

# Induction Guidelines & Checklists



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

# Guidelines



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

<b>Induction Guidelines</b>	2
Policy Statement	2
What is Induction?	2
Why Induct?	2
Aims of an Effective Induction	2
Benefits of an Effective Induction	3
Stages of Induction	3
Use of Induction Checklists	3
Induction Checklist Management	3
Implementation of Induction	4
Roles and Responsibilities	4
Levels of Responsibility	4
Induction Schedule for New Employees	5
How to book Site Induction Training	6
<b>Induction Checklists</b>	7
The Pre Employment Checklist	8
The Departmental Induction Checklist	10
The Site Induction Checklist	16
The Corporate Induction Checklist	20
Contact Information	24
<b>Appendix 1</b>	
Nursing Policies (Sample)	21
<b>Appendix 2</b>	
Site Induction Training Booking Form	22

## Introduction

The Health Act 2004 provided for the creation of the Health Service Executive (HSE) resulting in the streamlining of the existing Health Boards, ERHA and a number of other agencies into the Health Service Executive from 1st January, 2005.

The creation of this unified health system provides an opportunity to develop a standard approach to Induction for new and existing employees in line with the HSE HR strategy.

A National Induction Framework, devised by a National Cross Consultative Group was produced in 2006. With the advent of service improvements and reconfiguration of services the Induction Framework has been modified accordingly. This version is dated March, 2014.

Key areas were identified in relation to the development of the Induction framework including the following:

- Guidelines on Induction
- Induction Checklists
- Employee Handbook
- Roles and Responsibilities
- On-line options

### Guidelines

The guidelines provide the employer and employee with detailed and relevant information on the Induction process. Roles and responsibilities are clearly defined. Time frames for the completion of each stage of Induction are set out herein. Different stakeholders are involved including the:

- HSE
- Client/Patient/Customer
- Line Manager
- Service Manager
- Human Resources Department

### Policy statement

It is the responsibility of the Health Service Executive as an employer of best practice to ensure that all new, promoted, transferred and seconded employees will receive an appropriate programme of Induction on commencement of employment or transfer to new work area, in line with guidelines set out in this document.

### What is Induction?

Induction is a process by which employees are received and welcomed to the organisation. It is a method of formally introducing the employee to their work location and colleagues. A clear understanding of their job, role and responsibilities and the mission and values of the wider organisation will be provided. An effective Induction process will ensure that the employee is supported in achieving expected performance levels. It will also ensure that the new employee is aware of the importance of team-working within the HSE and their role within the team.

### Why Induct?

It is important to induct, so that employees can gain the necessary information to perform their duties to the highest standard possible within the HSE.

### Aims of an effective Induction

- To ensure that each employee receives a structured welcome and introduction to their immediate work environment and the wider organisation
- To outline the organisation's responsibilities and values
- To assist in the promotion of the culture and philosophy of the organisation
- To clarify expectations of both employee and employer in relation to codes of conduct, policies and procedures, employee services etc.
- To clarify the employee's role and performance expectations
- To commence a process of structured feedback on performance To promote an emphasis on customer / client focus
- To promote an environment of effective health, safety and welfare

## Benefits of an effective Induction

### Line Manager:

- It provides the Line Manager with a framework to clearly communicate policies and procedures to the employee

### Employee:

- It provides a structured welcome and support for the individual employee on commencing employment, promotion, transfer and secondment providing clarity on role expectations

### Service Area:

- It helps the employee to fit in, enabling integration into the service area, enhancing effectiveness and performance

### Wider Organisation:

- It promotes a shared vision within the organisation
- It fulfils statutory obligations

## Stages of Induction

1

### Pre-employment Induction

The purpose of Pre-employment Induction is to ensure that the Line Manager prepares for the arrival of new employees in order to help them settle in as quickly as possible.

2

### Departmental Induction

The Departmental Induction provides appropriate information to employees relevant to their own role and department, working arrangements, departmental health and safety arrangements, security etc. It provides the Line Manager with a framework to clearly communicate policies and procedures to employees.

3

### Site Induction

Site Induction is a presentation on various services within the site. In a hospital environment, the employee will receive a presentation by an appropriate person on a relevant subject matter, eg: catering, pharmacy, nursing etc. In a Primary Care environment, the employee will receive a presentation on Public Health Nursing, Environmental Health Services, Mental Health Services etc. This will be delivered as part of the Site Induction process.

