**Local Induction Guide (Redeployment) – 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 local specific induction (particularly in regards to specific training identified) deemed necessary to ensure an adequate orientation to the service and the role, and 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. Some core training is also provided as part of the redeployment process.

It is vital to recognise that in difficult times such as these staff will experience heightened anxiety and worry around their roles, and managers therefore need to respond to this with compassion and in particular provide time to discuss any concerns 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, including donning & doffing guidelines) | 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** |
| Shift Pattern /timekeeping /recording arrangements | Day 1 |  |  |  |
| Working Hours / Flexi-time (if applicable)/Flexible working | Week 1 |  |  |  |
| Copies of Car Insurance Policy / driving license if required) | Week 1 |  |  |  |
| Local sickness absence procedure (who to ring and when) | Day 1 |  |  |  |
| Sick Pay explained (where applicable) | Day 1 |  |  |  |
| **Your Training and Development** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Job Training Requirements Outlined (bespoke training package) and completion documented | Week 1 |  |  |  |
| Relevant Compulsory Training\* Booked (as per COVID-19 [guidelines](https://www.leedsandyorkpft.nhs.uk/our-services/coronavirus-information-staff)) | Week 1 |  |  |  |
| **Your Policies and Procedures** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Raising Concerns at Work / Whistle Blowing Procedure | 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 |  |  |  |
| 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 |  |  |  |
| Personal Safety Alarm (if applicable) | Day 1 |  |  |  |
| Infection Control Procedures (include COVID-19 specific procedures) | Day 1 |  |  |  |
| **Your Communication Information** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Advised of Team / Ward / Dept. meetings | Week 1-2 |  |  |  |
| Team Diary / Communication | Week 1-2 |  |  |  |
| **Your Other Important Information** | **Timescale** | **Explained by Line Manager (initial)** | **Understood by New Employee (Initial)** | **Date** |
| Issues of Pagers, Bleeps, Mobile Phones, Computers | Day 1 |  |  |  |
| Photocopier Access and Codes | Week 1 |  |  |  |
| Occupational Health (COVID-19 specifc support process)   * Staff Support Service (including Complementary Therapies) | Week 1-2 |  |  |  |
| Medication common to the specialty/area and any patient group directives | Week 1-2 |  |  |  |
| Resuscitation policy and procedure | Week 1 |  |  |  |