

# Local Induction Checklist



University Hospitals Birmingham  
NHS Foundation Trust

Local induction is an essential part of giving a new starter a warm welcome to your team and helping them to feel like they belong from day one. As a manager, the role you play in this is integral. Please take the time to work through this list with your new colleague on their first day, helping them to get a sense of their new role, the team they will be working with and UHB as a whole. You must sign and date the end of the checklist to confirm all sections have been covered with the new colleague and that they understand fully. This is your opportunity to have a first day check in with your new starter, and for them to ask any questions. If you feel any information below is not applicable to this role, please mark as 'N/A'.

**Two weeks before start date:** to be confirmed with the new starter

IT account and equipment requested via the service portal	
Confirmation of Trust induction details, please see the Education website	
Expected start date, time and location for first day	
Named contact for first day and contact details for the department	
Uniform requested via the intranet (if applicable)	
Confirm bringing photo ID for completion of HR1 form	

**Day one in department:** start completing this form. It is anticipated that it will be completed within two weeks.

**Agenda for Change colleagues:** This document will be used with the Trust appraisal form to set initial objectives and development needs.

NAME	
JOB TITLE	
DEPARTMENT/WARD	
DATE COMMENCED IN POST	
MANAGER / DESIGNATE	
To update their training record please report this induction using one of the unique identifiers below, you can do this on the Education intranet or by following this link <a href="https://education.uhb.nhs.uk/induction/local-induction/">https://education.uhb.nhs.uk/induction/local-induction/</a>	
Payroll number	National Insurance
GMC	NMC

**✓ Please tick off as each activity is carried out:**

<b>INTRODUCTION TO THE DEPARTMENT</b>	<b>Completed</b>	<b>N/A</b>
Overview of departmental structure and introduction to colleagues		
Role and function of your department – including their role within the team		
Housekeeping arrangements (including location of toilets, rest areas, food & drink outlets, lockers, photocopier etc)		
Home working guidelines if applicable to role		
Care of personal property		
Security pass/keys/ access codes		
Identification (ID) badge issued if not already		
Details given re staff parking facilities, cycling, travel scheme and shuttle buses		
Discussed any signage on wards/ depts used to identify what patients can eat and drink with an explanation of each– i.e. Nil by Mouth, Free Fluids, Clear Fluids, Solid foods only, speech and language guidance to safer swallowing, Eating and Drinking.		
Orientate to Resuscitation Equipment		
<b>Pay</b>	<b>Completed</b>	<b>N/A</b>
Pay Dates; Extra duty claims; Expenses; Any other information which may be relevant.		
New Appointment Form completed and returned to the HR department HR 1 form completed and ID check passport or driving licence carried out.		
<b>Communication and Information</b>	<b>Completed</b>	<b>N/A</b>
We support our colleagues to be heard through the following channels <ul style="list-style-type: none"> <li>• Line manager as the first point of contact</li> <li>• Confidential Contacts and Freedom to Speak up Guardian provide a safe space for colleagues to discuss their concerns</li> <li>• CEO and site Connected meetings</li> <li>• Wise council</li> <li>• Staff Networks</li> </ul>		
UHB Intranet site, website, Facebook groups, weekly In the Loop email bulletin, staff notice email updates to all staff		
Location of noticeboards		
Details of team meetings and any other meetings that may be relevant. How communication is cascaded within the team; including regular 1 to 1's		
Welcome events information given		

