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**CORPORATE POLICY**

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**INDUCTION TRAINING****Section Main Content Headings**

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**Appendix**

1. Induction Checklist

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**INDUCTION TRAINING****1. STATEMENT OF POLICY****1.1 PURPOSE**

To ensure an appropriate minimum standard of induction training for all new staff employed by the Trust. The procedure has three main aims :

- to obtain effective performance from the new employee
- to ensure the safety of the new employee
- to ensure a positive image of both the local job environment and the Trust as a whole.

**1.2 SCOPE & DEFINITION**

Induction is the process of receiving, welcoming and orientating a new employee to the values, procedures and requirements of the Trust and the post. The Policy will apply to all new staff.

**1.3 RESPONSIBILITY**

The line manager of the new employee is responsible for induction training for all new employees reporting to her/him. Advice and guidance is available from Personnel Departments.

**1.4 REQUIREMENTS**

A programme will be drawn up for every new employee, using the Induction Checklist as a base. The programme will take account of particular needs of the new employee and of the job to be undertaken. The length and content of the programme will vary according to the job and the individual.

**2. THE STARTER PACK**

A pack of information leaflets/booklets required by new employees will be assembled and distributed to new employees by local Personnel Departments via managers. Each manager may add relevant documents to this pack as she or he thinks fit.

**3. THE INDUCTION CHECKLIST**

On the first day of employment the line manager should meet the new employee and explain fully the induction process including the use of the Induction Checklist. The Checklist (see Appendix) should be completed by the manager and the employee. Periodic reviews between the manager and the new employee should be undertaken at appropriate intervals. Upon completion of the induction training, which should be within three months of the starting date, the completed Induction Checklist should be returned to the Personnel Department where it will be retained within the employees personal file.

N.B. Certain information is required from the employee as soon as possible, this includes:

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- P45 (or P46) - forwarded to Personnel immediately
- Personal details form - forwarded to Personnel immediately
- Contract of employment - signed and one copy returned to Personnel
- Verification of date of birth - documentary evidence obtained and forwarded to Personnel
- Superannuation forms - forwarded to Personnel

#### 4. THE LOCAL INDUCTION SEMINAR

New employees will attend the local Induction Seminar organised on a regular basis by local Personnel Departments. The content of this local seminar will vary, however, as a general guide will cover the following topics :

1. The Structure of the NHS
2. Portsmouth HealthCare NHS Trust
3. The Structure and Features of the Division
4. The Contracting Environment

#### 5. MANDATORY SHORT COURSES

The new employee may be required to attend certain mandatory courses. These will depend upon the job of the new employee. It is the responsibility of the manager to ensure that the new employee attends the courses necessary for effective and safe performance in her/his job. Courses which may be necessary include :

- Food Hygiene
- Lifting & Handling
- First Aid
- Dealing with aggressive behaviour

Course dates and booking arrangements will be published annually by the course organisers.

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**Policy produced by:** Mr Peter King, Personnel Director

**Produced on:** March 1996

**Approved by:** Trust Board/Operational Management Group

**Date:** October 1999\_

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## INDUCTION CHECKLIST

Name : ..... Location.....

Job Title..... Date of Commencement ...../...../.....

As each topic is completed, the member of staff and their manager should both sign the relevant boxes. Where a subject is not appropriate, the manager should cross the topic out and initial the deletion. The completed form should be held on the employees personal file.

TOPIC AREA	Date completed	Employee signature	Managers signature
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### *Contract of Employment / Remuneration*

P45			
Verification of D.O.B.			
Contract of employment			
Terms and conditions			
Staff handbook issued			
Salary payment details			
Payroll deductions			
T.U. membership			
Time sheets			

### *Attendance*

Hours of work			
Annual leave entitlement and procedure			
Special leave			
Health appointments (dentist etc.)			
Absence/sickness : reporting and procedure			

### *Local Orientation*

Principle Trust locations			
Departmental locations			
Identity, roles and location of other staff			
Travel policy and procedures			
Personal transport options			
Car parking arrangements			
Security of personal belongings etc.			

TOPIC AREA	Date completed	Employee signature	Managers signature
Pension			
Grievance procedure			
Meal facilities			
Changing facilities			
Social/sports opportunities			
EAR Counselling Service			

*Local Systems and Procedures*

I.T. protocols			
Security procedures			
"Out-of-hours" procedures			
Reimbursement of qualifying expenses			
Internal communications			
Telephone policy and procedures			
Bleep procedures			
Portering			
Maintenance procedures - Estates department			
Acquiring stores/supplies/stationery			

*Health & Safety*

Employer responsibilities inc. H. & S Committee			
Employee responsibilities			
Introduction to food handling			
Risk assessment notification			
Control of infection			
Waste disposal procedures			
Occupational Health procedures			
Smoking policy			
Alcohol policy			
Manual handling procedures			
Accident procedures (self and others)			
Fire procedures/bomb alerts			
Security of people & premises			

TOPIC AREA	Date completed	Employee signature	Managers signature
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*Performance*

Nature of duties			
Reporting relationships			
Quality procedures and expectations			
Clinical audit plans			
Personal presentation			
Confidentiality (inc. Data Protection Act & Press)			
Conflicts of interest			
Disciplinary procedure			
Equal opportunity policy			
Harassment policy			
Complaints procedure			

*Personal Development*

Training & Development policy			
Access to training & education			
I.P.R.			
Personal development plans			
Research plans			

*External Contacts*

Locations, identities and contact procedures for other statutory agencies			
Locations, identities and contact procedures for voluntary agencies			
Locations, identities and contact procedures for educational agencies			
Local professional networks			

**Mandatory Courses**

COURSE	Date completed	Employee signature	Managers signature
First Aid			

Induction Training Complete Satisfactorily On...../...../19.....

Employee : ..... Manager : .....