



Title:	Induction Policy and Management Guidelines		
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Responsible Director:	[REDACTED] Director of Human Resources and Organisational Development		
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1.0 INTRODUCTION / SUMMARY OF POLICY

This policy addresses both corporate and local induction requirements, that is, Corporate Induction which all new to Trust employees must undertake and also Local Induction which is designed for staff new to post.

1.1 Background

The Belfast Health and Social Care Trust (BHSCT) is the largest single employer in Belfast providing employment to more than 20,000 staff. The Trust is committed to supporting new employees in their successful transition into our Organisation and into their new department/role.

We recognise that by providing a timely and robust induction for all new to Trust staff and staff new to role, it will enhance employee engagement and job satisfaction. Research has clearly shown that a well-designed and implemented induction programme will reinforce a new employee's job choice, and enhance their job satisfaction and levels of engagement.

Induction is an important organisational tool which helps to ensure that staff have an effective introduction to the Belfast Health & Social Care Trust and to their role. Delivered effectively, it creates a positive relationship between employer and employee and supports the post holder in making an effective contribution at an early opportunity, thus assisting the Trust to maximise the capacity of our biggest resource – our people. Furthermore, it is a requirement of quality standards such as controls assurance and Investors in People and assists new staff to feel part of the broader Trust community.

Induction in the Trust is a two-fold process consisting of:

- New Trust Welcome Programme issued to all new to Trust Staff which includes; the corporate position of the Trust including details of the Trust, Aim, Vision and HSC Values in addition to core Statutory and Mandatory training.
- Local Induction is mandatory for all staff new to Trust / Department / Role. This will consist of departmental orientation arrangements to include detailing job requirements, processes, procedures and policies.

1.2 Purpose

This policy identifies the steps that should be taken to ensure a well-designed induction process is completed both at a corporate and local level for all Trust staff and the arrangements in place to meet our obligations as an employer.

The purpose of this policy is to outline the importance of the induction process and the minimum standards required for the induction of staff both at a

corporate level through the Trust Welcome Programme and at departmental / local level through a structured approach.

Induction is an important organisational tool that helps to ensure that staff have an effective introduction to the Belfast Health & Social Care Trust and to their role. Delivered effectively, it creates a positive relationship between employer and employee and supports the post holder in making an effective contribution at an early opportunity, thus assisting the Trust to maximise the capacity of our biggest resource – our people.

Furthermore, it is a requirement of quality standards such as controls assurance and Investors in People and assists new staff to feel part of the broader Trust community.

1.3 Objectives

The objectives of this Induction Policy are:

- To provide a consistent approach to induction across the Trust.
- To ensure every new employee is welcomed to the Trust, receives appropriate essential information about the Trust and their role and gains an understanding of the Trust's purpose, objectives, values and behaviours.
- To ensure new staff are orientated sufficiently, enabling them to commence their employment in a positive and supportive environment thus promoting long-term staff retention.
- To support the safety of our staff, patients and service users by ensuring Statutory and Mandatory training is completed at the earliest opportunity.
- To ensure that staff who are new to post are adequately supported to deal with the transition to and the requirements of their new role.
- To support staff in carrying out their duties safely, effectively and efficiently.

2.0 SCOPE OF THE POLICY

The Policy applies to all new to Trust staff and those staff who have changed role within the Trust. This includes staff from the following professional groupings:

- Admin & Clerical
- Estates
- AHPs
- Medical and Dental
- Nursing & Midwifery
- Professional & Tech
- Social Services

- Support Services and User Experience

Please note that aspects of the policy which refer to the Trust Welcome Programme are relevant only to staff who have been newly appointed to the organisation.

This policy does not apply to Agency Staff in that they will not undertake the Trust's Welcome programme. Managers responsible for the engagement of Agency staff must ensure that they receive a local induction/orientation of the relevant area to include fire safety. Managers should refer to the Belfast Trust protocols for engagement of agency staff. The protocols can be found on the HR Policy and guideline section of the Trust Intranet.

Managers should adapt the local induction template (appendix 1) to inform local induction/orientation for Agency Staff. Managers need to ensure that the induction/orientation is appropriate and sufficient to meet the needs of the service and also the role that the agency staff member will undertake.

Medical and Dental Staff in Training are not covered within the scope of this policy. Managers responsible for the induction of Medical and Dental staff in training should contact the medical education team for further advice and guidance.

