

Welcome to your new career at the Norfolk and Norwich University Hospitals NHS Trust (NNUH). We are delighted that you have joined us.

There is always so much to learn when you start a new job. We have tried to make it as easy as possible for you by identifying the really important information that should help you to settle in and understand your role.

At NNUH everyone is encouraged to be proactive and take responsibility for their learning, therefore many of the induction activities are led by you. If you need help - your line manager, buddy or colleagues can point you in the right direction – just ask!

As you work through and discuss each activity the relevant person will sign to confirm that it has been covered. If an activity does

not apply to your new job, please mark this as not applicable (N/A). Likewise if you feel anything is missing please discuss this with your line manager/key contact.



### What's covered in your Local Induction?

Your Local induction has been separated into 7 key sections as follows to help support your learning;







1. **Getting started** – helping you get started on your first day
2. **Getting to know us** – find out what it's like to work here
3. **Getting supported** – there's lots of benefits working here, find out what they are
4. **Getting practical** – key information to help you settle in
5. **Getting serious** – making you aware of your statutory and mandatory responsibilities
6. **Getting into the detail** – settling you into what your job is all about

7. **Got it!** – Congratulations you've completed your induction; it's time to complete your 'Local Induction Checklist eLearning to confirm completion!

Name:	
Job role:	
Department/Division:	
Line Manager/ Key Contact:	
Buddy/Educational Supervisor:	

### Key dates for your induction journey



Activity
Start date:
Trust Induction(s) – within 4 weeks
👤 Corporate/Medical Induction
👤 Clinical Induction (if required)
👤 <a href="#">Department Induction checklist</a> (junior doctors)
👤 Managers Induction (if applicable)
Completion of online Mandatory Training – within















weeks
 Information Governance
 Equality & Diversity
 Safeguarding Adults/Children to level required
 Counter Fraud
 000 Conflict Resolution (for frontline colleagues)
Completion of Local Induction – within 6-8 weeks
 Complete eLearning module 'Department Induction Checklist' to confirm completion and sign off of all required section
First Probationary Review - 3 months
Final Probationary Review - 6 months
Personal Development Review – Annually



















You will find some helpful icons to let you know what type of learning you need to do and if it's something you need to lead on or if it's your manager's responsibility to support you.










**Please check the Induction Hub for further information and support**

#### Icons descriptor





	
Meeting	Information


















	Activity	Who leads	Sign/Date
<b>1. Getting started – Your First Day</b>			
	 Welcome and introduction from Line Manager/Key Contact  How to contact your line manager/key contact in an emergency  Team contacts and emails	Line Manager /Key Contact	
	 Basic facilities – toilets, refreshment facilities/hospital rest rooms/restaurants, arrangements for breaks and eating and drinking area  Working hours/any flexible arrangements  Local on call/shift patterns  Timekeeping expectations  Use of mobile phones and policy on personal telephone calls  Local security arrangements  Map of local area and hospital site  Agile work stations or hot desk  How to book rooms and training	Line Manager /Key Contact	










	Activity	Who leads	Sign/Date
	 Local Fire exits, fire safety equipment, evacuation procedure. Any significant local fire risks.  Local first-aid representative, and how to contact them	Line Manager /Key Contact	
	 ID badge  IT access /Smartcard/ email account organised	Line Manager /Key Contact	
	 Log into <a href="#">ESR</a> (Electronic Staff Record) and check your details <ul style="list-style-type: none"> <li>○ <a href="#">Guide</a></li> </ul>	You	
	 Additional Mandatory training sessions booked i.e. Resus, manual handling	Line Manager/Key Contact	
	 <a href="#">Appointment Support Policy</a> explained and copy given (Non-Medical Staff)	Line Manager	
<b>2. Getting to know us</b>			
	 Organisational structure of your area identifying posts and individuals names  Useful contacts within and outside own department  Find out about key acronyms in your area	Line Manager /Key Contact	
	 Nominated member of staff to act as guide/supporter for first few weeks	Line Manager /Key Contact	


















