Management of Corporate & Local Induction W36

Additionally refer to:

> Equality & Diversity
> Handling Concerns about Doctors and Dentists
> Disciplinary Procedure
> Statutory and Mandatory Training Policy

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Version history

Version	Date	Author	Status	Comment – include reference to Committee presentations and dates
	Mar 2008	M Beales	FINAL	Updated to reflect organisational changes
	Nov 2011	M Beales	FINAL	Mandatory training removed – now separate policy.
	Dec 2012	M Beales	FINAL	Appendix B Updated to reflect TSD changes
	July2013	M Beales	FINAL	Appendices added to include Induction of NEDs and
	Aug2019	M Beales	DRAFT	Update to reflect organisational changes and updates to process and checklists
	Jul 2021	M Beales	DRAFT	Updated to reflect organisational changes and updates to process and checklists

Contents

Appendices

1. **Policy On A Page**

- The Trust recognises the importance of a good induction process when new starters join the Trust. This benefits staff performance and retention. It provides the opportunity for new staff to obtain an overview of the Trust and how it functions, understanding the key strategic priorities and the Trust values that underpin the positive behaviours expected of staff and managers. Staff who have undergone a corporate and local induction are likely to feel part of the Trust and how their role contributes to the day-to-day operations.
- This policy addresses the induction of all new staff to the organisation. It explains the procedures to be followed for the Trust's Corporate Induction Programme for all staff as well as the requirements for local (or departmental) induction. This policy is designed to ensure that the Trust meets the requirements for compliance with the relevant risk management standards and current legislative requirements related to the induction of new staff.

The Trust's expectations:

- All staff joining the Trust must complete local and corporate induction as a condition of their contract of employment and managers are required to ensure that this is completed within 3 months.
- The Trust's Key Performance Indicator: 95% of all new staff to have completed both their Corporate and Local Induction within 3 months of commencing employment with the Trust and a minimum of 90% of all staff being compliant with their Statutory and Mandatory training requirements. This will be reported on a six-monthly basis to the Education Committee.

The policy will cover:
- The responsibilities of all staff and managers in the induction of new staff
- The requirements and timescales for staff to complete their corporate and local induction.
- Identification of the booking process for corporate induction for different groups of staff.
- The minimum content required of corporate and local induction programmes.
- The flexibility for managers to add elements to local induction of their new staff to meet specialty, department and role requirements
- Arrangements for recording and monitoring induction completion
- Compliance and non-compliance in completing Corporate and Local induction

2. Policy Statement

Induction marks the beginning of the relationship between the Trust and its employees. The induction period is a crucial link between the recruitment of an individual and their planned development to help enable each staff member to fulfil their potential. It ensures that people who are new to the organisation:

- Feel welcome and valued
- Settle quickly into their new environment
- Understand what is expected of them and what they can expect from the Trust
- Understand what values the organisation is committed to and how they can contribute to meeting the needs of our patients and public
- Understand how an NHS Trust operates if they are new to the NHS
- Are well trained and motivated to deliver quality services as quickly as possible

Induction is also necessary to make clear to new employees what their legal obligations are and to impart information by which the organisation operates, for example clinical governance, risk awareness and management, employment legislation and health and safety management, as well as behavioural issues and standards, such as customer care and cultural awareness. All staff members are required to comply with this policy and managers are required to ensure it is fully implemented and monitored within their areas of control. It is therefore essential that all employees complete an appropriate induction, whether staff are temporary or permanent.

3. Definitions
This section lists and describes the meaning of key terms:

Corporate Induction
A process through which a new employee is integrated into the Trust, learning about its corporate culture, policies, and procedures, awareness of the Trust's approach to risk management and the specific practicalities of their role. A flowchart of key elements of the process can be found at Appendix C.

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 the local arrangements for incident reporting, fire and health and safety arrangements) as well as procedures relevant to their specific area and profession. Minimum content is specified in the Trust Local Induction Checklists. Flowcharts of key elements of the process can be found at Appendices D & E.

Permanent Staff
Staff employed on permanent contracts with no end date specified.

Temporary Staff /Fixed Term/Bank Staff/Locum Staff/Agency Staff
Staff employed on fixed term contracts or temporary staff. Agency workers should receive local induction.

Volunteers
Volunteers are people working in or for the Trust who receive no remuneration or financial reward. The definition of volunteering used is the definition of volunteering from the Compact on Relations between Government and the Voluntary and Community Sector: "An activity that

involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than or, in addition, to close relatives[i]." The Induction of Volunteers is conducted in accordance with the Volunteers Policy which is administered and monitored by the Volunteers Co-ordinator and is designed to meet legal requirements, good practice and risk management.

