



Family Nursing & Home Care

Health Care Induction Procedure

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Document Profile

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1.0 Statement of Intent

FNHC recognises the importance of the induction process for introducing new Health Care Assistants (HCAs) into the organisation, to assist them to work effectively, efficiently and safely.

2.0 Scope/Responsibility

This procedure applies to all staff who are involved with HCAs during:

- the recruitment and selection process
- the probationary / 6 month induction period

3.0 Process

The induction procedure begins during the recruitment phase (see recruitment and selection procedure). At interview all candidates will be informed of:

- the dates of the induction programme on which they have a place
- the expectation of the organisation that they will complete the induction programme

The induction programme will consist of two parts:

PART 1

- classroom sessions (appendix 1)
- 3-5 shifts accompanying a registered nurse or SHCA
- 5-7 shifts accompanying a HCA qualified to a minimum NVQ level 2 who has been identified by the Home Care Locality Coordinator (HCLC) as appropriate for this role

NB. The HCA must work a **minimum** of 10 shifts in total.

Following completion of part 1 the HCA may work alone with appropriate clients and good support and supervision if all the following people agree:

- Home Care Locality Co-ordinator
- Supporter
- HCA

It will be the responsibility of the Home Care Locality Co-ordinator to co-ordinate this process and complete the 'Able to Work Alone' form (appendix 2). This form is to be kept in the HCA's personal file

PART 2

The Home Care Locality Co-ordinator will be responsible for:

1. co-ordinating the allocation of a registered nurse / Sen HCA to act as a 'Supporter' during the 6 month probationary period
2. carrying out a review of the HCA's progress at 3 months following discussion with:
 - Supporter
 - Health Care Assistant

completing the '3 month review' form (appendix 3) ensuring that it is filed in the HCA's personal file

3. co-ordinating agreement to end the HCA's induction

The 'Supporter' will be responsible for:

1. discussing with the HCA the competency framework and advice and guidance on it's use
2. assess the HCA's knowledge and understanding of the key skills in caring by reviewing the Health Care Assistant's reflective accounts of learning documents which are part of the 'Guidelines for Caring in the Community' pack.
3. monitoring the progress of the HCA in accessing training and assessment of competencies by appropriate designated persons.
4. organising meetings with the HCA at regular intervals during the probationary period (minimum of once a month)
5. completing the 'Meeting with Supporter' form (appendix 4) documenting any agreed action for the HCA to take.

The Health Care Assistant will be responsible for:

1. accessing training and assessment of competencies from appropriate designated persons
2. completing the reflective accounts of learning for all the sections of the Guidelines for Caring in the Community pack.
3. attending meetings with the 'Supporter' and carrying out any agreed action plans
4. retaining the 'meeting with Supporter' form and returning it to their Supervisor at the end of the probationary period

END OF INDUCTION

The following criteria must be met:

- part 1 completed
- a minimum of six month induction period completed
- all competencies achieved following training and assessment that have been practically possible

Throughout the induction process every effort should be made to enable the HCA to achieve all their competencies and meet all the criteria for successful completion of the induction programme. It will be the responsibility of the Home Care Locality Co-ordinator in collaboration with others who are involved to set reasonable time limits for successful completion of all steps of the induction procedure. Where appropriate it may be necessary to refer to the Capability Procedure.

Quality Standard Applicable

No 16. – Supporting Workers

People are kept safe and their health and welfare needs are met by competent staff who are properly trained, supervised and appraised.