

Joining our organisation?

Here's what you need to know about your Induction Journey.

We all know how daunting it can be joining a new team or organisation, here at NHS Golden Jubilee we want to ensure you are provided with the information and support you need to help you settle into your new role/department and our organisation as effectively as possible.

Here at NHS Golden Jubilee, we have three stages to our Induction journey:

- 1. Departmental Induction** – This starts on your first day and is designed to help you settle into your new role, team and department.

With support and direction from your line manager and fellow team members, you will be introduced to the wider team and other key staff you will liaise with. You will be given your I.D. pass, and where relevant, a uniform, and will be introduced to departmental systems and procedures. On your first day, you will be supported to visit the HR Department to confirm your employment and bank details which are shared with the payroll department. During your induction period, your Manager will regularly meet with you to discuss your personal development needs and ensure any personal requirements you may have are supported.

- 2. Corporate Induction** - this stage of the journey is designed to support you to learn more about our Organisation, it's purpose, structure, services and our shared values.

We offer a blended learning approach to our Corporate Induction which includes completing an e-Learning Module and attending our 'Welcome Event'.

Your manager will support you to access our NHS Golden Jubilee Induction e-Learning module which introduces the organisation, the services we offer and signposts you to other helpful resources. You will also have the opportunity to attend one of our 'Welcome Events' where you will meet our Chief Executive, members of our Executive Team and other new employees.

- 3. Role Specific induction** – this stage is designed to ensure you are provided with the relevant information and training specific to your role/profession and will be supported by your Line Manager as well as some of our subject matter experts. For example, staff in nursing roles will be required to attend the Nurse Induction Programme supported by the Clinical Education department.

For further information regarding your induction journey, please contact the Manager for the department you are joining. Alternatively, you can contact the Learning & Organisational Development Team by emailing L&ODinfo@gjnh.scot.nhs.uk

We look forward to welcoming you to NHS Golden Jubilee!