Student or Clinical Placements
An individual on a Higher Education course, studying for a qualification leading to professional registration who is undertaking a clinical practice placement within SaTH. This may include nursing, midwifery and AHP students etc

4   Responsibilities

Trust Board

The Trust Board in overseeing this policy, is fully committed to adopting and promoting the key principles of Induction.

Workforce Committee

The Workforce Committee is responsible for ensuring that this policy and its arrangements are suitable and sufficient and are implemented and monitored effectively. The Workforce Committee will be sent reports on the implementation of this policy.

Workforce Directorate

The Director of People and Organisational Development has overall responsibility for this policy. The Workforce Directorate is responsible for providing support and guidance to staff and managers on the implementation and monitoring of this policy.

Medical Directors

Division Deputy Chief Operating Officers and Heads of Department
Division Deputy Chief Operating Officers and Heads of Department are responsible for ensuring the implementation and monitoring of this policy within the Division/Department that they manage. They must ensure that new staff complete Corporate and Local Induction and that completion rates are monitored.

Head of Education

The Head of Education has overall responsibility for the day to day management of induction and mandatory training as specified in this policy.

Training and Presenting Staff on Corporate Induction

Staff contributing to or presenting at Corporate Welcome or Corporate Induction Sessions are required to agree the contents of their session with the Head of Education (or as delegated), submit a full training plan and copy of training materials to the Head of Education in April of each year. They must also ensure that every presentation is up to date containing concise and timely information. Presenting staff are required to ensure that they do not duplicate material already

covered by other means (eg mandatory e-learning, junior doctors e-learning and induction etc). Staff presenting or training on Corporate Induction are required to ensure they attend each session in a timely fashion or provide a suitably skilled and knowledgeable deputy. Intermittent attendance is not acceptable and may result in the subject area being removed from face to face training and provided in a different way as decided by the Head of Education.

Corporate Education Department
The Corporate Education Department is responsible for:

- establishing an annual training schedule for all Corporate Welcome and Induction programmes. The schedule will be advertised in advance with a minimum notice of 3 months.

- arranging and co-ordinating each of the training programmes within the training schedule.

- supporting and advising managers and supervisors if their staff require reasonable adjustments to participate in face to face training or e learning. Managers and supervisors must ensure that the needs of their staff are identified and, wherever possible, support is put in place. Examples may include hearing loops, the production of induction materials in large format, the sensitive notification of speakers with regards to individual requirements in large groups settings such as hearing impairment or the requirement for frequent breaks.

- preserving electronic records of all attendance to sessions and training completion or part days of courses.

- ensuring appropriate evaluation of Induction training and propose improvements to content and delivery to meet changing legal, organisational and technological requirements.

Medical Staffing Manager and Medical Staffing Department
The Medical Staffing Manager and Medical Staffing Department are responsible for:
- ensuring that new doctors are booked onto the relevant Corporate Induction programme (including Junior Doctors who are required to attend the Junior Doctor Induction Programme, and Senior Medical Staff who attend both the Corporate Induction and the follow up Medical Induction Day).
- ensuring that doctors that start outside the August programme are booked onto and complete the relevant induction programmes.
- monitoring the completion of local induction by doctors and junior doctors and take corrective action where appropriate.

Medical Education Team
- The Medical Education Team is responsible for organising the July/August Junior Doctor Induction programme with sufficient places for all those identified by the Medical Staffing Manager.

Education Supervisors
- The Education Supervisors are responsible for ensuring that the Junior Doctors they supervise attend corporate induction and complete the local induction programme according to their specialty.

Other Managers, Line Managers and Supervisors
- Managers, Line Managers and Supervisors are responsible for:
- ensuring that all staff members within their departments and span of control receive suitable and sufficient information, instruction, training and supervision, which includes induction.
- ensuring that local/departmental Induction is started on the very first shift/day that a new member of staff joins the Ward or Department. This must be recorded using the relevant checklist which is retained on staff personal files.

- submitting a record of completion of local induction (in paper or electronic format) to Corporate Education / Temporary Staffing Department and to check the Trust centrally held records for completeness and accuracy.

- ensuring that all new staff attend Corporate Induction Training as soon as possible and without fail within three months of the start of employment. All staff members with contracts that last longer than three months are required to attend a Trust Corporate Welcome.

