

**Local Induction Standard Operating Procedure (Agency Worker)**

|   |  |   |  |
|---|--|---|--|
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| <b>Version:</b>   | 2  |   |  |
| <b>Ratified by:</b>   | Staff Partnership Forum  |   |  |
| <b>Ratification Date:</b>                                     | May 2022   | <b>Review Date:</b>                     | May 2024                                     |
| <b>Consultation</b>   | Workforce and Education Committee  | <b>Applicable to:</b>                   | All staff<br>All sites                       |
| <b>Equality, Diversity and Human Right Statement</b>          | The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment. |   |  |
| <b>To be read in conjunction with / Associated Documents:</b> | Temporary Workers Policy   | <b>Information Classification Label</b> | <input type="checkbox"/> <b>Unclassified</b> |
| <b>Access to Information</b>                                  | To access this document in another language or format please contact the policy author.  |   |  |

**Document Change History (changes from previous issues of policy (if appropriate):**

| Version number | Page | Changes made with rationale and impact on practice  | Date      |
|----------------|------|---|-----------|
| 1              |      | Merged process, initially in place on the Royal site to be mirrored on Aintree although recording will be different methods until systems are aligned | August 20 |
| 2              |      | Trust wide process  | May 22    |

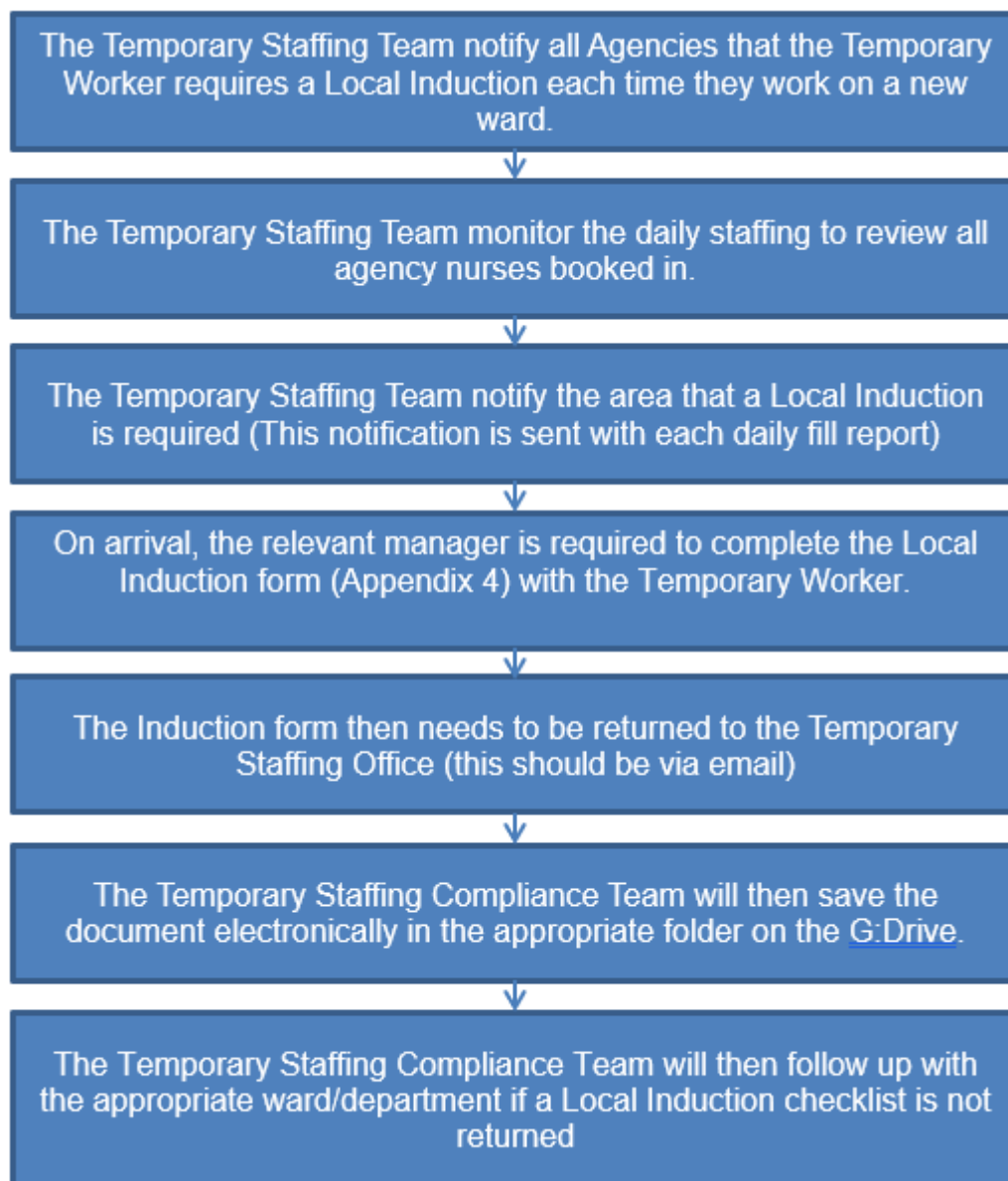
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## 1. Purpose

This SOP should be used to support wards and departments to effectively induct agency workers into their wards and departments. It is important that agency workers are provided with an appropriate induction to ensure they are operating in a safe and effective way whilst on duty.

## 2. Flowchart



## 3. Policy Content

It is mandatory for agency workers of to complete a local induction on their first shift at each ward and department they work on. The Temporary Staffing Team facilitate the process, but it is the responsibility of the departments to ensure that the appropriate actions are completed when the worker arrives on shift.

