Torbay and South Devon NHS Foundation Trust

Consultant & SAS Induction Policy (MD16)

(For Trainee and Trust Doctors please see 'Trainee Induction' MD25)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Diversity & Inclusion Lead on 01803 656705.

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Date of Issue:	February 2023	**Next Review Date:**	March 2024
Version:	2.1	**Last Review Date:**	Feb 2021
Author:	Medical Workforce		
Directorate:	People Directorate		
Approved By:		**Date Approved:**	
JLNC		22 May 2017	
JLNC		March 2021	
Medical Workforce		Feb 2023	
Links or overlaps with other policies:			
Appointment of Locum Doctors (MD6)			
Trainee Induction MD25			
Induction Policy & Procedure T2			

Amendment History

Issue	Date	Reason for Change	Authorised
1	**September 2008**		LNC
	January 2011		LNC
	March 2013		LNC
	March 2015	A Hard copy induction pack is no longer given	LNC
1	**June 2017**	New Policy Template and Trust Logo	JLNC
2	**March 2021**	Update policy references and Appendices. New policy template	JLNC
2.1	**Feb 2023**	New 3.3. para regarding trainee doctors. Change to para 5.2 referencing Temporary Staffing. New section 8 (meeting key individuals) and Section 9 on Corporate & Clinical Induction.	Medical Workforce

Rapid (E)quality Impact Assessment (EqIA) *(for use when writing policies)*

Policy Title (and number)	***Induction Policy Medical and Dental Staff***	**Version and Date**	*v2.1 Feb 2023*
Policy Author	Medical Workforce		

An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.

Who may be affected by this document?

Patients/ Service Users ☐	Staff ☒	Other, please state… ☐

Could the policy treat people from protected groups less favorably than the general population?
PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below

Age	Yes ☐ No☒	Gender Reassignment	Yes ☐ No☒	Sexual Orientation	Yes ☐ No☒
Race	Yes ☐ No☒	Disability	Yes ☐ No☒	Religion/Belief (non)	Yes ☐ No☒
Gender	Yes ☐ No☒	Pregnancy/Maternity	Yes ☐ No☒	Marriage/ Civil Partnership	Yes ☐ No☒

Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers[1]; travellers[2]; homeless[3]; convictions; social isolation[4]; refugees)	Yes ☐ No☒

Please provide details for each protected group where you have indicated 'Yes'.

VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion

Is inclusive language[5] used throughout?	Yes ☒ No☐ NA ☐
Are the services outlined in the policy fully accessible[6]?	Yes ☐ No☐ NA ☒
Does the policy encourage individualised and person-centered care?	Yes ☐ No☐ NA ☒
Could there be an adverse impact on an individual's independence or autonomy[7]?	Yes ☐ No☐ NA ☒

EXTERNAL FACTORS

Is the policy a result of national legislation which cannot be modified in any way?	Yes ☐ No☒

What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)

To provide a Trust Induction Program (including the all staff mandatory Trust induction) for all new medical and dental staff.

Who was consulted when drafting this policy?

Patients/ Service Users ☐	Trade Unions ☒	Protected Groups (including Trust Equality Groups) ☐
Staff ☐	General Public ☐	Other, please state… ☐

What were the recommendations/suggestions?

Does this document require a service redesign or substantial amendments to an existing process? ***PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below***	Yes ☐ No☒

ACTION PLAN: Please list all actions identified to address any impacts

Action	Person responsible	Completion date

Please contact the Equalities team for guidance: For Torbay and South Devon NHS Trusts, please call 01803 656676 or email pfd.sdhct@nhs.net **This form should be published with the policy and a signed copy sent to your relevant organisation.**

[1] Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user
[2] Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them
[3] Consider any provisions for those with no fixed abode, particularly relating to impact on discharge
[4] Consider how someone will be aware of (or access) a service if socially or geographically isolated
[5] Language must be relevant and appropriate, for example referring to partners, not husbands or wives
[6] Consider both physical access to services and how information/ communication in available in an accessible format
[7] Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy

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1. Policy Statement

1.1 The Trust recognises that Doctors need to be supported in the workplace to provide safe, high-quality patient care. Inductions as a minimum should introduce doctors to employer procedures and rules, arrangements for clinical governance (patient safety, clinical errors, clinical risk management, complaints and litigation), orientation and support.

2 Purpose

2.1 The purpose of an induction is to allow the Trust to welcome new doctors but also ensure that they have the information and support to carry out their role effectively. An enhanced induction will help the doctor integrate into their role quicker

3 Scope

3.1 This Policy applies to all Consultants and SAS Doctors employed by Torbay & South Devon NHS Foundation Trust, together with those on a joint contract with the organisation and another employer.

3.2 Provisions for the Induction Arrangements for Locum Doctors are outlined in the Appointment of Locum Doctors MD6 Policy.

3.3 Provisions for Induction arrangements for Trainee and Trust Doctors are outlined in 'Trainee Induction' MD25

4 Equality and Diversity Statement

4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

5 Procedures for Induction

5.1 *Consultants and SAS Doctors*

5.1.1 All new medical and dental stall will report to their department on their first day to complete appointment forms as per their Joining instructions.

5.1.2 All new Consultant and SAS Doctors will attend an Occupational Health appointment, either before they commence employment or on their first day but it must take place before they start working in patient areas.

Occupational Health will contact the new consultant to arrange an appointment.

5.1.3 All new Consultant and SAS Doctors will be met by a representative from the appointing specialty and a departmental induction which will be given by a member of the appointing department.

5.1.4 All new Consultant and SAS Doctors will attend the Trust's Corporate Induction Days which are held monthly. Arrangements for attendance will be made by the appointing department.

