

Induction

Guidelines and Checklists

Temporary Arrangements

Covid-19 Pandemic

27th March 2020 - until further notice

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Introduction

This HSE Induction Guidelines and Checklists document is for use during the Covid-19 pandemic.

During the Covid-19 pandemic and aftermath, work will be undertaken by employees including those who are re-deployed within our own Services, those redeployed from other Public Service Bodies, contract workers, agency staff, volunteers and other staffing arrangements. Line Managers may use the Pre-Employment Induction and Departmental/Site Induction checklists to guide them through the induction process for all categories of staff. Use of the term employer or employee in the induction checklists does not confer any rights in this regard.

When using the checklists Line Managers should concentrate on completing the Pre-Employment Induction and the Department/Site Induction checklist – Essentials initially. In the current circumstances the Department/Site Induction checklist – Supplemental can be completed as time permits.

Stages of Induction

|  |  |  |
| --- | --- | --- |
| Stages of Induction | 1. Pre-Employment Induction | 2. Departmental/Site Induction |
|  | The purpose of Pre-Employment Induction is to ensure that the Line Manager prepares for the arrival of new person in order to help them settle in as quickly as possible, especially those who need reasonable accommodation, e.g. wheelchair access. | The Departmental/Site Induction provides appropriate information to people relevant to their own role and department, working arrangements, Departmental/Site health and safety arrangements, security etc. It provides the Line Manager with a framework to clearly communicate policies, procedures and special arrangements.In a hospital environment, the person will receive details from an appropriate staff member on relevant subject matters, e.g. catering, pharmacy, nursing etc. In a community health organisation environment, the person will receive details from an appropriate staff member on Primary Care, Mental Health, Older People and Disability Services. |

Use of Checklists

Checklists (Essential and Supplement) have been developed for the induction process. They are designed to give a guide to the procedure. They also provide the organisation with a record of the induction.

Roles and Responsibilities

Induction is the responsibility of both the employer and employee. The employer has the responsibility to ensure that all staff are inducted and the employee has responsibility to co-operate fully with the process.

The Line Manager is responsible for:

• Tailoring the Departmental/Site Checklist to include local policies and procedures. This may be done jointly with other Line Managers in the working environment, where applicable.

• Reviewing and completing the Pre-Employment Checklist and compiling any necessary back-up materials ahead of the new person’s arrival

• Ensuring that a designated person is available on the first day to meet the new person

• Delegation of induction tasks is the responsibility of the Line Manager. The workload of familiarising the new person with work practices may be shared out.

• Where possible ensuring that appropriate equipment is in place on the first day

• Ensuring that the induction process is completed and for progressing through the checklists

• Recording details of employees who have completed the induction

• Where possible scheduling relevant training identified

* In the event that the new employee requests reasonable accommodations, that these be reviewed with the employee, in consultation with Occupational Health.

The employee is responsible for:

• On appointment registering on [**www.hseland.ie**](http://www.hseland.ie)– the Health Services Learning and Development portal and immediately commencing their induction on the **i-START** hub. Employees should follow the instructions on the hub and undertake all recommended e-learning programmes, including statutory and mandatory e.g. An Introduction to Children First, Hand Hygiene, Health and Safety, etc.

• Co-operating fully with the process by completing all scheduled training

Pre-Employment Induction

The purpose of the Pre-Employment Induction Checklist is to assist the Line Manager to prepare for the arrival of employees, and to help them settle in as quickly as possible.

The Line Manager is responsible for ensuring the completion of the specified actions as outlined in the Pre-Employment Induction Checklist. Where possible these actions should be completed before a new person starts.

On completion of the checklist, a copy is placed in the employee’s file.

Departmental/Site Induction

The Departmental/Site Induction provides appropriate information to new employees relevant to their own role and department, working arrangements, departmental health and safety arrangements, security etc.

