**Induction Checklist Record**

NB: This top sheet should only be completed after you have completed the induction checklist.

**Part 1- Employee Information**

|  |  |
| --- | --- |
| Name of Employee |  |
| Job Title |  |
| Department/ Ward |  |
| Payroll Number |  |
| NI Number |  |
| Induction Start Date  |  |
| Induction Completion Date |  |
| Name of Manager/ Supervisor |  |
| Is the employee a Health Care Support Worker? |

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| YES |  | NO |  |

If **YES**, please complete Part 2 and 3. If **NO**, please complete Part 3.  |

**Part 2- Health Care Support Worker**

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| I have achieved the Mandatory Induction Standards for Healthcare Support Workers to the required standard and I have read and understood the Code of Conduct. I agree to comply with this code of conduct at all times. |

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| YES |  |

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**Part 3- Declaration**

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| Manager/ Supervisor Signature |  |
| Employee Signature |  |
| Date |  |

**Role Specific Induction – Details below**

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**Actions for Manager**

1. Copy to employee

2. Copy in Personnel File

3. Complete [online induction completion form](https://forms.office.com/Pages/ResponsePage.aspx?id=veDvEDCgykuAnLXmdF5JmkMX2enjW9BIut9ZDlDZKt5UOEgzRjk3T0JQTkdKMzJQWFFDTzVMOVZYVS4u)



**Induction Checklist**

**When using this checklist, you can find corresponding documents on our Induction Portal on HR Connect**

**There may be areas which are not applicable to the individuals role.**

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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed**  |
| [**Step 1**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx) | **Day 1** | **Organisational Welcome** | * Overview of organisation
* Expectation and responsibilities
* Overview of NHSGGC core values
 |  | [ ]  |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)**Checklist Support for Managers** | **Department orientation** | * Department structure explained (purpose, mission and structure).
* Introduction to key staff members.
* Job Role explained and fit with the team.
* Shown location of staff facilities (cafes, kitchens, toilets, staff rooms and changing facilities, notice boards). Building tour given and departmental security arrangements/ personal safety explained. Opening hours & access to buildings out of hours explained.
* Workplace adjustment passport aims to support employees with a disability, health condition or diversity in the workplace to have a great experience at work. [Workplace adjustment passport](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.nhsggc.org.uk%252Fmedia%252F272042%252Fworkplace-adjustment-passport-with-guidance-notes-final-may-2022.doc%26wdOrigin%3DBROWSELINK&data=05%7C01%7CStephanie.Dunn%40ggc.scot.nhs.uk%7C149fd82938bc4245d87b08db89fc7807%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638255489650724863%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gBHbELoPxnbWqW44FwB%2BtT0%2FRgju8B44GSgHnYMCzSs%3D&reserved=0)
* Departmental cycle of meetings explained.
* Department Intranet/ Extranet explained.
* Car parking policy explained.
* Lease Cars explained [Leased Car Information (sharepoint.com)](https://scottish.sharepoint.com/sites/GGC-Payroll/SitePages/Leased-Car-Information.aspx)
* Smoke Free Policy- Staff must not smoke whilst on duty and on NHSGG&C grounds. Staff will face disciplinary action if they are found to be in breach of this policy.
* The role of Counter Fraud Services (CFS) is explained and staff should be aware of the CFS and how to report fraud. [Counter Fraud Services Learning Site (sharepoint.com)](https://scottish.sharepoint.com/sites/NSSNHSCounterFraudServices/SitePages/Counter-Fraud-Services-Learning.aspx?from=SendByEmail&e=WJdPuIjTAUav7XNWNFt2jg&at=121&CT=1695202732962&OR=OWA-NT&CID=5b2d553c-ec99-9130-6fdd-d42a521162de&WSL=1)
* Copyright Procedures explained
* Hours of work and break arrangements explained. Timekeeping and Rota’s explained.
* Information on uniform and protective clothing explained.
* Information on Staff Partnership. [Trade Union and Professional Organisation Websites - NHSGGC](https://www.nhsggc.scot/staff-recruitment/hrconnect/employee-directors-office/trade-union-and-professional-organisation-websites/)
* PC Access and login obtained from IT