The Job (including duties and supervision)	Completed	N/A
<p>Agenda for Change colleagues only: Initial Objectives and development to be agreed using the Trust Appraisal form which can be found on the Education intranet site</p>		
<p>Dates set for six-month review, with a formal appraisal 12 months after start date.</p>		
<p>Expectations and standards based on our Trust Values and associated behaviours to include: - Dress code; Customer Service standards; Use of telephone (to include private use)</p>		
<p>Information for People Managers Building Healthier Teams - is an online portal that has been designed for people managers at UHB to provide support, inspiration and a sense of shared experience. The portal is home to Inspiring and practical videos on key skills for leaders, real-life stories from leaders across the organisation, handy resources and guides such as '7 Ways To Get Going As A Team Manager', and quick nudge prompts to help you reset, focus and lead effectively. Link: <a href="http://www.buildinghealthier.co.uk">www.buildinghealthier.co.uk</a>.</p> <p>Welcome to Leadership - is a leadership 101 for colleagues with people management responsibilities. The online programme, developed specifically for UHB, will support leaders at all levels by helping them establish the all-important building blocks to leading an effective team. It comprises seven modules of content that cover the below key principles: Setting a direction, Planning your time, Knowing your people, 1:1s and check-ins, Meeting as a team, Management vs leadership and Reviewing and going again. Whether colleagues are new to management at UHB, new to the Trust entirely, or are long-term managers with a desire to further develop and learn, Welcome to Leadership will help all our people managers improve their approach.</p> <p>All people managers are required to complete the programme, which is accessible from any device with an internet connection, from any location. It's available in multiple formats, so can be watched, listened to or read. Ideally, the programme should be completed within six months. Visit the Welcome to Leadership website and sign up with your @uhb.nhs.uk email address to get started: <a href="https://uhb.welcometoleadership.com/">https://uhb.welcometoleadership.com/</a> If you would like to join our leadership mailing list, please contact <a href="mailto:Leadership@uhb.nhs.uk">Leadership@uhb.nhs.uk</a> to receive details on our upcoming leadership courses and leadership networks.</p>		
HOURS OF WORK	Completed	N/A
<p>Start and finishing times/shift systems/rotas/break times.</p>		
<p>How to request leave, shift preferences and information given on flexible working or on the HR website <a href="https://www.uhb.nhs.uk/hr/flexible-working/">https://www.uhb.nhs.uk/hr/flexible-working/</a></p>		
<p>On call arrangements</p>		
<p>Timekeeping standards;</p>		
HEALTH AND WELLBEING	Completed	N/A
<p>Signposted to the intranet page <a href="http://uhbhome/social-and-personal.htm">uhbhome/social-and-personal.htm</a> where a wide range of support, guidance and advice available. This includes health checks, priority physiotherapy, counselling, travel guidance, financial advice, and staff networks.</p>		

Confirmed that Occupational Health clearance has taken place, and that staff member is aware of any restrictions on the duties they can undertake. If there are any problems with implementing the advice given this is to be discussed as part of this induction with manager or occupational health as soon as possible.		
Reasonable Adjustments, Disability or Long-Term Health Conditions, including Neurodiversity and Mental Health conditions. We encourage staff to share their disability on ESR. Please discuss any disability or long-term health condition that you wish to disclose and any support that you would benefit from with your line manager. Refer to the guidance for the implementation of workplace adjustments for disabled staff and staff with long term health conditions documents for more information, signposting and support. This can be found under policies and procedures tab on the intranet. Or contact <a href="mailto:workplaceadjustments@uhb.nhs.uk">workplaceadjustments@uhb.nhs.uk</a>		
<b>LEAVE/ABSENCE</b>	<b>Completed</b>	<b>N/A</b>
Procedure for reporting absence (to include emergency situations)		
Process to request time for attending doctors, dentist, jury service etc.		
Annual leave request process and holiday entitlement		
Signposting to HR policies and procedures: Annual Leave Sickness Absence and Attendance Work life Balance		
<b>TRAINING AND EDUCATION</b>	<b>Completed</b>	<b>N/A</b>
Check Corporate induction fully completed on Moodle		
Easylearning - please check easylearning account for any additional training		
Details of training and development opportunities – signposting to Education intranet site and other training that may be relevant		
<b>FIT TESTING</b>	<b>Completed</b>	<b>N/A</b>
Fit testing of FFP3s for a safe fit is required by law. Line managers are responsible for ensuring their staff have received fit-testing and individual team members are responsible for ensuring they only use the mask type which they have been fit tested for and passed. Fit testing has two elements: <ul style="list-style-type: none"> <li>• Moodle course Fit Testing Theory</li> <li>• Once the Moodle course is completed please book a place on easylearning Fit Testing – Booking Course</li> </ul> Both moodle and easylearning can be found on the intranet. If the new starter does not have an account on easylearning please contact the team by emailing <a href="mailto:fittesting@uhb.nhs.uk">fittesting@uhb.nhs.uk</a> Please see the intranet pages FFP3 mask fit testing myth for more information.		
<b>RISK MANAGEMENT POLICY AND PROCEDURES</b>	<b>Completed</b>	<b>N/A</b>
How to access guidelines, policies, procedures, and standards required		
How to report a hazard/ how to report accidents and incidents		
Awareness of: - <ul style="list-style-type: none"> <li>• Safe moving – manual handling</li> <li>• Slips, Trips and Falls</li> <li>• Safe use of equipment</li> <li>• Needlestick injuries</li> </ul>		

