sent a letter informing them that the member of staff must attend the next corporate induction date, this will be administered by the Organisational Development department (Appendix E).

2.2.3 Part-time staff are required to attend the full day Corporate Induction as soon as possible after commencement in post. As part-time staff may need to

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attend the programme outside their normal working hours time back will be given or, at the discretion of the manager, payment made.

2.2.4   New employees will be advised by the Recruitment Section, within the confirmation of employment letter sent prior to commencement, of the requirement to attend the Corporate Induction programme

2.2.5.   If a member of staff does not complete the Corporate Induction programme in accordance with the requirements of this policy, the Line Manager must seek advice regarding action that may be required in accordance with the PCT's Disciplinary Policy and Procedure.

2.2.6   Directors and Heads of Departments will be sent quarterly attendance and non attendance reports for staff in their areas. These reports will be generated by the Organisational Development department and will be held on a central database (OLM). Charges will not be incurred for non-attendance as it is expected that staff will attend the next available training.

2.2.7   Statistical information regarding attendances at Induction and the percentage attendance rate will be provided on a quarterly basis by the Organisational Development department and monitored by the Governance Committee.

2.2.8   In addition to the corporate induction course, new staff are required to attend specific training in relation to the duties of their post, e.g. Moving and Handling, Safeguarding Children as detailed in the Mandatory Training Policy.

2.2.9   Attendance at the Corporate Induction programme ensures that certain mandatory training requirements are met and therefore new staff are not required to attend the PCT Mandatory Training programme in Fire Safety/Health & Safety and Infection Control for 12 months. Further guidance is contained in the PCT's Mandatory Training Policy.

2.3.   Local Induction

2.3.1.   The manager within each department/area will be responsible for ensuring that all new employees receive a local induction to their department/area within their first month of employment.

2.3.2.   Information not covered in the Induction programme but which is relevant and specific to the local department/area must be covered within the local induction. A generic local induction checklist is available to be used for the purposes of inducting permanent staff (Appendix H). This will be sent to managers by the Recruitment section with new starter information.

2.3.3.   Managers are required to carry out a training needs analysis for new members of staff which is relevant to specific service needs within that department/area. An example of mandatory training, which is required locally, is attached to this policy in Appendix G. This is not meant to be an

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exhaustive list however it provides information regarding mandatory training requirements at a local departmental level.

2.3.4   Return of local induction checklists will be recorded on the Electronic Staff Record (ESR) system and completed checklists will be filed on employees' personal files.

2.3.5. Completion of local induction checklists for new employees will be audited on a regular basis and evidence of completion will be required for review at Governance meetings.

2.3.6   Line Managers / supervisors must ensure that all new temporary staff including bank, agency, locum, volunteers, and students, are provided with a local induction on their first day of commencement to the department/area. PCT managers must ensure that they have verifiable induction records on file for all temporary staff. A generic local induction checklist is available to be used for the purposes of inducting temporary staff only. (Appendix I)

