Belfast Health and Social Care Trust

REFERENCE NUMBER	To be assigned by Trust committee
TITLE	***Induction Policy and Management Guidelines*** (cross reference to Trust Policy SG 005/09 Guidelines for local induction for Medical staff)
Summary	The underlying objective of this policy is to ensure that all employees regardless of grade or discipline, undertake a structured and comprehensive induction to effectively integrate them to their new role or post in the organisation. Induction will also enable them to provide a safe and efficient service and have their initial learning and development requirements identified.
Supercedes	*All legacy policies relating to this area*
Operational date	October 2009
Review date	October 2012
Version Number	**V 0.3**
Director Responsible	Marie Mallon – Director of Human Resources/Deputy Chief Executive
Lead Author	Elaine Kehelly
Lead Author, Position	Senior Manager Learning & Development
Department / Service Group	Human Resources
Contact details	email: ███████████████████████ Tel. no. ███████████
Additional Author(s)	Mary Boyle ███████████████████████ ███████████ Jonathan McAleer ███████████████████████ Tel. no. ███████████

Version Record

Lead author has responsibility for ensuring that submitted policies have a version number. Versions of documents should be recorded as 0.1, 0.2, 0.3 etc., then following approval by the Trust committee, the first whole version number will be assigned.
Subsequent revisions will then be version 1.1, 1.2 etc. until approval when they will become version 2.

Date	Version	Author	Comments
	0.1	B Madden/C Millar	Initial draft
	0.2	J McAleer	Revised BHSCT draft
	0.3	Mary Boyle	Reviewed to supersede all other versions

Policy Record

(to be completed by author prior to submission to Trust committee for approval)

		Date	Version
Author (s)	Approval	October 09	0.2
Director Responsible	Approval	October 09	0.2
		January 13	03

Approval Process – Trust Policies

Policy Committee	Approval	18 Jan 2010	
Executive Team	Authorise		
Chief Executive	Sign Off		

Approval Process – Clinical Standards and Guidelines

Standards and Guidelines Committee	Approval		
Policy Committee	Ratify		
Executive Team	Authorise		
Appropriate Director	Sign Off		

Local Approval Process

	Approval		

SUMMARY

Title:
Induction Policy and Management Guidelines
(Cross reference to Trust Policy SG 005/09 Guidelines for local induction for Medical staff)

Purpose:
To outline the importance of the induction process and the minimum standards for the induction of staff at a corporate level through the Corporate Welcome and at departmental/local level through a structured approach. **This policy applies to all Trust staff whether joining the Trust as a new member of staff or new to role within the Trust. Agency and Bank only staff must also have access to local induction arrangements.**

Objectives:
- To provide a consistent approach to induction within the Trust.
- To ensure every new employee is welcomed to the Trust, receives appropriate essential information about the Trust and their role and gains an understanding of the Trust's purpose, objectives, values and behaviours.
- To ensure staff are orientated sufficiently, enabling them to commence their employment in a positive and supportive environment thus promoting long-term staff retention.
- To provide an effective induction for staff new to post within the Trust.

Policy Statement(s):
1. **It is mandatory for all newly appointed staff to the Trust (excluding medical and dental staff in training, to whom separate arrangements apply) to attend a Corporate Welcome event within 4 months of appointment. This will be monitored for compliance.**

2. All new staff must complete a comprehensive and structured local (i.e. within their Department) induction process on commencement of their new post. Nurses, Midwives and Healthcare Support Workers, new to the Trust, will also attend a specific relevant induction programme.

3. **Corporate and Local induction are essential components of the Trust's governance framework, therefore staff new to the trust as well as new to post must comply with the contents of this policy.**

4. All staff who change post will receive a sufficient local induction in line with the requirements of the role and the needs of the particular department.

5. Staff induction is an important aspect of managerial responsibility and should be planned and organised to ensure that new staff, and those new to their role, have a robust orientation to the department and their role. Induction should be approached in a facilitative way in order to meet the needs of each individual and will be influenced by the different methods available within the Trust, for example, shadowing, mentoring, placements, 'on the job training' etc.

