



# Corporate and Local Induction Policy

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Date Approved: September 2016



<b>Document Reference</b>	PO – Corporate & Local Induction Policy
<b>Version</b>	V:6.6
<b>Responsible Committee</b>	Education and Training Group
<b>Responsible Director (title)</b>	Director of Workforce and Organisational Development
<b>Document Author (title)</b>	Learning and Development Manager
<b>Approved By</b>	Trust Management Group
<b>Date Approved</b>	September 2016
<b>Review Date</b>	August 2021
<b>Equality Impact Assessed</b>	Yes
<b>Protective Marking</b>	Not Protectively Marked

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Status</b>	<b>Description of Change</b>
1	18/11/08	CM Sharp	A	
2	01/06/11	CM Sharp	A	Review extension TEG
3	01/11/11	CM Sharp	A	Update of YAS Governance
4	01/09/12	CM Sharp	A	Update of Organisational structure
4.1	01/11/13	CM Sharp	D	Full review and update to new template
5.0	23/04/14	CM Sharp	A	Approved by SMG 23/04/14
5.1	01/06/16	M Varley	D	Full review and update to address: <ul style="list-style-type: none"> <li>• The role of compliancy dashboards in policy monitoring</li> <li>• Update team names for core responsibilities</li> <li>• Volunteer scheme management processes</li> <li>• Updated process flowcharts Appendix B, C and D</li> </ul>
5.2	30/08/16	M Travis, Risk	D	Added staff summary table
6.0	07/09/16		A	TMG
6.1	Feb 18	Risk Team	A	Document formatted – New visual identity
6.2	July 18	Risk Team	A	July 18 TMG approved extension until December 2018
6.3	Feb 19	Wendy Kelvin	A	TMG approved extension until Aug 2019.
6.4	Aug 19	Wendy Kelvin	A	TMG approved extension until Jan 2020
6.5	Nov 2020	Ruth Parker	D	TMG approved extension until Feb 2021
6.6	Jan 2021	Risk Team	D	TMG approved extension until Aug 2021

A = Approved D = Draft

Document Author = Head of Leadership & Learning and Learning and Development Manager

**Document Control Information**

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## Staff Summary

The induction policy applies to all Permanent, Fixed Term, Temporary employees and employees with a honorary contract joining the trust
The policy also applies to voluntary staff who do not have a contract of employment but are subject to the management arrangements of the Trust
All new employees directly employed under a contract of employment with the organisation (temp or permanent) must attend a Corporate Induction programme and complete a Local Induction and submit the relevant paperwork
Volunteers are only required to complete only a local induction. Voluntary staff are classed as staff who are working without a contact of employment but are subject to the management arrangements of the Trust such as Community First Responders and Voluntary Car Drivers
The policy explains the process for ensuring that all new permanent staff are booked onto and complete a Corporate and Local Induction and sets out the full procedural flowchart for the management of the Corporate and Local Induction process
Monitoring of completion of induction is via the Workforce Compliancy Dashboard
Corporate induction covers: <ul style="list-style-type: none"><li>• The Vision and Values of the Yorkshire Ambulance Service NHS Trust including the provision of a corporate welcome led by a Senior Manager or Director</li><li>• How the new starter contributes to the Vision and Values of YAS</li><li>• An overview of the Trusts Core Services</li><li>• Openness, Honesty &amp; Integrity and how to raise concerns</li><li>• Patient Experience linked to the Trusts core values</li></ul>

## **1.0 Introduction**

**1.1** The Corporate and Local Induction Policy aims to provide detail of, and clarity to, the induction programme, the support provided and the responsibilities of those involved in the process. Through the induction process employees will gain the basic knowledge and skills to ensure a safe and informed working environment is maintained. Roles and responsibilities can be found in Appendix A

## **2.0 Purpose/Scope**

**2.1** The Corporate and Local Induction Policy has been designed to ensure that all new staff joining the organisation will receive the appropriate information about YAS, and their area of work. The Trust aims to ensure that all new staff have an understanding of how their role provides a valuable contribution to the Trusts Vision and Values.

**2.2** The policy is designed to ensure consistent and effective practice. The Trust is committed to releasing staff to undertake both Corporate and Local Induction and will monitor compliance through the Compliancy Dashboard.

## **3.0 Process**

**3.1** Process for ensuring that all new permanent staff are booked onto and complete a Corporate and Local Induction

3.1.1 The full procedural flowchart for the management of the Corporate and Local Induction process is detailed in Appendices B, C and D

3.1.2 The Oracle Learning Management System (OLM) will be used to record and report all new staff that undertake both Corporate and Local Induction.

3.1.3 The Workforce Information (WI) team will link all relevant Induction and Statutory and Mandatory competencies attached to each new starter's role.

3.1.4 The WI team will update, on a weekly basis, a new starter report including all new appointments under contract of employment with the Trust. The information required includes:

- Name and payroll number (ESR Number)
- Start date
- Job Role
- Work Base Location
- Preferred postal address for new employee
- Department/Directorate/CBU
- If they will be managing staff (if known)

3.1.5 All new employees joining the Trust under a contract of employment will be allocated a Corporate Induction date:

### **Operational staff**

- HR will inform the Training Administration team of all operational staff who have satisfactorily completed all pre-employment checks.
- The Training Administration team will write to the new staff informing them of the

date, time and venue of the Corporate Induction and training programme they have been allocated to.