3.   REFERENCES

Central Lancashire PCT Performance and Development Review and KSF Gateway Policy

Central Lancashire PCT Mandatory Training Policy

Central Lancashire PCT Risk Management Strategy

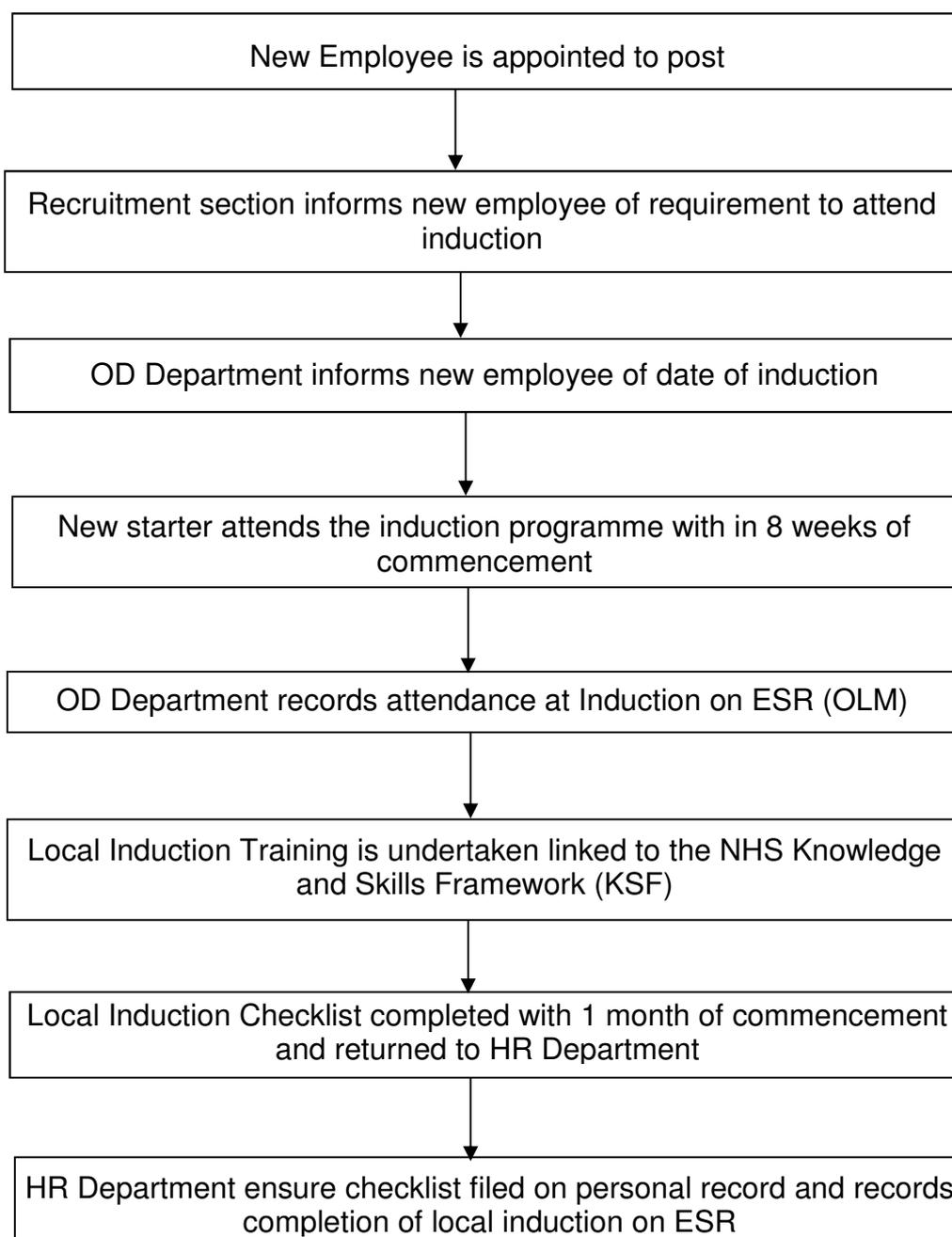Central Lancashire PCT Disciplinary Policy and Procedure

Information Governance Toolkit (version 5 2007/8)

NHS Litigation Authority Risk Management Standards (2007) www.nhsla.com

Standards for Better Health (DOH 2006)

4.   GLOSSARY
None

APPENDIX A

Induction Flowchart

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┌─────────────────────────────────────────────────────────────┐
│          New Employee is appointed to post                    │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   Recruitment section informs new employee of requirement     │
│                 to attend induction                           │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   OD Department informs new employee of date of induction     │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   New starter attends the induction programme with in 8       │
│             weeks of commencement                             │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   OD Department records attendance at Induction on ESR (OLM)  │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   Local Induction Training is undertaken linked to the NHS     │
│         Knowledge and Skills Framework (KSF)                  │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   Local Induction Checklist completed with 1 month of         │
│   commencement and returned to HR Department                  │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│   HR Department ensure checklist filed on personal record     │
│   and records completion of local induction on ESR            │
└─────────────────────────────────────────────────────────────┘
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APPENDIX B

