Induction Policy

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Name of originator/author:	Tina White
Name of responsible committee/individual:	Employment Policy Group
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Distributed via:	Website

Lincolnshire Community Health Services NHS Trust

Induction Policy

Version Control Sheet

Version	Section/ Para/ Appendix	Version/Description of Amendments	Date	Author/Amended by
1		NHSL Existing policy amended to show LCHS changes	06/08/2010	Tina White
1.1	Whole document	Policy realigned following implementation of the Transforming Community Services and new legal entity	March 2011	Rachael Ellis-Ingamells
1.2	Whole Document	Policy reviewed by Employment Policy group – Review date extended as no changes identified	4 August 2011	Rachael Ellis-Ingamells
1.3	Page 15 & 17	Amended following organisational change	October 2011	Rachael Ellis-Ingamells
1.4	Whole Document	Amended following organisational change	October 2011	Rachael Ellis-Ingamells
1.5	Appendix A	Remove Induction from form	September 2012	Rachael Ellis-Ingamells
1.6	Whole Document	Change of CE name and extension of 3 months to allow for forthcoming chgs to be agreed	July 2014	Karen Stinson
1.7	Whole Document	Extension agreed	November 2014	Karen Stinson
2	Whole Document	Full Review	March 2015	EPG
2.1		Extension agreed	March 2017	EPG
3	Whole Document	Full review of policy	March 2017	Lyndsey Clapham

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Policy Statement

Background	The organisation recognises the importance of an effective induction for new employees. A robust mandatory core induction programme containing both corporate and local elements ensures that the employee receives vital information, knowledge, skills and essential ICT equipment to ensure that they are adequately equipped to carry out the duties of their post.
Statement	The organisation has a legal obligation to ensure that risks are minimised and neither the staff nor the organisation are unnecessarily exposed to hazardous situations, which may result in harmful litigation, and both human and financial cost. The aim of this policy is to ensure that all new staff and staff on training placements are fully equipped for the challenges of their new post, that they are welcomed into the organisation and embrace the corporate vision, values and culture. It is hoped that the staff induction process will be a positive experience, which will foster good will on both sides and lead to a constructive working relationship.
Responsibilities	Workforce Services will ensure that all new staff are booked on to the next available 'core' corporate induction session The Director of Workforce and Transformation has overall responsibility for monitoring compliance with this policy and to advise the Board of its effectiveness. The Workforce Services in conjunction with the Training and Education team will ensure that there is adequate provision on corporate induction for all new starters and will organise and facilitate the corporate 'core' induction programme. The line manager is responsible for the allocation of a 'support buddy' to each new employee, who will act as a guide and adviser to the new staff member.
Training	The purpose of the induction programme is to facilitate, revalidate existing and impart new skills and knowledge in line with the Core Skills Framework that are essential to the individual's post, addressing core principles of working for the organisation.
Dissemination	Website
Resource implication	The resource implications are the cost of new employees travelling to Trust HQ, the cost of servicing the training suite and refreshments, the continuous development of materials essential to deliver the course.

Lincolnshire Community Health Services NHS Trust

Induction Policy

1.   Introduction

The organisation recognises the importance of an effective induction for employees new to the organisation. A robust mandatory induction programme containing both corporate and local elements ensures that our employee's receive vital information, knowledge, skills together with Information Communication Technology (ICT) equipment, to ensure that they are adequately equipped to carry out the duties of their post.

The organisation has a legal obligation to ensure that risks are minimised and neither the staff nor the organisation are unnecessarily exposed to hazardous situations, which may result in harmful litigation and both human and financial cost.

The aim of this policy is to ensure that new employees of the organisation and staff on training placements are not only fully equipped for the challenges of their new post, but that they are welcomed into the organisation and embrace its culture. It is intended that the staff induction process will be a positive experience, which will foster good will on both sides and lead to a constructive working relationship.

The organisation will promote an awareness of this policy to all its employees working within the organisation and will audit both corporate and local induction data for compliance via Workforce Services.