6. The Trust will support the process with the provision of appropriate learning and development opportunities and has developed a generic checklist to guide managers (see **Appendix 1**). Managers must also refer to the Trust's health and safety induction checklist available from Trust health and safety managers. Checklists should be shared with the staff member and signed off. They may also be

supplemented to meet local needs to ensure a comprehensive induction for the individual.

7. **For staff new to the Trust and those new to post, the line manager will identify the statutory and mandatory training requirements with reference to the Statutory Mandatory Training Policy and subsequently agree timescales for attendance/completion of training.**

8. Managers will also need to take account of any specific induction requirements set out by professional bodies e.g. NMC, GMC etc.

9. The following points should be considered when organising an induction programme:

   - **It is the responsibility of the Line Manager to facilitate local induction arrangements for all staff.** An individual should be assigned to ensure that the new staff member is welcomed and that all elements of the induction programme are completed.
   - Consideration should be given to assigning a preceptor, buddy or mentor to support the inductee.
   - The duties, role and responsibilities of the new staff member should be detailed and clarified as necessary.
   - Core elements of the knowledge and skills to be achieved should be detailed with clear information as to how and when they are to be attained. e.g. **K SF Post Outline.**
   - The induction process should be considered as a pathway linked to continuous professional/occupational and/or personal development.
   - Adequate support and supervision should be provided to enable the individual to undertake the full role and responsibilities of the post. It should be recognised that this will vary with each individual, dependant on previous experience, training and development.
   - New nursing and midwifery registrants are required to complete a 6 month preceptorship programme and satisfactorily complete the related portfolio.
   - **Nursing Auxiliaries and Health Care Support Workers new to role or post must complete the mandatory Induction and Vocational programmes.**
   - **All new social care workers who are subject to mandatory registration with NISCC must successfully complete the NISCC [2007] Induction Standards NI. The NISCC registrant will be registered with the condition that they complete the Induction Standards within a three-six month period. The assessing manager will have the responsibility to sign off a Certificate of Successful Completion.**
   - **The Trust's Leadership and Management Charter must be shared with newly appointed staff by their Manager. This Charter sets out what is expected and required of leaders/managers in the Trust.**

10. Attendance at the Corporate Welcome event should take place on the date advised by the Human Resources Learning and Development Department. Non- attendance will be recorded and alerted to the **Directorate** and a second invite letter will be issued. No subsequent invitations will be issued to the individual by Human Resources.

   Managers can subsequently book places directly through TAS (HRPTS) although this approach should be the exception.

Trust volunteers and staff who are contracted to work only on the Bank or **Agency**, will not routinely receive an invite to Corporate Welcome. Rather, it is expected that their manager makes arrangements for their attendance by booking directly on the Training Administrative System (TAS)/HRPTS

11. Attendance at the Corporate Welcome event will be recorded by the Human Resources Learning & Development Department and will be notified to Directorates in order that they can take remedial action required. Targets for attendance will also be considered as part of the Trust's accountability review process.

   The monitoring of local induction procedures is the responsibility of Directorates and they should put in place such arrangements to ensure that induction is carried out effectively.

12. **New to Management: Newly appointed/promoted managers will have specific induction needs depending on their previous experience. As part of the induction process, due care should be taken by the person facilitating the induction, to identify the learning & development needs of new managers and put into place a specific training programme to ensure that they can perform effectively as a manager.**

   As part of this induction, new managers must be provided with a copy of the Trust's Leadership & Management Charter. This Charters sets out the knowledge, actions and behaviours expected of leaders and managers in the Belfast Trust and will help to identify learning needs. All new managers must ensure they fully understand the key policies and procedures relating to their managerial role. Copies of the Leadership & Management Charter will be provided at the Corporate Welcome event and it is also allocated under the Education section of the Trust HUB.

   Appendix 1 sets out a list of recommended people management training courses which should be completed by managers who have responsibility for managing staff.

   Appendix 2 sets out how newly appointed staff can access all Trust policies and procedures on the HUB.