Induction Procedures: Step by Step Guide		
Action	**Person Responsible**	**Additional Information**
Step 1 On appointment all new employees are informed that they must attend Trust induction programme	Recruitment Section via confirmation of employment letter and line manager on commencement	New starters) are required to attend induction within 8 weeks of commencement. In exceptional circumstances where this is not possible attendance should be arranged on the next available induction course
Step 2 New staff are advised of date of induction course. . The OD department are responsible for coordinating the delivery of induction on behalf of the PCT.	Organisational Development Department (OD dept)	Dates of induction programme are available from the OD department and PCT intranet.
Step 3 New starter attends induction course	Line Manager	All sessions on the induction course give an initial overview only .(Appendices B and C provide full course details and objectives) The line manager will need to discuss topics in more detail with the new starter and arrange further training in some areas as appropriate.
Step 4 Attendance at Induction is recorded on The Oracle Learning System (OLM) and non attendance followed up	OD Department Line Manager	OD department will ensure there is an attendance record taken for both morning and afternoon sessions. Attendance will be recorded on OLM by the OD department. When non attendance occurs a letter will be sent to the line manager. Managers must ensure the employee

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		attends the next available date
Step 5 New Starter begins local induction training in their department/area .	Line Manager	Local induction checklist is discussed and each section signed off by the line manager and the new starter within one month of commencement in the PCT, and copy sent to HR
Step 6 Local induction completed and recorded on Electronic Staff Record System within one month of start date	Line Manager/Human Resources department	Completion of local induction must be entered on ESR by the Human Resources dept. A copy of the induction checklist must be kept on the personal file and may be needed as evidence for external assessments, which include induction as part of the standard. A copy should also be kept by the employee for their own records as this will provide evidence for their KSF development review.
Step 7 By the end of week 4 an informal development review meeting should take place with the member of staff to discuss their objectives and development needs over the next 12 months in preparation for their KSF performance and development review.	Line Manager + individual staff member	The discussion should be recorded using PCT documentation
Step 8 PCT monitoring of compliance – reports regarding attendance at induction training and compliance with timescales by directorate and department and compliance with completing local induction within 1 month will be sent to the PCT's Governance meeting and discussed at local	Directors /Heads of Departments/ OD Dept	This information will be provided as evidence to support the various external assessment processes that link to induction (e.g. NHSLA; SFBH; KSF; Internal Audit Service)

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governance meetings as a regular agenda item.		

APPENDIX C

INDUCTION PROGRAMME

TIME	SUBJECT	PRESENTER
09.00	Registration and welcome	Organisational Development Manager
09.05	Central Lancashire Primary Care Trust	Chief Executive
09.35	Confidentiality/Data Protection	Head of Business Development
10.00	Human Resources	Human Resources Manager
10.20	KSF Basic Awareness	Organisational Development Manager
10.45	BREAK	
11.00	Infection Control	Infection Control Nurse
11.30	Incident Reporting/Risk Management/Standards for Better Health	Health Standards Manager
12.00	Clinical Governance	Clinical Governance Manager
12.15	PALS and Complaints	PALS Manager/Complaints Manager
12.25	IT in the NHS	IT Training Manager
12.40	LUNCH – MARKET PLACE (including IT Skills Assessments) • PALS • Clinical Audit • Epona Health Club & Training	• Union Membership • Medicines Management • Tobacco Control & Stop Smoking Support
13.20	Health & Safety	Health & Safety Manager
13.45	Fire Safety	Health & Safety Manager
14.10	Security	Security Manager
14.20	Safeguarding Children	Designated Nurse – Safeguarding Children
15.05	BREAK	
15.20	Emergency Planning	Public Health Manager
15.35	Equality and Diversity	Programme Manager – Equality & Diversity
16.00	Payroll/Finance	Payroll/Finance Manager
16.30	Evaluation and close	Organisational Development Manager

