

New in Post (Probationary) Policy

Policy Control

Board Library Reference:	P149
Document Author(s):	Emily Saad, ER Advisor
Executive Lead:	Julian Feasby, HR Director
Date of Authorisation:	November 2018
Review Period:	3 Yearly
Review Date:	2021
Committee Approval:	Executive Approval

Version Control

Version No	Date	Editor Initials	Consultation Route	Revision Description
1.0	19/04/2016	SM	Historical not recorded	New policy
1.1	21/11/2018	ES	PRG, GNG, HR, HRD Sign off	Amendments to policy process & refresh into new templates and name change

Policy Queries: awp.hrservicecentre@nhs.net



New in Post (Probationary) Policy

1. What this policy covers

The Trust is committed to ensuring that as a new employee you feel welcomed and aim to support you to fully understand your role, help you to understand what is expected of you and what support we can give.

This policy covers the first 6 months in a new role, but also details the process for the rare cases when things do not go to plan.

Further information can be found at the following websites:

[Ourspace Link](#)

This policy will:

- Introduce you to Management 1:1 & Clinical Supervision practices and support including feedback and reflective practices in a blame free environment.
- Detail the responsibilities of managers to organise effective support to allow you to settle into your new role and foster a learning culture.
- Apply to all Trust employees, but shall not override any specific provisions/processes established for Medical and Dental and Bank workers.

2. Principles

“Contrary to popular belief, probationary times are a two-way process and at the Trust we really wish to embrace this”.

Your manager will:

- Help you to understand the expected standards that we need you to deliver.
- Assess your competencies against the job description including what training or support you may require – this is to

enable us to assist you to deliver your role and provide the service and/or care for which you are employed.

- Establish 1:1 meetings where **both** parties give constructive feedback and discuss any issues – this is not to blame anyone, but to help everyone reflect and learn.
- Introduce you to the Trust engagement approaches and feedback systems in place.

If you are struggling or questioning if you have made the right choice in accepting this role, please use these conversations to have an honest discussion. Likewise if your manager believes you are struggling to adapt, or there have been issues identified, they will discuss these with you and identify how they can support you going forward.

3. Responsibilities

- **Executives/Senior Management** has overall responsibility for ensuring the policy is applied and support provided in a way that does not discriminate.
- **Managers** should welcome and meet with new employees, provide the [local induction](#) and support required to allow individuals to achieve the expected standards. They should also take supportive action at the earliest opportunity if these standards are not met.
- **All Trust employees** should familiarise themselves with the [required standards](#) during the probationary period and beyond and participate fully in Trust processes. Mandatory/statutory training should be fully completed within 3 months.
- **The Employee Relations HR Team (ER)** is responsible for providing professional HR advice.
- **All** involved should maintain confidentiality where possible.



New in Post (Probationary) Policy

4. Common Questions?

4.1 What issues might be discussed with me?

You can expect your manager to discuss these topics with you:

Performance	Conduct	Absence
Attendance	Timekeeping	Role standards
Quality	Accuracy	Relationships
Trust values	Behaviours	Clinical standards
Professional standards	Mandatory/ Statutory training	Preceptorship /Care certificate progression
Some other substantial reason (e.g. if any reasonable adjustment you require because of a disability/limiting long term health condition is not working)		

4.2 What support may be available to me?

The following list is not exhaustive. Support will be arranged on what an individual team / service can accommodate and is considered reasonable. Should you require different support, do speak with your manager:

1:1/Supervision	Training	Development
Support	Buddy	Mentors
Coaching	L&D Team	Shadowing
Competency assessment	Occupational Health review	Shadowing other teams
Attendance at special interest groups		

5. Policy in Practice

Management 1:1's/clinical supervision and reviews are considered as good management. The aim of each session is to provide the tools and support to allow you to deliver your role.

“Management 1:1’s for the first 6 months should be scheduled in advance”.

This is a two-way process; you will discuss your development. Any bumps along the way will be discussed so you can learn, but we also want you to provide feedback and discuss any

blocks or processes you come across that could be improved upon.

