



Appendix 5: AGENCY NURSE CHECKLIST

Please use correct induction list relating to the temporary member of staff's role.	Agency Nurses	Temp HCA	Temp Clinical Staff	Temp Therapy Staff	Completed Please ✓ as appropriate YES / NO
1. Have you had Level 2 or above Safeguarding Training or relevant Safeguarding update within the last year? NB: If NO the worker is unable to continue working and must be sent off duty and TSO and Agency informed	✓	✓	✓	✓	
2. Orientation to the Ward/clinical area	✓	✓	✓	✓	
3. Fire Procedure, (exits and evacuations)	✓	✓	✓	✓	
4. Cardiac arrest and urgent help procedure - Dial 2222.	✓	✓	✓	✓	
5. Location of both Resus Trolley and Sepsis boxes	✓	✓	✓	✓	
6. Procedure for use of the Sepsis Screening Tool and application of Sepsis 6 Protocol.	✓		✓		
6a Hypo/Hyperglycaemia pathway.	✓		✓		
7. Procedure to contact an on call doctor	✓				
8. Nurse Call System & Vocera	✓	✓	✓	✓	
9. MRSA screening swabs	✓	✓			
10. NEWS & AVPU Observations	✓				
11. VIP scoring	✓		✓		
12. Medical Equipment	✓	✓		✓	
12a Glucometer.	✓	✓		✓	
13. Moving and Handling Equipment	✓	✓	✓	✓	
14. Pharmacy Procedure to include IVI Policy	✓				
15. Admission Documentation	✓				
16. Discharge Procedure	✓				
17. FM Helpdesk number 3005	✓	✓	✓	✓	
18. Pneumatic Tube system	✓	✓			
19. NERVE Centre familiarisation	✓	✓			
20. Positive & Negative Isolation	✓	✓	✓		
21. Security Procedures, (smartcards, ID Badge, agency name badge) Swipe Card	✓	✓	✓	✓	
22. Bare below the elbows policy / Uniform Policy	✓	✓	✓	✓	
23. Incident reporting	✓	✓	✓	✓	
24. Complaint procedure (Patients)	✓	✓	✓	✓	
25. Sickness reporting if booked for more than one shift	✓	✓	✓	✓	
26. PAS and IT Systems Access	✓		✓	✓	
27. Sharps injuries and disposal of sharps	✓	✓	✓	✓	
28. Red Tray System	✓	✓	✓	✓	
29. Correct procedure for cleaning a commode	✓	✓	✓	✓	
30. Covid 19 and IPC controls/procedures	✓	✓	✓	✓	

Agency Workers Signature..... Date...../...../.....

Induction completed by: (Please print name).....

Signature and Date Date...../...../.....

Once Completed please send a copy to PETTS Administration Department, Level 1, Education Centre or to sfh-tr.petts@nhs.net



Operating Departments

Short Induction Programme for Bank / Agency and Personnel on in site visits
 (to be completed on or before the first day of visit).

Name.....

Designation.....

Supervisor in operating department.....

Duration of Placement..... (if applicable)

(This induction package must be completed on the first morning)

Rationale for Placement

One copy of this document to be retained by the individual and one in the Co-ordinators Office (folder) if Bank. If Agency one to the Professional Education Training Team.

	Date	Sign information given	Sign information received	N/A
Have you had Level 2 or above Safeguarding Training or relevant Safeguarding update within the last year? NB: If NO the worker is unable to continue working and must be sent off duty and TSO and Agency informed				
Security procedures – ID Badge, Agency name badge letter or e-mail confirming placement *				
Limited Orientation to the department				
Introduction to supervisor				
Contacting the department in case of non-attendance (if booked for more than 1 shift				
Dress code /bare below the elbows policy				
Infection control procedures to include completion of VIP charts, Covid 19 and where to find MRSA results in documentation				
Security of personal possessions				
Departmental Fire procedures (exits and evacuations)				
Cardiac arrest procedure				
Location of resuscitation equipment, sepsis boxes and sepsis tool (Recovery staff)				
Location of difficult intubation equipment				
Major haemorrhage protocol				
NEWS & AVPU (Recovery only)				
Department specific issues <ul style="list-style-type: none"> • Communication in the anesthetic room • Privacy and dignity • Mobile Phones • Confidentiality and data protection 				



<ul style="list-style-type: none"> • Restricted entry • High risk patients • PPE *(masks, x-ray protection, lasers etc) 				
Sharps safety brief discussion				
Reporting procedures for incidents / accidents				
Moving and handling equipment				
Key management in the department – House keys location, theatre keys, pharmacy keys				

Completed by.....(Print Name)

All the above identified information has been discussed and understood by me

Signature of individual.....Date.....



AGENCY NURSE

Guidelines for Induction

The nurse in charge will use the Appendix 5 checklist to induct all agency workers joining the Trust. This must be completed after handover and before the worker has any patient contact.

The Ward Leader or nurse in charge will issue an Induction Card to the agency worker. They will then need to produce this card when they are next booked to work a shift to provide validation of induction. If no card can be produced, the full induction must be completed again before they can work.

The Induction Card is valid for 6 months. Once it expires, a full local induction must be completed, and a new card must be issued. Due to the ward layout at Kings Mill, Mansfield Community and Newark, one induction card covers all wards.

The checklist must be completed by the end of the agency workers first shift. Once completed, a copy must be sent to the Professional Education Training Team at: sfh-tr.petts@nhs.net

Monitoring and Audit Procedure

Step One: All agency staff data is sent to the Professional Education and Training Team

Step Two: Copies of the agency workers' induction checklist are returned to the Professional Education and Training Team for recording and monitoring.

Step Three: A monthly audit will be carried out by the Professional Education and Training team to check the returned induction checklists against names received from the Temporary Staffing Office

Step Four: The Professional Education and Training Team will send a monthly letter to Ward /Department Leaders identifying agency workers who have not completed an induction checklist and are not complying with the Induction Policy for agency workers.

Step Five: The Professional Education will send outstanding audit results to the Heads of Nursing and Divisional Matrons on a bi-monthly basis for monitoring so compliance gaps can be addressed.