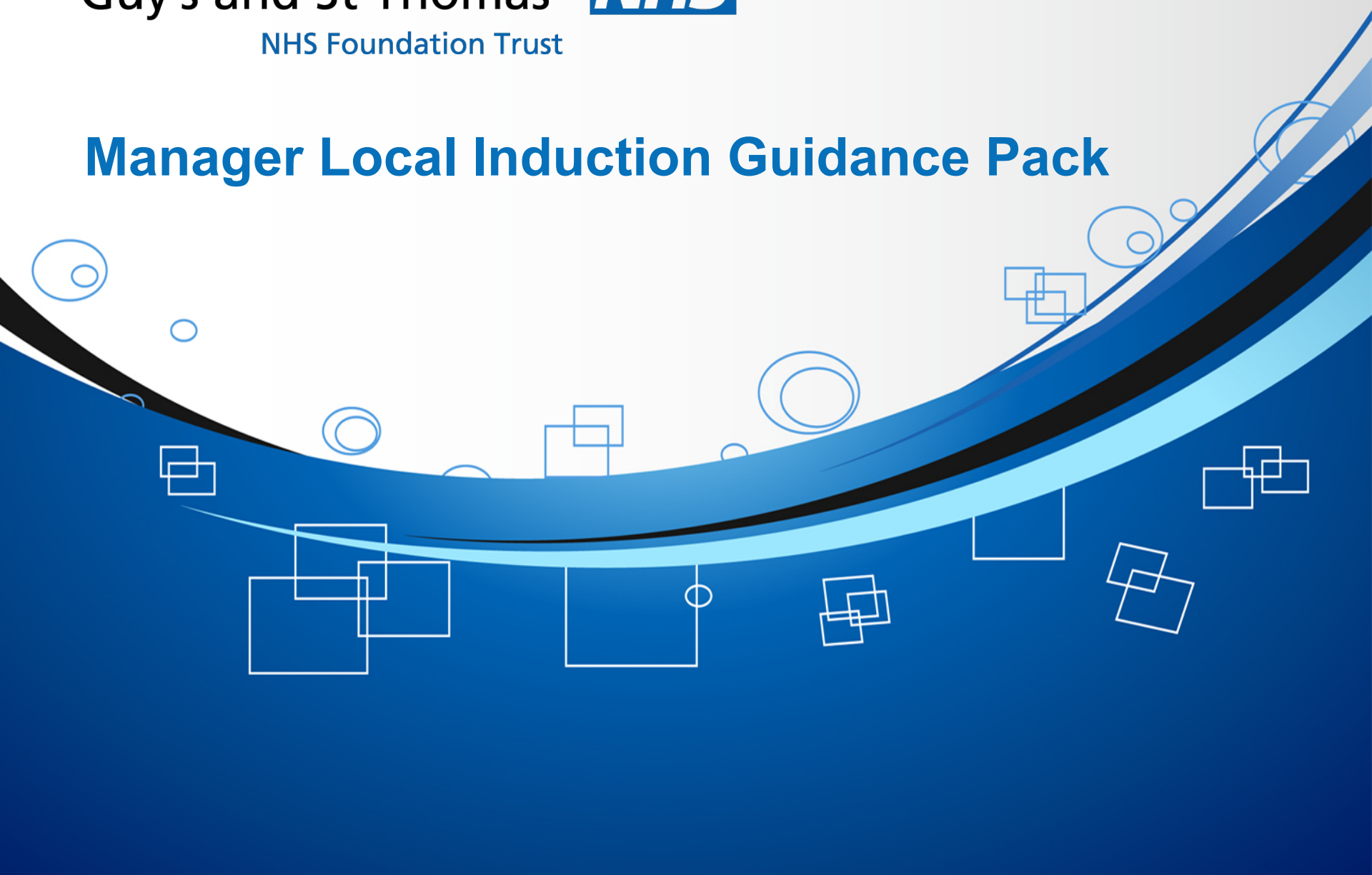


# Manager Local Induction Guidance Pack



## Line Manager's Role

Providing an effective induction process ensures that all new trainees can familiarise themselves with their new roles as quickly and as easily as possible. Helping them to feel part of the team can enable them to contribute to the objectives of the organisation.

As a line manager, you have a responsibility to support your trainee through the induction process. You can support your trainee by:

- Establishing a positive relationship
- Understanding their needs
- Providing support
- Tracking their progress
- Making them feel a part of the team

As a Line Manger, you also have the responsibility of ensuring your trainee has a high-quality induction experience. To help you, and ensure consistency across the organisation, we have developed this induction guide to assist you in the delivery of a successful induction.

