

THE STATE HOSPITALS BOARD FOR SCOTLAND

INDUCTION POLICY

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The date for review detailed on the front of all State Hospital policies/ procedures/ guidance does not mean that the document becomes invalid from this date. The review date is advisory and the organisation reserves the right to review a policy/ procedure/ guidance at any time due to organisational/legal changes.

Staff are advised to always check that they are using the correct version of any policy/ procedure/ guidance rather than referring to locally held copies.

The most up to date version of all State Hospital policies/ procedures/ guidance can be found on the intranet: <http://intranet.tsh.scot.nhs.uk/Policies/Policy%20Docs/Forms/Category%20View.aspx>

REVIEW SUMMARY SHEET

No changes required to policy (evidence base checked)

Changes required to policy (evidence base checked)

Summary of changes within policy:

- Diagram inserted depicting the core components of induction (page 5)
- Guidance added on preparation and actions required for the 'first day of employment' (page 7)
- Orientation to Staff Wellbeing Centre added to corporate induction (page 11)
- Reference to Staff Charter removed from the induction checklist (page 16)
- List of core statutory and mandatory training that requires to be completed as part of induction updated in the induction checklist to reflected current requirements (page 21-22)

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1. Policy statement

The State Hospitals Board for Scotland recognises the importance of providing a comprehensive and consistent induction for all new staff.

Starting a new job is a demanding and often stressful experience. Effective induction is vital for the integration of new employees and investment in a robust period of induction is crucial to achieving a motivated, competent and engaged workforce.

The induction process ensures that new staff understand their role within the organisation and are provided with the core information, training and support they require to perform the role in a safe and effective manner. It is also designed to ensure that standards are maintained in accordance with legislative requirements, internal policies and procedures, national guidelines and best practice standards.

When carried out effectively, the induction process can help to ensure a smooth transition into the workplace. It assists new employees to settle into their new role and become productive and efficient members of staff within a shorter period of time. It also creates a positive impression of the organisation, supports staff retention by reducing staff turnover within the first year of employment, and facilitates delivery of high quality services and patient care.

2. Aims

The State Hospital Induction Policy provides guidance for managers and staff on the process of induction for new employees. It aims to ensure that a structured, formal and relevant induction is provided for all new employees and that the organisation fulfils all requirements and obligations in relation to:

- The Health & Safety at Work Act 1974
- Equality Act (2010)
- NHS Scotland Staff Governance Standards
- NHS Scotland Healthcare Support Worker Mandatory Induction Standards
- NHS Scotland Personal Development Planning & Review PIN Policy
- Professional regulatory guidance documents (e.g. Preceptorship Framework for Newly Registered Nurses, Midwives and AHPs)

The primary purpose of the induction process is to ensure that new employees:

- 1) Are welcomed into the organisation.
- 2) Understand their job role and responsibilities and how the role fits within the team and wider department.
- 3) Are aware of the organisation's purpose, values and strategic objectives.
- 4) Are clear about the standards of conduct, behaviour and performance required of them.
- 5) Are fully informed about all policies, procedures and working practices relevant to their role and the service area in which they work.
- 6) Complete all statutory, mandatory and job-specific training that is required within their role.

3. Scope

This Induction Policy applies to all new staff employed within The State Hospital. This includes staff employed on permanent or temporary contracts, bank or pool staff, staff seconded to The State Hospital from external organisations, and staff engaged to work within the hospital through service level agreements with external agencies (e.g. social work, pharmacy, etc).

Elements of this policy may also apply to staff who change job roles within The State Hospital, or staff returning to work after an extended period of absence (e.g. staff who are seconded or transfer internally to new roles; staff who are promoted; staff returning to work following a career break,

etc). In such instances, a local induction should be planned to reflect the role requirements and meet the individual staff member's specific needs.

Junior doctors (i.e. medical staff in training), students and volunteers are not included within the scope of this policy and alternative arrangements are in place to ensure provision of induction and orientation for staff within these groups.

