

Induction Policy

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1. Introduction

Avon & Wiltshire Mental Health Partnership NHS Trust (the Trust) recognises that induction training is an important part of the employment process. Induction training should ensure that all new employees, at all levels, wherever they are based, receive information about their department and their role within it. The induction programme should also cover the Trust's philosophy, its policies and procedures, and the Trust's role within the NHS. The new employee should also gain a clear understanding of the Trust's terms and conditions and employee statutory obligations and rights.

2. Policy Statement

The Trust aims to ensure that:

- Once a job offer has been accepted, a detailed process of induction in the working environment will be tailored to the nature and needs of the position being filled, taking into account the needs of the employee and the training matrix for that post.
- All new permanent employees receive an induction pack and attend the Trust Induction Programme, consisting of the Trust Induction Day, 'MOT' Day, and further mandatory training as identified for their role, prior to joining the workplace.
- Each employee's induction process will be reviewed three to six months after they start employment in their new role in the Trust.

3. Purpose or Aim

The main purpose of this policy is to clearly describe the principles supporting, and specific responsibilities for delivering, the Trust's Induction Scheme.

4. Scope

This policy applies to all workers within the Trust.

5. Principles underpinning this policy

The Trust regards the effective and timely induction of its staff, including temporary staff, as an essential objective for managers and employees at all levels.

Induction is mandatory for all staff working in the Trust, whatever their role and whatever their workplace.

In the case of temporary staff, the recruiting manager is asked to complete a temporary induction checklist with the staff member, to ensure that the relevant aspects of workplace induction have been adequately covered.

For permanent staff induction comprises the Trust Induction Programme, Workplace Induction and required training elements specific to the post/profession group.

Induction is part of an ongoing process of training and personal development, which is supported and monitored through appraisal and managerial supervision.

When new employees are recruited, or when internal transfers or promotions occur, it is the aim of the Trust to help them adjust to their new situations as quickly and as easily as possible, so as to become fully integrated members of their team, department and of the Trust.

Each employee should complete the induction process within the first three months of employment.

Line Managers will be coached in the implementation of this policy.

The Trust Induction process will be developed in partnership by managers, the HR directorate the Joint Union Council, and users and carers groups and representatives, and co-ordinated and delivered by the Learning and Development team.

6. Roles and Responsibilities

6.1 The Recruitment Team will:

- ensure that each employee is provided with an induction pack and details of their Induction Programme on appointment considering issues of equality and addressing the needs of individuals with protected characteristics as appropriate.
- notify the Learning and Development Team of each new employee through input onto the Managed Learning Environment (MLE) in order to ensure effective tracking.

6.2 The Learning and Development Team will:

- To co-ordinate and administer mandatory training.
- To co-ordinate and administer the Trust Induction Programme.
- To keep a record of attendance on the Trust Induction Programme and to contact new employees who do not attend and notify their line managers, so that they can ensure attendance at a future programme.
- To ensure that all members of staff are enabled to access and participate in all induction training events regardless of disability and any other protected characteristic making reasonable adjustments where appropriate.

6.3 The Line Manager will:

- ensure that all new employees are given appropriate instruction to facilitate their smooth introduction into the team and the workplace.
- provide each employee with an induction checklist to ensure that every appropriate area of induction is covered and work through the checklist with the employee, signing each section on the checklist proforma on completion of each area of activity, and retaining a copy for their records.
- only in exceptional circumstances and with the agreement of their line manager will a new staff member join the workplace before completion of their induction programme. In these circumstances it is the line manager's responsibility to facilitate the employee's attendance on the next available session.
- set up a review of each employee's induction process 3 to 6 months after they start work, as the basis for the employee's ongoing personal development.
- familiarise, where appropriate, the employee to the relevant competence requirements for their post, and agree a plan with the employee to address their development needs at the induction stage and then on an ongoing basis throughout the first year in post.
- ensure that all employees have the opportunity to participate in all aspects of induction which may include making reasonable adjustments for members of staff who have a disability.
- support the probation period to ensure that each new employee receives appropriate support and development opportunities to enable them to quickly settle into their new role,

and to facilitate them in carrying out their duties and responsibilities to the required standards.