Trust volunteers will not routinely undertake the Trust Welcome Programme.

3.0 ROLES AND RESPONSIBILITIES

3.1 Trust Responsibilities:

- To provide all new to Trust staff with access to the Trust's Welcome Programme for all new employees as part of their onboarding process
- To provide guidance on local induction procedures to managers.
- To ensure all new appointees receive access to the Trust Welcome Programme in advance of taking up post.
- To ensure that completion of the Trust Welcome Programme is monitored and recorded to support governance arrangements.
- To ensure the Trust Welcome Programme is evaluated and updated as necessary

3.2 Manager Responsibilities:

- To ensure that all new staff complete the Welcome Programme prior to taking up post.
- To ensure the provision of an effective local induction for all new staff. Appendix 1 contains an Induction Checklist which includes the core

elements of local / and departmental induction. The checklist may be tailored to reflect departmental / Service requirements, and should be completed in the first month of employment or within an appropriate timescale to ensure the process is meaningful and comprehensive.

- To review local induction arrangements and ensure they are appropriate for new staff.
- To maintain records of completion of local induction and their arrangements.
- To satisfy themselves that a new member of staff has been adequately inducted to carry out their duties.
- To identify a preceptor / supervisor / buddy, as appropriate, for the new member of staff.
- To initiate the Staff Development Review KSF process with the inductee and ensure the relevant KSF Foundation for the post is used to inform the induction process and the agreement of the development needs during the first year.
- To ensure statutory mandatory training requirements are completed within an agreed timescale.
- To ensure that staff have an understanding of the HSC values and behaviours.
- To ensure that staff have read and understood key Trust policies and maintain a record.

3.3 Individual Responsibilities:

- To complete all Statutory and Mandatory training requirements
- Complete their local / departmental induction with their manager.
- Ensure training and development records are kept up-to-date
- Ensure they are confident that they have been provided with the appropriate skills and knowledge to undertake their role.
- Where an individual is concerned that they are not yet able to fulfil their role safely and competently, they should inform their manager as soon as possible.
- Adhere to the policies and safety measures whilst working within the Trust.
- To read key Trust policies as identified by their Manager and confirm their understanding.
- Acknowledge and adhere to HSC values and behaviours.

3.4 Responsibilities of HR People and Organisational Development Team:

The HR People and Organisational Development Team will coordinate and manage the onboarding process for new to Trust staff. This will include:

- Manage and oversee the Trust Welcome Programme.
- Obtain feedback and evaluate the Trust Welcome Programme

- Ensure all communications contained within the Trust Welcome Programme issued to new staff is relevant and up to date
- Ensure an invite to complete the Trust Welcome Programme is issued to all new to Trust staff within the agreed timeframe.
- Record attendance and update staff training records on HRPTS for all Core Mandatory Training completed as part of the Trust's Welcome Programme
- Inform managers as to the compliance/non-completion of their new to Trust staff member for the Trust Welcome Programme.
- Advise managers which staff have completed the Trust Welcome Programme in their own time and are therefore entitled to time back in lieu as agreed.
- Ensure measures are taken to increase completion of onboarding training
- Ensure all new to Trust staff are encouraged to submit the required information to the security team to enable ID pass to be issued on day one of employment
- Monitor compliance with onboarding process

4.0 CONSULTATION

This policy has been subject to consultation with Directors, Co-Directors and Senior Managers across the Trust. Trade Unions have been consulted through the Learning and Development Sub Committee

5.0 POLICY STATEMENT/IMPLEMENTATION

The Belfast Trust is committed to supporting new employees to make a successful transition into our organisation. We believe that providing a timely induction will enhance employee engagement and job satisfaction. Research has clearly shown that a well-designed and implemented induction programme will reinforce a new employee's job choice, and enhance their job satisfaction and levels of engagement.

Ensuring that newly appointed staff have the support and resources they need, including a welcoming environment and clear expectations from their line managers, will contribute to a positive induction experience, which ultimately the Trust and our patients and clients will benefit from.

