



**We warmly welcome** you to Jersey and to Health & Community Services (HCS). We hope your time with us will be enjoyable.

Please take this induction checklist to your ward or department on your first shift. In order to ensure a safe and effective induction, both you and your supervisor (or inducting staff member) are required to complete each topic listed. You must both sign and date the checklist when you agree all elements have been adequately covered. If you feel that any area has been missed, and you require further information, please bring it to the attention of the person completing induction with you. If there is no one available to complete this checklist, please phone switchboard on 01534 442000 and ask to be put through to the on call site manager to let them know. If any item listed on this checklist does not apply, please mark 'N/A'. Your eLearning should be completed prior to your shift start.

Agency/Bank colleagues: **This completed checklist MUST be submitted with the first timesheet**

**To be completed by the temporary staffing team:**

Name of temporary staff member	
Job title	
Specialty / ward	
Start date	
First shift time (e.g.16:00-12:00)	
End date	
Supervisor	
Name of person to induct staff member if not the supervisor	

**When you arrive**

<b>Accommodation</b>	<p>Please make your way to the Jersey General Hospital (approximately a 5-10 minute walk from the bus station, or take a taxi to the Parade entrance of the hospital). Please give the switchboard office a call on <u>01534 442000</u> and inform them you are here to collect your accommodation keys. Please take photographic ID with you as you are required to sign for collection of the keys. You will have an envelope which will enclose the address and details of your accommodation along with the keys, this also includes things like WIFI passwords. There may also be some MRSA swabs left with your keys to enable you to complete one of the actions listed in the next section. Should you have any queries about your accommodation please contact the accommodation office directly, details below.</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:AccommodationOffice@health.gov.je">AccommodationOffice@health.gov.je</a></li> <li>• Telephone: 01534 4 [redacted] or 01534 4 [redacted]</li> <li>• Opening times: Mon-Fri 09:00 – 17:00</li> </ul>
<b>Reporting instructions (in / out hours)</b>	<p><b>In hours</b></p> <p><b>AHP Staff: Please report to your Manager / Department</b></p>

	<p><b>Medical Staff:</b> Meet at 08:20am outside Peter Crill House where you will be met by the locum Coordinator. You will be taken to IT training for 08:30am. The IT trainers will take you to your ward or department.</p> <p><b>Nursing Staff:</b> Please report to the Nurse Bank office, 3<sup>rd</sup> Floor Peter Crill House. You will be taken to IT Training. Please bring a form of ID with you to your first shift</p>
	<p><b>Out of hours</b></p> <p><b>Medical Staff:</b> Collect a temporary badge from switchboard and make your way to the department / ward where you will be working. The ward supervisor will have your IT login details.</p> <p>Please bring a form of ID with you to your first shift</p>

Actions for you	
<b>Infection control</b>	We follow the Scandinavian policy with regards MRSA Screening. MRSA Swabs will either be left at Switchboard with your accommodation keys or on your ward for you to complete and return in the Drop Box near Pathology on the ground floor in the linking corridor between main reception and outpatients.
<b>ID badge</b>	Please visit Hospital Switchboard and ask for directions to the ID badge office, which is open Monday, Wednesday & Friday, 1pm – 2pm. Please obtain a photo ID when the ID badge is open and only use a temporary pass from Switchboard when the ID badge is not open.
<b>IT training</b>	In hours: Your IT training will usually be the first thing you do before starting your shift and we will confirm the time of this once it has been arranged. IT training usually takes place in room 6 of the education centre.  Out of hours: Your supervisor / ward will have your login details. If not, please phone switchboard and speak to the clinical coordinator (bleep <span style="background-color: yellow;">      </span> ).
<b>EPMA/Maxims</b>	<p><b>EPMA</b></p> <p>In order to grant access staff need to complete the appropriate Maxims/EPMA e-learning module to your role, available via virtual college</p> <ul style="list-style-type: none"> <li>▪ Doctors / prescribers – “EPMA prescribing”</li> <li>▪ Nurses / midwives / anyone administering medicines – “EPMA Administration”</li> <li>▪ Pharmacy staff – “EPMA pharmacy”</li> </ul> <p>Medical staff: Once the above eLearning has been completed please phone 01534 4(42011) requesting your login details. This phone line is manned between 8am – 5pm Monday – Friday. You are able to phone them and obtain login details before you arrive in Jersey. You need to tell the team you have completed the eLearning session for EPMA. Contact bleep <span style="background-color: yellow;">      </span> if you have any access issues with EPMA out of hours.</p> <p>Nursing staff: Once the above eLearning has been completed, please notify your ward supervisor who will help you obtain your password.</p> <p>Pharmacy staff: Once the above is completed phone <span style="background-color: yellow;">      </span> on 01534 4(<span style="background-color: yellow;">      </span>) to obtain your login details.</p> <p><b>Maxims</b></p> <p>Email <a href="mailto:HSS.ICTTrainers@health.gov.je">HSS.ICTTrainers@health.gov.je</a> on completion of online Maxims elearning to book face to face training session. Tel. 01534 442020 (password and username will be provided).</p>
	<u>All mandatory eLearning modules must have been completed prior to your shift start</u>