- ensuring that staff only undertake tasks for which they are safe and competent. Line managers are required to complete and record an individual risk assessment for new staff who start patient handling duties without having completed a Trust moving and handling programme or a competency test.

All Staff
- As a general principle, all staff should comply with this policy and co-operate with their manager by attending induction and other courses particularly Statutory and Mandatory training and other courses as required.

- The Trust has an expectation that staff who have booked time off to attend courses should make every attempt to attend those courses (unless in an emergency they cannot attend or through sickness) and should notify the course administrator and their line manager as soon as possible.

- Staff will receive payment/paid time off for attending induction/statutory training courses.

Part Time Staff
- Part time staff are required to attend local and Corporate Induction and Statutory and mandatory training courses.

Agency Staff and Contracts
- Managers are responsible for ensuring that all agency staff or external contractors receive a local induction to their place of work. It is recommended that each specialty or department should have an Agency staff induction pack.

5. Corporate and Local Induction

5.1 Content of Corporate and Local Induction Programmes

- Statutory and Mandatory training requirements are covered in the Corporate Induction programmes in accordance with the NHS Core skills Training Framework[2] and local Trust requirements. The minimum content requirements is set out in Appendix F.
- Role specific requirements are identified in the Trust's Statutory and Mandatory Training Policy and on staff Statutory and Mandatory Training Sheets which may be generic or role specific. Additional practical elements of the Induction Programme are available according to role requirements (eg Clinical Skills, CPR and Patient Moving and Handling).
- All new staff are required to attend the Corporate Welcome.
- Where clinical staff members have evidence of sufficient, appropriate, recent manual handling training and they can pass the Trust's competency tests they will only need to attend parts of the Safer Handling Course.
- Responsibility for agreeing the contents of the Corporate Induction programme rests with the Head of Education who will seek professional advice as appropriate. Responsibility for agreeing the contents of the Medical Induction Day rests with the Medical Director who will seek professional advice as appropriate.
- Where staff members have recent evidence of Statutory and Mandatory training that is up to date and meets the NHS Core Skills Training Framework[1], they may be exempt from elements of Corporate Induction. Certificates or other evidence or completion must be approved by the Corporate Education Team and the relevant refresher date will be entered on the Trust Learning Management System (LMS).

5.2 Booking Process for Corporate Induction

The responsibility for booking staff onto the Corporate Welcome and induction programmes is as follows:

- Non medical staff - Corporate Education team.
- Senior Medical staff – Medical staffing
- Junior Medical staff - Postgraduate Medical Education
- Very Senior Managers and Executive and Non-Executive Directors – the Executive PA

5.3 Attendance at Corporate Welcome Programme - All Staff

- The Trust aims for all new employees to have attended Corporate Welcome within a month of their start date (such days have an unlimited number of places so there is no reason why this cannot happen) and for the whole Corporate and Local Induction Programme to be fully completed within 3 months of commencing employment. It is acceptable for new appointees to attend an induction course prior to their starting date with the Trust if this is mutually convenient.

  Senior Medical Staff are required to attend a follow up Medical Induction Day that has been developed to address their specific needs. The programme is held regularly throughout the year and is booked via the Learning Zone on the Intranet.

5.4 Doctors In Training

- The Induction course for Doctors in Training is managed by the Medical Education team and is designed to ensure that all statutory and mandatory training requirements are covered.

- All Doctors in Training commencing employment with the Trust in July/August will undertake a comprehensive induction programme, which includes e-learning and face to face elements.

- Doctors in Training who commence in post other than in July/August will be required to complete a suitable local induction. The mandatory Doctors in Training induction is approved by the Associate Director of Postgraduate Medical Education. The Medical Staffing Manager will be responsible for booking these new starters out of rotation onto the relevant programmes to ensure they complete the statutory and mandatory training appropriate to their role.

- It is also required that each doctor will participate in a local induction within his/her own specific department, organised by the Educational Lead for that area.

5.5 Recording of attendance for Medical Staff

- The Medical Staffing Manager is responsible for ensuring that all doctors attend Induction and the appropriate Statutory and Mandatory Training. The Medical Staffing department will complete an Induction Checklist for every doctor on arrival to provide documentary evidence of sessions undertaken. This will be retained on the doctor's personal file. The Medical Staffing Manager is responsible for ensuring that medical non-attendees of Induction/Statutory Training sessions are reported to their Education Supervisor (If relevant) and the Division Operating Officer

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5.6 Locum Doctors

- The Medical Staffing Department will ensure that **all** short term (of less than 3 months duration) locum medical staff will be issued with a locum induction pack which will include key information to support them whilst working at the Trust.

