

Morecambe Bay



Primary Care Collaborative

Induction Policy

Document Reference	POL031
Purpose	The purpose of this policy is to describe MBPCC approach to supporting staff before and during Induction. This policy links to the Learning & Development Policy - POL032
Author	Head of Training, Education and Workforce Development
Application/Scope	Organisation-wide
Approval Date	24/10/23
Review Date (N.B: Review dates may alter if any significant changes are made)	24/10/26
Version	V1.0
Status	APPROVED



CONTENTS

1.0 Introduction	3
1.1 Aim and Purpose	3
1.2 Scope and Applicability	3
2.0 Induction Process	3
2.1 Pre-employment Orientation	3
2.2 First day of employment	4
2.3 Induction period	4
2.4 Ongoing Development	5
3. DEFINITIONS/GLOSSARY OF TERMS	5
4. CONSULTATION WITH STAFF, PRACTICES AND PATIENTS	5
5. DISSEMINATION/TRAINING PLAN	5
6. AMENDMENT HISTORY	6
7. APPENDICES	6
Appendix 1: Induction template	6



1.0 Introduction

Morecambe Bay primary care Collaborative (MBPCC) is an organisation dedicated to support new employees and recruits into the organisation. As an organisation we recruit directly through employment or secondment and on behalf of our practices/PCNs.

1.1 Aim and Purpose

1. The Induction process aims to ensure a smooth transition for new staff members, familiarize them with the organization's values, policies, and procedures, and promote a positive working environment.
2. The Induction Programs Objectives are to:
 - a. provide new employees with a comprehensive understanding of the NHS, its mission, and core values
 - b. familiarize new employees with the organizational structure, policies, and procedures relevant to their roles
 - c. facilitate integration into the work environment, encouraging teamwork, collaboration, and effective communication
 - d. provide essential training and resources to enable employees to perform their roles effectively and safely
 - e. promote a culture of patient-centred care, professionalism, and continuous improvement.

The induction process both welcomes employees into the organisation and allows them the time to orientate themselves and embed into the organisation and their teams. It provides additional support from line managers to ensure all elements are in place that allows the employee to efficiently and effectively undertake their role.

Induction processes, when performed well, aid embedding of new staff and improves retention whilst also ensuring all Health and Safety and mandatory obligations are met.

1.2 Scope and Applicability

All employees and secondees of MBPCC are covered in this policy for Induction purposes. For externally contracted staff, line managers should ensure appropriate Induction or support according to role/contracted services is provided.

2.0 Induction Process

2.1 Pre-employment Orientation

Prior to the start date, new employees receive pre-employment orientation materials, including information about the NHS, its values, and policies and other organisational information that may be useful at this time. This helps them gain basic knowledge and prepare for their induction.

A start date and Induction meeting invite should be arranged and established pre-employment.



2.2 First day of employment

Welcome and Introduction: Induction meeting - new employees receive a formal welcome, where they are introduced to their team members, supervisors, and key personnel. An overview of the organization's mission, values, and goals is provided.

Line managers should ensure that all roles achieve the minimum induction requirements, complete the Induction template and amend the Induction plan to provide additionality as required according to role. Additionally, any learning needs, IT requirements or other information that supports the employee through their induction period should be provided.

Please see Induction template (and checklist within), Learning & Development Policy, Staff Handbook and other information that should be shared at Induction.

2.3 Induction period

Organizational Orientation: New employees participate in an organizational orientation program, which covers the NHS structure, departments, services, and reporting lines. They receive information on key policies, procedures, and codes of conduct applicable to their roles.

Role-Specific Training: Each employee receives role-specific training to ensure they have the necessary skills and knowledge to perform their duties effectively. This may include clinical or technical training, software systems familiarization, and other job-specific requirements. Non-regulated Healthcare professionals (HCA - Healthcare Assistants/those undertaking clinical procedures) should follow the Care Certificate standards [The Care Certificate Standards \(skillsforcare.org.uk\)](https://www.skillsforcare.org.uk)

Health and Safety Training: All employees undergo comprehensive health and safety training, including fire safety, infection control, risk assessment, and emergency procedures. This training ensures a safe working environment for employees and patients. MBPCC expects completion of mandatory training and access to the training platform will be provided during the Induction period.

Policies and Procedures: New employees are provided with access to the NHS policies and procedures manuals. They receive guidance on adhering to ethical standards, data protection, confidentiality, and professional conduct.

Mentorship and Support: New employees are assigned a mentor or buddy or line manager as support. They act as a guide and resource person during the induction period. The mentor provides support, answers questions, and assists with the transition into the organization.

Evaluation and Feedback: Throughout the induction process, new employees have opportunities to provide feedback on their experience and suggest improvements. This feedback is used to enhance the induction program and address any concerns or issues raised.

Compliance and Consequences: New employees are expected to comply with all relevant NHS policies, procedures, and codes of conduct. Failure to adhere to these standards may result in disciplinary action, which can range from counselling and additional training to termination, depending on the severity and repetition of the violation.

Supervision: If appropriate, and whilst additional learning is being undertaken, employees must be supervised until they can demonstrate the required/acceptable levels of competence to carry out their role unsupervised. Employees will receive appropriate ongoing or periodic supervision ensuring competence is maintained. Therefore, at Induction, review dates for competency assessments if required should be agreed between the line manager and employee. It is also the responsibility of the



employee thereafter to inform their line manager of further learning needs identified at any stage within their employment

2.4 Ongoing Development

CPD - After the initial induction period, the NHS encourages employees to engage in continuous professional development opportunities. This may include attending workshops, conferences, or undertaking further education to enhance their skills and knowledge.

Annual Appraisal - Regular performance appraisals are conducted to assess employees' progress, identify areas for improvement, and provide guidance for professional growth. Appraisal feedback is used to support career development and training plans.

3. DEFINITIONS/GLOSSARY OF TERMS

Abbreviation or Term	Definition
MBPCC	Morecambe Bay Primary Care Collaborative
PCNs	Primary Care Networks
L&D	Learning and Development
NHSE	NHS England
HEE	Health education England
CPD	Continuing Professional Development
L&SC	Lancashire and South Cumbria

4. CONSULTATION WITH STAFF, PRACTICES AND PATIENTS

Enter the names and job titles of staff and stakeholder that have contributed to the document

Name	Job Title	Date Consulted
Andrew Giles	Chief Executive Officer	01/10/2023
Graeme Redshaw	Chief Operating Officer	01/10/2023

5. DISSEMINATION/TRAINING PLAN

Action by	Action Required	Implementation Date
Approval required by Board	Lauren Butler	04/10/23



6. AMENDMENT HISTORY

Version No.	Date of Issue	Section/Page changed	Description of change	Review Date
V1.0	04/10/23		New Policy	04/10/24

7. APPENDICES

Appendix 1: Induction template

Please refer to MBPCC induction template which is located within the Federation HR – Induction folder. Please contact a MBPCC HR team member for a copy as required.