

MANAGEMENT OF CORPORATE AND LOCAL INDUCTION POLICY

Document Author	Authorised
Written By: Head of Leadership and OD	Authorised By: Chief Executive
Date: 2 December 2015	Date: 8 November 2016
Lead Director: Executive Director of Financial and Human Resources	
Effective Date: 8 November 2016	Review Date: 7 November 2019
Approval at: Corporate Governance & Risk Sub- Committee	Date Approved: 8 November 2016

DOCUMENT HISTORY

(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)

Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
29 Mar 12	3.0	Dec 12	Terence Hart	Logo and wording updated for new organisation	
Jul 12	3.1		Terence Hart	Policy re-formatted and amended according to requirements following NHSLA assessment feedback.	Consultation to: COO – 9/7/12 Mandatory Training Group and Risk Management Committee – 18/7/12 Partnership Forum – 25/7/12 Quality and Patient Safety Committee – 2/8/12
29 Oct 12	4.0	29 Oct 15	Terence Hart		Approved at Executive Board
29 Oct 15	5.0		Executive Director of Transformation and Integration	20 th October. Policy amended to update systems and clarify processes and responsibilities.	
16 Dec 16	5.1		Executive Director of Transformation and Integration	For ratification	Risk Management Group
19 Jan 16	6.0	19 Jan 16	Executive Director of Transformation and Integration	For Approval	Policy Management Group
12 Apr 16	7.0		Executive Director of Transformation and Integration	Amendment to Appendix B	Policy Management Group
27 Oct 16	7.1		Executive Director of Financial and Human Resources	Amendments to reflect new Health Education England standards for Preceptorship	
8 Nov 16	7.1	8 Nov 2016	Executive Director of Financial and Human Resources	For approval following amendments	Corporate Governance & Risk Sub-Committee

NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust

Contents

1 Executive Summary4

2 Introduction4

3 Definitions5

4 Scope5

5 Purpose5

6 Roles and Responsibilities6

7 Policy detail/Course of Action9

8 Consultation11

9 Training11

10 Monitoring Compliance and Effectiveness11

11 Links to other Organisational Documents13

12 References14

13 Appendices14

Uncontrolled when printed

1 Executive Summary

The Trust is committed to the continuous development of its entire staff so that they can contribute effectively to patient care and develop as individuals. This policy ensures that all new staff to the Trust participate in an effective induction programme which embraces both Corporate and Local Induction. Staff who move within the Trust should have a Local Induction for each area they work in as well as a course of Preceptorship for all newly qualified Nurses and Allied Health Professionals.

Local induction should take place on the first or second day of the individual working at the Trust and, for substantively employed and bank staff, a Corporate Induction as soon as possible, but at least within 2 months of their starting (refer to Quick Guide appendix A for full details). Newly qualified Nurses and Allied Health Professionals should enrol on the Trust Preceptorship Programme within six months of their start date.

Induction forms part of the Trust's mandatory training requirements for all staff. Completion of induction is recorded electronically and compliance monitored by line managers and at performance reviews. As stated in the Mandatory Training Policy,

“Should any individual persistently not meet their mandatory training requirements having been provided with reasonable opportunity to do so in terms of guidance of what is required, time to attend etc. then the manager may take disciplinary action in line with the Trust's Disciplinary Policy. Equally managers who regularly and consistently fail to release staff to attend Statutory/Mandatory events may be subject to disciplinary action in line with the Trust's Disciplinary Policy.”

Registering and completing a Preceptorship programme is a mandatory expectation for ALL newly registered (NMC/HPC) staff in their first year as a healthcare professional, or where a member of staff joins the IOW NHS Trust within their first year of registered practice and have yet to complete a period of preceptorship.

2 Introduction

Effective induction enables the new employee's quick assimilation into the workplace. It improves motivation; leads to greater understanding of the purposes of the Trust; helps the new employee develop effective working relationships with colleagues; and gives them confidence to carry out their duties. The organisation, vision and values are introduced at Induction.

Induction is a process that begins at recruitment and ends once staff are self-sufficient and confident in their role. For newly registered Nurses and Allied health Professionals, this process is closely aligned with the aims of the Trust Preceptorship Programme, and is intended to continue to support such staff for at least six months after their start date with the Trust.

3 Definitions

Corporate Induction Programme - welcomes new staff to the trust and directs them towards their Mandatory training requirements. It makes them aware of culture, vision values and standards of behaviour expected.

