

The Shrewsbury and Telford Hospital NHS Trust

Trust Board – November 2011

HR02 Corporate and Local Induction Policy and HR45 Dignity at Work Policy

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Strategic Domain	D. Learning and Growth
Organisational Objective	D6. Adopt behaviours that match our core values
Executive Summary	<p>HR02 – Corporate and Local Induction . This policy has been updated to reflect the requirements for NHSLA and to ensure a more robust monitoring process to ensure that new staff complete local and corporate induction. This meets role and department requirements as well as legislative and patient safety needs. There are no additional staff time or cost implications to these amendments.</p> <p>HR45 - Dignity at Work. This policy has been updated to reflect the requirements for the NHSLA. In order for the Trust to meet the requirements for assessment by the NHSLA, the policy has been updated to reflect current practice in respect of Dignity at Work issues.</p>
Recommendations	<p>The Trust Board is asked:</p> <ul style="list-style-type: none"> • to APPROVE these policies to be implemented with immediate effect • • to NOTE that HR45 – Dignity at Work will be reviewed in line with guidance and legislative requirements in January 2012 as agreed with Staff Side representatives at the TNCC meeting held on the 16th November 2011.

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Contribution to Inspection, Registration, Assurance, Performance and Delivery

Risks and Assurance	Not applicable
Contribution to Key Performance Indicators	Enables all staff of the Trust to understand their responsibilities in relation to Dignity at Work and Corporate and Local Induction
Compliance with Clinical and other Governance Requirements	These Policies have been reviewed in line with the requirements of the NHSLA guidance and to meet the assessment criteria that is used when the NHSLA visit the Trust to audit the processes and policies in place for effectiveness and monitoring and currency.
Engagement and Decision-Making Process	This report has been considered by the Staff Side Representatives at Policy Group meetings. It was further reviewed by an external assessor for NHSLA standards and the recommendations taken on board.

Strategic Impact Assessment

Quality and Safety	HR45 enables staff to raise concerns regarding Dignity at Work issues that may be affecting their ability to undertake their role which may be directly involved with patients or in a support role. HR02 ensures that staff can undertake new roles safely.
Financial Strength	not applicable – however there is a financial impact if staff are off sick due to issues under Dignity at Work not be addressed appropriately or staff are suspended for any great length of time this or other policies.
Learning and Growth	Each case is unique and highly confidential and therefore any learning is shared with the appropriate department or individuals involved. If it is deemed that there is learning that could be beneficial to the whole Trust, this will be discussed and decided by the Director of Workforce. HR01 is central to staff learning and development and ensuring appropriate induction.
Patients, GPs and Commissioners	not applicable
Equality and Diversity	There is no impact on equality and diversity, as this policy applies to all staff including bank staff. The Stage 1 Equality Impact Assessments have been completed.
Legislation and Policy	HR45 has been updated to reflect the changes in the Equality Act 2010.
Communication and Marketing	Notification of the updated policy will be through Communications Department publications, the intranet and the external Website.