

Trust Induction

Day 1

- 08.30 **Registration** with HR and £1.50 parking ticket exchange
- 08.50 **Welcome to Induction** – run through of pack
- 09.00 **Welcome to the Trust** – Executive presentation
- 09.30 **PALS** with Customer Service
- 10.00 Comfort Break - with Library sign up
- 10.15 **Health & Safety** – Fire Safety & Major Incident
- 11.15 **Trust Travel Options**
- 11.30 **Information Round-up**
- 11.40 **Open Forum** (please take all your belongings with you)
- ID Badge Photos – **please keep your BLUE form to hand**
- Travel to work queries & questions
- Training Tracker queries
- 11.50 **Bank workers only – In Lecture Hall** Introduction to Bank worker systems. For registered nurses & administrators only. HCA/Bands 1-4 will be seen later in the week.
- 11.50 **Newly Qualified Nurses & Overseas Nurses** working at GWH, Savernake & Chippenham Hospitals please meet the Clinical Supervisors outside the Lecture Hall

Non – Clinical Staff

If all of your Training Tracker Induction modules have been completed you may now leave. If the Induction facilitator has identified your e-learning is not complete you will be required to remain on site to do this now.

Clinical staff

Please ensure that all of your training Tracker Induction modules have been completed ahead of attending Trust Induction Day 2.

Day 2 For ALL clinical staff

08.25 **Registration**

08.30 **Adult Basic Life Support (ABLS)**

Dieticians, Phlebotomists, Speech & Language Therapists, Health Visitors, Doctors can leave induction. If all of your Training Tracker Induction modules have been completed you may now leave. If the Induction facilitator has identified your e-learning is not complete you will be required to remain on site to do this now.

10.00 Comfort break

10.15 **Medical Equipment Training-** Beds and Mattresses

11.00 **Principles of Patient Manual Handling** - Moving Patients

After manual handling Therapists can leave induction. If all of your Training Tracker Induction modules have been completed you may now leave. If the Induction facilitator has identified your e-learning is not complete you will be required to remain on site to do this now.

Health Care Support Workers please go for lunch and return to the Academy reception at 13:15 to continue your training.

12.15 **Medical Equipment Training-** Infusion Devices

13.30 **Close**

If the Induction facilitator has identified your e-learning is not complete you will be required to remain in the Academy to do this now.

GWH staff - To claim your ID badge, complete your **Departmental Induction Checklist** with your line manager/mentor and return it, in person, to the Academy reception desk. **Only on receipt of the completed checklist will your ID badge be released.**

Community staff - To claim your ID badge, complete your **Departmental Induction Checklist** with your line manager/mentor and return it, in person, to your nominated badge collection point. **Only on receipt of the completed checklist will your ID badge be released.**

Whenever you leave Induction today please ensure you leave your completed evaluation in the basket.