Employers have a duty to provide information, as is reasonably practicable, to ensure health and safety in the workplace. Furthermore, it is a legal requirement under the Management of Health & Safety Regulations (NI) 2000 to provide adequate health & safety training. The Approved Code of Practice supporting these Regulations advises that new employees should receive basic induction training on health & safety, that particular attention

should be given to the needs of young workers and that risk assessments should indicate further specific training needs. Statutory / Mandatory training requirements will be identified during the induction process and attendance/completion organised within the agreed timescales.

5.1 Policy Statements

It is mandatory for all newly appointed staff to the Trust (**excluding medical and dental staff in training, to whom separate arrangements apply**) to complete the Trust Welcome Programme. Completion of the Trust Welcome Programme will be monitored for compliance.

Corporate and local induction are essential components of the Trust's governance framework, therefore staff new to the trust as well as new to post must comply with the contents of this policy.

All new staff must complete a comprehensive and structured local (i.e. within their department) induction process on commencement of their new post. Nurses, Midwives and Nursing Assistants/Senior Nursing Assistants, new to the Trust, attend a specific induction programme.

All staff who change post should also receive a sufficiently robust local induction in line with the requirements of their new role and the needs of the particular department.

Staff induction is an important aspect of managerial responsibility and should be planned and organised to ensure that new staff, and those new to their role, have a robust orientation to the department and their role. Induction should be approached in a facilitative way in order to meet the needs of each individual and will be influenced by the different methods available within the Trust, for example, shadowing, mentoring, coaching, placements, 'on the job training' etc.

The Trust will support the process with the provision of appropriate learning and development opportunities and has developed a generic checklist to guide managers (see Appendix 1). Managers must also refer to the Trust's health and safety induction checklist available from Trust health and safety managers. Checklists should be shared with the staff member and signed off. They may also be supplemented to meet local needs to ensure a comprehensive induction for the individual.

For staff new to the Trust and those new to post, the line manager will identify the statutory and mandatory training requirements with reference to the Statutory / Mandatory Training Policy and subsequently agree timescales for attendance / completion of training.

Managers will also need to take account of any specific induction requirements set out by professional bodies e.g. NMC, GMC, and NISCC etc.

The following points should be considered when organising an induction programme:

- It is the responsibility of the line manager to facilitate local induction arrangements for all staff. An individual within the team should be assigned to ensure that the new staff member is welcomed and that all elements of the induction programme are completed.
- New registrants to be assigned a preceptor, coach, buddy or mentor to support the inductee.
- The duties, role and responsibilities of the new staff member should be detailed and clarified as necessary.
- Core elements of the knowledge and skills to be achieved should be detailed with clear information as to how and when they are to be attained. The achievement of these will also contribute to other processes e.g. Staff Development Review (SDR).
- The induction process should be considered as a pathway linked to continuous professional / occupational and/or personal development.
- Adequate support and supervision should be provided to enable the individual to undertake the full role and responsibilities of the post. It should be recognised that this will vary with each individual, dependent on previous experience, training and development.
- In addition to the Trust Welcome Programme and specific induction, new Nursing and Midwifery registrants will also be required to undertake a period of preceptorship over the first 6 months of employment. This period of preceptorship will require completion of a satisfactory practice related portfolio to meet NMC recommendations and support transition from student to registrant
- Nursing Assistants and Senior Nursing Assistants new to the role or post should complete a mandatory induction programme prior to commencing post.
- All new Social Work and Social Care staff who are subject to mandatory registration with NISCC must successfully complete the NISCC [2007] Induction Standards NI. The NISCC registrant will be registered with the condition that they complete the Induction Standards within a three to six month period. The assessing manager will have the responsibility to sign off a Certificate of Successful Completion.
- The Trust's Leadership and Management Framework 'Being Belfast' must be shared with newly appointed staff by their Line Manager. These documents set out what is expected and required of leaders/managers in the Trust.

Completion of the Trust Welcome Programme will be recorded and monitored by the HR People and Organisational Development team. Completion of the Welcome Programme by new staff will be recorded and managers will be informed of their new staff's compliance/noncompliance.

The monitoring of local induction procedures is the responsibility of Directorates and they should put in place such arrangements to ensure that induction is carried out effectively.

New to Management: Newly appointed / promoted managers will have specific induction needs depending on their previous experience. As part of the induction process, due care should be taken by the person facilitating the induction, to identify the learning & development needs of new managers and put in place a specific training programme to ensure that they can perform effectively as managers.

