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Policy on Induction		

<b>Policy on Induction</b>	
<b>Developed by: Drogheda Services for Older People.</b>	<b>Date Developed: Revised February 2011 Revised 2012 Revised March 2015, Jan 2019, October 2021, Sept 2023</b>
<b>Developed By: Nursing Department.</b>	<b>Date Approved: February 2011 Revised March 2015 Jan 2019, October 2021, Sept 2023</b>
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## Policy for Induction of New Staff including Agency Staff in The Village Residence

**Please read in conjunction with induction checklist for all new staff including all agency staff and student nurses.** See Appendix One and Two and Three and Four.

**This policy covers also areas in relation to Infection Control**

**Fire Safety Induction check with all staff**

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**Recruitment & Induction » induct a new team member » Knowing » How to Prepare an Induction Programme**

## 1.0. How to Prepare an Induction Programme

**The aim of an induction programme is to make sure that new employees are given all the help and guidance they need for them to do their job to the required standard as soon as possible.**

Remember that the induction process begins during the recruitment and selection phases when contact is first made with potential new employees. It is therefore key that the things you do and say before their first day are as well thought through and prepared as those after the candidate takes up the post.

Also, bear in mind that further assessments should be made of a new person's suitability during this 'settling-in' period (often termed the 'probationary period'), and, if, by the end of this period, they have not reached the standard required, it could be that the job is not for them. Interestingly, it is around the three/four-month point that the highest number of resignations occur. This is commonly referred to as 'the induction crisis'. Whether the new employee changes their mind about the role or you decide that they are not suitable, the 'induction crisis' can be quite demoralising and upsetting for both parties.

## 2.0. Methodology

So, use the framework below to help plan and design a thorough and comprehensive induction programme to ensure that all your new employees successfully complete their probationary periods:

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### **The Induction Process[1]**

- Recruitment
- Pre-employment
- First day
- First week
- First month
- End of probation period
- Evaluation

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### 3.0. Recruitment (including the selection interview)

The nature of the job, its role and key responsibilities should be covered in the job description and explained in the selection interview. You may also consider sharing some or all of the information listed below to give a real insight into the structure and culture of the organisation, behaviours and standards expected and future plans/intentions:

- organisation, department and/or team structure chart
- organisation, department and/or team vision statement, aim, goals, objectives, etc.
- organisation, department and/or team competency framework/appraisal system
- employment terms and conditions, e.g. hours of work, holidays, sick pay policy, salary, benefits, etc.

### 4.0. Pre-employment

All new employees should receive a formal offer letter together with an employment contract. You should also send them any other documents or forms that need to be completed prior to them starting, e.g. security pass application, bank details, etc.

You may also feel it necessary to send joining instructions giving the following information:

- where and when to report
- who will meet them
- a map, transport and car parking instructions
- what else to bring, e.g. tools, special clothing, packed lunch, etc.

If you decided not to provide information regarding the organisation, department and/or team, as listed above, during the recruitment process, you might consider sending them copies now.

### 5.0. Preparing the programme

The content of individual induction programmes will vary according to the needs of the individual. New employees may fall into one or more groups, for example:

- school-leavers/skill-seekers
- graduates

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- long-term unemployed
- people with disabilities
- experienced individuals changing jobs either within or from out-with the organisation
- shift workers

Each group will have different needs and therefore induction programmes should be designed with this in mind. Also consider those people with special needs, i.e. with disabilities, or very young people who will perhaps have limited, if any, experience of working life. Induction programmes for certain jobs or roles should also take into account factors such as health and safety rules and regulations.

New employees will have a considerable amount of information to absorb when starting their new role. Try to divide the induction programme into subjects or areas of responsibility enabling the individual to build up their knowledge gradually, preventing confusion or overload.

## 6.0. First day

New starters will doubtless be nervous and even apprehensive on their first day. It is important that they are made to feel welcome and given time to assimilate to their new environment and colleagues. They should be:

- met and introduced to their team colleagues
- given a tour of the building(s) or workplace, pointing out toilets and restaurant facilities, etc.
- talked through their induction programme and timetable
- satisfied that all necessary paperwork has been completed and received

## 7.0. First week

With all new employees, explain and discuss the key aspects of their job, the goals and objectives of their immediate team and how they in turn contribute to the objectives of the organisation. This is likely to involve them being introduced to members of other teams and/or departments, and visits to other offices and/or locations.

At the end of the first week, managers should determine how new employees are settling in and:

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- review the induction programme and assess the understanding of the information provided at this point
- agree how to clarify or revisit any areas where understanding is confused or inadequate
- explain what is expected in subsequent weeks

## 8.0. First month

By the end of the first month, you should aim to have drafted some personal objectives to give them clear direction and focus. You may also start compiling ideas for a personal development plan. The plan would include areas in which they have shown limited knowledge and/or skill during the induction so far.

You should solicit feedback from the people who have been involved in the induction process and use it to assess the new employee's progress. If you have any concerns regarding their performance or ability, you should address them at the earliest opportunity. Often, new starters simply need greater clarity or reminding of certain key requirements.

## 9.0. End of probation period

If you decide, during the induction programme, that your new starter is not a suitable employee, then it is likely that they will not have reached this point. However, always ask yourself at this stage if you are sure that they have the necessary ability or potential to really add value to your organisation. Probationary periods can be extended, but this should not be a common occurrence.