FIRE PREVENTION/BOMB THREATS	Completed	N/A
<ul style="list-style-type: none"> <li>• Fire appliances- locations shown.</li> <li>• Fire Exits, alarms Continuous / Intermittent), drills explained, Personal Emergency Evacuation Plan (PEEP).</li> <li>• Responsibility for patients</li> <li>• Fire policy and prevention</li> <li>• Bomb alert procedure.</li> <li>• Major incident procedure.</li> <li>• In-Hospital emergency call procedure (Fire &amp; Medical Emergency)</li> <li>• Security, Violence and aggression</li> </ul>		
HEALTH AND SAFETY	Completed	N/A
The new staff member has read the Health and Safety pages which can be found on the intranet		
Lone working		
Discussed COSHH – The Control of Substances Hazardous to Health Regulations and to identify policies additional training that are relevant to workplace or role – an example would be Formalin transport and use.		
Waste disposal		
DSE assessment completed, including homeworking assessment if applicable		
Departmental first aider(s) names and Location and use of first aid boxes		
New starters to review other health and risk assessments for their area of work such as slips/trips/falls, First Aid, Night shift worker, Thermal comfort.		
Informed of spill kits in the area		
INFORMATION MANAGEMENT AND TECHNOLOGY	Completed	N/A
How to access IT Support		
Use of bleep system		
Laptops		
Trust issue mobile phones		
Security and Confidentiality		
<p>It is the Managers duty to ensure the correct IT and Clinical Systems Training has been undertaken as per role for systems such as</p> <ul style="list-style-type: none"> <li>• Clinical Portal</li> <li>• Oceano - PAS</li> <li>• Electronic Prescribing - PICS</li> </ul>		

MEDICAL DEVICES	Completed	N/A
<p>The Trust is committed to providing high quality patient care within a safe environment. Medical devices are a key element in the delivery of patient care.</p> <p>The Trust has implemented a process of risk classification and colour coding of medical devices in order to recognise risk, prioritise training and provide guidance for staff.</p> <p>In order to minimise risk, the Trust policy states that you do not use any medical device unless you are competent to use*.</p> <p>It is the responsibility of all employees to read and comply with the Trust Policy for the Management of Medical Devices and subsequent procedural requirements.</p> <p>Healthcare professionals are individually accountable for their practice and the delegation of certain aspects of care delivery. They have a responsibility for ensuring they acquire, maintain, and disseminate knowledge and skills in the use of such medical devices.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Familiarising themselves with the medical devices risk classification system</li> <li>• Attending training were identified.</li> <li>• Completing documentation to record that they have received training.</li> <li>• Completing competency statements</li> <li>• Ensuring all records are returned to line manager/link trainer to keep in personal files and forward copies to the Medical Device Training Team (meddev@uhb.nhs.uk)</li> <li>• Updating training as required and agreed by their Line Manager as part of the annual appraisal and in accordance with Professional Codes of Conduct.</li> </ul> <p>If applicable, you should confirm that you understand the information above and that you will not use any medical device for which you have not received the appropriate training and that you are not competent to use.</p> <p>Name .....</p> <p>Date: (dd/mm/yyyy) .....</p> <p>*Refer to 'Procedure for Training in the Safe Use of Medical Devices' (Controlled document: 353)</p>		
ADDITIONAL TO YOUR AREA – add as necessary	Completed	N/A
<p>Please type the items discussed in the boxes to include all Clinical and IT Systems that staff have undertaken training on and dates training completed.</p>		

<b>DATE OF COMPLETION</b>	
<b>NEW STARTER Signature to confirm the above is understood</b>	
<b>MANAGER / DESIGNATE Signature</b>	
Line manager to report completion of induction using the reporting tool: <a href="https://education.uhb.nhs.uk/induction/local-induction/report-a-local-induction/">https://education.uhb.nhs.uk/induction/local-induction/report-a-local-induction/</a> This induction will then be recorded by the Corporate Education Team.	Date reported

## We want your feedback

We would really like to know how you found your induction to the Trust please give us your feedback. All new starters will receive an email with a feedback form or scan the QR code



New starters should appear within the "My Team" section on your Easylearning home page within their first 4 weeks. If you cannot view their training by this date, please contact the Easylearning team [✉ easylearning@uhb.nhs.uk](mailto:easylearning@uhb.nhs.uk)

A copy of the completed and signed list must be placed on the personal file.