Attendance at induction training and the application of this learning to your day-to-day work can provide evidence towards meeting your Knowledge and Skills Framework (KSF) post outline and links to the core dimensions of:
- Communication
- Personal and People Development
- Health, Safety and Security
- Service Improvement
- Quality
- Equality and Diversity

The information provided in the Corporate Induction programme is also available on the Organisational Development webpage of the PCT intranet: www.centrallancashire.nhs.uk

Staff without direct access to the PCT intranet should seek advice from their manager with regard to obtaining information and resources referred to on the Induction Course.

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APPENDIX D

Induction Training - Aims and Objectives

Subject	Length of training	Links to NHS standards	Lead Manager	Aims/objectives
Introduction – Welcome and overview of PCT	30 mins	NHSLA Standard 2 criteria 1;2; 3	Chief Executive	To ensure new employees are aware of: • the PCT's mission statement and values • the PCT's key service delivery objectives and the role of all staff in achieving them. • key aspects of the PCT management arrangements.
Human Resources	20 mins	NHSLA Standard 3 criteria 8; 9; 10	HR Manager	To ensure new employees are aware of: • The HR Directorate structure • Areas and functions within HR • The PCT's work towards being a 'model employer' • HR Policies, improving working lives, flexible working
Equality & Diversity	25 mins	NHSLA Standard 2 criteria 2:3 Standard 3 criteria 8;10	Programme Manager – Equality & Diversity	To ensure new employees are aware of: • Equality and Diversity Issues and their responsibilities • The PCT's equality & diversity framework
KSF/ learning opportunities	25 mins	NHSLA Standard 2 criteria 2;3;5	OD Manager	To ensure new employees are aware of: • KSF/PDP processes • The organisational development team & roles • Opportunities that are available to support their development needs.

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Subject	Length of training	Links to NHS standards	Lead Manager	Aims/objectives
PALS/Customer Care/Complaints	10 mins	NHSLA Standard 2 criteria 2;3 Standard 5 criteria 1; 2; 3; 4;5;7; 10	Head of Patient Experience	To ensure new employees are aware of: • Principles of customer care and dealing with complaints. • How to access the PALS team and what help they can provide.
Information Technology	15 mins	NHSLA Standard 2 criteria 2;3 Standard 4 criterion 1; 2; 4; 5;10	IT Training Manager	To ensure new employees are aware of:- • How to use IT, access the intranet, internet and clinical workstations • How records are held, links to IT systems. • IT skills checks
Confidentiality/ Data Protection	25 mins	NHSLA Standard 2 criteria 2;3 Standard 1 criterion 8 Standard 4 criteria 2; 4	Head of Business Development	To ensure new employees are aware of: • Their roles and responsibilities regarding confidentiality, data protection and the NHS Code of Conduct for confidentiality • Their responsibilities with regard to PCT policies and procedures
Personal Security	10 mins	NHSLA Standard 2 criteria 2;3,5;10 Standard 1 criteria 3; 4; 10 Standard 3 criteria 1; 9;10	Head of Health Standards	To ensure new employees are aware of: • Security issues within the PCT. • Their responsibilities for their personal security and PCT property and premises.
Safeguarding Children/Vulnerable Individuals	45 mins	NHSLA Standard 2 criteria 2;3 Standard 3 criteria 2	Designated Nurse Safeguarding Children	To ensure new employees are aware of: • what to do if they think a child/adult is being abused. • Know who to contact for advice.

