

Induction Policy 46

Introduction

1. The ORH NHS Trust's policy on Corporate and Local Induction is that all new members of staff, including all grades of medical staff, and staff with a temporary contract participate in the organisation's staff induction programme.
 - 1.1. The policy describes a two-stage process of a corporate 'Welcome Day' followed by locally organised departmental orientation and training programmes and the requirements on Corporate and Divisional teams to provide various elements of induction, and sets out individual responsibilities to ensure this happens.

Scope

2. This policy applies to all new staff and returning staff who have not attended induction in the last 12 months e.g. staff holding a substantive, temporary or honorary contract.
 - 2.1. Medical locums and medical staff on rotation will need to attend the Doctors induction welcome day if they have not attended in the last 5 years.
 - 2.2. Agency Staff should have an Induction with their employers and do not need to attend the Induction Welcome Day but they do need to have a local induction.
 - 2.3. Non-EU nursing staff who are new to the Trust, and/or who have not participated in the Trust's induction programme in the last 12 months.

Policy Statement

3. It is Trust policy to ensure that patient care, research and teaching activities undertaken or supported by staff within the organisation are of the highest quality and provided as safely as possible. This will be achieved by:
 - 3.1. Providing new starters with essential information about the Trust, its partners and their job, where they will be working and the people they will be working with.
 - 3.2. Highlighting to new starters various key ORH or Departmental policies and procedures.
 - 3.3. Informing all staff that they must comply with the law (e.g. Health & Safety at Work, Data Protection, Freedom of Information, Working Time Directive, Clinical Trials Directive etc), Department of Health guidance and various requirements

placed on the Trust by other external bodies relating to health & safety, risk management and clinical, research and information governance.

The Trust Induction Checklists

4. The Trust Induction Checklist (Appendix 1), for all substantive staff and temporary staff with a Trust contract, must be completed signed and returned to the induction co-ordinator within the first 3 months of employment.
5. Volunteers and agency staff should have a local induction on their first day using the Local Induction Checklist. (Appendix 2).

Guidance for substantive and contracted temporary staff

6. Staff should write and agree an individual Personal Development Plan (PDP) with their line manager. As a minimum this must outline the statutory, mandatory and essential training¹ they will undertake over the next 12 months. The Trust's Induction Checklist (available at <http://orhweb.orh.nhs.uk/HumanResources/>) is a useful guide to other elements that could be included; The PDP should also link to the Knowledge & Skills Framework for non-medical staff.
 - 6.1. Have a period of supernumerary status and/or supervised practice where appropriate;
 - 6.2. Set a date for the annual appraisal meeting

Roles and responsibilities

7. The Chief Executive, Divisional Directors and Chairmen are responsible for ensuring that Directorate Managers, Chairmen and Clinical Directors implement this policy.
8. The Director of HR is responsible for implementing, monitoring and updating the Induction Policy. Other Executive Directors are responsible for ensuring that managers of their corporate Directorates implement this policy.
9. Directorate Managers, Chairmen and Clinical Directors are responsible for identifying an individual in each department (their local Induction Co-ordinator) who will plan, organise and evaluate a local departmental orientation and training programme for

¹ Statutory training means that required by statute or law; mandatory training means that required by the Trust, wider NHS or professional bodies, essential training is job related which can be required by law, speciality, best practice guide.

agreed groups of staff. They are also be responsible for maintaining records of attendance and completion of all those who attend, or fail to attend the local departmental induction programme.

10. The HR recruitment team will invite new starters to attend the Induction Welcome Day. The date of the Induction Welcome Day is included in the employment offer letter an information leaflet is sent as part of the welcome pack. Attendees are required to complete and return a reply slip to the Learning and Development (L & D) Induction Co-ordinator to confirm attendance.
11. Line managers must release staff to attend The Induction Welcome Day and any training related to the induction programme, sign and date the statement of completion in the Induction Checklist and return it to the L & D Co-ordinator to show that the individual has completed their local and corporate induction programme. This information will be recorded on the OLM system data base.
12. The Head of Learning & Development and Post Graduate Centre Manager will organise and manage the Induction Welcome Day and generic statutory and mandatory training events to be carried out during the three-month induction period.
 - 12.1. Be responsible for maintaining a follow up procedure (appendix 3) for recording attendance records on a central data base and following-up non-attendees; Initially a new appointment will be given, second non attendance will be followed up by letter to the Directorate Manager and copied to the Director of Nursing and Director of Human Resources. The third non attendance a letter will be sent to Divisional Manager/Chair signed either by the Director of Nursing or the Director of Human Resources and OD.

The Guide to Statutory and Mandatory Training (Training Needs Analysis, Training Matrix and Training Plan)

13. The Trust's Guide to Statutory, Mandatory and Essential Training provides the training requirements of different staff groups, the duration and frequency of updates in line with the NHSLA Standard 2 and Commission for Health regulations.
14. All education and training activity, including induction, must be recorded on the Oracle Learner Management System and evaluated to establish its effectiveness.
15. The following measures will be used as a way of evaluating the effectiveness of the Trust Welcome Day and Induction Programme:

- 15.1. Meeting Trust key performance indicators;
- 15.2. Meeting Core Standards for the Care Quality Commission;
- 15.3. Meeting NHS Litigation Authority standards;
- 15.4. Monitor corporate induction evaluation forms;
- 15.5. 80% of new staff attending corporate induction on their first day and within their first month in the Trust;
- 15.6. 80% of new staff with a PDP within three months of commencing employment;
- 15.7. 80% of new staff completing all required statutory, mandatory and essential training within 12 months of their appointment;
- 15.8. 100% of new staff completing an annual appraisal;

Appendices

Appendix 1 The induction check list

Appendix 2 Volunteer and Agency staff checklist

Appendix 3 The induction follow up procedure

Associated documents:

Guide to Statutory, Mandatory and Essential Training

The Study Leave Policy 27

The Appraisal and KSF Policy 45

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