WELCOME to Avon and Wiltshire Mental Health Partnership NHS Trust (AWP)

We hope you enjoy working with us

Working safely and effectively

The responsibility to ensure that you are able to do your job well and safely is shared between:

- You
- Your manager
- The learning & development team.

This pack is designed to guide you through your first few months. Please familiarise yourself with what you need to do and what you can expect of others, in the following areas:

- Strategic objectives, our motto and our values
- Induction – and further learning opportunities
- Training pathways and the training matrix
- Supervision and appraisal
- Research and development
- Safeguarding
- Supporting personal recovery
- Induction checklist

Any questions? Please contact: induction@awp.nhs.uk

This information can be made available in other formats (for example, braille) or other languages, on request, by calling the Trust’s patient advice and liaison service (PALS), tel: 01249 468 261 Freephone: 0800 073 1778 email pals@awp.nhs.uk
Strategic objectives, our motto and our values

Early in 2013 our Trust consulted with staff, service users, carers, commissioners, foundation trust members and those who had contact with our Trust over a refresh of our strategic objectives, vision and values.

The aim was to respond to feedback which suggested that our objectives were not understood by all, that those who worked for or used our services did not relate to the Trust’s vision and values, and that we needed to bring these into line with the significant changes made to the organisation.

As a result, our Trust updated its strategic objectives, replaced its vision with a motto and agreed new values which set out below.

Strategic objectives – consolidate, integrate and expand

**Consolidate** provides the building blocks on which success of our Trust rests. ‘Being Brilliant at the Basics’ will be a frequently heard statement as, helped by feedback from for example ‘the friends and family test’, we review what we do well, identify what needs to be better and deliver more and constantly improving recovery-focussed services.

**Integrate** requires us to work more effectively in partnership, internally and externally, connecting fully with the local health communities we serve and forging positive, dynamic relationships with our staff, commissioners, GP’s, service users and carers, as well as those in the voluntary and social care sectors.

**Expand** will be fundamental to the viability of the Trust, developing first a portfolio of quality, specialist services which meets the needs of commissioners locally and in areas outside our traditional heartland.

Our motto – You matter, we care

Whether service users, staff, GPs, commissioners or third sector groups, you matter to us and we care how we listen and respond to your needs, views and ambitions.

Values

Our Trust would like everyone who has contact with our Trust to feel PRIDE in the organisation and our values reflect this:

- **P** Passion: Doing our best, all of the time
- **R** Respect: Listening, understanding and valuing what you tell us
- **I** Integrity: Being open, honest, straightforward and reliable
- **D** Diversity: Relating to everyone as an individual
- **E** Excellence: Striving to provide the highest quality support

Our Trust believes that these complement the principles and values of the NHS, as expressed in the NHS Constitution, and support our commitment to ensure that everyone who works for our Trust or has contact with it is treated with dignity and respect.
Induction – and further learning opportunities

The induction process falls into two main parts: the induction programme, equipping you with statutory and mandatory training tailored for your role; and workplace induction, designed to ensure that you are familiar with a range of local aspects to your new role.

**Induction programme**

Your first working day will be the Trust Induction Day, where you will be welcomed by the Trust’s Chair and Chief Executive, those who have experience of using Trust services, and the family members who support them. The rest of your induction programme will be a blend of elearning and face-to-face training tailored to the requirements of your role. Further details of all courses are available in the training prospectus (search ‘prospectus’ on Ourspace).

**Workplace induction**

Workplace induction is designed to ensure that you are familiar with the range of local aspects to your work, giving you and your manager the opportunity to discuss key issues, and to set objectives for your role. This process is structured by the induction checklist. You will find it helpful to make dates in your diaries to allow enough time to look carefully at the checklist; time spent in these early days may well save much time later on.

The checklist can be completed online – see the induction pages (under staff services) on Ourspace – and returned by email. Alternatively use the version at the back of this pack, which must be signed and dated by both you and your manager and returned to the learning & development team as indicated.

This is an extremely important part of the system through which we can be confident that all members of staff are receiving an appropriate induction, and we would be grateful for your help in making this run smoothly.

If we do not receive the checklist as requested, you will be sent a reminder via the managed learning environment (MLE).
Training pathways and the training matrix

The training matrix, available on Ourspace, will help you to identify any outstanding mandatory and statutory training that you need during your induction period.