5.7 Temporary Staff

The Temporary Staffing department is responsible for:
- booking new temporary staff (excluding Medical Staff) onto the Trust Corporate Welcome and Induction programmes.
- notifying the education team to recording attendance on the Trust LMS
- monitoring the non-attendance of temporary staff on Corporate Induction. Temporary staff that are non-compliant after 3 months are prevented from working in the Trust until they become compliant.

5.8 Departmental/Local Induction Programme

- To complement the Corporate Welcome and Induction programmes, departmental/local induction should include provision of adequate and appropriate information to the new employee, part-time, temporary and agency workers relevant to

their own department and role. Local induction programmes are designed by department/ward/line managers or equivalent others to take account of the needs of the occupational group and individual department/ward issues.

- The Trust has developed Departmental/Local Induction Checklists to help managers and employees with the integration process: See Appendix A - minimum content local induction for all staff including doctors and Appendix B - minimum local induction for temporary staff.

- Prior to the new starter joining the Trust, preparations should be made as far in advance as possible (e.g. uniforms, desk, telephone, equipment, computer and e-mails, IT systems logins and access, locker, room keys etc). This will enable the new employee to work effectively more quickly and ensure that they feel valued.

- The line manager should arrange for either themselves or another senior member of staff within the department to meet with the new starter at the beginning of their first period of duty. In addition the line manager should arrange to spend time with the new starter as soon as is practical after they start.

- Where staff members work across different sites, the local induction programme must ensure that all site-specific procedures are covered. It is not necessary for such staff to attend corporate induction at each site. Staff are expected to familiarise themselves with the emergency procedures at each location where they work.

5.9 Recording Completion of Corporate and Local Induction

- Staff from the Workforce Directorate administer and host Corporate Welcome sessions. Attendance is recorded on the Trust Learning Management System.

- Local induction checklists should be completed by the employee and line manager and recorded on the Trust LMS for monitoring and reporting purposes. The line manager (or Temporary Staffing Department for temporary staff/Medical Department for doctors) is required to keep a copy of the fully completed checklist on the staff member's personal file for reference and for audit purposes.

- The Corporate Education team will carry out quarterly monitoring of Induction completion against new starter lists provided by the ESR team.

5.10 Non-attendance at Corporate and Local Induction

- The Corporate Education team regularly review attendance on Corporate Induction programmes. Non-attendance will be notified to the line manager by e-mail and reported via the staff compliance reports (available to all managers on a shared drive). Failure to complete Corporate and/or Local Induction will be reported on a quarterly basis and staff identified as non-compliant after 3 months will be unable to attend any other non-statutory training until all the required elements of induction have been completed. Repeated non-compliance will be investigated by the line manager.

6. Training Needs

There is no mandatory training associated with this policy.

7.   Review process

This policy will be reviewed in 5 years unless there are significant changes at either at national policy level, or locally. In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

8.   Standards/Key Performance Indicators

The Trust's Key Performance Indicator: 95% of all new staff to have completed both their Corporate and Local Induction within 3 months of commencing employment with the Trust and a minimum of 90% of all staff being compliant with their Statutory and Mandatory training requirements. This will be reported on a six-monthly basis to the Workforce Committee.

9   Equality Impact Assessment (EQIA)

An Equality Impact Assessment has been carried out on this policy which has been found not to discriminate against any groups of staff or potential members of staff.

10   Process for monitoring compliance

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements	Acting on recommendations and Lead(s)	Change in practice and lessons to be shared
Duties	To be addressed through the monitoring below				The Head of Education review policy with stakeholders and reported to the Workforce Committee on a 6-monthly basis	Required changes will be actioned. . Lessons will be shared with all the relevant stakeholders.
Minimum content corporate and local induction programmes permanent and temporary staff	Head of Education	Review programme content at Workforce Committee meeting	Annual	Six-monthly report to Workforce Committee		
Processes for ensuring that all new permanent and temporary staff are booked onto and complete corporate induction	Head of Education	Review of quarterly reports on induction completion sent to HoE from Corporate Education Team	Quarterly	Six-monthly report to Workforce Committee		
Process for ensuring that all	Head of Education	Review of quarterly	Quarterly	Six-monthly report to		

staff that fail to complete corporate and/or local induction are followed up		reports on local induction and corporate Induction completion by Corporate Education Team.		Workforce Committee		

