



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

# Induction Guidelines and Checklists



## **Health Service People Strategy 2015-2018**

The People Strategy, Work Plans and presentation are available on

<http://hse.ie/eng/staff/Resources/hrstrategiesreports/peoplestrategy201518.html>

## Message from National Director of Human Resources

As a significant public services employer our focus for every employee is on building a better health service for the communities we serve and for the colleagues who work with us. Therefore it is of the utmost importance that all our staff feel welcome and included from day one and have access to the information they need to become a productive team member as soon as possible. Ensuring that new staff get a 'good start' begins with a well thought out induction programme.

The **People Strategy 2015-2018** sets out our ambition to be Leaders in People Services and core to this is the emphasis on developing a committed and engaged workforce. Achieving better outcomes requires staff to have a strong sense of connection to the service and support from team colleagues to deliver results.

The **Induction Guidelines** and associated checklists have been developed to assist managers to plan and deliver effective early induction of new staff into the workplace. These guidelines will assist in planning for their arrival and integration into teams, focusing specifically on both the new person and also on how they will be received into the team or department. It is a time of change for all and also an opportunity to demonstrate our commitment to respecting each new staff member by assisting them to get off to a good start.

It is important that through practicing our values of care, compassion, trust and learning we can work together to make sure that all new employees are given the support they need and are performing confidently in their new roles in a way that values and maximises their contribution to services. I am recommending the **Induction Guidelines** as a first critical step in planning this process.

**Rosarii Mannion**

*National Director of Human Resources, HSE*



# Contents

Context	4
<b>Induction Guidelines</b>	
Guidelines	6
Policy Statement	6
What is Induction?	6
Why Induct?	6
Benefits of an Effective Induction	7
Stages of Induction	8
Use of Checklists	8
Induction Checklist Management	8
Implementation of Induction	9
Roles and Responsibilities	9
Levels of Responsibility	9
Pre-Employment Induction	10
How to Book Site Induction Training	11
<b>Induction Checklists</b>	
The Pre-Employment Induction Checklist	14
The Departmental Induction Checklist	16
The Site Induction Checklist	25
The Corporate Induction Checklist	28
<b>Appendices</b>	
<b>Appendix 1</b> Nursing Policies (Sample)	32
<b>Appendix 2</b> Site Induction Booking Form	33
Contact Information	34

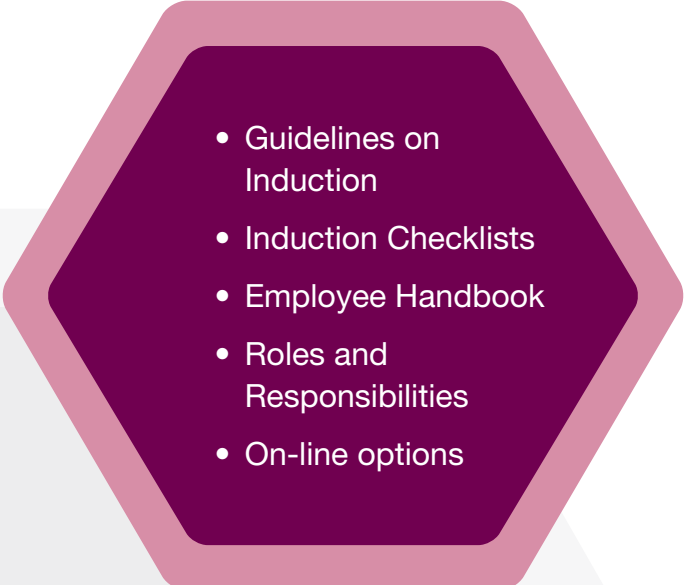
## Context

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 HSE from 1st January, 2005.