### **Non-operational staff**

- All non-operational staff that has satisfactorily completed all pre-employment checks will be included in the weekly New Starter Report. The report will be accessed by the Leadership and Learning (L&L) team who will allocate a place on the next available Corporate Induction.
- The L&L team will write to the new staff informing them of the date, time and venue of their corporate induction

3.1.6 Following attendance at a Corporate Induction, the L&L team will update OLM records from the course register.

3.1.7 The Local Induction will start when a new employee arrives at their base / department and the appropriate Local Induction Checklist provided within this policy (see appendices E, F, G or H) will be used to complete and record the Local Induction.

### **3.2 Process for following up those who fail to complete Corporate and Local Induction**

3.2.1 The L&L team will inform individual line managers of non-attendance of any of their staff at Corporate Induction or non-completion of Local Induction and remind managers of the requirement that the new employee will attend the next available Corporate Induction and complete and return local induction paperwork.

3.2.2 The L&L team inform, via the compliancy dashboard, the appropriate Associate Director or Executive Director of a failure to return the Local Induction Checklist and/or failure for the employee to attend Corporate Induction.

3.2.3 The Workforce and Organisational Development (WOD) Directorate will use compliancy dashboard to effectively monitor compliance against the employees' competence record

3.2.5 The WOD Directorate will reserve the right to withhold any non-mandatory education and training provision until the employee has successfully attended and completed this requirement.

### **3.3 Process for checking that all Voluntary staff under the Management arrangements of the Trust completes a Local Induction**

3.3.1 The scheme administrator for Community First Responders (CFRs) will be responsible for ensuring that all new voluntary CFRs receive a local induction into their scheme area. Documentation on the completion of each Local Induction will be retained by the scheme administrators and recorded on a secure database.

3.3.4 Volunteer car drivers will be added onto OLM/ESR, by the WI team, at the point all pre-employment checks have been satisfactorily completed. The Volunteer Car Service (VCS) scheme administrator will ensure each VCS volunteer has their Local Induction. Documentation on the completion of each Local Induction will be retained by the scheme administrators. The VCS scheme administrator will notify the L&L team of completed Local Inductions to allow OLM records to be updated.

### **3.4 Process for following up on those volunteers who fail to completed Local Induction**

3.4.1 VCS and CFR administrators are responsible for reporting failure to complete Local Inductions to the accountable person responsible for their volunteer scheme and the accountable person must ensure that local inductions are completed and the paperwork is returned and recorded in line with their agreed process as defined in 3.3.

## **4.0 Training**

### **4.1 The Corporate Induction**

4.1.1 This is a half-day session aimed at all employees and as a minimum provides:

- The Vision and Values of the Yorkshire Ambulance Service NHS Trust including the provision of a corporate welcome led by a Senior Manager or Director
- How the new starter contributes to the Vision and Values of YAS
- Overview of the Trusts Core Services
- Openness, Honesty & Integrity - Raising Concerns
- Patient Experience linked to each of the Trusts core values

4.1.2 Non-operational staff are required to complete a further half day training in the afternoon of the Corporate Induction to cover some key areas of mandatory training, this includes:

- Risk and Safety Awareness
- Safeguarding
- Fire Safety & Prevention
- Infection, Prevention & Control
- Basic Life Support

4.1.3 All new contracted employees will be expected to complete the Corporate Induction within three months of starting employment.

### **4.2 Local Induction**

4.2.1 This is for all new employees; both those under contract of employment (temporary or permanent) and volunteers. For both groups of staff a Local Induction Checklist should be completed by the manager/supervisor along with the new starter on or before the first day on duty. The Local Induction Checklist documents contain all the essential areas to be discussed and demonstrated. As a minimum the following should be covered on the Local Induction Checklist:

- Basic workplace orientation, including fire safety procedures
- Conditions of employment where applicable

4.2.2 The Local Induction Checklist for employed staff should be returned to the L&L team within two weeks of commencement of employment. Details of where to return documentation can be found on the Local Induction Checklist.

4.2.3 The Local Induction Checklists for voluntary staff must be returned to, and



retained, by the scheme administrators and recorded for each group as follows:

- CFR on the secure database associated
- VCS administrator to inform the L&L team to record on OLM

## 5.0 Implementation Plan

5.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction.