Local Induction – welcomes new staff to a department and directs them towards the environment safety equipment and standards of behaviour and work expectations.

Preceptorship Programme – is a period of structured transition for the newly registered practitioner during which he or she will be supported by a preceptor to develop their confidence as an autonomous professional, refine skills, values and behaviours, and continue on their journey of lifelong learning.

4 Scope

The policy applies to all staff, medical, clinical and non-clinical, including permanent, temporary, locum, bank, agency, apprentices and voluntary staff.

This policy does not apply to A level students, students on work placements or those who are employed by partnership organisations (such as St John Ambulance, Earl Mountbatten Hospice or Wessex Cancer) who have their own induction processes in place. Also excluded from this policy are those employed by external organisations with whom we have a commercial relationship (e.g. building contractors).

All staff (except locum/agency) are required to attend an induction programme and participate in Local Induction. Newly qualified Nurses and Allied Health Professionals are required to attend the Trust Preceptorship Programme commencing within the first year of their registration. Locum/agency staff are only required to participate in Local Induction because they are employed by an employment agency and supplied to the Trust to undertake a piece of work. The relationship is between the Trust and the employment agency and not with any individual worker. All agency workers must be supplied by approved (framework Compliant) employment agencies. The terms and conditions are provided by the agency, all payments are via the agency and the individual remains the employee of the agency.

5 Purpose

This policy describes the minimum content, process for checking completion and monitoring compliance for the following programmes :-

- Corporate Induction Programme (all substantively employed and bank staff).
- Nurse/Allied Health Professional (AHP) Student Induction Programme (for nurse/AHP placements).
- Medical Induction Programme (for doctors in training).

- Preceptorship Programme (for newly qualified Nurses and Allied Health Professionals).
- 5th Year Medical Student Induction Programme.
- Volunteer Induction Programme.
- Local Induction.

6 Roles and Responsibilities

Also Refer to Quick Guide (appendix A)

6.1 Executive Director of Transformation and Integration

The Executive Director of Transformation and Integration has ultimate responsibility for ensuring compliance with this policy.

6.2 Education, Training and Development

It is the responsibility of the Education, Training and Development (ETD) Department

- Manage (i.e. take bookings and record attendance), facilitate and evaluate the Corporate Induction Programme.
- Advertise the Corporate Induction Programme to all Line Managers via e-bulletin or on the learning management system (LMS)
- Review the content/effectiveness of the Corporate Induction Programme biannually with the Mandatory Training Group.
- Ensure that completion of Corporate, Volunteer and Local Induction is recorded onto the learning management system (LMS). Completion of induction for Nurse/AHP students will be recorded by the Clinical Education Team (see 6.3) medical trainees and 5th year medical students will be recorded by the Medical Education Team (see 6.4 below).

6.3 Clinical Education Team

It is the responsibility of the Clinical Education Team to:

- Ensure that all Nurse and AHP students attend the Nurse/AHP Student Induction Programme.
- Review the content/effectiveness of the Nurse/AHP Student Induction with Higher Education Institutions and requirements of the Learning and Development Agreement.
- Ensure that completion of the Nurse/AHP Student Induction is recorded onto the learning management system.
- Ensure the organisation and delivery of the Trust Preceptorship Programme, recording attendance on the learning management system.

6.4 Assistant Director of Medical Education (ADME), Medical Education Team and Lead Educators

The ADME

- Is responsible for developing and updating a Medical Induction Programme for doctors in training incorporating current General Medical Council (GMC),

Deanery and College standards as well as incorporating relevant Trust requirements.

The ADME and the Medical Education Team as well as Lead Educators are jointly responsible for:

- Providing the Medical Induction Programme for Doctors in training
- Recording and monitoring attendance and compliance

6.5 Associate Clinical Sub Dean and Medical Education Team

Is responsible for:

- Ensuring that all 5th year Medical Students attend the Medical Students Induction Programme incorporating a welcome to the Trust and orientation.
- Recording and monitoring attendance and compliance.

