NHS
Yorkshire and the Humber

Policy on Induction for New Employees

July 2006

POLICY REFERENCE INFORMATION

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RELATED POLICIES AND LEGISLATION

Policy Reference Number	Policy Title
-	Policy on Pre and Post Employment Checks
-	Flexible Working
-	Payment of Removal and Associated Expenses
-	Guide to Work/Life Balance
-	Sickness Absence
-	Education Training and Development/e-KSF
-	Study Leave
-	Adverse Weather
-	Equipment for Remote Working
-	Health and Safety at Work

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1. POLICY STATEMENT

Yorkshire and the Humber Strategic Health Authority (SHA) considers an effective and structured induction will support the needs of individuals within the organisation. Successful induction helps to eliminate conflicting demands that are placed upon new members of staff when they enter a new job and an unfamiliar environment. It is a major factor in ensuring staff loyalty and crucially their commitment to the organisation. It reflects the culture within Yorkshire and the Humber SHA and its commitment to its employees.

2. PRINCIPLES OF POLICY

The purpose of this procedure is to assist line managers in supporting new members of staff when they join Yorkshire and the Humber SHA. The procedure and checklist will act as a guide and point of reference through the various stages of induction.

3. SCOPE OF POLICY

The line manager will ensure the induction procedure is carried out for all new employees, secondees and temporary staff of Yorkshire and the Humber SHA. Every new starter must receive an induction pack and be made aware of the following information.

4. PROCEDURES

4.1 Prior to Commencement of Employment

Once an offer of employment has been accepted, and the start date has been agreed (either verbally or in writing), employees should receive the following information prior to commencing their employment:-

- Start time for their first day and a point of contact (once they have reported to reception)
- Directions to their work base
- Brief description of their induction programme for the first day
- Any other information deemed appropriate to the post

4.2 Induction Programme

- When a job offer has been made and accepted, the line manager will draw up an induction programme. Programmes will vary according to the nature and seniority of the post but will normally incorporate the features outlined in the induction checklist attached at Appendix A.

- Responsibility for various aspects of the induction programme will be allocated to specific members of staff.

- The Manager will oversee the implementation of the programme and will ensure that all its elements are satisfactorily covered.

- The new starter will be issued with an induction pack and the manager will go through the checklist at Appendix A to ensure that the main aspects of the induction are completed. A copy should be given to the employee and the original retained on their personal file.

4.3 Preparation of Colleagues and the Workplace

- The manager must inform all those affected by the new employee's arrival of the starting date and arrangements that will be made for the initial stages of the induction programme to be put into operation. This will include the IT helpdesk, the Human Resources department and reception staff.

- The workplace will be prepared in advance to ensure that it is clean and tidy and that all necessary supplies and equipment are provided.

4.4 First Day of Employment

- On the first day, arrangements should be made for the new employee to be met by a designated member of staff.

- The Manager will go through the induction checklist (Appendix A) with the new starter.

- The Manager will cover essential matters such as health and safety, and the employee's own needs such as the location of toilets etc. This should be done whilst on a short tour of the building.

4.5 Completing the Induction Process

- During the induction period, the new employee will gradually be integrated into their job and the organisation as a whole.

- Progress will be checked by the Manager at the end of the first week, month and three months. There is an evaluation sheet (Appendix B) that should be completed by the employee after their first month of employment (attached). This will assist us, as an organisation, to assess the success of the induction process and highlight any areas for improvement.

4.6 Other Considerations

Peoples' individual needs should be given special attention during the induction process and may involve adding or tailoring the process as appropriate.

Other considerations may need to be taken into account if the employee falls into one of the following categories:-

- A new starter who is shy and introverted / confident and extrovert
- People transferring from another department and/or sister organisation
- People returning from maternity leave or after an employment break or sabbatical
- School/college leavers
- Management/professional trainees
- People with disabilities
- Minorities – consideration to cultural or religious differences and sensitivities
- Mature people
- Secondees

5. RELATIONSHIP TO OTHER POLICIES

In implementing this policy consideration may need to be given to the following policies:

- Policy on Pre and Post Employment Checks
- Flexible Working/Home Working/Peripatetic Guide
- Payment of Removal & Associated Expenses
- Guide to Work/Life Balance
- Sickness Absence
- Education, Training & Development/e-KSF
- Study Leave
- Adverse Weather
- Equipment for Remote Working
- Health & Safety at Work

6. ROLES AND RESPONSIBILITIES

The Line Manager has the responsibility to ensure the induction procedure is carried out for all employees.

