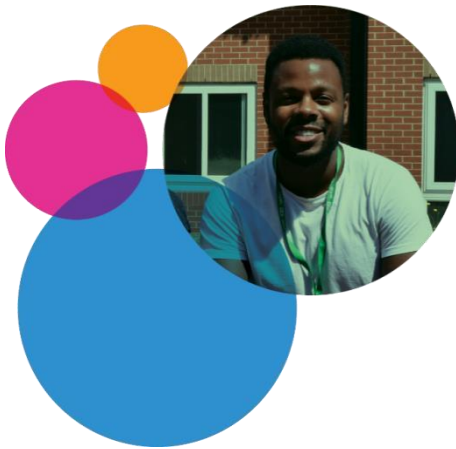




with you, for you



**Gloucestershire Health and Care**  
NHS Foundation Trust



# Local Induction Checklist



working together | always improving | respectful and kind | making a difference

## Local Induction Pack

This Induction Pack provides you with step by step guidance on how to get the most out of the first months in your new role.

We believe that a comprehensive Induction programme is a key ingredient in helping new staff feel part of our organisation and we hope that our Induction process will enable you to quickly feel part of the team and perform your role competently. Your Induction is provided by a range of people and includes the Corporate Induction course, together with on-the-job instruction and role specific training that you will receive when working within your team. We hope that it covers most of the information you will need, but please ask if you find there is any information missing.

In order to ensure everyone receives training appropriate to their role, the training department monitor completion of both Corporate and Local Induction for all our new staff. **It is very important that this is completed**; it will be used to record compliance with Local Induction, together with a number of mandatory elements of the programme.

### Guidance on how to use this Pack

This pack is available on the Induction page of our staff intranet. You may wish to keep an electronic manual or you may prefer to keep a hard copy to carry around with you. [If you choose to keep a hard copy you will still need to access the staff intranet as the pack includes a number of links to the intranet.](#) The Pack is divided into a number of sections, although not all of these will be relevant to your role. You should work through the next sections with your supervisor/manager.

Each section acts as a guide to you and your manager about the areas which need to be covered. Once each relevant section Checklist is completed, a copy should be put into your personnel file so that there's a record of each topic having been covered. In addition, you will need to let the record completion by [self-certifying on Care to Learn](#), locating the Local Induction course and following the instructions. This will enable us to maintain a central record of training and will provide organisational assurance that you understand your responsibilities. It will also confirm you have received the information you need to be able to carry out your role safely and competently.

This Checklist, together with subsequent Checklists, needs to be completed and a copy retained in your personnel file. Once all documentation is complete, you should record this on your [Care to Learn](#) account.

## Day One in the Workplace Overview/Checklist – Page 1

The information below provides an outline for the information that a new employee needs on their first day in the workplace.

<b>Welcome by manager to include:</b>	<b>Managers Initials</b>
Identity check in line with HR requirement	
Introduction to colleagues and tour of work area	
Introduction to 'buddy' and explanation of buddy system if required.	
Security & personal property procedures explained including ID badge.	
Housekeeping – drinks; toilets; staff room; door codes/keys; lunch/breaks arrangements; signing in; first aid box; stationery; phones; stores, parking, printing; internal/external post etc.	
Overview of department/ service functions.	
Review of role/ job description.	
Information about timesheets and how to complete them	
Information about hours of work; shift patterns/rotas	
Information about emergency bleep and resuscitation procedures as required.	
Information about medication commonly used (where applicable) including patient and group directives.	
Explanation of workplace regulations as required – no-smoking policy; alcohol/drugs; dress code/uniform policy, local interim (e.g. COVID-19) or permanent Personal Protective Equipment (PPE) requirements, lone working policy etc.	
IT and systems as required: NHS username and password; email system; intranet; calendar/diary management; e-mail signature; introduction to drives and filing system.	
Telephone System: how to find contact information; transferring calls; answering telephone calls; voicemail	
Discuss information/guidelines about the correct process for handling personal/sensitive/confidential information including information about Smartcards and access to electronic clinical records.	
<b>Date Completed</b>	

## Day One Overview/Checklist – Page 2

<b>Infection Control information to include:</b>	
Discuss risk of exposure and prevention of blood borne viruses.	
Discuss importance of hand hygiene and local procedures.	
<b>Date Completed</b>	
<b>Health and Safety Information to include:</b>	<b>Managers Initials</b>
Fire evacuation procedure and assembly points explained	
Fire drills, alarm tests & fire warden information given	
Overview of workplace health & safety issues explained including any manual handling and equipment requirements.	
DSE and workstation assessment completed where required.	
The H&S policy and appropriate risk assessments have been read and understood.	
Incident reporting process and the importance of timely reporting	
<b>Date Completed</b>	