As part of this induction, new managers must be provided with the Trust Leadership & Management Framework Being Belfast and Employee Engagement Framework (Links to both resources are available in the induction checklist). The resources set out the knowledge, actions and behaviours expected of leaders and managers in the Belfast Trust. The resources also contain information to help those new to role within their first 100 days as well as a useful managers' tool kit with a range of resources including fact sheets, videos, top tips, articles and information on accessing training. All new managers must ensure they fully understand the key policies and procedures relating to their managerial role.

Appendix 1 sets out a list of recommended people management training courses which should be completed by managers who have responsibility for managing staff.

Appendix 2 sets out the list of key policies managers must provide to new staff. It will be important that the new staff member confirms receipt that they have read and understood the policy.

The Knowledge and Skills Post Outline (Foundation level) will be used to ensure newly appointed staff understand what is expected of them in their post by describing what knowledge and skills are needed to do their job safely and effectively.

The KSF post outline will support Personal Development Planning which is part of the annual Staff Development Review process (SDR). It gives a focus for the development needs against what is required for the job.

The SDR process will apply to all staff (including bank and temporary staff) with the exception of Medical and Dental staff who have separate arrangements for their appraisal.

5.2 Review

This policy will be reviewed on a three yearly basis in consultation with key stakeholders and Trade Union Representatives.

5.3 Dissemination

This Policy should be disseminated throughout the Trust as it applies to all Belfast Trust staff

This policy must be implemented immediately from date of issue. In order to assess the operational effectiveness of this policy a review will be undertaken at regular intervals and not later than five years following implementation, in partnership with Trade Unions.

5.4 Resources

Further information about this policy can be obtained from:

Human Resources

People & Organisational Development Department

3rd Floor McKinney House

Musgrave Park Hospital

Stockman's Lane

Belfast

BT9 7JB

Tel: 028 961 59615 Or by email: hrpod@belfasttrust.hscni.net

5.6 Exceptions

This Policy does not apply to Agency Staff or Medical and Dental staff in training. Managers responsible for the local induction of Agency Staff should refer to the Belfast Trust Guidelines on Local Induction for these groups of staff as outlined in section 2.0 above.

6.0 MONITORING AND REVIEW

The HR People and Organisational Development (HRPOD) Team will be responsible for monitoring the overall compliance of the Trust Welcome Programme aspect of the Policy. The HR POD team will also issue communications to recruiting managers in order to advise of new staff's compliance. Local induction compliance will be monitored at a local level by manager.

7.0 EVIDENCE BASE/REFERENCES

7.1 Sources(s) / Evidence Base:

This Policy is based on Human Resources best practice. The guidelines in this policy ensure the Trust's compliance with mandatory requirements covered in legislation e.g. health and safety. They also offer an equitable and good practice approach to ensure effective and meaningful employment activity.

The following should be read in conjunction with this policy:

- Trust Equality and Support-related policies
- H&S Policy – Risk Assessment & Safety at Work
- Trust Learning & Development Strategy
- HSC Values
- Core Statutory and Mandatory Training Policy
- Managers Guidelines for new to Trust induction

7.2 Additional reference sources:

- Health and Safety at Work (NI) Order 1978
- Management of Health and Safety at Work Regulations 1999 as amended in 2003
- Young People at Work – a Guide for Employees
- Child Protection Policy
- Access N.I. Implementation Arrangement
- BHSC Protocol for the Recruitment and Employment of staff under the requirements of the Safeguarding Vulnerable Groups (NI) Order (SVGO) 2007 and Vetting & Barring Scheme Interim Guidance (pending)

7.3 References, including external guidelines:

- CIPD (2009) "CIPD Factsheet: Induction"
<http://www.cipd.co.uk/subjects/recruitment/induction/induction.htm>
- Lincolnshire Primary Care Trust (2006) "Induction Policy"
- Brighton and Sussex University Hospitals (2006) "Induction Policy & Procedure"
- The Queen Elizabeth Hospital King's Lynn NHS Trust "Induction Policy" (2010)
- Royal Marsden NHS Foundation Trust Policy (2014)
- Belfast Trust "Guidelines for local induction of medical staff"
- Belfast Trust "SDR Guidance Notes"
- Management of Health & Safety Regulations (NI) 2000
- Belfast Trust Health & Safety Induction Checklist
- Belfast Trust Statutory Mandatory Training Policy
- Belfast Trust Leadership & Management Framework