4. Core principles

All new employees within The State Hospital, regardless of role, grade or profession, will be required to complete an induction.

The induction process will commence on the first day of employment.

The core induction should normally be completed within 3 months of employment and should link thereafter with the KSF Personal Development Planning & Review process or other role-specific staff appraisal and development scheme (e.g. medical or senior manager appraisal).

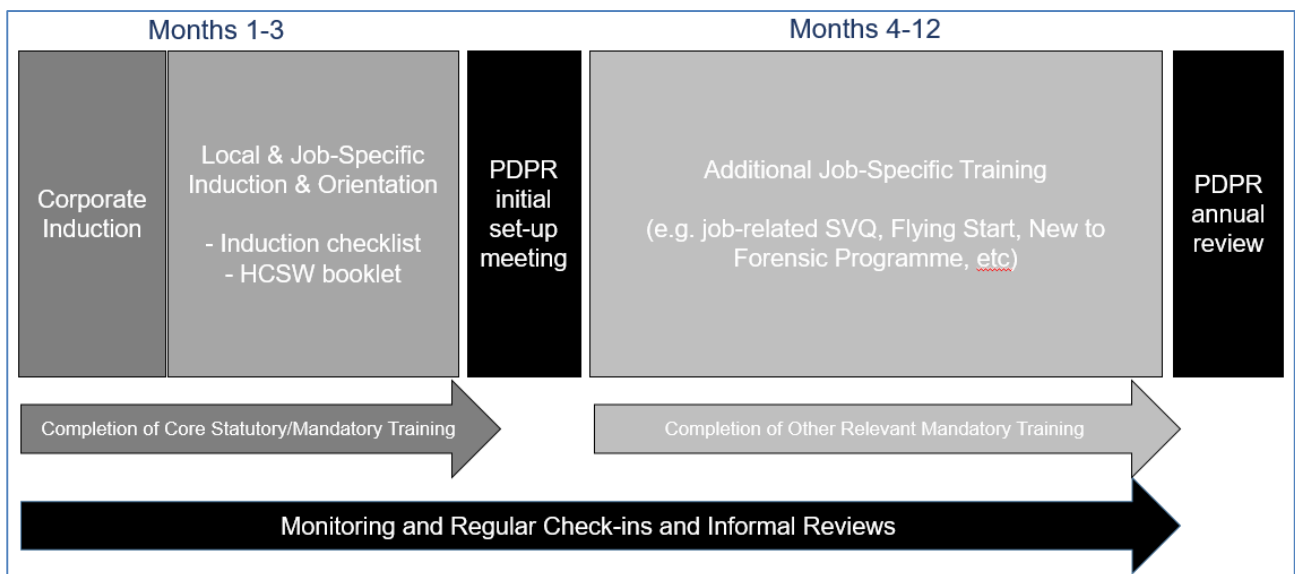
Details of induction will be recorded by the line manager on an induction checklist. This will ensure that all required elements have been included. The completed checklist will be retained in the employee's personnel file.

For staff who fall within the definition of 'Healthcare Support Workers' the induction will be delivered in conjunction with the NHS Scotland Healthcare Support Worker Mandatory Induction Standards Workbook.

Staff who change job roles within The State Hospital and staff returning to work after an extended period of absence (e.g. staff who are seconded or transfer internally to new roles; staff who are promoted; and staff returning to work following a career break) will be required to complete a local induction.

5. Components of induction

Within The State Hospital the induction process will include the following key components:



Part 1 – Corporate induction

The purpose of the corporate induction is to welcome new employees to The State Hospital, provide the core information that is essential for all new staff regardless of job role, familiarise staff

with the organisation's purpose, values and key objectives, raise awareness of what we require and expect from staff, and highlight the importance of their individual contribution to the organisation as a whole.

The corporate induction will be co-ordinated by the HR Department and will be completed by all new staff within their first month of employment. An overview of the content of the corporate induction is included in Appendix 1.