11 References

[1] Compact on Relations between Government and the Voluntary and Community Sector
[2] Skills for Health UK Core Skills Training Framework Statutory/Mandatory Subject Guide Version 1.6 (June 2019)

Appendix A

Minimum Content of Local Induction

The Department/Ward	
1	Department/Ward function
2	Introduction to colleagues
3	New entrant's own job, and copy of job description
4	Supervision & mentorship incl. minimum period of supervised practice
5	General layout
6	Telephone system, bleeps and emergency numbers
7	Internal/external postal systems
8	Reporting structures
9	Booked onto the Corporate Induction Course date - within 3 months
Conditions of Employment	
10	Hours of work, including duty rotas, shift systems, on-call, breaks, flexible working etc
11	Working time recording
12	Unsocial hours payments (if relevant)
13	Reporting in when sick, including when on leave
14	Arrangements for requesting leave
15	Uniforms, protective clothing, replacement and laundry arrangements
16	Declaration of Confidentiality
17	Do you hold or intend to hold any other paid or unpaid appointments outside the Trust? (If yes, detail job title/s, employer/s and hours and managements agreed on the individuals personal file. If no, advice employee that if they wish to undertake any paid or unpaid work during employment they must discuss and agree with line manager beforehand and have a record placed on their personal file. Any queries can be discussed with HR
Health and Safety, Security, Fire	
18	Health and safety information relevant to the department
19	Fire instructions and procedures
20	Emergency evacuation procedures
21	Location and use of fire fighting equipment
22	Accident and incident reporting (Datix)
23	Security of personal effects
24	Security of department and buildings
25	Arrangement for keys
26	Staff photo ID badges
27	Use of computers and Information Systems security (if appropriate)
Conduct	
28	Personal presentation/Uniform Policy
29	Local standards and performance management
30	Communications with and courtesy to patients, the public and other staff members
31	Rules on smoking, alcohol and drugs
32	Private use of Trust and mobile phones (eg not on duty)
Facilities	
33	Cloakroom, lockers, toilets & washing facilities
34	Location of drinking water

35	Staff cafeteria and eating arrangements
	Staff Development
36	Study leave arrangements and Personal Development Plan
37	Working with objectives/competency framework and Performance Management Policy
38	Performance review/ appraisal procedures
	Employee involvement and communication
39	Trade union/professional organisation representation
40	Information sources e.g. Team Brief, People Link notice boards, Intranet, e-mail etc
41	Complaints procedure
42	Departmental meetings, feedback
43	Where to get help and advice/Buddy
	Items specific to the department
44	Safeguarding Children and Adults – departmental arrangements
45	Mental Capacity Act and Deprivation of Liberty Safeguarding – raising concerns
46	Waste disposal (including clinical waste)
47	Control of infection/Hand Hygiene
48	Local arrangements for decontamination of equipment
49	Patient related duties
50	Manual handling/Slips Trips and Falls
51	Incident reporting
52	Clinical Risk
53	Departmental and role specific Risk Assessments
54	Data Protection, Information Governance & Freedom of Information*
55	Medication and patient group directives (where appropriate)
56	Consent/Delegated Consent
57	Blood Transfusion Procedures
	Other relevant issues specific to the department

Temporary/Agency Staff Local Induction

The member of staff handing over must ensure that this checklist is completed, a copy (photographic/scan) provided to the temporary worker for their records and a copy returned to TSD Office via email sath.banknurse@nhs.net

Information given for Department	Please tick
Temporary/Agency Staff – Identity badge checked	
Department layout, location of senior staff for advice	
Documentation and hand over	
Medication: location of pharmacy, ward top up ,controlled drugs, drug rounds inc. specific /unusual medication, role and administration of I.V.s (if applicable)	
Telephone system internal and external usage, useful numbers	
Emergency numbers – 2222, 3333	
Bleep system normal	
Bleep emergency	
Vital Pac issued?	
Fire policy and location of alarms, doors, extinguishers, evacuation and alarm sounds	
Location of arrest trolley and emergency bells (if applicable)	
Health & Safety Brief	
Use of specialist equipment to be used (if applicable) i.e bariatric bed/hoists	
Control of Infection Brief, High Impact Paperwork	
Has the "Temporary staff guide on the Management of Deteriorating Patients" been received from the Temporary Staffing Department, and read. If **no** please issue one	Yes ☐ No ☐ Tick when issued ☐
Falls prevention process discussed	Yes ☐
Additional clinical skill competencies (evidence of training and competence assessment required)	Cannulation and Venepuncture ☐ Male catheterisation ☐ Blood cultures ☐ NG insertion ☐ IVs☐ Log Roll/ Head hold ☐
Mask Fit tested? Yes ☐ No ☐ Mask(s) name/code……………………………………………………………	Masks fitted to: …………………………………
Agency CD Assessment completed (THEATRES ONLY)	
Messages for TSD	
Statutory training in date? *(If "yes", no action. If "no", by signing this form I agree that my training will be updated by one calendar month from the date signed.*	Yes ☐ No ☐
Temporary/Agency Staff name (printed):	
Temporary/Agency Staff Signature:	Date:
Ward/Department Staff Name (printed):	
Ward/Department Staff Name (signature):	Date:

