



Appendix 4: Local Induction Checklist

The line manager will go through and complete this with employee within the first 4 weeks, sending to sfh-tr.trainingattendants@nhs.net once it is complete.

This can be used as a core induction checklist for non-clinical roles, adding additional job-specific elements.

Employee		Manager	
Job Title		Job Title	
Department		Date completed	

Task	Date Completed
Attended Corporate Orientation	
Completed essential E-Learning	
Email and passwords issued	
Department security Keys Door/alarm codes Fire safety/evacuation 2222 number explain Uniform and Policy	
Introduction to team and overview of department/ divisional structure	
Information on key contacts	
Expectations and responsibilities of the role with hours of work	
Department policies and procedures discussed including: Financial procedure Booking annual leave Sickness reporting Special Leave Conflict of interest – Completed and placed in file	
Relevant department information and procedures	
Where to seek help and advice including: People Development , FTSU , wellbeing and staff Networks	
People Development Procedures including Speak Up Policy and Bullying and Harassment	
How to access Training and Development and book courses	
Appraisal paperwork begins, 30 Day conversation occurs and document placed in personal file.	
How to navigate the Trust intranet site and where to find key information	
Where to access Trust Policies	
Moving and handling awareness	



Reporting procedures (Incidents/ Accidents)	
No smoking policy	
Information Governance	
Infection Control standards and practices	
Sharps and Injuries Information	
Completed the E-Learning DSE and workstation assessment if regularly works with display screen equipment for more than 2 hours in a working day.	
Clinical/professional/department standards	
Minimum standards of performance in the role linked with KSF post outline and CARE values	
Appropriate records to be kept and information resources available	

Employee
Signature

Manager
Signature

Send to sfh-tr.trainingattendants@nhs.net once complete.
 For further guidance contact sfh-tr.learninganddevelopment@nhs.net