

**POLICY CONTROL SHEET**

(updated August 2011)

Policy Title and ID number:	<b>Corporate Induction Policy CCW 2.1</b>			
Sponsoring Director:	<b>Director of Human Resources &amp; Organisational Development</b>			
Implementation Lead:	Assistant Director of Human Resources (Learning & Organisational Development)			
Impact:	(a) To patients	<b>Yes</b>		
	(b) To Staff	<b>Yes</b>		
	(c) Financial	<b>Yes</b>		
	(d) Equality Impact Assessment (EIA)	Completed: <b>Yes</b>		
	(e) Counter Fraud assessed	Completed: <b>Yes</b>		
	(e) Other			
Training implications:	To be incorporated into induction: <b>Yes / No</b>			
Date of consultation:	<b>Approval Process</b>	<b>Date</b>	<b>Local Consultation</b>	<b>Date</b>
	Executive Team		Joint Partnership Forum	
	Board Committee:	22/12/11	Local Negotiating Committee	
	• Clinical Governance		Infection Control Committee:	
	• Non Clinical Governance & Risk	Dec 2011	Health & Safety Committee	
	• Audit Committee		Quality Safety Improvements & Effectiveness Board	
	• Finance Committee		Investment Board	
	• RATS		Patients Experience Board	
	Trust Board Approval / Ratification		Other:	
	Other:			
Approval/Ratification at Trust Board:		Version Number:	2	
Date on Policy Warehouse:		Team Brief Date:		
Circulation Date:		Date of next review:	October 2013	

For completion by ET for <i>new</i> policies only:				
Additional Costs			Budget Code:	Revenue or Non Revenue
	(a) Training	£		
	(b) Implementation	£		
	(c) Capital	£		
	(d) Other	£		

**CORPORATE INDUCTION POLICY**

**Document ID: Standard 2: CCW 2.1**

**IMPLEMENTED SEPTEMBER 2007  
(AMENDED: APRIL AND OCTOBER 2011)**

**SPONSORING DIRECTOR - DIRECTOR OF HUMAN RESOURCES**

**CORPORATE INDUCTION POLICY  
(POLICY ID: CCW 2.1)**

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**Corporate Curriculum**

**ABBREVIATIONS AND ACRONYMS**

◆ NHSLA	-	NHS Litigation Authority
◆ Board	-	Board of Directors
◆ Trust	-	Barnsley Hospital NHS Foundation Trust

# **CORPORATE INDUCTION POLICY**

## **(POLICY ID: CCW 2.1)**

### **1. STATEMENT OF INTENT**

The intent of the policy is to ensure that robust processes are in place to manage the induction of new employees into the Trust. The overall induction process is managed and updated via the Corporate Curriculum process.

This policy and supporting procedures will help to:

Welcome new employees to the Trust

Maintain effective organisational processes to ensure a Trust-wide consistent approach which meets the statutory, mandatory and organisational critical induction requirements for new employees joining the Trust.

Ensure compliance with relevant NHS Litigation Authority (NHSLA) Risk Management Standards, Health and Safety Standards, Clinical Governance standards and CQC Essential Standards for Quality and Safety and by promoting best practice.

Ensure that the Board of Directors and Chief Executive have assurance that appropriate systems are in place.

The appendix provides a link to the current Corporate Curriculum which details the current lesson plans and delivery information for the Corporate Induction.

### **2. INTRODUCTION**

The aims of the policy are to ensure that:

Processes are robust and fit for their intended purpose

Processes are clear and properly understood by staff

The aims will be achieved through meeting the following core objectives:

Ensuring Board level commitment to, and leadership of the Corporate Induction

Ensuring robust procedures are in place to guide staff

Ensuring appropriate time release is available for staff new to the organisation to attend the Corporate Induction

Providing realistic resources to implement and support the policy

Consultation and liaison with subject specialists to ensure relevance is maintained

Providing a mechanism for recording, monitoring and feeding back of attendance at Corporate Induction of new employees to the Trust.

### **3. IMPLEMENTATION**

The Corporate Induction will provide a platform to ensure new employees are given clear concise messages in relation to:

Trust Strategy

Director Induction: Vision, Mission and Values

Governance

- Risk and Audit
  - Assurance
  - Framework Policies
  - Records Management
  - Fraud
- Workforce Issues
  - Employment Standards
  - Local Induction Policy
  - Corporate Curriculum
  - Mandatory and Statutory Training
  - Knowledge and Skills Framework
  - Appraisal
  - Keeping Safe (Health and Safety)
  - Pensions and Payroll
- Safe Environment
  - Patient Safety
  - Personal Safety
  - Environment Safety Vulnerable Persons
- Clinical Care
  - Medical Devices Infection Control
  - The Patient Journey
  - Records and Confidentiality
- Learning
  - Incident Reporting
  - Complaints and Support
  - Best Practice
  - Values and Ethics

The Corporate Induction will deliver, in a lecture style environment, an overview of the subject areas leaving further in depth knowledge acquisition to be delivered at local level or by attendance at training sessions identified through the Training Needs Analysis Policy.