4

### Corporate Induction

Corporate Induction constitutes an introduction to the wider organisation. It sends a consistent message about the values, structures and services of the organisation, in addition to placing people's work in the wider context of the HSE. Corporate Induction will be delivered through e-learning as the employee takes up their new position and also as part of Site Induction Training organised by the Area Induction Co-ordinator.

## Use of Checklists

Checklists have been developed for all stages of the Induction process. They are designed to give new employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction.

## Induction checklist management

The completion of the checklists provides an opportunity from the outset to develop the Line Manager and the employee relationship. It also provides a positive environment in which to address and clarify role expectation and required performance level and constitutes a support mechanism. Each checklist includes a comprehensive list of topics that the new employee needs to be made familiar with and actions to be completed by the Line Manager. Paper copies should be produced in triplicate, one for the Line Manager, one for the employee's personnel file and one for the employee. Copies of all checklists should be placed on the employee's personnel file. Both the Line Manager and employee sign the Departmental, Site and Corporate Induction checklists to certify that all topics on each checklist have been adequately covered. The Site and Corporate Induction checklists should be signed by the Area Induction Co-ordinator.

## Implementation of Induction

Preparation for Induction of a new employee should start before the employee takes up duty, and continue through the initial period of employment / probation. This involves the completion of checklists at each stage of Induction and the attendance of the new employee at all scheduled training.

## Roles and responsibilities

Induction is the responsibility of both the employer and employee. The employer has the responsibility to ensure that all staff are inducted in a reasonable time frame and the employee has responsibility to co-operate fully with the process.

## Levels of responsibility

### HSE/Senior Management are responsible for:

- Ensuring that Induction is a Key Performance Indicator for Senior Managers
- Supporting the process and agreeing the release of staff to attend scheduled Induction
- Training

### Service Manager is responsible for:

- Ensuring that managers in their areas release staff for the Site Induction Training, including where appropriate foreseeing resources for replacement of front-line staff

### Line Manager is responsible for:

- Tailoring the Departmental checklist to include local policies and procedures. This might be done jointly with other Line Managers in a natural community, e.g. Directors of Nursing in a particular service area, PHN's, etc.
- Ensuring that all aspects of the Induction process are completed within the specified time frames and for progressing through each checklist with the new employee
- Identifying a buddy/work colleague
- Reviewing and completing the Pre-employment checklist and compiling the necessary back-up materials ahead of the new employee's arrival
- Ensuring that either the Line Manager or designated person is available on the first day to meet the new employee
- Scheduling appointments in their diary over the first day, week, 3 months, 6 months to have regular, short meetings with the new employee, aimed at progressing through the Departmental, Site and Corporate Induction checklists
- Ensuring that appropriate accommodation and equipment are in place on the first day Delegation of Induction tasks is the responsibility of the Line Manager
- She/he may share out the workload of familiarising the new employee with work practices
- Releasing staff for the Site Induction Training arranged by the Area Induction Co-ordinator and ensuring that they attend
- Recording details of employees who have completed all Induction checklists and submit these details to the Area Induction Co-ordinator
- Arranging all other relevant training identified

**Employee is responsible for:**

- Co-operating fully with the process attending all scheduled training
- Progressing through checklists with the Line Manager and seeking clarification on any documentation, if necessary, before sign-off

**Buddy/Work Colleague is responsible for:**

- Welcoming the new employee into the organisation and to assist and support the new employee to become familiar with their work environment and surroundings

**Area Induction Co-ordinator is responsible for:**

- Reporting to Local Managers regarding completion of the four stages of Induction on a regular basis
- Providing support to Line Managers
- Providing training to Line Managers on how to induct employees producing guidelines for Line Managers on all aspects of Induction
- Reviewing and evaluating the Induction process in co-operation with all key stakeholders Designing and delivering Site Induction Training for all employees
- Collecting all employee details from the local Human Resources Department and recording and monitoring who has completed Induction Checklists and training on a monthly basis

**Induction schedule for the new employee**

Induction for employees may take twelve months to complete, although it may be reasonable to expect a period of more intensive attention on the part of the Line Manager to the employee's adaptation in the first half of that period.

Fixed term employees should be given the same attention over their initial three to six months. If they are likely to remain in the HSE for three months or more, they should also attend Site Induction Training.