6.4 The Individual Employee will:

- attend and participate in the Trust Induction Programme and to give feedback about their experience of it.
- take part in identifying their specific training needs.
- carry out, with the support of their manager, all Workplace induction activities and to sign the checklist pro-forma to verify completion of these activities, keeping a copy for their own records.
- Adhere to the probationary period expectations which provides an opportunity to receive constructive feedback, and to identify any training and development needs to meet the expectation of the role.

7. Standards

This policy will be measured against the requirements of employment legislation and the best practice expected from a modern health organisation.

8. Training

Further information and advice is available via Ourspace.

9. Monitoring or Audit

The Director of Organisational Development is responsible for monitoring that the requirements of this policy have been met.

The Trust's arrangements for induction will be evaluated every two years by the Learning and Development Team against various external standards, to include CQC registration standards and the Clinical Negligence Scheme for Trusts.

The Learning and Development team will maintain records of induction training and follow up non-attendees. The training programme is routinely evaluated by participants. This information is reported via the Learning and Development Group, to the assuring group to the Board (who provide advice and guidance to the Executive Management Team in this regard), on a quarterly basis.

The induction procedure (Appendix A) specifically provides information on:

- The process for checking that all new permanent staff complete corporate induction.
- The process for following up those who fail to attend corporate induction.
- The process for checking that all permanent and temporary staff complete local induction.
- The process for following up those who fail to complete local induction.
- Data on the effectiveness of these processes is provided and evaluated through the quarterly reports.

Any issues arising from auditing will lead to the creation of an action plan, the implementation of which will be monitored by the Learning and Development Group and reported to the assuring group of the Board.

Representatives from trades unions formally recognised by the Trust and management representatives have drawn up this policy. Management as part of the review will provide meaningful statistics.

This policy will be reviewed after 3 years or earlier at the request of either party. References.

10. Definitions

Protected Characteristics - The 2010 Equality Act covers 9 “Protected Characteristics:” They are Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

Training Matrix - A chart which illustrates the statutory mandatory and essential training needs of all of the occupational groups within the Trust, the Training matrix can be accessed via the Trust intranet. All staff joining the organisation will receive a copy of the training matrix as part of their induction pack.

[Mandatory training](#) - Training which there is an organisational requirement for staff to attend.

11. Associated and Related Procedural Documents

[Probationary Period Policy](#)

[Training Matrix](#)

12. References

This policy has been drawn up with reference to current UK and European employment legislation and relevant national terms and conditions.

13. Appendices

[Appendix 1 Induction procedure](#)

Induction Policy

Version History				
Version	Date	Revision description	Editor	Status
1.0	17 Dec 2008	Following Board Approval	CS	Approved
2.0	18 Jan 2011	Policy has been amended to address the new CNST monitoring requirements with the support of Linda Hutchings. Approved by Q&HCG with no change in review date	TW	Approved
2.1	01 Mar 2011	Amendments approved by Quality and Healthcare Governance with no change in review date	TW	Approved
3.0	01 Nov 2011	Amendments approved by QHCG with a 3 year review date	TW	Approved
3.1	30 Nov 2012	Administrative amendments made to policy agreed by MWMG and noted by ESEC. No change in expiry date	TW	Approved
3.2	03 Nov 2014	Extension of 6 months to review timescale agreed by Employee Strategy and Engagement Committee. Revised from 31 October 2014 to 30 April 2015.	HD	Approved
3.3	16 Mar 2016	Alignment of terminology	WK	
4.0	19 April 2016	Approved for publication	WK	Approved
4.1	22 July 2019	Extended until March 2020	HRD JF	Approved