#### **4. MANAGEMENT ARRANGEMENTS**

Overall responsibility for the management of risk lies with the Chief Executive as Accountable Officer.

All Trust Directors are responsible, collectively, for the Trust's systems of internal control and management. The Board of Directors is responsible for compliance with CQC Essential Standards for Quality and Safety and it needs to be satisfied that appropriate policies and procedures are in place and that systems are functioning effectively. The Board of Directors has delegated its accountability arrangements for the Corporate Induction to the Director of Human Resources.

The responsibility for Corporate Induction involves the whole management chain of command, and all members of staff have a responsibility to ensure the effective implementation of the policy and procedure.

Within that system there are certain key officers and specific functions are outlined below:

### **Executive Team (ET) –**

will review the Corporate Induction programme annually and update in accordance with external and internal changes.

will, in rotation, be responsible for delivering the Director's talk at the Corporate Induction Introductory Session (part of the 3 day Corporate Induction programme).

### **Human Resources Department –**

will be responsible for liaising with the Learning and Development Department to enrol new employees onto the first available Corporate Induction following their commencement.

Will be responsible for communicating attendance date to both the new starter and their line manager.

### **Learning and Development Department –**

will organise, monitor, manage, co-ordinate and also deliver part of the Corporate Induction programme.

will inform the Chief Executive (where appropriate), DDs / Directors, ADDs / ADNs and line managers of non attendance at Corporate Induction.

will submit an annual report to the ET detailing attendance and recommendations for improvement.

### **Subject Leads –**

will be responsibility for updating the Corporate Induction Introductory Session and Corporate Induction Handbook content via the Learning and Development Department.

will deliver their subject specialism where required as part of the 3 day Corporate Induction Programme.

### **Line Managers –**

will ensure new starters attend the 3 day Corporate Induction programme in line with their pre arranged booking.

### **All Staff –**

will be responsible for attending the Corporate Induction 3 day programme in line with their pre arranged booking and ensure the transfer of knowledge and skills is applied to their role within the trust.

will be responsible for re booking on the Corporate Induction 3 day programme should they fail to attend.

## **5. MONITORING AND EVALUATION**

An annual evaluation of attendance and recommendations for improvements will be submitted to the ET for action.

Second non attendance by employees onto a pre booked session will be reported to DDs/Directors and ADDs/ADNs via a **monthly** reporting system and where appropriate this information will be reported to the Chief Executive for action.

## **6. REVIEW DATES**

Corporate Induction Content Annually to be approved by 31<sup>st</sup> March 2011. Corporate Induction Policy September 2013.

## **CROSS REFERENCE DOCUMENTS/POLICIES**

BHNFT Corporate Curriculum

3 Day Corporate Induction Lesson Plan

Training Needs Analysis Policy CCW 2.6 (2011)

Local Induction Policy for Permanent Employees CCW 2.2 (2011)

Local Induction Policy for Temporary Employees CCW 2.3 (2011)

Corporate Curriculum

<http://bdghnet/Departments/LandD/4780.html>



CCW2.1 Corporate induction Monitoring Matrix

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible person/group/committee	Frequency of monitoring	Responsible person/group/Committee for review of results	Responsible person/group/Committee for development of action plan	Responsible person/group/Committee for monitoring of action plan
a. Duties	Reporting	L&D	Monthly	ET	ET	ET
b. minimum content of corporate induction programme(s)	Annual review	ET	Annually	ET	ET	ET
c. process for ensuring that all new <i>permanent</i> staff are booked onto corporate induction	Monthly enrolment	HR	Monthly	Director of HR	Director of HR	ET
d. process for checking that all new <i>permanent</i> staff complete corporate induction	Reports	L&D	Monthly	Divisional Directors	ET	ET
e. process for following up those who fail to attend corporate induction	Reports	HR	Monthly	DD, ADDs, ADoNs Line Managers	HR	ET

**Equality Impact Assessment (EQIA)  
Pro-Forma**

The purpose of an Equality Impact Assessment (EQIA) is to ensure that the Trust does not unwittingly discriminate against groups belonging to any of the Protected characteristics (PC's) Age, Disability, Gender reassignment, Sexual Orientation, Race, Religion or Belief, sex, sexual orientation, marriage & civil partnership, pregnancy and maternity. An EqIA is a process which ensures we promote equality in the provision and take up of our services and employment practices at Barnsley NHS Foundation Trust.

Div/Dept	Learning and Development Department
Policy/Service	Corporate Induction Policy
Is this policy/service New/Existing	Existing
Name of Assessor(s)	Julie Fellows, Learning and Development Officer
Date of EqIA.	25 <sup>th</sup> October 2011
Aims/Objectives/Purpose Of Policy/Service	<p>To ensure that employees, contractors, students and volunteers are provided with an overview of general Trust information (including governance, workforce issues, safe environment, clinical care, learning, customer care and pensions and payroll) and are signposted to the relevant department / source if additional information is required.</p> <p>To further ensure mandatory and statutory section 1 courses are completed (where required) prior to commencement of duties within clinical/non-clinical areas.</p>
Associated Objectives for this Service e.g. National frameworks, Equality Act.	Along with local induction, to contribute towards employees, contractors, students and volunteers being inducted into the Trust. To ensure all are safe to practice and do not pose a clinical risk. All to be signposted to further mandatory and statutory training via the corporate curriculum.