5.1 Initial Arrangements & Management 1:1 (Usually Week 1-2)

On Day 1 you will be welcomed into your team and local induction initiated. The first Management 1:1 meeting should then be held as early as possible (usually within the first 2 weeks). At the initial meeting your manager should welcome you, explain the process for the next 6 months and 1st year and start to discuss the role and how they will support you.

This will inform a probationary plan that will include realistic objectives, notes of which will be maintained within your supervision records.

5.2 Monthly Management 1:1 (Months 1-4)

As part of the management 1:1 meeting your manager will review with you the probationary plan objectives and your performance. This will be a two-way conversation providing each other with positive and constructive feedback.

This may result in the plan being adjusted and additional support provided as and when required. For example, your manager may provide a summary of progress to date along with areas of focus to review at the next management 1:1 meeting.

5.3 Probationary Assessment at 1:1 (Month 5)

Your manager will review your performance and assess if you have met the objectives they set. They will then determine the following:

Passed Probationary

If your manager feels that you have successfully completed your probationary



New in Post (Probationary) Policy

period then they will confirm this to you before the end of the 5/6 month period.

“Your objectives, going forward, will be transferred and reviewed as part of regular [management 1:1 reviews](#) and assessed during the [Appraisal Process](#).”

Extend Probationary

If there have been difficulties, then your manager should have discussed this prior to this review meeting and provided you with support to try and resolve these. In exceptional circumstances, they may then consider extending your probationary period to allow you additional time to achieve the standards required for the role.

The length of any extension should be based on your individual needs, but also the team’s ability to deliver the support required. It is advised that any extension should not be for longer than 3 months from the date of the review meeting, however there may be exceptions agreed and your objectives reviewed.

A further probationary assessment will need to be pre-booked 1 month in advance of the end date. Should you disagree with the decision to extend, or you are still unable to meet the objectives set during an extended period, a probationary review meeting will be arranged.

Probationary Unsuccessful

Your line manager will discuss the probationary period process they have undertaken (and any fact-finding exercise completed – i.e. in cases of conduct etc).

Due to the public services we deliver, the Trust does consider it as reasonable to

determine that a probationary period is unsuccessful but this will be determined on the individual facts.

Example Situations:

- Despite reasonable support the individual fails to improve and meet the required standards
- Following a fact-finding exercise, it is determined that they may have committed an act of conduct/gross misconduct
- Actions considered to put at risk Trust property, resources, service users, quality, employees or the probationer themselves
- Some other substantial reason

Your manager will discuss their assessment with [Human Resources](#) and then confirm the decision to you and formally issue you with your notice that your employment with the Trust will end.

If this review is not conducted prior to the end date of probation (or extended period) end date, then it will be determined that you have by default met the probation period requirements and no further action will be taken under this policy.

5.4 Internal Moves

Internal Moves (over 6 months Trust service)

If you are a current employee going into a different role including secondments, you should receive the same support and direction.

Should issues be identified, any formal process required will be addressed via the relevant Trust policy and not via the process detailed above.

Fixed Term Posts

If you are on a fixed term contract you should still receive support; it is advised that this policy is followed but the probationary review



New in Post (Probationary) Policy

meeting brought forward to one month prior to the end of your contract.

5.5 Escalation Process

If there is an indication early on that you will not pass your probation, or are not engaging then the process can be escalated.

This may be suitable for example, in cases where individuals are absent without leave. Advice should however always be sought from the HR Team.

5.6 Appeal

If you wish to appeal an unsuccessful probation decision, you must submit your intention along with the grounds of your appeal. A reasonable timeframe for submission would have been detailed to

you in the letter confirming you have been unsuccessful during your probationary period.

6. Monitoring

The Trust may monitor the policy through data gathering and analysis and will use frameworks such as workforce race equality standard, workforce disability equality standard, workforce reporting to identify and where appropriate address disparities between different groups.