It is your responsibility to ensure that you undertake the necessary courses. It is your manager’s responsibility to ensure that you are able to do so. Please make sure you book yourself onto any outstanding training within the specified timescales.

After completing statutory and mandatory training requirements, training pathways are available to help you gain relevant specialist knowledge for your role: http://ourspace/StaffServices/KtoO/LandD/Pages/TrainingPathways.aspx
KEY TRAINING & CPD PATHWAYS
ADULT COMMUNITY
B5 Recovery Co-ordinator

It will be a requirement to attend ongoing specialist supervision & regular refresher as appropriate for each pathway.

CBT with Psychotherapy Specialist Modules x 2

Developing CBT Skills (5 days) + 12 months supervised practice

Practical Psychopharmacology

Working collaboratively with people with a personality disorder (4 days) and/or Knowledge Understanding Framework (KUF) Awareness Level

Cognitive Behavioral Approaches to Working with people with a psychosis (3 days)

Adv Psychological & Psycho-pharmacological interventions (E)

Dual Diagnosis Pathway

Family Work Pathway

Working with people with a personality disorder (e-learning)

CBT Psychosis Pathway

Dual Diagnosis (2 days)

Medication used in depression and anxiety (E)

Family Work (8 days) & Supervised practice

Personality Disorder Pathway

In addition to their key training, and with their managers’ agreement, Band 5 Recovery Co-ordinators will be able to specialise in one or more pathways (as above).

KEY TRAINING IN ORDER OF PRIORITY:

- Supporting Personal Recovery (1 day)
- Role of a Care Coordinator (1 day)
- Working in Partnership with Families & Carers (1 day)
- Childhood trauma & sexual abuse – Asking the question during assessment (1 day)
- Safeguarding Level 3 (1 day)
- Promoting Therapeutic Relationships using Cognitive Behavioural Approaches (2 days)
- Rough Guide to working with people with a diagnosis of a Personality Disorder (1 day)
- Working with people who use self-harm (1 day)
- Dementia Awareness (E)
- Motivational Interviewing (1 day or E)
- Group work skills (2 days)
  (Optional according to role)
- Medicines prescription & administration (E and M)
- Controlled Drugs (E)
- Supporting people with medicines (3hrs)

Mandatory & Statutory Training (as per training matrix):

- Trust Induction
- NDT day: Includes Health and Safety Awareness, Fire Safety, Infection Control, Moving and Handling & Basic Resuscitation
- Rio Training
- Managing Conflict
- Working collaboratively with CPA & Risk
- Safeguarding Level 1, 2 & PREVENT
- Diversity Awareness
- Dual Diagnosis Awareness (E)
- Display Screen Awareness (E)
- Medicine prescription & administration (E)

Version 1.3 February 2013

You might also like to do these e-learning courses:

- Wellness Recovery Action Plans (WRAPs) (30 mins)
- Suicide Awareness (2 hrs)
- Coping Skills (30 mins)
- Medicines for mental health (3 hrs)
- Understanding the links between mental & physical health (2.5 hrs)
- Developing a collaborative formulation (30 mins)
- Identifying physical health needs (30 mins)
- Managing physical health (30 mins)
**Accessing learning**

You can apply for training and manage your training record on-line through the Managed Learning Environment or MLE.

You can use the system to do the following:

- View your learning programme
- View documents describing courses in more detail
- Book yourself on to workshops
- Launch e-learning modules
- Report on your progress
- View a calendar of your workshop and deadline dates
- Browse a catalogue of optional learning activities and request approval
- Get help if you get stuck.

You should have received your MLE log-in details and user guide with your induction programme: for more information please see the learning and development home pages on Ourspace.

**Not confident online?**

We recognise that not everyone will feel confident about finding information online. We can arrange for you to attend basic introductory training to learn about the systems you will come into contact with. Just ask your manager for further details.

**Learning4Health**

The Southwest Learning4Health platform, developed by the South West Strategic Health Authority, makes hundreds of elearning modules available to staff in seven care pathways, including a mental health pathway. Learning and Development have developed a list of recommended learning activities based on your band and work setting: you can see these in the training pathways and in the ‘my learning’ section of the MLE.