Line Management Responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Departmental/Site Induction Checklist - Essentials. These actions should commence on the day a new person starts. On completion, a copy of the checklist is placed in the employee's file. Responsibilities of the Line Manager include:

• To progress through the Departmental/Site Induction Checklist with the new person

• To ensure that all employees receive the necessary information in a manner relevant to their needs, and to enable them to contribute to the work unit as soon as possible

• To confirm with the employee that they have registered on [**www.hseland.ie**](http://www.hseland.ie)and are completing their induction on the **i-START** hub, and are completing/have completed all recommended e-learning programmes

• To tailor the Departmental/Site Induction Checklist to meet local needs. This might be achieved with other Line Managers in a working environment, if applicable

• To ensure that work unit induction material is maintained and kept up to date

Employee Responsibility

• To participate fully in the induction process

• To complete scheduled statutory and mandatory and other training as required - [**www.hseland.ie**](http://www.hseland.ie)

The Pre-Employment Induction Checklist

|  |  |
| --- | --- |
| Name |  |
| Location |  |
| Grade |  |
| Start of Employment Date |  |
| Personnel Number (if applicable) |  |

|  |  |  |
| --- | --- | --- |
|  | **Date****Completed** | **Comments** |
|  | Contact new person before start date to confirm their start time, to tell them where to report to on their first day and to provide any other relevant information that may be required in advance of their arrival on site such as uniform |  |  |
|  | Person designated with the responsibility to meet and welcome the new person on the first day  |  |  |
|  | Workspace provided for the new employee, if appropriate |  |  |
|  | If possible, necessary equipment should be in place |  |  |
|  | Other relevant people notified including security, if appropriate |  |  |
|  | Check to ensure that the new employee is set up for payroll (if a direct employee of the organisation) |  |  |
|  | Identification card/security pass to be issued (where appropriate) |  |  |
|  | Obtain employee’s personal contact details |  |  |

Completed by:

|  |  |  |
| --- | --- | --- |
| **Line Manager** |  |  |
| PRINT NAME | SIGNATURE | DATE |

The Departmental/Site Induction Checklist - Essentials

|  |  |
| --- | --- |
| Name |  |
| Location |  |
| Grade |  |
| Start of Employment Date |  |
| Personnel Number (if applicable) |  |