**Pre-employment Induction****Line Manager**

- Before the new employee joins the Department, all necessary workspace and equipment should be in place. The Line Manager should contact the new employee before the agreed start date if appropriate. The Line Manager should contact Recruitment section to check if the new employee has any Disability or Diversity requirements. The Line Manager should arrange all appropriate training e.g. manual handling. Members of the Department, including reception/security and other relevant people, should be notified of the employee's start date by the Line Manager or delegated person.

**Employee**

- Recruitment will advise the employee how to go on-line and complete the Corporate
- Induction Module prior to taking up a new position

**On the first day**

It is essential that the new employee is met on the first day and welcomed into the Department.

The Line Manager or delegated person introduces the new employee to colleagues and other key staff in the organisation including the buddy/work colleague. The Line Manager provides appropriate information to the new employee in relation to their role and responsibilities and expected level of performance. The employee will be introduced to the Induction process and given information on how the checklists work. The employee will be given details of all training arranged by the Line Manager.

**The first weeks**

The Line Manager will progress through the Departmental Induction checklist with the employee. It will be necessary in the first weeks to set time aside and diary dates to progress through the employee's Departmental Induction checklist. This will involve setting objectives/priorities/ targets and discussing initial performance and development needs and ways of meeting these. The probationary process should be discussed with the new employee in the first week.

**The first months**

Meetings should be arranged in the first few months between the Line Manager and the employee to discuss how well the employee is performing their duties and to identify what other support is required by the employee if necessary. At this stage the Departmental Induction checklist should be near completion or completed and the employee should have attended the Site Induction Training.

The Departmental, Site and Corporate Checklists should be completed and signed by the Line Manager and the employee. Both the Site and Corporate Induction checklists are signed by the Line Manager, the employee and by the Area Induction Co-ordinator.

**Evaluation Process**

A questionnaire will be issued to the Line Manager and the employee by the Area Induction Co-ordinator as part of the evaluation process. The purpose of the questionnaire is to gain feedback on how effective and user friendly the Induction process and material is. This will be completed on a random basis. The feedback received will be reviewed on a six monthly basis to monitor and alter the process accordingly.

**How to book Site Induction Training**

The Line Manager will send a booking form to the Area Induction Co-ordinator requesting that the employee be booked on the Site Induction Training. The Area Induction Co-ordinator will confirm the bookings with the Line Manager. The booking form is available at the back of the Departmental Checklist.

# Induction Guidelines

07



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



## GUIDELINES FOR COMPLETING THE PRE-EMPLOYMENT INDUCTION CHECKLIST

### CHECKLISTS

- 1 Pre-Employment Induction
- 2 Departmental Induction
- 3 Site Induction
- 5 Corporate Induction



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

### How Induction Checklists will help

Induction Checklists are designed to give employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction.

The checklists can be used to monitor and evaluate the Induction process, and will ensure that employees have received all the relevant information.

### Pre-Employment Induction

The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of employees, and to help them settle in as quickly as possible.

*Pre-employment Induction Checklists must be completed for all new, promoted, transferred and seconded employees.*

### Line Management responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Pre-employment Induction Checklist. These actions should be completed by the Line Manager before a new employee starts. On completion.

of the checklist, a copy is placed in the employee's file, and the employee is given a copy of the completed checklist. A date is agreed for the completion of the next stage of Induction.

### Pre-employment Induction Checklist Timeframe

The Pre-employment Induction Checklist is to be completed before the new employee's start date

# THE PRE-EMPLOYMENT INDUCTION CHECKLIST

# 09

<b>NAME:</b>
<b>LOCATION:</b>
<b>GRADE:</b>
<b>START OF EMPLOYMENT DATE:</b>
<b>PERSONNEL NUMBER:</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of new employees, and to help them to settle in as quickly as possible.**