**Further learning opportunities**

Once you have completed your mandatory and statutory training, the training pathways will help you to identify further learning opportunities to help you in the role. These include nationally recognised qualifications such as the certificate in working in community mental health care, certificate in dementia care, diploma in health and social care and national vocational qualifications (NVQs) in business and administration.

For further information, please see the training prospectus and training pathways on the learning and development pages (under staff services) on Ourspace.
Supervision and appraisal

Supervision is an important part of supporting staff to provide safe and effective services, and it is one of the seven indicators in the Trust’s IQ (Information for Quality) reporting system. All staff should receive regular management supervision, and an annual appraisal. Many staff will also receive caseload and clinical supervision in order to enable them to effectively carry out their roles. For further information, please see AWP’s supervision policy (search under ‘policies’ on Ourspace).

When you have completed the induction checklist, agreed your objectives for the year ahead and recorded them using the appraisal record, this will effectively count as your first appraisal, and will be entered on to the MLE as such.

You should plan to have your next appraisal at the same time next year. “The primary focus for the appraisal scheme is that of personal development for the individual to enhance their contribution to the achievement of the Trust’s objectives” (AWP appraisal policy).

It is your line manager’s responsibility to ensure that this happens although the appraiser may be another manager, supervisor, or appropriately trained senior member of the team.

Appraisal will give an opportunity for strengths and contributions to be acknowledged and learning needs to be identified, including ensuring that all mandatory and statutory training has been undertaken.

For further information see the AWP appraisal policy, on the appraisal pages (under staff services) on Ourspace http://Ourspace/Trust/Policies/Documents/HR_GOV_15.doc

Research and development

AWP are committed to informing our service users of research studies in which they may be eligible to participate. It is every person’s responsibility who works for AWP to ensure this happens and we pride ourselves on our research culture. Please contact the Research and Development Department about how you can be involved and ensure we give our service users these opportunities; 0117 3784266 or email research@awp.nhs.uk

Find out what research studies your team is helping with. Find out who your contact is within the R&D Department.
Safeguarding

Your responsibilities

All AWP staff and volunteers must actively promote the health and wellbeing of children and vulnerable adults, and ensure they protect the public. In your work with AWP you have a duty to ensure that you safeguard and promote the welfare of all service users, carers, family members and the public. You must also be aware that you have an overriding duty to protect children regardless of the needs of any adult, even if you are not working directly with the child. These duties cover both your direct work with service users and families, and the appropriate sharing of information or work with other agencies to manage potential or actual risks to a child, vulnerable adult or the public.

During your induction, and as appropriate to your role, you will spend time with your manager or senior member of your team working through a short booklet to ensure that you are familiar with:

- How and when to contact the trust safeguarding team
- Working with safeguarding children procedures
- Working with safeguarding adult procedures
- Working with domestic violence and abuse
- Working with violence against women and girls
- Working with multi-agency public protection arrangements (MAPPA)
- Working with counter terrorism and Prevent strategies
- Using and sharing service user information.

Safeguarding induction training is delivered by team managers (or their nominated deputy) using the Trust training templates. It allows you to discuss the particular safeguarding issues and local policies you need to be aware of for your role. You should record the outcomes from your discussion and confirm on the induction checklist that you have done so.
By the end of your induction training, you should:

- Have an understanding of your statutory responsibilities and the legal requirements
- Be aware of the Trust, multi-agency and national policies on safeguarding (including those on whistleblowing and allegations against staff), and how and when to access and use them
- Be alert to potential indicators of abuse or neglect
- Be alert to the risks that people with mental illness may pose to children or vulnerable adults or the public
- Understand your duty to report and share information on abuse, neglect and risks to other people
- Know how and when to contact the Trust safeguarding team
- Have identified and agreed with your manager the supervision arrangements and further training you require to effectively and safely meet the safeguarding responsibilities for your specific post or role in AWP.

How and when to contact the safeguarding team

If you identify a safeguarding concern, and are not completely sure what you should do, you must always contact the safeguarding team for advice and support.

The safeguarding team consists of professional leads for safeguarding (who work with local teams and partnerships), named nurses and named doctor for child protection, and the head of safeguarding. The team provides professional guidance, advice, direction and signposting to all Trust staff or volunteers on all public protection and safeguarding issues, and on sharing information with other agencies.