|  |  |  |
| --- | --- | --- |
| **Provide new employee with** | **Date****Completed** | **Comments** |
|  | Information on confidentiality and professionalism |  |  |
|  | Verify new person’s identity, if applicable |  |  |
|  | Confirm details of employment contract (where applicable) |  |  |
| **Role Clarity** | **Date****Completed** | **Comments** |
|  | Information on assignment of work duties |  |  |
|  | Introduction to other members of the department/site, briefly explaining responsibilities  |  |  |
| **Information about the Department/Division**  | **Date****Completed** | **Comments** |
|  | List of staff in the department, their telephone/bleep extensions and e-mail addresses (where possible) |  |  |  |
|  | Information on physical distancing arrangements etc |  |  |  |
|  | Ensure employees are briefed on exposure prone procedures (where applicable) |  |  |  |
|  | Ensure employees are briefed on use of Personal Protection Equipment PPE (where applicable). Further information on Covid-19 and the use of PPE is available below. |  |  |  |
| **Working Arrangements** | **Date****Completed** | **Comments** |
|  | Details of hours of work, start, breaks, finish etc |  |  |
| **Familiarise with environment** | **Date****Completed** | **Comments** |
|  | Entrances/exits and clock-in facilities (if applicable) in the building |  |  |
|  | Car parking facilities, information on bus/train services, local map, if available |  |  |
|  | Toilets |  |  |
|  | Staff room (if any) and staff notice-board |  |  |
|  | Staff changing facilities (where appropriate) |  |  |
| **Security** | **Date****Completed** | **Comments** |
|  | Keys, security number for door(s), swipe-card or clock-in facilities (where appropriate) |  |  |
|  | Identification card (where necessary) |  |  |
|  | Information on after-hours procedures, e.g. exits available and locking up arrangements |  |  |
| Health and Safety | **Date****Completed** | **Comments** |
|  | Departmental/Site safety statement and advise on location of site safety statement |  |  |
|  | Information regarding fire exits, e.g. location of fire equipment, map of fire assembly points, and details of evacuation procedure |  |  |
|  | Information about who is in charge of first aid and safety (either in or outside the department), where to find the nearest first-aid box, and what to do if an accident or emergency occurs |  |  |
|  | Details of accident/near-miss reporting procedure |  |  |
| **COVID-19 Information for Staff**Some key aspects in relation to Covid-19 have been identified below. This is not an exhaustive list and staff should keep up to date with the relevant information on Covid-19 for the service they are working in. | **Date****Completed** | **Comments** |
|  | The HSE has established a webpage with information on **Covid-19** for staff:<https://healthservice.hse.ie/staff/news/coronavirus-news/>The new employee should review the relevant sections of this webpage as part of induction, and on a regular basis thereafter.  |  |  |
|  | **Preventing the Spread of Infection****Adherence to HSE Infection Control and Prevention measures including regular hand washing**A video on preventing the spread of infection for reception and non-clinical staff is available on:<https://healthservice.hse.ie/staff/news/news-items/prevent-the-spread-of-coronavirus-in-the-workplace.html> |  |  |
|  | **Social Distancing**Ensure knowledge and adherence to social distancing principles.  |  |  |
|  | **PPE** The current guidance as at 17th March 2020 for use of PPE in the management of suspected or confirmed case of Covid-19 is available at: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/Interim%20Guidance%20for%20use%20of%20PPE%20%20COVID%2019%20v1.0%2017_03_20.pdf>This guidance may be updated so staff are advised to also check the Health Protection Surveillance Centre’s site for the most up to date information.Videos showing how to put on and take of PPE are available on:<https://healthservice.hse.ie/staff/news/news-items/prevent-the-spread-of-coronavirus-in-the-workplace.html> |  |  |
|  | **PPE – HSeLanD Modules**There are two HSeLanD modules for putting on and taking off PPE safely. One is for staff working in acute settings. Go to HSeLanD and search ‘putting on and taking off PPE in acute healthcare settings’.The second one is for any staff member working in community settings. Go to HSeLanD and search ‘putting on and taking off PPE in community healthcare settings’.  |  |  |
|  | **The Health Protection Surveillance Centre**The Health Protection Surveillance Centre has issued Infection Prevention and Control Guidance forCovid-19 for staff. This can be accessed at: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/>Staff should visit this page regularly as it is being updated and it contains a variety of infection prevention and control guidance for different clinical situations, along with use of Personal Protection Equipment, advice for Residential Care Facilities and Sampling. The page also has video resources both for Acute Health Settings and GP Primary Care.  |  |  |
|  | **Data Protection and COVID-19**For information on data protection and Covid-19 please review:https://healthservice.hse.ie/staff/news/coronavirus/data-protection-and-covid-19.html |  |  |
|  | **Resources for Staff on Minding Your Mental Health during the Coronavirus Outbreak**A range of resources and supports for staff are available here:<https://healthservice.hse.ie/staff/news/coronavirus/staff-minding-your-mental-health-during-the-coronavirus-outbreak.html> |  |  |
|  | **HR Circular 013 2020 Updated Advice for Healthcare Workers during the Delay Phase**New staff should visit this page to familiarise themselves with the information. <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-013-2020-updated-advice-for-healthcare-workers-during-the-delay-phase.html> |  |  |

Policies/Procedures/Guidelines

The employee should be made aware of the following policies/procedures/guidelines:

|  |  |  |
| --- | --- | --- |
| **Patient Safety** | **Date Completed** | **Comments** |
| Trust in Care Policy Document:<https://www.hse.ie/eng/staff/resources/hrppg/trust-in-care.html> |  |  |
| Children First: National Guidance for the Protection and Welfare of Children<https://www.hse.ie/eng/staff/resources/hrppg/children-first-2017.pdf> |  |  |
| **Health and Safety** |  |  |
| Corporate Safety Statement<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/css.pdf> |  |  |
| Site Specific Safety Statement |  |  |
| Manual Handling and People Handling Policy<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/manualhandlingandpeoplehandlingpolicy.pdf> |  |  |
| **Corporate** |  |  |
| Data Protection Policy <https://www.hse.ie/eng/gdpr/hse-data-protection-policy/hse-data-protection-policy.pdf> |  |  |

Please note that the above list is not exhaustive and is subject to change.

