

INDUCTION PROGRAMME 2018 DAY ONE

From April 2017 the Trust became a Smoke Free organisation and staff who require any support need to speak to their line manager

08.30	Information Guests	Human Resources Library Payroll Unison
08.45	Registration	Phil Redford
09.00	Welcome and Course Administration	Phil Redford
09.10	Directors Welcome/Getting to know you	Kate Harvey Service Director Children and Young People
09.30	Trust Vision, Values and behaviours Facilitated by Experts by Experience group (includes a 15 min break)	Martin Davies/Dick Franklin and Phil Redford
12.00	Lunch Break	
12.45	Quality Improvement	Phil Redford
13:15	Overview of the Trust Intranet (Doris) to include Ulysses	Phil Redford
	Overview of eHub online learning platform	Phil Redford
	Expenses on Demand	Phil Redford
	eRoster	Phil Redford
14:30	Break	IT Trainer
14:45	Clinical Systems Training	IT Trainer
	IT Skills Questionnaire	IT Trainer
15:45	Conflict Resolution/Breakaway Techniques, includes Counter Fraud sign posting. (Staff who have completed PMVA do not need to stay for this session. If you need to speak to the Bank then please as the facilitator.	Facilitator
16:45	Evaluation & Close	
16:45 – 17:00	All Bank Staff Need to Stay Until 5pm as Trust bank will come and talk to you & Answer Questions	Trust Bank

INDUCTION PROGRAMME DAY TWO

08:45 – HR & Registration

09:15 – Health & Safety

09:45 – Interactive Quiz covering the following topics:
Safeguarding Children/Adults
Information Governance
Infection Prevention & Control
Equality & Diversity

10:45 – BREAK

11:00 – Interactive Quiz Continues

12.00 – 12.30 – LUNCH

12.30 – CPR

14.00 – Moving & Handling Practical Level 2

15:00 – Moving & Handling Practical Level 3 - includes BREAK

17:00 - Finish / Evaluation

Please Note

Admin/Support Staff

Day One - Attend all day

Day Two - Not Required (unless you are not in date with your Mandatory training then you will be required to attend until 12:00).

Clinical Staff working in the following areas

Day One - Attend all day (staff that have completed PMVA will finish at 15:45)

Day Two - If you have completed all UK Core Skills accredited Mandatory Training with another organisation and can evidence this; you will only need to attend **Day One**.

If however you have **never** undertaken this training or you require a refresher then please note the comments below:

Moving & Assisting Training Sessions

- Community Mental Health / Health Visitors / Clinical Staff who do not use Hoists/sliding equipment will finish at **14:00. (level 1 Handling)**
- Adult Mental Health / Clinical Staff who require information on Sitting to standing / falling patient protocols to finish at **15:00. (Level 2 Handling)**
- Older Peoples Mental Health/Bank Mental Health/Community Hospital / Clinical staff that require full patient handling practical to finish at **17:00. (Level 3 Handling)**

NB. Times may be subject to change at short notice.