

### Record of Local Induction for Non Permanent Staff

(for use of staff identified in the local Organisational Induction Policy NCP 38 and PP 32)

It is essential that ALL staff that are not required to attend Organisational Induction (i.e. locums, doctors in training, honorary contract, student nurses, bank/agency staff) complete this form with the appropriate supervisor **before** commencing work in an ward/unit/office for the first time.

Name: \_\_\_\_\_  
 Employment Date (of 1<sup>st</sup> occasion of employment): \_\_\_\_\_  
 Ward/Dept: \_\_\_\_\_

**Job Specifics**

Job role: \_\_\_\_\_  
 Main duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reporting to: \_\_\_\_\_  
 Location telephone No. \_\_\_\_\_  
 In an emergency contact:  
 Medical \_\_\_\_\_  
 On call arrangements \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_  
 First Aid/Resus Arrangements \_\_\_\_\_  
 \_\_\_\_\_

**Important information about working environment**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please tick the boxes (or note 'not applicable') to record you have discussed the following with the member of staff**

<input type="checkbox"/> Tour of ward/dept	<input type="checkbox"/> Facilities (toilet, canteens etc.)
<input type="checkbox"/> Security procedures	<input type="checkbox"/> Pharmacy arrangements
<input type="checkbox"/> Observation arrangements/policy	<input type="checkbox"/> Local guideline/policies
<input type="checkbox"/> Fire Evacuation/Exits/Extinguishers	<input type="checkbox"/> Confidentiality
<input type="checkbox"/> Psychiatric emergencies	<input type="checkbox"/> Contact numbers
<input type="checkbox"/> Medical emergencies	<input type="checkbox"/> IM&T arrangements/security
<input type="checkbox"/> Incident/accident reporting	

Raise any further questions with your supervisor/line manager

\_\_\_\_\_  
 \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Print name: \_\_\_\_\_  
 Supervisor/  
 Line manager Signature: \_\_\_\_\_ Print name: \_\_\_\_\_