- The Knowledge and Skills Framework (KSF) was developed as a comprehensive framework on which to base personal development plans and reviews. Within Belfast Trust, the Personal Contribution Framework (PCF) aligns with the KSF to ensure that staff:

- have a clear understanding of their role and the part they play in their team and organisation

- have an agreed set of priorities and objectives for their work

- possess and apply the knowledge and skills they need to perform their role effectively and to achieve their objectives.
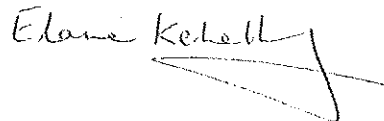
This review process has two core parts:

- **Personal Development Review (PDR) where the line manager meets with the employee and reviews them against their KSF post outline, this results in the production of a Personal Development Plan (PDP)**

- **Personal Contribution Plan (PCP) sets out how the individual contributes to the success of the Trust by linking key outputs against the Trusts Corporate objectives.**

For full details and information on KSF and the PCF Framework are available on the Trust's intranet under Human Resources

> The PCF will apply to all staff (including bank and temporary staff) with the exception of Medical and Dental staff who have separate arrangements for their appraisal.

> Reference should be made to the KSF and PCF guidelines for full detail of the process requirements (available on the Trust's intranet under **Human Resources**)

Director	**Author**
Marie Mallon	*Elaine Kehelly*
Date:	**Date:**

Chief Executive

Full Description

1.   **Title:**

Induction Policy and Management Guidelines

2.   **Introduction:**

Induction is an important organisational tool which helps to ensure that staff have an effective introduction to the Belfast Health & Social Care Trust and to their role. Delivered effectively, it creates a positive relationship between employer and employee and supports the post holder in making an effective contribution at an early opportunity, thus assisting the Trust to maximise the capacity of our biggest resource – our people.

Furthermore it is a requirement of quality standards such as controls assurance and Investors in People and assists new staff to feel part of the broader Trust community.

Induction in the Trust is a twofold process consisting of:

- **Corporate Welcome which is a mandatory half day induction event for newly appointed staff to gain an understanding of broad organisational messages.**

- **Local Induction is mandatory for all staff new to Trust/ Department/role. This will consist of departmental orientation arrangements to detail job requirements, processes, procedures and policies.**

3.   **Purpose:**

To outline the importance of the induction process and the minimum standards for the induction of staff both at a corporate level through the Corporate Welcome and at departmental/local level through a structured approach.

4.   **The Scope:**

The Policy applies to all new Trust staff and staff who have changed role within the Trust. However, aspects of the Policy which refer to Corporate Welcome are relevant only to staff who have been newly appointed to the Trust.

The Corporate Welcome does not apply to medical and dental staff in training who have their own arrangements tailored to meet their particular needs.

Managers responsible for the local induction of medical staff should also refer to the Belfast Trust Guidelines on Local Induction for Medical Staff. This information is available on the **intranet hub under Medical Directorate section.**

5.   **Objectives:**

- To provide a consistent approach to induction within the Trust.
- To ensure every new employee is welcomed to the Trust, receives appropriate essential information about the Trust and their role and gains an understanding of the Trust's purpose, objectives, values and

behaviours.
- To ensure staff are orientated sufficiently, enabling them to commence their employment in a positive and supportive environment thus promoting long-term staff retention.
- To ensure that staff who are new to post are adequately supported to deal with the transition to and the requirements of their new role.

6. Roles and Responsibilities:

6.1 Trust Responsibilities

- **To provide a Corporate Welcome for all new employees within 4 months of commencing post.**
- To provide guidance on local induction procedures to managers.
- To ensure all new appointees are invited to the Corporate Welcome within four months of their commencement of post.
- To ensure that attendance at the Corporate Welcome event is monitored and recorded thereby ensuring governance arrangements are adhered to.
- To ensure that the Corporate Welcome event is evaluated and updated as indicated.

6.2 Manager Responsibilities

- **To ensure that all new staff, attend the Corporate Welcome within 4 months of appointment.**
- To ensure the provision of an effective local induction for all new staff. **Appendix 1** contains an Induction Checklist which includes the core elements of local/and departmental induction. The checklist may be tailored to reflect departmental/ Service requirements, and **should be completed in the first month of employment or within an appropriate timescale to ensure the process is meaningful and comprehensive.**
- **To review local induction arrangements and ensure they are appropriate for new staff.**
- To maintain records of completion of local induction and their arrangements.
- To satisfy themselves that a new member of staff has been adequately inducted to carry out their duties.
- To identify a preceptor/supervisor/buddy, as appropriate, for the new member of staff.
- To initiate the KSF and PCF process with the inductee and provide the relevant KSF Post Outline at the earliest opportunity.
- **To ensure statutory mandatory training requirements as set out in the mandatory training matrix is completed within an agreed timescale.**
- **To ensure that staff have read and understood key trust policies and maintain a record of this.**

6.3 Individual Responsibilities

- **To attend the Corporate Welcome Event within 4 months of appointment.**
- To complete their local induction programme.