Part 2 – Local (i.e. departmental/job-specific) induction

The purpose of the local induction is to assist new employees to integrate within their new work environment and to provide information that is relevant to the individual's job role and specific work area. It aims to ensure that new employees have the core knowledge and skills required for their role and provides managers with an opportunity to define performance standards and expectations and foster good working practices.

The local induction is delivered within the workplace and is normally conducted by the line manager or another nominated person within the work team. An overview of the core content that should be included in the local (departmental) induction is provided in Appendix 2.

Local induction is the responsibility of the line manager and must be completed within 3 months of the new employee commencing in post.

Part 3 – Completion of core statutory and mandatory training

As part of the induction process all new employees are required to complete a range of core statutory and mandatory induction training.

- Statutory training is training that the organisation is legally required to provide as defined in law or where a statutory body has instructed the organisation to provide training on the basis of legislation (e.g. fire safety training).
- Mandatory training refers to training requirements that have been determined by the organisation and is primarily concerned with minimising risk and ensuring the Board meets internal or external standards. Mandatory training requirements are often underpinned by government mandates and national or local policies, or based on guidelines and recognised best practice to which the organisation should adhere (e.g. hand hygiene training).

Statutory and mandatory induction training in The State Hospital includes training that must be completed by all staff (e.g. personal safety awareness training), plus training that targets specific disciplines or staff groups (e.g. adult support and protection training for clinical staff).

A training matrix is in place that maps the statutory and mandatory training requirements for all job roles within the organisation. This is accessible via the hospital intranet, and details of the training matrix and core training requirements will be communicated to new employees as part of the learning centre induction.

All core statutory and mandatory induction training must be completed within 3 months of commencing employment. Other mandatory training required within the specific job role should be completed within the first year in post.

The statutory and mandatory induction training is delivered through attendance at off-job training courses or online via the learnPro elearning platform. The Learning and Development Department will book new employees on the statutory and mandatory off-job induction training courses however the line manager is responsible for ensuring that staff complete all required statutory and mandatory induction training within the timeframe specified.

Induction Checklist

An 'Induction Checklist' must be used by the line manager to ensure that the local induction is delivered and recorded in a systematic way and includes all elements that are relevant to the individual, their role and work environment. A copy of The State Hospital 'Induction Checklist' is included in Appendix 3.

The local induction should include provision of any specific job-related training or information that is required. These additional components should be added to the Induction Checklist by the line manager.

On completion of the local induction, the Induction Checklists should be returned by the line manager to the Learning and Development Department. Completion will be recorded on the eESS system and the completed Induction Checklist will be retained within the employee's personnel file.

First Day of Employment

Preparations should be made by the line manager for the arrival of the new employee. This should be done in advance of their start date. For example: request forms should be submitted to eHealth to set up an IT user account and to arrange access to any IT systems required within their role; arrangements should be made to provide an office/workstation where required; arrange provision of uniforms, etc.

It is important to introduce the new employee to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging of any necessary documentation. This initial 'welcome and introduction' talk should not be too detailed to avoid information overload on their first day, and should be conducted by someone who is well prepared and has sufficient time available to undertake this task.

Managers/supervisors should refer to the Induction Checklist and use the checklist as a basis for this initial discussion and to ensure all relevant documentation is complete.

The new employee will want to get to know his/her colleagues and become part of the team, and time should be made for this process. Colleagues should be briefed on the new employee's arrival and a member of the team should be assigned to undertake a 'Buddy' role to support the new employee during this settling in period.

6. Healthcare Support Worker (HCSW) Mandatory Induction Standards

In addition to completing The State Hospital induction process, all new staff employed within roles that meet the criteria of 'Healthcare Support Worker' are also required to complete the NHS Scotland HCSW Mandatory Induction Standards Workbook. This does not apply to registered healthcare professionals, however, does include all staff employed in any of the following roles:

- Work in a clinical role (either direct or indirect), under supervision of a healthcare professional.
- Work in a direct service provision role with access to patients and members of the public.
- Work in a role that involves dealing with personal identifiable patient data.
- Work in a role that has responsibility for maintaining premises or equipment used by patients.
- Work in a role that involves the preparation/delivery of goods or services directly for/to service users.