**Anything else:**

## Day Two to Five Overview/Checklist

By the end of day five, the following should have been covered:	Managers Initials
Overview of relevant policies and procedures and how to locate them, including special leave, study leave, additional employment etc.	
Information about attendance and procedures for sickness absence.	
Information about annual leave and TOIL	
Information about expense claims including log-on information for the etravel system.	
Information about observation and engagement of service users, if applicable.	
Information about appraisal and KSF explained	
Discussion of statutory and mandatory training requirements	
Discussion of record keeping as it relates to role.	
Overview of Trust-wide and local communication channels e.g. team meetings, global emails etc.	
Overview of and training on specific work-related information systems e.g. Rio, SystmOne, SharePoint etc.	
Describe arrangements for 1-1 meetings and/or Supervision including booking first dates in diaries.	
Discuss information about other teams/individuals relevant to the role and arrangements for further information/visits as needed.	
Check relevant statutory/mandatory training dates have been attended/booked.	
Discuss relevant key networks and support, such as Diversity Networks, EDI Roadmap, Digital Support & Champions, Triangle of Care	
<b>Date completed</b>	

<b>Health and Safety information to include:</b>	
If driving is required in role: Check validity/suitability of driving licence; insurance and vehicle if appropriate.	
Complete Driving Checklist in Occupational Road Risk Policy	
Overview of arrangements for undertaking Risk Assessments as needed.	
Information about people relevant to Trust-wide and local H&S matters e.g. Fire Warden, Site Responsible Officer, Health & Safety Advisor etc.	
Description of who to/how to report H&S concerns	
Description of lone working arrangements if applicable.	
<b>Date completed</b>	
<b>Working Well:</b>	
Role of Working Well, how to contact & services they offer	
Working Well Checklist completed? (see pages 11-12)	

## Role / Service Specific Local Induction Documentation

Please use this section to insert any local information which is specific to the role/team or service

## Month Two To Three Overview/Checklist

Please confirm the following has been agreed/completed	Managers Initials
Has an initial appraisal date been agreed?	
Have objectives been discussed?	
Has all required initial training been completed?	
Have further statutory/mandatory training requirements been agreed?	
<b>Date Completed</b>	

Anything else:

And finally ....	Managers Initials
Has your new starter indicated completion of local induction using the self-certify option on Care to Learn?	
Have copies of this Induction Checklists been placed on the employees personnel file?	
<b>Date Completed</b>	

## Occupational Health Checklist for New Employees

Working Well Staff Health and Wellbeing Service.  
Contact: 08004225165 or [www.workingwell2gether.nhs.uk](http://www.workingwell2gether.nhs.uk) Email: [Workingwell@nhs.net](mailto:Workingwell@nhs.net)

Employee's Name:	Location(Area):	
Job Title:	Manager's Name:	Date:

		Yes	No
1	If patient contact or specimen contact immunity needs to be known for TB, chickenpox, measles, mumps, rubella, hepatitis B. Does manager's report of staff immunity indicate appointment is needed?		
	Please inform employee that flu vaccinations are available to staff each year from October to November and to see Working Well website for details of clinics.		
2	Employee should be aware to report symptoms of prolonged cough, weight loss, night sweats and/or coughing up blood, particularly if had any contact with a case of TB. Is the employee aware of this?		
3	Does the employee's role involve driving patients/clients on a regular basis? If yes, has a fitness report from Working Well already been received stating fitness for this role? OR Does a driver medical appointment need to be arranged?		
4	<b>For staff working in Inpatients Units only</b> (Recovery Units are not included) - Has a fitness report from Working Well been received with regard to fitness for PMVA/PBM duties? If not please contact Working Well to arrange appointment ASAP.		
5	Does the employee know what a contamination injury to blood borne viruses is?		
	Discuss who and where it should be reported:		
	• Line Manager		
	• Datix		
	• Working Well		
	• ED out of hours		
	See Working Well website for frequently asked questions regarding contamination injuries.		
6	Does the employee have any problems affecting their skin which may be aggravated by work activities?		
	Are they aware of good hand care practices and to refer to Line Manager and WorkingWell if problems develop? See WorkingWell website for further information.		



7	If night duties are to be undertaken has a health assessment form for employees who work nights been completed? If health assessment required with WorkingWell has this been arranged?		
8	Is the employee aware of other Working Well services?		
	• Hours of service: Mon-Fri 08:30- 16:30		
	• Contact telephone numbers		
	• Satellite clinics		
	• Counselling		
	• Self-referral		
	• Telephone advice		
	• Travel immunisations- (charged service)		
	• General health and wellbeing advice		
	Working Well website with links to forms and services provided including email: <a href="http://www.workingwell2gether.nhs.uk">www.workingwell2gether.nhs.uk</a>		
9	Have you explained reasons why managers may refer employees to Working Well for advice?		
10	If a workstation assessment has been highlighted from the Working Well fitness report has this been arranged/ performed? If further support highlighted from this refer employee to Working Well.		
11	Is the employee pregnant? If so has a maternity risk assessment been completed?		