- Ensure they keep training and development records up-to-date
- Ensure they are confident that they have been provided with the appropriate skills and knowledge to undertake their role. Any concerns should be raised with the Line Manager
- Adhere to the policies and safety measures whilst working within the Trust.
- To read key Trust policies as identified by their Manager and confirm their understanding.

6.4 Responsibilities Of The Corporate Welcome Presenters

The structure of the Corporate Welcome event will address the Trust's organisational objectives and values. Presentations will be structured to deliver high-level messages relevant to each area as detailed in the Corporate Welcome Programme. Presenters will ensure:

- High quality presentations using corporate PowerPoint templates and professional presentation tools
- Materials are reviewed regularly to maintain accuracy and quality
- Alternative cover is provided when unable to attend and that those replacing them are fully conversant with the presentation
- Presentation content addresses the needs of a multidisciplinary group (clinical and non clinical) taking into account the diversity of the audience

7. The Definition and Background of the Policy

The term induction is generally used to describe the whole process whereby staff are welcomed to an organisation and given support to adjust to their new job and working environment. Research has shown that a well structured induction programme increases staff retention and motivation which can therefore help the Trust to maximise the capacity of the largest resource - its people.

An induction also offers an opportunity to establish organisational expectations with the employee and to project a good first impression of the employer. Employers have a duty to provide information, as is reasonably practicable, to ensure health and safety in the workplace. Furthermore it is a legal requirement under the Management of Health & Safety Regulations (NI) 2000 to provide adequate health & safety training. The Approved Code of Practice supporting these Regulations advises that new employees should receive basic induction training on health & safety, that particular attention should be given to the needs of young workers and that risk assessments should indicate further specific training needs. **Statutory/Mandatory training requirements will be identified during the induction process and attendance organised within the agreed timescales.**

8. The Policy/Guideline Description

This policy describes what is involved in both the local/departmental induction process and the Corporate Welcome and identifies the responsibilities of all involved. Guidelines are provided to assist managers with aspects of the local/departmental induction.

9. **Policy Statements**

9.1 **It is mandatory for all newly appointed staff to the Trust (excluding medical and dental staff in training, to whom separate arrangements apply) to attend a Corporate Welcome event within 4 months of appointment. This will be monitored for compliance.**

9.2 All new staff must complete a comprehensive and structured local (i.e. within their Department) induction process on commencement of their new post. Nurses, Midwives and Healthcare Support Workers, new to the Trust, will also attend a specific relevant induction programme.

9.3 **Corporate and Local induction are essential components of the Trust's governance framework, therefore staff new to the trust as well as new to post must comply with the contents of this policy.**

9.4 All staff who change post will receive a sufficient local induction in line with the requirements of the role and the needs of the particular department.

9.5 Staff induction is an important aspect of managerial responsibility and should be planned and organised to ensure that new staff, and those new to their role, have a robust orientation to the department and their role. Induction should be approached in a facilitative way in order to meet the needs of each individual and will be influenced by the different methods available within the Trust, for example, shadowing, mentoring, placements, 'on the job training' etc.

9.6 The Trust will support the process with the provision of appropriate learning and development opportunities and has developed a generic checklist to guide managers (see Appendix 1). Managers must also refer to the Trust's health and safety induction checklist available from Trust health and safety managers. Checklists should be shared with the staff member and signed off. They may also be supplemented to meet local needs to ensure a comprehensive induction for the individual.

9.7 **For staff new to the Trust and those new to post, the line manager will identify the statutory and mandatory training requirements with reference to the Statutory/Mandatory Training Policy and subsequently agree timescales for attendance/completion of training.**

9.8 Managers will also need to take account of any specific induction requirements set out by professional bodies e.g. NMC, GMC etc.

