

**REDEPLOYMENT GUIDE**

**Guidance for managers receiving redeployed staff**

Upon confirmation that you will be receiving redeployed staff in to your service, the following checklist aims to provide guidance to outline your role and responsibilities as their receiving manager:

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| Activity | Context | Completed |
| Welcome, Introduction & Health and Safety | Spending time introducing the member of staff to the ward, providing a thorough induction and any required upskilling/training, including any health and safety measures |  |
| Role of line manager | Introduce and explain your role as their line manager & how they can contact you in an emergency |  |
| Team Introductions | Introduce the member of staff to the team and service users |  |
| Housekeeping | Explain to the member of staff where they can find comfort facilities i.e. kitchen/ restrooms |  |
| Uniform & PPE | Ensure the member of staff has the relevant uniform and discuss uniform expectations |  |
| The Role | Clear explanation of role and responsibilities for service |  |
| Compulsory Training | Ensure all relevant CT completed for new service |  |
| Working Arrangements | Discuss any flexible working arrangements or requests regarding shift patterns |  |
| Clinical Supervision | Explain how you will conduct clinical supervision and the process for this |  |
| Annual Leave Request | Discuss any pre-existing annual leave alongside any future requests |  |
| Appraisals | Explain how the appraisal process will work, if you will be conducting the appraisal or whether you will provide feedback to their substantive line manager if they will be returning from redeployment |  |
| Well-being Assessment | Hold a well-being conversation with the member of staff to ensure awareness of their welfare and any required support which can be identified and implemented to aid their redeployment.  Welfare check in’s should also take place regularly as part of their clinical supervision |  |