6.6 Human Resources (HR) Department

The HR Department is responsible for ensuring that:

- All bank staff attend the Corporate Induction Programme and receive a Local Induction.
- The department receiving locum/agency staff are informed that they need to complete a Local Induction with the worker and inform the ETD department (by email) on completion so the Local Induction can be recorded. A local induction should be completed for each area they will be working in.
- Ensure all volunteers attend Induction and receive a Local Induction programme in each area/ward in which they are placed. The Volunteer Local Induction checklist can be found at appendix C.
- Retaining Volunteers completed Local Induction checklist forms and informing the ETD department (by email) for completion to be recorded.
- Contacting and following up if volunteers have not received Local Induction.
- Enacting appropriate processes to terminate the volunteering arrangement with the volunteer if they do not attend a Volunteer Induction Programme within the first six months of placement.

6.7 Line Managers / Consultant / Clinical Lead

It is the responsibility of the line manager / consultant / clinical lead to:

- Ensure that all substantively employed staff are booked onto and attend the Corporate Induction Programme and (if applicable) the Trust Preceptorship Programme as soon as possible, but at least within 2 months of their starting work, and are allocated the time to attend within their normal hours of work.
- Monitor attendance of individual staff members at Induction programmes through compliance reports, and follow up any non-attendance to ensure re-booking.
- Ensure that all permanent and temporary staff have the required Local Induction on their first or second day of working at the Trust. Temporary staff should have a local induction for each area they will be working in.

6.8 Induction Programme Trainers

It is the responsibility of all trainers to ensure that the relevant session is delivered, and that course materials and handouts are updated and appropriate to their area of expertise.

In the event that trainers are unable to carry out their sessions they are expected to arrange cover and send a representative. In exceptional circumstances, where no cover can be arranged, they should inform the organising department as soon as possible (ETD Department for Corporate Induction, Clinical Education Team for Nurse/AHP Student Induction Programme, HR Department for Volunteers Induction Programme and Medical Education Team for Medical Induction Programme and 5th Year Medical Student Programme).

6.9 All Substantively Employed Staff and Bank Staff

It is the staff members' responsibility to ensure that they:

- Attend the mandatory Corporate Induction Programme
- Sign the attendance register.
- Participate in Local Induction in the workplace signing off the Local Induction checklist (Appendix B) on completion.
- Ensure that all mandatory training is completed as soon as possible (refer to the Mandatory Training Policy).

6.10 Nurse and AHP Students

It is the Student's responsibility to ensure that they:

- Attend the Nurse/AHP Student Induction Programme (only required the first time they have a placement at the Organisation).
- Sign the attendance register.
- Participate in Local Induction in the workplace signing off the Local Induction checklist (Appendix B) on completion. This should be completed for each different workplace placement.
- Ensure that mandatory training is completed in line with requirements for the Trust and Higher Education Institution.

6.11 Doctors in Training

It is the Doctor's responsibility to ensure that they:

- Complete the Medical Induction on line module prior to or on commencement to post at the Trust (this link will be provided by the Medical Education Team).
- Attend the Medical Induction Programme.
- Sign the attendance register.
- Participate in Local Induction in the workplace signing off the Local Induction checklist (Appendix B) on completion.
- Ensure that all mandatory training is completed as soon as possible (refer to the Mandatory Training Policy).

6.12 5th Year Medical Students

It is the Student's responsibility to ensure that they:

- Attend the 5th Year Medical Student Induction programme.
- Sign the attendance register.
- Participate in Local Induction in the workplace signing off the Local Induction checklist (appendix B) on completion. This should be completed for each different workplace placement.
- Ensure that mandatory training is completed in line with requirements for the Trust and Higher Education Institution.

6.13 Volunteers

It is the Volunteer's responsibility to ensure that they:

- Attend the mandatory Volunteer Induction Programme.
- Sign the attendance register.
- Participate in Local Induction in each workplace signing off the Volunteer Local Induction checklist (Appendix C) on completion.
- Ensure that all mandatory training is completed as soon as possible (refer to the Mandatory Training Policy)

7 Policy detail/Course of Action

Also refer to Quick Guide (appendix A)

7.1 Booking onto a programme

7.1.1 Corporate Induction Programme

The ETD Department should be contacted to make bookings onto the next available Corporate Induction Programme which is normally held once a month and dates are advertised on the Intranet or can be booked online via the learning management system.

7.1.2 Nurse/AHP Student Induction Programme

The Clinical Education Team will arrange and take bookings for the Nurse/AHP Student Induction Programme which is run as required depending on placement commencement dates.