For access to safeguarding advice (9am to 5pm Monday – Friday):
Email: safeguarding@awp.nhs.uk
Further contact details are on the safeguarding front page on Ourspace.

For emergency safeguarding advice at weekends and bank holidays (9am – 5pm only).
The contact details of the on call member of the safeguarding team is available by ringing 0117 378 4578. When you leave a message, always include your name and your telephone number.

Want to know more?
Look on the safeguarding pages (under staff or client services) on Ourspace.
Supporting personal recovery

The principles of recovery

Recovery is about building a meaningful and satisfying life, as defined by the person themselves, whether or not there are ongoing or recurring symptoms or problems.

Recovery represents a movement away from pathology, illness and symptoms to health, strengths and wellness.

Hope is central to recovery and can be enhanced by each person seeing how they can have more active control over their lives (‘agency’) and by seeing how others have found a way forward.

Self-management is encouraged and facilitated. The processes of self-management are similar, but what works may be very different for each individual. No ‘one size fits all’.

The helping relationship between clinicians and patients moves away from being expert/patient to being ‘coaches’ or ‘partners’ on a journey of discovery. Clinicians are there to be “on tap, not on top”.

People do not recover in isolation. Recovery is closely associated with social inclusion and being able to take on meaningful and satisfying social roles within local communities, rather than in segregated services.

Recovery is about discovering – or re-discovering – a sense of personal identity, separate from illness or disability.

The language used and the stories and meanings that are constructed have great significance as mediators of the recovery process. These shared meanings either support a sense of hope and possibility, or invite pessimism and chronicity.

The development of recovery-based services emphasises the personal qualities of staff as much as their formal qualifications. It seeks to cultivate their capacity for hope, creativity, care, compassion, realism and resilience.

Family and other supporters are often crucial to recovery and they should be included as partners wherever possible. However, peer support is central for many people in their recovery.

Copyright Centre for Mental Health.
We gratefully acknowledge their permission to use this material.

You can find more information about recovery on Ourspace or at centreformentalhealth.org.uk/recovery/index/aspx
INDUCTION CHECKLIST

- Please complete this form online via the L&D home page or using the checklist at the back of your induction pack, and return to the L&D team (details at end)

- Please complete standards one to three in your first three weeks and standards four to six in the first eight weeks, allowing sufficient time for discussion of key areas

- Items in **bold** need to be completed on the employee’s **first day in the workplace**

- Tick each topic when covered, then sign and date at end of checklist

- Please retain two copies for your records

- Completion of this checklist, plus the setting of objectives for the year ahead, will be taken as the employee’s first appraisal.

<table>
<thead>
<tr>
<th>Name by which you are to be paid</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Department/team</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td></td>
</tr>
</tbody>
</table>

**INDUCTION STANDARD 1: THE PRINCIPLES OF CARE**

**1.1 – Service users and carers**

<table>
<thead>
<tr>
<th>Highlight our shared responsibility to promote the individuality, dignity, rights and choices of all those who use or come into contact with AWP services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasise the need to support and respect diversity</td>
</tr>
<tr>
<td>Highlight the importance of making reasonable adjustments to practice to support service users with learning disabilities in accessing mainstream services</td>
</tr>
<tr>
<td>Outline care and custody of patients’ property where relevant</td>
</tr>
</tbody>
</table>

**1.2 – Confidentiality**

| Understanding of confidentiality information as relevant to role e.g. acceptable use policy (2.7 below); confidentiality in care pathways; confidentiality and information sharing with families and carers |

**1.3 – Policies and procedures**

<table>
<thead>
<tr>
<th>Staff to be shown how to access Trust policies and associated procedures and guidance on Ourspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to be given an overview of the key policies that they need to familiarise themselves with in order to safely fulfil their duties</td>
</tr>
<tr>
<td>Staff to be allocated time to read and understand policy requirements and to ask any questions</td>
</tr>
<tr>
<td>Ward-based practitioners are aware of the procedure for observation and engagement (part of safe management of patients in hospital policy), and receive orientation to observation practice on the ward</td>
</tr>
</tbody>
</table>
### 1.4 – Praise and complaints

Confirm understanding of praise and complaints as covered on the Trust induction day – including the role of the PALS service in dealing with concerns and requests for information, handling complaints through the complaints, compliments, concerns and comments policy, and ensuring that care will not be adversely affected as a result of someone making a complaint.