	Date Completed	Comments
<input type="radio"/> Line Manager to contact new employee before start date		
<input type="radio"/> Name of Buddy/Work Colleague assigned:		
<input type="radio"/> Manager/Supervisor with the responsibility to meet and welcome the new employee on Day One designated:		
<input type="radio"/> Appropriate physical environment for “meet and greet” discussion made available		
<input type="radio"/> Accommodation/workspace provided for the new employee if appropriate		
<input type="radio"/> Other relevant people notified (IT network support etc)		
<input type="radio"/> Check to ensure that the new employee is set up for Payroll		
<input type="radio"/> Reception, security staff and employees in other relevant Departments informed of employees arrival		
<input type="radio"/> Identification Card/Security Pass to be issued (where appropriate)		
<input type="radio"/> Disability requirements (if relevant)		
<input type="radio"/> Diversity requirements (if relevant)		
<input type="radio"/> Employee file prepared (this should be retained locally for each individual staff member)		
<input type="radio"/> Site Induction Training booked within four months		
<input type="radio"/> Ensure employee contract details are in order		
<input type="radio"/> Ensure employees are briefed on accessing Online Payslips (see employee handbook)		
<input type="radio"/> Ensure employees are briefed on Exposure Prone Procedures		

<i>Completed by:</i>		
Line Manager: _____	Date: _____	
PRINT NAME	SIGNATURE	

## GUIDELINES FOR COMPLETING THE DEPARTMENTAL INDUCTION CHECKLIST

### CHECKLISTS

- 1 Pre-Employment Induction
- 2 Departmental Induction
- 3 Site Induction
- 5 Corporate Induction



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

### How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

### Departmental Induction

The Departmental Induction provides appropriate information to new employees relevant to their own role and Department, working arrangements, Departmental Health and Safety arrangements, Security etc.

***The Departmental Induction Checklist must be completed for all new, promoted, transferred and seconded employees.***

### Line Management responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Departmental Induction checklist. These actions should commence on the day a new employee starts. The Line Manager introduces the new employee to colleagues and other key staff in the organisation. On completion, a copy of the checklist is placed in the employee's file, and the employee is given another copy. A date for the completion of the next stage is agreed.

*Further responsibilities of the Line Manager are:*

- To demonstrate commitment to the Induction process
- To tailor the Departmental Induction Checklist to meet local needs. This might be achieved with other Line Managers in a natural community, eg: Directors of Nursing in a particular service area, Public Health Nurses etc.
- To progress through the Departmental Induction Checklist with the new employee
- To ensure that all employees receive the necessary information in a manner relevant to their needs, and to enable them to contribute to the work unit as soon as possible
- To ensure that work unit Induction material is maintained and kept up to date
- To release employees and ensure that they attend Site Induction Training

### Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the documentation provided – eg: Health & Safety Policy – before signing off on the checklist
- To seek additional clarification if necessary on any aspects of the documentation provided – eg: Health & Safety Policy – before signing off on the checklist
- To attend scheduled mandatory training – eg: manual handling training & Fire Safety training – where appropriate
- To attend Site Induction Training as scheduled

### Departmental Induction Checklist Timeframe

The Departmental Induction Checklist is to be completed within two months of start of employment.

# THE DEPARTMENTAL INDUCTION CHECKLIST

# 11

<b>NAME:</b>
<b>LOCATION:</b>
<b>GRADE:</b>
<b>START OF EMPLOYMENT DATE:</b>
<b>PERSONNEL NUMBER:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of new employees, and to help them to settle in as quickly as possible.

*Tick each box when the action has been thoroughly explained and understood*

## Welcome and introduction

<i>Provide new employee with:</i>	Date Completed	Comments
<input type="radio"/> Welcome to organisation		
<input type="radio"/> Information on Confidentiality and Professionalism		
<input type="radio"/> Information on how Induction and Probation work		
<input type="radio"/> Details of employment contract to include Probation and Payroll		
<input type="radio"/> Introduction to Buddy/Work Colleague assigned <i>Name of Buddy/Work Colleague assigned:</i>		

## Role Clarity and Performance Planning

<i>Provide new employee with:</i>	Date Completed	Comments
<input type="radio"/> Information on assignment of work duties		
<input type="radio"/> Introduction to other members of the Department/Division, briefly explaining responsibilities and utilising organisation charts		
<input type="radio"/> For employees involved in Primary Care Teams (PCTs), please contact your Line Manager/PCT Lead for local information		
<input type="radio"/> For updates on hospital and Primary Care Trust Structures, please contact your Line Manager/PCT Lead for local information		

## Teamwork

<i>Provide new employee with:</i>	Date Completed	Comments
<input type="radio"/> Details of frequency of team meetings		
<input type="radio"/> Introduction to multi-disciplinary working		