1. The Temporary Staffing Team notify all agencies that the Temporary Worker requires a Local Induction each time they work on a new ward.
2. The Temporary Staffing Team monitor the daily staffing to review all agency nurses booked in.
3. The Temporary Staffing Team notify the area that a Local Induction is required. (This notification is sent with each daily fill report)
4. On arrival to the ward, the relevant departmental manager will be required to complete the Local Induction form (Appendix 1) with the Temporary Worker.
5. The Local Induction checklist then needs to be returned to the Temporary Staffing Office (this should be via email) The Temporary Staffing Compliance Team will then save the document electronically in the appropriate folder on the G: Drive.
6. The Temporary Staffing Compliance Team will then follow up with the appropriate ward/department if a Local Induction checklist is not returned.
7. A regular audit will be conducted by the Temporary Staffing Manager to ensure the log is being updated appropriately and to ensure that any issues are addressed.

Non-compliance with the SOP will be escalated to the Temporary Staffing Manager who will escalate to the appropriate stakeholders.

## 4. Exceptions

No exceptions.

## 5. Training

No specific training requirements.

## 6. Monitoring of compliance

| Minimum requirement to be monitored | Process for monitoring e.g., audit/ review of incidents/ performance management | Job title of individual(s) responsible for monitoring and developing action plan | Minimum frequency of monitoring | Name of committee responsible for review of results and action plan | Job title of individual/ committee responsible for monitoring implementation of action plan |
|-------------------------------------|---|--|---------------------------------|---|---|
| 1                                   | Audit   | Temporary Staffing Manager   | Quarterly                       | Workforce and Education Committee                                   | Workforce and Education Committee   |

## 7. Relevant regulations, standards, and references

*Regulation 20 of the Health and Social Care Act 2008 (Regulated Activity) Regulations 2014*

<http://www.legislation.gov.uk/ukxi/2014/2936/regulation/20/made>

## 8. Equality, diversity, and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

## 9. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

## Appendix 1: Equality Impact Assessment

|  |                              |
|--|------------------------------|
| <b>Title</b>   | Agency Local Induction SOP   |
| <b>Strategy/Policy/Standard Operating Procedure</b>                          | Standard Operating Procedure |
| <b>Service change (Inc. organisational change/QEP/Business case/project)</b> | N/A                          |
| <b>Completed by</b>  | James Woods                  |
| <b>Date Completed</b>  | May 2022                     |

**Description** *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

The aim of this SOP is to ensure that all Temporary Workers (Agency) receive training to ensure they are familiar with the essential information required to work in specific areas.

**Who will be affected** *(Staff, patients, visitors, wider community including numbers?)*

All Temporary Workers and those responsible for the Clinical area of placement.

The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service, or project (Inc. organisational change/Business case/ QEP Scheme).**
- **Reviewing or changing an existing policy, strategy, function/service, or project (Inc. organisational change/Business case/ QEP Scheme):**
  - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required, and the EIA review date should be set at the date for the next policy review.
  - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required.
  - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative, or neutral) on groups from any of the protected characteristics listed below.

*When considering any potential impact, you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations, or direct engagement activity. You should also consult available published research to support your analysis.*

### Section 1 – Initial analysis

| Equality Group  | Any potential impact?<br>Positive, negative or neutral | Evidence<br><i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i> |
|---|--|--|
| <b>Age</b><br><i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>             | Neutral  |  |
| <b>Disability</b><br><i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical, and social barriers)</i>  | Neutral  |  |
| <b>Gender Reassignment</b><br><i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i> | Neutral  |  |
| <b>Marriage &amp; Civil Partnership</b><br><i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>  | Neutral  |  |
| <b>Pregnancy &amp; Maternity</b><br><i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>                                  | Neutral  |  |
| <b>Race</b><br><i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>  | Neutral  |  |
| <b>Religion or belief</b><br><i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief, or no belief)</i>                            | Neutral  |  |
| <b>Sex</b><br><i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women e.g.: same sex accommodation)</i>  | Neutral  |  |
| <b>Sexual Orientation</b><br><i>(Consider any benefits or opportunities</i>   | Neutral  |  |

|  |  |  |
|--|--|--|
| <i>to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay, or Bisexual)</i> |  |  |
|--|--|--|

If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

**If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.**

### Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

|  |     |
|--|-----|
| <b><u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u></b> | N   |
| <b>Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?</b>         | N   |
| <b>Who and how have you engaged to gather evidence to complete your full analysis? (List)</b>                | N/A |
| <b>What are the main outcomes of your engagement activity?</b>   | N/A |
| <b>What is your overall analysis based on your engagement activity?</b>                                      | N/A |

### Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table: all actions should be added to the Risk Register for monitoring.



| Action required | Lead name | Target date for completion | How will you measure outcomes |
|-----------------|-----------|----------------------------|-------------------------------|
| N/A             | N/A       | N/A                        | N/A                           |

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

#### Section 4 – Organisation Sign Off

| Name and Designation                              | Signature   | Date     |
|---|-------------|----------|
| Individual who reviewed the Analysis              | James Woods | May 2022 |
| Chair of Board/Group approving/rejecting proposal |             |          |
| Individual recording EA on central record         |             |          |

## Appendix 2: Roles and responsibilities

| Role                      | Responsibility   |
|---------------------------|--|
| <b>Temporary Staffing</b> | The Temporary Staffing team are responsible for ensuring any Temporary Worker placed in the organisation undertake a fresh Local Induction in each new area.                     |
| <b>Senior Clinician</b>   | The Senior Clinician in an area receiving a Temporary Worker have the responsibility to complete the required Local Induction following the process identified in this document. |