

Local Induction Checklist - Guidance for Managers

PC24 recognises the importance of the provision of a timely induction for all of our staff. This is to help ensure that new staff are effectively integrated into PC24, their team and their role. The induction process applies to all new members of staff and those transferring in to other roles within the organisation.

These guidelines detail the purpose and the key features of an effective induction programme.

Purpose of Induction

The induction process provides a timely opportunity to:

- Welcome and support new team members to their team, department and to the organisation
- Ensure that new members of staff understand how their role contributes to achieving PC24's vision and strategy
- Emphasise and embed the culture and values of PC24
- Inform new members of staff about the structure of the organisation, the policies and procedures / practices that are in place, both organisation wide and at a local department level
- Clarify the requirements, duties and responsibilities of the role and ensure they have the knowledge and skills to perform their role effectively

Induction Programme – Guiding Principles

- The induction programme should be well planned and structured by the line manager and delivered to the member of staff in a methodical and orderly manner
- The core content remains the same, however some details may need to be customised to the needs and requirements of the person and their role
- The duration of the induction process should typically take no longer than three months. This may vary dependent upon the individuals' level of experience and understanding and to the role which they have been appointed to

Key Stages of the Induction Programme

Pre-arrival:

Following confirmation of the appointment by recruitment, it is good practice for the line manager to make contact with the new member of staff to welcome them prior to their arrival. This provides a more personal introduction to the organisation after the formalities of the recruitment process. The conversation should typically cover:

- First day date and start time
- Where and whom to report to
- Dress code
- What to expect on the first day

Induction Checklist

Local induction should commence on the first day in the new role. This should continue until the new member of staff is fully inducted into their role and into the team. The induction process needs to be led by the relevant manager but should also include input where required from colleagues who may be best placed to provide specific information and assistance.

Adaptation may be required to the particular needs of the new member of staff, their role, skills & experience and to the particular needs of local working patterns.

Safeguarding Induction Form

This form should be completed by the Line Manager and a copy returned to the Quality & Governance team. The Safeguarding level required can be identified by accessing the key in the footer of the form. If you have any queries regarding the Safeguarding level you should assign your staff member, please contact a member of the Training or Quality & Governance teams for support.

Induction Buddy

It can be beneficial to assign a 'buddy' from the team to a new member of staff for the duration of their local induction period. This can assist with faster integration as the buddy acts as a more 'informal' point of reference, providing information and guidance regarding the local team, whereas a manager will be focused on the more formal aspects of the induction process.

Review and Introduction Meetings

During the induction process it is important that the manager meets regularly with the new member of staff to review progress and to ensure they are settling in to their new role and the work environment. This also gives an opportunity to establish if there are any matters or gaps in the programme which need to be addressed.

The new employee will be given an opportunity to meet with the Chief Executive Officer and Director of HR as part of their organisational welcome. Quarterly 'Meet the Chief' meetings have been scheduled a year in advance. It is the responsibility of the line manager to contact the Executive Assistant team and book the new employee onto the next available meeting. Meeting requests can be made to the Executive Assistant team via roombookings@pc24.nhs.uk.

Mandatory Training and Corporate Induction

Protected time for completion of any mandatory training should be identified prior to the new member of staff attending for their first day and should be fully completed as part of the local induction process. Timescales for completion are documented in the Local Induction Checklist.

For further advice and information on the induction process, please contact a member of the HR / Training Team.