Inherent within all of its practices this organisation is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.

This policy aims to ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability, age or trade union membership, or is disadvantaged by conditions or requirements which are not justified by the job.

2.   Responsibilities under the policy

2.1   Responsibilities of LCHS Management Board

To ensure that the policy is applied throughout the organisation through its Chief Executive Senior Management Team, General Managers, Line Managers and Employees.
To regularly review the effectiveness of the policy, in consultation with Joint Consultative Negotiating Committee (JCNC) staff side representatives.

To develop procedures and guidance as required and support the implementation of both the policy and associated legislation.

The organisation has a responsibility to ensure that all staff are made aware of their responsibilities under this policy and that they are able to freely refer to copies of this policy and associated procedures and guidance, facilitating active compliance with this policy.

The organisation has a responsibility to ensure that employees comply with the standards set by this policy (and associated procedures and guidance) and to deal with incidents of behaviour that do not meet these standards.

In addition, the organisation expects that individual line managers will also conduct a 'local' induction within the workplace.

2.2 Responsibilities of the Director of Workforce and Transformation

The Director of Workforce and Transformation has overall responsibility for monitoring compliance with this policy and to advise the Chief Executive and Senior Management Team on the effectiveness of this policy. In addition, the responsibility lies with the Director of Workforce and Transformation to recommend revisions and developments of this policy and associated procedures and guidance as appropriate

2.3 Responsibilities of Workforce Services (including the Training and Education team) and Line Managers

Through the recruitment process, Workforce Services will ensure that all staff new to the organisation are booked onto the earliest available corporate 'core' Induction Programme, which runs on a monthly basis and is deployed on the second working Monday of each month.

The programme operates for a minimum of 3 working days and a maximum of 9 working days, depending on the individual's role. New employees will understand the duration of their course, which will be confirmed by the Training and Education team.

It is imperative that the induction programme is started on the employees first day of work and should be completed in full as per the programme schedule. This must be documented on the induction programme attendance list; if non-attendance occurs, the Training and Education team will inform Workforce Services and Payroll Officer immediately.

Workforce Services will notify all new starters, via the offer letter, that is it essential that they attend the 'core' corporate induction programme on their first working day within the organisation.

A copy of the completed 'face to face' element of the induction programme will be recorded and returned to Workforce Services by the Training and Education team.

Employing managers will notify the Workforce Services Team following the mandated interim appraisal and completion of the six month probationary period using the approved forms.

Information will be audited and will form the basis of reporting to the organisation's Senior Management Team for ensuring compliance with the NHSLA Risk Management Standard for health organisations. A copy will be retained on the employee's personal file/ Electronic Staff Record (ESR)

The line manager is responsible for ensuring a local induction is carried out within the workplace which will compliment and confirm the knowledge and skills previously learned at the trust core induction programme (as outlined above) and facilitate the application of those 'learned skills' into practice over a period of time. Appendix A should be completed and returned to Workforce Services to evidence this action.

The line manager is also responsible for the allocation of a 'support buddy' to each new employee, who will act as a guide and adviser to the new staff member.

The Training and Education team will ensure that there is adequate provision on the corporate induction programme for all new starters and will organise and facilitate the corporate induction programme. The Training and Education Team will notify Workforce Services and a Payroll officer of non-attendance.

The Training and Education team will also monitor and report on completion of the 'core' induction programme via Workforce Services.

Workforce Services are responsible for maintaining appropriate systems to monitor the effectiveness of this policy, and to provide monitoring reports for the organisation's Chief Executive and Senior Management Team and for consultation with the Joint Consultative Negotiating Committee (JCNC) staff side representatives.

2.4 Responsibilities of all employees (including self-employed individuals working for the organisation)

All LCHS employees will act at all times in accordance with this policy.

All new staff including Medical staff who are employees of LCHS or self-employed must attend the full corporate induction programme on the date that they have been allocated.