You have a compliance responsibility to ensure that all steps of the induction process are delivered effectively. To help ensure that the compliance requirements have been met, a Line Manager's guidance pack has been developed that will allow you to track each process of the induction.

### **You are is responsible for:**

- Making sure you get a cup of tea for your trainee!
- Completing your trainees local induction and ensuring they are familiar with their new department
- Introducing your trainee to as many of your team as possible
- Booking additional mandatory training that your trainee may need
- Give your trainee the opportunity to ask any questions they might have

### **Your trainee responsible for:**

- Reading through the local induction pack before your meeting with your trainee
- Providing guidance if your trainee needs clarity on anything which is unclear
- Ensuring your trainee fills out the local induction information - it may come in handy at a later date
- Emailing Medical Education to let them know you have completed your trainees local induction. That way they can sign off and ensure compliance

# Preparing for Local Induction

As a line manager it is your responsibility to ensure that the induction is properly planned for the trainee and this will require you to consider the full induction process.

When preparing to give a local induction you should ensure that you cover a number of key important points:

- The Role
- Important contact numbers
- Department and Facilities (toilets, kitchen etc)
- Department procedures and equipment
- Handover Arrangements
- Escalation Process
- Their Rota
- Any Mandatory Training Requirements

## Intake Months

Medical Education work with trainees in intake months, these are February, March, April, August, September and October. In these months Medical Education ensure that a number of aspects of training and checks are completed before they start. This includes:

- Pre Employment Checks
- Occupational Health Sign Off
- ID Badge
- IT Email Username and Password
- Mandatory Training (Excluding Child Protection Level 3)

In addition, think about what else the trainee may need before they start

- Do they need any additional training/
- Do they need a uniform?
- Do you need to make any reasonable adjustments?

## Local Induction Reporting

You are responsible for sending Medical Education an email to ensure your trainee are compliant with local induction. This also helps Medical Education identify individuals who have yet to complete induction. To register your local induction completions please send a signed register as confirmation to [JuniorDoctorsLocalInduction@gstt.nhs.uk](mailto:JuniorDoctorsLocalInduction@gstt.nhs.uk)

If you require any support within the local induction process or, have any questions regarding trainees please email us at [JuniorDoctorsInduction@gstt.nhs.uk](mailto:JuniorDoctorsInduction@gstt.nhs.uk)

## Local Induction Checklist

Pages 4-7 of this document outline the junior doctor local induction checklist. This checklist highlights what type of information is needed on local induction and can be used as a guide when developing a successful local induction.

Junior Doctors Induction and the Junior Doctor Induction Pack give some of this information and this is highlighted in the 'Covered' field

## Junior Doctor Local Induction Check List

| 1    | Your job  | Covered? | Date |
|------|---|----------|------|
| 1.1  | I have discussed the job role and understand the purpose of my job (expectations of the post)   |          |      |
| 1.2  | I have discussed and understand the limitations of my role  |          |      |
| 1.3  | I have discussed and understand the minimum period of supervised practice   |          |      |
| 1.4  | I have been introduced to my manager/supervisor/mentors (as appropriate)  |          |      |
| 1.5  | I know where to source help and advice and understand my role in the inter-professional and interdisciplinary team  |          |      |
| 2    | Your Department   |          |      |
| 2.1  | I have met my Department/Ward Manager   |          |      |
| 2.2  | The function and structure of my department has been explained to me  |          |      |
| 2.3  | I have been given an orientation to my ward/department and other areas in the organisation relevant to my post  |          |      |
| 2.5  | the layout of the department  |          |      |
| 2.6  | the location of the first aid box   |          |      |
| 2.7  | toilets/cloakroom/restroom facilities   |          |      |
| 2.8  | area to store and make refreshments   |          |      |
| 2.9  | facilities to lock away my personal belongings  |          |      |
| 2.10 | fire escapes, the location of fire alarm points, fire equipment, assembly point and the local fire drill procedure  |          |      |
| 2.11 | The location of the resuscitation equipment, Crash Trolley and resuscitation procedures   |          |      |
| 2.12 | The moving and handling equipment, procedures and lifting and handling regulations  |          |      |
| 2.13 | The medicine safety procedures including: Standard operating procedures, Medications common to area, Administration, Prescription, Pharmacy and local protocols |          |      |
| 2.14 | The infection control/hand hygiene procedures and infection status of clinical setting  |          |      |

