

# Revised corporate induction programme for HCA's 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	Keep free whilst large numbers of HCA's starting for Vital signs and adult and paed.BLS	08.30-10.00	Manual Handling (incl. slips trips and falls patients)	08.30 – 11.45 Incl 15 mins coffee	IT assessment Millenium – ADT	08.30 – 1.15 Incl 15 mins coffee	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							
	Lunch	12.30-1.15	Lunch	12.15–1.00	Lunch	12.15 – 1.00	Lunch	1.15-2.00			
	pm	Occ Health (to include inoculation)	1.15-1.45	Blood Glucose Monitoring	1.00 – 1.45	Fire	1.00 – 2.00	In department			2.00-4.30
		Counter fraud	1.45-2.15	Keep free whilst large numbers HCA's starting for Medical Equipment awareness followed by further practice session with vital signs monitoring ( with clinical skills team)	1.45-4.30 Incl 15 mins tea	Medical Gas Safety	2.00 – 3.00				
		Tea	2.15-2.30			Tea	3.00 – 3.15				
		Information Governance	2.30-3.15			Waste Management	3.15 - 4.00				
		RUH Record keeping	3.15-4.45								
	Total	8		8		7.5		8		8	

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

<b>Patients at Risk</b>		<b>Time</b>
am	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	Tissue Viability	1.45 – 5.00
	Nutrition	
	Food Safety	

**Bi-monthly: HCA induction (for all HCA's new to RUH prior to attending Corporate Induction)**

<b>Thursday</b>		<b>Friday</b>	
<b>Time</b>	<b>Topic</b>	<b>Time</b>	<b>Topic</b>
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 – 12.30	Eating and Drinking	14.00 – 15.00	Simulation Scenarios
12.30 – 13.00	Lunch	15.00 -15.30	Summary and close
13.00 – 14.00	Dementia		
14.00 – 15.15	Care of the Dying Patient		
15.15 – 15.45	Questions and Close		