Human Resources should ensure that every new starter receives an induction pack and that a signed copy of the induction check list is kept on the personal file.

The individual should complete the evaluation sheet (Appendix B) and return to his/her Line Manager.

7. EQUALITY IMPACT ASSESSMENTS

At this time an Equality Impact Assessment (EIA) has not been carried out on this policy. However, an EIA will be carried out as soon as possible and by no later than 6 months of the issue date stated on the policy cover sheet.

8. APPENDICES

Appendix 1 – Induction Checklist
Appendix 2 – Evaluation Sheet

APPENDIX 1

INDUCTION CHECKLIST

Name:	**Directorate:**
Job Title:	**Start date:**
Manager:	

Area	**First day**	**Within 1 week**	**Within 3 months**
General			
Welcome to organisation / site tour	*		
Induction pack received	*		
Introduction to departments (roles, how they connect etc)	*		
Internal phone list	*		
Explain induction programme	*		
Security fob received (if appropriate)	*		
Car parking & visitor parking procedure explained (including codes where applicable)	*		
ID badge	*		
Location of services			
Toilets	*		
Kitchen	*		
Staff area	*		
Refreshments	*		
Photocopier/Fax	*		
IT			
Ensure separate IT Induction is arranged	*		
Contract of employment			
Completion of New Starter Form	*		
Copy of signed contract to HR	*		
Confirm copy of job description available	*		
Pay (salary/grade, date paid and how to contact payroll)	*		
Tax office details	*		
Hours (breaks, annual leave card, start & finish times)		*	
Flexitime system (if appropriate)		*	
Annual Leave card issued and procedure explained		*	
Confirmation of National Public Holidays		*	
Notice period		*	
Sickness reporting		*	
Disciplinary, grievance, equal		*	

Area	First day	Within 1 week	Within 3 months
opportunities Travel expenses/claims Use of own vehicle for SHA business Superannuation leaflet – receipt slip if opting out		* 	
Health & Safety Policies First aid (reps, location of first aid box, reporting) Fire procedure (location of break glass points, fire fighting equipment, assembly points, evacuation procedure) Incident reporting & location of log book VDU assessment – eyesight tests	 * * * *		 *
Corporate information Mission, aims, values Strategy/Business Plan Organisational Charts Team briefings Other meetings Location of Policies and Procedures Computer and Network Security Declaration forms Declaration to confirm is able to access corporate documentation? Freedom of Information		 * * * * * * * * *	
Directorate Roles and responsibilities Team meetings	 * 	 *	
Communications systems Telephone Fax Use of mobile telephones (business and private) Confidential waste	 * * * *	 *	
Personal Development System Initial training needs Set initial objectives Set date for appraisal Study Leave policy		 * * *	 *
Other sites Access details for all sites Out-of-hours on-call procedure		 * *	

Area	First day	Within 1 week	Within 3 months
Improving Working Lives (IWL) Principles explained Equality & Diversity Policy Equal Opportunities Policy Staff Benefits (NHS Discounts) Child Care Staff Counselling Service Occupational Health		 * * * * * * *	
Local facilities Shops		 *	

Date Induction Completed …….

Signed: …… Signed (line manager) ……

The employee should retain one copy of this document and the original kept in personal file.

APPENDIX 2

EVALUATION SHEET

INDUCTION TO YORKSHIRE AND THE HUMBER SHA

To be completed after one months employment

1. How would you rate the induction you received to the organisation, on a scale of 1 to 5 (with 1 being very poor and 5 being excellent)?

   _____

2. Which part of the induction process did you find most useful, and why?

   _____

   _____

3. Are there any other particular topics or further information that you would like to see included in the induction programme that would have been helpful to you?

   _____

   _____

   _____

4. Do you understand the role of your department and how it fits in with the rest of the organisation? **YES / NO**

   If no, please seek further clarification from your line manager.

5. Are you clear about your role and responsibilities? **YES / NO**

   If no, please seek further clarification from your line manger.

6. Are there any other suggestions you have that would have improved your induction?

   _____

   _____

   _____

Name: …… Date: …….