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# Prison Healthcare

Joint Induction Pack

For New Staff working in

HMP Barlinnie, Greenock and Low Moss

**Staff Member** ……………………………………..

**Post**: ……………………………………..

**Base**: ……………………………………..

**Designated person**: ……………………………………..

**Line Manager**: .……………………………………..

**Date of Commencement:** ……………………………………..

**4 week review signature: ..................................................................**

**Date: ..................................................................**

**12 week manager sign off: ................................................................**

**Date: ................................................................**

# Joint Induction Pack

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Appendix 2 Welcome Letter

**Introduction**

Induction is essential to help you become effective in your new post as quickly as possible. The induction period should take a minimum of four weeks and be completed within three months. It is however recognised that this period may require flexibility due to the specific needs of a post or individual. This pack has been designed to assist you and your manager to work through the local induction process to ensure you understand your responsibilities as you settle in to your new role.

You will be assigned a designated person to work closely with you throughout your first year and in particular during the 3 months of your induction period. You will use this Joint Induction Pack, the NHS GGCC Induction Portal and Corporate Induction Checklist (on HRConnect) to support you through your induction. In addition those staff who meet the criteria of a Healthcare Support Worker (HCSW) need to complete the Statutory HCSW Induction Standards and Code of Conduct.

The aim of this joint induction pack is to;

* Welcome you to Glasgow City HSCP Prison Healthcare services delivered within the Scottish Prison Service and help you to understand your role within the Healthcare Centre and how it fits with the Scottish Prison Service
* Support your local induction needs providing and signposting you to information about your team and what you need to do to help you operate safely and effectively in your new post in the shortest time possible
* Signpost you to specific NHSGGC and SPS information relevant to your post.

The flow chart below provides an overview of the corporate and local induction processes.

NHS Greater Glasgow and Clyde

Corporate Induction Portal

This includes:

* Chief Executive Welcome
* Corporate Mandatory / Statutory Training
* Corporate Induction Checklist
* HCSW Mandatory Induction Standards for relevant staff
* Corporate Induction Sign Off

**First KSF review undertaken using your foundation outline**

**And development needs identified on Personal Development Plan.**

**Outcomes recorded on Turas Appraisal**

Week

1

Joint Healthcare and SPS Induction Pack

This Includes:

* Local Healthcare & SPS information
* Role Specific Information

3 months

**Roles & Responsibilities**

**The role of your manager in the induction process**

You will have an initial meeting with your manager to discuss this pack and the induction process in greater detail. Your manager will assign a designated person and arrangements will be put in place for you to meet and discuss their role in supporting your induction.

There are a number of checklists that you are expected to complete with your designated person as you become familiar with different areas of work i.e. NHSGGC Corporate checklist and the checklists in this pack. At your initial meeting with your manager you will agree the timescale for you to complete each checklist and when completed these will be kept as evidence that you have undertaken the full induction process. You and your manager are responsible for signing off the completed checklists at the end of the induction period and your manager should retain the checklists in your records.

**The role of the Designated Person**

This individual will be a colleague who has worked in Prison health Care for some time and who has experience of the work you will be carrying out in your role. They will be assigned to you for a substantial part of your first year. They will signpost you to information /policies and demonstrate how aspects of healthcare work are carried out within a prison. It is their responsibility to initial areas on the checklist as they are achieved. To ensure you are completely supported from the outset, you will work, where possible, on the same shift pattern as your designated person in the early stages of your induction.

**Your role**

You work closely with your designated person and ensure that all components of your induction are completed and signed off on the corporate checklist and the checklists in this pack. You will be expected to understand all of the materials that you are given such as policies and procedures and follow these in the course of your employment in NHS GGC; you must seek clarification about anything you may be unsure about.

It is hoped that you find this pack useful and that you enjoy working in the Glasgow City HSCP Healthcare services delivered within a Prison Setting.

The induction pack is divided into 4 sections; each section has a checklist that you are required to complete.

Sections 1 - 3 should be completed within the first 3 months of your induction. Section 4 - provides information about your ongoing development.

* Section 1 – Covers aspects of local orientation
* Section 2 - Designed to ensure you are aware of the local Health Centre and SPS policies and processes.
* Section 3 – Identifies role specific training to support your induction
* Section 4 - Ongoing development

You will meet with your designated person 4 weeks after your start date and your manager within 12 weeks of your start date to sign off your induction.

Please ensure you contact LE Support to request a username and Password for Turas Appraisal if you are new to the organisation.

Please ensure you register for a Learnpro account

Your designated Line Manager will support you to do this

**Section 1 - Local Orientation**

This section is designed to orientate you to the Health Centre and the wider SPS establishment. You will receive information from your line manager that will ensure you can operate safely in a custodial environment, that you are familiar with your surroundings and with your colleagues, healthcare and SPS.