## Junior Doctor Local Induction Check List

| 2    | Your Department  | Covered?                     | Date |
|------|--|------------------------------|------|
| 2.15 | The Health and safety procedures including security, waste disposal and VDU regulations  |                              |      |
| 2.16 | I have been given an explanation of the key documents used within the ward/department and training requirements for monitoring equipment, specialist equipment and decontamination |                              |      |
| 2.17 | I have been issued with a Trust security identity badge  | Junior Doctor Induction      |      |
| 2.18 | I have been issued with the appropriate uniform  |                              |      |
| 2.19 | Local policies and procedure manuals   |                              |      |
| 2.20 | hours of work, rotas, breaks   |                              |      |
| 2.21 | annual leave entitlement and medical certificate requirements  |                              |      |
| 2.22 | Standard Operating Procedures/ Service Level Agreements (SOPs/SLAs as required)  |                              |      |
| 2.23 | Sickness reporting procedures, sick pay entitlement and medical certificate requirements   |                              |      |
| 2.24 | Any other procedures relevant to the area of work for example observation charts, patient records, care pathways (please list):  |                              |      |
| 3    | <b>The Trust and Communication</b>   |                              |      |
| 3.1  | I have been aware of:  |                              |      |
| 3.2  | the Trust corporate initiatives  | Junior Doctor Induction Pack |      |
| 3.3  | the cardiac arrest number <b>2222</b>  | Junior Doctor Induction Pack |      |
| 3.4  | the fire and emergency security number <b>3333</b>   | Junior Doctor Induction Pack |      |
| 3.5  | the Trust's organisation's intranet and email system   | Junior Doctor Induction Pack |      |
| 3.6  | telephone system   | Junior Doctor Induction Pack |      |

## Junior Doctor Local Induction Check List

| 3    | The Trust and Communication   | Covered?                     | Date |
|------|---|------------------------------|------|
| 3.7  | bleep system and bleep availability/collection  |                              |      |
| 3.8  | staff dining facilities   | Junior Doctor Induction Pack |      |
| 3.9  | the location of the shuttle bus stop(s)   | Junior Doctor Induction Pack |      |
| 3.10 | the location of the security office   | Junior Doctor Induction Pack |      |
| 4    | HR and Pay Procedures   |                              |      |
| 4.1  | I have been introduced to Medical HR  | Junior Doctor Induction      |      |
| 4.2  | I have signed my joining papers (for payroll)   | Junior Doctor Induction      |      |
| 4.4  | I am aware of salary payment procedures   | Junior Doctor Induction      |      |
| 4.5  | I understand I will receive a contract of employment from HR by week 8 and contact them if it has not arrived   | Junior Doctor Induction      |      |
| 5    | Job Specific Training   |                              |      |
| 5.1  | I have completed the online mandatory training induction  | Online Mandatory Training    |      |
| 5.2  | Training to receive a user code and access to the Trust clinical computer systems - electronic results (RRS) and Patient Master Index (PMI) and electronic patient record (EPR) (within first week) |                              |      |
| 5.3  | Training in the Patient Information Master System (PIMS)  |                              |      |
| 5.4  | I have been shown the medical devices used in my area and associated training needs have been identified and a training plan is place   |                              |      |
| 5.7  | Medicines Management Test (if appropriate)  |                              |      |
| 5.8  | other training <b>mandatory for role</b> or <b>agreed as part of induction plan</b>   |                              |      |
| 5.9  | Audit arrangements within the Trust   |                              |      |

## Junior Doctor Local Induction Check List

| 7    | Staff Benefits and Facilities  | Covered?                     | Date |
|------|--|------------------------------|------|
| 7.1  | I am aware of staff benefits/facilities e.g. crèche, staff clubs, fitness centres  | Junior Doctor Induction Pack |      |
| 8    | Ongoing Development  |                              |      |
| 8.1  | I am aware that I will be given an ARCP within one year from joining GSTT  |                              |      |
| 8.2  | I am aware of the professional and clinical development available to me  | Junior Doctor Induction Pack |      |
| 9    | Educational issues for deanery appointed posts   |                              |      |
| 9.1  | Informed of the appropriate level of curriculum  |                              |      |
| 9.2  | The portfolio and pattern of assessments depending on training speciality and grade  |                              |      |
| 9.3  | Informed of the name of Educational Supervisor (if relevant)   |                              |      |
| 9.4  | Informed of the name of Clinical Supervisor (if relevant)  |                              |      |
| 9.5  | Informed of the name of the Training Programme Director  |                              |      |
| 9.6  | How the quality of training is monitored   |                              |      |
| 9.7  | Doctor's feedback mechanisms   | Junior Doctor Induction Pack |      |
| 9.8  | Handover/induction at the beginning and during each placement  |                              |      |
| 9.9  | Details of Simulation training sessions  | Junior Doctor Induction Pack |      |
| 9.10 | Teaching programmes and timetables   |                              |      |
| 9.11 | How the Trust makes sure that the training provided is mapped to the Curriculum for the programmes and in line with national standards |                              |      |