Standard	Monitor
Duties	<p>The Learning and Development Manager has overall responsibility for reporting compliance of Corporate and Local Inductions.</p> <p>As part of the Yorkshire Ambulance Service's clinical governance and risk management arrangements, records of attendance for all staff undergoing both Corporate and Local Induction programmes will be provided by the WI team and reported on a monthly basis via the compliancy dashboard.</p>
Minimum content for Corporate Local Inductions	<p>The Learning and Development Manager has overall responsibility to ensure that Corporate Induction for employees and Local Induction for employees and volunteers contain the appropriate minimum content as highlighted in the policy.</p> <p>Monitoring is undertaken by the L&amp;L team by obtaining signed learning outcomes (Corporate Induction) and the return of completed Local Induction Checklists</p>
Process for checking that all employees and volunteers are booked onto and complete Corporate and Local Inductions as required	<p>The Learning and Development Manager is responsible for ensuring that the process, of checking that all new permanent staff are booked onto and complete Corporate and Local Inductions, is applied effectively.</p> <p>The WOD Directorate will use OLM throughout the process of booking and follow up in order to effectively monitor compliance against the employees competence record which is set up at the start of the Corporate and Local Induction process</p>

<p>Process for following up on those who fail to attend Corporate Induction and those who fail to complete a Local Induction</p>	<p>The Learning and Development Manager is responsible for ensuring that the process of following up non-attendance at Corporate Induction and non-completion of Local Induction is applied effectively.</p> <p>The L&amp;L team will send the compliance dashboard to Senior Managers on a monthly basis. Senior Managers are expected to act upon non-compliance for staff within their area of responsibility.</p> <p>Associate Directors are required to submit Corporate and Local Induction compliance data as part of the Trust departmental performance report to the Trust Executive Group on a quarterly basis.</p> <p>Executive Directors will be informed of any persistent non-attendance of any staff within their Directorate. The WOD directorate will reserve the right to withhold any non-mandatory education and training provision until the employee has successfully attended and completed this requirement.</p>
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**6.0 Monitoring compliance with this Policy**

## 7.0 References

The NHS Litigation Authority (NHS LA) risk management standards.

<http://www.nhsla.com/Safety/Standards/Pages/Home.aspx>

CQC Essential standards of Quality and Safety: standard 14

## **8.0 Appendices**

### **Appendix A - Roles & Responsibilities**

#### **The Trust Board**

- To ensure that the policy is applied throughout the Trust
- To review statistical data and trends from reports and act on subsequent recommendations from the Director of WOD.
- To regularly review the effectiveness of the policy, in consultation with staff side representatives

#### **The Workforce and Organisational Development Directorate**

- Ensuring there is a system in place to manage, maintain and define the Corporate and Local Induction.
- Identifying the most effective methods of inducting all staff; the design, delivery and investment implications
- Reviewing the Corporate and Local Induction policy in line with changes in legislation or national drivers
- Ensure that the Local and Corporate Induction policy is disseminated throughout the Trust
- Provide information regarding dates, venues and further details of Corporate Induction and circulate these widely within the organisation
- Administer the nomination and booking processes, generating letters and confirmation of bookings to employees and attendance list to tutors/training leads
- Maintain and keep up to date accurate records of attendance at Corporate Induction and completion of Local Inductions utilising the Oracle Learning Management System (OLM)

#### **The Line Manager/Supervisor**

- The Line Manager/Supervisor is accountable for the individual member of staff completing the whole induction process

The Line Manager/Supervisor must ensure that a new member of staff:

- Is released to attend the Corporate Induction Programme and complete the Local Induction
- Attends and successfully completes all Statutory and Mandatory training
- Understands all the content listed on the Local Induction Checklist
- Signing off the Local Induction Checklist for employed staff and returning it to The WOD Directorate within the specified time. This will be recorded and reported upon.
- Signing off the Local Induction Checklist for Voluntary staff and recording/reporting as defined for each volunteer scheme

