Newly Qualified Practitioner (NQP) Corporate Nursing and Midwifery Induction

Questions and Answers for clinical Leaders and educators

Contents –

Q. What is the purpose of Corporate Registered Nursing and Midwifery Induction?

A. The purpose is to ensure NQPs feel welcome and have all the initial essential learning they require to support safe, effective and person centred care. There is also a wellbeing section and next steps section for information.

Q. How is Corporate Registered Nursing and Midwifery Induction delivered?

A. It is a self-directed learning online model and can be found here: Induction Portal - NHSGGC.

Q. What aspects of Corporate Registered Nursing and Midwifery Induction is the NQP required to complete?

A. You will find a flow diagram that describes the process here: NQP Induction Flow Diagram - NHSGGC

Q. How many hours protected time should I allocate to the NQP to complete Corporate Registered Nursing and Midwifery Induction?

A. 22.5 hours must be allocated to complete the Induction essential learning.

Q. How long does the NQP have to complete the online Corporate Registered Nursing and Midwifery induction portal?

A. When the NQP starts their post they must complete steps 1-5 (excluding step 4) within 3 months if full time and 6 months if part time. Once the NQP receives their NMC PIN they must have all elements of step 6 completed within **2 weeks.** NQP Induction Flow Diagram - NHSGGC

Q. What should I do when the NQP has completed the online Corporate Registered Nursing and Midwifery Induction portal?

A. To demonstrate completion they are required to complete two checklists which are found here: Guidance and Resources for Staff, Managers and Supervisors - NHSGGC and Registered Nursing and Midwifery Induction - NHSGGC. The NQP must retain a copy of both, and they must be kept within the NQP's personnel file as evidence of completion. The NQP's SCN/M must then complete an online form to confirm that corporate induction has been completed.

At this point next steps should be considered -
– Ensuring the NQP has a preceptor allocated to them prior to commencing post.
- To facilitate the completion of the ongoing essential learning once induction has been completed and signed off.

Q. Should the NQP also receive local induction?

A. Yes, the purpose of local NQP induction is to share key clinical information about your area. This can be delivered face to face, online or a hybrid approach. Information should not duplicate steps 1-6 online induction. Content is to be arranged and led at local level; suggested content includes:

Meeting Senior Team		Meet Identified Preceptor
NQP Signifier Badge		Key Information about Speciality
ID Badges	Welcome Pack	Local Orientation

Q. Can the NQP attend study days prior to completing the essential 2 week learning within step 6?

A. No, unless there are exceptional circumstances and has been discussed and approved via the NQP's service lead.

Q. What information do I need to know about NQP's clinical skill development?

A. NQP's should share their West of Scotland Record of Supervised Practice documents for venepuncture, cannulation and IV medicine administration with their line manager.

Venepuncture/cannulation: If the line manager is satisfied with the volume of supervised practice that the NQP has already undertaken, there is no further action required. A copy of the document should be retained in local training files or personnel files
If the line manager is not satisfied, or there has been insufficient opportunity for supervised practice, this can be undertaken now, in the new clinical area following discussion and agreement with their line manager (a copy of the practice logs can be accessed [here](#)).

IV medicine administration: The NQP will be required to complete the [NHSGGC Medicines Administration Competency Assurance Record.](#) This includes non-IV routes and IV route administration.
Section A should be completed within 2 weeks.
Section B may take longer to complete.
Section C is signed off by the line manager once sections A & B are completed.
A copy of the record should be retained in local training and/or personnel files.

Q. How do NQPs obtain access to systems such as XGGC, TrakCare®, Portal® and HEPMA®?

A. **Please do not create a My Account unless the NQP is recruited from another health board.
If the NQP was a student in NHSGGC they will already have student access to XGGC, TrakCare®, Clinical Portal® and HEPMA®. Once they have registered and obtained their NMC PIN they are required to upgrade their accounts via the [external ehealth portal](#) (student landing page) which is an external link and use the **NQP Icon**. This can be done at home prior to their first shift.

All University Nursing Students from Glasgow University, University of the West of Scotland, Glasgow Caledonian and The Open University should register via the student link below, they will then select the **NQP Icon.**

