

Policy Title and ID number:	Local Induction Policy for Temporary Staff CCW 2.3			
Sponsoring Director:	Director of Human Resources & Organisational Development			
Implementation Lead:	Assistant Director of Human Resources (Learning & Organisational Development)			
Impact:	(a) To patients	Yes		
	(b) To Staff	Yes		
	(c) Financial	Yes		
	(d) Equality Impact Assessment (EIA)	Completed: Yes		
	(e) Counter Fraud assessed	Completed: Yes		
	(e) Other			
Training implications:	To be incorporated into induction: Yes / No			
Date of consultation:	Approval Process	Date	Local Consultation	Date
	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			
	• RATS		Investment Board	
	Trust Board Approval / Ratification		Patients Experience Board	
	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	£		

**LOCAL INDUCTION POLICY
TEMPORARY STAFF**

NHSLA ID: Standard 2 - CCW 2.3

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

**SPONSORING DIRECTOR -
DIRECTOR OF HUMAN RESOURCES**

LOCAL INDUCTION POLICY – TEMPORARY STAFF
NHSLA ID: - CCW 2.3

POLICY

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Corporate Curriculum

ABBREVIATIONS AND ACRONYMS

- ◆ NHSLA - NHS Litigation Authority
- ◆ Board - Board of Directors

LOCAL INDUCTION POLICY - TEMPORARY STAFF (POLICY ID: CCW 2.3)

1. STATEMENT OF INTENT

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

This policy and supporting procedures will help to:

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 Standards for Better Health 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 copy of the current Corporate Curriculum which details the current lesson plans and delivery information for the Local Induction.

This policy is aimed at temporary employees **whose appointment does not exceed 12 months**, temporary staff whose contract is for or subsequently exceeds 12 months will be subject to and covered by Policy CCW 2.1 and 2.2.

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 Local Induction.

Ensuring robust procedures are in place to guide staff

Ensuring appropriate time release is available for temporary staff new to the organisation to receive a structured Local 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 on completion of a Local Induction for all employees new to the Trust.

3. IMPLEMENTATION

Temporary staff whose individual appointment exceeds 12 months duration will be expected to follow the Corporate Induction Policy CCW 2.1 and Local Induction Policy – Permanent Staff CCW 2.2.

Temporary staff whose individual appointment is less than 12 months duration will be expected to follow this policy.

The local induction process, driven and implemented by line managers, will form the pivotal role in ensuring staff are inducted and safe to operate within their role.

As such managers must ensure they are available and start the Local Induction for Temporary Staff **on the 1st day of arrival.**

The Local Induction will provide a platform to ensure new employees are given clear concise messages by their Line Manager in relation to:

The Department

- Induction Process
- Human Resources & Wages
- Orientation
- Security
- Communication

Introductions

- Hierarchy
- Work Colleagues
- Contacts

Health and Safety

- Fire Safety
- Housekeeping
- Security
- First Aid
- COSHH
- Accident Reporting
- Manual Handling
- Fraud

Terms and Conditions of Service

- Hours of Work
- Working Time Directives
- Pay Details
- On-call arrangements
- Breaks
- Time Off
- Contract
- Rotas
- Time Sheets

Trust Policies/Procedures
Corporate Curriculum
Responsibilities
Minimum data set

To enable a comprehensive introduction to the organisation to be successful the management of the localised induction is the responsibility of the individual's immediate line manager.

To facilitate a structured approach to this the local induction checklist, contained in the Corporate Curriculum, must be completed on the first day of arrival and returned to the Learning and Development Department **within 1 week** of commencement of employment.

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 signing Annual Health Check statement 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 Local Induction for Temporary Staff involves the whole management chain of command, and all members of staff have a responsibility to ensure the effective implementation of the policy and procedures.

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

Executive Team (ET) –

will review the Local Induction for Temporary Staff annually and update in accordance with external and internal changes.

Human Resources Department –

will be responsible for liaising with the line manager and the Learning and Development Department to ensure they are aware of the start date of the temporary member of staff.

will be responsible for ensuring that the local induction checklist is emailed to the line manager so that this can be returned to the Learning and Development Department **within 1 week**.

Learning and Development Department –

will receive and record completion of the Local Induction checklist for temporary staff.
will inform line managers where checklists have not been received within the specified time period i.e. **within 1 week** from date of appointment.
will inform the Chief Executive (where appropriate), DD/Directors and ADDs/ADNs if the completed Local Induction Checklist has not been received **within 2 weeks** of a new starter's commencement date.
will submit an annual report to ET detailing compliance and recommendations for improvement.

Subject Leads –

will have the responsibility to update the Local Induction Checklist content via the Learning and Development Department.

Line Managers –

will dedicate time to carryout a Local Induction for temporary staff.
Will complete and return to the Learning and Development Department the Local Induction Checklist **within 1 week** of a temporary starter's commencement of employment.