Further information is available on the HSE Website - **www.hse.ie.**

It is important that each Line Manager ensures that the appropriate Policies and Procedures are communicated to employees under their area of responsibility (for example, please see Appendix II for Nursing Policy Information).

|  |  |  |
| --- | --- | --- |
| List of relevant Departmental/Site Policies | Date Completed | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

STATEMENT THAT THE DEPARTMENTAL/SITE INDUCTION CHECKLIST – ESSENTIALS HAS BEEN COMPLETED

I wish to confirm that I have received an induction to the department/site as set out above.

Signed by:

|  |  |  |
| --- | --- | --- |
| **Employee** |  |  |
| PRINT NAME | SIGNATURE | DATE |

|  |  |  |
| --- | --- | --- |
| **Line Manager** |  |  |
| PRINT NAME | SIGNATURE | DATE |

The Departmental/Site Induction Checklist - Supplemental

|  |  |
| --- | --- |
| Name |  |
| Location |  |
| Grade |  |
| Start of Employment Date |  |
| Personnel Number(if applicable) |  |

|  |  |  |
| --- | --- | --- |
| **Provide the employee with** | **Date****Completed** | **Comments** |
|  | Identify any necessary supports for the employees, e.g. assisted devices |  |  |
| **Information about the Department/Division** | **Date****Completed** | **Comments** |
|  | Ensure employees are briefed on accessing online payslips (if applicable) |  |  |
| **Working arrangements** | **Date****Completed** | **Comments** |
|  | Details of leave entitlements and the procedure for applying for leave |  |  |
|  | Details on how to report absences/late arrivals, including who and when to notify (Attendance Management Policy) |  |  |
|  | If applicable, details on where the employee might be required to travel, and how to claim travel expenses (NFR 5) |  |  |
| **Familiarise with environment** | **Date****Completed** | **Comments** |
|  | Disabled access – familiarisation for able and disabled employees |  |  |
|  | Assistive technology needs and special learning needs (if any) have been assessed |  |  |
| **List other relevant training** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Policies/Procedures/Guidelines - Supplemental

It is suggested that the employee should be made aware of the following policies/procedures/guidelines:

|  |  |  |
| --- | --- | --- |
| **Patient Safety** | **Date Completed** | **Comments** |
| Procedures on Protected Disclosures of Information in the Workplace<https://www.hse.ie/eng/about/qavd/protected-disclosures/hse-protected-disclosures-procedures.pdf> |  |  |
| Open Disclosure Policy<https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/opendisclosure/> |  |  |
| **Health and Safety** |  |  |
| Risk Assessment Templates* *General Risk Assessment Form*
* *Biological Agents Risk Assessment Form*
* *Chemical Agents Risk Assessment Form*
* *Display Screen Equipment Risk Assessment Form*
* *Pregnant Employee Risk Assessment Form*
* *Workplace Stress Risk Assessment Form*

