**Local Induction Guide – Amended Version - COVID-19 April 2020**

Never has it been more more important than in this current time of the Coronavirus crisis that we safely induct staff into their roles – should that be redeployees, volunteers, returners or new staff.

What follows is a generic guideline for managers to use for all roles, and they should continue to include any localised specifics (particularly in regards to identified training needs) deemed necessary for the safe carrying out of duties. Wherever possible if the training or information can be relayed safely online or in virtual meetings please organise to do this. Please refer to the latest information on training when planning this. As this is a generic guideline, please be mindful that not all sections will be applicable to all roles.

It is vital to recognise that in difficult times as these that staff will experience heightened anxiety and worry around their roles and managers therefore need to approach this with compassion and check in regularly to make sure that new staff have the information they need to carry out their role in the safest way possible. If they have any concerns please make every effort available to support and signpost to appropriate interventions.

The local induction should provide staff with an insight into the service area or department in which they will be working. This includes the working arrangements, policies, practises and procedures in operation and should aim to make them feel comfortable in their new team.

The line manager should take responsibility of showing a new staff member around the department and introducing to new colleagues and other key staff they will be working with. All new members of staff will need to complete the relevant sections of the local induction checklist below in partnership with their manager and log the learning activity/training undertaken at a local level.

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| **Your Service** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Introduction to Colleagues | Day 1 |  |  |  |
| Aims of the Department / Ward | Day 1 |  |  |  |
| Your Role (see Job Description) | Day 1 |  |  |  |
| Supervisory Arrangements / Mentor / Shadowing | Week 1 |  |  |  |
| Expected Behaviours / personal responsibility | Day 1 |  |  |  |
| Uniform / Dress code /Protective Clothing (PPE) | Day 1 |  |  |  |
| Discuss Service User Input (if applicable) | Week 1 |  |  |  |
| Parking / Cycle Racks/Building Access | Week 1 |  |  |  |
| Housekeeping (tour of unit - Staff room, toilets, eating/prayer facilities) | Day 1 |  |  |  |
| **Your Contract (if applicable)** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Contract received and signed | Week 1 |  |  |  |
| Shift Pattern /timekeeping /recording arrangements | Day 1 |  |  |  |
| Arrangements for Pay (SW1/2 complete) | Day 1 |  |  |  |
| Working Hours / Flexi-time (if applicable)/Flexible working | Week 1 |  |  |  |
| Annual Leave Entitlement / Requests | Week 1 |  |  |  |
| Notice Period | Week 1 |  |  |  |
| Copies of Car Insurance Policy / driving license if required) | Week 1 |  |  |  |
| Occupational Health Certificate Checked | Week 1 |  |  |  |
| Local sickness absence procedure (who to ring and when) | Day 1 |  |  |  |
| Sick Pay explained (where applicable) | Day 1 |  |  |  |
| Your HR Contact | Day 1 |  |  |  |
| **Your Training and Development** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Job Training Requirements Outlined and documented | Week 1 |  |  |  |
| Compulsory Training Requirements - discussed Matrix/policy consulted – managers please refer to the latest information on Staffnet on [compulsory training, physical health and PMVA](https://www.leedsandyorkpft.nhs.uk/our-services/coronavirus-information-staff) | Week 1 |  |  |  |
| Relevant Compulsory Training\* Booked (as per COVID-19 [guidelines](https://www.leedsandyorkpft.nhs.uk/our-services/coronavirus-information-staff)) | Week 1 |  |  |  |
| Training on relevant medical devices – discussed, assessed and arranged including documentation. | Week 1 |  |  |  |
| E-learning - Password /smartcard access | Week 1 |  |  |  |
| **Your Policies and Procedures** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| (Staff Net - Policies and Procedures – e.g. HR, and Clinical Policies,Information Governance Policy ) Discuss range and sign post | Week 1 |  |  |  |
| Standards of Business Conduct Procedure (Secondary Employment) | Day 1 |  |  |  |
| Standards of Business Conduct Procedure (Declaration of Interests) | Day 1 |  |  |  |
| Do you have any secondary employment inside or outside of the Trust? **Yes / No** [Please circle the appropriate response]  If **Yes** then employee must complete the declaration form found at Appendix A in the Trust’s Working Time Regulations and Guidance Procedure (HR-0046) which will be held on your file. | Day 1 |  |  |  |
| Raising Concerns at Work / Whistle Blowing Procedure (Freedom to Speak Up) | Week 2 |  |  |  |
| All other policy documents applicable to role (not already discussed) | Week 2 |  |  |  |
| Risk Assessment/Health and Safety | Week 2 |  |  |  |
| Medicines Code (for any staff involved in the use of medicines ie prescribing, administering, transporting) | Week 1 |  |  |  |
| **Your Health and Safety** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Advise of Health and Safety matters /Rules appropriate to Ward / Department | Week 1-2 |  |  |  |
| How to contact Health & Safety Officer & Local Representative | Week 1-2 |  |  |  |
| First Aiders / appointed person(s) & Location of First Aid Equipment | Week 1-2 |  |  |  |
| Accident and Incident Reporting | Week 1 |  |  |  |
| Alcohol and Smoking Policies (Note COVID-19 ammendments) | Week 1-2 |  |  |  |
| RIDDOR/COSHH (If applicable) | Day 1 |  |  |  |
| Blood spillage kit and safe disposal of used sharps | Week 1 |  |  |  |
| Major Incident & Service Continuity Plan (MISCP) | Week 1-2 |  |  |  |
| How to contact the PMVA Team | Week 1 |  |  |  |
| Arrangements for ‘lone working’ and the policy | Week 1-2 |  |  |  |
| Personal Safety Alarm (if applicable) | Week 1 |  |  |  |
| Infection Control Procedures (include COVID-19 specific procedures) | Day 1 |  |  |  |
| Completion of Local Fire induction Checklist (as specified in the Fire and Arson Policy) | Day 1 |  |  |  |
| **Your Communication Information** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Communications e-mails/Newline/Other communication methods (include COVID-19 communcations and and updates to where info is currently being accessed) | Week 1-2 |  |  |  |
| Staff net (how to access, useful information, quick links) | Week 1-2 |  |  |  |
| Advised of Team / Ward / Dept. meetings | Week 1-2 |  |  |  |
| Team Diary / Communication | Week 1-2 |  |  |  |
| Computer login/setup | Day 1 |  |  |  |
| IT Helpdesk Contact (2952400)/update on restrictions around IT drop-in | Day 1 |  |  |  |
| **Your Other Important Information** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Trust ID badge | Day 1 |  |  |  |
| Issues of Pagers, Bleeps, Mobile Phones, Computers | Day 1 |  |  |  |
| Photocopier Access and Codes | Week 1 |  |  |  |
| Staff Side / Trade Unions | Week 1-2 |  |  |  |
| PALS | Week 1-2 |  |  |  |
| Occupational Health (COVID-19 specifc support process)   * Staff Support Service (including Complementary Therapies) | Week 1-2 |  |  |  |
| Pensions, Payroll and HR Contacts | Week 1-2 |  |  |  |
| Medication common to the specialty/area and any patient group directives | Week 1-2 |  |  |  |
| Resuscitation policy and procedure | Week 1 |  |  |  |
| How to contact the Safeguarding Team (Children and Adults) | Week 1 |  |  |  |