7.1.3 Medical Induction Programme

The Medical Education Team will arrange and take bookings for the Medical Induction Programme which is held at the beginning of August each year.

7.1.4 5th Year Medical Student Induction Programme

The Medical Education Team will arrange the programme which is run as required depending on placement commencement dates.

7.1.5 Volunteer Induction Programme

The HR Department arrange and take bookings for the Volunteer Induction Programme which is normally held 4-5 times each year.

7.1.6 Preceptorship Programme

The Clinical Education Team will organise the Preceptorship Programme which involves monthly sessions over a period of six months. The most up to date information can be found following the web links on the Trust Intranet and Clinical Education Team pages.

7.2 Programme content

7.2.1 Corporate Induction Programme

This programme aims to welcome new staff to the Trust and direct staff towards their mandatory training requirements. The programme explains to staff the broad aims and strategic direction of the Trust and makes them aware of the culture, vision and values and standards of behaviour expected.

The most up to date programme can be obtained from the ETD Department.

7.2.2 Nurse/AHP Student Induction Programme

This programme aims to welcome new Nurse and AHP students to the Trust and provide some mandatory training.

The most up to date programme can be obtained from the Clinical Education Team

7.2.3 Medical Induction Programme

This programme aims to welcome doctors in training to the Trust but also to include some mandatory training (e.g. Infection Prevention and Control).

The most up to date programme can be obtained from the Medical Education Team.

7.2.4 5th Year Medical Induction Programme

This programme aims to welcome 5th Year Medical students to the Trust and provide some mandatory training.

The most up to date programme can be obtained from the Medical Education Team.

7.2.5 Volunteer Induction Programme

This aims to welcome new volunteers to the Trust but also to include some mandatory training (e.g. Data Protection & Information Governance, Safeguarding Children, Health & Safety and Fire Safety, Infection Prevention & Control and Equality & Diversity).

The most up to date programme can be obtained from the HR Department.

7.2.6 Preceptorship Programme

This programme aims to provide support and guidance to newly registered Nurse and Allied Health Professionals in their first year of practice. The content is aligned with professional and Trust standards and values, with a focus on the individual and their needs, with an emphasis on continual professional development and quality improvement.

8 Consultation

The following groups have been sent a copy of the draft policy and given an opportunity to provide feedback on this policy during the consultation period:

- Matrons and Clinical Leads
- Health and Safety
- Resuscitation Officers
- Volunteer Manager
- HR Management Team
- Risk Department
- The Executive Director for Transformation and Integration
- The Executive Director of Nursing
- The Deputy Director of Nursing
- Deputy Medical Director
- Assistant Director for OD
- Partnership Forum

9 Training

Corporate induction is treated as a mandatory training programme and will be monitored through the Trust learning management system.

Managers are accountable for attendance of their staff on the Corporate Induction Programme and ensuring that a local induction is carried out.

10 Monitoring Compliance and Effectiveness

Corporate Induction will be evaluated regularly by the Education, Training and Development Department and the analysis of the results will be presented to the Mandatory Training Group Bi-annually.

Local induction will be monitored by line managers.

10.1 Corporate Induction Programme

- All attendees are expected to sign the attendance register.

- A record of attendance is entered onto the learning management system by the ETD Department.
- Attendance will be monitored by line managers through compliance reports and reviewing the learning management system.
- Compliance will be monitored by the Executive team through board reports and performance reviews.

10.2 Nurse/AHP Student Induction Programme

- All attendees are expected to sign the attendance register.
- A record of attendance is entered onto the learning management system by the Clinical Education Team.
- Attendance will be monitored by the Clinical Education Team.
- Compliance will be monitored by the Head of Practice Education and Development and any issues escalated to the relevant Higher Education Institution.

10.3 Medical Induction Programme

- All attendees are expected to sign the attendance register.
- A record of attendance is entered onto the medical education database by the Medical Education Team.
- Attendance will be monitored by the Medical Education Team.
- Compliance will be monitored by the Assistant Director for Medical Education and any issues escalated to the Wessex Deanery.

10.4 5th Year Medical Student Induction Programme

- All attendees are expected to sign the attendance register.
- Attendance is recorded and monitored by the Medical Education Team
- Compliance will be monitored by the Associate Clinical Sub Dean and any issues escalated to the relevant Higher Education Institution.

