



Employment and Induction Policy

The practice aims to comply with all current employment legislation and good practice guidance. The following procedures are followed when recruiting and carrying out induction for new staff members:

Recruitment and selection

Staff needs are carefully planned and the required skills are reflected in advertising and job descriptions.

Staff are engaged following our effective Recruitment and Selection Policy (M 222H) to ensure that they are able to perform their role. The recruitment process avoids discrimination and there is always a check that the individual is legally entitled to work in the UK. The successful applicant is the closest match to business needs and has the required qualifications, registrations and experience.

Appointment is made subject to references from satisfactory employment and/or clinical references. The individuals are requested to have an enhanced DBS check as required. Criminal record disclosures are stored securely for an appropriate time, not usually more than 6 months. For the procedure refer to DBS Checks (M 228).

Newly appointed employees are requested to complete a medical questionnaire (M 222A-MQA) to ensure that support and, where necessary, reasonable adjustments are provided in order not to place those with an illness or condition at risk and prevent them from placing others at risk.

If necessary, an Occupational Health Assessment is arranged to advise the employer regarding the employee's health issue and to make recommendations on adjustments could be considered for a safe/healthy working environment for that person.

Temporary and staff employed on a fixed term contract basis are subject to the same checks and selection criteria as permanent team members. Where Agency staff are engaged, written confirmation is obtained from the Agency that all the necessary checks have been undertaken, including enhanced CRB/DBS checks.

Induction

All new employees are given induction following the programme in Staff Induction (M 225) during which the Probationary Policy and Procedure (M 225B) is followed. At the end of the induction process training and development plans are agreed.

Immunisations

To comply with Department of Health requirement we follow Immunisations Guidance (M 257T) when recruiting team members.

Trainees

Trainee nurses are enrolled on a training course leading to qualification and registration with the GDC. They are given tasks that are appropriate to their stage of training and competence.

Appraisal

All staff undergo annual appraisal following Staff Appraisal (M 226).