

STAFF INDUCTION PROGRAMME

The Hexagon, The Frank Lee Centre

0800	Registration & Coffee	
0845	Welcome and Induction Arrangements	Representative from Personnel

Achieving innovation and excellence in health and care

0850	Chief Executive	Dr Gareth Goodier
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Valuing people and Partners

0920	EOPS/customer care	Representative from Personnel
1010	Your Pay and Pensions	Representative from Payroll
1025	Occupational Health	Occupational Health Nurse Advisor

1035	Break	Coffee served in the bar
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Improving patient care and safety

1055	Infection Control	Representative from Infection Control
1125	Child Protection/Vulnerable Adults	Representative from Child Protection
1135	Data Awareness	Representative from Data Awareness Training
1145	Break	Juice served in Hexagon
1200	Risk Management Video "A Role to Play"	
1215	Fire Safety	Fire Safety Advisor

1305	Evaluation & afternoon agenda	Representative from Personnel
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1310 **LUNCH**

PM session

	Alice Fisher		Hexagon
1345	All clinical staff including: nursing staff, clinical support staff, AHP's and Clinicians	1345	All non-clinical staff including: Admin and Clerical, Porters, Managers
1350	Moving and handling video	1350	Moving and Handling training Moving and Handling team
1410	Clinical Infection control - Representative from Infection Control	1450	Short break
1510	Short break	1500	Communication/Conflict resolution - Representative from Personnel
1520	Fire Evacuation Fire Safety Advisor		
1610	Medical Gasses Fire Safety Advisor		
1630	Close	1630	Close of session

Heading in the right direction – achieving innovation and excellence

Orientation Programmes

Nursing Staff: Nurses (including Bank) and Midwives

One week orientation programme (QNO) commencing on the Tuesday of the Corporate Induction (first Monday of the month).

Venue: Alice Fisher 0900 -1630

Clinical Support Staff: (CSSIP) ODPs, Nursing Assistants, Healthcare Assistants, Physicians' Assistants, Physiotherapy Assistants, Occupational Therapy Assistants, Radiographers' Assistants

Two week orientation programme commencing on the Tuesday of the Corporate Induction (first Monday of the month).

Venue Times for programme: 08.55 –16.30.

Pump Training: All Registered Nurses must attend except Mental Health Nurses, Newly Qualified, Return to Practice, Bank Nurse (unless application form is completed). For more details contact Steve Rogers ext 6611.

Moving and Handling Training

All staff must attend Moving and Handling training – ext 6660

Moving & Handling training has separate sessions to accommodate the different staff groups:

Nursing staff and Clinical Support Staff (Registered Nurses and Nursing Assistants/Health Care Assistants, Physicians/ Occupational Therapy/Radiographer's Assistants, ODPs).

Moving and Handling training is incorporated into the orientation programmes.

Non-patient handling staff – (eg Admin & clerical, managers, CSSD, laboratory staff, non-patient handling porters – included in Corporate Induction

Patient handling staff – (eg, physiotherapists, occupational therapists, patient-handling porters, radiographers and other similar staff groups)

Tuesday (day after induction) 8.45-16.30 Level 1 Moving and Handling Training Room

If you cannot attend your moving and handling training session you must contact the moving and handling team on extension 6660 to arrange an alternative time.

Conflict Resolution training

All clinical staff not attending either QNO or CSSIP orientation programmes can access this training by calling learning central on 4488.