10.5 Volunteer Induction Programme

- All attendees are expected to sign the attendance register
- The Volunteer Co-ordinator will send the attendance register to the ETD Department for attendance to be recorded.
- Attendance will be monitored through compliance reports by the HR department and the learning management system.
- If volunteers do not attend the programme within the first six months of placement, the appropriate processes will be enacted by the HR Department to terminate the volunteering arrangement with the volunteer (refer to Volunteer Policy).

LOCAL INDUCTION

Refer to Quick Guide (appendix A)

10.6 Content of Local Induction

It is the responsibility of each area/department to produce its own Local Induction pack in accordance with specific requirements in that area/department. A minimum content Local Induction checklist can be found at appendix B (or C for volunteers) and on the intranet in both the Learning and HR Zones.

10.7 Preceptorship Programme

- All attendees to sign the attendance register.
- Non-attendance be reported to line manager.
- Compliance monitored via the Learning and Development Agreement.
- Effectiveness is measured by the Clinical Education Team and reported annually.

10.8 Process for checking completion and monitoring compliance

- The Line Manager/consultant/clinical lead should arrange completion of the Local Induction to commence when the individual first attends for duty and be completed on the 1st or 2nd day.
- The Local Induction checklist (appendix B or C) should be completed, signed and dated.
- The form should be retained in the personal file and the ETD department should be informed (by email) so that completion can be recorded.
- The ETD department will send a reminder email to line managers when a new member of staff starts work, and will require managers to email their confirmation that Local Induction has taken place and a signed record has been kept. This confirmation will be entered as a completion of Local Induction onto the learning management system to enable compliance to be monitored.
- The HR Department will notify the ETD department (by email) of any agency/locum staff booked and will notify the department receiving the worker to complete a Local Induction checklist (appendix B) and inform the ETD department (by email) when completed.
- Completion of Local Induction and preceptorship for staff will be monitored by line managers by accessing data held the learning management system.
- Compliance will be monitored by the Education, Development and Training Team and reported monthly to the HR/OD Exec Led Sub Committee as part of the KPI's. Concerns with regards to compliance will be escalated to this committee. The effectiveness of Induction Programmes will be monitored using feedback and evaluation from the delegates.
- The learning management system (or medical education database) will be used to report on completion of Induction Programmes and Local Induction.
- All departments/services who fail to achieve 95% attendance for Corporate (or other) and Local induction will be required to provide an explanation and an action plan for improvement. Reports/plans to be submitted to the relevant Directorate Board and Risk Management Committee for review and monitoring of future performance.

11 Links to other Organisational Documents

This policy should be read in conjunction with:

- Dignity at Work Policy
- Appraisal Policy
- Equality and Diversity Policy
- Learning and Development Agreement

- Vision, Goals, Quality and Values House
- Mandatory Training Policy
- Policy for the verification of registration of clinical staff
- Recruitment and Selection Policy
- Volunteer Policy
- Workforce Strategy 2015 - 2019

12 References

See Policies as above.

13. Appendices

Quick guide

	Corporate Induction Programme	Nurse/AHP Student Induction Programme	Medical Induction Programme	5th Year Medical Student Induction Programme	Preceptorship Programme
Frequency of sessions	<i>Monthly</i>	<i>Varies depending on placement commencement dates</i>	<i>August each year</i>	<i>Varies depending on placement commencement dates</i>	<i>Commences twice yearly</i> <i>Monthly sessions over six months</i>
Timescale for completion	<i>Within 2 months of commencement in role</i>	<i>First or second day of first placement at the Organisation</i>	<i>All to attend August sessions</i>	<i>First day of first placement at the Trust</i>	<i>Within 1st year of joining the Trust as a newly registered practitioner</i>
Who manages the programme and takes bookings?	<i>ETD Department</i>	<i>Clinical Education Team</i>	<i>Medical Education Team</i>	<i>Medical Education Team</i>	<i>Clinical Education Team manage programme. Booking is via ETD / Pro4</i>
Who records attendance	<i>ETD Department</i>	<i>Clinical Education Team</i>	<i>Medical Education Team</i>	<i>Medical Education Team</i>	<i>Education, Training and Development</i>
Who monitors and ensures compliance?	<i>Bank Staff = HR Department</i> <i>Substantive Staff = Line Manager</i>	<i>Learning Environment Lead/Head of Practice Education and Development</i>	<i>Assistant Director for Medical Education</i>	<i>Associate Clinical Sub Dean</i>	<i>HR – OD Sub Committee through KPI's</i>
Substantively employed staff	√				√
Bank staff	√				√
Volunteer					
Doctor in Training			√		
5th Year Medical Student				√	
Locum/Agency worker (local induction only, see '3. Scope' page 4)					
Nurse/AHP Student		√			

