Welcome to the Royal United Hospital, Bath. We are delighted you will be joining us and wanted to take the opportunity to give you some detailed information about your induction over the coming weeks.

In our Trust, induction takes place in the first week of you joining. The induction process consists of three parts:
- **Corporate Induction** – your welcome to the organisation
- **Initial Mandatory Training** – the mandatory training that is required for the role you will be undertaking
- **Local Induction** – the training and information you will get when you arrive in your ward or department.

1. **Corporate induction**

   All staff - whatever their job role – need to attend a full day of Corporate Induction on a Monday, 08.45-16.45.

   During this session we will cover:
   - Welcome to the organisation
   - Getting you started on ESR
   - Payroll
   - Introduction to the role of Occupational Health
   - Counterfraud
   - Information Governance
   - RUH Record keeping

2. **Initial Mandatory training**

   Most of the mandatory training required for your role has been timetabled into your first week and forms the “Initial Mandatory” training stage of induction.

   You will be given a timetable which fits the role you will be doing and this will include details of all of the sessions you are required to attend, the date and time. Your manager will also receive a copy of your timetable so they know when they can expect you in your ward or department.

   The Trust expects all staff to attend all of the sessions outlined in their timetable. If any session falls outside of your usual hours and you are unable to make alternative plans allowing you to attend, you must contact us at your earliest convenience to make arrangements for how you will cover these subjects.

   If you are a registered nurse, healthcare assistant, theatre practitioner, allied health professional, doctor (non-training grade) or other designated clinical staff you will attend the following days:
   - **Patient Safety Day** (Tuesday 08.30-16.30) Vital Signs Monitoring & Adult & Paediatric Basic Life Support, Infection Prevention & Control, Blood Transfusion, Blood Glucose, Medical Equipment Awareness & Medical Equipment Infusion Pumps.
     (Doctors will attend ICE training instead of Blood Glucose & will not be required to attend Medical Equipment Infusion Pumps)
• **Health & Safety Day** (Wednesday 08.30-16.00) Manual Handling, Health & Safety, Fire Prevention, Medical Gas Safety & Waste Management

• **Patient Record Day** (Thursday 09.00-13.00) IT Assessment, Millennium ADT (Admissions, Discharges & Transfers)

  (Doctors 09.00-12.00 & Theatre Practitioners 12.30-16.30 will attend their Millennium Training in the IT Training Department)

• **Patient Record Day** (Friday 08.30-13.15) Millennium Clinical & ICE Training (For Registered Nurses Only)

• **Patient at Risk Day** (09.00-17.00) – normally the last Tuesday of the month but the date will be confirmed on your individual timetable which you will receive on Monday morning. (Doctors do not attend this day)

You will need to refer to your timetable for your exact sessions.

If you fall under the above staff groups and your role is predominantly patient-facing, you are also required to attend additional study days within three months of starting – currently this includes Conflict Resolution.

If you are a Healthcare Assistant, you need also attend the HCA Two Day Induction (Thursday 09.00-15.45 & Friday 08.30-15.30) which is run bi-monthly & the dates will be advised to you before your start date.

Initial Mandatory Training for other staff groups is obtained by attending a “Core Skills 3 Yearly” programme as soon as possible following completion of the corporate Induction session. This will booked for you and the date and time included on your induction timetable.

The Core Skills 3 Yearly programme covers:

• Infection Prevention & Control
• Health & Safety & Security
• Equality, Diversity & Human Rights including Customer Service
• Safeguarding Adults & Children
• Fire Prevention
• Waste Management
• Loads Handling

3. **Local Induction Checklist**

This is a green document you will be given in your portfolio on your first day. It is for you to spend time with your manager going through. It contains various sections which are to be signed off. Once fully completed (you have six weeks to do this) you need to complete and return the slip on the last page of the form, so that we can record that your local induction has been completed.

If you have any questions please contact the Training & Development Administrator on Ext. 1235, or if calling from outside the Trust 01225 821235.