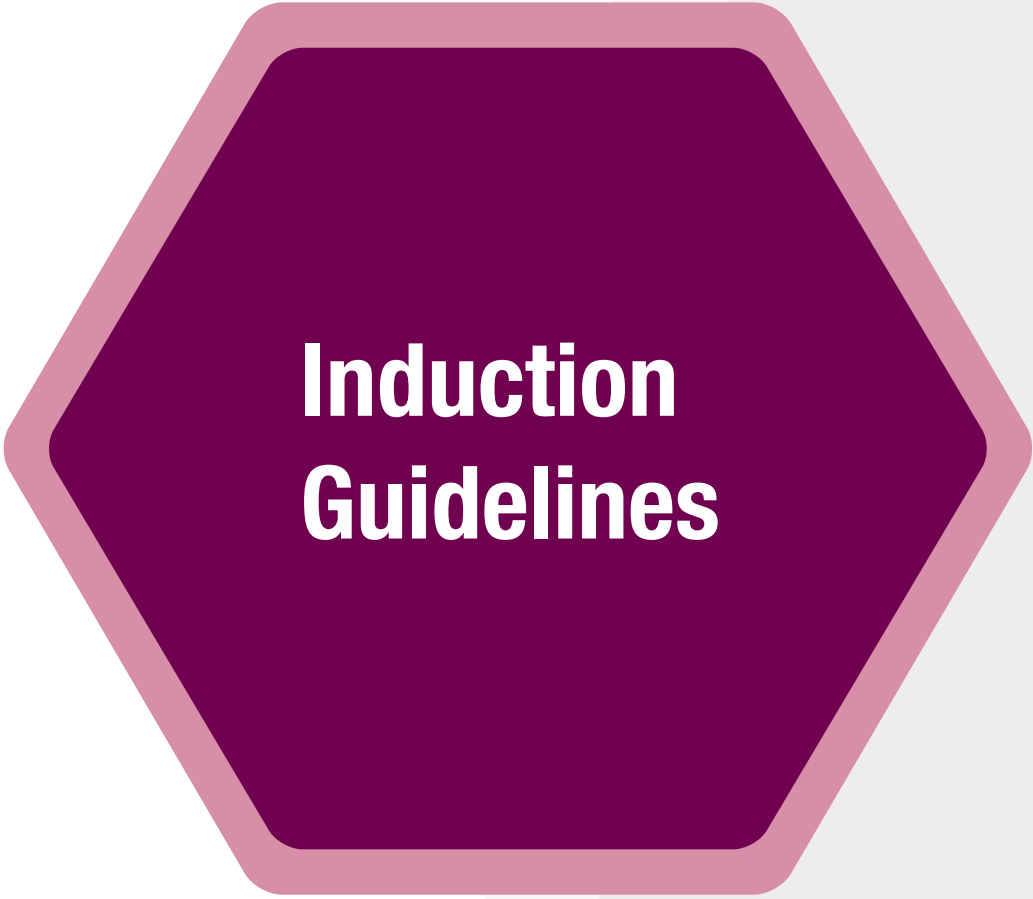
The creation of this unified health system provides an opportunity to develop a standard approach to induction for new and existing employees in line with the People Strategy.

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. Effective employee induction is a key recommendation of the **People Strategy**.

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

This document should be used in tandem with the HSE Employee Handbook.



# **Induction Guidelines**

# Guidelines

The guidelines provide the employer and employee with detailed and relevant information on the induction process. Roles and responsibilities are clearly defined. Timeframes for the completion of each stage of induction are set out herein.

