



HR21 eSOP2 Local Induction for Substantive Staff

Risk Level
Medium

SLA
1 Day

Expected Time
1 Hour

Version
Version 2

Organization: Essex Partnership University Trust

Expert:

Audience:

Tags: reducing clinical risk, improving staff experience, Induction, Training, Human Resource

Governance Documents:

Last reviewed: 20 Nov. 2024

Next review: 20 Nov. 2024

Description: The local induction SOP is the process of completing a local induction for substantive staff. This includes general and ward-specific requirements, and four competencies. All induction checklists and competencies must be completed at the start of the new staff member's first shift. The local inductions are to be completed by a senior manager which includes; Team manager, ward manager (inpatient), Nurse in charge (inpatient), deputy manager, lead professional (community), line manager, etc.

Documents:



HR21 eSOP2 Local Induction for Substantive Staff Governance
Page.pdf

Procedure

1 Complete Pre-Starter Checklist on SOPHIA



2 Complete Team/Department Orientation



3 Complete Competency Checks





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Complete process



Steps

1

Complete Pre-Starter Checklist on SOPHIA



- Locate 'Pre-Starter Checklist' on SOPHIA and complete if you haven't already
 - When asked to insert a unique identifier, type in the first and second name of the person you are inducting AND the name of the ward you are inducting them onto



2

Complete Team/Department Orientation



- Meet inductee when they arrive on ward/site
- Conduct team/department orientation by covering
 - Welcome
 - Introduction to Buddy
 - Introduction to the rest of the team
 - Explanation of roles and responsibilities
 - Hours of work/shifts and breaks (incl. rest areas and designated staff rooms)
 - Check understanding of behaviours framework and expectations around probation process
 - If inducting a Nurse in Charge, go through job role duties, coordination of shifts, staff breaks and expectations (using Appendix A – Nurse in Charge To Do list & Appendix B – Principles and Practice of Keeping Alert on Duty)
 - Ensure new starter has an understanding of departmental confidentiality whilst working from home
 - Tech support
 - Ensure new member knows how to work Microsoft Teams
 - Access to systems: Teams, IT, email, intranet, Mobius, Paris, ESR, etc.
 - Overview of Health and Safety and Wellbeing
 - Fire evacuation points
 - Security including entry systems and alarms
 - IPC
 - Lone Worker Device
 - Emergency Equipment
 - First Aid
 - Smoking Policy



- Clear desk policy
 - All electronic devices and confidential information should be securely locked away when not in use, i.e. Dictaphones, diaries, work mobile phones, laptops, clinic lists and records
 - Shut/lock doors and cabinets as required
 - Ensure all windows are closed before leaving the building/when the office is left unattended
 - When disposing confidential information, ensure that an x shredder or blue confidential waste bin is used
 - Ensure that you lock your computer when unattended by pressing Ctrl, Alt + Del
- Method of communication in the team
 - Notice Board
 - Communication Book
 - Diary
 - Team directories
 - Team newsletters
 - Handover file
- Tour of the department
 - Cloakroom
 - Toilet facilities
 - Lockers
 - Entrances and exits, including fire exits
 - Catering arrangements
- If inpatient, tour of the ward
 - Location of ligature point areas and hotspots
 - Explain ligature risk assessment for this specific ward



- Infection prevention and control specific to the ward/department (e.g., location of PPE and washing stations, including location of clinical waste disposal)
- Safe storage of medicines
- Anti-barricade doors
- Security arrangements including security nurse role, and rapid response nurse
- Alarm systems (door top/pin point/ pit alarm, ligature alarms and nursing call alarm)
- Access to mobile phones for staff working in inpatient service – refer to local policy about phone use on wards
- Medication storage and security for specific ward
- Location of clinical waste
- Location of fire exits/ extinguishers
 - Fire Procedure including emergency numbers, evacuation procedures, local fire cascade trainer, fire testing schedule, etc.
- Oxevision
- Department Security procedures including personal alarm systems, CCTV and body-worn cameras, keys, grab bags, etc.
- Emergency Responses including clinical emergency, psychiatric emergency, resuscitation procedures, rapid nurse response and first aid kits
- Ligature Management including use of ligature cutters, awareness of hotspot gallery and ligature wallet
- If induction a Nurse in Charge, also cover the following responsibilities;
 - Assign nurses familiar with patients to MDT meetings
 - Mark complete tasks/activities from ward review in patient record
 - Medication management – complete routine checks, handover of the controlled drug, check the safe between shifts and check for missing gaps in medication cards



- Keys handling – handover at end of shift
- Monitoring environment for risks, health and safety, infection control, hygiene and cleanliness
- Safeguarding of patients
- Assessing safety and risks re visitors
- Location of handover file and any specific procedures for this ward – including task allocation sheet and delegating activities
- Safe monitoring of patients, visitors and staff on ward
- Checking safe and medicines keys – do not handover
- Carry out visual checks to know status/whereabouts of all patients at end of shift
- Debrief of staff and staff support in general
- Audit requirements tendable
- Uniform policy
- If inpatient, ensure new starter has understanding of
 - Next of kin and sample signature
 - Clinical Procedures including patient physical health checks and individual patient care plan, safety plan, relevant support plans, etc.
 - Patient risk assessment and risk management plan
 - Escalation process (staffing, incidents, OOHs, etc.)
 - Patient leave policy and procedures
- If community-based, ensure new starter has understanding of
 - Statistical Systems
 - Electronic Daily Diary Sheet (according to relevant record systems)
 - Audit requirements
 - CPA audit
 - Supervision audit



- Training audit
 - MaST
 - SOPs, Policies and Guidelines – where to find them and which ones to read that are relevant to their role (SOPHIA and Intranet)
 - If they don't yet have a SOPHIA account, create an account for them by - as a Team Lead - clicking onto 'Users', then 'Create user' and adding in their first name, last name and email address
 - Health and Well Being
 - Work-life balance and the importance of taking regular breaks/stretchers and lunch breaks set up a daily work routine
 - How to access all health and wellbeing support information, including Occupational Health
 - Process for booking annual leave, reporting sickness, bank work, etc.
 - Team and personal development
 - Explanation of team objectives, strategy or action plan, including line management structure
 - Introduction to team information, e.g., information channels, meetings, processes, etc.
 - Explanation of probation and 1:1 support process, emphasis on wellbeing
 - If inducting a Nurse in Charge, explain Administration system, corporate templates for report/correspondence, professional standards, etc.
- Are you in an inpatient or community setting?

 Appendix A - Nurse in Charge To Do List.docx

 Appendix B - Principles and Practices of Keeping Alert on Duty.pdf



3

Complete Competency Checks



- Go through the following Competency Checks
 - Garden Supervision Competency
 - Complete checklist on SOPHIA
 - When asked to insert a unique identifier, type in the first and second name of the person you are inducting AND the name of the ward you are inducting them onto
 - Therapeutic Engagement and Supportive Observation Competency
 - Complete checklist on SOPHIA
 - When asked to insert a unique identifier, type in the first and second name of the person you are inducting AND the name of the ward you are inducting them onto
 - Check e-learning module as also been done
 - Oxevision Competency
 - Complete checklist on SOPHIA
 - Check OLM and Oxe-Academy (external provider) have done the training, check this has been done
 - Ligature Risk Competency
 - Done as a stand-alone training session, check this has been done

4

Complete process



- Complete process