8.0 **APPENDICES**

Appendix 1 Induction Checklist and Key Documents

Appendix 2 Policies and Procedures

Appendix 3 Working Time Regulations, Dual Employment Form

9.0 **NURSING AND MIDWIFERY STUDENTS**

Nursing and/or Midwifery students on pre-registration education programmes, approved under relevant 2018/2019 NMC education standards, must be given the opportunity to have experience of and become proficient in the **Induction Policy and Management Guidelines**, where required by the student's programme. This experience must be under the appropriate supervision of a registered nurse, registered midwife or registered health and social care professional who is adequately experienced in this skill and who will be accountable for determining the required level of direct or indirect supervision and responsible for signing/countersigning documentation.

Direct and indirect supervision

- Direct supervision means that the supervising registered nurse, registered midwife or registered health and social care professional is actually present and works alongside the student when they are undertaking a delegated role or activity.
- Indirect supervision occurs when the registered nurse, registered midwife or registered health and social care professional does not directly observe the student undertaking a delegated role or activity. (NIPEC, 2020)

This policy has been developed in accordance with the above statement.

Wording within this section must not be removed.

10.0 **EQUALITY IMPACT ASSESSMENT**

The Trust has legal responsibilities in terms of equality (Section 75 of the Northern Ireland Act 1998), disability discrimination and human rights to undertake a screening exercise to ascertain if the policy has potential impact and if it must be subject to a full impact assessment. The process is the responsibility of the Policy Author. The template to be complete by the Policy Author and guidance are available on the Trust Intranet or via this [link](#).

All policies (apart from those regionally adopted) must complete the template and submit with a copy of the policy to the Equality & Planning Team via the generic email address equalityscreenings@belfasttrust.hscni.net

The outcome of the equality screening for the policy is:

Major impact ☐
Minor impact ☐
No impact ☐

Wording within this section must not be removed

11.0 DATA PROTECTION IMPACT ASSESSMENT

New activities involving collecting and using personal data can result in privacy risks. In line with requirements of the General Data Protection Regulation and the Data Protection Act 2018 the Trust considers the impact on the privacy of individuals and ways to mitigate against any risks. A screening exercise must be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full impact assessment is required, the Policy Author must carry out the process. They can contact colleagues in the Information Governance Department for advice on Tel: 028 950 46576

Completed Data Protection Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address equalityscreenings@belfasttrust.hscni.net

The outcome of the Data Protection Impact Assessment screening for the policy is:

Not necessary – no personal data involved ☐
A full data protection impact assessment is required ☐
A full data protection impact assessment is not required ☐

Wording within this section must not be removed.

12.0 RURAL NEEDS IMPACT ASSESSMENT

The Trust has a legal responsibility to have due regard to rural needs when developing, adopting, implementing or revising policies, and when designing and delivering public services. A screening exercise should be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full assessment is required the Policy Author must complete the shortened rural needs assessment template on the Trust Intranet. Each Directorate has a Rural Needs Champion who can provide support/assistance.

Completed Rural Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address equalitiescreenings@belfasttrust.hscni.net

Wording within this section must not be removed.

13.0 REASONABLE ADJUSTMENT ASSESSMENT

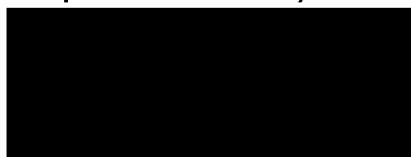
Under the Disability Discrimination Act 1995 (as amended) (DDA), all staff/ service providers have a duty to make Reasonable Adjustments to any barrier a person with a disability faces when accessing or using goods, facilities and services, in order to remove or reduce such barriers. E.g. physical access, communicating with people who have a disability, producing information such as leaflets or letters in accessible alternative formats. E.g. easy read, braille, or audio or being flexible regarding appointments. This is a non-delegable duty.

The policy has been developed in accordance with the Trust's legal duty to consider the need to make reasonable adjustments under the DDA.

Wording within this section must not be removed.

SIGNATORIES

(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).



