



Family Nursing & Home Care

Induction Policy and Procedure

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Document Profile

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Statement of Intent

Family Nursing and Home Care (FNHC) is committed to providing a high quality service to its patients/clients through effective management and development of all its employees and believes that an effective induction programme is an essential element of this. The purpose of induction is to ensure the effective integration of staff into or across the organisation for the benefit of both parties. This will be achieved through a combination of Corporate and Service Specific induction programmes. The induction process will also provide information on the charitable status of the organisation and how employee's become an advocate for the organisation.

Scope/Responsibility

This policy applies to all employees and volunteers within FNHC and is particularly relevant to new starters and members of staff who are returning to work after a long period of absence from the workplace (in excess of 9 months).

The policy also applies to volunteers and bank/temporary employees whose contract is expected to last in excess of 6 months.

For employees who are likely to work for less than 6 months, managers must ensure that the relevant aspects of a Service Specific Induction are followed. If staff are to be employed with the organisation for longer than six months they are expected to complete the Corporate Induction programme and receive a Service Specific Induction.

Process

Employees are required to:

- complete both Corporate and Service Specific induction programmes when requested to do so by their manager

Line Managers are responsible for:

- ensuring employees complete both Corporate and Service Specific Induction programmes within 6 months of their start date.
- ensuring that adequate time is provided to allow employees to attend the induction programmes.
- compiling an induction programme format prior to the employee's start date/return to work.
- ensure that the induction templates are completed and signed off as this will be kept within the staff members personnel file.

Attending Induction

It is compulsory for all employees to attend all elements of the induction programme within 6 months of their start date.

Employees who are returning from long periods of absence should also undertake an induction programme upon their return to the workplace in order for them to become

acquainted with any changes that may have occurred during their absence. This may involve Corporate and/or service specific induction. The employee and their line manager will discuss what arrangements are appropriate and present these to HR for recording within the employee's personal file.

There are two different elements to the induction programme as follows:

Corporate Induction

Corporate induction provides employees with information about the organisation and its objectives and provides an overview of the various departments.

A content programme is attached as Appendix 1.

Managers must ensure that all new starters are booked in to meet with the manager or their nominee of the various departments. Where possible, arrangements will be made via the HR department, for a group of new starters to attend the overview of departments.

Corporate Induction must be completed within 6 months of the start date.

Service Specific Induction

The induction must be provided by the line manager (or other suitable member of staff within the department) and must provide information, guidance and support to the employee to learn the role into which they have been appointed / returned. Each manager has responsibility for developing an induction programme for employees within their area.

The Induction templates provide guidance on the core events that should take place. The list is not exhaustive and any enhancements to the programme should be recorded.

Quality Standard Applicable

No. 9 – Requirements Relating to Workers

People are kept safe, their health and welfare needs are met, staff are competent to carry out their work, are properly trained, supervised and appraised.

Appendix 1

Corporate Induction Checklist – to be completed in conjunction with your line manager

Subject	Who's Responsible	Date Completed	Initialed Employee
Welcome to organisation	CEO/Senior Manager or Nominee		
Clinical Governance Overview	Divisional Manager or Nominee		
Finance & Corporate Services overview	Finance Director or Nominee		
Handling Confidential Data/Information	Information Governance Officer		
Fund raising overview	Fund Raising Officer		
Child & Family Services overview	Operational Lead or Nominee		
District Nursing Services overview	Operational Lead or Nominee		
Home Care Support Services overview	Operational Lead or Nominee		
Education & Development overview	Education & Development Co-ordinator		

Please place a copy of this completed Induction Checklist in the employee's personal file

Appendix 2

Induction Checklist – to be completed in conjunction with your line manager

Workplace Arrangements	Who's Responsible	Date Completed	Initialled Employee
Introduction to work colleagues	Manager or nominated colleague		
Tour of working area, building & car parking arrangements			
Job role / duties discussed			
Location of Organisational policies and procedures			
Issue of <ul style="list-style-type: none"> • Door keys – Premises Officer • Uniforms/nurses bag – Line Manager • Mobile telephone/bleep – Statistics Officer • Car Park permits – Line Manager 			
Hours of work , Record keeping, Time Sheets, Activity Recording, Mileage forms, Annual Leave form etc.			
Use of equipment / supplies ie. Photocopier, fax etc.)			
FN&HC Strategy & Business Plan / Organisational Structure			
Catering facilities (kitchen; tea/coffee making facilities)			
Communication : Notice Boards, newsletters, website, email, team meetings			
Identify mandatory training relevant to role and arrange attendance (Moving & Handling/Fire Safety)			
Infection prevention & control requirements			
Adrenaline Holders/users Inform Ed & Dev Dept of requirement to be a holder and/or user Supply Adrenaline if applicable providing all criteria met			
Health & Safety Arrangements			
Fire Procedures (fire drill, fire alarm, fire exit and assembly point)	Manager or nominated colleague		
Fire extinguishers (location of equipment / extinguishers)			

Fire Wardens			
First Aiders & First Aid Box			
IT, Equipment etc. Arrangements			
IT access, email account & telephone/voicemail set up	Information Governance Officer		
Confidentiality/Data Protection Training arranged			
IT training arranged			
Issue of Diary			
ID Badge			
Completion of New Starter Forms etc.			
Conditions of employment explained (starting salary, increments, probationary and notice periods etc. Received and read contents of Staff Handbook	HR Department		
Absence notification (reporting arrangements / sick pay / sickness certificates			
Confirmation/Copy of Professional Registrations for Personal File (if applicable)			
Copies of qualifications for personal file			
Check CRB clearance received			
Completion of new starter paperwork/forms/payroll			
Car user details – Registration, Insurance, etc.			
Policies & Procedures explained			
Code of Conduct / Declaration of Interests	Manager or nominated colleague Individual's responsibility to understand and ask questions etc.		
Disciplinary Policy			
Grievance Policy			
Information Governance Policies			
Sickness & Absence Policy			
Equality & Diversity Policy			
Bullying & Harassment Policy			
Alcohol & Substance Misuse at Work Policy			

Capability Policy			
Child Safeguarding Policy			
Adult Safeguarding Policy			
Hand Hygiene and the use of Personal Protective Equipment Policy & Procedures			
Infection Prevention & Control Policy			
Other policies & procedures that are applicable to job area/role			

Please place a copy of this completed Induction Checklist in the employee's personal file