## Policy Statement

It is the responsibility of the HSE 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 a 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 role of the employee and performance expectations
- To commence a process of structured feedback on performance
- To promote an emphasis on customer/service user 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	2	3	4
Stages of Induction	Pre-employment Induction	Departmental Induction	Site Induction	Corporate Induction
Overview	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, especially those who need accommodation, e.g. wheelchair access.	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.	Site Induction is a presentation on various services within the site. In a hospital environment, the employee will receive details from an appropriate person on relevant subject matters, e.g. catering, pharmacy, nursing etc. In a community health organisation environment, the employee will receive details from an appropriate person on public health nursing, environmental health services, mental health services, etc. This will be delivered as part of the Site Induction process.	Corporate Induction constitutes an introduction to the wider organisation. It presents 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 Induction Co-ordinator (where applicable).
Which categories of employees	All new, promoted, transferred and seconded employees.	All new, promoted, transferred and seconded employees.	All new, promoted, transferred and seconded employees except those on fixed term contract <3 months.	All new, promoted, transferred and seconded employees.
Timeline for completion	Before the employee's start date.	Within 2 months of the employee's start date.	Within 4 months of the employee's start date.	Within 4 months of the employee's start date.

## 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 the 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 expectations 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.

## 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

### Senior Management are responsible for:

- Ensuring that induction is a key performance indicator for all 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 may be done jointly with other Line Managers in a natural community, e.g. Directors of Nursing in a particular service area, public health nurses, 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, three months, six 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
- S/he may share out the workload of familiarising the new employee with work practices
- Releasing staff for the Site Induction training and ensuring that they attend
- Recording details of employees who have completed all induction checklists and submit these details, as required

- Arranging all other relevant training identified
- In the event that the new employee has specific necessary accommodations, that these be reviewed with the employee, in consultation with Occupational Health.

### **Employee is responsible for:**

- Co-operating fully with the process by 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

### **Induction Co-ordinator (where applicable) is responsible for:**

- Providing support to Line Managers
- Providing training to Line Managers on how to induct employees
- Producing guidelines for Line Managers on induction
- Reviewing and evaluating the induction process in co-operation with key stakeholders
- Designing and delivering Site Induction training for employees
- Collecting employee details from the local Human Resources Department and recording and monitoring those who have completed induction checklists and training on a monthly basis

## **Pre-Employment Induction**

### **Line Manager**

- Before the new employee joins the department, if possible, 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 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 direct the employee to the HSE's Learning and Development portal at [www.HSELanD.ie](http://www.HSELanD.ie) where a range of e-learning programmes and resources to support induction is available.

### **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 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 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

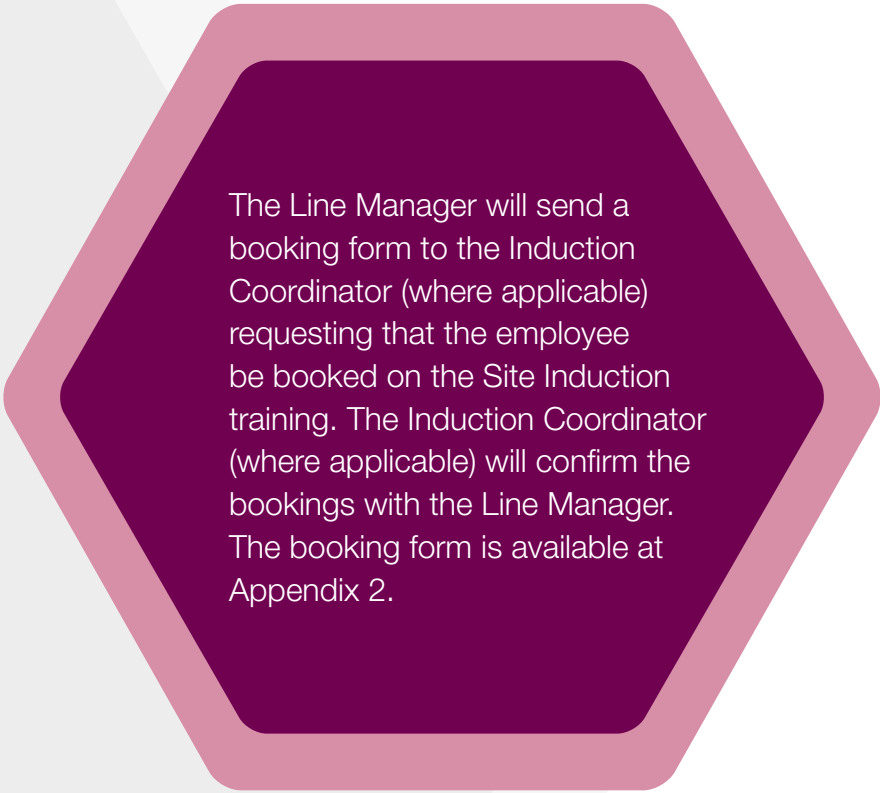
Meetings should be arranged in the first few months between the Line Manager and the employee to discuss how well the employee is performing their duties and if necessary to identify what other support maybe required by the employee. At this stage, the Departmental Induction Checklist should be near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