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Subject	Length of training	Links to NHS standards	Lead Manager	Aims/objectives
Fire Safety	25 mins	NHSLA Standard 2 criteria 2;3; 5 Standard 3, criterion 1	Head of Health Standards	To ensure new employees are aware of the PCT's fire safety procedures and how to deal safely with fire related incidents.
Health and Safety	25 mins	NHSLA Standard 2 criteria 2;3; 5 Standard 1 criterion 8 Standard 3 criteria 1;4; 5; 6 Standard 5 criteria 1; 5; 7;10	Head of Health Standards	To ensure new employees are aware of: • Their roles and responsibilities for Health and Safety • Good practice in implementing Health & Safety in the workplace
Infection Control	30 mins	NHSLA Standard 2 criteria 2;3;8 Standard 3 criterion 6 Standard 4 criterion 9	Infection Control Lead	To ensure new employees are aware of: • All PCT staff have a personal responsibility for preventing and controlling infection. • Effective hand hygiene procedures • How to contact the Infection Control team.
Emergency Planning	15 mins	NHSLA Standard 2 criteria 2;3; 7 Standard 1 criterion 1 Standard 3 criterion 1 Standard 4 criterion 8	Public Health Manager	To ensure new employees are aware of : • The PCT's role in emergency planning • Their role and responsibilities in emergency planning

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Subject	Length of training	Links to NHS standards	Lead Manager	Aims/objectives
Risk Management/ Standards for Better Health	30 mins	NHSLA Standard 2 Criteria 2;3;5 Standard 3 criteria 1; 4;5; 7 Standard 1 criteria 1; 2; 3; 4; 5; 6; 7; 8; 9; 10 Standard 4 criteria 1; 2; 3; 5 Standard 5 criteria 1; 2; 3; 4; 5; 6; 7; 8; 9; 10	Head of Health Standards	To ensure new employees are aware of: • The concept of risk management • Their responsibilities with regard to risk management • The PCT's risk management strategy • How to report untoward incidents and implement preventative measures. • Standards for Better Health and how it affects staff • Sign posting to relevant documentation
Finance/Payroll	30 mins	NHSLA Standard 2 criteria 2;3 Internal Audit Service	Payroll/Finance Manager	To ensure staff receive relevant information in respect of: • Payslips • Income Tax • National Insurance • NHS Pension Scheme • Prevention of Fraud • PCT Standing Orders and Financial Regulations

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APPENDIX E

'Did Not Attend' Staff Letter

Organisational Development Dept
Jubilee House
Centurion Way
Leyland
Lancs

<date>

Dear Colleague

Non- attendance at Induction Course

According to our records you were allocated a place at the Induction course held on **<date>** but did not attend.

It is a mandatory requirement and a contractual obligation that all staff attend an Induction course as soon as possible and within 8 weeks after commencement of employment with the PCT. A place has been now been reserved for you to attend the next course on **<date/ venue>**. Failure to attend on a second occasion will result in this matter being referred to your manager/director for further action to be taken.

If you require any further information regarding this letter please contact me on **<xxxx>**.

Yours sincerely

Organisational Development Manager

cc line manager

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APPENDIX F

'**Did Not Attend**' **Speaker letter**

Organisational Development Dept
Jubilee House
Centurion Way
Leyland
Lancs

<date>

< speaker name & location>

Dear

Induction Course

As you will be aware you were scheduled to speak about **<session name>** at the above course on **<date>**, however you did not attend as required.

The new staff attending this course are now at risk as they have <u>not</u> completed their mandatory training in the this area and now need to be trained separately to ensure that this is undertaken.

I attach a copy of the course register in order that you can contact the delegates and make alternative training arrangements. You will also need to inform the Organisational Development department when this training has been undertaken so that the central training database can be updated with the individual's attendance details within 4 weeks of this letter of notification.

If you foresee any problems in meeting this requirement please contact me as soon as possible to discuss further.

Yours sincerely

Organisational Development Manager

cc. Line Manager

APPENDIX G

Local Training Requirements

The following information provides examples of training requirements which may need to be arranged as part of the local induction at departmental level.