Once new staff have completed their 'core' induction programme it is expected that line managers will conduct a 'local' induction within the workplace, facilitating local 'orientation' and provision of support to enable the new employee to 'apply' the skills learned through attendance at the 'core' induction programme; this will be further supported by the training passport and locally identified 'work-place buddies'.

Line managers must ensure that all staff new to the organisation attend their corporate induction which is their first working day within the organisation.

Information relating to staff, who do not attend their corporate induction will be reported to the stakeholders as listed previously in this policy. Managers who do not return local induction checklists within 6 weeks of the new starter commencing will be e-mailed to remind them of their responsibility. If the checklist is still outstanding after 2 months this will be reported to General Managers as a risk to the organisation.

3.   Legislative and statutory requirements

This Policy is based on, and aims to ensure compliance with the following legislation/good practice:
- Health & Safety at Work Act 1975
- EOC/CRE/DRC good practice
- NHS Litigation Authority Risk Management Standard for PCTs
- ACAS Advisory booklet – recruitment and induction – www.acas.org.uk
- The Skills for Health Core Skills Framework (CSTF)

4.   Induction arrangements

4.1   Corporate Induction

The appointing manager will ensure that new employees are made aware of the Induction Policy upon joining the organisation and confirm their start date; the first working day should be day one of their corporate induction training. This information will also be contained within the email sent by the Training and Education team containing the details of requirements within the induction programme.

The first 3-9 working days within the organisation will be conducted by attendance at the core induction programme, depending on the requirements of their role.

The organisation's corporate induction will include facilitated sessions for all mandatory elements as per Health and Safety Executive requirements and NHS Litigation Authority risk management standard requirements, together with Care Quality Commission (CQC) Standards and will include the following:

- Basic Life Support for Adults & Children
- Infection Prevention & Control
- Moving & Handling
- Fire Safety
- Risk
- Health, Safety & Wellbeing inc Risk Management
- Equality & Diversity
- Safeguarding Adults
- Safeguarding Children
- PREVENT WRAP
- Information Governance
- Conflict Resolution Training
- Electronic record keeping (SystmOne)
- Electronic Staff Record (ESR)
- Receiving and using your essential ICT equipment

Whilst it is necessary for the mandatory elements to take precedence, other information needs to be available for all staff in order to make informed contractual decisions at the commencement of employment and this will be provided as additional documentation (via pod/vod/vidcast or URL to the NHS core learning unit - CLU) which individuals will be expected to appraise and complete.

The corporate induction programme is evaluated and reviewed monthly ensuring that recommendations and current issues are addressed quickly and effectively. The use of new developments in training delivery e.g. E-learning may be used to substitute more traditional training methods where appropriate

The length of the corporate induction will vary depending on the staff group / role. The minimum attendance is 3 working days and the maximum is 9 days. All staff must attend all specified sessions for their occupation.

Staff may also need to attend other mandatory training, depending on their role, and managers should seek advice from the Training and Education team as to what additional training specific posts require. This information will be updated as and when required, to reflect statutory requirements and local policy. A training matrix is available on both the organisations and Trust website, to guide staff and managers on appropriate training for specific posts.

4.2   Local Induction

Line managers are responsible for ensuring that all new staff (permanent, temporary and self-employed individuals working for LCHS) receive a comprehensive local induction, guided by the local induction checklist and relevant site inductions (Appendix A).

The local induction, including any relevant site induction, should be completed on the first day of attending the workplace, irrespective of the corporate (core) induction programme.

The line manager is responsible for completion and return of the local induction checklist to Workforce Services for monitoring. A copy will be retained on the employee's personal file. The line manager may delegate elements of the local induction where appropriate and record this on the induction checklist.

The line manager is responsible for the allocation of a 'support buddy' to each new employee, who will act as a guide and adviser to the new staff member.

