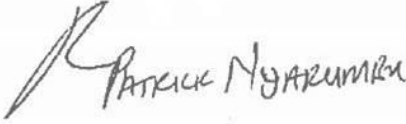




Corporate Induction Policy

| | | |
|--|--|-----------------|
| Policy number and category | HR 24 | Human Resources |
| Version number and date | 6 | July 2021 |
| Ratifying committee or executive director | Transforming our Staff Experience and Culture sub-group of the People Committee | |
| Date ratified | September 2021 | |
| Next anticipated review | September 2024 | |
| Executive director | Executive Director of Strategy, People & Partnerships | |
| Policy lead | Induction and Fundamental Training Lead | |
| Policy author (if different from above) | As Above | |
| Exec Sign off Signature (electronic) |  | |
| Disclosable under Freedom of Information Act 2000 | Yes | |

POLICY CONTEXT:

- All new staff will be expected to complete eLearning requirements this is part of the Conditional job offer process.
- All new staff will be offered a place on the BSMHFT Corporate Induction

POLICY REQUIREMENT

This Policy applies to all Trust staff whether joining as a new member or transferring between departments.

EXEMPTIONS

Students, contract staff, honorary staff and trainees **are exempt** from this policy. Junior Doctors will need to attend a separate medical staff induction as per Deanery guidelines this may include e-learning.

HMP Birmingham Health Care (that are employed by BSMHFT) will also complete an additional prison induction as per HMP policies.

CONTENTS

1. Introduction

- Rationale (Why)
- Scope (Where, When, Who)
- Principles (Beliefs)

2. Policy

3: Procedure

4: Development and Consultation:

- Line Managers Responsibilities
- Human Resources and Recruitment Responsibilities
- Individual Responsibilities
- Learning and Development Administrators Responsibilities
- TSS Managers Responsibilities

5: Reference documents

6: Bibliography

7: Glossary

8: Audit and assurance

9: Appendices

Appendix 1 - Equality Impact Assessment

Appendix 2 - Pre-commencement eLearning staff groups & Code of Practice

1. INTRODUCTION

The Trust is committed to ensuring all staff are provided with a positive welcome to their employment with the Trust.

1.1. Rationale

The objective of this policy is to ensure that all new starters are welcomed and understand the organisations vision, values and strategy of the Trust. They will undertake a comprehensive induction that is appropriate to their job role and will thus enable them to provide a safe and efficient service within their role. The Induction will take into account learning styles and learning needs of individuals to enable staff to maintain health and wellbeing in the workplace.

Existing staff transferring to new job role within the Trust **are not** expected to complete the Corporate Induction, but are expected to have a local orientation (ref HR 35).

1.2. Scope

This policy applies to all BSMHFT permanent and temporary staff.

Medical Staff

Locum Medics are required to follow the same process as permanent staff.

Trainee Medical staff induction process is governed and managed by Medical Workforce and PGME

Psychology Students / Student Nurses - (Employed and wages paid by the Trust) - must complete the full Induction.

Psychology Students / Student Nurses - (Wages paid by other Trusts/ Organisations) but, on placement with BSMHFT) - **do not** need to complete corporate induction as this remains the responsibility of the organisation to whom they are accountable.

Temporary Staffing Solutions (bank workers), are required to follow the same process as permanent staff and fully complete induction.

Interim workers, Agency and Contract Staff do not need to complete corporate induction as this remains the responsibility of their Organisation to whom they are accountable.

1.3. Principles

The effective use of corporate induction arrangements are put in place to:

- To ensure that the wellbeing of on boarding of staff is promoted and embedded into the staff's journey.
- Reduce the scope for errors and mistakes to the organisation.
- Enable the new member of staff to be familiar and understand the overall culture of the organisation.
- Make staff aware of key obligations and responsibilities for their role.

2. POLICY

2.1. Fundamental training. All new starters will be required to complete relevant Statutory and mandated for their role as part of the induction process new starters will be given access to the External Virtual Learning Environment (BSMHFT Learning Zone) to complete required eLearning modules with access details being provided in the conditional offer letter sent by HR.

2.2. Corporate Induction programme – the delivery mode and requirements of Corporate Induction may vary over time, dependent on the needs of the organisation. The mode of delivery and content of Corporate Induction will be communicated to all stakeholders as amendments arise.

2.3. Completion of the Corporate Induction-is a mandatory requirement for all new starters

Exceptions: Junior Doctors for whom a separate medical staff induction will apply and as per Deanery guidelines. Any other exemption requests must be authorised by Director of Nursing or Associate Director of HR. where this is authorised, an individual plan must be agreed between the individual's line manager and L&D and placed on new starters' personal file by appointing manager.

