

# Orientation and Induction for Newly Appointed Agency Staff and Nurses Policy

## Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

## Purpose

This policy applies to all newly appointed agency staff and nurses joining Clinical24 Staffing Limited in Northern Ireland.

## Statement

Clinical24 Staffing Limited is committed to providing a comprehensive orientation and induction program for newly appointed agency staff and nurses. This policy outlines the procedures and guidelines for welcoming and integrating new staff members into our organization and familiarizing them with various clinical and healthcare settings they may work in. The aim is to ensure a smooth transition, promote understanding of our values and expectations, and facilitate the delivery of high-quality care across different healthcare settings.

## Procedure and Guidance

### Orientation and Induction Process

- **Pre-employment Requirements:** Prior to commencing employment, all newly appointed staff members are required to fulfil pre-employment checks and documentation. This may include verifying qualifications, professional registrations, immunizations, occupational health assessment, and completion of mandatory training.
- **Welcome and Introduction to the Agency:** On the first day of joining, new staff members are warmly welcomed by their line manager or a designated Recruitment Consultant. They are provided with an overview of the agency's mission, vision, and values, as well as an introduction to key personnel and departmental structures. They will also be given a copy of the Temporary Workers Handbook.

- **Agency Policies and Procedures:** New staff members receive an orientation about relevant agency policies and procedures. This includes familiarization with our Statement of Purpose, Code of Conduct, Dress Code, Health and Safety Policy, Confidentiality Policy, and any other policies pertinent to their role.
- **Clinical and Healthcare Settings Orientation:** New staff members will receive a comprehensive orientation specific to the healthcare settings they will be working in. This will entail an introduction to the key features, procedures, and protocols of each setting. For instance, A&E, ICU, medical or surgical wards, nursing homes, theatres, community nursing, and any other relevant area.
- **Training and Development:** All new staff members will receive training and development opportunities to enhance their skills and knowledge. This may include mandatory training modules, specific clinical skills development, and any additional training deemed necessary for their roles.
- **Shadowing and Mentoring:** New staff members will be paired with experienced agency staff or nurses who will provide guidance, support, and mentorship during the initial period. Shadowing opportunities will be provided to familiarize new staff members with the practical aspects of their roles and to observe experienced staff in action.
- **Documentation and Record Keeping:** Throughout the orientation and induction process, appropriate documentation and records will be maintained to verify completion of required training, assessments, and induction activities.

### Performance Expectations and Appraisals

New staff members will be made aware of the agency's performance expectations and appraisal processes. They will have the opportunity to discuss their career goals and development plans with their line managers or designated personnel. Regular performance appraisals will be conducted to provide feedback, identify training needs, and support their professional growth.

### Compliance and Accountability

Clinical24 Staffing Limited ensures that all orientation and induction activities adhere to relevant legislation, regulatory standards, and best practices. All staff members involved in the orientation and induction process are responsible for implementing and complying with this policy.

### Review and Updates

This Orientation and Induction for Newly Appointed Agency Staff and Nurses Policy will be reviewed annually to ensure its effectiveness, relevance, and compliance with evolving regulatory requirements.



### Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025