

## Part 1: Corporate induction programme for adult and paediatric clinical staff: April 2012

(RN's, HCA's, Theatre practitioners (TP's) AHP's, AHP assistants, Doctors (non - training grade), other designated clinical staff)

Day	Monday		Tuesday		Wednesday		Thursday		Friday			
Theme	Welcome and orientation		Patient Safety		Health and Safety		Patient Record		Patient Record			
am	Welcome session	08.45-10.45	Vital Signs Monitoring & Adult and Paed. BLS RN's, TP's, AHP's, Drs		Manual Handling (incl. slips trips and falls patients) RN's, HCA's, TP's, AHP's, Drs	08.30 – 11.45 Incl 15 mins coffee	IT assessment RN's, HCA's	09.00-09.30	Millenium - Clinicals RN's	08.30 - 12.30 Incl 15 mins for coffee		
	Executive	10.45-11.00	Coffee				10.00 – 10.15	Millenium ADT RN's, HCA's			09.30-1.00 Incl 15 min coffee	
	Payroll	11.00-11.30	IP&C (incl. hand hygiene) RN's, HCA's, TP's ,AHP's, Drs,				10.15 – 11.15	Millenium Drs Drs	09.00 – 12.00	ICE training RN's	12.30 – 1.15	
	HR/ESR	11.30-12.30	Blood transfusion RN's, HCA's, TP's, Drs				11.15–12.15					Health & Safety (incl. slips trips and falls staff & visitors) RN's, HCA's, TP's, AHP's, Drs
	pm	Lunch	12.30-1.15	Lunch		12.15–1.00	Lunch	12.15 – 1.00	Lunch		Lunch	
		Occ Health (to include inoculation)	1.15-1.45	Blood Glucose Monitoring RN's, HCA's, TP's	ICE training Drs	1.00 – 1.45	Fire RN's, HCA's, TP's, AHP's, Drs	1.00 – 2.00	Millenium theatres TP's	12.30 – 4.30		
		Counter fraud	1.45-2.15	Medical Equipment Awareness RN's, TP's, Drs		1.45-2.15	Medical Gas Safety RN's, HCA's, TP's, AHP's, Drs	2.00 – 3.00				
		Tea	2.15-2.30				Tea	3.00 – 3.15				
		Information Governance	2.30-3.15	Medical Equipment	Safeguarding adult and childrene-learning via ESR Library Drs	2.15 – 4.30 Incl 15 min tea	Waste Management RN's, HCA's, TP's, AHP's, Drs	3.15 - 4.00				
		RUH Record keeping	3.15-4.45	Infusion pumps RN's, TP's								

AHP millennium Tuesday, 12.30 – 4.00. Outpatient Nurse millennium to be scheduled as required.

**Part 2: Corporate monthly (last Tuesday month prior to Thursday pay day) induction programme for adult and paediatric clinical staff:**

**April 2012 (RN's, HCA's, Theatre practitioners (TP's) AHP's, AHP assistants)**

<b>Patients at Risk</b>		<b>Time</b>
am  <b>RN's, HCA's, TP's and AHP's</b>	Vulnerable Adults and Children to include <ul style="list-style-type: none"> <li>• Operational Safeguarding of adults and children</li> <li>• Mental capacity</li> <li>• DoLS</li> <li>• Learning Disability</li> <li>• Dementia</li> <li>• Discharge planning</li> </ul>	9.00 – 1.00  Incl coffee
<b>Lunch</b>		1.00 -1.45
pm  <b>RN's, HCA's, ?TP's</b>	Tissue Viability	1.45 – 5.00
	Nutrition	
	Food Safety	

**Bi-monthly (Jan, Mar, May, July, Sept, Nov 2012): HCA induction (for all HCA's new to RUH prior to attending Corporate Induction)**

Thursday		Friday	
Time	Topic	Time	Topic
9.00 – 9.20	Introduction	08.30 – 09.15	Medical Equipment
9.20 – 9.40	Competency Workbook	09.15 – 10.45	Vital Signs assessment
9.40- 10.00	Roles and Responsibilities	10.45 – 11.00	Coffee
10.00-10.30	Bed Making	11.00 – 12.30	Charting Vital Signs and EWS
10.30 – 10.45	Coffee	12.30 – 13.00	Lunch
10.45 – 11.15	Personal Care to include washing and dressing	13.00 – 14.00	Adult and Paed. Basic Life Support
11.15 – 12.15	Eating and Drinking	14.00 – 15.00	Simulation Scenarios
12.15 – 12.30	Library session	15.00 – 15.30	Summary of day  Questions
12.30 – 13.00	Lunch		
13.00 – 14.00	Dementia		
14.00 – 15.15	Care of the Dying Patient		
15.15 – 15.45	Questions and Close		