GGC External eHealth Portal - https://nhsscotland.service-now.com/ehealth
  (Images from Portal below)
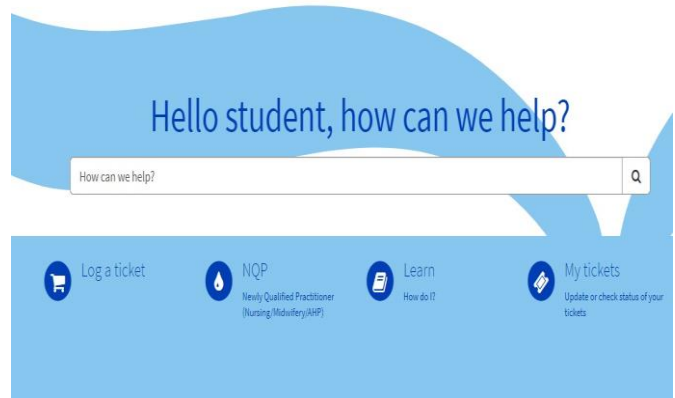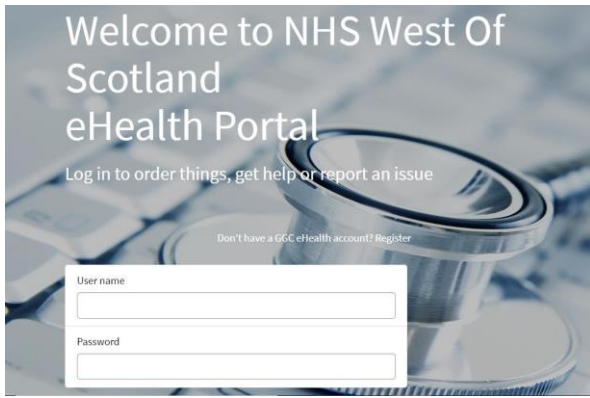
If a **NQP is working as a band 4** whilst awaiting NMC pin – please follow advice on the advice document and flowchart Appendix 1 and 2

Q. What if an NQP has not maintained their student login?

A. Students must accept the Terms & Conditions as soon as you log on (see image below) or accounts will be disabled. Students must be logged into a NHS GGC PC to accept the Terms & Conditions.
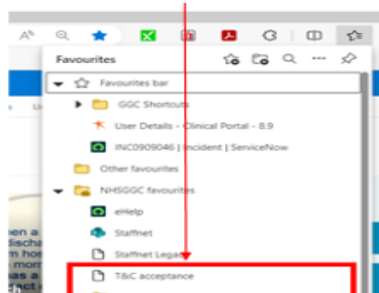**It is students' responsibility to ensure the safe keeping of their Login details throughout their clinical years.

- If students do not access their GGC account within 60 days, the XGGC account will be disabled (This   does not affect Trakcare or Clinical Portal) and then deleted after 12 months. If students do not access their GGC account within 13 months the account is deleted completely.
- Students would be required to contact the IT Service Desk for expired/deleted or forgotten GGC Accounts.

Q. How will the NQP obtain access to learnPro® to complete their statutory/mandatory Induction essential learning?

A. Recruitment have provided Learning and Education with the list of NQPs starting in NHSGGC. Learning and Education will contact NQPs with instructions regarding learnPro®.

If the NQP is an existing employee of NHSGGC, for example, working as a band 2, it is important that they
Update their profile details on learnPro®. See below –

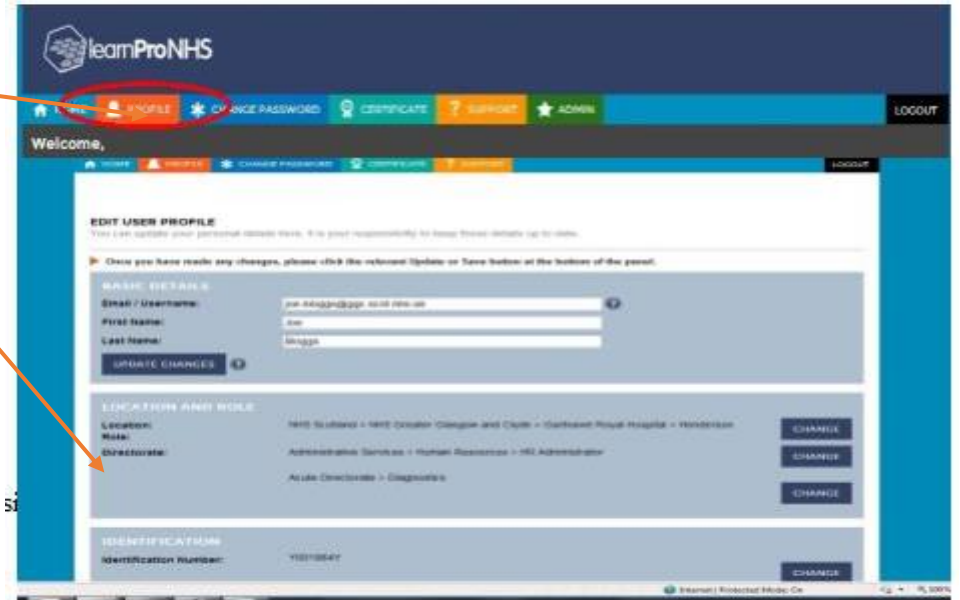**Login to learnPro and choose Profile.**
This will give you the option to edit your details.