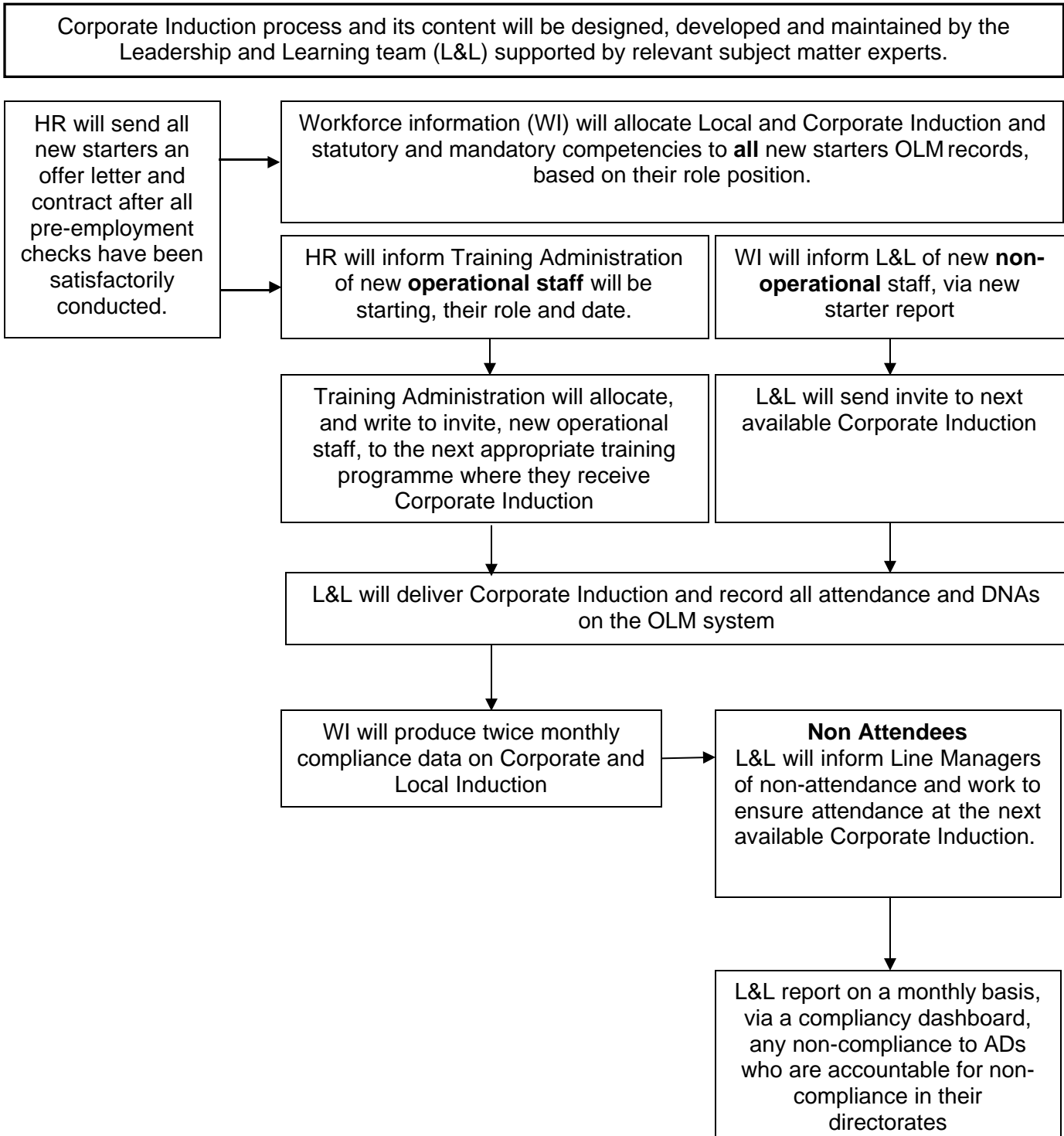
#### **The Individual Employee**

The individual is responsible

- For taking part in the Induction programme and ensuring they complete the whole induction process.
- To ensure that they understand the information provided to them and they work within the policies, procedures and guidelines covered in the induction programme.