05/08/2021

Date: _____

Name: _____

Title: **Senior Manager HR/People & Organisational Development**



05/08/2021

Date: _____

Name: _____

Title: **Director HR/Organisational Development**

Appendix 1 – Induction Checklist and Key Documents

This Induction Checklist template is provided to give managers guidance as to the structure of their local induction process. This is a guidance framework only and managers may use this as a basis to develop an induction checklist which best suits their department. Heads of Department / Managers should consider what additional information, specific to their own area needs to be included and integrated into the checklist.

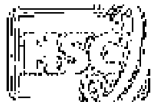
The induction checklist is used by the line manager to highlight the areas that employees need to be made aware of as soon as they commence post.

Line managers should ensure that every effort is made to cover the whole checklist within the first month of employment.

By the end of the month, the form must be completed, signed off by the employee and line manager and a copy retained on their file.

Managers may wish to consider issuing to employees an induction pack containing useful information relevant to their employment or signposting where the employee can access some key information

- Key documents for the induction pack are as follows, (available on trust intranet) Leadership & Management Framework – Being Belfast
- Learning and Development Portfolio
- Staff Development Review Guidelines
- Knowledge and Skills Framework Post Outline
- Core Statutory & Mandatory Training Policy
- Service Group Management Plan
- Directorate Management Plan
- Equality Diversity and Inclusion Policy
- Attendance Protocol Policy
- Working Time Disclosure Form and Regulations
- Harmonious Working Environment Statement and Joint Declaration of Protection Policy
- Whistle Blowing Policy
- Work Life Balance Flexible Working Policies and Arrangements
- Reward & Recognition Policy
- Health & Safety Policy
- Adverse Incident Reporting Policy
- ICT Security Policy
- Social Media Policy
- Records Management Policy
- Data Protection Policy
- Conflict, Bullying and Harassment in the Workplace Policy
- Child Protection Regional Policy & Procedures



Departmental / Local Induction Checklist

Name of Employee:

Band:

Job Title:

Department:

Line Manager:

Date of Commencement of post:

KFS Gateway Review Dates
Foundation

Second

LOCAL INDUCTION CHECKLIST TEMPLATE

This checklist is to ensure that all aspects of your local induction are covered in a timely and effective manner. If you feel that any area has been missed, and you require further information, please bring it to the attention of your Line Manager.

<i>Item</i>	<i>Manager initials and date</i>	<i>New Starter initials and date</i>
1. Trust and Directorate		
Introduction to the team / department within the context of the Belfast Trust. (You may wish to refer to documents such as the Corporate Plan, Directorate Management Plan and organisational charts).		
Introduction to HSC Regional Values stipulating the importance of behaviours aligned against these values. Trust Values: • Working Together • Excellence • Openness & Honesty • Compassion     Working together Excellence Openness & honesty Compassion		
Introduction to the team and identification of key members of staff. List of key contacts with telephone numbers.		
Signpost staff to the Information and Welcome site which sets out key information to new starts.		
Tour of department and building including facilities e.g. Canteen, kitchen and toilets.		
Introduction to the department operating procedures and quality standards		

Item	Manager initials and date	New Starter initials and date
Explain the nature of the Chief Executive's Team Brief/podcasts and protocol for communication including arrangements for team meetings. This enables staff to stay up to date with Trust and Directorate developments.		
Car Parking / transport arrangements		
Fire Evacuation Plan		
Explain on call / bleep arrangements and use of telephone system and/or mobile telephones		
Introduce the Intranet and highlight the availability of Trust policies and information.		
Introduce Computer Systems e.g. FPL (Finance, Procurement and Logistics), HRPTS (Human Resources, Payroll, Travel & Subsistence)		
ICT Security Policy & Social Media Refers to electronic passwords, transfer of information, email and use of social media		
Data Protection Policy and Records Management Policy Refer to these concerning issues regarding the handling of personal data and Subject access issues.		
Equal Opportunity Refers to the promotion of equality of opportunity, the prevention of unlawful discrimination and compliance with statutory obligations		
Issue of identity badge / security pass		
2. Terms and Conditions		
Clarification of Job Description		
Outline expectations of the post		