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| **Section 1.** | **Required**  **Yes / No** | | | **Date Completed** | **Designated person’s Initials** | | | **Staff Member’s**  **Initials** | | |
| **Meeting with Designated Person** | **Yes** | | |  |  | | |  | | |
| **Completion of eESS** |  | | |  |  | | |  | | |
| **Learn Pro Account to be established** |  | | |  |  | | |  | | |
| **Turas Appraisal to be set up/Updated** |  | | |  |  | | |  | | |
| **Outstanding Matters:** | | | | | | | | | | |
| **Section 1**  **Local Facilities & Environment**  **Heath Centre** | **Required**  **Yes / No** | | | **Date Completed** | | **Designated person’s Initials** | | **Staff Member’s Initials** | | |
| **Exits & entrances** |  | | |  | |  | |  | | |
| **Fire Assembly Points** |  | | |  | |  | |  | | |
| **Treatment Areas & Stores** |  | | |  | |  | |  | | |
| **Location of equipment** |  | | |  | |  | |  | | |
| **Location of all emergency equipment** |  | | |  | |  | |  | | |
| **Pharmacy/ Controlled Drugs Cupboard** |  | | |  | |  | |  | | |
| **Administration Areas** |  | | |  | |  | |  | | |
| **Clinical Managers’ Office** |  | | |  | |  | |  | | |
| **Staff Facilities** |  | | |  | |  | |  | | |
| **Dental Surgery** |  | | |  | |  | |  | | |
| **Resource Room** |  | | |  | |  | |  | | |
| **Toilets** |  | | |  | |  | |  | | |
| **Consulting Rooms** |  | | |  | |  | |  | | |
| **Records Room** |  | | |  | |  | |  | | |
| **Prisoner’s Waiting Room** |  | | |  | |  | |  | | |
| **GP Room** |  | | |  | |  | |  | | |
| **MHT Room** |  | | |  | |  | |  | | |
| **HCM Room** |  | | |  | |  | |  | | |
| **Outstanding Matters:** | | | | | | | | | |
| **Section 1**  **Local Facilities & Environment**  **Wider Establishment** | | **Required**  **Yes / No** | **Date**  **Completed** | | | **Designated person’s Initials** | | | **Staff Member’s Initials** |
| **All residential Areas/Wider Prison Environment** | |  |  | | |  | | |  |
| **General Office** | |  |  | | |  | | |  |
| **Reception Area** | |  |  | | |  | | |  |
| **Security X Ray Area** | |  |  | | |  | | |  |
| **Industries / Worksheds** | |  |  | | |  | | |  |
| **Chapel/Multi Faith Centre** | |  |  | | |  | | |  |
| **Intel Monitoring Unit/Security** | |  |  | | |  | | |  |
| **Addictions** | |  |  | | |  | | |  |
| **Health Improvement Hub** | |  |  | | |  | | |  |
| **Clinical Psychology Department** | |  |  | | |  | | |  |
| **SPS Training Facilities** | |  |  | | |  | | |  |
| **SPS Stores** | |  |  | | |  | | |  |
| **Visit’s area** | |  |  | | |  | | |  |
| **Outstanding Matters:** | | | | | | | | | |
| **Section 1**  **You Should be issued with:**  **(Where appropriate)** | | **Required**  **Yes / No** | | **Date Issued** | | | **Designated person’s Initials** | | **Staff Member’s Initials** |
| **Uniforms** | |  | |  | | |  | |  |
| **Fleece and outer jacket** | |  | |  | | |  | |  |
| **Belt & Lanyard** | |  | |  | | |  | |  |
| **Radio ear piece (if Appropriate)** | |  | |  | | |  | |  |
| **Electronic Fob** | |  | |  | | |  | |  |
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| **Outstanding Matters:** | | | | | | | | | |

Section 1 completed

**Staff Member’s signature: …………………………….. Date:……………**

##### Line Manager’s Signature:……………………………… Date:……………

##### This Section Should be completed within 4 weeks of CommencementSection 2 - Policies and Processes

This section will signpost you to the policies and procedures relevant to working for Glasgow City HSCP in Prisons. The NHS GGC Corporate checklist will signpost you to the relevant NHSGGC Policies and procedures. You need to understand and apply them to be effective in your role and your designated person will support you with this .