9.9 The following points should be considered when organising an induction programme:

- **It is the responsibility of the Line Manager to facilitate local induction arrangements for all staff.** An individual should be assigned to ensure that the new staff member is welcomed and that all elements of the induction programme are completed
- Consideration should be given to assigning a preceptor, buddy or mentor to support the inductee.
- The duties, role and responsibilities of the new staff member should be detailed and clarified as necessary.
- Core elements of the knowledge and skills to be achieved should be detailed with clear information as to how and when they are to be

attained. The achievement of these will also contribute to other processes e.g. Personal Contribution Framework, Knowledge and Skills Framework.

- The induction process should be considered as a pathway linked to continuous professional/occupational and/or personal development.
- Adequate support and supervision should be provided to enable the individual to undertake the full role and responsibilities of the post. It should be recognised that this will vary with each individual, dependant on previous experience, training and development.
- New nursing and midwifery registrants are required to complete a 6 month preceptorship programme and satisfactorily complete the related portfolio.
- **Nursing Auxiliaries and Health Care Support Workers new to role or post must complete the mandatory Induction and Vocational programmes.**
- **All new social care workers who are subject to mandatory registration with NISCC must successfully complete the NISCC [2007] Induction Standards NI. The NISCC registrant will be registered with the condition that they complete the Induction Standards within a three-six month period. The assessing manager will have the responsibility to sign off a Certificate of Successful Completion.**
- **The Trust's Leadership and Management Charter must be shared with newly appointed staff by their Line Manager. This Charter sets out what is expected and required of leaders/managers in the Trust.**

9.10 Attendance at the Corporate Welcome event should take place on the date advised by the Human Resources Learning and Development Department. Non-attendance will be recorded and alerted to the Directorate and a second invite letter will be issued. No subsequent invitations will be issued to the individual by Human Resources.

Managers can subsequently book places directly through TAS (HRPTS) although this approach should be the exception.

Trust volunteers and staff who are contracted to work only on the Bank or Agency, will not routinely receive an invite to Corporate Welcome. Rather, it is expected that their manager makes arrangements for their attendance by booking directly on the Training Administrative System (TAS)/HRPTS

9.11 Attendance at the Corporate Welcome event will be recorded by the Human Resources Learning & Development Department and will be notified to Directorates in order that they can take remedial action required. Targets for attendance will also be considered as part of the Trust's accountability review process. The monitoring of local induction procedures is the responsibility of Directorates and they should put in place such arrangements to ensure that induction is carried out effectively.

9.12 New to Management: Newly appointed/promoted managers will have specific induction needs depending on their previous experience. As part of the induction process, due care should be taken by the person facilitating the induction, to identify the learning & development needs of new managers and put in place a specific training programme to ensure

that they can perform effectively as managers.

As part of this induction, new managers must be provided with a copy of the Trust's Leadership & Management Charter. These sets out the knowledge, actions and behaviours expected of leaders and managers in the Belfast Trust and will help to identify learning needs. All new managers must ensure they fully understand the key policies and procedures relating to their managerial role.

Appendix 1 sets out a list of recommended people management training courses which should be completed by managers who have responsibility for managing staff.

Appendix 2 sets out the list of key policies managers must provide to new staff. It will be important that the new staff member confirms receipt and that they have read and understood the policy.

9.13 The Knowledge and Skills Framework (KSF) was developed as a comprehensive framework on which to base personal development plans and reviews. Within Belfast Trust, the Personal Contribution Framework (PCF) aligns with the KSF to ensure that staff:

- have a clear understanding of their role and the part they play in their team and organisation

- have an agreed set of priorities and objectives for their work

- possess and apply the knowledge and skills they need to perform their role effectively and to achieve their objectives.

This review process has two core parts:

1. Personal Development Review (PDR) where the line manager meets with the employee and reviews them against their KSF post outline, this results in the production of a Personal Development Plan (PDP)

2. Personal Contribution Plan (PCP) sets out how the individual contributes to the success of the Trust by linking key outputs against the Trusts Corporate objectives.

For full details and information on KSF and the PCF Framework are available on the Trust's intranet under Human Resources

The PCF will apply to all staff (including bank and temporary staff) with the exception of Medical and Dental staff who have separate arrangements for their appraisal.

Reference should be made to the KSF and PCF guidelines for full detail of the process requirements (available on the Trust's intranet under Human Resources)

10. Sources(s)/Evidence Base

This Policy is based on Human Resources best practice.