So, you've reached the end of the induction programme and your new employee has integrated fully with their new team and you are delighted with their progress and performance. At the end of the probationary period, you should:

- confirm in writing that they have successfully completed the induction programme
- review the programme and check that all areas have been covered satisfactorily
- agree personal objectives and a personal development plan, setting dates for review meetings over the coming months

## 10.0. Evaluation

It is important to constantly evaluate your processes and procedures to check that they are effective. Ask yourself whether the induction programme met its objectives and whether

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adjustments are needed. Between three and six months after your new employee completed their probationary period, you should ask them to assess whether they felt the programme met their needs. Use the 'How Are You Settling In?' handout to help you fine-tune your induction process.

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## **Appendix One Induction for New Staff Members Non Nursing.**

Summary of The Village Residence  
Contract

Summary of tasks/ exp of shifts/night duty/roster

Quality of work expected/ Quality issues/ Risks/Health and Safety/

HIQA Standards.

Abuse and Trust in Care

Dealing with Complaints

Importance of Confidentiality and Dignity of Residents

Reporting Relationships/Lines of Communication and Organisational structures/Staff supports.

Uniform/Hair/Jewellery/Hand Hygiene

Sign on sheets/Phoning in for duties

Sick Leave reporting-reporting back to duty

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Requests for leave/A/L entitlements

Fire Safety/Assembly/maps/exits/fire panel

Valuables/Money when on duty

Staff Notice Boards

Reporting of accidents

Dignity at work

## Induction Day

**8.00am to 5.00pm.**

Personal care of residents



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Laundry Policy

Hygiene/MRSA/INFECTION CONTROL

Manual Handling

Demo of use of hoists/Equipment/Health and Safety

Continence Care/Products

Care of Frail older person

Working with people with dementia

Fire safety maps, plans, evacuation, fire control panels, exit doors, assembly points, alarm sounds

Smoking policy

Personal Hygiene

Reporting Accidents and Incidents

Employee Hand Book

HIQA Requirements change of address/ telephone number/photographs/Birth cert/Employment hx/Medical certification

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

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## Appendix Two. Induction of New Staff-Nursing.

Summary of The Village Residence

Contract Flexi/temporary/rotate over three sites

Summary of tasks/ exp of shifts/night duty/roster

Quality of work expected/ Quality issues/ Risks/Health and Safety/

HIQA Standards.Policies/Standards/Regulations.

Incontinence Wear/Products in use

Sharps/clinical waste/disposal of same

Laundry

Admission/Transfer/Discharge of resident/Missing Persons

Medication management

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Documentation and quality expected

Medical officer cover and other disciplines

Abuse and Trust in Care

Dealing with Complaints

Importance of Confidentiality and Dignity of Residents

Reporting Relationships/Lines of Communication and Organisational structures/Staff supports.

Uniform/Hair/Jewellery/Hand Hygiene

Sign on sheets/Phoning in for duties

Sick Leave reporting-reporting back to duty

Requests for leave/A/L entitlements

Fire Safety/Assembly/maps/exits/fire panel, alarms, equipment, evacuation,

Valuables/Money when on duty

Staff Notice Boards

Reporting of accidents

Dignity at work

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## Induction Day

**8.00am to 5.00pm.**

Personal care of residents

Laundry Policy

Hygiene/MRSA/INFECTION CONTROL

Manual Handling

Demo of use of hoists/Equipment/Health and Safety

Continence Care/Products

Care of Frail older person

Working with people with dementia

Fire safety

Smoking policy

Personal Hygiene

Confidentiality/Missing Persons/Elder Abuse/Complaints.

Reporting Accidents and Incidents

Employee Hand Book

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HIQA Requirements change of address/ telephone number/photographs/Birth cert/Employment hx/Medical certification

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

### **Induction of Agency Nurses**

Infection Control issues

Layout of Unit.

Risks and Safety

Incident reporting

Medications and Safety of same

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Behavioural and Psychological issues

Expectation in relation to documentation

Confidentiality

Missing Persons.

Fire Safety/Evacuation/Control Panels/Plans/Alarm Sounds/Equipment/

Identification

Quality of work expected and HIQA Standards and Regulations

Elder Abuse

Complaints/Comments/Concerns/Issues

Keys/ Valuables

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

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## Induction of Care Assistants Agency

Hours of Work

Layout of Unit/Fire/Safety/Risks

Quality of work expected/HIQA Standards (expectations)

Reporting relationships and lines of communication

Appearance and Infection control and Hand Hygiene.

Confidentiality

Missing Persons

Elder Abuse

Complaints

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Chemical safety (if required)

Reporting relationships

Fire Safety/Evacuation/Control Panels/Plans/Alarm Sounds/Equipment/ Please refer to induction checklist for fire safety

(Please ensure new staff member is knowledgeable of fire procedures)

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

[1] 'Induction' Quick Facts, *Chartered Institute of Personnel and Development* (May 2003).



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Drogheda Services for the Older Person  
St Mary's Hospital

## FIRE SAFETY INDUCTION CHECKLIST FOR NEW/AGENCY

### STAFF

Checklists	Yes	No	Comments
Have they been informed of what to do if they discover a fire or hear the fire alarm, including where the nearest fire escape routes, Layout of Unit and fire exits are?			
Have you explained where the fire assembly point is and the role of the Fire Evacuation Officer and Fire Wardens?			
Have you shown the location of fire			

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hydrants?			
Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?			
Have you explained what PEEPs are and where to find them?			
Have you shown where the fire break glass units are located and how to use them?			
Have you explained RACES (Rescue, Alarm, Contain, Evacuate/Extinguish and Switch off gas and oxygen)?			
Have you explained PASS (Pull, Aim, Squeeze and Sweep) method in relation to the use of extinguishers?			
Have you shown the location of fire sledges and how to use them?			
Have you explained the location of oxygen and gas cut off points?			
Have you explained the location of portable oxygen cylinders and special precautions to follow when oxygen in use?			

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_