Item	Manager initials and date	New Starter initials and date
Work Life Balance and clarification of agreed flexible working arrangements Refer to Flexible Working Policy, flexi-time, compressed hours etc.		
Hours and times of work and lunch break arrangements		
Procedure for reporting absence from work		
Highlight Probation Period (six months)		
Brief on annual leave entitlement – bookings, timings, special leave arrangements		
Explain arrangements regarding overtime and time off in lieu (TOIL)		
3. Financial		
Pay arrangements Explanation of how and when the staff member will receive pay and the contact in Salaries and Wages should there be any queries		
Travel / Expense Claim arrangements		
Procedures for requisitioning of goods and services / budgetary management. Explanation of authorisation framework.		
4. Induction for Post-holders in Management Roles		
Leadership & Management Framework 'Being Belfast'		
Continuing Professional Development A number of learning and development programmes have been identified to support the Manager in their role, and specifically people management. These include: • The Engaging Manager • Quality Level 1 Attributes Framework		

Item	Manager initials and date	New Starter initials and date
• Managing Attendance • Recruitment & Selection • Staff Development Review • New Managers Toolkit on HR Processes • Mandatory Equality Training for Managers • Managing People's Performance • Communication Skills • Managing and Leading Change • Disciplinary / Grievance / Capability Procedure		
Employee Involvement and Engagement Employee Engagement Framework and importance of Line Manager role		
Team Effectiveness Importance of building effective team relationships.		
Effective Communication Details of systems and processes to support communication, including the Trust Intranet, Corporate notifications and other localised methods such as huddles. Also reference to formalised training such as effective communication available as part of the HR Learning and Development portfolio.		
5. Learning & Development		
Post Outline which sets out the expected knowledge and skills for each post.		
Outline the Staff Development Review process, including Personal Development Planning.		

Item	Manager initials and date	New Starter initials and date
Statutory Mandatory Training Policy Identify the statutory and mandatory training required as per Policy and agree timescales and frequency for attendance / completion of training. Statutory Mandatory training requirements for all staff include: • Trust Welcome Programme • Local Induction • Fire Safety Awareness Training • Health & Safety Awareness Training • Equality for All Staff • Data Protection Training • Adverse Incident Reporting • Manual Handling Theory • Safeguarding Awareness • Quality 2020 • Adverse Incident Reporting Briefing on the eLearning site Any other specific Mandatory training as identified as per staff group.		
Refer to Learning & Development Portfolio & Learning and Development Site on the Intranet.		
Explain the Human Resources, Payroll, Travel and Subsistence		
Assistance to Study Policy		
Consent Policy		

6. Health and Safety		
Please Refer to Health and Safety induction checklist and information. (<u>available on the Trust Intranet site</u>)		
Ensure staff member has completed Dual Employment form in Appendix 3		

I confirm that this local induction Policy have been read and understood. I will ensure the principles and guidance set out in this Policy are adhered to during my employment in the Belfast Trust.

Signed Employee: **Date:**

Signed Manager: **Date:**

Appendix 2 – Policies & Procedures

In addition to the key Trust policies set out in Appendix 1 there is an extensive list of Trust policies and procedures that are listed on the Trust's intranet. It is essential that the Manager must determine in relation to the role, the policies which should be read and understood. Managers may also wish to add any additional Directorate level protocols and procedures.

Policies include:

Policy	Manager Initial & Date	New Start Initial & Date
Human Resources		
HR Policies		
- Attendance Protocol Policy		
- Alcohol and Drugs in the Workplace – Prevention & management		
- BWell Website and App		
- Capability Procedure.		
- Conflict, Bullying and Harassment in the workplace		
- Core Statutory and Mandatory Training Policy		
- Disciplinary Procedure		
- Domestic and Sexual Violence and Abuse in the Workplace		
- Employment of people with Disabilities - Disability Etiquette and Reasonable Adjustment Guidelines for Managers		
- Employment of Overseas workers		
- Equality and diversity policy		
- Flexible Retirement Policy		
- Gender Identity and Expression Employment Policy		
- Grievance Procedure Policy		
- Harmonious Working Environment Statement		
- Sharps Injuries and blood and body fluid exposures		
- Induction Policy and Management Guidelines		
- Organisational Change and the Staff Redeployment Protocol		

- Manual Handling Policy and Procedural Arrangements		
- Mediation Policy and Procedure		
- Placement Activity Policy		
- Recruitment and selection		
- Reward & recognition Policy		
- Restrictive Interventions for Adults and Children's Services Policy		
- Registration & Verification Policy		
- Relocation Associated Expenses Policy		
- Reward and Recognition Policy		
- Special Leave Policy		
- Study Assistance Policy		
- Safer Recruitment and Employment Alert Notice System and Procedure Internal Operating Procedure		
- Whistleblowing Policy		
- Work Experience Placement Policy		
- Work Life Balance Policy		

