

APPENDIX 3

PROCESS FOR FOLLOWING UP THE CORPORATE WELCOME DAY AND RETURN OF THE LOCAL INDUCTION CHECKLIST.**Accountability****Background**

The NHLSA standard 2 level 2 regulation 2.2.2 and 2.2.3. and the Trust induction policy requires that all contracted staff to attend a corporate Induction Welcome Day and to complete a 3 month local induction programme.

The Trust holds a non medical induction welcome day programme weekly at the JR and monthly at the Horton/. The medical induction programme is held monthly in the Post Graduate Education Centre monthly. These induction programmes average 25 - 40 attendees per session.

An induction checklist is used to ensure that the 3 month local induction programme is completed. At the end of the period the check list should be signed as completed and returned to the Learning and development Department to be recorded on to the OLM data base.

Temporary staff also requires a local induction. A shorter version of the checklist is available for managers to use as part of the process.

The NHSLA standard 2 level 2 regulation requires that all non attendances on the welcome day and non completion and return of checklists is tracked and followed up. As a consequence the follow up process below is proposed.

Welcome Day (non Medical)

- 1 New starters booked on Welcome day by Recruitment staff
- 2 List of new starters printed off by L & D and a copy of the 3 month local induction checklist is emailed to managers for any new starters who are booked to attend the Welcome Day the following Monday. It states that all requirements must be completed and a signed copy returned to the L & D dept by a given date.
- 3 New staff sign attendance sheet.
- 4 Attendances are recorded on OLM.
- 5 Managers will be sent an email explaining that the new starter did not attend (DNA) the welcome day and that they have been booked on the next available date.

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- 6 If DNA a second time a letter will be sent to the Line Manager and Directorate Managers signed by Assistant Director of Human Resources, stating that it is their responsibility to ensure that the individual attends the corporate welcome day as a requirement of the NHS Litigation Authority and Trust policy. It will also state that they will not receive any further notification from L & D but that it will be recorded on the OLM database as a DNA.
- 7 The DNA will remain on the OLM to show that the L & D procedure has been followed until the individual does attend the welcome day.

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Local induction - All Staff who have a substantive or temporary contract with the ORH

- 1 A dated local induction check list is sent to line managers (identified by HR) in advance of the welcome day with an explanatory email.
- 2 New starters are told about the checklist at the welcome day and asked to discuss it with their line manager at their first meeting that afternoon. They are told that the completed checklist must be signed by them and their line manager and returned to the induction co-ordinator at the end of the 3 month period.
- 3 Returned local induction checklists are marked as completed on the OLM. We keep the sign off page for auditing purposes and rest of the checklist is shredded.
- 4 Once a week the induction administrator checks the welcome day records to see who has not returned their checklist on the required date. The follow up procedure is:
 - a. An email will be sent by the induction administrator to remind them that the induction period has finished and that the checklist should have been returned.
 - b. If the checklist is not returned a letter will be sent to Line Manager and copied to the Directorate Manager, by the Head of Learning and Development, to remind them that they are accountable for ensuring that the individual has completed their local induction (including the required stat/mand training) and that the checklist is returned to the induction co-ordinator within a given deadline.
 - c. If the checklist not received on the 3rd expected date a letter will be sent to the Directorate Manager, signed by the Director of Human Resources or Director of Nursing stating that they will be held accountable for non compliance to regulatory bodies e.g. NHSLA for not ensuring that the individual has completed the local induction. It will also state that they will not receive any further notification from L & D but that it will be

- recorded on the OLM database as confirmed.
- 5 The confirmed tag will remain on the OLM database until the completed checklist is returned.
 - 6 No further action will be taken by the L & D department as it is the manager's responsibility to make sure their staffs complete their local induction programme and that it is returned to the L & D department to be recorded on the OLM database (See Induction and Study Leave policies).

Medical Welcome Day

- 8 New starters are invited to the Welcome day by Medical Staffing Recruitment team.
- 9 A list of expected new starters is sent to The Post Graduate Centre.
- 10 New staff who attends the welcome day sign attendance sheet.
- 11 Attendances are recorded by the Post Graduate Centre.
- 12 Non attendees will be sent an email reminding them that they must attend the welcome day and the date when they should attend.
- 13 If DNA a second time a letter will be sent to the Directorate Chair signed by Medical Director, stating that it is their responsibly to ensure that the individual attends the corporate welcome day as a requirement of the NHS Litigation Authority and Trust policy. It will also state that they will not receive any further notification from the Post Graduate Department but that a record of non attendance will be recorded for auditing purpose.
- 14 The DNA will remain on record to provide evidence that the procedure has been followed until the individual does attend the welcome day.

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Summary

It is a Trust Policy and an NHSLA Standard 2 level 2 requirement that all staff including medical and temporary staff attends a Trust welcome day and complete a local induction programme. To be able to comply with these standards the Trust must have a tracking and follow up process in place so that attendance and completion of the programme can be monitored and recorded.

The above procedure has been proposed to ensure that the induction process is followed and recorded on a central database for reporting purposes.