11. **References, including external guidelines**
   - CIPD (2009) "CIPD Factsheet: Induction"
     http://www.cipd.co.uk/subjects/recruitmen/induction/induction.htm
   - Lincolnshire Primary Care Trust (2006) "Induction Policy"
   - Brighton and Sussex University Hospitals (2006) "Induction Policy & Procedure"
   - East Midlands Ambulance Service (2009) "Induction Policy and Procedure"
   - Belfast Trust "Guidelines for local induction of medical staff"
   - Belfast Trust "PCF Guidance Notes"
   - Management of Health & Safety Regulations (NI) 2000
   - Belfast Trust Health & Safety Induction Checklist
   - **Belfast Trust Statutory Mandatory Training Policy**
   - **Belfast Trust Leadership & Management Strategy**

12. **Review**

   This policy will be reviewed on a three yearly basis in consultation with key stakeholders and Trade Union Representatives.

13. **Equality and Human Rights screening carried out**

   In line with the duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability Discrimination Act and Human Rights Act 1998, the Belfast Trust has carried out an initial screening exercise to ascertain if this policy should be subject to a full impact assessment.
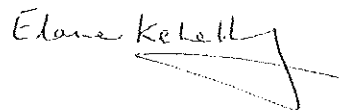
   Screening Completed.
     ✓ No action required

   ☐ Full impact assessment to be carried out.

14. **Procedures**

   These procedures are included as part of the Responsibilities and Policy Statement.

   Elane Kelell

   _____   _____

   Director   **Author**
   (delete as appropriate)
   Date: **Date:**

   _____

   Chief Executive
   (For Trust Policies Only)
   Date:

APPENDIX 1 – Induction Checklist & Key Documents

This Induction Checklist template is provided to give managers guidance as to the structure of their local induction process. This is a guidance framework only and managers may use this as a basis to develop an induction checklist which best suits their department. Heads of Department/Managers should consider what additional information, specific to their own area needs to be included and integrated into the checklist.

The induction checklist is used by the line manager to highlight the areas that employees need to be made aware of as soon as they commence post.

Line managers should ensure that every effort is made to cover the whole checklist within the first month of employment.

By the end of the month the form must be completed, signed off by the employee and line manager and a copy retained on their file.

Managers may wish to consider issuing to employees an induction pack containing useful information relevant to their employment or signposting where the employee can access some key information

Key documents for the induction pack are as follows, (available on the hub)

- Belfast Way – including Corporate Values/Trust Corporate Plan
- Leadership & Management Strategy –(including the Charter)
- Learning and Development Portfolio
- Personal Contribution Framework Guidelines
- Knowledge and Skills Framework Post Outline
- Statutory & Mandatory Training Policy
- Service Group Management Plan
- Directorate Management Plan
- Equal Opportunities Policy
- Attendance Management Policy
- Working Time Disclosure Form and Regulations
- Harmonious Working Environment Statement
- Working Well Together Policy
- **Whistle Blowing Policy**
- **Reward & Recognition Policy**
- Health & Safety Policy
- Adverse Incident Reporting Policy
- ICT Security Policy
- Records Management Policy
- Data Protection Policy
- **Child Protection Regional Policy & Procedures**
- **Regional Safeguarding Vulnerable Adults**

Belfast Health and Social Care Trust

Departmental/Local Induction Checklist

Name of Employee:

Band:

Job Title:

Department:

Line Manager:

Date Of Commencement of post:

Date of Attendance at Corporate Welcome:

KFS Gateway Review Dates

Foundation

Second

DLS

332-042-015

Item	Manager initials and date	New Starter initials and date
Explain on call/bleep arrangements and use of telephone system and/or mobile telephones		
Introduce the Intranet HUB and highlight the availability of Trust policies and information.		
Introduce Computer Systems e.g. FPL (Finance, Procurement and Logistics), Training Administration System (TAS) HRPTS (Human Resources, Payroll, Travel & Subsistence)		
ICT Security Policy Refers to electronic passwords, transfer of information, email etc.		
Data Protection Policy and Records Management Policy Refer to these concerning issues regarding the handling of personal data and Freedom of Information issues.		
Equal Opportunity Refers to the promotion of equality of opportunity, the prevention of unlawful discrimination and compliance with statutory obligations		
Issue of identity badge/security pass		
2. Terms And Conditions		
Clarification of Job Description		
Work Life Balance and clarification of agreed flexible working arrangements Refer to Flexible Working Policy, flexi-time, compressed hours etc.		
Hours and times of work and lunch break arrangements		
Procedure for reporting absence from work		
Highlight Probation Period (six months)		
Annual leave entitlement and procedures for requesting leave Refer to annual leave card in the pack.		
Explain arrangements regarding overtime and time off in lieu (TOIL)		