Click Change next to Location/Role/Directorate
This will allow you to change these.

Once you have made changes to Click Save Changes.
Follow same process for each change made.

Q. Can a learnPro account be transferred from another health board?

A. Yes, if the NQP already have/ know their GGC payroll number, they can transfer their learnPro account themselves from other health boards by changing their 'Location'

and 'Identification Number' (for our health board it's staff GGC payroll number) in their Profile tab on learnPro – shown below
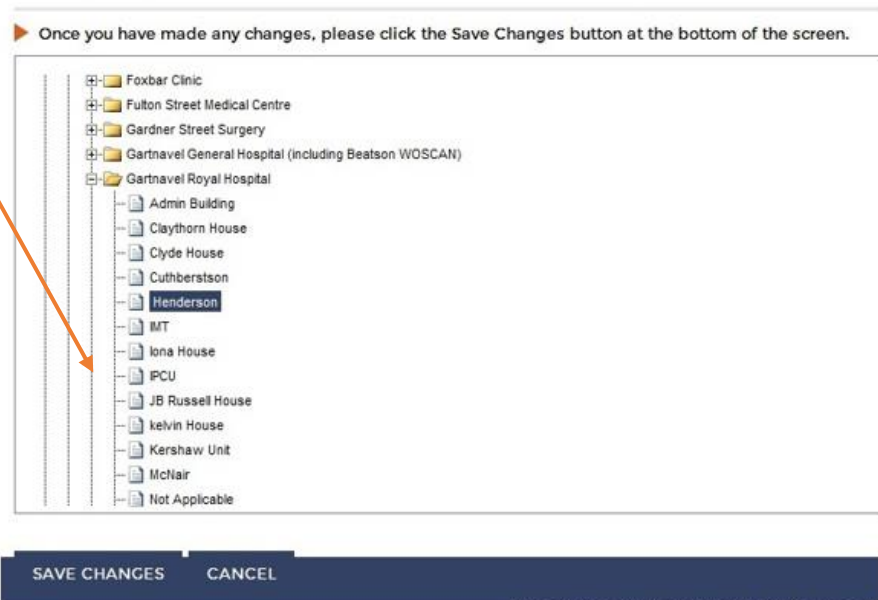
1) Login to your learnPro NHS Account and click on the PROFILE tab

Check the 'Location' details start 'NHS Scotland > NHS Greater Glasgow & Clyde' – if not, click on the 'CHANGE' tab and go to step 2 (explained below).

Check the 'Identification Number' details have your current NHSGGC Payroll Number, starting with 'G' and followed by 7 digits – if not, click on the 'CHANGE' tab. On the next screen enter your NHSGGC Payroll Number and click 'SAVE'

2) To change your location, after you have pressed the CHANGE tab:

However, if new starts don't have the GGC payroll number yet, they won't be able to transfer their learnPro account themselves. In that case, we would ask you to complete the template (Appendix 3) with details of staff that require transfer of learnPro accounts to GGC and submit to L&E via HRConnect Portal. The Learning and Education team would then contact learnPro to request this transfer on behalf of the NQP.

Q. What to do if the password has been forgotten
 A. If you have forgotten your password please visit https://nhs.learnprouk.com and enter your email address at the bottom of the screen and click "Mail me a new one"

If the NQP has any difficulty accessing learnpro or a specific module, they can contact LE Support on the Enquiry Portal: HR Portal – NHS GGC HR (service-now.com) or **0141 278 2700** (option 3).

Q. Do NQPs require access to TURAS Learn®?

A. NQPs undertake TURAS Learn® modules as part of their essential learning and are required to register for Flying Start NHS®. Information regarding how to register is found here: Booklet 1: Getting started.

Q. Do NQPs require access to TURAS Appraisal?

A. Like all other staff members with in NHSGGC NQPs are required to undertake a yearly appraisal to document progress of staff member. Further information on how to set up a TURAS Appraisal can be found here TURAS Appraisal

Q. Where can I find information regarding Flying Start NHS®?

A. The Scottish Government requires all NQPs to complete Flying Start NHS® in the first 12 months of practice. In line with this, it is a requirement of NHSGGC for all NQPs to undertake and complete the Flying Start programme. Each NQP to attend 2 study days facilitated by the Practice Education Team away from their clinical area. Further information can be found here: NHSGGC Flying Start Portal

Q. Do NQPs undertake Clinical Supervision?

A. The Practice Education team are providing access to two Clinical Supervision sessions in their first year of practice, although these may be provided locally for some disciplines. Through attending the sessions, NQPs will have the opportunity to explore the effects of their work, by recognising how they are impacted by this, and can then focus on solutions for their learning and development and maintain or build resilience levels. Further information can be found here: NQP Clinical Supervision - NHSGGC.