<b>Mandatory training</b>	Allied Health Professionals	<ol style="list-style-type: none"> <li>1. Infection Control Clinical</li> <li>2. MAYBO</li> <li>3. Data Protection</li> <li>4. Health &amp; Safety</li> <li>5. Safeguarding</li> </ol> Add if working in Pharmacy: <ol style="list-style-type: none"> <li>1. EPMA administration</li> </ol>
	Health Care Assistants	<ol style="list-style-type: none"> <li>1. Maxims OrderComms Order &amp; Collect</li> <li>2. Mandatory and Statutory Maxims</li> <li>3. Infection Control Clinical</li> <li>4. MAYBO</li> <li>5. Data Protection</li> <li>6. Health &amp; Safety</li> <li>7. Safeguarding</li> </ol>
	Medical Staff	<ol style="list-style-type: none"> <li>1. NEWS2</li> <li>2. Mandatory and Statutory Maxims</li> <li>3. Maxims OrderComms</li> <li>4. Speech Report (G2) Authors (20 minutes)</li> <li>5. EPMA – digital prescribing (2 hours)</li> <li>6. Data Protection</li> <li>7. Infection Control Clinical</li> <li>8. Safeguarding</li> <li>9. MAYBO</li> <li>10. Health &amp; Safety</li> </ol> Add if working in ED: <ol style="list-style-type: none"> <li>11. Emergency Department Doctor (30 minutes)</li> </ol> Add if working in Mental Health: <ol style="list-style-type: none"> <li>12. CarePartner</li> </ol> G&A doctors Inpatient or Outpatient <ol style="list-style-type: none"> <li>13. Doctors Supplemental (30 minutes)</li> </ol>
	Nursing Staff	<ol style="list-style-type: none"> <li>1.) NEWS2</li> <li>2.) Mandatory and Statutory Maxims</li> <li>3.) Maxims OrderComms</li> <li>4.) EPMA administration</li> <li>5.) Infection Control Clinical</li> <li>6.) MAYBO</li> <li>7.) Data Protection</li> <li>8.) Health &amp; Safety</li> <li>9.) Safeguarding</li> </ol> Add if working in Mental Health: <ol style="list-style-type: none"> <li>10.) CarePartner</li> </ol> Add if working in ED: <ol style="list-style-type: none"> <li>11.) ED Nurse</li> </ol>

<b>Introducing you to your workplace *Your first shift*</b>	Date completed
<b>The start</b>	
<ul style="list-style-type: none"> <li>• Identity check</li> </ul>	
<ul style="list-style-type: none"> <li>• Has an ID badge been issued / temporary badge collected</li> </ul>	
<ul style="list-style-type: none"> <li>• Does staff member have access to all IT systems required</li> </ul>	
<ul style="list-style-type: none"> <li>• Check that MRSA swabs have been completed and taken to Pathology</li> </ul>	
<ul style="list-style-type: none"> <li>• Dress code requirement / provide uniform if applicable</li> </ul>	
<b>Introduction to key colleagues</b>	
<ul style="list-style-type: none"> <li>• Roles &amp; responsibilities of multidisciplinary team members</li> </ul>	

