

Revised corporate induction programme for Emergency and Operating Department Assistants from Apr 2012

Day	Monday		Tuesday		Wednesday		Thursday		Friday		
Theme	Welcome and orientation		Patient Safety		Health and Safety						
am	Welcome session	08.45-10.45	Vital Signs Monitoring & Adult and Paed. BLS	08.30-10.00	Manual Handling (incl. slips trips and falls patients)	08.30 – 11.45 Incl 15 mins coffee	In department		In department		
	Executive	10.45-11.00	Coffee	10.00 – 10.15							
	Payroll	11.00-11.30	IP&C (incl. hand hygiene)	10.15 – 11.15							
	HR/ESR	11.30-12.30	Blood transfusion	11.15–12.15	Health & Safety (incl. slips trips and falls staff & visitors)	11.45 – 12.15					
	Lunch	12.30-1.15	Lunch	12.15–1.00	Lunch	12.15 – 1.00					
	pm	Occ Health (to include inoculation)	1.15-1.45	FREE - Start reading dementia work book - library	1.00-1.45	Fire	1.00 – 2.00				
		Counter fraud	1.45-2.15	Medical Equipment awareness	1.45-2.15						
				In department	2.15 - 4.30 Incl 15 mins tea	Tea	3.00 – 3.15				
		Waste Management	3.15 - 4.00								
		Tea	2.15-2.30								
Information Governance		2.30-3.15									
RUH Record keeping		3.15-4.45									
	Total	8		8		7.5		8		8	

Plus monthly: Induction (Last Tuesday month prior to Thursday payday)

Patients at Risk		Time
am	<p>Vulnerable Adults and Children to include</p> <ul style="list-style-type: none"> • Operational Safeguarding of adults and children • Mental capacity • DoLS • Learning Disability • Dementia • Discharge planning 	<p>9.00 – 1.00</p> <p>Incl coffee</p>