

Appendix 14 - Departmental induction checklist

Name of Employee: _____

Date of Commencement: _____

The following topics should be undertaken by the Manager (or other nominated individual) and completed within two weeks of an employee's commencement.

	Induction to be undertaken by	Signature and date on completion
Reception		
New employee received		
Payroll Documentation - ESR Starter Form		
Introduction to colleagues and work group		
Local Layout of Department		
Tour of premises		
Cloakroom and toilet facilities		
Safe keeping of belongings		
Entrances and exits to be used		
Notice Boards / Access to Policies and Procedures		
Telephone Facilities		
Staff Restaurant		
The Department		
Departmental structure / functions how these relate to the rest of the organisation		
New employees own job		
Line Management Arrangements		
Colleagues		
Standard of work expected		
Conditions of Employment		
Hours of work including overtime, lunch and tea breaks, periods of notice, written statement of terms and conditions		
Reporting / clocking in / flexible working procedures		
Salary calculation method and pay dates		
Leave Request System		
Sickness – Notification and certification. Return to work interviews		
Education ,Staff Development and Promotion		
KSF / Performance Development / Appraisal		
Training facilities		
Policy on day / block release		
Assistance with course fees		
Means of advancement / promotion		
Safety and First Aid		
Safety hazards – Particular to type of work / work area		
Safe systems of work		
Safety rules e.g. no smoking policy		
Dangers of loose clothing / long hair		
Housekeeping, tidiness, clear gangways		
Behaviour - Horse play, jokes		
Fires – Causes, prevention		

Trust Policy



Worcestershire
Acute Hospitals
NHS Trust

	Induction to be undertaken by	Signature and date on completion
Location of fire fighting equipment		
Fire Drill and Alarm		
Location of fire exits		
Use of extinguisher		
Health risks - Dangerous substances, processes		
Protective clothing and footwear, including cleaning of uniforms		
First Aid Boxes		
Accident / Incident Reports		
Safety Representative		
Infection Control		
Trust and Departmental policies		
Training		
Employee Involvement and Communication		
Communication and briefing arrangements		