The HCSW Mandatory Induction Standards must be attained within the first 3 months of employment (or within 6 months for part-time employees) and should be undertaken in conjunction with the local induction.

The line manager is responsible for ensuring that the HCSW Mandatory Induction Standards Workbook has been completed within the required timeframe. The completed workbook must be returned to the Learning and Development Department. Completion will be recorded on the eESS system and the completed workbook will be retained within the employee's personnel file.

Depending on the specific role of an individual there may be other workbooks and/or induction standards to attain within set timeframes (e.g. Domestic Services Workbook). It is the responsibility of the line manager and new employee to ensure that any relevant work is completed within the required timeframes.

7. Personal Development Planning & Review (PDPR)

A Personal Development Planning & Review (PDPR) initial set-up meeting should be conducted with all new employees towards the end of their 3-month induction period. This can form part of the sign-off of the induction checklist.

The PDPR initial set-up meeting provides an opportunity for the line manager and new employee to reflect on the induction period and to check that each element of the induction has been satisfactorily completed. The line manager and employee should also:

- Document any element of induction that has not been satisfactorily completed and agree (1) what actions are required to address this and (2) the timescale for their completion.
- Review the KSF outline for the post and clarify the core requirements and expectations for the coming year.
- Identify training and development needs and agree a Personal Development Plan (PDP).
- Ensure appropriate supervision and support arrangements have been put in place and agree arrangements for ongoing review of performance.

A summary of the PDPR initial set-up meeting, and details of the PDP, should be documented in the Turas Appraisal electronic recording system. For staff outwith Agenda for Change terms and conditions, the line managers should ensure that employees are made aware of the appropriate appraisal system and continuous professional development arrangements.

8. Preceptorship for newly qualified nurses and AHPs

In accordance with the Preceptorship Framework for Newly Registered Nurses, Midwives and AHPs (Department of Health, 2010), all newly-qualified nurses, occupational therapists and other allied health professionals must undergo a period of preceptorship during the first twelve months in their first post-qualifying appointment.

Preceptorship is a period of additional support, training and competence assessment that is designed to consolidate pre-registration training and to assimilate the newly qualified member of staff into the expectations and demands of being a registered health care professional.

For new employees within The State Hospital the preceptorship period will overlap with, but be distinct from, the corporate and local induction. As part of the preceptorship period all newly qualified nurses and AHPs are required to complete the NHS Scotland 'Flying Start' programme.

The line manager is responsible for ensuring that a Preceptor is appointed for all newly-qualified nurses, occupational therapists and other allied health professionals and for ensuring that the Flying Start programme is completed by all newly-qualified nurses, occupational therapists and other allied health professionals within their first 12-months in post.

9. Roles and Responsibilities

Chief Executive will:

- Have overall strategic responsibility for ensuring that The State Hospital has an Induction Policy in place that complies with all legal and statutory requirements and good practice guidance.

Directors and Senior Managers will:

- Make arrangements for the effective implementation and monitoring of the Induction Policy within their area of responsibility.
- Take action to address any factors adversely affecting provision or completion of corporate or local induction.

Lead Nurse / Departmental Manager will:

- Have operational responsibility for the implementation of the Induction Policy within their specific areas of management accountability.
- Ensure, through the line management structure, that all managers and staff comply with the policy and take prompt action to address areas of non-compliance.

Line Managers will:

- Oversee the induction process and ensure that all new employees within their ward/ department receive a formal induction in line with the requirements set out within this policy.
- Identify any job-specific training or information that is required in addition to the core induction content.
- Ensure that they, or an appropriate member of nominated staff, are available to deliver the local induction and that adequate time and resources are allocated to support staff through the induction process.
- Ensure that the induction process is completed within the specified timeframe and take prompt management action, in accordance with the Employee Conduct Policy, to address any non-compliance.
- Ensure that completed Induction Checklists are forwarded to the Learning and Development Department for recording on eESS and filing in employee's personnel file.
- Allocate a 'buddy' to support the new member of staff and, where applicable, assign a 'preceptor' to support newly registered nursing and AHP staff to complete Flying Start.