The Departmental, Site and Corporate Induction Checklists should be completed and signed by the Line Manager and the employee.

## Evaluation Process

A questionnaire may be issued to the Line Manager and the employee by an Induction Co-ordinator (where applicable) 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 materials are. 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 Induction Coordinator (where applicable) requesting that the employee be booked on the Site Induction training. The Induction Coordinator (where applicable) will confirm the bookings with the Line Manager. The booking form is available at Appendix 2.





# **Induction Checklists**

# The Pre-Employment Induction Checklist

## How Induction Checklists will help

Induction checklists are designed to give employees and their Line Managers a guide to the induction process. 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

Name:

Location:

Grade:

Start of Employment Date:

Personnel Number:

**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="checkbox"/> Line Manager to contact new employee before start date to confirm their start time, to tell them where to report to on their first day and to provide any other relevant information that may be required in advance of their arrival on site.		
<input type="checkbox"/> Name of buddy/work colleague assigned		
<input type="checkbox"/> Manager/Supervisor with the responsibility to meet and welcome the new employee on day one designated		
<input type="checkbox"/> Appropriate physical environment for “meet and greet” discussion made available		
<input type="checkbox"/> Accommodation/workspace provided for the new employee if appropriate		
<input type="checkbox"/> Other relevant people notified (IT network support etc)		
<input type="checkbox"/> Check to ensure that the new employee is set up for payroll		
<input type="checkbox"/> Reception, security staff and employees in other relevant Departments informed of employee’s arrival		
<input type="checkbox"/> Identification card/security pass to be issued (where appropriate)		
<input type="checkbox"/> Disability requirements (if relevant), e.g. Access, Assistive Technology, special learning needs, other.		
<input type="checkbox"/> Diversity requirements (if relevant), e.g. Awareness of HSE Diversity Equality and Inclusion statement <a href="http://www.hse.ie">www.hse.ie</a>		
<input type="checkbox"/> Employee file prepared (this should be retained locally for each individual staff member)		
<input type="checkbox"/> Site Induction training booked within four months		
<input type="checkbox"/> Ensure employee contract details are in order		
<input type="checkbox"/> Ensure employees are briefed on accessing online payslips (see employee handbook)		
<input type="checkbox"/> Ensure employees are briefed on exposure prone procedures (where applicable)		

## Completed by:

**Line Manager**

PRINT NAME:

SIGNATURE:

DATE:

# The Departmental Induction Checklist

## How Induction Checklists will help

Induction checklists are designed to give new employees and their Line Managers a guide to the induction process. 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.