Q. What is a Flying Start NHS® Facilitator?

A. A Flying Start NHS® Facilitator supports and guides learning and confirms that the NQP has met the learning outcomes for the programme, they may also be your preceptor. Further information can be found here: Facilitators Information Guidance - NHSGGC.

Q. What is a preceptor?

NQPs must be allocated a Preceptor, this aligns with the Scottish Preceptorship Framework and is underpinned by the Nursing and Midwifery Principles of Preceptorship. The Preceptor may also fulfil the role of Flying Start NHS® Facilitator. More Information can be found at: Preceptorship and The Midwifery Preceptorship Framework for Scotland 2023

Q. What is the purpose of the NHSGGC NQP Signifier badge?

The NQP signifier badge should be worn by all NQPs during the first 12 months in practice. Endorsed by Professor Angela Wallace, Executive Director of Nursing and Fiona Smith, AHP Director, the purpose of the badge is to allow colleagues to identify and offer further support and guidance, as NQPs settle into role and works through the Flying Start NHS programme.

Useful Links

Induction Portal - [Induction Portal - NHSGGC](#)

HR - [GGC-HR - Home (sharepoint.com)](#)

Proactive - [Proactive Support: IT and Applications Training & Facilitation (sharepoint.com)](#)

ehealth - [GGC eHealth - Home (sharepoint.com)](#)

Learning and Education - [Learning and Education (sharepoint.com)](#)

Library services - [Libraries (sharepoint.com)](#)

Peer Support - [Peer Support (sharepoint.com)](#)

Staff support - [Staff Support And Wellbeing - NHSGGC](#)

Staffnet Hub - [GGC-Staffnet Hub - Home (sharepoint.com)](#)

If you have any further questions about Nursing and Midwifery Induction, please contact: ggc.practicedevelopmentinduction@ggc.scot.nhs.uk; if your question is related to Flying Start NHS®, Clinical Supervision or Preceptorship, please contact: practiceeducation@ggc.scot.nhs.uk.

Did the NQN/M complete their student placements within GGC or have student GGC accounts? (UoG, GCU, UWS and OU)

Yes

No

SCN/Line Manager requests email via eHelp.

Under Requests> Email
Select the "Individual mailbox required for an existing user" option

When adding their details under the "Who is the mailbox for" dropdown, make sure you select the details that has their XGGC/Network details e.g.
Joe Bloggs   Student UoG   BLOGGJO123

NQN/Ms will continue to use student accounts for TrakCare, Clinical Portal, HEPMA and EMIS

SCN/Line Manager will request new account via eAccount on eHelp

NQN/M receives NMC pin

NQN/M receives NMC pin

NQN/M logs a ticket via GGC eHelp to update their account and Clinical Application

NQN/M logs a ticket via Student eHelp/GGC eHelp to update their account and Clinical Application access

Appendix 2

How to request a mailbox for a pre-registration nurse working as a Band 4

Step 1: Open eHelp

Step 2: Select Request and then Email Request
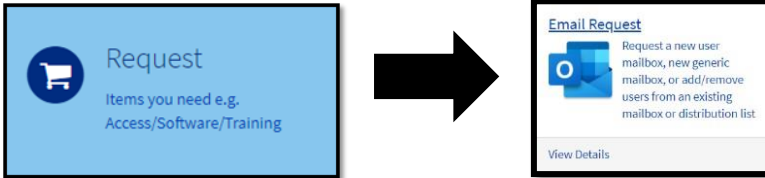
Step 3: Complete the request form with their details.
Select the "Individual mailbox required for an existing user" and in the who is the mailbox for, search for their account.

*Type of request	
Individual mailbox required for an existing user	▼

*Who is the mailbox for (select from list)

	▲
Lee-Anne McHugh	🔍
Lee-Anne McHugh	B000000000@studentmail.uws.ac.uk
Lee-Anne McHugh Student Nurse Uws Uni Port Glasgow Health Centre MCHUGLE999	

You will see two accounts appear, please select the account that has their XGGC/Network details showing as shown in the image above.

Step 4: Once you have finished completing the request form, press the Submit button to log the ticket with eHealth

Please note it is important for line managers/SCNs to be aware that new staff coming into GGC, who were not previously placed in GGC as nursing students, should be requested via eAccount.

Appendix 3 Template for transferring learnPro from another board

*Please note that all the details below are required in order to transfer learnPro NHS accounts from other health boards											
First Name	Last Name	Date of Birth (DD/MM/YYYY)	learnPro Username/ Email Address in Other Health Board	New Email Address (if change required)	Job Role (NHSGGC)	Hospital (NHSGGC)	Ward (NHSGGC)	GMC Number (for medical staff only)	Provisional Start Date within NHSGGC	

Completed table to be returned to Learning and Education via the HR Connect Portal