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| **Section 2**  **Local Policies Procedures & Arrangements.** | **Required**  **Yes / No** | **Date Completed** | **Designated person’s**  **Initials** | **Staff Member’s**  **Initials** |
| **Health & Safety Policy** |  |  |  |  |
| **Fire Safety Policy** |  |  |  |  |
| **Datix** |  |  |  |  |
| **Safe & Secure Handling of Medicines in GG&C Prison Healthcare Policy** |  |  |  |  |
| **HR Connect** |  |  |  |  |
| **Prison Healthcare Information Page on Staffnet** |  |  |  |  |
| **Emergency Procedures/ Code Red, Code Blue Policy** |  |  |  |  |
| **Professional Standards for Record Keeping Policy** |  |  |  |  |
| **Prisons medicine management training** | **Role Specific** |  |  |  |
| **Competent Witnes training** | **Role Specific** |  |  |  |
| **In Possession Policy** |  |  |  |  |
| **Prisoner’s complaints Procedure** |  |  |  |  |
| **Clinical Governance** |  |  |  |  |
| **Outstanding Matters:** | | | | |
| **Section 2.**  **Local processes** | **Required**  **Yes / No** | **Date Completed** | **Designated person’s Initials** | **Staff Member’s Initials** |
| **Health Care Records – Vision, Historic Paper Records, Contents & Storage, GP notes** |  |  |  |  |
| **The Admission process** |  |  |  |  |
| **The process for all referral systems in use for Health Care Services** |  |  |  |  |
| **Safe & Secure Handling of Medicines in GG&C Prison Healthcare Policy and processes** |  |  |  |  |
| **Guidance on the Safe Management of CD’s in SPS Standard Operating Procedure** |  |  |  |  |
| **Process for all referral systems in use for Health Care Services** |  |  |  |  |
| **Times & Locations of all clinics including those of visiting specialists** |  |  |  |  |
| **Outstanding Matters:** | | | | |
| **Section 2**  **Publications and Local Communications. Know where to access the following:** | **Required**  **Yes / No** | **Date Completed** | **Designated person’s**  **Initials** | **Staff Member’s Initials** |
| **Duties Folder** |  |  |  |  |
| **Off Duty Process** |  |  |  |  |
| **NMC Publications** |  |  |  |  |
| **Contingency Plans** |  |  |  |  |
| **SPS IT systems & Sharepoint** |  |  |  |  |
| **S Drive & relevant Folders** |  |  |  |  |
| **Staffnet** |  |  |  |  |
|  |  |  |  |  |
| **Outstanding Matters:** | | | | |

**Section 2 Completed**

**Staff Member’s signature:……………………………… Date:…………………..**

**Line Manager’s Signature:………………………………Date:……………………**

## **Section 3 - Role Specific**

This section signposts you to role specific training you must complete to enable you to work safely and competently in your role. Any additional training requirements that are identified for your role should be recorded in the blank areas. This complements the training your will access via the NHS GGC Corporate Induction Portal.

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| **Section 3 Role specific Training** | **Required**  **Yes / No** | **Date Completed** | **Designated person’s Initials** | **Staff Member’s Initials** |
| **SPS Training Requirements** | | | | |
| Induction & Key Training |  |  |  |  |
| Professional Boundaries |  |  |  |  |
| Radio Training |  |  |  |  |
| Talk To Me Training  Core / Awareness |  |  |  |  |
| Anti-hostage Training |  |  |  |  |
| PR2 Awareness and Purpose |  |  |  |  |
| PPT |  |  |  |  |
| Fire Awareness & Fire Response Procedures |  |  |  |  |
| Health & Safety within the SPS |  |  |  |  |
| **NHS Training Requirements** | | | | |
| CHI 24 |  |  |  |  |
| Database management Processes |  |  |  |  |
| Datix Complaints Module |  |  |  |  |
| Docman |  |  |  |  |
| EMIS Web |  |  |  |  |
| SPS Escorting Process |  |  |  |  |
| Basic Life Support & De-Fib Training |  |  |  |  |
| Venepuncture |  |  |  |  |
| Orientation to Prison  Health Improvement Services  SPS Clinical & Vision   * Deductions * Mail Manager * Registrations * Search & Reports * Read Codes * Journal * Clinical Guidelines |  |  |  |  |
| Medicines Management   * Competent Witness * Delivery of In Possession medicines to patient package * Controlled Drug Administration * Dispensing Medicines |  |  |  |  |
| **IT Access and Passwords Required** | | | | |
| XGGC |  |  |  |  |
| SPS Clinical |  |  |  |  |
| Vision Access |  |  |  |  |
| Docman Access |  |  |  |  |
| S Drive & relevant Folders |  |  |  |  |
| Clinical Portal |  |  |  |  |
|  |  |  |  |  |
| SPIN |  |  |  |  |
| **Learnpro Statutory/Mandatory Modules** | | | | |
| GGGC001 Fire Safety Training |  |  |  |  |
| GGC002 Health & Safety: An Introduction |  |  |  |  |
| GGGC003 Reducing Risk of Violence & Aggression |  |  |  |  |
| GGC004 Equality, Diversity & Human Rights |  |  |  |  |
| GGC005 Manual Handling Theory |  |  |  |  |
| GGC006 Public Protection, Child Support & Protection |  |  |  |  |
| GGC007 Standard Infection Control Precautions |  |  |  |  |
| GGC008 Security and Threat |  |  |  |  |
| NES Safe Information Handling |  |  |  |  |
| Management of Needlestick & Similar Injuries | **Role Specific** |  |  |  |
| Infection Protection & Control (NES Module)  Prevention & Management of Occupational Exposure | **Role Specific** |  |  |  |
| Managing Skin Care for Responsible Persons | **Role Specific** |  |  |  |
| Managing Skin Care at Work for Managers | **Role Specific** |  |  |  |
| NEWS2 | **Role Specific** |  |  |  |
| **Outstanding Matters:** | | | | |