Learning & Development Department will:

- Book new employees on statutory and mandatory induction training courses.
- Record completion of the Induction Checklist on the eESS system.
- Monitor compliance with this policy and advise departmental and line managers in relation to any compliance issues that arise and any remedial action required.
- Provide performance statistics on induction completions/compliance to the Board and other management groups or committees as required.
- Regularly review induction arrangements and core induction content to ensure relevance and quality is maintained.

HR Department will:

- Ensure that systems are in place to promptly notify the Learning and Development Department of the appointment and start date of new employees, including details of their job role, workplace location and line manager.
- Confirm whether Healthcare Support Worker status applies to the new employee.
- Organise the core elements of corporate induction for all new employees

Staff will:

- Actively participate in the induction process, including following required instructions, undertaking required reading of essential information, and completing statutory and mandatory induction training within the required timescales.

- Seek advice and ask for support (from colleagues and/or line manager) if unsure of any aspects of the job role.
- Not undertake any activities which they have not been trained to do or do not yet feel competent to carry out safely without supervision. Where an individual does not feel that they are competent to carry out tasks without supervision they should inform their line manager as soon as possible.
- Regularly monitor and self-appraise own progress throughout the induction period and raise any training and development needs at an early stage and during their KSF PDPR meeting.
- Participate, where applicable, in completing the HCSW Mandatory Induction Standards Workbook or other job-specific workbooks or induction standards (e.g. Domestic Services Workbook; Flying Start programme; etc)

10. Communication, Implementation, Monitoring and Review of Policy

This policy will be communicated to all stakeholders within The State Hospital via the intranet and through the staff bulletin.

The HR & Partnership Policy Subgroup will be responsible for monitoring and reviewing the implementation of this policy and its deployment across the Board to ensure it is being implemented fairly, consistently and effectively in line with the policy's stated core principles. Policy application will also be reported to the Partnership Forum and Staff Governance Committee on an annual basis.

The policy will be reviewed in partnership via the HR and Partnership Policy Subgroup every 3 years.

11. Equality and Diversity

The State Hospitals Board (the Board) is committed to valuing and supporting equality and diversity, ensuring patients, carers, volunteers and staff are treated with dignity and respect. Policy development incorporates consideration of the needs of all Protected Characteristic groups in relation to inclusivity, accessibility, equity of impact and attention to practice which may unintentionally cause prejudice and / or discrimination.

The Board recognises the need to ensure all stakeholders are supported to understand information about how services are delivered. Based on what is proportionate and reasonable, we can provide information/documents in alternative formats and are happy to discuss individual needs in this respect. If information is required in an alternative format, please contact the Person-Centred Improvement Lead on 01555 842072.

Line Managers are responsible for ensuring that staff can undertake their role, adhering to policies and procedures. Specialist advice is available to managers to ensure that reasonable adjustments are in place to enable staff to understand and comply with policies and procedures. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

12. Stakeholder Engagement

Key Stakeholders	Consulted (Y/N)
Patients	N
Staff	Y
TSH Board	Y
Carers	N
Volunteers	N

Corporate Induction

The corporate induction will, as a minimum, include the following core content:

- Introduction to the State Hospital and the services we provide.
- Security induction – which will include:
 - overview of physical, procedural and relational security
 - procedures for entering and leaving the hospital
 - prohibited items and search procedures
 - key induction and procedures for accessing and using keys
 - accessing and using PAAs
 - issue of State Hospital staff ID badge.
- HR induction – which will include:
 - conditions of employment
 - pay arrangements and payroll services
 - NHS pension scheme
 - staff support services
 - signposting to HR policies
 - contact details for staff side organisations.
- Overview of the organisation’s vision, values and key objectives – which will include:
 - key service aims and objectives
 - iMatter and introduction to the core NHS values and associated behaviours required/expected of staff
 - introduction to relational approaches to working and care (and reflective practice).
- Learning Centre induction – which will include:
 - NHS email set-up
 - orientation to the State Hospital intranet and the learnPro online learning system
 - overview of library and information services and other staff development opportunities and learning resources
 - signposting to the ‘statutory and mandatory training matrix’ and the core training that must be completed as part of induction.
- Occupational health induction – which will include:
 - overview of occupational health services and referral routes
 - immunisation status screening.
- Staff Wellbeing Centre induction – which will include:
 - Orientation to the centre and overview of wellbeing resources and support