**Employee Voice – Speak Up!** We support our staff to be heard through the following options:* Where there is something you see in the workplace that doesn’t feel right raise a concern through your line manager as a first point of contact
* [Confidential Contacts](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsggc.scot%2Fstaff-recruitment%2Fstaff-support-and-wellbeing%2Fspeak-up%2Fconfidential-contacts%2F&data=05%7C02%7CStephanie.Dunn%40ggc.scot.nhs.uk%7Cec6e490bd09f4fca6e5008dc2f0cab77%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638436978671110470%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=3q8DCNjjtl3Q%2BNDvEsjJYwlDVFiAHx5TV3JGZGVwBuk%3D&reserved=0) can provide additional support and a safe space for colleagues to discuss their concerns confidentially
* The National Whistleblowing Standards for the NHS in Scotland are here [Whistleblowing Policy Overview | NHSScotland](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fworkforce.nhs.scot%2Fpolicies%2Fwhistleblowing-policy%2F&data=05%7C02%7CStephanie.Dunn%40ggc.scot.nhs.uk%7Cec6e490bd09f4fca6e5008dc2f0cab77%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638436978671117465%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=L8iUYXTMRTtgpMbRd%2FQUwJLRB98kr807ihr7V4hKeMs%3D&reserved=0)
* All options to raise a concern in confidence and in a protected way can be found here [Speak Up! - NHSGGC](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsggc.scot%2Fstaff-recruitment%2Fstaff-support-and-wellbeing%2Fspeak-up%2F&data=05%7C02%7CStephanie.Dunn%40ggc.scot.nhs.uk%7Cec6e490bd09f4fca6e5008dc2f0cab77%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638436978671124511%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=pJ6Q27adktiFhSvl1b7J87DYRubRJ8f2QTBG5seX%2FRM%3D&reserved=0)
* You can join a [Trade Union and Professional Organisation Websites - NHSGGC](https://www.nhsggc.scot/staff-recruitment/hrconnect/employee-directors-office/trade-union-and-professional-organisation-websites/) or raise issues and concerns via your professional organisation.
* Our Staff Forums are staff led groups open to everyone employed in NHSGGC -  [Staff Forums and Network - NHSGGC](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsggc.scot%2Fstaff-recruitment%2Fhrconnect%2Fgrowing-our-great-community-through-equality-diversity-and-inclusion%2Fstaff-forums-and-networks%2F&data=05%7C02%7CStephanie.Dunn%40ggc.scot.nhs.uk%7Cec6e490bd09f4fca6e5008dc2f0cab77%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638436978671138604%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=%2B1ykAoLytljgYK0dcTE6b%2B1mtLnXBeEcJbwBfYWE3OY%3D&reserved=0) ,
* Code of Conduct- It is the responsibility of each staff member to declare and keep up to date all relevant gifts, hospitality and interests in the [Online Register of Interests, Gifts & Hospitality System](http://apps.staffnet.ggc.scot.nhs.uk/Declarations/Default.aspx).”
* Mail delivery & pick-up points & times explained.
* Printing and photocopying arrangements explained.
* Reminder of No-Smoking policy.
* Sickness absence notification and policy explained.
* Annual leave entitlement and approval process explained.
* NHS Code of Practice on protecting Patient Confidentiality
* Guidance on handling personal identifiable data
* Data Security - Do's and Don'ts
* New user PC access/ Email/Internet Form completed
* LearnPro e-learning account created. Please note that new starts do not require a @ggc email address or @nhs.scot email address to complete their statutory/ mandatory training.
* [Staff List Template](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.nhsggc.org.uk%252Fmedia%252F267395%252Fturas-staff-list-updated-june-2021.xlsx%26wdOrigin%3DBROWSELINK&data=05%7C01%7CStephanie.Dunn%40ggc.scot.nhs.uk%7C168379dfd82846e3d99b08daf4b4a650%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638091353960723508%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GOCzN9mhYQCNR3YZ0aiSvrXVPXEsq0quDGCU5yEAswc%3D&reserved=0) completed for TURAS Appraisal and submitted via <https://nhsnss.service-now.com/ggc_hr>
