

Northern Ireland Blood Transfusion Service

STANDARD OPERATING PROCEDURE
(Operational Copy)**Document Details**

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Prepared By: Rummy Pentieva **Job Title:** HR & Corporate Services Officer
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Prepared By: R Pentieva _____ **Date:** _____

Approved By: I Ritchie _____ **Date:** _____
 Head of HR & Corporate Services

ISSUE DATE: 30 OCTOBER 2013**EFFECTIVE DATE: 27 NOVEMBER 2013****CROSS REFERENCES**

This SOP refers to the following documents:

Doc. Type	Doc. No.	Title
POL	PP:014	NIBTS Disciplinary Policy and Procedure
POL	PP:026	NIBTS Grievance Policy / Procedure
POL	PP:006	Equal Opportunities Policy
FORM	DD:766	Security Access Form
FORM	DD:931	NIBTS Computer Access Form
FORM	DD:1212	NIBTS Staff Bank Details Form
FORM	DD:1211	NIBTS Appointment Form
FORM	DD:1215	Sickness Record
FORM	DD:1214	NIBTS Secondary Employment Proforma
FORM	DD:1213	Record of Staff Details : Name Signature & Initials
POL	HP:001	NIBTS Health & Safety Policy & Organisational Arrangements

Key Change from Previous Revision:

2.1.4 Reference 'Good Management Practice' changed to 'Good Manufacturing Practice'.

1 RESPONSIBILITY

- 1.1 The Head of HR & Corporate Services will be responsible for reviewing and updating this procedure as appropriate.
- 1.2 It is the responsibility of each Line Manager or Chair of an NIBTS Interview Panel to notify the Personnel Office, NIBTS of the start date of any new employees. This procedure is applicable for **all** new starts to the organisation including Bank Staff, Agency Staff and Work Experience Students.
- 1.3 The Line Manager or Chair of the NIBTS Interview Panel is ultimately responsible for the departmental/local induction of any new employee.
- 1.4 The Personnel Office, NIBTS will ensure that a Corporate Induction (half day presentation by SMT) and the Corporate Induction File (presented to each new start on the first day of employment) will be reviewed and updated as appropriate.

2 INTRODUCTION**2.1 GENERAL**

- 2.1.1 Induction is the process by which individuals are introduced to their work environment, their team and colleagues and to the organisation.
- 2.1.2 Effective induction means that individuals can quickly settle into their new role within NIBTS.
- 2.1.3 Induction is an opportunity for the Agency, the Line Manager and the team to describe what the vision, values and core tasks are to the new post holder.
- 2.1.4 Induction has two main components:
Corporate Induction, which delivers information about the Agency's core vision and values, how its objectives are obtained and how each department works together to achieve these objectives, as well as information on terms and conditions of service and training on a number of mandatory subjects e.g., Fire Training, Manual Handling, Good Manufacturing Practice, Equality Awareness etc.

Local Induction, introduces the individual to their place of work and the team they will be working with.

2.2 CLINICAL RELEVANCE/ PURPOSE OF EXAMINATION

2.2.1 Not Applicable

2.3 PRINCIPLE OF EXAMINATION

2.3.1 Not Applicable

3 HAZARD AND SAFETY PRECAUTIONS

3.1 All line managers should be aware of the Working Time Regulations and the Health and Safety implications of new members of staff.

4 MATERIALS

4.1 EQUIPMENT AND SPECIAL SUPPLIES

- 4.1.1 Copy of Corporate Induction File for all new starts.
Copy of "New Start Forms" supplied with Corporate Induction File to be completed.
New Start Checklist to be completed.
Copy of appropriate Job Description and Specification

4.2 SPECIMEN REQUIREMENTS AND MEANS OF IDENTIFICATION

4.2.2 Not Applicable

4.3 REAGENTS, STANDARDS OR CALIBRANTS AND INTERNAL CONTROL MATERIALS

4.2.3 Not Applicable

5 CALIBRATION

5.1 Not Applicable

6 PROCEDURE

6.1 Prior to Starting Employment

6.1.1 On appointment, all new employees to NIBTS will be issued with, by the Recruitment Section, Personnel Department, Belfast HSC Trust a "new starter pack" this will include: -

- the employees contract,
- copy of job description and specification,
- copy of the NIBTS Health & Safety Policy & Organisational Arrangements(POL:HP:001)

- copy of the Occupational Health Pay Scheme,
- NIBTS Disciplinary Policy and Procedure (POL:PP:014),
- NIBTS Grievance Policy/Procedure (POL:PP:026),
- Superannuation Guide and
- a copy of the Equal Opportunities Policy (POL:PP:006).