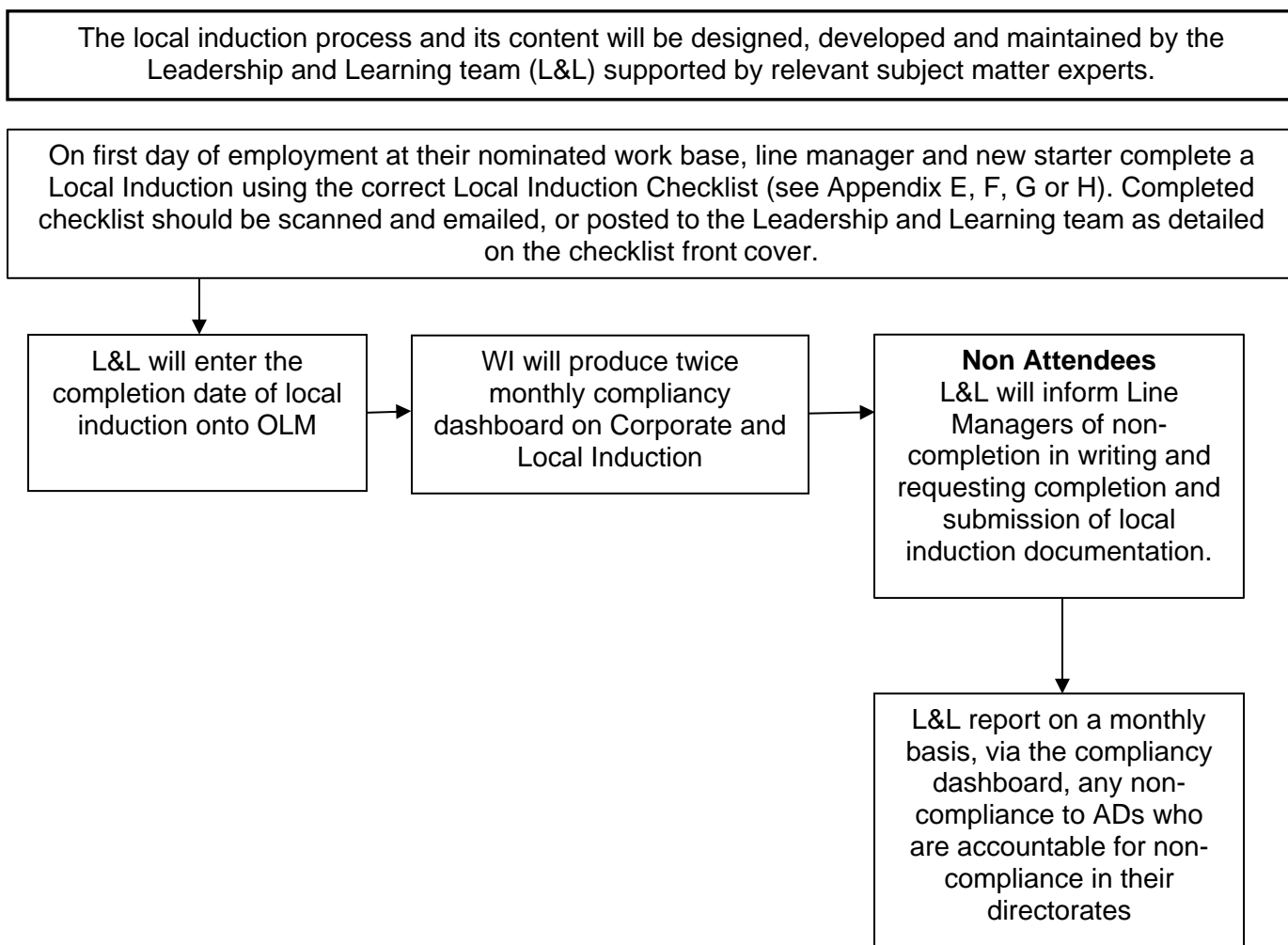
**Appendix B**

**Procedural Flowchart for the Management of the Corporate Induction Process employed (temporary and permanent) staff**



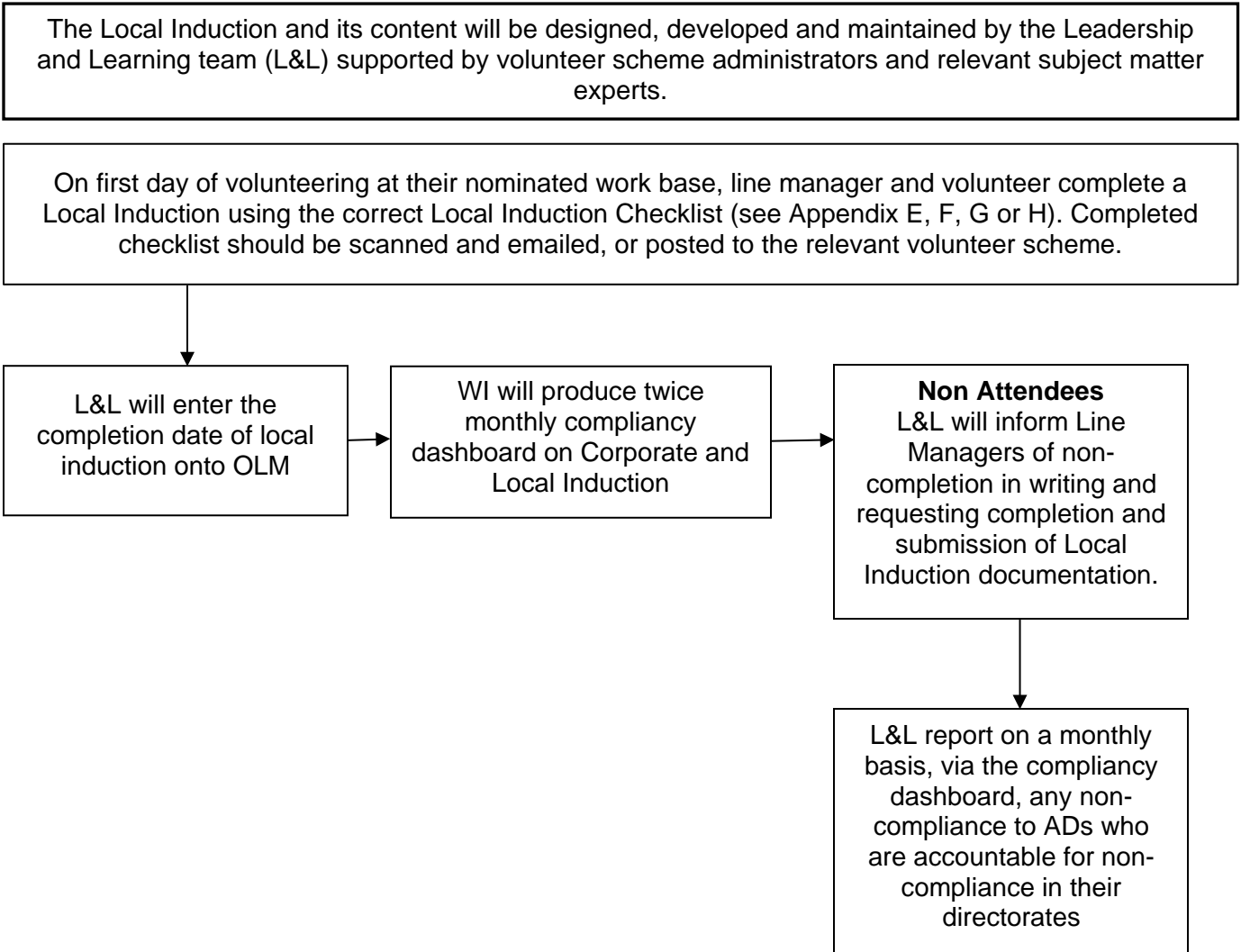
## Appendix C

### Procedural Flowchart for the Management of the Local Induction Process (employed staff)



## Appendix D

### Procedural Flowchart for the Management of the Local Induction Process (Volunteers)





## Appendix E

### YORKSHIRE AMBULANCE SERVICE NHS TRUST

#### Local Induction Checklist – Non Operational, employed staff

Name	
Post Title	
Department	
Directorate	
Date of Appointment and start date if different	
Name of Line Manager/Supervisor	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered and you understand it. If any item does not apply to your post please mark N.A. If you feel that any area has been missed, and you require further information, please bring it to the attention of your line manager.