5.1.5 All new Consultant and SAS Doctors will attend the Trust's New Consultant and SAS Doctors Development Programme. It is the expectation that the appointment manager will book the new doctor on the next available programme by contacting the Medical Workforce team.

5.2 Locum Doctors

The arrangements administered by Temporary Staffing for requesting a locum doctor require the identification of the person responsible for the locum doctor's induction and the completion of an induction check-list by this person and the locum doctor prior to payment for the locum's services. **Please refer to Trust Policy No. MD6 'Appointment of Locum Doctors' for further details.**

6 Speciality Induction

6.1 Induction should be tailored to the individual, considering their previous experience and employment and include any relevant training. This could include, but is not limited to:

- a departmental tour that highlights key areas and guidance on use of equipment, including electronic platforms to allow them to carry out their role effectively
- Confirmation of statutory and mandatory training and introduction to the HIVE
- an introduction to key members of the team including the ward manager/matron and the wider multi-professional team
- clarification of their duties, job planning and appraisals (this will be covered in more detail in the Consultant and SAS Development Programme).
- a clear explanation of what is expected of them within their role, including arrangements for out-of-hours working and what to expect when on call
- an explanation of departmental arrangements for handover
- information on rotas including study leave, annual leave, sickness reporting and swapping shifts with peers
- an explanation of how to raise a concern about patient safety and the escalation process for when a patient is deteriorating
- supervision arrangements.

A useful reference guide is available at Appendix 1

6.2 It is helpful if the new doctor can be paired with another colleague within the speciality who can act as a point of reference and support.

6.3 Appointing managers should advise the SAS Tutor and SAS Lead of details of all SAS doctors due to commence in post, so they may assist in supporting the induction of these staff.

7 New Consultant & SAS Development Programme

7.1 The Trust runs a new Consultant & Development Programme comprising of 4 half days over 6 months. The purpose of the programme is to provide new Consultant and SAS doctors with an understanding of the following:

Understanding Your New Role
An introduction to the Trust together with an understanding of your new appointment, including how best to prioritise and achieve the expectations required of you.

Risk, Governance & Complaints, Appraisal & Revalidation
Focuses on your responsibility for quality and safety and how to deal with complaints effectively, together with your responsibilities for Appraisal and Revalidation.

Quality Improvement and Leadership
Tools and techniques to move into your new leadership role and give you the confidence to make improvements for the benefit of patients/service users.

Well Being – Thriving and Getting the Work Life Balance
There can be pressures and temptations to focus wholly on your career as you take on this new role. However, a critical element to your long-term health is maintaining physical and mental well-being and ensuring you take time to maintain your relationships with family and friends; this session looks at how you maintain energy levels, develop resilience and identify stress management techniques, that support you to navigate a fast-paced environment whilst still achieving work life balance.

7.2 Attendance on the programme is **mandatory** and every new Consultant and SAS doctor that joins the Trust should be booked onto the next available programme.

8 Meeting Senior Leaders of the Trust & SAS Representatives

8.1 The specialty will be responsible for arranging 1-1 meeting for all New Consultants with the following:

- Chief Executive
- Chair Person
- Medical Director

8.2 The specialty will be responsible for arranging 1-1 meeting for all New Specialty and Specialist (SAS) doctors with the following:

- SAS Advocate
- SAS Tutor

Names for the above roles can be obtained from Medical Workforce sdhct.Medicalhr@nhs.net

9 Trust Corporate & Clinical Induction

9.1 All staff must complete a Corporate Induction Programme within two months of commencing employment with the Trust, this includes reading the Corporate Induction Handbook.

9.2 Clinical Induction is an extended corporate induction course which covers organisation wide topics specific to clinical staff.

9.3 **Booking Process** - As soon as the manager has received confirmation of employment they must contact the Education and Development department and book the new employee on the next available course. This is done by either, visiting the Horizons centre, phoning or emailing a completed internal booking form which can be found on the intranet ICON. Forms must be completed and emailed to training.southdevon@nhs.net. A confirmation of the booking will be sent from the Education and Development department to the line manager and the individual.

10 Training and Awareness

10.1 Advice and support will be provided by the Medical Workforce team to support staff and managers in their understanding of this policy. Any queries regarding this policy should be directed to:

sdhct.medicalhr@nhs.net

11 References

11.1 NHS Employers Inducting Doctors

https://www.nhsemployers.org/your-workforce/plan/medical-workforce/inducting-doctors

11.2 SAS Induction Checklist

https://www.nhsemployers.org/case-studies-and-resources/2019/09/sas-induction-checklist

12 Monitoring, Audit and Review Procedures

12.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Medical Workforce Service unless legislative changes determine otherwise.

10. Appendix 1 – Local Speciality Induction

Confirm new doctor's details:

- Username =
- Email =
- Secretary =

Things to do:

- ID Badge needs to be collected from Security Office at Kitson Hall.

- If required there is a free Antimicrobial Prescribing app you can download – BUGBUSTER3000 (available on Android and Apple)

Training to do via the HIVE, New Doctor IT Induction:

- On-line Corporate Induction – within 3 months of start date
- Cyberlab - order comms & results (to order and view pathology)
- Infoflex **plus Infoflex Correspondence Clinical -** digital dictation – clinic dictation and ward discharges
- Symphony – Used in A&E whilst on-call
- Nerve Centre – used on the wards
- Windip Retrieval – archived records are located here
- Clinical Portal – One place where all reports and correspondence can be located.
- Insight PACS – to view radiographic images and reports

Useful Information:

- Department telephone list
- Consultant mobile numbers
- Admin Infoflex dictation instructions
- Parking Permit ~ You can apply for a Car Parking Permit via ICON, A-Z, Parking, https://southdevon.firstparking.co.uk/Register/Intro.aspx