

East London Foundation Local Induction Checklist

This Local Induction checklist has been designed to help you become acquainted with your new role by ensuring you have sufficient information and knowledge to enable you to do your job effectively; and to ensure that you are aware of relevant policies and procedures.

To ensure an effective induction, both you and your line manager/appointed person are required to discuss and complete each relevant topic listed below.

Both you and your line manager/ appointed person must sign and date the checklist when you both agree all elements have been adequately covered.

If any elements are not applicable to your post, please state N/A, and if any information specific to your area is missing, please add.

This checklist must be completed within the first 4 weeks of your new post. Your manager must keep the completed and signed document in your personal file.

Managers are expected to record the completion of this form using the below QR code

Staff Information:

Full Name	
Start Date	
Job Title	
Band	
Name or Manager / supervisor	

Checklist:

Item of Induction	Completed (please tick)
WELCOME, DEPARTMENTAL ORIENTATION & RISK MANAGEMENT	
Duties, and supervision arrangements clearly explained	
Role clearly explained	
Explain the function/structure of the ward/ department, including a tour of the dept.	
Introduction to managers, colleagues & key individuals in the ward/department including mentor/supervisor.	
Explain key documents used within the ward/department (e.g. care pathways, patient records, observation charts)	
Car parking, catering, and washroom facilities.	
Issued with key clinical guidelines and workplace policies	

Discussion around expected behaviours	
Information on uniform / dress code and ID badge	
Explain terms & conditions: <ul style="list-style-type: none"> <input type="checkbox"/> hours of work <input type="checkbox"/> lunch & break arrangements <input type="checkbox"/> confidentiality rules <input type="checkbox"/> Explain the specific duties and responsibilities of the post <input type="checkbox"/> Job Description <input type="checkbox"/> Expectations and limitations of the post <input type="checkbox"/> Standards within the department <input type="checkbox"/> Equality Diversity and Human Rights Policy <input type="checkbox"/> The Trust Values 	
Resuscitation procedures: <ul style="list-style-type: none"> <input type="checkbox"/> equipment/procedures <input type="checkbox"/> crash trolley location <input type="checkbox"/> emergency telephone numbers <input type="checkbox"/> aware of oxygen location and storage 	
Fire safety procedures and assembly points: <ul style="list-style-type: none"> <input type="checkbox"/> fire exits/alarms/equipment <input type="checkbox"/> emergency telephone numbers <input type="checkbox"/> evacuation procedures <input type="checkbox"/> Fire competency (inpatient nursing staff) 	
Medicines safety procedures: <ul style="list-style-type: none"> <input type="checkbox"/> pharmacy and local protocols <input type="checkbox"/> prescription/ administration <input type="checkbox"/> standard operating procedures <input type="checkbox"/> medications common to area 	
Incident reporting procedures: <ul style="list-style-type: none"> <input type="checkbox"/> Datix <input type="checkbox"/> reporting arrangements <input type="checkbox"/> Explanation of how to complete an online Datix Incident form 	
Infection prevention & control: <ul style="list-style-type: none"> <input type="checkbox"/> waste disposal <input type="checkbox"/> procedures within work area <input type="checkbox"/> Discuss Personal Protective Equipment i.e. masks, gloves etc 	
Moving & handling procedures: <ul style="list-style-type: none"> <input type="checkbox"/> equipment/procedures <input type="checkbox"/> electric beds and hoists <input type="checkbox"/> bariatric patients <input type="checkbox"/> lifting and handling regulations 	
Clinical	
Explain the key equipment used within the ward/department and training required	
Discuss consenting of patients (if applicable)	
Discussion around Duty of Candour and how it applies to role	
Discuss how to raise a concern regarding patient safety	
Discuss escalation process for when a patient is deteriorating	
Read and discuss the Resuscitation, VTE, Risk Assessments and Physical Health policies	
SICKNESS/ABSENCE	

Explain where to find the Trust's policy & procedures regarding sickness and	
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absence	
what to do if sick, who to notify	
monitoring & trigger levels	
return to work procedures	
reporting to Occupational Health	
medically certified sick notes	
other types of absence & rights to special leave	
COMMUNICATION AND INFORMATION	
Use of telephones, including personal use of Trust phones, mobile phones, bleep systems etc	
Use of the Trust email system & intranet-based information	
Lines of communication (e.g. Weekly bulletin, Twitter, Intranet,)	
HOLIDAYS	
Explain annual leave entitlement	
Explain process for booking annual leave	
Bank holiday arrangements	
LEARNING AND DEVELOPMENT	
Information on where to access OLM	
Information on where to access the Trust Statutory and Mandatory Training Need Analysis	
Information on the annual appraisal cycle	
FACILITIES/BENEFITS	
Childcare arrangements (Voucher scheme/holiday arrangements)	
Union membership	
NHS Discounts & other benefits schemes (direct to Intranet)	
Employee Assistance Programme	
Role of Occupational Health	
SPECIALIST WARD/DEPARTMENT INDUCTION INFORMATION (additional departmental information can be added here locally)	
ACTIONS FROM ISSUES OR QUERIES IDENTIFIED DURING DISCUSSION	

Please tick one of the following, I am:

- ☐ A New Starter to East London Foundation Trust
- ☐ An Internal Transfer (Change of Ward/Department)
- ☐ A temporary (bank, agency, honorary) staff

Name:

Start Date:

Directorate / Department:

Date Checklist completed:

Employee signature:

Manager's signature

Upon completion of this checklist the staff member or line manager must record submission of this document by [clicking here](#)

Alternatively, you can scan the QR code below by using your smartphone and hovering your camera over the QR code to access the form.