	Activity	Who leads	Sign/Date
	 Name of Clinical Supervisor, Educational Tutor, Mentor or Preceptor (if relevant)		
	 PRIDE Values  PRIDE Awards  Explain the Communicating with PRIDE training and its benefits  <a href="#">Communicating with PRIDE</a> <ul style="list-style-type: none"> <li>○ Course code in ESR - 234 Communicating with PRIDE</li> </ul>	Line Manager/ Key Contact and You	
	 <a href="#">News - The Beat (nnuh.nhs.uk)</a> via the BEAT <ul style="list-style-type: none"> <li>○ Daily update</li> <li>○ Team brief</li> <li>○ The Pulse</li> <li>○ Connected</li> </ul>	You	
<b>3. Getting Supported</b>			
	<ul style="list-style-type: none"> <li>○ Awareness of <a href="#">Workplace Health and Wellbeing</a></li> <li>○ Counselling service</li> <li>○ Occupational health</li> <li>○ Freedom to Speak Up</li> <li>○ Professional Nurse/Midwifery Advocate (if applicable)</li> <li>○ Physiotherapy service</li> </ul>	You	











	Activity	Who leads	Sign/Date
	<ul style="list-style-type: none"> <li>○ Immunisations: <ul style="list-style-type: none"> <li>○ Advise new starter to contact WHWB to arrange with a time frame of 2 weeks</li> </ul> </li> </ul>		
<b>i</b>	<u>Employee Benefits</u> <ul style="list-style-type: none"> <li>○ Eye tests</li> <li>○ Childcare vouchers</li> <li>○ Cycle to work scheme</li> <li>○ Corporate gym membership</li> <li>○ 50% Discount on First Bus pass (£315 by monthly debits £26.25)</li> <li>○ Charity Giving</li> <li>○ <a href="#">CaringForYou.CaringForYourFinances</a></li> </ul>	You	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 Opportunities to join one of our recognised trade unions/ professional organisations</li> </ul>	You	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 <u>The Sir Thomas Browne Library</u> <ul style="list-style-type: none"> <li>○ Accessing e-resources</li> <li>○ Library membership</li> <li>○ Quiet zone for eLearning &amp; study</li> <li>○ eLearning support</li> </ul> </li> </ul>	Line Manager/ Key Contact	
<b>4. Getting practical</b>			
<b>i</b>	<ul style="list-style-type: none"> <li>👤 Booking time off (e.g. annual leave, study, off duty, etc)</li> </ul>	Line Manager/ Key Contact	

	Activity	Who leads	Sign/Date
	<ul style="list-style-type: none"> <li>👤 Answering the phone, contact numbers &amp; bleep arrangements</li> </ul>	Line Manager/ Key Contact	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 <a href="#">Dress Code and Uniform Policy</a></li> </ul>	Line Manager/ Key Contact	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 Out of hours arrangements, Operational/ Site Managers</li> </ul>	Line Manager/ Key Contact	
	<ul style="list-style-type: none"> <li>👤 Arrangements for reporting absence</li> </ul>	Line Manager/ Key Contact	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 Pay structure and pay dates.</li> <li>👤 Payslips</li> </ul>	Line Manager/ Key Contact	
	<ul style="list-style-type: none"> <li>👤 E-Roster learning</li> </ul>	Line Manager/ Key Contact	
<b>i</b>	<ul style="list-style-type: none"> <li>👤 How to complete forms (e.g. petty cash claims, N1's, bank forms, travel and subsistence claims)</li> <li>👤 Authorised signatories, stationery, time sheets, etc.</li> </ul>	Line Manager/ Key Contact	
	<ul style="list-style-type: none"> <li>👤 LAMP Test Procedures and Policy</li> </ul>		
	<ul style="list-style-type: none"> <li>👤 <a href="#">Join the Bank by emailing them</a> - <a href="mailto:office.staffbank@nnuh.nhs.uk">office.staffbank@nnuh.nhs.uk</a></li> </ul>		
	<ul style="list-style-type: none"> <li>👤 Availability of INTRAN translation services and how to access</li> </ul>	You	