Appendix B

Appointee Name		Department	
Job Role		Business Unit	
Induction Activity – ALL STAFF (add 'N/A' if not applicable to role)			
Topic	Induction Activity To be achieved within one week	Name of person who has completed this activity with appointee	Date of Completion
Welcome and Introduction	New employee welcomed Tour of the working environment and introduce team members/colleagues, to include meal/beverage breaks, rest and changing facilities, parking arrangements.		
	Arrange IT user access and introduce Trust intranet and relevant IT systems.		
	Identification of door codes, issuing of and signing for keys, security of personal items.		
	Arrange issue of photo security ID card and SMART card (where applicable).		
N/A for Agency/Locum			
Professional Conduct and Appearance	Discuss: Dress Code Policy Arrange Uniform (Where applicable) Organisations Vision, Values and behaviours Professional Etiquette/Behaviour Confidentiality and Information Governance		
Fire Policy/Procedure	Explain: Emergency contact numbers: 2222 Fire points/exits/extinguishers Fire evacuation, fire exits, alarm tones		
Moving and Handling	Explain: Local guidance in relation to work area Location of moving & handling equipment including assessment of competency to operate Book on Moving and Handling Mandatory Training		
Organisational Policies	Health and Safety, Infection Control, HR policies e.g. Equal Opportunities, Raising Concerns, Smoking, any other policy relevant to work area		
Accidents and Clinical Incidents	Explain: Procedure for reporting accidents/near misses/adverse incidents		
Resuscitation	Explain: Procedure in event of an emergency e.g. cardiac arrest Emergency Numbers: 2222 Book on Basic Life Support Mandatory Training		
Infection Control	Explain: Local IP&C procedures Book on IP&C Mandatory Training including Hand Hygiene		
Equipment	Explain: Basic function of work related equipment and		

	where and how to access. Assessment of competency of relevant Medical Devices		
Human Resources (Excluding Agency/Locum)	Complete starter form Check that contract of employment has been signed and returned		
	Provide copy of Job Description		
	Staff Benefits / Staff partnership Forum		
Attendance Management	Discuss: Hours of attendance, Rotas, Annual Leave, E-Roster Procedure for reporting absence, contact details.		
Development & Training	Explain: Mandatory Training requirements for role Book Corporate Induction Book on Preceptorship if newly registered practitioner http://www.iow.nhs.uk/Working-With-Us/learning-zone/introduction%20to%20CPD.htm Book on Care Certificate if support worker in clinical role Appointee to email Pro4updates@iow.nhs.uk to request access to Training Tracker		
Topic	Induction Activity To be achieved within six weeks	Name of person who has completed this activity with appointee	Date of Completion
Mandatory Training (Excluding Agency/Locum)	Check: All e-learning modules relevant to role completed Book all classroom sessions relevant to role Notified pro4updates@iow.nhs.uk of completion of local induction		
Personal Development (Excluding Agency/Locum)	Explain: Appraisal arrangements Review Job Description and undertake first development review Arrange specialist training to meet requirements of post where appropriate. Review progress on Preceptorship/Care Certificate if required.		
Communications	Explain: Team Meetings, 10 minute team brief, Listening into Action, e-bulletin, staff newsletter		
Supervising Manager	<i>Print</i>	<i>Sign</i>	<i>Date</i>
Appointee	<i>Print</i>	<i>Sign</i>	<i>Date</i>

On completion of this checklist, retain a copy in the personal file and inform pro4updates@iow.nhs.uk of name of appointee and date of completion.