5. Associated trust procedures and guidance

- Recruitment & Selection Policy and Procedure
- Equality & Diversity Policy
- Your Performance Matters Appraisal Policy

6. Equality of access

The organisation is committed to ensuring that staff are not subjected to discrimination in recruitment, promotion, access to training and career advancement, and as such invites requests from all staff attending training to identify any support they may require with special needs.

Workforce Services and line manager needs to identify any support required in order that individuals can fully participate in the induction and not feel discriminated against in any way. If Workforce Services and / or line managers do identify specific needs for an individual, then a member of Workforce services will contact the individual to discuss confidential support for that individual. 'Skills for Life' issues will be addressed at this time and additional support mechanisms put into place.

All staff new to the organisation, irrespective of working patterns, should benefit from both a corporate (core) and local induction. Some groups have specific needs:

Graduate trainees, shift workers, people returning from long term absence e.g. career breaks or maternity/parental leave, specialist trainees, directors, temporary staff, contractors, part-timers, job-sharers, transferred staff, secondments, school/college leavers, employees with disabilities, bank staff and staff from minority groups all require additional elements within their local induction and this should be supported locally by the line manager.

'Reasonable adjustments' to the post and/or the workplace may be necessary to support special needs of some staff and this should be planned well in advance of the post holder commencing work.

Managers are encouraged to consult the Senior HR Business Partner for additional guidance with the above staff groups, should this be necessary.

7. Benefits of an effective induction programme

- The organisation is actively investing in its staff, enabling individuals to gain 'essential skills' training BEFORE they commence in the workplace

- Training is well defined, the organisation is enabling new staff to undertake their training over a period of six months, supported with a practice
- Staff will have the 'essential' SystmOne, moving and handling and resuscitation skills before they start their 'day support buddy'.

- The e-Learning undertaken is via nLMS, which provides the evidence of completion, which can easily be accessed for the individual's six month review and interim appraisal

- The benefits of continual informal support through 'workplace buddy' at the 'coal-face'

- Staff will no longer have to wait long periods of time to receive their ICT equipment or their 'essential' skills training (e.g. SystmOne)

- The IT 'Kit' is built and made available for the new member of staff to receive at induction (day 3)

- IT accounts are activated, so that new staff have a live e-mail account before they complete their induction programme

- Essential skills training has been prioritised

- Corporate risk is minimised

- Staff compliance with NHSLA standards is increased

- Staff understand their role within the organisation and are actively supported in cultural integration

- Increased motivation and morale

- Staff feel valued by the organisation's investment in them

8.   Lifelong learning and appraisal

Lincolnshire Community Health Services NHS Trust is committed to supporting staff with lifelong learning and ensuring access for all to an annual appraisal and a personal development plan.

For individuals new to the NHS, the development review process should begin as soon as they start their new post during their induction period. Where it is a new post, this will help shape the individual's development needs, and should be discussed during the first 2 weeks in post as part of the local induction. The staff member will then be able to start developing knowledge and skills specific to their role,. To support the individual in their first year, an additional appraisal review is planned after 6 months in post, enabling additional support and training before the main annual appraisal.

9.   Monitoring and Review

Lincolnshire Community Health Services NHS Trust recognises the need to monitor the effects of policies, procedures and practices in order to assess achievement and statutory compliance and as a result this policy and associated procedures and guidance will be kept under review, and action taken to redress any areas where the Policy has not been applied or where risks have not been managed effectively.

The organisation will promote an awareness of this policy to all its employees working within the organisation, and will audit both corporate and local induction data for compliance.

The Education and Training team will notify Workforce services of non-attendees who will notify the employing manager of non-attendance.

The Education and Training team will also monitor and report on completion of the 'core' induction programme.

Monitoring table for Corporate Induction

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/ audit	Responsible for review of results	Responsible for development of action plan	Responsible for monitoring of action plan
All new starters have completed corporate induction	ESR reports	Workforce and Transformation Department	Annual Report	Operational Programme Development Board	Workforce and Transformation	Operational Programme Development Board

Monitoring table for Local Induction

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/ audit	Responsible for review of results	Responsible for development of action plan	Responsible monitoring of action plan
All new starters have completed the local	Checking staff P-files for completed	Workforce Services Team	Annual Report	Operational Programme Development Board	Workforce and Transformation	Operational Programme Development Board

induction	local induction checklists.					