- 6.1.2 The successful applicant must then sign and return a copy of their contract to the Recruitment Section, Personnel Department, Belfast HSC Trust.
- 6.1.3 The Recruitment Section, Personnel Department, Belfast HSC Trust will liaise with the Line Manager or Chair of the Interview Panel to agree a date for which the new employee will commence employment.
- 6.1.4 Each Line Manager/Chair of the NIBTS Interview Panel is responsible for notifying the Personnel Office, NIBTS with the start date of the new employee. This is applicable for all new starts to the organisation including Bank Staff, Agency Staff and Work Experience Students.

6.2 Commencing Employment

- 6.2.1 The Line Manager should have obtained a copy of the Corporate Induction File, including all new start forms from the Personnel Office, NIBTS.
- 6.2.1 It is the Line Managers responsibility to go through the Corporate Induction File with the new start and ensure the new employee has read and fully understood its contents.
- 6.2.3 The line Manager must go through the Corporate Induction Checklist and complete the necessary forms. This will ensure:-
- the employee obtains a security access card to the premises and car park (FORM:DD:766).
 - all IT forms are completed and returned to the IM&T Department, ensuring the appropriate level of computer access is obtained (FORM:DD:931).
 - If necessary arrange for a locker key from the Facilities Section, HR & Corporate Services Department.
 - If necessary return subsistence forms to the Finance Department, NIBTS (FORM:DD:1212).
 - and if necessary obtain a NIBTS staff uniform from the Stores Department, HR & Corporate Services.
- 6.2.4 The Line Manager must also ensure that all "New Start Forms" are completed and returned to the Personnel Office, NIBTS, in order that a Personnel File can be created within NIBTS, for the new individual.

This file will include:-

- Staff Appointment form, this contains contact details for the employee, previous health service experience and their next of kin details (FORM:DD:1211),
- a copy of the job description and job specification,
- a copy of the sickness record (FORM:DD:1215)
- a section for further/future correspondence and
- a section for forms.

6.2.5 If the Line Manager has not received a copy of the new employees staff number from the Recruitment Section, Belfast HSC Trust, the Personnel Office, NIBTS will liaise directly with the Recruitment Section, Belfast HSC Trust, in order for a staff number to be obtained.

6.2.6 It is also at this point when the Personnel Office, NIBTS create a new employee record on Q-pulse. This is an electronic training record which is created for each new employee.

6.3 Staff Records

6.3.1 The Personnel Office, NIBTS holds a personnel file for each member of staff. Each record contains:-

- contact details for the employee and their next of kin details (FORM:DD:1211),
- a copy of the job description and job specification,
- a copy of the sickness record (FORM:DD:1215)
- a section for any correspondence
- a section for forms including secondary employment proforma (FORM:DD:1214) and staff signature and initial proforma (FORM:DD:1213).

6.3.2 In order to ensure confidentiality, these files are stored in locked filing cabinets, in the Personnel Office. When unattended at night, weekends and during annual leave periods, this office is kept locked at all times.

6.3.3 If a member of staff requires information held on their individual personnel file, they can do so under the supervision of a member of the HR staff. At no time must an employee's file leave the Personnel Office.

6.3.4 Once a member of staff leaves NIBTS, their file is removed to the "terminated" filing cabinets in the attic, NIBTS HQ. All files are kept in locked filing cabinets and keys to these cabinets are stored in a locked key cabinet in the Personnel Office.

6.3.5 Each Department Head within NIBTS holds a reduced staff record for their individual employees. The records they hold include:-

- Individual return to work interviews following periods of sick leave,

- Occupational Health Referrals and Reports and
- Staff Development Review Records

6.3.6 Once a member of staff leaves NIBTS, the Departmental Head may pass that individuals information to the Personnel Office, who combine the information with that held in the Personnel Office and place it all in the “terminated” filing cabinets in the attic, NIBTS HQ.

6.4 Corporate Induction

6.4.1 Twice yearly (depending on the number of new starts) the Personnel Department, NIBTS organise a Corporate Induction Presentation for all new starts. At this presentation, each SMT member gives a brief overview of their department, its aims and objectives and how these fit in with the corporate aims and objectives.

6.4.2 It is the responsibility of the Personnel Department, NIBTS to invite all new starts to this training.

6.4.3 It is the responsibility of all Line Managers to encourage attendance at Corporate Induction.

6.5 LIMITATIONS OF THE EXAMINATION

6.5.1 Not Applicable

7 **RESULTS**

7.1 Not Applicable.