

Contents

Purpose of Guide

3

Who receives
induction?

3

Managers
responsibilities in
supporting
induction

3

Guidance for
managers journey

5

Tailoring Induction
to your Individual
Needs

6

Equality and
Diversity

6

Further
Information

6

Purpose of Guide

It is the responsibility of Managers to ensure employees have a structured and supported induction. The aim of this short guide is to provide information to Managers to support this process. Further detailed information can be found in the **'Induction – Manager Guide'**

NHS Golden Jubilee recognises the importance of Staff Governance which ensures that staff have a positive employment experience and are fully engaged in their job, their team and the Board.

NHS Golden Jubilee is committed to ensuring all staff are provided with the relevant knowledge, skills and experience to enable them to perform their work effectively. It is also important that staff embrace and promote our Shared Values and are given the opportunity to develop their expertise and potential – this starts with an effective induction.

Often the benefits of induction are overlooked, however research suggests that an effective induction improves staff engagement, motivation, performance and knowledge and enables employees to quickly adapt to the workplace Values and culture.

Who receives induction?

Everyone who:

- Is newly employed
- Volunteers
- Is new promoted to a new role
- Changes job role or is transferred from one department to another, or
- Returns after long term absence e.g. career break, secondment, long-term sick leave.

Managers' responsibilities in supporting induction

Managers must ensure:

- A development plan is in place to support the new employees' induction journey which includes discussing:

- The main duties and responsibilities of the role
 - Departmental and organisational policies and procedures
 - Human Resources information
 - Occupational Health & safety and Infection Control procedures, and
 - Personal Development Planning including identifying initial training and development needs to support them in their new role.
- The induction checklist is issued to new employees.
 - New employees are supported to register with learnPro and complete the induction e-Learning module - given the length of this module and the information provided, we recommend that staff do not complete this module in 'one-sitting'
 - New employees enroll on a Welcome Event.
 - New employees complete role specific induction programmes where applicable e.g. Nurse Induction Programme, Managers Induction e-Learning Module.
 - New employees are supported to complete mandatory training.
 - New staff working in a Health Care Support Worker Role meet the mandatory induction standards.
<http://www.scotland.gov.uk/Resource/Doc/288863/0088362.pdf>
 - Regular reviews are held with the new employee (ideally after the first week, first month and three months following their start date) to ensure their induction needs are being met and to evaluate their induction journey.
 - The induction journey is signed off within 3 months and a copy retained securely within the department.

The '**Induction – Manager Guide**' contains the checklist and sign-off to support completion of the NHS Golden Jubilee Induction Journey.

A pathway demonstrating the induction journey can be found overleaf.

Guidance for Managers...



Part time staff working 15 hours per week or less may require longer to complete the checklist. Managers should discuss individual cases with the HR Team who will advise of an appropriate timescale.

Tailoring Induction to your Individual Needs

New staff have differing levels of knowledge of the organisation and the purpose and nature of the job they will do. An induction programme that identifies the needs of the individual not only allows the induction to be more effective, but gives the new employee the message that the organisation values them as an individual.

Managers should ensure new employees are invited to identify any special needs they may have which may impact on their learning and ensure they receive the appropriate support to meet their induction requirements. This includes staff that may have literacy issues; in this case, key information should be explained verbally to the individual in a supportive environment.

Equality and Diversity

We recognise and value diversity and actively work to promote equality of access for all staff.

It is important to re-iterate that NHS Golden Jubilee is committed to ensuring staff are not subject to discrimination and receive an appropriate and supportive induction programme.

Further Information

The full guidance document '**Induction – Manager Guide**' can be found under the Induction tab on the intranet.

Paper copies can be requested from the Learning and Organisational Development Department.

You can also contact the Learning and Organisational Development Team for further advice and support on any aspect of the Induction process.



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