Local (Departmental) Induction

The local induction will, as a minimum, include the following core content:

- Orientation to the ward/department.
- Introduction to the work team.
- Clarification of the job role and responsibilities and the standards of conduct, behaviour and performance required within the role.
- Security policies and procedures – including key security, use of PAAs, personal safety, and action to be taken in the event of a major incident.
- Health and safety policies and procedures - including fire safety, infection control, food safety, safe handling and disposal of waste, first aid arrangements, medical emergency procedures, and procedures for reporting adverse events, incidents, errors and near misses.
- Information governance policies and procedures - including policies and procedures relating to confidentiality, data protection and record keeping.
- Communication arrangements – including telephone and mail system, departmental meetings, information sources, IT security, and procedures for responding to feedback and complaints.
- Essential HR policies and procedures – including attendance management and procedures for absence reporting, special leave, dignity at work, grievance and discipline, and whistleblowing.
- Personal Development Planning & Review initial set-up meeting.



**THE STATE HOSPITAL
INDUCTION CHECKLIST**

Name:

Job Role:

Ward/Dept:

Start Date:

Line Manager:

Introduction

Within The State Hospital, effective induction is recognised as essential for all new staff. It is central to ensuring that staff settle quickly into their new role, feel part of their team and the organisation, and are equipped to work safely and effectively in all aspects of their job.

This document supports the induction process by providing a checklist of the key information and instruction that should be provided as part of the local induction for new staff. It aims to ensure that all relevant information, instruction and training is provided to new staff when they commence in your department.

The State Hospital is committed to ensuring that staff are adequately prepared for commencing their role within the organisation and adopts a tailored approach to delivery of the induction content to accommodate any additional support needs associated with a disability (e.g. visual or auditory impairments, dyslexia or other learning difficulties, etc) and / or barriers to understanding e.g. language.

Consideration should be given to scheduling the timing of induction sessions in relation to the needs of employees for whom the organisation has committed to protecting time for religious/faith related practice at specific times e.g. Juma Prayers. A flexible approach to scheduling of induction should also be taken to accommodate any additional staff needs (e.g. to enable employees to breastfeed and/or to express milk in accordance with the TSH Breastfeeding Policy).

Guidance on completing the induction checklist

The induction checklist is designed to provide a record of the information, instruction and training provided to new staff members. As each item is discussed, or when training has been completed, the relevant section on the checklist should be signed and dated by the person giving the information/instruction and by the employee.

For tasks that involve the application of practical skills, the relevant section on the checklist should only be signed off once the new staff member is deemed competent in carrying out the task. If any item on the checklist does not apply to the new employee's role, please mark N/A.

Returning the completed induction checklist

It is anticipated that it will take approximately 3 months to complete the full induction checklist.

Once complete, the induction checklist should be returned to Sharon Corrigan, Learning Centre Manager, Harris Building. Completion of the induction process will be recorded on eESS and the completed checklist will be retained by HR in the employee's personnel file.

Further help and guidance relating to the induction process, or completion of the induction checklist, can be obtained from Sharon Corrigan or any member of the Learning and Development Team.