Local inductions -HMP Birmingham Health Care staff (that are employed by BSMHFT) will also attend an additional prison induction as per HMP policies. New starters who will be working within Trust Forensic units will also be required to attend additional specific forensic induction. This will be monitored at a local level.

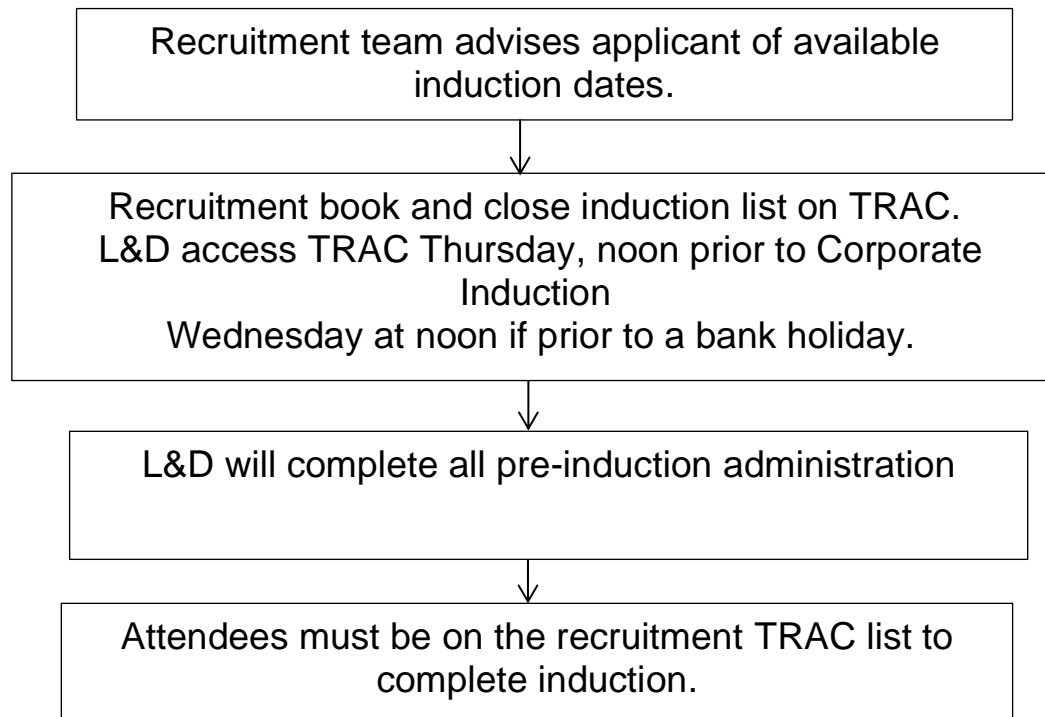
2.4. Completion of the Corporate Induction must be completed in full, failure to do so can result in deferment of employment start date.

2.5. All temporary workers need to complete a TSS orientation at induction, then complete the Local Orientation checklist each time they work a shift in an area (Ref HR 35)

2.6. Completion of Corporate Induction is recorded centrally on the Oracle Learning Management System by Learning & Development administrators. ELearning module completions are recorded on the BSMHFT Learning Zone.

3. PROCEDURE

Induction Process flow chart.



4. RESPONSIBILITIES

4.1. LINE MANAGERS' RESPONSIBILITIES

- Ensuring that at the interview stage, all potential new starters are advised of Fundamental Training requirements.
- Ensuring that their new starter completes the Trust Corporate Induction and local orientation.
- Advising Recruitment of all new starters (including psychology trainees/ assistants) to the Trust. Learning and Development will not accept bookings for Corporate Induction direct from the line manager.
- Informing the Learning and Development Department of any additional requirements needed for the new starter to attend induction for example a hearing loop or interpreter.

4.2. RECRUITMENT TEAM RESPONSIBILITIES

- All bookings for attendance to induction must be made via the recruitment team who will update the TRAC system so the Learning and Development Department, can access the delegates.
- The Recruitment team is responsible for ensuring new starters (except junior doctors who are booked on by medical staffing) are booked onto corporate Induction
- The Recruitment team will notify all new starters, of their induction dates when an unconditional offer has been issued.

- Commencement must only be arranged once all checks are cleared as per the Recruitment and Retention policy.