### INDUCTION STANDARD 2: THE ORGANISATION AND EMPLOYEE ROLE

#### 2.1 – Job role

<table>
<thead>
<tr>
<th>Clarification of role &amp; responsibilities (includes contribution to achieving appropriate key performance indicators)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed ID/Smartcard request</td>
</tr>
<tr>
<td>Review of policies and procedures relevant for role (see 1.3 above)</td>
</tr>
<tr>
<td>Management/organisational structure</td>
</tr>
<tr>
<td>Staff contact details added to Ourspace on Intranet</td>
</tr>
</tbody>
</table>

#### 2.2 – Workplace tour

| Introduction to colleagues |
| Changing/toilet facilities |
| Notices/Trust communications |
| Lunch, break and smoking arrangements and the Trust’s smoke free environment policy [http://Ourspace/Trust/Policies/Pages/PoliciesList.aspx](http://Ourspace/Trust/Policies/Pages/PoliciesList.aspx) |
| Car parking – manager to cover availability of accessible spaces and penalties for misuse |

#### 2.3 – Pay and expenses

| Pay arrangements, timesheet, expenses claims (including on line system) |
| Removal claims (if applicable) |
| Personal car insurance |

#### 2.4 – Leave

| Annual leave/cover arrangements |
| Sickness absence and awareness of protocols |

#### 2.5 – Human resources/trades union information

| Orientation to policies (e.g. Workforce Diversity and Equal Opportunities Policy, Flexible Working Policy) |
| Check that employee has received trades union information available on Trust induction day |
| Membership of professional organisation if applicable |
## 2.6 – Fire safety and first aid

| Location of alarms, equipment, exits, and assembly point |
| Outline fire procedure, familiarise with Trust break glass alarm points, and explain different fire alarm sounds |
| Location of first aid equipment and trained staff |

## 2.7 – Information governance

| Orientation to AWP’s acceptable use policy, data protection policy and NHS confidentiality code of conduct |
| Assignation of ‘RVN’ number and explanation of ‘u’ and ‘w’ drives eg health and social care records policy, RiO clinical manual |
| Orientation to how information is recorded, stored and accessed within AWP |

## 2.8 – Professional conduct

| Standard of dress/uniform |
| Professional conduct/gifts to staff |

## INDUCTION STANDARD 3: RISK MANAGEMENT & MAINTAINING SAFETY AT WORK

### 3.1 – Incident reporting

| Full explanation of when and how to complete an adverse incident report form |
| Signpost our incident management policy, procedures and guidelines, explaining why, which and how adverse incidents are investigated and resolved |
| Explain RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) reporting to the Health and Safety Executive – when, why, and how |

### 3.2 – Personal security

| Orientation to personal safety alarm system where relevant e.g. Pinpointing, Blick |
| Security of personal property |
| Lone working arrangements |
### 3.3 – Mandatory/statutory training

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual familiarised with the mandatory and statutory requirements for their role from the training matrix, and able to book themselves on any outstanding courses as required</td>
<td></td>
</tr>
<tr>
<td>Confirm understanding of relevant policies and procedures pertaining to role</td>
<td></td>
</tr>
<tr>
<td>Employee is able to access infection prevention and control e-learning package, including additional hand hygiene training and sharps disposal if relevant to role</td>
<td></td>
</tr>
<tr>
<td>Employee has received and worked through the food safety pack, where appropriate to role (see food hygiene policy), both employee and manager have signed off the booklet</td>
<td></td>
</tr>
</tbody>
</table>

### 3.4 – Health and safety

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of employer and employee responsibilities under health and safety law and in terms of Trust policy</td>
<td></td>
</tr>
<tr>
<td>Introduction of H&amp;S representative</td>
<td></td>
</tr>
<tr>
<td>Employee is aware of the role of risk assessment and the identification of hazards</td>
<td></td>
</tr>
<tr>
<td>Employee alerted to COSHH substances in use (where relevant)</td>
<td></td>
</tr>
<tr>
<td>Signpost employee to the file of safety alert bulletins (SABS)</td>
<td></td>
</tr>
<tr>
<td>Orientation to the trust’s smoke free environment policy</td>
<td></td>
</tr>
<tr>
<td><a href="http://Ourspace/Trust/Policies/Pages/PoliciesList.aspx">http://Ourspace/Trust/Policies/Pages/PoliciesList.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>