Introduction to Department	Employee Signature	Delivered By: (Signature)	Date
1. Introduction to line manager and immediate team members			
2. Introduction to other members of ward/hub/dept			
3. Explanation of ward/hub/dept management and team structures and reporting lines			
4. Overview of the key roles/functions of different members of the ward/hub/dept			
5. Orientation to the ward/hub/dept, including staff facilities (i.e. toilets, restrooms, lockers, canteen, etc)			
6. Introduction to patients and overview of key care needs and risks (if role involves direct patient contact)			
7. Site orientation tour			

Fire Safety	Employee Signature	Delivered By: (Signature)	Date
1. Procedures for raising the alarm in the event of discovering a fire			
2. Location of fire panels, ward/hub "break glass" fire alarm points, fire fighting equipment, and details of different alarm sounds			
3. Fire evacuation procedures, including horizontal evacuation procedures, location of fire exit routes, and external evacuation point			

Health & Safety	Employee Signature	Delivered By: (Signature)	Date
1. Awareness of hazards/risks/specific safety issues and associated safe working practices, safety rules and local control measures			
2. Procedures for reporting accidents, incidents, near misses or safety concerns			
3. First aid arrangements and procedures in event of injury to self or others			
4. Medical emergency procedures, including location of resuscitation equipment			
5. Infection control procedures, including hand hygiene and communicable diseases (e.g. vomiting & diarrhoea)			
6. Food hygiene, including procedures for safe handling and storage of food and use of PPE			
7. Safe handling and disposal of waste, including clinical waste, confidential waste, spillages and bodily fluids			

Conduct/Behaviour/Responsibilities	Employee Signature	Delivered By: (Signature)	Date
1. Key role/responsibilities of the new employee (refer to KSF outline and job description)			
2. Uniform/dress code, and personal hygiene and appearance			
3. Shift allocations/duty roster and procedures for requesting leave, including annual leave and special leave			
4. General standards of behaviour (including staff governance standards and organisational values and behaviours)			
5. Absence reporting and certification procedures, including procedures for communicable diseases (e.g. sickness and diarrhoea)			
6. Maintaining confidentiality and information security, including statements to the press			
7. No smoking policy			
8. Private use of telephone and email			
9. Acceptance of gifts			
10. 'Customer care' standards, including requirement to treat patients, visitors and colleagues with courtesy, dignity and respect			
11. Support/welfare facilities (e.g. OHS, ICAS counselling service, confidential contacts, etc)			
12. KSF performance development planning and review (PDPR) policy and departmental arrangements (or alternative appraisal system where relevant)			
13. Clinical supervision policy and departmental arrangements (where applicable)			
14. Mandatory Healthcare Support Worker Induction Standards (where applicable)			

Communications	Employee Signature	Delivered By: (Signature)	Date
1. Hospital telephone system and phone directory			
2. Ward/hub/dept meetings and hand-over arrangements			
3. Information sources (e.g. team meetings, notice boards, staff bulletins, Vision magazine, intranet)			
4. IT and information security policies and procedures, including information sharing protocol and procedure for disposal of confidential waste			
5. Technology and electronic devices policy			
6. Complaints and feedback policy and procedures			

HR Policies & Procedures	Employee Signature	Delivered By: (Signature)	Date
1. Adverse weather			
2. Attendance management			
3. Dealing with employee grievances			
4. Dignity at work			
5. Drug and alcohol misuse			
6. Flexible working			
7. Further/higher education study leave			
8. Management of employee capability			
9. Management of employee conduct			
10. Special leave			
11. Standards of dress and uniform			
12. Staff support services (e.g. occupational health, HR, staff side organisations, etc)			
13. Time in lieu protocol			
14. Whistleblowing			

Public Protection	Employee Signature	Delivered By: (Signature)	Date
1. Fraud policy and procedure for raising concerns regarding theft, fraud or other financial irregularities.			
2. Child and adult support and protection policies.			
3. Procedures for reporting concerns about children or adults at possible risk of abuse			
4. PREVENT policy and associated alert, referral and escalation procedures			

