Clinical 24 NI
The Mount
2 Woodstock Link
Belfast
BT6 8DD
02891638226
team@clinical24ni.co.uk

Staff Induction Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
5	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

This policy outlines the induction process for new staff, including induction to the Agency, mandatory training, and induction into the clinical area.

Statement

Clinical24 Staffing Limited is committed to providing a comprehensive induction program for all new staff. The induction program aims to ensure that new workers are introduced to the policies, procedures, and expectations of the agency and receive the necessary training to perform their roles effectively.

Procedure and Guidance

Induction to the Agency:

Booking Shifts:

New staff will receive training on how to use the agency's shift booking system. This will include instructions on how to view available shifts, book shifts, and understand shift-specific details.

Uniform and ID Badge:

New workers will be provided with the agency's uniform and an ID badge. They will receive instructions on the appropriate use and maintenance of the uniform and the importance of wearing the ID badge at all times.

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Timesheet Process:

The induction program will include training on the agency's timesheet process. New staff will be familiarised with the timesheet requirements, submission deadlines, and procedures for reporting any discrepancies.

Payroll:

New workers will be given information regarding payroll processes, including how and when they will be paid, deductions, and tax-related requirements. They will also be guided on how to raise any payroll-related queries or concerns.

Work Availability:

During induction, new staff will be provided with information on how to communicate their availability for work and any preferred shift patterns. This will ensure effective matching of staff to available shifts.

Training and Development:

New staff will be informed about the training and development opportunities available to them within the agency. This may include mandatory training, professional development programs, and opportunities for career advancement.

Appraisal Process:

The induction program will provide an overview of the agency's appraisal process. New workers will be familiarised with the performance review cycle, objective setting, and the importance of regular feedback and development discussions.

Safety and Wellbeing:

New staff will undergo training on health and safety policies and procedures, including infection control measures and manual handling techniques. They will also be informed of the agency's policies related to staff wellbeing and support services available.

Communication with Agency:

During induction, new staff will be introduced to communication channels and protocols within the agency. They will understand how to report any concerns, seek clarification, and access relevant information.

Monthly Newsletter:

New staff will be subscribed to the agency's monthly newsletter. This will provide updates on agency news, policies, training opportunities, and any important announcements.

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Mandatory Training

New workers will receive mandatory training relevant to their roles. Following their induction staff will have completed the relevant mandatory training and competency updates including:

- Basic Life Support
- Patient Handling/Manual Handling
- Complaints Handling
- Dysphagia
- Equality & Diversity, including Human Rights
- Falls Prevention
- Fire Safety
- Food Hygiene
- Handling Violence & Aggression
- Health & Safety
- Infection Control
- Information Governance, including GDPR
- Lone Worker
- Medication Management
- Mental Capacity Act, including DoLS
- NEWS
- Safeguarding Adults
- Safeguarding Children & Young People
- Tissue Viability/Pressure Ulcer
- MAPA /CPI (as required)

Induction into Clinical Area

New staff should be provided with an orientation to the clinical area they will be working in. This may include a tour of the facility, introduction to key personnel, and familiarisation with clinical policies and procedures. This orientation/induction may include the below topics although this list is not exhaustive. The clinical site will retain a copy of this induction for their inspection records.

Orientation to Clinical Environment:

- Signing In
- Introduction to Staff, Patients or Residents
- Door Entry Codes, Security, and Call Bell System
- Breaks
- Fire Safety responsibility, policy and fire safety equipment
- Emergency Contact Information
- Safeguarding Procedures

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- Records, Notes, Care Plans, and Risk Assessments
- Incident Reporting
- Medication and MAR Sheets
- Equipment
- Infection Control
- Location of First Aid Box
- Deprivation of Liberties Information
- Availability of Policies and Procedures
- Night Shift Expectations

Clinical Practice Guidelines

New workers will only be placed in areas of clinical practice where they have evidenced to the Registered Manager their ability and training commensurate with the site. The Registered Manager has the control of Nurse placement.

Equipment and Technology

New staff will be trained on the proper use of equipment and technology within the clinical area. This may include instructions on the use of medical devices, healthcare information systems, and any specialised equipment.

Patient Care and Safety

The induction process informs new workers about their responsibility in respect of patient care and safety practices. The induction process aims to supplement the nurse's NMC Code of Practice to which they must comply at all times. They will understand the importance of maintaining patient privacy and confidentiality, infection control measures, and effective communication with patients and their families.

Supervision and Support

New staff will be informed about the supervision and support mechanisms available to them. This may involve regular performance reviews, access to clinical mentors, and opportunities for professional guidance.

Compliance and Monitoring

Documentation:

Induction completion will be documented in each staff member's personnel file. This will be evidenced by receipt of the Staff Handbook.

Monitoring and Evaluation:

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The effectiveness of the induction program will be evaluated on the nurse's first appraisal where its effectiveness will be discussed. Any necessary updates or improvements will be implemented accordingly.

Review and Updates

This Policy will be reviewed annually or as required to ensure its effectiveness, relevance, and compliance with evolving regulatory requirements.

Next Review

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

Next Review Date: April 2025