**Section 3 Completed**

**Staff Member’s signature:……………………………… Date:…………………..**

**Line Manager’s Signature:………………………………Date:……………………**

**Section 4 Ongoing Development**

NHS Greater Glasgow and Clyde are committed to the development of all staff, and in accordance with the staff governance standard support the rights of staff to be:

* Appropriately trained;
* Treated fairly and consistently

(In this context, being treated fairly and consistently will be achieved through ensuring equity of access to development opportunities.)

Staff employed under Agenda for Change Terms and Conditions will have an annual development review and Personal Development Plan (PDP) in line with the Knowledge and Skills Framework (KSF) outline for their post. Doctors, Dentists and some senior managerial staff will have separate performance management systems that have been agreed nationally for their staff groups.

The KSF Review and Personal Development Planning process hosted on the Turas portal is part of a continual process of planning, monitoring, assessment and support which helps staff develop their capabilities and potential to fulfill their job role and purpose. It is an approach to increase the effectiveness of the organisation’s performance through ongoing, constructive dialogue to ensure that everyone:

* Knows what is expected of them;
* Gets feedback on performance; and
* Is able to identify and fulfill prioritised development needs

The process also supports career development and commitment to lifelong learning

Your first KSF Review and PDP will identify and support you in meeting your development needs during your first 12 months in post, which includes your induction.

Ongoing annual reviews will support you in becoming fully competent in your role by identifying your future development needs. There are specific areas of your role which will require you to update your knowledge and skills on a regular basis. You will be informed of these “core training” topics relevant to your role and how frequently you will be required to complete updates. Access to the “core training” topics will be supported by both NHS GGC and SPS.

We wish you every success in your new post.

|  |  |  |
| --- | --- | --- |
|  | **Chief Officer**  Susanne Millar  MA (Hons) CQSW | **Prison Healthcare Services**  Room 971  Management Block  Stobhill  133 Balornock Road  Glasgow  G21 3UW |

Dear New Employee,

Welcome to Glasgow City HSCP Prison Healthcare.

If you are involved with criminal or legal proceedings, which may or may not be linked to your role, please inform your line manager at the earliest opportunity.

This information will be dealt with in a confidential manner, but may influence where you can work within the organisation.

If you would like to discuss this issue further, please speak with your line manager during your induction period.

Many Thanks,

**Frank Gibbons**

**Service Manager, Prison Healthcare**

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| --- | --- | --- |
|  | **Chief Officer**  Susanne Millar  MA (Hons) CQSW | **Health Centre**  **HMP Barlinnie/Low Moss /Greenock**  **XXXXXXXXX**  **XXXXXXX**  **XXXXX**  **Xx Month 20XX** |

Dear XXXXXXXXXXXXXXX

Welcome to the commencement of your career with NHS GG&C within Glasgow City HSCP Prison Health Care at HMP Barlinnie.

Included within this induction pack are the following documents which will help us support you during your time with us:-

* Timetable covering the first five weeks of duty
* NHS GG&CCorporate Induction – Via Induction Portal
* Role Specific Induction Pack

You will join the ……………… team and will be managed by xxxxxxxxxxxxxxxxxx. Your mentor will be………………………, who will be available to assist in your induction and answer any specific questions you may have.

In addition to the information above you will also require access to the SPS prisoner information network. Your line managfer should contact SPS local Spin Coordinator to confirm your name, role and position after your first meeting.

Please do not hesitate to contact either myself or any of the Clinical Managers if you have any questions or concerns

Yours faithfully

Health Care Manager

