

Induction Checklist

From August 2016

Introduction to workplace/department <i>Within the first 2 days</i>	Date completed
Introduction to key people, e.g. immediate colleagues, clients etc.	
Provide a "Buddy" or mentor within the workplace to welcome and provide help and assistance.	
Tour of the department/workplace/site.	
Cover fire procedure, including exits, assembly points, location of alarms, extinguishers and evacuation procedure. Local fire arrangements must be covered in Day 1 of a new starter joining the Trust: this forms part of their Local Induction.	
Show where the refreshment and dining facilities are located.	
Show where the toilet and any possible cloakroom facilities are.	
Ascertain if any special requirements are required for the new employee to carry out their tasks, e.g. writing material to be provided in large print, hearing loop systems, etc.	
Work equipment discussed and shown how to be used, (training to be arranged if required).	
Discuss health & safety procedures, e.g. infection control, moving & handling, etc.	
Provide protection equipment where applicable	
Discuss security of personal property and personal security, including alarm systems, door codes, etc.	
Explain any dress code requirements and make arrangements for providing any necessary uniform.	
Clarify where applicable hours of work, e.g. shift rotas, breaks, etc.	
Arrange orientation programme, (see section 6).	
Provide any necessary equipment, including computers, stationery, diary and explain procedure for ordering.	
Please identify any other relevant local induction requirements for your service/department.	
Complete and sign with supervisor Record of Local Induction for Non Permanent Staff . Send copy to Postgraduate Centre (email, fax or post).	

Department orientation <i>Usually within first week</i>	Date completed
Explanation of the role and work of the department.	
Clarify the duties and role of the new member of staff.	
Clarify annual leave entitlement, confidentiality and data protection laws.	
Explain sickness and absence procedure, including paper work required to be completed in the event of sickness absence.	
Hierarchy and structures, i.e. who they are responsible to and who they are responsible for.	
Explain any departmental systems and processes, e.g. time record keeping, department/directorate meetings.	
Clarify methods of using office equipment, e.g. photocopier, fax machine, etc.	
How performance will be reviewed, when and by whom, including the assessment procedure and Deanery procedures (e.g. use of RITAs/ARCPs)	
Please identify any other relevant local induction requirements for your service/department.	
Study leave policy and application process explained	

Policies <i>Within first month</i>	Date completed
Ensure your new member of staff has access and understands all trust policies, which can be located on the website. Trust policies	
Passport any statutory and mandatory training completed in another Trust that has 3 months validity remaining	
Familiarisation with Medicines Control, Administration and Prescribing Policy	
Complete Trust Information Governance e-learning package	
Familiarisation with Patient Assessment & Monitoring Policy and procedures (Track and Trigger tool) Physical Assessment and Monitoring e-Video	

The wider context, e.g. structures and services <i>Within first two months</i>	Date completed
Attend the Health Education England Wessex Specialty Induction which will provide you with specialty information, an opportunity to meet the HEW team and a knowledge and understanding of specialty processes.	
Have knowledge and understanding of the Trust's Mission Statement, business objectives and values	
Provide organisation and management structures, including the Board, clinical directorates, and corporate departments	
Geography of the trust, e.g. where services are located and what they provide, including how they may interact with you and your service. This would include Occupational Health and staff counselling.	
Business Planning process, including the Annual Delivery Plan (ADP), Local Delivery Plan (LDP), 10 year strategy and NHS Improvement Plan, where applicable.	
Staff consultation procedures e.g. departmental meetings, Board meetings, Public and Patient Involvement (PPI), Trade Unions, Clinical governance processes, Staff Newsletter, etc.	
Provide information on any external services and relationships as appropriate, e.g. other health care services, Social Services, General Practitioners, etc. This also includes external auditors, for example NHSLA, Healthcare Commission, Health and Safety Executive (HSE).	

Training and Development Requirements <i>Usually within first three months</i>	Date completed
Ensure that you apply for and complete e-assessments / attend all statutory and mandatory training as shown on your LEaD training account .	
Complete Dementia awareness Tier 1 e-learning and assessment	
Ensure that you have knowledge and an understanding of the Study Leave Policy , which can be obtained from the Postgraduate Centre	
Ensure you have knowledge of how to apply for different types of study leave, e.g. internal organised courses and external organised courses.	
Identify and address any role specific skills required to competently undertake your job.	

Orientation programme <i>Usually within first three months</i>	Date completed
Please refer to personal timetable. (to be provided once commence post)	

Induction matrix showing topics covered at different levels of induction

Topic	Trust induction	Locality induction	Post/department	RiO training	Core Skills (Psychiatry trainees only)
Welcome to Trust + Trust values	✓				
Trust policies (handover, leave, sickness, travel, dress code etc)	Overview	Local procedures & implementation	✓		
Essential training (LEaD) - statutory & mandatory	✓		<i>monitor attendance</i>		
Conflict resolution training	Book date		<i>monitor attendance</i>		
Patient safety	✓	✓	✓		✓
Consent	✓		✓		
Risk Assessment	✓	✓	✓		✓
CIRs and Complaints	Overview	✓			
Demonstration of completion of forms for CIRs		IMPORTANT			
Whistleblowing	✓				
Revalidation	✓				
Handover	Overview	Local procedures	✓		
Personal safety	Overview	Local	✓		
Absence procedures- annual leave/study/sickness/etc	Overview	Local	Local		
ID badges	✓				
IT access / training	✓	✓	✓		
Smart cards	✓			✓	
Library	Overview	Local			
Medical HR (pay, expenses, document checking)	✓				
Education programmes	Overview	Local			
Infection control		✓			
Introduction to DOLS / Mental Capacity Act		Local guidelines / procedures			✓
Mental Health Act/capacity & consent		Basics & form completion			✓
Pharmacy, medicines management		✓			
Treatment guidelines - psychiatry		Local guidelines / procedures			✓

Induction matrix showing topics covered at different levels of induction

Rapid Tranquillisation / seclusion		Local guidelines / procedures			✓ (not Foundation Core skills)
Partnership with nurses/Track & Trigger tool		✓	✓		
Liaison / OD / self harm		Local procedures			✓ (not Foundation Core skills)
AAT /Hospital at Home - Care pathways , interface issues		✓	✓		
Admission processes & acute care support		✓	✓		
Ligature knowledge checklist and policies			✓		
ECT induction		Local			
History taking			✓		✓
Mental State Examination			✓		✓
Record keeping			✓		✓ (not Foundation Core skills)
Outcomes/HoNOS/clustering / clinical coding		Local			
Counter fraud	✓				
Psychotherapy introduction		Local			✓ (not Foundation Core skills)
Tour of wards and facilities		✓	✓		
Car parking		✓	✓		
Keys/bleeps/alarms/phones/computers/dictaphones /faxes		✓			
On-call rota		✓			
On-call rooms		✓			
Fire procedure		✓	✓		
Local psychological services/other specialist services		✓			
Undergraduate teaching		✓			✓
Clinical supervision			✓		✓
Educational supervision			✓		✓ (not Foundation Core skills)
Other information specific to the team base		✓	✓		