## Which categories of employees need to complete the Departmental Induction Checklist?

*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 as follows:

- 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, e.g. 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 attend Site Induction training as scheduled
- To participate fully in the induction process
- To attend scheduled statutory and mandatory training – e.g. manual handling training and fire safety training
- To seek additional clarification if necessary on any aspects of the documentation provided – e.g. Health and Safety Policy – before signing off on the checklist

## Departmental Induction Checklist Timeframe

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

# Departmental Induction Checklist

Name:

Location:

Grade:

Start of Employment Date:

Personnel Number:

**The purpose of the Departmental 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

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Welcome to organisation		
<input type="checkbox"/> Information on confidentiality and professionalism		
<input type="checkbox"/> Information on how induction and probation work		
<input type="checkbox"/> Confirm details of employment contract, including probationary period and payroll details		
<input type="checkbox"/> Introduction to buddy/work colleague assigned		
<input type="checkbox"/> Identify any necessary supports for the employees, e.g. assisted devices		

## Role Clarity and Performance Planning

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Information on assignment of work duties		
<input type="checkbox"/> Introduction to other members of the department/division, briefly explaining responsibilities and utilising organisation charts		
<input type="checkbox"/> Information on the structure and operation of the clinical unit that they will be working within		

## Teamwork

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Details of frequency of team meetings		
<input type="checkbox"/> Introduction to multi-disciplinary working (if applicable)		

## Information about the Department/Division

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> List of staff in the department, their roles, their telephone/ bleep extensions and e-mail addresses		
<input type="checkbox"/> Outline of service plan (if applicable)		
<input type="checkbox"/> Information on the performance achievement process		
<input type="checkbox"/> Details of how information is communicated through the department, i.e. by e-mail, written memorandum etc.		
<input type="checkbox"/> Department/Division structure and organisation chart and clarification on where the new employee sits within that structure		

## Work hours and entitlements

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

## Familiarise with environment

Make new employee familiar with	Date Completed	Comments
<input type="checkbox"/> Entrances/exits and clock-in facilities in the building		
<input type="checkbox"/> Car parking facilities, information on bus/train services, local map if available		
<input type="checkbox"/> Disabled access – familiarisation for able and disabled employees		
<input type="checkbox"/> Assistive technology needs and special learning needs (if any) have been assessed		
<input type="checkbox"/> Workstation/work location		
<input type="checkbox"/> Phone/bleep directories and contact lists		
<input type="checkbox"/> Post/phone/bleep/e-mail/internet/intranet procedures		
<input type="checkbox"/> Tea and coffee-making and canteen facilities		
<input type="checkbox"/> Toilets		
<input type="checkbox"/> Staff room (if any) and staff notice-board		
<input type="checkbox"/> Staff changing facilities (where appropriate)		

## Security

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Keys, security number for door(s), swipe-card and clock-in facilities (where appropriate)		
<input type="checkbox"/> Identification card (where necessary)		
<input type="checkbox"/> Passwords for computer, e-mail etc		
<input type="checkbox"/> Information on after-hours procedures, e.g. exits available and locking up arrangements		

## Health and Safety

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Contact details of Health and Safety Function (Help Desk)		
<input type="checkbox"/> Contact details for Occupational Health (Workplace Health and Wellbeing Department)		
<input type="checkbox"/> Contact details for Employee Assistance & Counselling Service		

Provide new employee with	Date Completed	Comments
<input type="checkbox"/> Departmental safety statement and advise on location of site safety statement		
<input type="checkbox"/> Advise on location of major emergency disaster plan		
<input type="checkbox"/> Information regarding fire exits, e.g. location of fire equipment, map of fire assembly points, and details of evacuation procedure		
<input type="checkbox"/> Information about who is in charge of first aid and safety (either in or outside the department), where to find the nearest first-aid box, and what to do if an accident or emergency occurs		
<input type="checkbox"/> Details of accident/near-miss reporting procedure		
<input type="checkbox"/> The Line Manager will arrange appropriate statutory and mandatory health and safety training, e.g. manual handling training, display screen equipment (DSE) training		
<input type="checkbox"/> List other specific training		