https://www.hse.ie/eng/about/qavd/riskmanagement/risk-management-documentation/risk%20management%20support%20tools.html  |  |  |
| Policy on Management of Work Related Aggression and Violence<https://www.hse.ie/eng/staff/resources/hrppg/aggpol.pdf> |  |  |
| Policy for Prevention and Management of Stress in the Workplace <https://www.hse.ie/eng/staff/resources/hrppg/policy%20for%20prevention%20and%20management%20of%20stress%20in%20the%20workplace.html> |  |  |
| Policy for Preventing and Managing Critical Incident stress<https://www.hse.ie/eng/staff/resources/hrppg/policy%20for%20preventing%20and%20managing%20critical%20incident%20stress.html> |  |  |
| National Tobacco Free Campus Policy <https://www.hse.ie/eng/staff/resources/hrppg/national-tobacco-free-campus-policy---april-2012.pdf> |  |  |
| Policy for Lone Working<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/policyonloneworking.pdf> |  |  |
| HSE Policy on the Prevention of Sharps Injuries<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/hse%20policy%20for%20the%20prevention%20of%20sharps%20injuries.pdf> |  |  |
| Prevention of Blood Borne Diseases in the Health Care Setting<https://www.hse.ie/eng/staff/resources/hr-circulars/hse-hr-circular-012-2009-re-implementation-of-recommendations-of-report-on-the-prevention-of-transmission-of-blood-borne-diseases-in-the-health-care-setting.pdf> |  |  |
| Guideline on the Safe Use and Handling of Cytotoxic Drugs<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/hse%20guideline%20on%20the%20safe%20handling%20and%20use%20of%20cytotox%20drugs%20%20aug%202016.pdf> |  |  |
| HSE Policy on Statutory Occupational Safety and Health Training<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/hse%20policy%20for%20health%20and%20safety%20statutory%20training.pdf> |  |  |
| **HR** |  |  |
| HSE Employee Handbook<https://www.hse.ie/eng/staff/resources/employee-resource-pack/employee-handbook-2017.pdf> |  |  |
| Terms and Conditions of Employment <https://www.hse.ie/eng/staff/resources/terms-conditions-of-employment/revised-guidelines-on-terms-and-conditions-of-employment-march-2017.pdf> |  |  |
| Managing Attendance Policy and Procedures<https://www.hse.ie/eng/staff/resources/hrppg/managing%20attendance%20policy%20revised%20may%202014.pdf> |  |  |
| Sick Leave Policy <https://www.hse.ie/eng/staff/benefitsservices/timeoff/sick-leave.html> |  |  |
| Disciplinary Procedures for Employees of the HSE<https://www.hse.ie/eng/staff/resources/hrppg/disciplinary-procedure-for-employees-of-hse-2007.html> |  |  |
| **Corporate** |  |  |
| Freedom of Information Legislation<https://www.hse.ie/eng/services/yourhealthservice/info/foi/> |  |  |
| Code of Standards and Behaviour <https://www.hse.ie/eng/staff/resources/codeofstandards.pdf> |  |  |
| Dignity at Work Policy<https://www.hse.ie/eng/staff/resources/hrppg/dignity-at-work-policy.html>  |  |  |
| Social and Digital Media Policy and Guidance for HSE Employees<https://www.hse.ie/eng/about/who/communications/digital/social-media/social-media-and-digital-policy/social-media-policy-staff-use-guidelines.pdf> |  |  |
| Ethics in Public Office (Grade VIII and above)<https://www.hse.ie/eng/staff/resources/ethics/> |  |  |
| Policy Statement on Fraud and Corruption<https://www.hse.ie/eng/staff/resources/hrppg/policy-statement-on-fraud-and-corruption.html> |  |  |
| National Financial Regulations - Travel and Subsistence<https://www.hse.ie/eng/staff/resources/financial%20regulations/nfr-5-travel-and-subsistence.pdf> |  |  |
| The Policy for the Management of Consumer Feedback to include Comments, Compliments and Complaints in the HSE<https://www.hse.ie/eng/about/qavd/complaints/ysysguidance/> |  |  |
| **External Documents** |  |  |
| Health Care Professionals who could be in receipt of Transfers of Value from the Pharmaceutical Industry must read the IPHA Code of Practice for the Pharmaceutical Industry |  |  |

Please note that the above list is not exhaustive and is subject to change. Further information is available on the HSE Website - **www.hse.ie.**

It is important that each Line Manager ensures that the appropriate Policies and Procedures are communicated to employees under their area of responsibility (for example, please see Appendix IV for Nursing Policy Information).

STATEMENT THAT THE DEPARTMENTAL/SITE INDUCTION CHECKLIST – SUPPLEMENTAL HAS BEEN COMPLETED

I wish to confirm that I have received an induction to the department/site as set out above.

Signed by:

|  |  |  |
| --- | --- | --- |
| **Employee** |  |  |
| PRINT NAME | SIGNATURE | DATE |

|  |  |  |
| --- | --- | --- |
| **Line Manager** |  |  |
| PRINT NAME | SIGNATURE | DATE |

Appendix I - On-Call Campaign Training for Doctors, Nurses and Healthcare Assistants

Mandatory Training requirements are generally determined by Local Services. The table below outlines courses that may be helpful in this regard.

