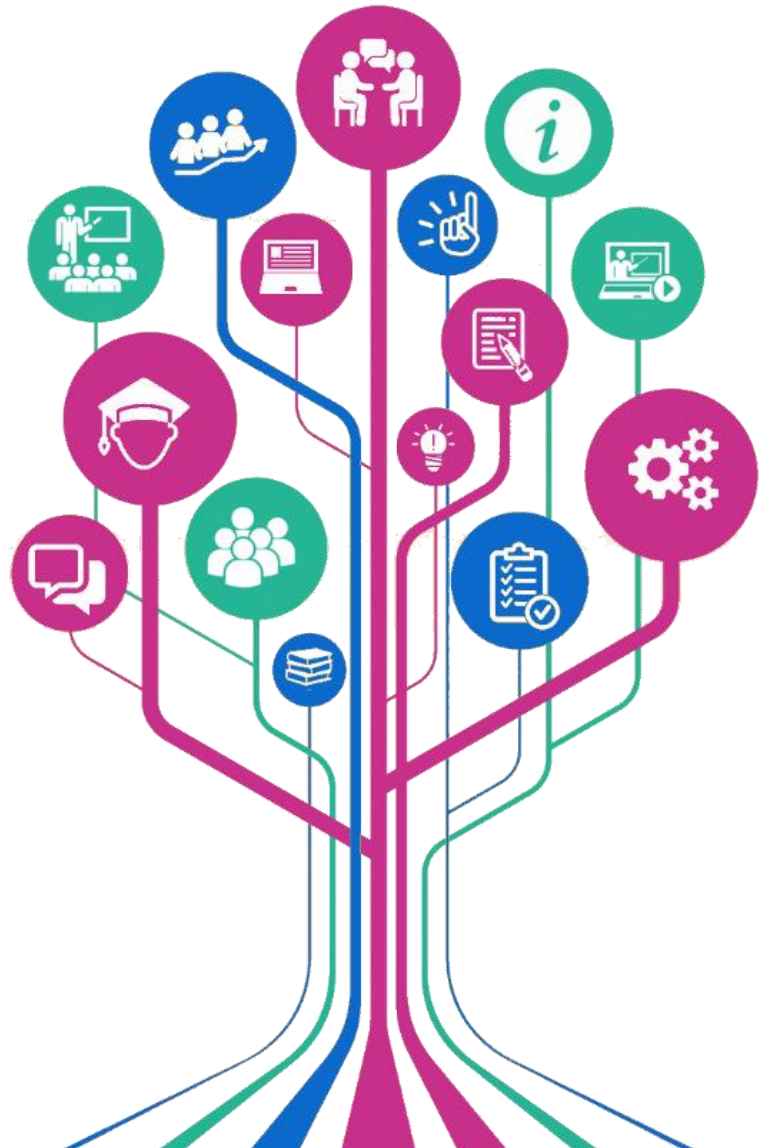


Induction Short Guide for Staff



Learning & Organisational Development

Supporting organisational effectiveness by developing people and teams to reach their full potential.

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Purpose of Guide

This short guide provides you with an overview of the NHS Golden Jubilee Induction Journey, designed to support you to settle into your new role and organisation in a safe and effective way.

Introduction

Welcome to NHS Golden Jubilee! We are delighted that you are joining our team.

Within our organisation we have three stages to the induction process, to help you settle into your new role and the organisation these are:

- Departmental Induction
- Corporate Induction, and
- Role Specific induction.

Your induction journey will be scheduled over 12 weeks from your start date. If you work part time you may require longer completing this and your Line Manager will discuss this with you.

Departmental Introduction

This part of your induction journey is to ensure you are fully integrated into your new department. This will commence on day one of your employment and is supported by your Line Manager, who will introduce you to a checklist to support your induction journey. Following completion of this, you and your Manager will discuss your induction experience and sign off the checklist which will be safely stored within the department.

Corporate Introduction

We have a blended learning approach to our Corporate Induction. You will be supported to complete our Induction e-Learning module to learn all about our organisation, including an introduction to our purpose, organisational structure and our shared values. Given the length of our Induction module and the information provided, we suggest you complete this module in stages rather than at 'one-sitting'.

You will also be supported to attend our Welcome Event. This provides you with the opportunity to meet others who are new to the organisation, as well as members of our Executive Team.

Role Specific Introduction

The length and complexity of this stage will depend on your role and your previous experience.

Depending on your role, you may be required to complete the Health Care Support Worker Standards Booklet. These standards focus on the basic knowledge and skills required for a new member of staff to work safely within the NHS and to contribute to the delivery of high quality care and services. Your Line Manager will inform you if this is a requirement of your role, and support you to complete this within three months of your start date.

Staff working within Estates and Facilities roles will be supported to complete the relevant sections of the Estates and Facilities workbook.

Staff new to Management roles will also be required to complete the Managers Induction e-Learning module.

Staff in nursing roles and medical staff in training will also be invited to attend role specific induction programmes.

A pathway demonstrating your induction journey can be found overleaf.

Your Induction Journey...

FINISH

8



Meet with you to **review completion of the checklist and evaluate** your induction journey experience.

12 weeks

A safe,

7



Support you to **create a personal development plan** to address any further training and development needs you may have.

6



Meet with you to discuss **your induction journey so far.**

effective,

4



Inform you of the **Corporate Mandatory Training** topics to support you in your role.

5



Signpost you to any **other training** and e-Learning programmes recommended for your role.

person centred

3



Support you to enrol on the **NHS Golden Jubilee Welcome Event** using eESS.

2



Support you to register on learnPro and launch the **NHS Golden Jubilee Induction module.**

approach



Start

1



Your manager will:

- introduce you to the team
- discuss your induction programme and issue the induction checklist, and
- provide relevant information and documentation.



Week 1



Week 2



Month 1



Within 3 months

Staff working 15 hours per week or less may require longer to complete this induction journey.

Tailoring Induction to your Individual Needs

We recognise that new employees will have differing levels of knowledge of the organisation and the purpose and nature of their new role. Your manager will ensure that your induction programme is tailored to meet your individual needs and will support this through the personal development planning process.

Equality and Diversity

NHS Golden Jubilee recognise and value diversity and actively work to promote equality of access for all staff.

We are committed to ensuring that staff are not subject to discrimination and receive an appropriate and supportive induction programme.

Further Information

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



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