## Policies/Procedures/Guidelines

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

### HR

Policies	Date Completed	Comments
<input type="checkbox"/> HSE Employee Handbook		
<input type="checkbox"/> Terms and Conditions of Employment		
<input type="checkbox"/> Managing Attendance Policy and Procedures		
<input type="checkbox"/> Long Term Absence Benefit Schemes Guidelines		
<input type="checkbox"/> Sick Leave Policy		
<input type="checkbox"/> Policy and Procedure on the Rehabilitation of Employees Back to Work after Illness or Injury		
<input type="checkbox"/> Disciplinary Procedures for Employees of the HSE		
<input type="checkbox"/> Grievance Procedure for the Health Service		
<input type="checkbox"/> Shorter Working Year Scheme		
<input type="checkbox"/> A Guide to Performance Achievement in the HSE		
<input type="checkbox"/> HSE Garda Vetting Process		
<input type="checkbox"/> Policy and Procedure regarding Leave for Elected Representatives of Local Authorities		
<input type="checkbox"/> National Transfer Policy		

Policies	Date Completed	Comments
<input type="checkbox"/> Redeployment of Staff in a National Pandemic or other Major Emergency		
<input type="checkbox"/> Dress Code Policy		
<input type="checkbox"/> Diversity, Equality and Inclusion Strategy		
<input type="checkbox"/> HSEEA Strategy and Action Plan for the Employment of People with Disabilities in the Health Service		

## Corporate

Policies	Date Completed	Comments
<input type="checkbox"/> Data Protection and Freedom of Information		
<input type="checkbox"/> Code of Standards and Behaviour		
<input type="checkbox"/> Dignity at Work Policy		
<input type="checkbox"/> Social and Digital Media Policy and Guidance for HSE Employees		
<input type="checkbox"/> Ethics in Public Office (Grade VIII and above)		
<input type="checkbox"/> Policy Statement on Fraud and Corruption		
<input type="checkbox"/> Anti-Racist Code of Practice		
<input type="checkbox"/> National Financial Regulations – Travel and Subsistence		
<input type="checkbox"/> Health Service Information and Consultation Agreement		
<input type="checkbox"/> The Policy for the Management of Consumer Feedback to include Comments, Compliments and Complaints in the HSE		
<input type="checkbox"/> Integrated Risk Management Policy		

## Health and Safety

Policies	Date Completed	Comments
<input type="checkbox"/> Corporate Safety Statement		
<input type="checkbox"/> Site Specific Safety Statement		
<input type="checkbox"/> Risk Assessment Templates		
<input type="checkbox"/> <ul style="list-style-type: none"> <li>General Risk Assessment Form</li> <li>Biological Agents Risk Assessment Form</li> <li>Chemical Agents Risk Assessment Form</li> <li>Display Screen Equipment Risk Assessment Form</li> <li>Pregnant Employee Risk Assessment Form</li> <li>Workplace Stress Risk Assessment Form</li> </ul>		

Policies	Date Completed	Comments
<input type="checkbox"/> Policy on Management of Work Related Aggression and Violence		
<input type="checkbox"/> Linking Service and Safety		
<input type="checkbox"/> Policy for Prevention and Management of Stress in the Workplace		
<input type="checkbox"/> Policy for Preventing and Managing Critical Incident Stress		
<input type="checkbox"/> Integrated Employee Wellbeing and Welfare Strategy		
<input type="checkbox"/> Manual Handling and People Handling Policy		
<input type="checkbox"/> National Tobacco Free Campus Policy		
<input type="checkbox"/> Policy for Lone Working		
<input type="checkbox"/> Policy on Prevention and Management of Latex Allergy		
<input type="checkbox"/> HSE Policy on the Prevention of Sharps Injuries		
<input type="checkbox"/> Guideline on the Safe Use and Handling of Cytotoxic Drugs		
<input type="checkbox"/> HSE Policy on Statutory Occupational Safety and Health Training		
<input type="checkbox"/> Protecting HSE Staff from Second Hand Smoke in Domestic Settings		
<input type="checkbox"/> Prevention of Blood Borne Diseases in the Health Care Setting		