**Doctors**

|  |  |
| --- | --- |
| **Mandatory** | **To Be Determined By Local Management** |
| Children First Certificate (**www.hseland.ie** - HSE Policy for all Employees) | Prevention and Management of Work-Related Aggression & Violence Certificate |
| Manual Handling and People Handling e-learningCertificate (**www.hseland.ie)** | Safeguarding of Vulnerable Adults Certificate |
| Hand Hygiene Training Certificate (**www.hseland.ie**) | Manual Handling and People Handling Practical Module Certificate |
| Fire Training (Statutory Requirement) | Compass Training |
| GDPR (**www.hseland.ie** - Statutory Requirement) | Basic Life Support (CPR) Certificate |
| Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement) | ACLS |
| PPE (**www.hseland.ie**) | ATLS |
|  | PALS |
|  | PROMPT & CTG |

**Nurses and Midwives**

|  |  |
| --- | --- |
| **Mandatory** | **Determined By Local Management** |
| Children First Certificate (HSE Policy for all Employees) | Manual Handling and People Handling Practical Module Certificate |
| Manual Handling and People Handling e-learningCertificate | Basic Life Support (CPR) Certificate |
| Infection Control Certificate | Prevention and Management of Work-Related Aggression & Violence Certificate |
| Hand Hygiene Training Certificate | Therapeutic Management of Violence & Aggression Certificate (Acute Psychiatric Units) |
| Fire Training (Statutory Requirement) | Safeguarding of Vulnerable Adults Certificate |
| GDPR (**www.hseland.ie** - Statutory Requirement) | Mental Health Act Training (RPN's) |
| Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement) |  |
| PPE (**www.hseland.ie**) |  |

**Health Care Assistants**

|  |  |
| --- | --- |
| **Mandatory** | **To Be Determined By Local Management** |
| Children First Certificate (HSE Policy for all Employees)  | Prevention and Management of Work-Related Aggression & Violence Certificate |
| Manual Handling and People Handling e-learningCertificate (**www.hseland.ie)** | Safeguarding of Vulnerable Adults Certificate |
| Hand Hygiene Training Certificate (**www.hseland.ie**) | Manual Handling and People Handling Practical Module Certificate |
| Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement) | Basic Life Support (CPR) Certificate |
| PPE (**www.hseland.ie**) | HACCP Certificate |
| Fire Training (Statutory Requirement) |  |
| GDPR (**www.hseland.ie** - Statutory Requirement) |  |

Appendix II - Nursing Policies (Sample)

• Patient specific health and safety policies, procedures and safe work procedures.

• Manual handling policies and procedures including the location and use of manual handling equipment.

• Manual handling equipment

• Hazard and incident reporting procedures

• Location of care plans or individual patient/resident plans

• Security arrangements (particularly when working after hours)

• Location of personal protective equipment (PPE)

• Clinical quality and risk assessment

• Clinical governance procedures

• Ward/Departmental orientation including location of sluice, treatment room, patient and staff toilets, kitchen, storage areas and nursing office

• Emergency resuscitation trolleys, oxygen and suction equipment

• General department routine

• Patients profile

• Supplies ordering process

• Patient call bell system – sound of the emergency buzzer

• Clinical policies manual and professional policies manual

• Discharge policy/infection control policy

• Action in the event of cardiac arrest

• Action in the event of Anaphylaxis

• Infusion pumps/syringe drivers

• Pressure relieving devices

• Pressure Ulcer Prevention

• Wound Management

• Care of Intravenous Cannula

• Care of Central Venous Access Devices

• Care of Urinary Catheters

• Observation equipment

• Recognising deteriorating patients, early warning scoring and the observation chart and escalation (national early warning systems (NEWS and IMEWS and ISBAR)

• Documentation in use

• Departmental/Specialty/Team procedures/guidelines

• Pharmacy department role and related procedures for medicines management

• Child protection

• Vulnerable adults

• Consent

It is the Line Manager’s responsibility to identify Departmental/Site policies (where appropriate) regarding safe work practices including hand washing, infection control, VDUs, provision of protective clothing, waste-management etc.