4.3. INDIVIDUALS WORKER'S RESPONSIBILITIES

- Completion of all required Fundamental Training within required time scales.
- Completing corporate Induction programme as a mandatory requirement.
- Informing their manager of any special requirements that they may need to complete induction.
- Carrying out tasks and duties in the manner described by their line manager or specialist staff during Corporate Induction, acting safely and competently at all times.

4.4. LEARNING & DEVELOPMENT RESPONSIBILITIES

- Accessing the attendance list from the TRAC system owned by Recruitment Team and creating sign in attendance sheets and all relevant pre and post paperwork for expected new starters.
- Entering completion and non-completion to Corporate Induction onto the Oracle Learning Management system (OLM).
- Advice recruitment of any new starters who fail to complete corporate Induction.

4.5. TSS RESPONSIBILITIES

- Temporary Staffing Manager is responsible for ensuring Corporate Induction is completed by temporary workers.
- The TSS Manager (or nominated deputy) is responsible for completing the generic local orientation checklist with TSS new starters.

| Post(s) | Responsibilities | Ref |
|---|---|-----|
| All Staff | To fully adhere to the policy | |
| Service, Clinical and Corporate Directors | To respond to issues of Policy non-compliance | |
| Policy Lead | To ensure the policy is reviewed and updated. | |
| Executive Director | To ensure the policy is adhered to. | |

5. DEVELOPMENT AND CONSULTATION PROCESS:

| Consultation summary | |
|-------------------------------------|-----------|
| Date policy issued for consultation | July 2021 |

| | | |
|--|----------------------------|---------------------------|
| Number of versions produced for consultation | | 1 |
| Committees / meetings where policy formally discussed | | Date(s) |
| PDMG | | August 2021 |
| Where received | Summary of feedback | Actions / Response |
| | | |
| | | |

6. REFERENCE DOCUMENTS:

- ✦ [Recruitment and Retention Policy HR 26](#)
- ✦ [Fundamental Training Policy HR35](#)

7. BIBLIOGRAPHY:

None

8. GLOSSARY:

- Oracle and Learning Management (OLM) – This is a software package that is part of the Electronic Staff Records system. This system is used to record training including Induction. OLM provides data to the Traffic light system enabling traffic lights to reflect training completion.
- TSS – Temporary Staff Solutions (TSS) this is the department within the organisation that manages bank staff.

9. AUDIT AND ASSURANCE:

- 9.1.** Completion of corporate induction will be monitored via Learning and Development as employees are not permitted to commence employment within the organisation until this is fully completed.
- 9.2.** The monitoring of completion of corporate Induction will be via sign in sheets.
- 9.3.** The local orientation checklist will be completed by new starters with staff from TSS on day 1 of induction and sent to L&D administrator to enable this to be entered onto OLM, however all Temporary Staffing Local Orientation checklists for TSS staff commencing shifts in work areas, and non-completion of these are the responsibility of the Temporary Staffing Department Manager.

| Element to be monitored | Lead | Tool | Frequency | Reporting Arrangements |
|---|---|---|---------------------|-------------------------------|
| That no new starters commence work until the full completion of the | Induction and Fundamental Training Lead | Completion of Induction signing in sheet, and emails to recruitment and | As inductions occur | |

| | | | | |
|--|--|--|------------|---|
| corporate Induction | | recruiting manager | | |
| Fundamental Training eLearning is completed in the first full week of employment | Fundamental Training Lead & Blended Learning Manager | OLM Learning Zone Insight Business Intelligence | Bi-Monthly | L&D report to People committee monthly. |
| New starters complete corporate induction. | Fundamental Training Lead | OLM Learning Zone Insight Business Intelligence | Bi-Monthly | People Committee |

| | |
|--|---------------------------|
| <p><u>Equality and Diversity</u></p> <ul style="list-style-type: none"> • Has a Diversity Impact Assessment been carried out? • Could there be any differential and adverse impact on any group in terms of race, age, gender, disability, belief and faith and sexual orientation in the application of this policy? • What actions are being taken to reduce or remove disadvantage? <p><i>Diversity impact assessments are necessary to ensure the Trust meets its legal duties to ensure equality of opportunity.</i></p> | <p>Yes. See attached.</p> |
| <p><u>Involving service users and carers</u></p> <ul style="list-style-type: none"> • Is there a need to provide information to service users and carers regarding this policy? • Are there service users, carers, representatives or local organisations who could contribute to the implementation? <p><i>Involving service users and carers will ensure that any actions taken are in the best interest of services users and carers and that they are better informed about their care.</i></p> | <p>No</p> |