Volunteer Local Induction Checklist

Volunteer Name	
Department	
Directorate	

Induction Activity	Name of person who has completed this activity with volunteer	Date of Completion
To be undertaken by the Volunteer Coordinator		
Complete starter form and check that volunteer agreement has been signed and returned		
Provide copy of role description for post.		
Arrange issue of uniform, where appropriate and discuss uniform and dress code policy		
Arrange issue of photo security ID card		
Arrange car parking permit as appropriate.		
Explain mandatory training requirements.		
Arrange specialist training to meet requirements of post where appropriate.		
To be undertaken by supervising manager in placement department		
Carry out a tour of the working environment and introduce team members/colleagues, to include meal, beverage and rest facilities.		
Explain Emergency contact numbers, local procedures for Emergencies including, fire evacuation, fire exits etc.		
Identification of all relevant Trust and local policies and procedures, Including but not limited to: Health & Safety, Equal Opportunities, Infection Control Data Protection		
Discuss hours of attendance.		
Advise on supervision and absence reporting arrangements		

Volunteer Coordinator	<i>Print</i>
<i>Date</i>	<i>Sign</i>

Supervising Manager	<i>Print</i>
<i>Date</i>	<i>Sign</i>

Volunteer	<i>Print</i>
------------------	--------------

Page left blank for duplex printing

Uncontrolled when printed

Financial and Resourcing Impact Assessment on Policy Implementation

NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.

Document title	Corporate and Local Induction Management Policy		
Totals	WTE	Recurring £	Non Recurring £
Manpower Costs	None	No extra to existing requirements	No extra to existing requirements
Training Staff	None	No extra to existing requirements	No extra to existing requirements
Equipment & Provision of resources	None	No extra to existing requirements	No extra to existing requirements

Summary of Impact: The financial and resourcing of this policy has not changed in the amendments.

Risk Management Issues: No change from previous policy. That is there is a risk from non attendance.

Benefits / Savings to the organisation: Well informed workforce.

Equality Impact Assessment

- Has this been appropriately carried out? YES/NO
- Are there any reported equality issues? YES/NO

If "YES" please specify:

Use additional sheets if necessary.

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure

you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

Manpower	WTE	Recurring £	Non-Recurring £
a. Operational running costs	None	No extra to existing requirements	No extra to existing requirements
Totals:			

Staff Training Impact	Recurring £	Non-Recurring £
	No extra to existing requirements	No extra to existing requirements
Totals:		

Equipment and Provision of Resources	Recurring £ *	Non-Recurring £ *
Accommodation / facilities needed	No change	No change
Building alterations (extensions/new)	No change	No change
IT Hardware / software / licences	No change	No change
Medical equipment	No change	No change
Stationery / publicity	No change	No change
Travel costs	No change	No change
Utilities e.g. telephones	No change	No change
Process change	No change	No change
Rolling replacement of equipment	No change	No change
Equipment maintenance	No change	No change
Marketing – booklets/posters/handouts, etc	No change	No change
Totals:		

- Capital implications £5,000 with life expectancy of more than one year.

Funding /costs checked & agreed by finance:	None
Signature & date of financial accountant:	
Funding / costs have been agreed and are in place:	No change
Signature of appropriate Executive or Associate Director:	

Equality Impact Assessment (EIA) Screening Tool

Document Title:	Corporate and Local Induction Management Policy
Purpose of document	This policy ensures that all new staff to the Trust participate in an effective Induction programme which embraces both Corporate and Local Induction.
Target Audience	<i>All staff new to the Organisation</i>
Person or Committee undertaken the Equality Impact Assessment	<i>Liz Nials</i>

1. To be completed and attached to all procedural/policy documents created within individual services.
2. Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?

If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

		Positive Impact	Negative Impact	Reasons
Gender	Men	Yes		
	Women	Yes		
Race	Asian or Asian British People	Yes		
	Black or Black British People	Yes		
	Chinese people	Yes		
	People of Mixed Race	Yes		
	White people (including Irish people)	Yes		
	People with Physical Disabilities, Learning Disabilities or	Yes		

	Mental Health Issues			
Sexual Orientation	Transgender	Yes		
	Lesbian, Gay men and bisexual	Yes		
Age	Children	No		
	Older People (60+)	Yes		
	Younger People (17 to 25 yrs)	Yes		
Faith Group		Yes		
Pregnancy & Maternity		Yes		
Equal Opportunities and/or improved relations		Yes		

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

3. Level of Impact

If you have indicated that there is a negative impact, is that impact:			
		YES	NO
Legal (it is not discriminatory under anti-discriminatory law)			
Intended			

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:
3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?

Scheduled for Full Impact Assessment	Date:
Name of persons/group completing the full assessment.	Sandie Paice
Date Initial Screening completed	8 th December 2015

Uncontrolled when printed