Policy	Manager Initial & Date	New Start Initial & Date
- Special Leave Policy		
- Study Leave Policy		
- Temporary Across Site Relocation Protocol		
- Working time Disclosure Form & Regulations		
- Work Experience Placement		
- Work Life Balance Policy		
- Whistleblowing Policy		
- Conflict, Bullying and Harassment Policy		
- Communication		
- Freedom of Information Act 2000 - Policy on the		
- Social Media Policy		

Finance		
- Environmental and Sustainability including Energy Policy		
- Fraud Policy Statement		
- Travel and Expenses Handbook policy		
- Gifts & Hospitality Policy		
- Estates Management		
- Asset Disposal Policy		
- Fire Safety Policy - Appendix 1 - Fire Manual		
- Fire Safety Policy Inc. Procedure for Management of Oxy Acetylene		
- Performance, Planning & Informatics		
- Access to Patient Client and Personal Records - Policy for Processing Requests for		
- Access to Patient Client and Personal Records - Policy for Processing Requests for		
- Fax Policy		
- Records Management Policy		
- Record Retention and Disposal Schedule		
- Transportation of Records		

Policy	Manager Initial & Date	New Start Initial & Date
IT & Telecommunications		
- ICT Policy		
- ICT Security Policy		
- Performance Management		
- Access to Patient Client and Personal Records - Policy for Processing Requests for		
- Access to Patient Client and Personal Records - Policy for Processing Requests for		
- Integrated Elective Access protocol		
- Patients who cancel or Do Not Attend Outpatient Appointments		
Medical		
-		
- Adverse Incident Reporting Policy		
- Health & Safety Policy		
- Screening & Vaccinations policies – HEB A, MMR, TB, VZV, Staff against		
- Skin Care Policy		
Community Children's Services		
-		
- Child protection, Regional Policy & Procedures, including ACPS (2005) Regional Child Protection and Procedures		
- DHSSPS(2016) Co-operating to Safeguard Children and Young People in Northern Ireland		
Adult Social & Primary Care		
-		
- DHSSPS & DoJ (2015) Adult Safeguarding Prevention and Protection in Partnership Policy		
- NIASP (2016) Adult Safeguarding Operational Procedures		

Policy	Manager Initial & Date	New Start Initial & Date
Risk & Governance (Some of the below policies will be cross referenced to the Health & Safety Induction checklist).		
- General Risk Assessment Form and Guidance Notes		
- Claims Management		
- Control of Substance Hazardous		
- Lone Working		
- Zero Tolerance Approach to the Prevention and Management of Violence and Aggression in the Workplace		
- Prevention & Management of Alcohol & Drugs in the Workplace		
- Manual Handling		
- Medical Devices Policy/Medical Devices Procedures & Guidelines		
- Display Screen Equipment		
- Control of Substances Hazardous to Health		
- New & Expectant Mothers		
- Driving for Work		
- Management of Stress, Health & Well Being		
- Noise		
- Vibration		
- Work at Height		
- Safety Spectacles		
- Sharps Injuries & Blood & body Fluid Exposures		
- First Aid at Work		
- Radiation Safety Policy		
- Health Surveillance		
- Respiratory Health Surveillance		

- Fit Testing		
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Guidelines which apply to all relevant clinical areas are located on the HUB under "Clinical" rather than in every service area.

I confirm that I have read and understood the policies which are applicable to my role as indicated above.

Signed Employee: **Date:**

Appendix 3



**Belfast Health and
Social Care Trust**

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Working Time Regulations Dual Employment Form

In accordance with the Working Time Regulations, the Trust must ascertain the number of hours per week worked by staff. This includes hours worked in other jobs and for other employers.

The Trust does not wish to debar you from additional employment. The information is required to ensure compliance with the Regulations.

Please complete the following details and return them to your Manager:

Information in relation to employment with Belfast Health & Social Care Trust.

Name: _____

Grade: _____

Location: _____

Staff Number: _____

Hours per week: _____

Secondary Employment details.

Employer Name & Address:

Grade: _____

Hours per week: _____

Signature: _____ Date: _____

It is important to advise your Manager if you take up additional employment after this date.