**NHS Education for Scotland**

**NES Induction Policy**

October 2009

This resource can be made available in full or summary form, in alternative formats and community languages. Please email altformats@nes.scot.nhs.uk to discuss how we can best meet your requirements.

## What is Induction?

The term 'induction' is generally used to describe the whole process whereby employees adjust or acclimatise to their jobs and working environment. As part of this process, 'orientation' can be used to refer to a specific course or training event that new starters attend, and 'socialisation' can be used to describe the way in which new employees build up working relationships and find roles for themselves within their new teams 1.  The NES induction policy recognizes both the importance of orientation and socilisation within the NES Induction process. A good Induction is one of the high impact ways of engaging a new staff member from the onset. Research has proven that if delivered within the appropriate window of time Induction can have measurable benefits for both the individual and the organisation.

Induction is a vital part of the learning process for new staff. Sound induction is essential if they are to understand their role in the organisation and to work effectively in a safe environment. It is a matter of good employment practice that induction training takes place including those working on a temporary, agency or secondment basis. NES recognises that there is a local as well as national aspect to induction and has developed a tailored approach to meet the needs of staff accordingly. In NES we appreciate that induction training is a key part of building and developing a good quality relationship with our employees. We aim to orientate and engage staff quickly getting them comfortable and up to speed, knowing where their role fits in and who can support them in the early stages.

**Benefits of a 'Good Induction'**

• Ensures swift integration of new employee into job role as well as team

• Smooth transfer of existing skills to specific NES post

• Ensures that new employees are retained.

• Makes new employees feel valued and engaged with the organisation

• Gives the new member a road map of how they can begin their journey with their role and within NES.

• Builds greater rapport between the new employee and their team/line manager ensuring a productive relationship in the future.

The NES Induction policy ensures that all new members of staff have clear foundations and clear understanding on how the NES, as a special board, fits into the NHS in Scotland. Corporate Induction introduces new staff to NES vision, mission and values thus familiarising them with the strategy of NES. Well-planned local Induction 'socialises' the new member of staff sets the individual and their team in the best place for productive working relationships.

**Organisational Responsibility**

As a responsible employer NES makes a commitment to ensure a robust induction process is in place for all new staff. NES will invest appropriate resources to meet the needs of induction and to actively evaluate the impact and success of induction activity.

As a responsible employer NES also provide mandatory training in areas such as Equality and Diversity, Health and Safety and Information Governance to ensure all NES employees are trained to the appropriate level required for their post.

Evaluating Induction The NES automated Evaluation Process for Induction ensures that the impact and success of the induction process is regularly reviewed. NES is committed to continually modify and improve the manner and method of its Induction Process in order to ensure it continues to meet the requirements of the Strategic and Operational plans. The organisation will systematically gather evaluation data and report this management information to Business Group, Directors and Staff Governance

**Line Manager Responsibility**

Each Line Manager has a commitment to follow the best practice as outlined in the Induction: Line Managers Guide. Each line manager has the responsibility to create a structured Induction Programme for the new member of staff that is tailored to the specific nature of the NES post the new person is taking on. If, due to special circumstances, this responsibility is delegated, the Line Manager still has a responsibility to oversee the development of the Induction schedule. This schedule should be signed off prior to it being issued to the new employee. It is best practice to meet the new direct report on their first day or have this responsibility delegated to someone within the team.

**Individual Responsibility**

New members of staff can expect to be provided with a tailored Induction programme and they are expected to be proactive in ensuring each stage of the programme is satisfactorily completed. The individual must maximise the learning opportunities on the programme ensuring they make notes, keep copies of relevant documentation and ask questions if they are unsure about anything. The individual is also expected to attend Corporate Induction Day 1 and to complete the appropriate mandatory training within the time agreed with their Line Manager.

**What resource is available?**

The material that supports induction is regularly revised and reviewed in order to keep up with the progressive nature of NES. All material relating to Induction can be found on the intranet. The key components that should be accessed in order to plan for a successful Induction are:

•      The list of structured, supporting organisational processes for induction including a structured induction timetable (contained in Line Manager Guidelines)

•      Guidelines for Managers

•      The Welcome Pack for all new staff

•      'Local Induction' information produced by each Regional Office in NES

•      Corporate Induction Day 1

•      Corporate Induction Day 2

•      Online mandatory training for Equality and Diversity and Health and Safety

•      Half day session for the mandatory Information Governance training

•      Corporate Training Brochure

For full details of Induction Process please visit

http://intranet.nes.scot.nhs.uk/hr/staff_induction/Default.asp

References

1. 1 TAYLOR, S. (2005) People resourcing. 3rd ed. London: Chartered Institute of Personnel and Development.