Item	Manager initials and date	New Starter initials and date
3. Financial		
Pay arrangements Explanation of how and when the staff member will receive pay and the contact in Salaries and Wages should there be any queries		
Travel/Expense Claim arrangements		
Procedures for requisitioning of goods and services/budgetary management. Explanation of authorisation framework.		
4. Induction for Postholders in Management Roles		
This section will ensure you have an understanding of your role, responsibilities and accountabilities as a Manager.		
Leadership & Management Strategy – Leadership & Management Charter Overview of the contents of the Leadership & Management Charter which sets out the principal knowledge, actions and behaviours required of all leaders and manager.		
Continuing Professional Development A number of learning and development programmes have been identified to support the Manager in their role, and specifically people management. These include: Introduction to People Management Skills Managing Attendance Recruitment & Selection PCF/KSF Development Review Manager Induction on HR Processes Mandatory Equality Training for Managers Managing People's Performance Communication Skills for Line Managers Managing Change Disciplinary/Grievance/Capability Procedure (Some of the above training programmes are also contained with the Statutory Mandatory Training Matrix)		
Effective Communication Details of systems and processes to support communication, including the HUB, Communication toolkit which sets out the frequency of team meetings as well as recommended standing items on the team agenda, Chief Executive Brief and any other local communication standards that may exist.		
Team Effectiveness Importance of building effective team relationships.		

332-042-017

Item	Manager initials and date	New Starter initials and date
5. Learning & Development		
Introduction to Personal Contribution Framework (inclusive of KSF) and arrangement of first review meeting date.		
Statutory Mandatory Training Policy Identify the statutory and mandatory training required as per the Statutory Mandatory Training Policy and agree timescales and frequency for attendance/completion of training. Statutory Mandatory training requirements for all staff include: • Corporate Welcome • Local Induction • Fire & Environmental Awareness • Health & Safety Awareness • Adverse Incident Reporting • Complaints Management Other Statutory Mandatory training will be identified as per staff group.		
Refer to Learning & Development Portfolio & Education Site on the Intranet The Portfolio lists all the training courses provided by the Trust.		
Explain the Training & Administration System (TAS). This system will be replaced with the Human Resource Payroll Travel HRPTS during 2013. TAS is a system which enables staff who register to apply for a wide range of courses. TAS can be accessed through the Trust Intranet.		
Issue the Assistance to Study Policy This policy lays out the guidelines surrounding requests to pursue study outside the Trust. Available on intranet.		
6. Health and Safety		
Please Refer to Health and Safety induction checklist and information.		
Ensure staff member has completed Dual Employment form in Appendix 3		

I confirm that this local induction Policy have been read and understood. I will ensure the principles and guidance set out in this Policy are adhered to during my employment in the Belfast Trust.

Signed Employee: [   ]   Date: [   ]

Signed Manager: [   ]   Date: [   ]

DLS

332-042-019

Appendix 2 –Policies & Procedures

In addition to the key Trust policies set out in Appendix 1 there is an extensive list of Trust policies and procedures that are listed on the Trust's intranet HUB. It is essential that the Manager must determine in relation to the role, the policies which should be read and understood. Managers may also wish to add any additional Directorate level protocols and procedures.