Appendix 1 - Equality Analysis Screening Form

| | | | | |
|--|----------------------------|---|---|--|
| Title of Proposal | | HR24 Corporate Induction Policy | | |
| Person Completing this proposal | Lucy Thomas | Role or title | Induction and Fundamental Training Lead | |
| Division | Corporate | Service Area | Learning and Development | |
| Date Started | 03 rd June 2021 | Date completed | 03 rd June 2021 | |
| Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation. | | | | |
| To ensure all new starters receive an introduction to the Trust values, Fundamental training and wellbeing. | | | | |
| Who will benefit from the proposal? | | | | |
| Birmingham and Solihull Mental Health NHS Foundation Trust, Service Users and new starters | | | | |
| Impacts on different Personal Protected Characteristics – Helpful Questions: | | | | |
| <i>Does this proposal promote equality of opportunity?</i> | | <i>Promote good community relations?</i> | | |
| <i>Eliminate discrimination?</i> | | <i>Promote positive attitudes towards disabled people?</i> | | |
| <i>Eliminate harassment?</i> | | <i>Consider more favourable treatment of disabled people?</i> | | |
| <i>Eliminate victimisation?</i> | | <i>Promote involvement and consultation?</i> | | |
| | | <i>Protect and promote human rights?</i> | | |
| Please click in the relevant impact box or leave blank if you feel there is no particular impact. | | | | |
| Personal Protected Characteristic | No/Minimum Impact | Negative Impact | Positive Impact | Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics. |
| Age | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| Including children and people over 65 Is it easy for someone of any age to find out about your service or access your proposal? | | | | |

| | | | | |
|---|---|--|--|--|
| Are you able to justify the legal or lawful reasons when your service excludes certain age groups | | | | |
| Disability | X | | | Access to induction is equitable and any reasonable adjustments can be made. Where it is identified that a new starter requires support due to their preferred learning style or learning disability, they will be advised and guided to appropriate services to meet those needs. |
| Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families? | | | | |
| Gender | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal? | | | | |
| Marriage or Civil Partnerships | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships? | | | | |
| Pregnancy or Maternity | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity? | | | | |
| Race or Ethnicity | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language? | | | | |

| | | | | |
|---|-------------|---------------|------------|--|
| Religion or Belief | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met? | | | | |
| Sexual Orientation | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea? | | | | |
| Transgender or Gender Reassignment | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service? | | | | |
| Human Rights | X | | | Access to induction is equitable and any reasonable adjustments can be made. |
| Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position? | | | | |
| If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998) | | | | |
| | Yes | No X | | |
| What do you | High Impact | Medium Impact | Low Impact | No Impact |

| | | | | |
|--|--|--|--|---|
| consider the level of negative impact to be? | | | | X |
| <p>If the impact could be discriminatory in law, please contact the Equality and Diversity Lead immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.</p> <p>If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Lead before proceeding.</p> <p>If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Lead.</p> | | | | |
| Action Planning: | | | | |
| How could you minimise or remove any negative impact identified even if this is of low significance? | | | | |
| Learning and Development can make reasonable adjustments and support all equitably | | | | |
| How will any impact or planned actions be monitored and reviewed? | | | | |
| These will be monitored through the Learning zone support arm, and eLearning package feedback forms available to all delegates | | | | |
| How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic. | | | | |
| By adhering to Trust policies, and embedding our Trust values at all stages of recruitment and induction. | | | | |
| Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at hr.support@bsmhft.nhs.uk . The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis. | | | | |

Appendix 2

Fundamental Training is aligned per role. Details of these can be found on staff members individual training statements.

| | | | |
|--|--|---|---|
| <p><u>Qualified Clinical Inpatient Staff</u> Staff who have a qualification and <u>will</u> have direct patient contact within an inpatient setting OTs/ Nurses/ Psychology/ Medics/ Inpatient Pharmacists etc.</p> <p>This list is not exhaustive</p> | <p><u>Qualified Clinical Community Staff</u> Staff who have a qualification and <u>will</u> have direct patient contact within a community setting Community OTs/ Community Nurses/ Community Psychology/ Out patient, Community Medics/ Pharmacists etc.</p> <p>This list is not exhaustive</p> | <p><u>Unregistered Clinical Staff</u> HCA/ TIs/ Support workers/ Volunteers etc. Staff who do not have a qualification and <u>will</u> have direct patient contact</p> <p>This list is not exhaustive</p> | <p><u>Non- Clinical Staff</u> Domestics/ Estates/ Porters/ Catering/ Corporate/ HR/ ICT etc.</p> <p>This list is not exhaustive</p> |
|--|--|---|---|