Lincolnshire Community Health Services **NHS**

NHS Trust

Appendix A   **New employee checklist**

<u>STAFF IN CONFIDENCE</u>

NEW EMPLOYEES CHECKLIST

Name…………………………………………………………………………

Post………………………………………………………………………

Band………………………………………………………………………

Work base …………………………………………………………………

Date Commenced ……………………………………………………..

To be completed by Line Manger/Supervisor with New Employee on first day of duty and action points to be documented.

A	ITEMS TO BE DISCUSSED (Where Applicable)	Tick as applicable	Agreed Actions Required Target Dates Comments
1.	Notification of change of personal circumstances (EF2) eg. Name, marital status, civil partnership status, next of kin, address, telephone number etc.		
2.	Uniforms, Protective Clothing/Protective Equipment		
3.	Keys / Security Access Codes		
4.	Bleep/Radio Pager/Mobile Phone/Lap Top		
5.	Other items – please specify		

			Agreed Actions

B	INTRODUCTIONS & EXPLANATIONS	Tick as applicable	Required Target Dates Comments
1.	Introductions to immediate work colleagues and working environment (include site plan if available)		
2.	Explanation of fire regulations e.g., Evacuation procedures, raising alarm, location of fire exits, appliances etc.		
3.	Explanation of security arrangements, e.g., Building security, personal safety, security of personal belongings and loss/theft procedure.		
4.	Staff Facilities: - Toilet - Rest & Refreshments - Coat/Lockers - First Aid – Nominated Person - Parking		
5.	Location of public telephones & postal arrangements, notice boards & rules regarding use of NHS telephones.		
6.	Working hours and arrangements including flexi time		
7.	Confidentiality of information, re Patients, Staff and Organisation Business		
8.	Introduction to website, Shared Knowledge & Information (SKI) (ski.lincolnshire.nhs.uk/LCHS/forms/allItems.aspx) and Freedom of Information Publication Scheme – (expectation that individual responsible officers' names will be published and available to members of the public as part of the publication scheme).		

C	EXPLANATION OF CONDITIONS POLICIES/PROCEDURES	Tick as applicable	Agreed Actions Required Target Dates Comments
1.	Check job description has been issued and fully explained.		
2.	Overtime, on-call, stand-by arrangements, time owing (if applicable)		
3.	Explanation of your Performance Matters discussed and 6 month appraisal meeting scheduled. (see footnote on page 7)		
4.	Explanation of local Workforce Development Policy, on-line Training Directory and process for accessing learning and development, including completion of T1's for external training conferences.		
5.	Annual Leave – entitlement, when and how to take it and issue Annual Leave Record Card Bank and Statutory Holidays		
6.	Sickness reporting and certification requirements Absence, punctuality and attendance		
7.	Health and Well-being Improving Working Lives – talk through the organisation's approach to valuing staff, balancing work and home life ethos and flexible working policies.		
8.	NHS / Organisation General Conditions of Employment - contractual obligations		

		Tick as applicable	Agreed Actions Required Target Dates Comments
9.	Pay – Completion of time sheets if appropriate Method of payment e.g., how, where and when Pay enquiries Pension arrangements & Handbook		
10.	Consent for undertaking additional paid employment		
11.	Standard of appearance and behaviour expected towards patients/clients/members of the public		
12.	Explanation of relevant financial processes including: • provision of procedure notes • completion of Authorised Signatory Form • standing Orders and Financial Instructions		

