

## Notes of Induction Programme Review Meeting Held 15 January 2004

### Attendees

Jan Peach  
Toni Scammell  
Pat Wilkins – DDH  
Jo Donaldson – Daedalus  
Gill Hindson – OPD  
Freda Shaw – Dryad

The purpose of the meeting was to review the current ward Induction Programme for qualified nurses. This review has taken on some urgency following a recent critical incident where one of the findings was that the induction for new staff required updating.

The group reviewed the available information and agreed that at present there was no system for identifying when the information had been obtained and that the individual was competent to carry out the procedures.

TS described the objective documentation that supported the D grade competencies and a discussion was held to agree that this paperwork could be expanded to become a ward induction for qualified nurses. It was agreed to use this example as the core for all grades and that there should be additional induction objectives for each grade of staff.

The group members volunteered to undertake reviews

TS agreed to review G Grade  
HR and AH to review F Grade  
PW and GH to review E Grade  
JD and FS to review D Grade

This piece of work would be completed by 1<sup>st</sup> March 2004

**Code A**