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| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)***Checklist Support for Managers*** |  | **Health and Safety - Emergency Procedures** | * Completion of Fire Safety Training e-modules on LearnPro
* Shown location of fire extinguishers/Fire Panel.
* Action to be taken on hearing fire alarm explained.
* Action to be taken on discovering a fire.
* Fire alarm testing procedure explained (weekly test)
* First-aider and first-aid equipment explained.
* Show location of fire exits and assembly point(s).
 |  | [ ]  |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)***Checklist Support for Managers*** | **Week 1** | **Employment Contract,** **Job Role and the PDP Review Process** | * Email sent to local facilities officer and Photo ID obtained.
* Employee details updated on eESS to ensure appropriate Cost Centre.
* TURAS Appraisal: Explain PDP & Review process (further information on [PDP&R pages - HRConnect](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhsggc.scot%2Fstaff-recruitment%2Fhrconnect%2Flearning-education-and-training%2Fpersonal-development-planning-and-review%2F&data=05%7C01%7CStephanie.Dunn%40ggc.scot.nhs.uk%7C168379dfd82846e3d99b08daf4b4a650%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638091353960879750%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zya%2B5IDNb3%2Fdt2rqN%2Bm1WG%2FHkJWFPXcdkyK5aSGYpcM%3D&reserved=0%20)) and assign KSF Post Outline/reviewer to staff.
* Overview of contract, contract hours, workloads and objectives for first year.
* Annual leave, public holidays explained, pay scales - [GGC Payroll - Home (sharepoint.com)](https://scottish.sharepoint.com/sites/GGC-Payroll) and superannuation explained - [NHS | SPPA](https://pensions.gov.scot/nhs)
* Details of Staff Benefits explained.
* Reclaim of Travel and expenses system explained.
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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed** |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)**Checklist Support for Managers** | **Week 1 Month 1** | **Health and Safety at Work – General** | There are a number of Health and Safety Policies within our organisation which can be found on [Safety, Health and Wellbeing - NHSGGC](https://www.nhsggc.scot/staff-recruitment/hrconnect/safety-health-and-wellbeing/). Some of these may be more relevant than others.  |  | [ ]  |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)**Checklist Support for Managers** | **Week 1- Month 3** | **On-line orientation and communications** | * Orientation to intranet/ department intranet and StaffNet.
* Telephone system demonstrated and explained.
* Media Handling process explained.
* Core Brief/ team Brief explained.
* Pager use explained if applicable
* Mobile Device Policy explained if applicable [GGC eHealth - IS Policy 20 Mobile Devices and Teleworking Policy.pdf - All Documents (sharepoint.com)](https://scottish.sharepoint.com/sites/GGC-eHealth/eHealth%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FGGC%2DeHealth%2FeHealth%20Documents%2FIS%20Policy%2020%20Mobile%20Devices%20and%20Teleworking%20Policy%2Epdf&parent=%2Fsites%2FGGC%2DeHealth%2FeHealth%20Documents)
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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed** |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)**Checklist Support for Managers** | **Month 1- Month 3** | **Information Governance/ Confidentiality and Security of Patient Information**  | * Confidentiality issues discussed.
* IT and Security Policy explained.
* Data Protection Policy explained.
* Information Sharing Protocol explained.
* Confidential Waste.
 |  | [ ]  |
| [**Step 2**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step2-ChecklistSupportforManagers.aspx)**Checklist Support for Managers** |  | **Awareness of staff policies and what NHSGGC expects of, and provides staff** | There are a number of HR Policies within our organisation which can be found on [NHS Workforce Policies | NHS Scotland](https://workforce.nhs.scot/) |  | [ ]  |