### Information about the Department/Division

<i>Provide new employee with:</i>	Date Completed	Comments
<input type="radio"/> List of staff in the Department, their roles, their telephone/bleep extensions and e-mail addresses		
<input type="radio"/> Outline of business plan and Performance Management process for for Department		
<input type="radio"/> Details of how information is communicated through the Department, i.e.: by e-mail, written memorandum etc.		
<input type="radio"/> Diagram of the Department/Division structure, and clarification on where the new employee fits in		

### Work hours and entitlements

<i>Provide new employee with:</i>	Date Completed	Comments
<input type="radio"/> Details of hours of work, start, breaks, finish etc (Protection of Employees Fixed Term Work Act, HRA)		
<input type="radio"/> Details of all leave entitlements and procedure for applying (eg: annual, flexi, training, special, other) HR forms on <a href="http://www.hse.ie">www.hse.ie</a> (must be completed by Line Manager)		
<input type="radio"/> Details on how to report absences/late arrivals, including who and when to notify (Attendance Management Policy )		
<input type="radio"/> Details on where the employee might be required to travel, and how to claim travel expenses (NFR 5)		

### Familiarise with environment

<i>Make new employee familiar with:</i>	Date Completed	Comments
<input type="radio"/> Entrances/exits and clock-in facilities to building		
<input type="radio"/> Car parking facilities, information on bus/train services, local map if available		
<input type="radio"/> Disabled access		
<input type="radio"/> Workstation/work location		
<input type="radio"/> Phone/bleep directories and contact lists		
<input type="radio"/> Post/phone/bleep/e-mail/internet/intranet procedures		
<input type="radio"/> Tea and coffee-making and canteen facilities		
<input type="radio"/> Toilets		
<input type="radio"/> Staff room (if any) and staff notice-board		
<input type="radio"/> Staff changing facilities (where appropriate)		



## Policies/Procedures/Guidelines

***The employee has been made aware of, introduced to, and given appropriate documentation on the following IF APPLICABLE:***

	Date Completed	Comments
<ul style="list-style-type: none"> <li><input type="radio"/> Employee Handbook</li> <li><input type="radio"/> Freedom of Information Policy</li> <li><input type="radio"/> Anger Management Policy</li> <li><input type="radio"/> Manual Handling Policy</li> <li><input type="radio"/> Employee Wellbeing &amp; Welfare Strategy 2009</li> <li><input type="radio"/> Performance Management in the HSE Guidance Document 2012</li> <li><input type="radio"/> Manual Handling Policy (July 2013)</li> <li><input type="radio"/> Garda Clearance of New Employees (April 2012)</li> <li><input type="radio"/> Garda Vetting &amp; Assessment of Existing Employees in the HSE (March 2012)</li> <li><input type="radio"/> Leave for Elected Representatives of Local Authorities (Dec 2012)</li> <li><input type="radio"/> Long Term Absence Benefit Schemes Guidelines (Dec 2012)</li> <li><input type="radio"/> National Tobacco Free Campus Policy (April 2012)</li> <li><input type="radio"/> Code of Standards &amp; Behaviour (June 2009)</li> <li><input type="radio"/> Terms &amp; Conditions of Employment (May 2009)</li> <li><input type="radio"/> Dignity at Work Policy (May 2009)</li> <li><input type="radio"/> Managing Attendance Policy (Jan 2009)</li> <li><input type="radio"/> Sick Leave Policy (as per HSE Circular 20/2012)</li> <li><input type="radio"/> Policy Document on the procedures in relation to Protected Disclosures of Information in the Workplace (March 2009)</li> <li><input type="radio"/> Policy Statement on Fraud Information &amp; Guidelines (June 2009)</li> <li><input type="radio"/> Trust in Care Policy Document (may 2005)</li> <li><input type="radio"/> An Equal Opportunities/Diversity Policy (Feb 2004)</li> <li><input type="radio"/> Shorter Working Year Scheme (April 2009)</li> <li><input type="radio"/> Health &amp; Social Care Mediation Service (Feb 2010)</li> <li><input type="radio"/> Corporate Safety Statement 2013</li> <li><input type="radio"/> Anti-Racist Code of Practice</li> <li><input type="radio"/> Risk Assessments for Lone Workers, Transport etc.</li> <li><input type="radio"/> Travel &amp; Subsistence (National Financial Regulations)</li> <li><input type="radio"/> Health Service Information &amp; Consultation Agreement</li> <li><input type="radio"/> Linking Service &amp; Safety Together Creating Safer Places of Work Strategy for Managing Work Related Violence &amp; Aggression (Dec 2008)</li> <li><input type="radio"/> Policy for prevention &amp; Management of Stress in the Workplace (Dec 2012)</li> <li><input type="radio"/> Policy for Preventing &amp; Managing Critical Incident Stress (Dec 2012)</li> <li><input type="radio"/> Policy &amp; Guidelines for Lone Working (Dec 2012)</li> <li><input type="radio"/> Redeployment of Staff in a National Pandemic or other Major Emergency (Sep 2010)</li> <li><input type="radio"/> Children First: National Guidance for the Protection &amp; Welfare of Children (2011)</li> <li><input type="radio"/> Latex Allergy Prevention &amp; Management (Aug 2011)</li> <li><input type="radio"/> Rehabilitation of Employees back to work after illness or injury (Aug 2011)</li> <li><input type="radio"/> Disability Strategy Action Plan (Jan 2007)</li> <li><input type="radio"/> Disciplinary Procedures for Employees of HSE (2007)</li> <li><input type="radio"/> Guidelines on Flexible Working Arrangements and Revised Superannuation</li> <li><input type="radio"/> National Transfer Policy (April 2007)</li> <li><input type="radio"/> Overview HSE Digital Communications Strategy</li> <li><input type="radio"/> Ethics in Public Office (Grade VII and above)</li> </ul> <p>Further information is available on the HSE Intranet and HSE Website in the HR Policies &amp; Procedures Section. If reading this document online, the following links will help:-  <a href="#">HSE Intranet</a> (this link will only work from a HSE computer)  <a href="#">HSE Website</a></p>		

