Medical Doctors in Training Induction Policy

JANUARY 2018

This policy supersedes all previous policies for Doctors Induction Policy
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<th>Policy title</th>
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<td>Policy reference</td>
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<td>Relevant to</td>
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<td>Date published</td>
<td>January 2018</td>
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<td>Implementation date</td>
<td>January 2018</td>
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<tr>
<td>Date last reviewed</td>
<td>December 2017</td>
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<td>Next review date</td>
<td>January 2020</td>
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<tr>
<td>Policy lead</td>
<td>Ruth Allen and D Williams</td>
</tr>
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<td>Contact details</td>
<td>Email: <a href="mailto:dee.williams@candi.nhs.uk">dee.williams@candi.nhs.uk</a>  Telephone: 020 3317 7172</td>
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<tr>
<td>Accountable director</td>
<td>Vincent Kirchner, Medical Director</td>
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<tr>
<td>Approved by:</td>
<td>Medical Education Board 13 December 2017</td>
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<td>Ratified by:</td>
<td>Workforce Committee, LNC 3 January 2018</td>
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<table>
<thead>
<tr>
<th>Document history</th>
<th>Date</th>
<th>Version</th>
<th>Summary of amendments</th>
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<tr>
<td></td>
<td>Aug 2008</td>
<td>1</td>
<td>New Policy</td>
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<tr>
<td></td>
<td>Nov 2009</td>
<td>2</td>
<td>Changes made for point of clarification to Sections 3, 4, 5 and 6 regarding online induction, sign-on with HR and Occupational Health, induction packs, Site Tutor details and local induction</td>
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<tr>
<td></td>
<td>July 2010</td>
<td>3</td>
<td>Minor changes to sections 3, 4, 5, 6, 8 and 10 for point of clarification, to reflect the addition of a new online module, updates to the monitoring process and current reference documents. Significant addition to Section 9 in order to prepare for NHSLA submission Level 3; essentially repeated from elsewhere in the document</td>
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<td>Mar 2015</td>
<td>4</td>
<td>Routine review</td>
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<td>Jan 2018</td>
<td></td>
<td>Changes made to section 4 and 5 to clarify policy covers doctors in training only and update the process including site visits. Foundation trainees added to document</td>
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Membership of the policy development/review team:  
Policy was reviewed in conjunction with those staff members listed below

Consultation:  
Dr Vincent Kirchner, Medical Director, ; Sally Quinn, Acting Director of HR and OD MEB and JNC
DO NOT AMEND THIS DOCUMENT
Further copies of this document can be found on the Foundation Trust intranet.
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1. **Introduction**

These guidelines are for all medical staff in training working for Camden and Islington NHS Foundation Trust.

**Induction requirements of external bodies:**

The *Health and Safety at Work Act* (1974) states that employers have a duty under the law to ensure as far as reasonably practicable the health, safety and welfare of all employees.

Key points taken from the Act include:

- Employers must give new employees information, instruction, training and supervision necessary to ensure health and safety.
- Employers must ensure avoidance of any hazardous manual handling operations and where they cannot be avoided, reduce the risk of injury.
- Employers must ensure the reporting procedures of certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

**NHS Litigation Authority Risk Management Standards**

Standard 2: Competent and Capable Workforce

All new staff, whether permanent or temporary, must receive a corporate and local induction to the Trust, and the Trust must provide evidence that induction has taken place for each new member of staff. Any non-attendance/completion will be followed up and action taken to ensure compliance.

2. **Aims and objectives**

Induction marks the beginning of the relationship between employer and employee and is of fundamental importance in setting the standards that are expected, and equipping new employees with the knowledge and skills to be able to meet those standards. The Foundation Trust is committed to facilitating and supporting safe working practices and improving the quality of care given to patients, whilst ensuring doctors obtain effective training and support from their employer.

3. **Scope of the policy**

These guidelines are for all medical staff working for Camden and Islington Foundation Trust, with the exception of agency locum doctors, who should refer to the ‘Temporary Clinical Staff Induction Guidelines’.

4. **The Induction Process – Overview**

The Foundation Trust reviews and develops its induction programmes and packs to ensure that delivery and content are relevant, effective and up to date. However, we always welcome comments and suggestions for improvement.

There are five elements to our induction programme:-

- A web based corporate induction
A face to face Trust induction which includes first day sign-on with HR
Occupational Health
An induction pack (mostly by email)
A local post induction
Carenotes training

All elements have to be completed. Follow-up procedures for those doctors who have not completed are set out under each section.

5. Doctors in Training and ‘Trust Grade’ Doctors Induction
This section concerns induction for doctors in training posts at CT and ST level including GP trainees. It also includes locums appointed for service to fill gaps on the scheme starting in August and February. Other locums should follow the process set out in the Temporary Clinical Staff Induction Guidelines. Consultant and Specialty doctors should follow the Induction as for all new permanent members of staff which includes a 2 day corporate induction.

5.1 The web-based Corporate Induction

Two weeks before you take up your new post with the Foundation Trust, a member of the Medical Education team will e-mail you with a username and password for access to the web-based induction and mandatory training on ‘Training Tracker’.

The programme is arranged in modules and you can log in and out of the programme if you do not want to complete it in one sitting. All modules have a Question and Answer section at the end, and you can print your certificate on completion for your portfolio.

N.B. Doctors who have been away from the Trust for any amount of time will only have to do modules they are not compliant in.