D	STAFF FACILITIES/BENEFITS	Tick as applicable	Agreed Actions Required Target Dates Comments
1.	Trade Unions/Professional Staff Associations, Membership & Consultative/Bargaining machinery in the Organisation		
2.	Personal/Work Problems Manager, Occupational Health, Staff Counselling Service, Human Resource Department		
3.	Childcare and Carer Coordination Service. For further information visit http://ski.lincolnshire.nhs.uk/LCHS/forms/alltems.aspx		

E	RECORDS MANAGEMENT STANDARDS	Tick as applicable	Agreed Actions Required Target Dates Comments
1.	Awareness of Records Management Policy		
2.	Detail of the type of records kept within the work area. What is a record? Not just manual files.		
3.	Advice on matters of information security and confidentiality		
4.	Advice on how records should be completed – black ink, legible, factual, abbreviations etc		
5.	Advice on who is able to enter information into a record		
6.	Implications of Data Protection Act 1998 and Freedom of Information Act 2000		
7.	Signature record completed for clinical record keeping		
8.	Advice on the storage of records		
9.	Archiving and destruction of records		
10.	Creating a new record – check to see if other records already exist		
11.	Professional codes of conduct for records management		

SIGNATURE OF EMPLOYEE…………………………………………………………………….….......

DATE ……………………………………………………………….…………………………...………

SIGNATURE MANAGER/SUPERVISOR……………………………………………………..…….

POST HELD …………………………………………………………………………….…..…..…

DATE ……………………………………………………………………….…………..………..……

Completed Checklist should be returned to:
Workforce Services at Beech House *within 2 weeks of employee commencing employment*

Compliance with the above will be audited by the Workforce Services

Appendix B   Corporate Induction Process

Ensuring all new permanent staff complete corporate induction

```
                    ┌──────────────────────────┐
                    │  Corporate induction     │
                    │  training completed      │
                    │  notified by the Training│
                    │  and Education team      │
                    └──────────────────────────┘
        ┌──────────┐                        ┌──────────┐
        │   Yes    │                        │    No    │
        └──────────┘                        └──────────┘
             │                                   │
        ┌──────────┐         ┌─────────────────────────────┐
        │ Update   │         │ Manager contacted via       │
        │ ESR      │         │ E-mail to advise of         │
        └──────────┘         │ sections not completed.     │
             │               │ Arrangements made to        │
        ┌──────────┐         │ attend the required         │
        │  Close   │         │ elements in next month      │
        └──────────┘         │ induction                   │
                             └─────────────────────────────┘
                                          │
                             ┌─────────────────────┐
                             │ Incomplete          │
                             │ elements            │
                             │ completed           │
                             └─────────────────────┘
```