List Departmental policies	Date Completed	Comments
It is critical that each Head of Department ensures that the appropriate Policies & Procedures are communicated to employees under their area of responsibility (see appendix 1 for Nursing Policy Information)		

List further training needs identified in respect of any of the above policies and procedures if required


### Customer service

<input type="radio"/> Advise new employee on Customer Service Policy and Complaints Procedure		
---	--	--

### Other Learning and Development requirements

Other Training (list)		
Date:		
Date:		
Date:		
Date		

### Review dates scheduled in diary:

Week 1	Date:	Month 1	Date:	Month 3	Date:
--------	-------	---------	-------	---------	-------

### Site Induction Training

<input type="radio"/> Site Induction Training	Date scheduled:	
This training should be provided to all new employees within four months, and scheduled by the Line Manager through the Area Induction Co-ordinator		

### STATEMENT THAT THE DEPARTMENTAL INDUCTION PROCESS HAS BEEN COMPLETED

*I wish to confirm that I have received an Induction to the Department as set out above.*

Signed by:

Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME SIGNATURE

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME SIGNATURE



## GUIDELINES FOR COMPLETING THE SITE INDUCTION CHECKLIST

### CHECKLISTS

- 1 Pre-Employment Induction
- 2 Departmental Induction
- 3 Site Induction
- 5 Corporate Induction



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

### How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction.

The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

### Site Induction

Site Induction will form part of the Site Induction Training. In a hospital environment, the employee will receive a presentation by an appropriate person on a relevant subject matter, eg: catering, pharmacy, nursing etc. In a Local Health Office environment, the employee will receive a presentation on Public Health Nursing, Environmental Health Services, Mental Health Services etc. The Site Induction Training is organised through and delivered by the Area Induction Co-ordinator, or by the local line manager if required.

*The Site Induction Checklist is to be completed for all new, promoted, transferred and seconded employees.*

### Line Management responsibility

The Line Manager is responsible for scheduling and releasing staff to attend the Site Induction Training.

The checklist is completed by the Area Induction Co-ordinator, signed by the Line Manager, a copy is placed on the employee's file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process and to ensure the employee attends the Site Induction Training

### Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the documentation provided, eg: Health and Safety Policy, before signing off on the checklist
- To attend Site Induction Training as scheduled

### Site Induction Checklist Timeframe

The Site Induction Checklist must be completed within four months of start of employment.

