

Revised corporate induction programme for Permanent medical staff from Apr 2012

Day	Monday		Tuesday		Wednesday		Thursday		Friday	
Theme	Welcome and orientation		Patient Safety		Health and Safety					
am          pm	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	Millenium	9.00 – 12.00	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				
	Occ Health (to include inoculation)	1.15-1.45	ICE training	1.00 – 1.45	Fire	1.00 – 2.00	In department			
	Counter fraud	1.45-2.15	Medical Equipment awareness	1.45-2.15						
	Tea	2.15-2.30	Safeguarding adult and children e-learning (ESR) – library <b>Adult safeguarding</b> = Level 1 Safeguarding Adults <b>Child safeguarding</b> = Safeguarding Children & Young people Level 1 Or if regular contact with children =Safeguarding Children & Young people Level 2	2.15 – 4.30 Incl tea	Medical Gas Safety	2.00 – 3.00				
	Information Governance	2.30-3.15			Tea	3.00 – 3.15				
	RUH Record keeping	3.15-4.45			Waste Management	3.15 - 4.00				
	Total	8		8		7.5				