For August 2017 the following modules are included on ‘Training Tracker’:

- ‘Welcome’ module, which includes the Trust’s vision and values and its management structure
- Risk Management and Risk Assessment
- Clinical Governance – Audit
- Infection Control
- Fire Safety
- Manual Handling
- Research Governance
- Pharmacy Services
- Information Governance
- Research and Research Training Opportunities
- Service User and Carer Involvement
- Equality and Diversity
- Mental health currencies and payment (clustering)

Completion: You have three weeks from your start date to complete the web-based programme. No study leave can be approved until the whole programme has been completed. The Medical Education team, which is responsible for monitoring completion, will send out the Training Tracker e-learning details 2 weeks before start dates. The Director of Medical Education will also make it a priority to highlight that
completion should be within 3 weeks of starting at the face to face Trust induction. Reminders are sent out weekly. After 3 weeks of non-completion an email will be sent from Medical Education to the trainee and their supervisor with the Director of Medical Education copied in. The Director of Medical Education will then email both the supervisor and trainee to encourage completion. Failure to complete this induction may result in disciplinary action being instigated. Please note that this training is expected to be completed during work time with the Trust and not personal time.

5.2 Face to face Induction and First Day Sign-On

You will receive an e-mail from the Medical Education Team before the start of your post, giving you the time and location for the first day induction programme. This will involve getting photo ID badge, meeting the medical workforce and medical education team, meeting the medical director and receiving information on educational opportunities, support systems, reporting incidents, audit, quality improvement, library facilities and out of hours processes. You will also receive information on exception reporting from the Guardian of Safe Working (GOSW) or a colleague. This induction will take half a day with the other half being used for rota meetings where applicable.

Completion: A register of attendance is taken. You cannot start work without completing the sign-on process and receiving Occupational Health clearance. If you are unavoidably absent from the Trust on your first day, you must inform HR.

Those doctors whose post immediately preceding was with C&I will not need to repeat the induction

All doctors new to the trust will be required to fill in an Occupational Health questionnaire, and will be informed by Occupational Health if any other action is required.

Doctors in training who start outside the February or August rotation dates will still receive their sign-on notification from Medical Education. Your induction will be delivered via a meeting with your Site Tutor/Supervising Consultant, supplemented with the standard local induction pack.

5.3 Induction Pack

Most information is available on the intranet for easy reference. The pack includes relevant Trust service information; education and training opportunities and study leave forms.

5.4 Local Post Induction

All core and GP trainees new to the trust will visit the three sites where they may undertake out of hours duties (Royal free, UCLH and Whittington) and are inducted by the liaison teams. Each trainee is orientated to the post by their clinical supervisor or person nominated by them. This includes individualising the work schedule. This will also apply to Higher trainees new to the Trust.
5.5 Specialty registrars (ST 4-6)

The ST 4-6 doctors in training will meet with the ST tutor and ST rep for further information about their scheme, special interest sessions and out of hours’ duties and rota.

5.6 Foundation Trainees

There are Foundation year 1 and Foundation year 2 trainees employed by one of the three local acute trusts that rotate into C&I on honorary contracts undertaking 4 month posts starting in Aug, December and April. They have an acute trust induction which covers mandatory training. In August the Foundation year 1 trainees are able to attend the elements of the face-to-face trust induction relevant to them. The Foundation year 2 trainees have a trust induction with the Foundation tutor. In Dec and April Foundation induction is run for all Foundation trainees.

6. Dissemination and implementation arrangements

This document will be circulated to all new doctors, consultant trainers and the Medical Director. It will be available to all staff via the Foundation Trust Intranet. Consultant trainers and Medical Director will ensure that all staff are briefed on its contents and on what it means for them.

Contact Dr Ruth Allen, Director of Medical Education for clarification or support in the implementation of the policy: e-mail: ruth.allen@candi.nhs.uk

7. Training requirements

In addition to the elements of mandatory training included in the corporate and local induction programmes, all staff must refer to the Trust’s Core Training Policy on the intranet. The policy sets out all mandatory training requirements for each staff group, including the frequency required. The trust's Learning and Development Guide (also on the intranet) details the training dates and delivery methods.

8. Monitoring and audit arrangements

Completion of online corporate induction

You have three weeks from your start date to complete the web-based programme. No study leave can be approved until the whole programme has been completed. The Medical Education team, which is responsible for monitoring completion, will send out the Training Tracker e-learning details two weeks before start dates. The Director of Medical Education will also make it a priority to highlight that completion should be within 3 weeks of starting at the face to face Trust induction. Reminders are sent out weekly. After 3 weeks of non-completion an email will be sent from Medical Education to the trainee, their supervisor with the Director of Medical Education copied in. The Director of Medical Education will then email both the supervisor and trainee to encourage completion. This happens for all new trainee doctors: for those starting on the 2 main rotation dates through the year, plus any ‘out-of-sync’.
Medical Education produces online completion reports, which are saved on the Medical Education computer shared drive.
Medical education also reports this information to HEE when requested to do so.
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<tr>
<th>Element to be monitored</th>
<th>Lead</th>
<th>How Trust will monitor compliance</th>
<th>Frequency</th>
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<th>Acting on recommendations and Lead(s)</th>
<th>Change in practice and lessons to be shared</th>
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<td>Two yearly</td>
<td>Workforce Group</td>
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<td>Local Induction of permanent Staff As a minimum, the approved documentation must include a description of the:</td>
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9. Review of the policy
This policy will be reviewed in March 2020

10. References
The following Trust policies and guidelines are referenced within this policy:-
- Temporary Clinical Staff Induction Guidelines
- Mandatory Training Policy
- Learning and Development Guide
- Camden and Islington Foundation Trust’s Induction Guidelines