**Appendix 4: Local Induction Checklist**

The line manager will go through and complete this with employee within the first 4 weeks, sending to   
sfh-tr.trainingattendants@nhs.net once it is complete.

This can be used as a core induction checklist for non-clinical roles, adding additional job-specific elements.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee |  | Manager |  |
|  |  |  |  |
| Job Title |  | Job Title |  |
|  |  |  |  |
| Department |  | Date completed |  |

|  |  |
| --- | --- |
| Task | Date Completed |
| Attended Corporate Orientation |  |
| Completed essential [E-Learning](https://sherwood-eacademy.co.uk/login/) |  |
| Email and passwords issued |  |
| Department security  Keys  Door/alarm codes  Fire safety/evacuation  2222 number explain |  |
| [Uniform](https://sfhnet.nnotts.nhs.uk/admin/webpages/preview/default.aspx?recid=5720) and Policy |  |
| Introduction to team and overview of department/ divisional structure |  |
| Information on [key contacts](https://sfhnet.nnotts.nhs.uk/atoz/default.aspx) |  |
| Expectations and responsibilities of the role with hours of work |  |
| Department policies and procedures discussed including:  Financial procedure  [Booking annual leave](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/human-resources/?id=8548)  [Sickness reporting](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/human-resources/?id=8558)  [Special Leave](https://sfhnet.nnotts.nhs.uk/v2009/contentsearch09.aspx?st1=special&st2=leave&st3=&st4=&st5=)  [Conflict of interest](https://sfhdoi.notts-his.nhs.uk/) – Completed and placed in file |  |
| Relevant department information and procedures |  |
| Where to seek help and advice including: [People Development](https://sfhnet.nnotts.nhs.uk/hr/), [FTSU](https://sfhnet.nnotts.nhs.uk/content/showcontent.aspx?contentid=60889), [wellbeing](https://www.sfh-tr.nhs.uk/for-health-professionals/looking-after-your-wellbeing/) and [staff Networks](https://sfhnet.nnotts.nhs.uk/admin/webpages/preview/default.aspx?RecID=5250) |  |
| People Development Procedures including [Speak Up Policy](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/human-resources/?id=8559) and [Bullying and Harassment](https://sfhnet.nnotts.nhs.uk/content/showcontent.aspx?contentid=51618) |  |
| How to access Training and Development and [book courses](https://sfhcoursebooking.nnotts.nhs.uk/) |  |
| [Appraisal paperwork](https://sfhnet.nnotts.nhs.uk/admin/webpages/preview/default.aspx?RecID=5731) begins, 30 Day conversation occurs and document placed in personal file. |  |
| How to navigate the [Trust intranet site](https://sfhnet.nnotts.nhs.uk/content/showcontent.aspx?contentid=51618) and where to [find key information](https://sfhnet.nnotts.nhs.uk/content/showcontent.aspx?contentid=51618) |  |
| Where to access [Trust Policies](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/human-resources/?id=8559) |  |
| [Moving and handling](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/health-safety/?id=8501) awareness |  |
| [Reporting procedures](https://sfhnet.nnotts.nhs.uk/admin/webpages/default.aspx?recid=1335&pid=1335) (Incidents/ Accidents) |  |
| [No smoking policy](https://sfhnet.nnotts.nhs.uk/departments/clinicalguidelines/deptbrowse.aspx?recid=9232&homeid=283) |  |
| [Information Governance](https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/non-clinical-policies-procedures/information-governance/?id=8639) |  |
| [Infection Control](https://sfhnet.nnotts.nhs.uk/admin/webpages/default.aspx?recid=338&pid=338) standards and practices |  |
| [Sharps and Injuries Information](https://sfhnet.nnotts.nhs.uk/admin/webpages/oc/default.aspx?RecID=3473) |  |
| Completed the [E-Learning DSE and workstation assessment](https://sfhnet.nnotts.nhs.uk/v2009/contentsearch09.aspx?st1=dse&st2=&st3=&st4=&st5=) if regularly works  with display screen equipment for more than 2 hours in a working day. |  |
| Clinical/professional/department standards |  |
| Minimum standards of performance in the role linked with KSF post outline and CARE values |  |
| Appropriate records to be kept and information resources available |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Manager Signature |  |
|  |  |  |  |

Send to sfh-tr.trainingattendants@nhs.net once complete.   
For further guidance contact sfh-tr.learninganddevelopment@nhs.net