Once the induction is complete, you and your line manager (or equivalent) should sign the checklist.

**The completed and signed checklist should be sent to the Leadership & Learning Department at Elmbank Training Centre, Stanley Road, Wakefield, WF1 4LH, or they can be scanned and emailed directly to [fiona.goulding@yas.nhs.uk](mailto:fiona.goulding@yas.nhs.uk)**

The following must be completed and signed off by Line Manager (or equivalent) ASAP on the first day working within the department:

	Signature of Line Manager	Date	Signature of Employee	Date
<b>Introductions</b>				
Introductions to immediate work colleagues and working environment				
Tour of building including : <ul style="list-style-type: none"> <li>o Toilet</li> <li>o Rest &amp; Refreshments</li> <li>o Cost/Lockers</li> <li>o First Aid</li> <li>o Car Parking</li> </ul>				
Explanation of security arrangements e.g. Building security, Security pass codes/fobs and name badge				
Vehicle Familiarisation (if applicable)				
Scope and responsibilities of post holder				
Structure of the department and directorate				
<b>Fire &amp; Workplace Procedures</b>				
Location of escape routes				
Location of assembly points				
Location of policy of fire evacuation				
Location of fire alarm points				
Location of fire extinguishers				
Location of local hazards e.g. gases in the workplace and on the vehicle.				
Explanation of fire alarm sounds and test routines				
Designated smoking areas				
How and where to dispose of waste				
<b>Conditions of Service</b>				
Annual leave & Bank and Statutory Holidays, when and how to take it				

Working hours/shift patterns				
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	Signature of Line Manager	Date	Signature of Employee	Date
Car allowance/lease car (if applicable)				
Expenses				
Overtime/TOIL/On call and standby arrangements				
Pay and Pay dates				
Attendance Management Policy including sickness reporting and certification requirements				
Location of policies and procedures on the Trusts Intranet Library				
Key HR policies: <ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Disciplinary</li> <li>▪ Grievance</li> <li>▪ Special Leave</li> </ul>				
Uniform/dress code and standard of appearance				
Data protection including Personally Identifiable information, staff, patients and organisational information				
Introduction to DATIX incident reporting				
Learning and Development including: <ul style="list-style-type: none"> <li>▪ Corporate Induction booking</li> <li>▪ Statutory and Mandatory Training</li> <li>▪ Personal Development Review (PDR)</li> <li>▪ Training/Study request applications</li> </ul>				
Understanding of fraud and fraud awareness				
<b>Staff Facilities/Benefits</b>				
Trade Unions/Professional Staff Associations, Membership and collective bargaining				
Personal and work issues, Occupational Health Counselling, Physiotherapy, Human Resources				

## Appendix F

### YORKSHIRE AMBULANCE SERVICE NHS TRUST

#### Local Induction Checklist – Operational, employed staff

<b>Name</b>	
<b>Post Title</b>	
<b>Department</b>	
<b>Directorate</b>	
<b>Date of Appointment and start date</b> <i>(if different)</i>	
<b>Name of Line Manager / Supervisor</b>	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered and you understand it. If any item does not apply to your post please mark N.A. If you feel that any area has been missed, and you require further information, please bring it to the attention of your line manager.

Once the induction is complete, you and your line manager (or equivalent) should sign the checklist.

**The completed and signed checklist should be sent to the Leadership & Learning Department at Elmbank Training Centre, Stanley Road, Wakefield, WF1 4LH, or they can be scanned and emailed directly to [fiona.goulding@yas.nhs.uk](mailto:fiona.goulding@yas.nhs.uk)**

The following must be completed and signed off by CS/CDM (or equivalent) ASAP on the first day working within the department:

	Signature of CDM/CS	Date	Signature of Employee	Date
<b>Introductions</b>				
Introductions to immediate work colleagues and working environment				
Tour of building including : <ul style="list-style-type: none"> <li>▪ Toilet</li> <li>▪ Rest and Refreshments</li> <li>▪ Lockers</li> <li>▪ First Aid</li> <li>▪ Car Parking</li> </ul>				
Explanation of security arrangements e.g. building security, security pass/codes/fobs and name badges				
Vehicle Familiarisation ( <i>see separate sheet</i> )				
Scope and responsibilities of post holder				
Structure of the department and directorate				
<b>Fire &amp; Workplace Procedures</b>				
Location of escape routes				
Location of assembly points				
Location of policy of fire evacuation				
Location of fire alarm points				