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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed**  |
| [**Step 3**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step3-.aspx)**Statutory and Mandatory Training Information****Role Specific Training** | **Week 1- Month 3** | **Professional Development and Training** | Learning and Education* Registration for LearnPro account completed.
* New starts do not require a @ggc email address or @nhs.scot email address to access their statutory/ mandatory training.
* Staff require to ensure that their LearnPro account is updated with their Payroll No as soon as possible. This can be done under the profile tab on LearnPro. This ensures for reporting that staff show as compliant across all modules.
* Bursary Scheme explained.
* Opportunities for Learning and Development explained. E.g. introduction to local Learning and Education Lead for service/ directorate.
* Library/ Learning Facilities explained.
* Statutory and mandatory training requirements identified.
* Learning throughout induction period reviewed and updated within PDP on TURAS Appraisal.
* We have been notified that some PC users will not have Adobe Flash installed in their computer. This may become apparent when you try and complete the Fire Safety modules. If you experience this problem, please contact IT on #650.

In addition to the training identified above that is for all NHSGGC staff, you may also be required to complete additional mandatory training for your role.* If your new member of staff is a people manager, supervisor or team leader, please discuss with them their people management responsibilities and direct them to complete the New Managers and Supervisors Induction Pathway (within Step 6 – Professional and Role Specific Induction).
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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed**  |
| [**Step 4**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step4-HealthCareSupportWorkers.aspx)***Healthcare Support Workers*** |  | ***Healthcare Support Workers*** | * If your new member of staff has been identified as a Health Care Support Worker, then they must additionally meet a set of 14 induction standards and also agree to a Code of conduct. HCSW’s must also complete a workbook providing evidence on how they are meeting the above standards. If your member of staff is not a HCSW, you do not need to complete this section and please to go to Step 5.

**Reviewer Handbook**This [document](https://www.nhsggc.scot/downloads/hcsw-reviewers-guidance/) is a guide for reviewers who are overseeing the process of HCSW induction completion**HCSW Workbook**This [document](https://www.nhsggc.scot/downloads/hcsw-workbook-2/) is for HCSW’s. It explains what they need to do in order to meet the induction standards. Your new start should be given a copy of this document so that they understand the background and process of what is required. **Completing the Workbook**The HCSW will require to submit evidence to you via the workbook. This can be done in two ways1. They can download a [paper version](https://www.nhsggc.scot/downloads/hcsw-workbook-2/) of the workbook and print this off. They can write their evidence in the space provided or
2. They can download an [electronic version](https://www.nhsggc.scot/downloads/hcsw-workbook-2/) of the workbook. This file is in PDF (Adobe) format and it enables your HCSW to type and save information and if required amend and delete their evidence.
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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed**  |
| [**Step 5**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step5-InductionGovernance.aspx) |  | ***Induction Governance*** | This section of the list is the final part of the induction checklist. As a manager, here is quick reminder of what your new start should have achieved* If the new start is a HCSW, the workbook needs to be completed, reviewed and signed off.
* The induction checklist (this document) and Induction Checklist Record (first page) has been completed. Keep this in the Personnel File.
* The statutory/ mandatory training on LearnPro has been completed.
* A copy of the completed Induction checklist has been given to the employee and the original is in the personnel file of the new start.
* **IMPORTANT**- Please now complete the [online induction form](https://forms.office.com/Pages/ResponsePage.aspx?id=veDvEDCgykuAnLXmdF5JmkMX2enjW9BIut9ZDlDZKt5UOEgzRjk3T0JQTkdKMzJQWFFDTzVMOVZYVS4u). This is important as it allows us to update the employee record on eESS (HR database). If you do not complete and return this form, your member of staff will be listed as non compliant and will be highlighted to HR.
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| **Induction Portal** |  | **Item** | **Details** | **Date Achieved**  | **Tick box when completed**  |
| [**Step 6**](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Learning%20and%20Education/Induction/Pages/Step6-ProfessionandRoleSpecific.aspx) |  | ***Profession and Role Specific Training*** | * Complete Step 6: Role Specific Induction has been identified and agreed following completion of statutory/ mandatory training.
* [The New People Managers and Supervisors Induction Pathway](https://www.nhsggc.scot/staff-recruitment/hrconnect/learning-education-and-training/induction-portal/new-people-managers-and-supervisors/) **has been signposted and all aspects completed.**
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