Please note that this is not an exhaustive list and will be dependent upon a local training needs analysis undertaken within department areas, particularly in terms of frequency, updates required etc.

Topic	Clinical Staff	Non Clinical
Moving and Handling training including use of equipment if appropriate	X	X
Familiarisation with local fire plans	X	X
CPR Training	X	
KSF/PDR Reviewee Training	X	X
KSF/PDR Reviewer Training	X	X
IT Skills	X	X
IT Systems training	X	X
Safeguarding Children training	X	
Mental Capacity Act/Vulnerable Adults	X	
Immunisation and Vaccination	X	
Conflict Resolution	X	X
Records Management/Confidentiality	X	X
HR Policies and Procedures	X	X
Handling complaints	X	X

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APPENDIX H

Central Lancashire NHS
Primary Care Trust

<u>LOCAL INDUCTION CHECKLIST</u>

This induction checklist should be completed by the line manager, or delegated person, and the new member of staff on the first day of employment or as soon as practicable. It should be sent to Human Resources within the first month of employment and kept on the employee's personal file.

 Name: …….…………………………**Post:** …….…………………………

 Location: …………………………… **Start Date**: …………………………..

Date booked for Corporate Induction Course…………………………………………

	Initials of employee	Initials of Manager	Date Completed
Introduction			
Welcome to Central Lancashire Primary Care Trust			
Explanation of role within department and PCT			
Explanation of line management arrangements and structure of dept/ directorate/ PCT			
Introductions to immediate colleagues and supervisor/ manager			
Workplace Arrangements			
ID badge / Security pass /Smartcard			
Hours of work / flexitime (if applicable)			
Timekeeping			
Method of recording hours of work, mileage,and diary records			
Travel expenses procedures			
Lunch breaks/ rest breaks			
Location of canteen / dining area / toilets			
Parking Arrangements/Door entry			
Contact details of nearest relative / friend in case of emergency			
Use of telephone system / Internal mail system			
Uniform/dress code			
Information Technology			
Use of dept computer systems/electronic patient records			
Data Protection/Information Security/passwords			
Use of email/intranet & internet access			
Use of PCT equipment (laptops/blackberries etc.)			
Access to IT Helpdesk			
HR/ Terms and conditions of employment			
HR Policies and Procedures plus departmental procedures			
Grievance and Disciplinary procedures			
TU and professional bodies membership			

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	Initials of employee	Initials of Manager	Date Completed
Statement of Terms and Conditions received and returned			
HR information on the Intranet			
Pay Arrangements			
Basic Rate/ shift / overtime arrangements where applicable			
Payday/payslip arrangements/ pay queries			
Completion of documentation for ESR			
Car insurance & driving licence/ Birth Certificate / Passport/ Bank details/NI Number/ P45 / Pension scheme eligibility (check by managers to ensure received)			
Medical Insurance where appropriate			
Discounts available			
Annual Leave			
Leave entitlement			
Entitlement this year			
Holidays already booked this year			
Method of booking and recording leave			
Leave & Special Leave Policy			
Sickness			
Need to notify supervisor			
Sickness and Absence Policy trigger points			
Method of recording			
Self certification (from first day of sickness)			
Doctors' medical notes (7 days or more)			
Sick pay entitlement in contract			
Health and Safety			
Tour of area - location and use of fire extinguishers and other equipment, Means of escape and assembly points			
Emergency Procedures for fire, evacuation, bomb threats, major incidents and other events.			
Health & Safety Policy & Procedures, employer's and individual's responsibility for Health & Safety			
Incident Reporting Procedure and location of incident book			
The correct use & storage of protective equipment and clothing			
Details of specific job hazards. Formal written safe systems of work and safety monitoring procedures			
Risk Assessment procedures			
Lone Worker arrangements if applicable			
Sources of H & S information relevant to workplace e.g COSHH			
Role of Risk Management, H & S specialists representatives & committees.			
First Aider and location of First Aid Box for department			
Storage of belongings /security/ housekeeping arrangements			
Governance and Customer Care			
Standing Orders and Financial Regulations			
Confidentiality/NHS Code of Practice			
Complaints Procedure/how to deal with a complaint			

