

Fareham and Gosport

Primary Care Trust

FAREHAM & GOSPORT

INDUCTION PROGRAMME

The Seminar Room

Gosport War Memorial Hospital

Thursday and Friday 3 and 4 April 2003

Thursday 3 April

09.00 am	Introduction to the Trust	Trust Director
09.30 am	Personnel Policies and Training and Development	Charlotte Oraf Personnel Manager
10.00 am	<i>COFFEE</i>	
10.15 am	Exploring the Trust Values and Cultures, Diversity and Valuing People	Charlotte Oraf Personnel Manager
12 noon	Improving Working Lives	Code A IWL Co-ordinator
12.30 pm	Union representative	Code A RCN
1.00 pm	<i>LUNCH</i>	
1.30 pm	Salaries & Wages	Code A Assistant Payroll Manager
	Pensions	Code A Pensions Officer
2.15 am	Basic Life Support training	Code A Resuscitation Training Officer (Portsmouth Hospitals Trust)
4.15	Evaluation and finish	

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Friday 4 April 2003

9.00 am	Risk Management	Caroline Harrington Risk & Litigation Manager
9.20 am	Fire Regulations Fire and Bomb alert training	Code A Fire Officer
10.15 am	<i>COFFEE</i>	
10.30 am	Health and Safety	Code A Representative
11.00 am	Complaints	Ann Turner Complaints & Litigation Manager
11.15 am	Data Protection and Confidentiality	Janice Combs Business Manager
12 noon	Health at Work	Jill Sadler Occupational Health Manager
1.00 pm	<i>LUNCH</i>	
1.30 pm	Control of Infection	Mary Pilgrim Control of Infection Team
2.30 pm	Food and Hygiene	Code A Hotel Services Advisor
3.30 pm	Evaluation and Finish	