group policies and procedures

# staff induction

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**Related policies and guidance**

**Document revision and approval history**

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# Policies

Castleman Healthcare Ltd adheres to a mixture of generic NHS policies and specific Castleman Healthcare Ltd policies, a copy of which will be given to you on arrival. It is an expectation that you will read these policies and adhere to them at all times. Your signature to this effect will be required.

# Information Governance

Information governance is an extremely important part of the service we provide and it is not permitted under any circumstances to transfer patient identifiable information except through a secure NHS net account. If a copy of the patient report is required for learning purposes, then it must have the top part of the report removed and shredded prior to it leaving the unit. Failure to do this will result in disciplinary action.

# Emergency Pathways

In the event of a patient becoming unwell and requiring transfer to a secondary care provider, specific pathways should be followed – these will be discussed with you as part of your induction.

In the case of an emergency such as fire sound the alarm and get assistance, adhere to the local fire policy.

For cardiac arrest dial 999 and seek assistance.

During your first day in the unit make sure you know where the following are located:

* Fire extinguishers
* Fire exits

# Sickness

If you are not fit for duty, please telephone your line manager or the most senior person on the shift for that day at home. (Obtain a list of telephone Nos. to keep at home). This allows us to arrange alternative staff.

It may not be possible, but it would be appreciated if when ringing you could indicate your anticipated length of illness. On your return back to work please complete a sickness form and submit with a sick certificate if appropriate.

**Note:**

* Up to 3 days continuous sickness does not require a certificate.
* 4 – 7 days will require a self-certificate dated no later than day 7 of the sick period.
* More than 7 days will require a doctor’s certificate.
* Certificates must be submitted with 7 days of the first day of sickness. The date the certificate is signed is counted as the first day.
* If you are rostered as off duty in the middle of a period of sickness these days will also be counted as sick and this needs to be remembered when calculating the number of sick days for certification and timesheet purposes.

If you are on duty and another member of staff rings in sick, please record the relevant details on a sickness form. Ask to be shown where they are.

# Off Duty & Annual Leave

Requests for **off duty** need to be placed in the diary at least a month in advance. If a number of staff request the same day off on a busy clinic day, it may be necessary for you to negotiate with those members of staff. If you need a day off duty at short notice and are scheduled to work, it is your responsibility to negotiate with another member of staff to swop shifts. You have a responsibility to ensure the unit is adequately covered.

Current off duty and allocations are kept on a clip board in the Sister's office. Obtain a photocopy for your record. Old off duty for the current tax year is kept in a file. Timesheets need to be completed on the 23rd of each month. This is also pay day. You are responsible for completing your own timesheet correctly, remember your pay number.

If you work over your hours, complete a **time owing** sheet (in the annual leave folder), and get it signed by a senior member of staff. Time back may be allocated to you when clinics are quiet. Time owing cannot be collected over long periods of time.

Each member of staff has an annual leave card for the current year which is held in the annual leave folder. Keep a copy of this for your personal records. To request annual leave, complete an annual leave form (copies in the annual leave folder), and also enter your request in the diary.

# Uniform

Your name badge should be worn at all times.

Only wedding rings may be worn as an item of jewellery.

# Health and Safety

Each employee has a responsibility for maintaining a safe environment for patients, visitors, other staff and themselves. Policies as identified above are available and must be adhered to. In addition you should familiarise yourself with the COSHH folder which identifies any necessary precautions for the chemicals used

# Incident reporting

The service is keen that all adverse incidents and near misses are reported as soon as possible to the senior nurse and then escalated as appropriate. All incidents will be investigated and lessons learned in a supportive way. Please refer to the policy for further information

# Training

Following your induction to the unit you will be given a training plan for use in house. All staff must do the mandatory training relevant to their band and job function. Other training will follow depending on progress, and job functionality.

# Your Induction

At the start of your induction you will be allocated a mentor to help and guide you in the early days of your employment with us. The following objectives should be achieved within 2 weeks of starting. You will be given a more formal programme of in-house training and competency package to achieve in your first year.