# THE SITE INDUCTION CHECKLIST

# 17

<b>NAME:</b>
<b>LOCATION:</b>
<b>GRADE:</b>
<b>START OF EMPLOYMENT DATE:</b>
<b>PERSONNEL NUMBER:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**The purpose of the Site Induction Checklist is to provide employees with an overview of the various services provided at site level.**

*○ Tick each box when the action has been thoroughly explained and understood*

	Date Completed	Comments
<input type="radio"/> The employee has received a presentation by an appropriate person(s) who has expertise on the following topics at the Site Induction Training:		
<input type="radio"/> Recruitment Process		
<input type="radio"/> Employment Policies		
<input type="radio"/> Health and Safety Policies		
<input type="radio"/> Occupational Health		
<input type="radio"/> Customer Services, Freedom of Information Policy and Data Protection Policy.		
<input type="radio"/> Payroll and Superannuation Process		
<input type="radio"/> Communications Process		
<input type="radio"/> Trade Union membership		
<input type="radio"/> Risk Management		
<input type="radio"/> Security		
<input type="radio"/> Performance and Development		
<input type="radio"/> Quality & Safety		

	Date Completed	Comments
○ Departmental overview (eg: in a Hospital environment – catering, pharmacy etc. In a Primary Healthcare Office environment, Public Health Nursing, Mental Health Services, etc.)		
List relevant Departments		

*Signed by:*

<b>Employee:</b>		<b>Date:</b>
<small>PRINT NAME</small>	<small>SIGNATURE</small>	
<b>Area Induction Co-ordinator:</b>		<b>Date:</b>
<small>PRINT NAME</small>	<small>SIGNATURE</small>	
<b>Line Manager:</b>		<b>Date:</b>
<small>PRINT NAME</small>	<small>SIGNATURE</small>	

## GUIDELINES FOR COMPLETING THE CORPORATE INDUCTION CHECKLIST

### CHECKLISTS

- 1 Pre-Employment Induction
- 2 Departmental Induction
- 3 Site Induction
- 5 Corporate Induction



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

### How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive Induction procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

### Corporate Induction

Corporate Induction constitutes an introduction to the wider organisation. It sends a consistent message about the values, structures and services of the organisation, in addition to placing people's work in the wider context of the HSE. Corporate Induction will be delivered through e-learning as the employee takes up their new position and also as part of Site Induction Training organised by the Area Induction Co-ordinator.

*The Corporate Induction Checklist must be completed for all new, promoted, transferred and seconded employees.*

### Line Management responsibility

The Line Manager is responsible for scheduling and releasing staff to attend the Site Induction Training.

The checklist is completed by the Area Induction Co-ordinator, signed by the Line Manager, a copy is placed on the employee's file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process
- To release the employee for the Site Induction Training, and ensure that the employee attends

### Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the presentation before signing off on the checklist To attend the Site Induction Training as scheduled
- To complete the on-line Corporate Induction Training

### Corporate Induction Checklist Timeframe

The Corporate Induction Checklist must be completed within four months of start of employment.

# THE CORPORATE INDUCTION CHECKLIST

# 20

<b>NAME:</b>
<b>LOCATION:</b>
<b>GRADE:</b>
<b>START OF EMPLOYMENT DATE:</b>
<b>PERSONNEL NUMBER:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

The purpose of the Corporate Induction Checklist is to provide information to new employees, and to help them to settle in as quickly as possible.

*Tick each box when the action has been thoroughly explained and understood*

The Corporate Induction will be delivered through e-learning as the new employee takes up their new position and will also form part of the Site Induction Training and will involve a presentation by appropriate person(s) who have expertise on the following topics:

	Date Completed	Comments
<input type="radio"/> Overview of HSE Directorates & Director General's Office		
<input type="radio"/> Overview of Finance Directorate		
<input type="radio"/> Overview of Office of Deputy Director General/Chief Operations Officer		
<input type="radio"/> Overview of Primary Care Directorate		
<input type="radio"/> Overview of Acute Services Directorate		
<input type="radio"/> Overview of Social Care Directorate		
<input type="radio"/> Overview of Health & Well Being Directorate		
<input type="radio"/> Overview of Mental Health Directorate		
<input type="radio"/> Overview of Wider Leadership Team Internal Audit Quality & Patient Safety Human Resources Shared Services Communications Transformation & Change Systems Clinical Programmes Cancer Control Programme		

*Signed by:*

<b>Employee:</b> <small>PRINT NAME</small>	 <small>SIGNATURE</small>	<b>Date:</b>
<b>Area Induction Co-ordinator:</b> <small>PRINT NAME</small>	 <small>SIGNATURE</small>	<b>Date:</b>
<b>Line Manager:</b> <small>PRINT NAME</small>	 <small>SIGNATURE</small>	<b>Date:</b>