Location of fire extinguishers				
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	Signature of CDM/CS	Date	Signature of Employee	Date
Location of local hazards e.g. gases in the workplace and on the vehicle				
Explanation of fire alarm sounds and test routines				
Designated smoking areas				
How and where to dispose of waste				
<b>Conditions of Service</b>				
Annual Leave and Bank Holidays - when and how to take them				
Working hours/shift patterns				
Car allowance/lease car ( <i>if applicable</i> )				
Expenses				
Overtime, TOIL, On Call and standby arrangements				
Pay and Pay dates				
Attendance Management Policy including sickness reporting and certification requirements				
Location of policies and procedures on the Trust's Intranet				



	Signature of CDM/CS	Date	Signature of Employee	Date
Key HR policies: <ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Disciplinary</li> <li>▪ Grievance</li> <li>▪ Special Leave</li> </ul>				
Uniform/dress code and standard of appearance				
Data protection including personally identifiable information of staff, patients and organisation				
Introduction to DATIX incident reporting				
Learning and Development including: <ul style="list-style-type: none"> <li>• Corporate Induction booking</li> <li>• Statutory and Mandatory Training</li> <li>• Personal Development Review (PDR)</li> <li>• Training/Study request applications</li> </ul>				
Understanding of fraud and fraud awareness				
<b>Staff Facilities/Benefits</b>				
Trade Unions, Professional Staff Associations, membership and collective bargaining				
Personal and work issues, occupational health counselling, physiotherapy, human resources				

<b>Operational Staff Only</b>	<b>Signature of CDM/CS</b>	<b>Date</b>	<b>Signature of Employee</b>	<b>Date</b>
<b>Vehicle and equipment familiarisation</b>				
Ensure familiarisation with both automatic and manual ambulances as appropriate				
Familiarisation with standard vehicle cab – audible and visual warning controls, standard controls, isolator switches etc.				
Familiarisation with MDT terminal (including demonstration of use) – booking on, acknowledge detail, go mobile, attend, leave scene, handover, clear, emergency button etc.				
Familiarisation with Airwaves vehicle set				
Familiarisation with personal Airwaves set – ensure able to operate as per Trust Guidelines (safety mechanisms etc.)				
Mobile phone location and security procedures if applicable				
<b>Rear of vehicle</b>				
Familiarisation with trolley – locking mechanism on vehicle and removal from/loading onto vehicle				
Familiarisation with location of equipment (consumables, gases etc.)				
Defibrillator – ensure familiarity with specific model(s) used locally (has been shown in Education Department)				
paraPAC – vehicle mounting and familiarity				

<b>Operational Staff Only</b>	<b>Signature of CDM/CS</b>	<b>Date</b>	<b>Signature of Employee</b>	<b>Date</b>
Familiarity with specific extrication board (incl. head blocks and straps), orthopaedic stretcher and carry chair				
Familiarity with tail lift operation				
<b>Area familiarisation</b>				
Location of local Emergency Department (ED), ideally to include a visit				
Familiarisation with patient handover procedure at local ED (to include YAS arrival computer)				
Location of specialist units within area, and specific procedures, to include (not exhaustive): <ul style="list-style-type: none"> <li>▪ pPCI</li> <li>▪ Stroke</li> <li>▪ Obstetric</li> </ul>				
Familiarity with locally available referral pathways. Reiterate Clinical Hub Contact information				
<b>Drug knowledge</b>				
Familiarity with the drugs carried by YAS.				
Ensure all appropriate PGDs have been signed (contact local Education and Standards Department if not)				
Ensure Paramedics have completed all requirements re Morphine and contact Clinical Manager to activate ID badge.				
Ensure ALL operational staff are aware of process for deactivating and setting alarm of drugs/equipment store.				

## Appendix G

### YORKSHIRE AMBULANCE SERVICE NHS TRUST

#### Local Induction Checklist – Voluntary Car Drivers

Name	
CBU/Area	
Date of Commencement	
Name of Supervisor	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered and you understand it. If any item does not apply to your post please mark N.A. If you feel that any area has been missed, and you require further information, please bring it to the attention of the Voluntary Car Scheme Administrator.

Once the induction is complete, you and your line manager (or equivalent) should sign the checklist.

**The completed and signed checklist should be sent to: PTS Volunteer Car Scheme Administrator, Yorkshire Ambulance Service, Springhill 1, Brindley Way, Wakefield, WF2 0XQ**

The following must be completed and signed off by your Supervisor (or equivalent) ASAP on the first day working within the department:

	Signature of Supervisor	Date	Signature of Volunteer	Date
<b>Introductions</b>				
Introductions to immediate work colleagues and working environment				
YAS vision and values				
Explanation of security arrangements e.g Building security, name badge and car sticker.				
Scope and responsibilities of post holder including sickness reporting				
Structure of the department and directorate including key contact information				
Copy of VCS policy and Operating Framework, signed receipt of this.				
Copy of code of conduct to be read and signed.				
Introduction to the functionality and usage of PDA and car kit.				
<b>Fire &amp; Workplace Procedures</b>				
Location of escape routes				
Location of assembly points				
Location of policy of fire evacuation				
Location of fire alarm points				
Location of fire extinguishers				
Location of local hazards e.g. gases in the workplace and on the vehicle.				
Explanation of fire alarm sounds and test routines				
Designated smoking areas				
How and where to dispose of waste				
<b>Conditions of Service</b>				
Availability and Allocation of Work				
Health and Safety				
Expenses				

