**Trust Induction Details**

Trust Induction will be held face to face with registration from 7.45 am until 8.15 am. Trust Induction is expected to last until 1 pm for Clinical staff and 11.30 am for non-clinical staff. We have included a handy check list at the end of this welcome letter, to advise you what actions your new member of staff need to take.

**ID Badges**

As a new employee at Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) they will need an ID Badge. To request an ID badge, we need them to take a photograph on their mobile phone and send this (as an attachment not a screenshot) to **TrustInduction.ID@bthft.nhs.uk** along with their name and job title, department and start date within the ‘Subject’ header. This must be sent **no later than 12noon** on the **Wednesday** prior to their induction date.

The photograph they submit must be of ‘passport’ standard, ie. representative of normal appearance and taken against a plain background.

**They will need to bring a form of Photo ID with them to collect their Trust ID Badge. This can be a Driver’s License, Passport, student ID etc.**

If your badge is not ready at that time, the ID Badge Team will email you with instructions on when and where to collect it. Please remember to take a form of Photo ID with you when you collect your Trust ID Badge.

They will receive their ID Badge when they attend for registration. If their badge is not ready, they will receive an email from the ID Badge Team to alert them when they can collect their ID Badge.

**Trust IT Login**

This needs to be arranged by the staff members line manager.

**Mandatory Training**

As Trust Induction is their first day as an employee of Bradford Teaching Hospitals NHS Foundation Trust, they will be attending at the Sovereign Lecture Theatre, Field House from 7:45am until approx. 1 pm. We have asked staff to contact the Department/Ward to ascertain when they should attend for their first working day in the Trust. The staff will have an Induction Training Manual emailed to them on the Tuesday prior to Induction to read which covers all Level 1 mandatory training.

We have asked your staff to advise you of any classes they will be attending, during their first week, these will be listed in their welcome letter, but links and times etc, will be logged onto ESR and an email sent from either [Dawn.McPherson@bthft.nhs.uk](mailto:Dawn.McPherson@bthft.nhs.uk) (HCAs); [clinical.skills@bthft.nhs.uk](mailto:clinical.skills@bthft.nhs.uk) (nursing staff/midwives) or for blood transfusion [Transfusion.PractitionerTeam@bthft.nhs.uk](mailto:Transfusion.PractitionerTeam@bthft.nhs.uk). You should advise your staff where and when their first day in your department will be.

**Electronic Staff Records (ESR)**

Staff will be given their ESR login and password at Induction registration. The Education Department have enrolled the member of staff into any additional mandatory eLearning modules that need to be completed as part of the Trust induction. Staff should fully read the Induction Training Manual, which covers all the essential mandatory training and will ensure they are compliant in the basics prior to commencing their role in the Trust.

**Further training applicable to their role within the Trust**

Having read the booklet, referred to above, if your staff have any further training to complete, this will be shown in their ESR account on the enrolments page. They should log into ESR and check for any further online (eLearning) mandatory training and complete it.

If their position requires them to undertake Basic Life Support (BLS) training, a practical session will be delivered during their Trust Induction. It may be that they have completed this during their previous employment; however, they will still need to attend this update.

If they require Moving & Handling Level 2 training or Electronic Patient Record (EPR) training, they will be given training dates at registration.

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| **Actions for your staff to take** |
| Email their photo and details to the ID Badge team [**TrustInduction.ID@bthft.nhs.uk**](mailto:TrustInduction.ID@bthft.nhs.uk) **no later than 12noon** on the **Wednesday** prior to their induction date. |
| Contact their line manager to arrange their first day in their department |
| Read the Induction Training Manual to complete their Level 1 mandatory learning |
| Login to ESR and complete their eLearning |
| Arrange a Fit Testing Appointment (Mandatory for Clinical Staff)  <https://forms.office.com/e/MuMWDe5gDi> |

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| **Facilities Staff**  Security, Drivers, Porters, Cleaners, Domestics, Ward Hospitality,  Further training, if necessary, will be allocated in your department  If Moving and Handling Training is required, they will need to attend on Monday at 11.45 am following Trust Induction. |

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| **Administration & Clerical Staff**  Staff will be advised to report to their respective departments following their Trust Induction  Further training, if necessary, will be allocated in your department |

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| **Health Care Assistants (HCAs) Only**  Attend a 10-day HCA Induction Programme (2 weeks, Monday to Friday beginning immediately after corporate induction)  0900-16:30  On the Wednesday of the 2nd week, please arrange a Ward/Department visit with your staff member to provide them with their IT log in, collect their uniform/scrubs.  The 10-day induction incorporates Manual Handling, EPR and Blood Glucose Meter Operating training.  For enquiries please contact: [Dawn.McPherson@bthft.nhs.uk](mailto:Dawn.McPherson@bthft.nhs.uk) |

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| **Consultants/Doctors**  Check on ESR for additional eLearning training to complete.  Further training, if necessary, will be allocated in your department |

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| **Nursing Staff/Midwives**  Attend the **Safe Administration of Medicines**  Face to Face Course  The course is held on Tuesday (following Induction) 8.30am to 11am  Any problems, please email: [*Clinical.Skills@bthft.nhs.uk*](mailto:Clinical.Skills@bthft.nhs.uk) |
| Attend the **Blood Transfusion Training**  Face to Face Course  The course is held on Tuesday (following Induction) 12noon – 3pm  Any problems, please email: [*Transfusion.PractitionerTeam@bthft.nhs.uk*](mailto:Transfusion.PractitionerTeam@bthft.nhs.uk) |
| Attend the **Intravenous Skills Training**  Face to Face Course  The course is held on Wednesday (following Induction) 8.30am – 4 pm  Any problems, please email: [*Clinical.Skills@bthft.nhs.uk*](mailto:Clinical.Skills@bthft.nhs.uk) |

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| **Remaining Staff**  If your job role is not mentioned in any of the groups as above, please confirm with one of the facilitators at Trust Induction, what you need to do next. You will either need to return home to continue with your mandatory training or report to your department. |