	Activity	Who leads	Sign/Date
<b>5. Getting serious</b>			
	 Location of <a href="#">Trust Docs</a> – intranet/departmental manual	You	
	 <a href="#">Human Resource Operations, Policies and Procedures</a> – via the Intranet  Arrangements for Personal Development Review	You	
	 <a href="#">Employee Code of Conduct</a> – via the intranet	You	
	 <a href="#">Caldicott Obligations</a> and responsibilities re: confidentiality	Line Manager/ Key Contact	
	 <a href="#">Cyber Code of Conduct</a> compliance & Information Governance	You	
	 Incident and Accident reporting ( <a href="#">Datix: Incident &amp; 'Near Miss' Report form (DIF1)</a> ( <a href="http://thirdparty.nhs.uk">thirdparty.nhs.uk</a> ))	Line Manager/ Key Contact	
	 <a href="#">Manual Handling</a> arrangements identifying current competency and any training required	Line Manager/ Key Contact	
	 Procedures for waste disposal (refer to <a href="#">Waste Management Policy</a> on Trust Documents)	You	

	Activity	Who leads	Sign/Date
	 Complete role-specific Mandatory Training (see <a href="#">Staff Mandatory Training Policy</a> )  Manager Induction E-Learning (if applicable)  Advise of <a href="#">Licence to Lead</a> (if applicable)  Patient Safety E-Learning via ESR	Line Manager/ Key Contact/ You	
<b>6. Getting into the detail</b>			
<b>Complete where relevant:</b>			
	 <a href="#">End-of-life care</a> <ul style="list-style-type: none"> <li>○ Trust guidance &amp; policies</li> <li>○ 5 priorities of EoLC</li> <li>○ How &amp; when to use EoLC plan</li> <li>○ Delivery of EoLC on the ward</li> <li>○ Palliative discharge process</li> <li>○ Pharmacological Interventions</li> <li>○ Trained nurses to complete syringe driver competencies within their first 2 weeks</li> </ul>	Line Manager/ Key Contact	
	 <a href="#">18 Weeks Referral to Treatment Standards</a> (RTT), the RTT Access Policy, and role of Data Quality	Line Manager/ Key Contact/ You	

	Activity	Who leads	Sign/Date
	 Blood transfusion procedures	Line Manager/ Key Contact	
	 Resuscitation procedures and equipment	Line Manager/ Key Contact	
	 FFP3 mask fit testing ( <i>Complete Fit Testing Record Trust Doc ID No: 12270 – Appendix 1</i> )  – <a href="#">Privacy Notice</a>	Line Manager/ Key Contact	
	 Aseptic Non Touch Technique training Hepatitis B/C safety Resuscitation arrangements	Line Manager/ Key Contact	
	 Clinical policies, protocols & procedures as appropriate Including: ○ Medicine Management ○ Infection Control ○ Hand washing ○ <a href="#">Cleaning and Disinfection</a>	Line Manager/ Key Contact	
	 Use of laboratories	Line Manager/ Key Contact	
	 Medical Device Training	Line Manager/ Key Contact	
	 Medical Devices/ Equipment Assessments if appropriate	Line Manager/ Key Contact	

	Activity	Who leads	Sign/Date
	 Waiting List Management & Policy training	Line Manager/ Key Contact	
	 Maintenance of statutory registration and implications	Line Manager/ Key Contact	
<b>Supplementary Departmental Checklist</b> (Use this section to add any specific role or departmental information)			
			
			
			
			
			
			
<b>7. Got it!</b>			

	Activity	Who leads	Sign/Date
<p>Once your Local Induction has been completed within the first 8 weeks of you joining the Trust, you and your Line Manger/Key Contact need to sign the declaration below.</p> <p><b>👤 Action!</b> Complete the 'Local Induction Checklist eLearning' on ESR, this will automatically update your learning record to confirm this has been completed.</p> <p>If you have any questions or cannot access the eLearning please email - <a href="mailto:train.mandatory@nnuh.nhs.uk">train.mandatory@nnuh.nhs.uk</a></p>			
<p><b>Declaration:</b> I confirm that I have completed all the activities relevant to my role in the Local Induction:</p>			
<p><b>Employee Name:</b></p> <p><b>Position:</b></p> <p><b>Employee Signature:</b></p> <p><b>Date:</b></p>			
<p><b>Line Manager/Key Contact Name:</b></p> <p><b>Position:</b></p> <p><b>Line Manager/Key Contact Signature:</b></p> <p><b>Date:</b></p>			
<p><i>Please maintain a copy on your personal file.</i></p>			