

Induction Checklist

Section H - Additional Policies & Procedures for Clinical Staff

Advocacy		
Core Induction for Qualified Nurses (A & C).		

Section I - Further Training & Development Needs

Section J - Additional Information

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Induction Checklist

Name of Employee:

Name of Ward/ Dept Manager:

Start of Employment Date:

	Completed 4 Weeks	DATE
Section A - Commencement of Employment		
Attended Corporate Induction Day		
P.D. Portfolio Provided		
Section B - Job Role		
Key duties & responsibilities		
Performance Standards expected at work		
P.D.P. Process/ PREP/ Preceptorship		
Supervision & Line Management		
Key Communication Systems		
- including emergency procedures		
Access to IT Systems / Security Management		

Induction Checklist

Section C - Ward/ Department Services

	I.D. Badges obtained		
	Staff facilities/ canteen		
	Car parking		
	Personal calls		
	Notice boards		
	Alarm Systems/ Security/ Resus Equipment		
	Local union representatives		

Section D - Employment Conditions

	Hours of work, shift rotas & breaks		
	Overtime/ time off in lieu		
	Annual Leave/ Time Sheets/ Travel Claims		
	Absence reporting & recording		
	Payroll arrangements		

Section E - Personnel Policies & Procedures

Overview of Key Policies	Disciplinary/ Capability		
	Confidentiality/ Data Protection		
	Equal Opportunities/ Managing Diversity		
	Attendance At Work/ Adverse Weather		
	Smoking/ Alcohol/ Substance Misuse		
	Whistle Blowing		
	Trade Unions		
	Welsh Language		
	Leave Policy		
	First Aid		
	Study Leave		

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Section F - Statutory Training Requirements

To be booked by Manager	Fire Training		
	Manual Handling		
	Child Protection		
	Management of Violence & Aggression		
	Infection Control		
	Basic Life Support		
	Resuscitation		
	Food Handling & Hygiene		

Section G - Health & Safety

	Health & Safety Policy/ Lone Working		
	Local Health & Safety Procedures		
	Risk Assessments		
	Safe Systems of Work		
	Fire Evacuation Procedures		
	Fire Drill/ Alarm Procedures		
	Fire Equipment - location & use		
	Emergency communication systems/ bleeps		
	Manual Handling procedures		
	COSHH		
	Infection Control		
	Accident Reporting		
	Trust's Policy & Procedures on Management of Violence & Aggression		