### 3.5 – Medicines management

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Care, custody and administration of drugs (relevant staff)</td>
<td></td>
</tr>
</tbody>
</table>

### 3.6 – Waste management

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion of different categories of waste which staff member is likely to handle, including more hazardous waste which is dealt with separately</td>
<td></td>
</tr>
<tr>
<td>The importance of disposal into the correct type of bag or bin</td>
<td></td>
</tr>
</tbody>
</table>

### 3.7 – Emergency planning

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of local emergency plans</td>
<td></td>
</tr>
<tr>
<td>Major incident reporting procedure</td>
<td></td>
</tr>
<tr>
<td>Local evacuation plan</td>
<td></td>
</tr>
<tr>
<td>What constitutes a major incident, and what action to take</td>
<td></td>
</tr>
</tbody>
</table>
INDUCTION STANDARD 4: COMMUNICATE EFFECTIVELY

4.1 – Roles and relationships

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the value of effective communication skills when working with service users, carers, and members of the general public</td>
<td>Employee to meet with other team members to develop understanding of their roles, and with staff from other disciplines or agencies where appropriate</td>
</tr>
</tbody>
</table>

4.2 – Record keeping

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee knows the purpose of each record or report s/he has to use, write, or contribute to</td>
<td>Employee knows how to record information that is: relevant to purpose; clear and concise; factual and checkable. Any relevant learning needs have been identified</td>
</tr>
<tr>
<td>Awareness and understanding of the Caldicott Principles on using and sharing service user information</td>
<td>Awareness of the records management policy, freedom of information policy and procedure</td>
</tr>
</tbody>
</table>

INDUCTION STANDARD 5: RECOGNISE AND RESPOND TO ABUSE AND NEGLECT

5.1 – Public protection and safeguarding

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of our shared responsibility to protect children and vulnerable adults</td>
<td>Know when and to whom suspected abuse should be reported</td>
</tr>
<tr>
<td>Understanding of how to use public protection procedures, e.g. MAPPA, MARAC and Prevent</td>
<td>Understanding of working with confidentiality and sharing information</td>
</tr>
<tr>
<td>The safeguarding in practice training booklet (at <a href="http://Ourspace/ClientServices/PPS/Pages/Training.aspx">http://Ourspace/ClientServices/PPS/Pages/Training.aspx</a>) has been worked through, where appropriate to role, and supervision arrangements and any further training needs have been recorded on the completion form (to be held on individual’s personal file)</td>
<td></td>
</tr>
</tbody>
</table>
### INDUCTION STANDARD 6: DEVELOPING AS AN EMPLOYEE

#### 6.1 – Computer literacy/use of Trust software applications

Any Trust software applications necessary for role have been discussed (e.g. RiO; RosterPro; MLE; Microsoft applications), further training requirements identified, and appropriate action taken.

#### 6.2 – Research and development

Employee is aware of any research with which their team is involved, and of their contact person within the R&D department.

#### 6.3 – Supervision

- Ongoing review of induction process, including induction pack and training programme
- Requirements of knowledge and skills framework (KSF) identified
- Supervision arrangements agreed for next six months
- Appraisal procedure discussed, and objectives agreed for year ahead using appraisal record
- Personal development plan (PDP) agreed for first year (to be reviewed in supervision after first three months)

#### 6.4 – Nurse preceptorship

Preceptorship requirements have been discussed and employee is aware that these need to be met within 12 months. As manager I will inform the Head of Nursing (Nursing, Compliance, Assurance and Standards Directorate) when complete.
SIGN, RETURN AND DATE

We confirm that we have covered standards one to three in the first three weeks in post
Signed (manager)  Signed (employee)
Date:  Date:

We confirm that we have covered standards four to six in the first eight weeks in post
Signed (manager)  Signed (employee)
Date:  Date:

If possible, please complete this page online, at:
http://Ourspace/StaffServices/HR/Induction/Documents/Workplace%20Induction%20checklist.doc
and return by email. Retain two signed copies, one for you and one for your manager.
Send via email or post, using the details below.

Post:  or Email: induction@awp.nhs.uk
Induction administrator
Learning and development team
Green Lane Hospital
Devizes  SN10 5DS

Any questions? Call 01380 731 279