Appendix C - Flowchart for Corporate Induction

Line manager /Med Staffing Dept books new staff member on Corporate Induction (preferably on appointment)

→

New staff member appointed and attends the corporate induction

→

Cancellation of a place must be authorised by the relevant Matron/Clinical Operational Manager or Head of Department. In the event of their non-availability, the Division Business Manager.

↓

Attendance records are collected following the corporate induction and forwarded to Corp Ed

↓

Attendance data for the corporate induction is entered onto the LMS training database by Corp Ed

All non-attendees notified to line manager by Corp Ed via e-mail. Manager rebooks on next induction date.

↓

Non-attendees after 3 mths marked as non-compliant and not allowed to attend non-statutory training

↓

Compliance figures and individual compliance status published on shared computer drive

6 monthly report to Workforce Committee for information and action

Division Deputy COOs to address any local issues arising from the reports

Appendix D - Flowchart for Local Induction (Permanent Staff)

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┌─────────────┐                          ┌──────────────────────────┐
│   Staff     │ ────────────────────────▶│ Staff member attends trust│
│   member    │                          │   corporate induction     │
│  appointed  │                          └──────────────────────────┘
└─────────────┘                                       │
       │                                              ▼
       ▼                                  ┌──────────────────────────┐
┌─────────────────────┐                   │ Given copy of local      │
│ Line Manager issues │                   │ induction checklist(s)   │
│ Local Induction     │                   │ as back up and reminded  │
│ Checklist(s) on 1st │                   │ to ensure timely         │
│ day of employment   │                   │ completion               │
└─────────────────────┘                   └──────────────────────────┘
           │                                          │
           └──────────────────┐      ┌────────────────┘
                              ▼      ▼
                  ┌──────────────────────────────┐
                  │ Line manager ensures         │
                  │ completion of local induction│
                  │ checklist(s) (within one     │
                  │ month of starting)           │
                  └──────────────────────────────┘
                              │
                              ▼
                  ┌──────────────────────────────┐
                  │ Manager and new staff member │◀──────────┐
                  │ sign form to confirm local   │           │
                  │ induction has been completed │           │
                  └──────────────────────────────┘           │
                              │                               │
                              ▼                    ┌──────────────────┐
                  ┌──────────────────────────┐     │ Line Mgr files   │
                  │ Local Induction electronic│───▶ │ completed form   │
                  │ checklist completed on    │     │ on staff records │
                  │ intranet – sent directly  │     └──────────────────┘
                  │ to Corp Ed.               │
                  └──────────────────────────┘     ┌──────────────────────────┐
                              │                     │ Corp Ed report anyone    │
                              ▼                     │ failing to complete the  │
                  ┌──────────────────────────┐      │ local induction checklist│
                  │ Corp Ed record completion │◀───▶│ (without valid reasons)  │
                  │ of local induction        │      │ to the Division Operating│
                  │ checklists on Trust LMS   │      │ Officer/Head of Service  │
                  └──────────────────────────┘      │ for follow up action.    │
                              │                      └──────────────────────────┘
                              ▼
                  ┌──────────────────────────┐
                  │ Quarterly report to       │
                  │ Education Group escalated  │
                  │ to Operational Workforce   │
                  │ Committee if compliance    │
                  │ below target               │
                  └──────────────────────────┘
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Appendix E
Flowchart for Local Induction (Temporary Staff, including Locum Medical Staff)