Who Does this policy/service Affect?	All agenda for change permanent / temporary employees, contractors, students (including nursing and allied health care professionals) and volunteers of Barnsley Hospital NHS Foundation Trust. Consultants/doctors (including student doctors) should attend although a further induction is offered by Medical Staffing covering additional information allied to the profession.	
What outcomes do you want to achieve from this process?	<p>To ensure general Trust information is provided within the first 2 months of appointment via a corporate induction introductory session and accompanying corporate induction handbook.</p> <p>To ensure, where required, mandatory and statutory section 1 training courses are completed as part of a 3 day Corporate Induction Programme.</p> <p>To ensure all attendees are integrated into the Trust as soon as is possible.</p> <p>To ensure all attendees know where/how to obtain further Trust information and/or training if required.</p>	
What factors could contribute/detract from the effective delivery of this policy/service?	<p>Contribute</p> <ul style="list-style-type: none"> <li>○ Completion of corporate induction in a timely way</li> <li>○ Updates received from subject leads on areas covered in the corporate induction introductory slides and handbook</li> <li>○ Ease of access to the Corporate Induction policy, employee/manager induction guidance, corporate induction lesson plan and programme timetable, corporate induction introductory slides and handbook</li> <li>○ The L&amp;D Department having an efficient and effective process in place to ensure Corporate Induction is completed by all employees,</li> </ul>	<p>Detract</p> <ul style="list-style-type: none"> <li>○ Non-attendance including a failure to rebook to attend corporate induction</li> <li>○ Senior managers <b>not</b> ensuring that employees, contractors, students and volunteers who work for them have completed Corporate Induction</li> <li>○ Updates not received from subjects leads on areas covered in the corporate induction introductory slides and handbook</li> </ul>

	contractors (where possible) students and volunteers	
Could this service/policy have a different impact on different groups protected characteristics (PC's)	<p><b>If Yes please circle which groups</b></p> <p>Race Age Disability Gender Religion Class Sexual Orientation Human Rights Pregnancy maternity Marriage Civil partnership</p>	<p><b>Y/N</b></p> <p>N N Y (in relation to attendance only) N N N N N N N N</p>
Explain any reasons/evidence to support the above question, relevant to this impact (e.g. language barriers, consultation, complaints, surveys, mystery shopper, evaluations)		
<p>If you have answered yes to the above, please describe any <b>planned actions</b>, (<b>SMART</b>), work streams which will help mitigate your EqIA and ensure your policy/service will:</p> <ul style="list-style-type: none"> <li>• <b>Eliminate discrimination</b></li> <li>• <b>Promote equal opportunities</b></li> <li>• <b>Foster good relations between others.</b></li> </ul>	<p>All attendees are asked in a letter by the L&amp;D Department (2 weeks in advance of the Corporate Induction) if they require reasonable adjustments to be made e.g. a 1 to 1 is required or slides need to be produced on coloured paper. Reasonable adjustments are then potentially made to meet the requirements of the attendee.</p> <p>The line manager for anyone who does not attend Corporate Induction is contacted by email and given a further month for their employee to attend. If after 2 months in total the person has not attended their name is added to a list of non attendees being made available, via the Workforce Information Site, to all DDs/Directors and ADDs/ADNs. It is then the responsibility of senior management to ensure compliance is achieved.</p> <p>The Corporate Induction handbook (given out at Corporate Induction) and slides for the Corporate Induction introductory session are both available from the L&amp;D intranet site. These are continuously updated.</p> <p>It is the responsibility of each subject lead to send</p>	

	<p>updated information to the L&amp;D Officer (Corporate Team). Once received the Corporate Induction handbook / slides are amended and uploaded to the L&amp;D intranet pages.</p> <p>An email was sent by the L&amp;D Officer (Corporate Team) to all subject leads in September 2011 to highlight that the handbook and slides can now be accessed on-line from the L&amp;D Department's intranet pages. This will enable subject leads to ensure their area/s is continuously updated.</p>	
<p>Following the above actions, will there be a need for a further Equality Impact Assessment? (EqIA)</p>	<ul style="list-style-type: none"> <li>• If yes please complete partial assessment.</li> <li>• If no this assessment needs to be completed, recorded and sent electronically to your <b>Equality &amp; Diversity Advisor</b></li> </ul>	<p><b>Yes/No</b></p>
<p>How will your EQIA be communicated/shared?</p>	<ul style="list-style-type: none"> <li>• Emailed to Trust Equality and Diversity Advisor for agreement and sign off</li> <li>• Uploaded on Trust's public webpage</li> <li>• Uploaded to the in-house policy warehouse</li> <li>• Uploaded to the L&amp;D Department intranet pages</li> </ul>	
<p>When is the next review (Please note review should be immediate on any amendments to your policy etc.)</p>	<p><b><u>1 year</u></b></p> <p><b>2 year</b></p> <p><b>3 year</b></p>	