Uniform/dress code and standard of appearance				
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	<b>Signature of Supervisor</b>	<b>Date</b>	<b>Signature of Volunteer</b>	<b>Date</b>
Data protection including Personally Identifiable information, staff, patients and organisational information				
Introduction to DATIX incident reporting				
Learning and Development inc: <ul style="list-style-type: none"> <li>- Information on courses available</li> <li>- Information on statutory and Mandatory training</li> </ul>				
Location of policies and procedures on the Trusts Intranet Library				
Understanding of fraud and fraud awareness				
<b>Staff Facilities/Benefits</b>				
Personal and work issues, Occupational Health Counselling, Physiotherapy, Human Resources				
<b>Required Checks.</b>				
Vehicle checked, including suitability and cleanliness.				

## Appendix H

### YORKSHIRE AMBULANCE SERVICE NHS TRUST

#### Local Induction Checklist – Community First Responders

Name	
CBU/Area	
Date of Commencement	
Name of Community Defibrillation Officer (CDO)	

This checklist is to ensure that all aspects of your induction are covered in a timely and effective manner. As each item is discussed it will be signed off by the person providing the information, and by yourself, once you feel the information has been adequately covered and you understand it. If any item does not apply to your post please mark N.A. If you feel that any area has been missed, and you require further information, please bring it to the attention of the Community Defibrillation Officer.

Once the induction is complete, you and your Community Defibrillation Officer should sign the checklist.

**Make sure you send completed Checklist, to your local CFR Administrator, Yorkshire Ambulance Service, Springhill 1, Brindley Way, Wakefield, WF2 0XQ**



The following must be completed and signed off by both the Volunteer and the Community Defibrillation Officer

	Signature of CDO	Date	Signature of Volunteer	Date
<b>Documents for Collection &amp; Completion</b>				
<b>Satisfactory CRB Check</b>				
<b>Full Clean Driving Licence – checked and copied for records</b>				
<b>Full car insurance</b>				
<b>Car Tax current</b>				
<b>Current and valid MOT Certificate for car(s) being used</b>				
<b>Identity Card Issued</b>				
<b>Items to be discussed/check understanding</b>				
<b>Full understanding of Role and Responsibilities</b> <ul style="list-style-type: none"> <li>▪ Responding</li> <li>▪ After attending</li> </ul>				
<b>Communication lines</b>				
<b>Procedures</b> <ul style="list-style-type: none"> <li>▪ Change of circumstance</li> <li>▪ Accepting gifts/gratuities</li> <li>▪ Rota system</li> <li>▪ Resignations/terminations</li> <li>▪ Media &amp; Public Relations</li> </ul>				

<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>▪ Lone Working</li><li>▪ Prior to, at scene and post response</li><li>▪ Your health/vaccinations</li><li>▪ Infectious patients/infection control</li><li>▪ No Smoking</li><li>▪ Safer Manual Handling</li><li>▪ Risk Assessment</li><li>▪ Substance misuse</li></ul>				
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	Signature of CDO	Date	Signature of Volunteer	Date
<ul style="list-style-type: none"> <li>▪ Security at Work</li> <li>▪ Prevention and Management of Violence and Abuse</li> <li>▪ Incident/Near Miss Reporting</li> <li>▪ Child Protection</li> <li>▪ Protection of Vulnerable Adults</li> </ul>				
<b>Driving</b> <ul style="list-style-type: none"> <li>▪ Convictions</li> <li>▪ Breakdown</li> </ul>				
<b>Information Governance</b> <ul style="list-style-type: none"> <li>▪ Confidentiality</li> <li>▪ Data Protection</li> <li>▪ Freedom of Information</li> <li>▪ Patient Report Forms</li> <li>▪ Patient Identifiable Information</li> <li>▪ Record Keeping</li> </ul>				
<b>Liability</b> <ul style="list-style-type: none"> <li>▪ Clinical Negligence Cover</li> <li>▪ Public Liability Cover</li> </ul>				
<b>Experiencing Difficulties/Problems</b> <ul style="list-style-type: none"> <li>▪ Complaints</li> <li>▪ Disciplinary Matters</li> </ul>				
<b>Equipment</b> <ul style="list-style-type: none"> <li>▪ Clinical Equipment</li> <li>▪ Non-clinical equipment</li> </ul>				
<b>Training</b>				
<p>The individual named above has attended and completed the full training programme for Voluntary Community First Responders</p> <p><b>Training Includes</b></p> <ul style="list-style-type: none"> <li>▪ Basic Life Support</li> <li>▪ Automated External Defibrillation</li> </ul>				

	<b>Signature of CDO</b>	<b>Date</b>	<b>Signature of Volunteer</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>▪ Mobilising</li> <li>▪ Code of Conduct</li> <li>▪ Patient Care &amp; Handover</li> <li>▪ Waste Management</li> <li>▪ Scene Safety</li> <li>▪ Patient Report Forms</li> <li>▪ Risk Assessment</li> </ul>				