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          ┌─────────────────────────────┐
          │   Temporary Staff member    │
          │        appointed            │
          └─────────────┬───────────────┘
                        │
                        ▼
          ┌─────────────────────────────┐
          │ Local induction checklist   │
          │ completed with senior       │
          │ member of staff on duty on  │
          │ first shift worked in new   │
          │ area                        │
          └─────────────┬───────────────┘
                        │
                        ▼
          ┌─────────────────────────────┐
          │ Senior member of staff and  │
          │ new temporary staff member  │
          │ sign form to confirm local  │
          │ induction has been          │
          │ completed on the 1st        │
          │ working day                 │
          └─────────────┬───────────────┘
                        │
                        ▼
   ┌──────────────────────────────┐      ┌──────────────────────────────┐
   │ Form copied - one provided   │      │ Anyone failing to complete   │
   │ to worker and original       │◄────►│ the local induction          │
   │ returned to TSD              │      │ checklist (without valid     │
   │ (Bank/temporary staff) or    │      │ reasons) monitored by TSD/   │
   │ Medical Staffing (Locums)    │      │ Medical Staffing for further │
   │                              │      │ action                       │
   └──────────────┬───────────────┘      └──────────────────────────────┘
                  │
                  ▼
        ┌──────────────────────────┐
        │ TSD/Medical Staffing to  │
        │ maintain ongoing record  │
        │ of temporary staff and   │
        │ collate returned         │
        │ checklists               │
        └────────────┬─────────────┘
                     │
                     ▼
  ┌────────────────┐  ┌──────────────────┐  ┌──────────────────────────┐
  │ To Workforce   │◄─│ Six monthly      │─►│ TSD/Medical Staffing     │
  │ Committee for  │  │ report of non-   │  │ forward report to        │
  │ information    │  │ compliance       │  │ Division Lead Nurse &    │
  │ and action     │  │ produced by      │  │ Division Operating       │
  │                │  │ TSD/Medical      │  │ Officers for follow up   │
  │                │  │ Staffing         │  │ and action               │
  └────────────────┘  └──────────────────┘  └──────────────────────────┘
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Appendix F

Minimum Content of the Corporate Induction Programme – April 2020 onwards

	Subject	Staff Groups*
Day 1	Welcome to Trust	All Staff
Day 1	Values & Behaviours	All Staff
Day 1	Health & Wellbeing	All Staff
Day 1	Freedom to Speak Up	All Staff
Day 1	Equality, Diversity & Inclusion	All Staff
Day 1	Our Patient Experience	All Staff
Day 1	Development & Training	All Staff
Day 1	Executive Welcome	All Staff
Day 2 **or** Day 3 & 4	Moving & Handling (incl Slips Trips and Falls)	Non Patient Handling **or** Patient Handling according to role
Day 5	Resuscitation	According to role requirements
Day 5	Food Safety	For Identified Food Handlers
Day 5	Medical Devices	For Clinical Staff according to role requirements

* The minimum content is the same for all staff groups

	Subject	Staff Groups*
eLearning	Health & Safety	All Staff
eLearning	Infection Control	All Staff
eLearning	Information Governance	All Staff
eLearning	Fire Safety	All Staff
eLearning	Equality & Diversity/Bullying and Harassment	All Staff
eLearning	Safeguarding Children & Safeguarding Adults	All Staff

Medical Induction Day (MID)

MID	Moving and Handling incl Slips Trips and Falls)	Non Patient Handling or Patient Handling According to role
MID	Resuscitation	According to role requirements
MID	Medicines Management *	All Medical Staff
MID	Drugs and Therapeutics *	All Medical Staff
MID	Infection Control for Medical Staff	All Medical Staff

*Process currently being reviewed

Appendix G - Exceptions and Special Arrangements

Junior Doctors on Training Rotations
See section 4.4 above

Bank Nursing Staff
All bank staff are required to complete full Corporate Welcome and Induction and statutory & mandatory training relevant to the job role (unless they can provide current evidence that the statutory & mandatory training has been provided by another NHS organisation to the standard of the NHS Core skills Training Framework) prior to starting their first bank assignment. The Temporary Staffing Department is responsible for arranging and monitoring this. If any member of bank staff is booked to work a bank shift before induction training is completed the line manager takes responsibility for risk assessment and supervision.

Temporary Staff
Temporary staff, including staff on fixed term contracts and employed medical locums, should attend Corporate Welcome and Induction if their engagement is expected to last for more than three months. They should receive statutory & mandatory training relevant to the job role (unless they can provide current evidence that the statutory & mandatory training has been provided by another NHS organisation to the standard of the NHS Core skills Training Framework). Line managers are responsible for identifying which elements of local induction are required to enable them to work safely and effectively.