Yes

No

ESR updated

Highlighted to relevant HoS & AD HR

Close

HoS/AD HR remedial action process instigated

Process: New permanent staff booked onto corporate induction/follow up of DNA's

```
                                    ┌─────────────────────┐
                                    │ Appointing manager  │─────────┐
                                    │ verbally offers post│         │
                                    │ to candidate        │         │
                                    └─────────────────────┘         │
                              ┌───────────┘                         ▼
                              │                        ┌───────────────────────────┐
                              ▼                        │ Candidate verbally accepts │
                  ┌──────────────────────┐             │ post                       │
                  │ Candidate verbally   │             └───────────────────────────┘
                  │ declines post        │                         │
                  └──────────────────────┘                         ▼
                              │                        ┌───────────────────────────┐
                              ▼                        │ Manager liaises with       │
                  ┌──────────────┐                     │ Workforce Services to      │
                  │ Closed       │                     │ source induction date      │
                  └──────────────┘                     │ nearest to period of notice│
                                                       └───────────────────────────┘
                                                                   │
                            ┌──────────────────┐                  ▼
                            │ Candidate declines│◄───── ┌───────────────────────────┐
                            │ post              │       │ Written offer letter sent by│
                            └──────────────────┘        │ Workforce Services to      │
                                                        │ candidate                  │
                                                        └───────────────────────────┘
                                                                   │
                                                                   ▼
                                                        ┌───────────────────────────┐
                                                        │ Candidate accepts post     │
                                                        └───────────────────────────┘
                                                                   │
                                                                   ▼
                            ┌──────────────────┐        ┌───────────────────────────┐
                            │ Candidate does not│◄────── │ Candidate asked to make    │
                            │ make appointment  │        │ appointment with Workforce │
                            └──────────────────┘         │ Services within 2 weeks    │
                                     │                   │ receipt of letter          │
                                     ▼                   └───────────────────────────┘
                            ┌──────────────────┐                   │
                            │ Workforce Services│                  ▼
                            │ chase candidate   │─────► ┌───────────────────────────┐
                            └──────────────────┘        │ Candidate makes appointment│
                                                        └───────────────────────────┘
                                                                   │
                                                                   ▼
                                                        ┌───────────────────────────┐
                                                        │ Candidate arrives for       │
                                                        │ appointment, brings relevant│
                                                        │ documentation and is notified│
                                                        │ of Induction date, time,    │
                                                        │ venue and expected module   │
                                                        │ attendance                  │
                                                        └───────────────────────────┘
                                                                   │
                                                                   ▼
                                                        ┌───────────────────────────┐
                                                        │ Line manager contacts       │
                                                        │ candidate to confirm        │
                                                        │ induction details and       │
                                                        │ modules of attendance       │
                                                        └───────────────────────────┘
                                                                   │
                                                                   ▼
            ┌────────┐                               ┌───────────────────────────┐
            │ No     │◄───────────────────────────── │ Candidate arrives for       │
            └────────┘                               │ induction                   │
                 │                                   └───────────────────────────┘
                 ▼                                              │
   ┌────────────────────────┐                                  ▼
   │ Training and Education  │                        ┌──────────────┐
   │ team notify Workforce   │                        │ Yes          │
   │ Services                │                        └──────────────┘
   └────────────────────────┘                                 │
        │            │                                         ▼
        ▼            ▼                            ┌───────────────────────────┐
  ┌──────────┐  ┌──────────┐                      │ Training and Education team │
  │Senior HR │  │Workforce │                      │ update live excel sheet     │
  │business  │  │Services  │                      │ each day                    │
  │partner   │  │stop pay  │                      └───────────────────────────┘
  │chase DNA │  └──────────┘                                  │
  │and notify│                                                ▼
  │manager   │                            ┌───────────────────────────┐
  └──────────┘                            │ Inform all module trainers │
                                          │ by notification update     │
                                          │ e-mail                     │
                                          └───────────────────────────┘
        ┌────────────────────────────┐                        │
        │ See completion process sheet│◄─┐                     ▼
        └────────────────────────────┘  │          ┌──────────────┐
                                         │          │ ESR updated  │
                                         │          └──────────────┘
                                         │                    │
                                         │                    ▼
                                         │          ┌──────────────┐
                                         └───────── │ Close        │
                                                    └──────────────┘
```

Name of Policy/Procedure/Function* Induction Policy
Equality Analysis Carried out by: Ruth Cocks **Date:**   15th April 2015 **Equality & Human rights Lead:**   Qurban Hussain **Director\General Manager:**   Maz Fosh

*In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.

Section 1 – to be completed for all policies

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	This policy outlines the procedure of induction of new members of staff into the orgransiation and the processes required to ensure statutory regulatory and other responsibilities are met for all.
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? **Please give details**	This policy will affect all staff both permanent and bank staff.
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? **Please give details**	No
D.	Will/Does the implementation of the policy\service result in different impacts for protected characteristics?	No

		Yes	No	
	Disability		no	
	Sexual Orientation		no	
	Sex		no	
	Gender Reassignment		no	
	Race		no	
	Marriage/Civil Partnership		no	
	Maternity/Pregnancy		no	
	Age		no	
	Religion or Belief		no	
	Carers		no	

	If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2

The above named policy has been considered and does not require a full equality analysis

Equality Analysis Carried out by:	Ruth Cocks
Date:	16.4.15