## Patient Safety

Policies	Date Completed	Comments
<input type="checkbox"/> Trust in Care Policy Document		
<input type="checkbox"/> Open Disclosure Policy		
<input type="checkbox"/> Children First: National Guidance for the Protection and Welfare of Children		
<input type="checkbox"/> Safety Incident Management Policy		
<input type="checkbox"/> Procedures on Protected Disclosures of Information in the Workplace		

## Resources

Policies	Date Completed	Comments
<input type="checkbox"/> Mediation Pack for the Health and Social Care Services		



## External Documents

Policies	Date Completed	Comments
----------	----------------	----------

☐ Health Care Professionals who could be in receipt of Transfers of Value from the Pharmaceutical Industry must read the IPHA Code of Practice for the Pharmaceutical Industry

Please note that the above list is not exhaustive and is subject to change in line with legislative provisions, best practice, and other requirements.

Further information is available on the HSE Intranet and HSE Website in the HR Policies and Procedures Section. If reading this document online, the following links will help: <http://hsenet.hse.ie/home> (this link will only work from a HSE computer) [www.hse.ie](http://www.hse.ie)

It is important that each Line Manager ensures that the appropriate Policies and Procedures are communicated to employees under their area of responsibility (see Appendix 1 for Nursing Policy Information).

List Departmental Policies	Date Completed	Comments
----------------------------	----------------	----------

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

List Departmental Policies	Date Completed	Comments

### Review Dates Scheduled in Diary

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

### Site Induction Training

Provide new employee with	Date Completed	Comments
---------------------------	----------------	----------

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 Induction Co-ordinator (where applicable)

### 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:

##### Employee

PRINT NAME:

SIGNATURE:

DATE:

##### Line Manager

PRINT NAME:

SIGNATURE:

DATE:

# The Site Induction Checklist

## How Induction Checklists will help

Induction checklists are designed to give new employees and their Line Managers a guide to the induction process. 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 is tailored to the environment the individual works in. In a hospital environment, the employee will receive details from an appropriate person on a relevant subject matter, e.g. catering, pharmacy, nursing etc. In a local office environment, the employee will receive details on public health nursing, environmental health services, mental health services etc. The Site Induction training is organised through and delivered by the Induction Co-ordinator (where applicable), or by the local line manager if required.

## Which categories of employees need to complete the Site Induction Checklist?

*The Site Induction Checklist is to be completed for all new, promoted, transferred and seconded employees, except employees on a fixed term contract of less than three months duration.*

## 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 Induction Co-ordinator (where applicable), signed by the Line Manager, a copy is placed on the employees 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 ensure the employee attends the Site Induction training

## Employee Responsibility

- To attend Site Induction training as scheduled
- To participate fully in the induction process
- To seek additional clarification if necessary on any aspects of the documentation provided before signing off on the checklist

## Site Induction Checklist Timeframe

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

# Site Induction Checklist

Name:

Location:

Grade:

Start of Employment Date:

Personnel Number:

**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
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="checkbox"/> Recruitment Process		
<input type="checkbox"/> Employment Policies		
<input type="checkbox"/> Health and Safety Policies		
<input type="checkbox"/> Occupational Health (Workplace Health and Wellbeing)		
<input type="checkbox"/> Customer Services, Freedom of Information Policy and Data Protection Policy		
<input type="checkbox"/> Payroll and Superannuation Process		
<input type="checkbox"/> Communications Process		
<input type="checkbox"/> Trade Union Membership		
<input type="checkbox"/> Risk Management		
<input type="checkbox"/> Security		
<input type="checkbox"/> Leadership, Education and Talent Development		
<input type="checkbox"/> Quality Safety		
<input type="checkbox"/> Diversity, Equality and Inclusion		
<input type="checkbox"/> Departmental overview (e.g. in a hospital environment – catering, pharmacy etc. In a community health organisation environment, public health nursing, mental health services, etc.)		
<input type="checkbox"/> List relevant departments:		

## STATEMENT THAT THE SITE INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received an induction to the site as set out above.

