



Local Induction Checklist

2.1

Version Control

Version	Date	Author	Change Summery
2.1	21/07/2022	L Busher	Formatting changes and review

LOCAL INDUCTION CHECKLIST

On this form you will find a copy of the induction checklist. You and your manager should go through this to highlight the important areas that you will need to know in your role.

Employee Name	
Role / Job Title	
Department / Base	
Start Date	
Line Manager	

Pre Employment Checks	Requested / Sent	Date Received / Signed
<p>One of the following seen and copies taken</p> <p>1) Two photographic 'Personal ID' and one 'confirmation of address' document (e.g. passport, photo driving licence, and recent bank statement) OR</p> <p>2) One photographic 'Personal ID' and two 'confirmation of address' documents OR</p> <p>3) If photographic ID is genuinely not available, then all the following are required:</p> <ul style="list-style-type: none"> • Two non-photo personal ID • Two 'confirmation of address' documents • And a passport sized photograph 		
Contract		
DBS		
Check if any special requirements are required for the new employee to carry out their tasks e.g. OH Reasonable adjustments etc		
Personnel Form		
Pay Information issued		
COVID Risk Assessment form		
Qualifications and training certificates checked and accepted		
Photo / head shot with plain background for ID / Smart card		
First Day Induction with Line Manager	Employee initial & date	Line manager initial & date
Welcome to the department		
Structure of organisation explained, and contact information given		
Issue ID Badge		
General tour of office & work area and introduction to staff/colleagues		

Check if all recruitment forms have been returned – specifically 2 x forms of ID and proof of address, Personnel Form, IG agreement, Covid risk assessment, Code of Conduct and Confidentiality agreement.		
Confirm arrangements for pay/and who to contact with queries		
Explain allowances for use of car, insurance requirements and how to submit claims		
Use of Mobile phones allowances and claims if required.		
Discuss hours, breaks, overtime, booking annual leave and probation period		
Laptop issued and as necessary ID and passwords / access to the following software: EMIS, Sesui, Adastra, Docman, Sensei, SharePoint, NHS Mail, N3 token, Smart card Who to contact with IT issues.		
Security <ul style="list-style-type: none"> • Security of personal property • Alarm systems, door codes, Security cards/fobs etc. • Security procedures 		
Provide any necessary equipment including uniform, stationary, diary etc. And explain procedure for ordering		
Fire Safety <ul style="list-style-type: none"> • Cover fire procedure including exits, assembly points, location of alarms, fire extinguishers and evacuation procedure. • Fire drills • Name of fire warden 		
Data Protection <ul style="list-style-type: none"> • Discuss IG Staff Agreement and ensure it is understood and signed • Ensure Code of Conduct and Confidentiality Statement have been signed and returned. 		
Health and Safety – discuss the following <ul style="list-style-type: none"> • Health and safety policy • Employees responsibilities • Risk management and risk assessments • Moving and handling • First aid procedures and first aid facilities • Reporting of accidents, incidents and near misses • Personal safety/home working/ Lone Working Policy/personal safety alarm. Do they need one? • Specific hazards • Work station assessment • Smoking/Alcohol policy • Emergency equipment 		
Employee handbook and where to access company policies		
Communications <ul style="list-style-type: none"> • Email • Meetings / Teams • Telephone systems • Printing / photocopying 		
E-Learning for Health, issue requirements		

<ul style="list-style-type: none"> • Log in details • Expectations and time frames for completion 		
Data Protection Officer		
Induction booked (DATE / TIME / LOCATION (SHOULD BE IN FIRST WEEK))		
<ul style="list-style-type: none"> • IG • Data Protection and Security • E-learning for health • Intranet 		
Business Support		
Induction booked (DATE / TIME / LOCATION (SHOULD BE IN FIRST WEEK))		
<ul style="list-style-type: none"> • IRIS, booking leave, reporting sickness • Digital filing policy • NHS Mail distribution lists and email signatures • CSU – contact information and processes • Purchase orders • Corporate style / templates • Ensure all employment docs have been signed / returned 		
Head of Quality, Governance and Safety		
Induction booked (DATE / TIME / LOCATION (SHOULD BE IN FIRST WEEK))		
<ul style="list-style-type: none"> • Managing incidents • Complaints • Governance • Freedom to speak up • Caldicott Guardian Principles • Safeguarding and reporting concerns 		
Line Manager		
Follow up booked (DATE / TIME / LOCATION (SHOULD BE IN FIRST 2 MONTHS))		
<ul style="list-style-type: none"> • Review JD • Contract Terms and Conditions • Personal Development 		
Nominate a mentor/buddy to help new employee to settle in preferably from same department agreed by Line Manager		
Arrange visits to other departments if relevant (dependant on job role).		

Date completed Local Induction	
Line Managers Signature	
Employees Signature	