All Staff –

will be responsible for cooperating with Line Managers in relation to Local Induction.

5. MONITORING AND EVALUATION

An annual evaluation of returns and recommendations will be submitted to ET for action.

If the Local Induction Checklist has not been received **within 1 week** of a new starter's commencement date this will be reported to the Chief Executive (where appropriate), DDs/Directors and ADDs/ADNs via a **fortnightly** reporting system for action.

6. REVIEW DATES

Local Induction Content for Temporary Staff, Annually to be approved by 31st March.

Local Induction for Temporary Staff Policy September 2011.

CROSS REFERENCE DOCUMENTS/POLICIES

BHNFT Corporate Curriculum

BHNFT Training Needs Analysis Policy CCW 2.6 (2011)

BHNFT Corporate Induction Policy CCW 2.1 (2011)

BHNFT Local Induction Permanent Staff Policy CCW 2.2 (2011)

APPENDIX

1. Corporate Curriculum
<http://bdghnet/Departments/LandD/4780.html>

CCW2.3 Local induction of temporary staff

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	Review	L&D	Monthly	Assistant Director of L&D	Assistant Director of L&D	ET
b. minimum content of <i>local</i> induction programme(s)	Review	Subject Leads	Annual	Assistant Director of L&D	Assistant Director L&D	ET
c. process for checking that all <i>temporary</i> staff complete <i>local</i> induction	Review	L&D Department	Monthly	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers
d. process for following up those who fail to complete <i>local</i> induction	Report	L&D Department	Monthly	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers	Divisional Directors, Assistant Divisional Directors, Assistant Directors of Nursing, Line Managers

**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	Local Induction (Temporary Employees)
Is this policy/service New/Existing	Existing
Name of Assessor(s)	Julie Fellows, L&D Officer
Date of EqIA.	26 th October 2011
Aims/Objectives/Purpose Of Policy/Service	To ensure that temporary employees are locally inducted by line management
Associated Objectives for this Service e.g. National frameworks, Equality Act.	Along with corporate induction, to contribute towards all employees being inducted into the Trust. To ensure all are safe to practice and do not pose a clinical risk by being provided with relevant information i.e. Trust policy and procedure and acquiring key knowledge and skills by attending identified mandatory and statutory training courses in a timely way
Who Does this policy/service Affect?	All employees of Barnsley Hospital NHS Foundation Trust
What outcomes do you want to achieve from this process?	To ensure that local induction information is provided by line management within the first week of service as per the Trust checklist for temporary employees New employees to be integrated into the Trust as soon as is possible by line management All attendees to work safely, efficiently and effectively and provide a quality service to patients and colleagues

<p>What factors could contribute/detract from the effective delivery of this policy/service?</p>	<p>Contribute</p> <ul style="list-style-type: none"> ○ Line managers completing local induction with new starters in a timely way ○ Induction checklist is completed and returned within 1 week of the new employee's start date ○ Ease of access to policy and employee/manager induction guidance 	<p>Detract</p> <ul style="list-style-type: none"> ○ Line managers not undertaking local inductions with new starters ○ Checklists not being returned to the L&D Department
<p>Could this service/policy have a different impact on different groups protected characteristics (PC's)</p>	<p>If Yes please circle which groups</p> <p>Race Age Disability Gender Religion Class Sexual Orientation Human Rights Pregnancy maternity Marriage Civil partnership</p>	<p>Y/N</p> <p>N N N N N N N N N N N</p>
<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>		
<p>If you have answered yes to the above, please describe any planned actions, (SMART), work streams which will help mitigate your EqIA and ensure your policy/service will:</p> <ul style="list-style-type: none"> • Eliminate discrimination 	<p>The L&D Department have implemented a monitoring system whereby local managers are contacted when local induction checklists are not returned. Information re missing checklists is provided to DD/Directors, ADNs and ADDs and ultimately the Chief Executive if the checklist is still not provided after a reminder has been issued.</p>	

<ul style="list-style-type: none"> • Promote equal opportunities • Foster good relations between others. 		
<p>Following the above actions, will there be a need for a further Equality Impact Assessment? (EqIA)</p>	<ul style="list-style-type: none"> • If yes please complete partial assessment. • If no this assessment needs to be completed, recorded and sent electronically to your Equality & Diversity Advisor 	Yes/<u>No</u>
<p>How will your EQIA be communicated/shared?</p>	<ul style="list-style-type: none"> • Emailed to Trust Equality and Diversity Advisor for agreement and sign off • Uploaded on Trust's public webpage • Uploaded to the in-house policy warehouse • Uploaded to the L&D Department intranet pages 	
<p>When is the next review (Please note review should be immediate on any amendments to your policy etc.)</p>	<p><u>1 year</u></p> <p>2 year</p> <p>3 year</p>	