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	Initials of employee	Initials of Manager	Date Completed
Patient Advice and Liaison Service			
Customer Care Principles			
Freedom of Information Act			
Standards of Business Conduct			
Data Protection and Subject Access			
Communications			
Departmental communications structure			
Team Brief/ Staff Newsletters/ PCT Intranet			
Noticeboards			
Health Club/Social Activities			
Learning & Development			
KSF Outline issued			
Performance Development Review procedure (training arranged if required and date set for review in 3-4 months)			
Identification of immediate training needs			
Procedure for requesting training/ release from workplace			
Internal course booking procedure using Oracle Learning Management (OLM)system			
Learning & Development information on Intranet			
Mandatory Training (to be arranged in accordance with the requirements of post) PLEASE COMPLETE WHERE APPLICABLE			
Moving and Handling			
Basic Life Support			
Safeguarding children			
Mental Capacity Act/Vulnerable Adults			
Vaccination and Immunisation			
Conflict Resolution			
Medical Devices training as required			
Please record below any specific departmental requirements			

Please confirm that the local Induction has been fully completed.

Signed (Manager)		Date	
Signed (Employee)		Date	

THE COMPLETED FORM SHOULD BE SENT TO:

HUMAN RESOURCES DEPARTMENT, PRESTON BUSINESS CENTRE, WATLING STREET ROAD, FULWOOD, PRESTON PR2 8DY

APPENDIX I

Central Lancashire NHS
Primary Care Trust

LOCAL INDUCTION CHECKLIST (TEMPORARY STAFF)

Name		Date of Induction	
Name of Agency (if appropriate)			
Location		Department	

	Tick or N/A
Working Environment	
Welcome and Introduction to members of staff	
Tour of the premises	
Cloakroom and Toilet Facilities	
Entrances and Exits to be used	
Door Codes / Eating arrangements / Kitchen facilities	
Notice Boards / Car parking	
Clinical Practice	
Understanding and having the ability to work to the individual's relevant professional body / Governing Standards	
Full understanding and ability to adhere to the Trust's policy for drugs administration / prescribing (if relevant to post)	
Ability to liaise with all levels of nursing / medical staff within other areas of the Trust.	
Department	
Department processes i.e. patient records and documentation	
Local policies and procedures	
Individual Requirements	
Signing in and out / telephone lists and calls	
Timesheets	
Notifying non attendance	
Health and Safety	
Health and Safety Policy / CPR Procedures	
Safety Hazards - general / specific to type of work	
Location of fire / resuscitation equipment	
Fire drill and alarm / location of fire exits	
Assembly points / use of fire extinguishers	
Accident / Incident reporting	

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Familiarisation of emergency number for fire / resuscitation	
Equipment	
General Consumable Supplies	
Emergency Equipment	
Stationery	
CSSD	
Pharmacy	
Communication	
Fire – Call …….	
Any Emergency (Medical, Cardiac arrest) – Call ……	
Security Emergency - Call ……..	
Switchboard – ………	
Outside line – 9	
How to use local systems e.g. bleep, paging	
Information Technology	
Training in IT equipment /systems used in area	
Advised of access to Intranet / Internet / Passwords	
Data Protection procedures/ IM&T confidentiality	
Governance	
Confidentiality/NHS Code of Practice	
Data Protection Act and Subject Access	
Please record specific departmental requirements below	

Please confirm that the local induction has been completed.

	Trust Representative	Temporary Staff Member
Name (Print)		
Signature		
Position		

The line manager who is responsible for the temporary staff member should retain a copy of the form for a minimum period of three years from date of finishing in post / placement.

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