### Appendix 1 Nursing Policies (Sample)

- Patient specific Health and Safety policies, procedures and safe work procedures.
- Manual handling policies and procedures including the location and use of manual handling equipment.
- Hazard and incident reporting procedures
- Location of Care Plans or individual patient/resident plans
- Security arrangements (particularly when working after hours)
- Location of personal protective equipment (PPE)
- Clinical quality and risk assessment
- Clinical governance procedures
- Ward /Departmental orientation including location of Sluice, treatment room, patient and staff toilets, kitchen, storage areas and nursing office
- Emergency resuscitation trolleys ,oxygen and suction equipment
- General department routine
- Patients profile
- Supplies ordering process
- Patient call bell system – sound of the emergency buzzer
- Clinical Policies Manual and Professional Policies manual
- Discharge policy/infection control policy
- Action in the event of cardiac arrest
- Infusion pumps /syringe drivers
- Manual handling equipment
- Pressure relieving devices
- Observation equipment
- Recognising Deteriorating Patients, Early Warning Scoring and the Observation Chart and escalation (National Early warning Scores (NEWS and I MEWS and ISBAR)
- Documentation in use
- Departmental/Specialty/Team procedures/guidelines
- Pharmacy Department role and related procedures for medicines management
- Child protection
- Vulnerable adults
- Consent
- Educational activities
- Study leave
- Career support

*The appropriate policy documents can be obtained through:*

Department: \_\_\_\_\_

Contact details: \_\_\_\_\_

Details of Departmental policies (where appropriate) regarding safe work practices including skincare, hand washing, infection control, VDUs, provision of protective clothing, waste-management etc.

**In relation to the above, it is the responsibility of the Line Manager to identify the necessary Departmental policies.**

## Appendix 2

## SITE INDUCTION TRAINING BOOKING FORM

Please note Pre-employment and Departmental Induction should be completed prior to submitting booking form for Site Induction Training. Please tick boxes below to confirm completion:

Pre-employment Checklist completed     Departmental Checklist completed

<b>NAME OF NOMINATED EMPLOYEE:</b>
<b>LOCATION:</b>
<b>GRADE:</b>
<b>START OF EMPLOYMENT DATE:</b>
<b>WORK ADDRESS</b>
<b>TELEPHONE</b>
<b>EMAIL</b>
<b>PERSONNEL NUMBER:</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

To: Area Induction Co-ordinator Performance and Development Unit	Subject: <b>SITE INDUCTION TRAINING</b>
From: <small>LINE MANAGER</small>	Address:
Telephone:	
Email:	

I would be grateful if you would reserve a place for this employee on the Site Induction Training.	
<i>Signed by:</i>	
Line Manager:	Date:
<small>PRINT NAME</small>	<small>SIGNATURE</small>

The Line Manager and the Employee will be advised of the venue, date and times of the Site Induction Training on which a place has been reserved for the employee. A minimum of five working days notice must be given to the Area Induction Co-ordinator if this place will not be availed of so that an offer may be extended to someone else.



## Website Support

HSE Website is at [www.hse.ie](http://www.hse.ie)  
HSE Learning Centre is at [www.hseland.ie/learningcentre](http://www.hseland.ie/learningcentre)

### Contact Information

For more information on Induction in your area please contact your local Area Induction Co-ordinator through your Regional HR Department

#### Dublin Mid-Leinster

Area Induction Co-ordinator  
Performance and Development Unit

Tel: 057-935 9852

#### Dublin North East

Area Induction Co-ordinator  
Performance and Development Unit

Tel: 041-685 7816

#### West

Area Induction Co-ordinator  
Performance and Development Unit

Tel: 091-775865

#### South

Area Induction Co-ordinator  
Performance and Development Unit

Tel: 021-4927400

While we have made every effort to ensure that the information contained in this document is free from error, the HSE's organisational structures, roles & responsibilities etc are undergoing a period of significant change in 2014, so please monitor [www.hse.ie](http://www.hse.ie) for future updates.

This document and the accompanying Induction Checklists are not intended, in any way, to excuse a person from doing all that is reasonable to ensure the health & safety of themselves and others.

**HR Leadership, Education & Development**  
**March 2014**