Any department or specialty which regularly uses temporary/locum clinical staff at short notice or for short periods of time must have appropriate induction arrangements to ensure patient safety, including an information pack which the locum must read before any work is undertaken. The temporary / locum member of staff must sign for the pack when given on arrival and records of this are to be kept by the team managers.

Non-Executive Directors
All Non-Executive Directors are supported to fully understand and fulfill their roles in a tailored Induction Process which is outlined in Appendix H below

Staff who are not SaTH employees:

Agency workers
Agency workers will not usually attend Corporate Welcome and Induction unless their engagement is expected to last for more than three months. Line managers will be responsible for identifying which elements of local induction are required to enable them to work safely and effectively. As a minimum for nursing staff, the Local Induction Checklist (Appendix B) should be completed.

The responsibility for providing statutory and mandatory training for agency workers rests with the employing agency, However, the person booking the worker from the agency must ensure, at the point of booking that the person has relevant and documented experience for the job role.

Self-employed workers

Self-employed workers will not usually attend Corporate Welcome and Induction unless their engagement is expected to last for more than three months. Line managers will be responsible for identifying which elements of local induction are required to enable them to work safely and effectively. Line managers should ask self-employed workers to provide evidence that they have received the statutory and mandatory training relevant to their job role. If they are unable to do so they should be required to attend the training provided by the Trust.

Workers employed by other Trusts/organisations (including Contractors)
Workers employed by other organisations will not usually attend Corporate Welcome and Induction. Managers responsible for the Trust service in which they are working must identify any elements of local induction required to enable them to work safely and effectively.

The responsibility for providing statutory and mandatory training rests with the employer.

Volunteers
All new volunteers are expected to attend a volunteer induction programme within 3 months of starting voluntary work. The volunteer's manager identifies the specific induction programme and supervision. Should the volunteer not complete the programme, they will not be invited to help until they have completed the volunteer specific induction.

People on Work Placement
Managers who agree to provide work placements are responsible for risk assessment and identifying the induction needs of those on the placement, which will depend upon the nature of the placement, the work being undertaken and the previous experience/training of the worker.

Clinical Placement Students

Students on placement for less than 3 months will not be required to attend Corporate Welcome and Induction, but will be required to complete a local induction process as agreed and recorded by the Placement Manager.

The Placement Manager may be a Ward or Department Manager who is responsible for that area. If the Local Induction process is carried out by another member of staff (eg a Mentor), the record of that Local Induction will be kept by the Ward or Department Manager or assigned Placement Manager.

Appendix H
Process for the Induction of Executive (ED) and Non-Executive Directors (NED)

Objectives – by the end of the Induction programme, newly appointed Directors will:
- have an understanding of the nature of the Trust, its business and the environment in which it operates
- clearly understand what it means to live the Trust values
- be able to build effective working relationships with key stakeholders
- understand the Trust's main partnerships and relationships eg CCG, STP, NHSI/E, CQC etc

The Induction of EDs and NEDs will be a balance of information and meetings/visits.

Information Pack give to EDs and NEDs containing:

Trust Annual Plan	❑	Trust Values	❑
Trust Financial Plan	❑	Trust Standing Orders & SFIs	❑
Trust Annual Report & Accounts	❑	Last Board papers	❑
Trust Quality Account	❑	Staff Survey and Action Plan	❑
Organisation on page	❑	Getting to Good Plan	❑
Risk Management Strategy	❑	Trust Major Risks	❑
Board Assurance Framework	❑	Charitable Funds Annual Report	❑
Code of Conduct Policy	❑	Conflicts of Interest NHSE Guide	❑

Date Pack Given…………………… By Whom………………………………………….

Meeting	Scheduled Date	Completed Date
Corporate Induction (incl Fire Safety, IPC)		
One-Hour Meetings		
Role & Responsibilities – Trust Chairman		
Key Issues – CEO		
Site Visits – Deputy Chief Nurse/Deputy COO		
Safeguarding Briefing – Deputy Chief Nurse		
Understanding the Business–Director of Nursing & Quality		
Understanding the Business–Finance Director		
Understanding the Business–Medical Director		
Understanding the Business–Dir. of Clinical Effectiveness		
Understanding the Business–Dir. of Corporate Governance (incl Declaration of Interests)		
Understanding the Business–Transformation Dir. (Dep CEO)		
Understanding the Business–Director of People and OD (incl outstanding Employment Checks and F&PP Declaration)		

I confirm that I have received the information pack and completed the meetings as specified above.

Name ………………………………………… Date…………………………………