### Signed by:

---

#### Employee

PRINT NAME:

SIGNATURE:

DATE:

---

---

#### Line Manager

PRINT NAME:

SIGNATURE:

DATE:

---

---

#### Induction Co-ordinator (where applicable)

PRINT NAME:

SIGNATURE:

DATE:

---

# The Corporate Induction Checklist

## How Induction Checklists will help

Induction checklists are designed to give new employees and their Line Managers a guide to the induction process. 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 work in the wider context of the HSE. Corporate Induction will be delivered as part of Site Induction training organised by the Induction Co-ordinator (where applicable).

## Which categories of employees need to complete the Corporate Induction Checklist?

*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 Corporate Induction training.

The checklist is completed by the Induction Co-ordinator (where applicable), signed by the Line Manager, a copy is placed on the employees 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 Corporate Induction training, and ensure that the employee attends

## Employee Responsibility

- To attend the Corporate Induction training as scheduled
- To complete the on-line Corporate Induction training
- 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

## Corporate Induction Checklist Timeframe

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

# Corporate Induction Checklist

Name:

Location:

Grade:

Start of Employment Date:

Personnel Number:

**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.**

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 relevant topics.

## STATEMENT THAT THE CORPORATE INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received Corporate Induction.

### Signed by:

#### Employee

PRINT NAME:

SIGNATURE:

DATE:

#### Line Manager

PRINT NAME:

SIGNATURE:

DATE:

#### Induction Co-ordinator (where applicable)

PRINT NAME:

SIGNATURE:

DATE:







# **Appendices**

## 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
- 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
- Pressure relieving devices
- Observation equipment
- Recognising deteriorating patients, early warning scoring and the observation chart and escalation (national early warning scores (NEWS and IMEWS 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 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

---

Name of Nominated Employee:

---

Location:

Grade:

---

Start of Employment Date:

---

Work Address:

---

Telephone:

Email:

---

Personnel Number:

---

**To: Induction Co-ordinator**  
**Subject: Site Induction Training**

From:

LINE MANAGER

---

Address:

---

Telephone:

---

Email:

---

**I would be grateful if you would reserve a place for this employee on the Site Induction training.**

**Signed by:**

---

**Line Manager**

PRINT NAME:

SIGNATURE:

DATE:

---

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 Induction Co-ordinator (where applicable) if this place will not be availed of so that an offer may be extended to someone else.

# Contact Information

For more information on induction please contact the Induction Co-ordinator (where applicable), through the following:

## Leadership, Education and Talent Development Department

For Induction Support in CHO Areas	For Induction support in Hospital Groups	Contact*
1, 2 and 3	SAOLTA and UL Hospital Groups	Tel: 091-775581 or 091-775489
6, 7 and 8	Ireland East and Dublin Midlands Hospital Groups	Tel: 01-2744210
4 and 5	South/South West Hospital Group	Tel: 021-4921213
9	RCSI and Children's Hospital Group	Tel: 041-6857815

\* Contact numbers correct as at February 2017.

## Website Support

HSE Website is at [www.hse.ie](http://www.hse.ie) and from the HSE Learning Centre on [www.hseland.ie](http://www.hseland.ie).

**While we have made every effort to ensure that the information contained in this document is free from error, the HSEs organisational structures, roles and responsibilities etc are undergoing a period of significant change, 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 and safety of themselves and others.



**Published by the Human Resources Division, Health Service Executive**

Available on <http://www.hse.ie>

**For further information please contact:**

Office of the National Director of Human Resources,  
Health Service Executive,  
Dr. Steevens' Hospital,  
Steevens' Lane,  
Dublin 8.

**Phone:** +353 (0)1 635 2319

**Email:** [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**URL:** [www.hse.ie](http://www.hse.ie)

© Health Service Executive 2017