Policies include:

Policy	Manager Initial & Date	New Start Initial & Date
HR Policies		
- Attendance Management Policy		
- Alcohol and Drugs in the Workplace – Prevention & management		
- Assistance Dogs in Hospital Departments – Policy on the accommodation of		
- Capability Procedure		
- Disciplinary Procedure		
- Domestic Violence and Abuse in the Workplace		
- Employment Equality and Diversity Plan		
- Employment of Migrant Workers		
- Equal Opportunities Policy		
- Grievance Policy		
- Harmonious Working Environment Statement		
- Harassment Policy		
- Induction Policy and Management Guidelines		
- Management of staff affected by Change		
- Attendance Management Protocol		
- Recruitment and selection		
- Reward & recognition Policy		
- Redeployment Policy		
- Registration & Verification Policy		
- Relocation Associated Expenses Policy		
- Safer Recruitment and Employment Alert Notice System and Procedure Internal Operating Procedure		
- Special Leave Policy		
- Staff Charter		

Policy	Manager Initial & Date	New Start Initial & Date
- Statutory Mandatory Policy		
- Study Leave Policy		
- Temporary Across Site Relocation Protocol		
- Working time Disclosure Form & Regulations		
- Work Experience Placement		
- Work Life Balance Policy		
- Working Well Together Policy		
- Whistleblowing Policy		
Communication		
- Social Media Policy		
Finance		
- Car Leasing Policy		
- Direct Payments Policy		
- Fraud Policy		
- Gifts & Hospitality Policy		
Estates Management		
- Asset Disposal Policy		
- Electrical Safety Policy – Low Voltage and High Voltage		
- Environmental and sustainability (inc. Energy)		
- Fire Safety Policy inc. Procedure for Management of Oxy Acetylene		
Performance, Planning & Informatics		
- Data Protection		
- Fax Policy		
- Personal Records		
- Records Management		
- Records Retention & Disposal Schedule		
IT & Telecommunications		
- ICT Procurement Policy		

Policy	Manager Initial & Date	New Start Initial & Date
- ICT Security Policy		
- Print Policy		
Performance Management		
- Data – Access for Organisations External to the Trust		
- Integrated Elective Access protocol		
- Patients who cancel or Do Not Attend Outpatient Appointments		
Medical		
- Adverse Incident Reporting Policy		
- Health & Safety Policy		
- Health Surveillance Policy		
- Occupational Health Practice & Service		
- Screening & Vaccinations policies – HEB A, MMR, TB, VZV, Staff against		
- Infectious disease		
- Sharps Injuries and blood and body fluid exposures		
- Skin Care Policy		
Community Children's Services		
- Child protection, Regional Policy & Procedures		
Adult Social & Primary Care		
- Regional Safeguarding Vulnerable Adults		
Risk & Governance (Some of the below policies will be cross referenced to the Health & Safety Induction checklist).		
- Belfast Risk Assessment Tool & Sheet		
- Claims Management		
- Control of Substance Hazardous to		
- Lone Working		
- Zero Tolerance Approach to the Prevention & Management of Violence and Aggression in the Workplace		
- Prevention & Management of Alcohol & Drugs in the Workplace		
- Manual Handling		

Policy	Manager Initial & Date	New Start Initial & Date
- Medical Devices Forms		
- Display Screen Equipment		
- Control of Substances Hazardous to Health		
- New & Expectant Mothers		
- Driving for Work		
- Management of Stress, Health & Well Being		
- Noise		
- Vibration		
- Work at Height		
- Safety Spectacles		
- Sharps Injuries & Blood & body Fluid Exposures		
- First Aid at Work		
- Radiation Protection Policy		
- Health Surveillance		
- Respiratory Health Surveillance		
- Fit Testing		

Guidelines which apply to all relevant clinical areas are located on the HUB under "Clinical" rather than in every service area.

I confirm that I have read and understood the policies which are applicable to my role as indicated above.

Signed Employee: [   ]   Date: [   ]

APPENDIX 3

Belfast Health and Social Care Trust

Working Time Regulations

Dual Employment Form

In accordance with the Working Time Regulations, the Trust must ascertain the number of hours per week worked by staff. This includes hours worked in other jobs and for other employers.

The Trust does not wish to debar you from additional employment. The information is required to ensure compliance with the Regulations.

Please complete the following details and return them to your Manager:

Information in relation to employment with Belfast Health & Social Care Trust.

Name: _____

Grade: _____

Location: _____

Staff Number: _____

Hours per week: _____

Secondary Employment details.

Employer Name & Address: _____

_____

Grade: _____

Hours per week: _____

Signature: _____ Date: _____

It is important to advise your Manager if you take up additional employment after this date.