<ul style="list-style-type: none"> <li>• Provide a buddy or mentor within the area of work to welcome and provide help and assistance [Name: _____ ]</li> </ul>	
<ul style="list-style-type: none"> <li>• Rota / shift coordinator &amp; how to contact</li> </ul>	
<b>Supervision arrangements</b>	
<ul style="list-style-type: none"> <li>• Who you are responsible to and responsible for</li> </ul>	
<ul style="list-style-type: none"> <li>• How to find out which staff are on duty</li> </ul>	
<ul style="list-style-type: none"> <li>• How to contact senior members of staff on duty</li> </ul>	
<ul style="list-style-type: none"> <li>• Who to go to for help / escalation policy</li> </ul>	
<b>Discuss duties of role and any limitations</b>	
<ul style="list-style-type: none"> <li>• Expectations and limitations</li> </ul>	
<ul style="list-style-type: none"> <li>• Any out of hours work</li> </ul>	
Any training needs identified:	
Action:	
<b>Timetabling &amp; Rota</b>	
<ul style="list-style-type: none"> <li>• Hours of work / rota or on call requirements</li> </ul>	
<ul style="list-style-type: none"> <li>• Breaks</li> </ul>	
<ul style="list-style-type: none"> <li>• How to access staff rosters / who are the senior staff on duty</li> </ul>	
<ul style="list-style-type: none"> <li>• Time &amp; location of ward rounds, handover, MDT meeting and safety huddles</li> </ul>	
<ul style="list-style-type: none"> <li>• Sickness/absence reporting procedure explained</li> </ul>	
<b>Tour of the department / ward</b>	
<ul style="list-style-type: none"> <li>• Rest areas and changing facilities &amp; any keys/codes</li> </ul>	
<ul style="list-style-type: none"> <li>• Door entry codes</li> </ul>	
<ul style="list-style-type: none"> <li>• Toilets</li> </ul>	
<ul style="list-style-type: none"> <li>• Security</li> </ul>	
<ul style="list-style-type: none"> <li>• Ward / office / drug keys</li> </ul>	
<ul style="list-style-type: none"> <li>• Where things are kept</li> </ul>	
<b>Resuscitation procedures:</b>	
<ul style="list-style-type: none"> <li>• Equipment / procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Crash trolley location</li> </ul>	
<ul style="list-style-type: none"> <li>• When &amp; how to escalate a patient, and responsibilities</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency telephone numbers</li> </ul>	
<b>Infection control</b>	
<ul style="list-style-type: none"> <li>• Fit Mask testing arranged</li> </ul>	
<ul style="list-style-type: none"> <li>• Department COVID swabbing arranged</li> </ul>	
<ul style="list-style-type: none"> <li>• Hand hygiene procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Enhanced cleaning of work areas</li> </ul>	
<ul style="list-style-type: none"> <li>• PPE &amp; where it is located</li> </ul>	
<b>Fire Safety</b>	
<ul style="list-style-type: none"> <li>• Location of fire alarms, extinguishers and exits</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire evacuation procedure</li> </ul>	
<b>Clinical equipment to be used</b>	
<ul style="list-style-type: none"> <li>• Location of any specific equipment</li> </ul>	

<ul style="list-style-type: none"> <li>Any training required</li> </ul>	
<b>How to report an incident (Datix)</b>	
<b>Any other department / ward specific information</b> For example <ul style="list-style-type: none"> <li>Daily ward / department routine</li> <li>Key documents used within the ward / department</li> <li>Admission and Discharge procedure / documentation</li> <li>Health &amp; Safety, waste disposal</li> <li>Moving &amp; Handling – any relevant guidance</li> <li>Location of emergency equipment</li> <li>Medicines safety procedures</li> <li>Medical Records – how to obtain and return notes</li> <li>Useful telephone numbers</li> <li>relevant policies/procedures/protocols for work area</li> <li>Any patients that need specific discussion</li> <li>Procedure for dealing with violent or aggressive patients and / or relatives</li> </ul>	
<b>Actions arising from issues or queries identified during induction:</b>	

### Sign offs

This checklist is required to be completed within 48 hours of the first shift, signed by both supervisor and temporary staff member and attached to the temporary workers' first time sheet in order for payment to be made.

#### Supervisor Declaration

I am satisfied that all subjects in induction have been completed to my satisfaction and that of my staff member

<b>Supervisor Name</b>	Signature	Date
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#### New Staff Member Declaration

I can confirm that the above information has been discussed with me, that I fully understand all of the information given to me in induction and have asked my Supervisor any remaining questions that I may have had. I know who to approach if I need help or assistance. I have been made aware of the HCS escalation process.

<b>Temporary Staff Member Name</b>	Signature	Date
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#### Returning this checklist

Nursing & AHPs: [bankandrostering@health.gov.je](mailto:bankandrostering@health.gov.je)

Medical:            [@health.gov.je](mailto:          @health.gov.je) or via locum agency Once this induction checklist has been completed it should be placed on the individual's personal file