Security (General)	Employee Signature	Delivered By: (Signature)	Date
1. General rules for maintaining personal safety within the ward/hub/dept			
2. Maintaining key security (e.g. use of belt, lanyard, key pouch), including responsibility for ward/hub/dept keys (e.g. kitchen keys)			
3. Ward/hub security procedures (e.g. searching, security checks, controlled access/egress, restricted patient movement, etc)			
4. Activation of PAA in response to incidents, and incident response procedures			
5. Car parking policy			
6. Search policy			
7. Visitor authorisation policies and procedures (i.e. official visitors and patient visitors)			
8. Procedures for reporting security breaches (e.g. discovery of prohibited items; data security breaches, etc) or other security concerns			
9. Major incident procedures (e.g. hostage, patient unaccounted for, escape, riot, etc)			

Security (Clinical)	Employee Signature	Delivered By: (Signature)	Date
1. PAA responder role and procedures for responding to incidents in own area and in other wards/departments			
2. Patient observation procedures, including observation levels and responsibilities, and reporting on behaviour, mental state, etc			
3. Personal radio procedures			
4. Tools and equipment, including cutlery/tool checks, procedures for responding to missing or broken cutlery/tools/equipment, procedure for use and control of razors			
5. Searching procedures (1) patient rub-down searches			
6. Searching procedures (2) room and locker searches			
7. Searching procedures (3) ward/hub/dept area searches			
8. Internal escorting procedures, including single and group escorts, use of radios, and PMTS			
9. Patient mail procedures, including incoming and outgoing mail and application of restrictions			
10. Patient telephone procedures, including application of restrictions			
11. Patient property policy, including patient photograph policy and procedure			
12. Patient visiting procedures, including child visits, restricted visits, dealing with food/gifts brought in by visitors, supervising visits			

Overview / Introduction to Other Services/Departments	Employee Signature	Delivered By: (Signature)	Date
Advocacy Service			
Clinical Effectiveness			
Corporate Services			
eHealth & Health Records			
Finance			
Facilities & Estates			
Forensic Network			
Hub Administration			
Person Centred Improvement Team			
Procurement			
Risk Management			
Skye Activity Centre			
Other (please specify below)			

Job/Role Specific Induction (Please add details of requirements below)	Employee Signature	Delivered By: (Signature)	Date

Core Statutory & Mandatory Online Induction Training (located on learnPro)	Employee Signature	Confirmed By: (Signature)	Date Completed
<i>To be completed during week 1 of employment</i>			
Fire Safety			
Information Governance Essentials			
Personal Safety in the Workplace (PMVA)			
<i>To be completed within 1 month of commencing</i>			
DSE Awareness (DSE users only)			
Hand Hygiene & Infection Control (Core Modules x 4)			
Health & Safety Essentials			
Information Governance Module 1: Confidentiality			
Manual Handling Essentials			
PMVA Physical Interventions (Level 2 trained staff only)			
Safeguarding from Harm			
<i>To be completed within 2 months of commencing</i>			
Adult Support & Protection (clinical staff only)			
Blood Borne Viruses (clinical, housekeepers & porters)			
Cyber Security			
Information Governance Module 2: Data Protection			
Introduction to Food Safety (food handlers)			
Keeping Children Safe (clinical staff only)			
Understanding Equality, Diversity & Rights			
<i>To be completed within 3 months of commencing</i>			
Complaints & Feedback			
Duty of Candour (clinical staff only)			
Information Governance Module 3: Records Management			

NHS Scotland Counter-Fraud Service			
Responding to Medical Emergencies (Registered nurses only)			
Safe Administration of Medicines (Registered nurses only)			
See, Think, Act: Relational Security (clinical staff only)			
Suicide Awareness & Prevention (clinical staff only)			
Tackling Bullying & Harassment			
Whistleblowing			

Core Statutory & Mandatory Induction Training Courses	Employee Signature	Confirmed By: (Signature)	Date Completed
<i>To be completed on Day 1</i>			
Security and Key Induction			
<i>To be completed within 1 month of commencing</i>			
Prevention & Management of Violence & Aggression (PMVA Level 1 or Level 2)			
<i>To be completed within 3 months of commencing</i>			
Practical Manual Handling Training			

(Please return the completed Induction Checklist to Sharon Corrigan, Learning Centre Manager)