

# Induction Protocol

**Background:** It became apparent that there were issues with the induction process due to the fact that several steps of the training were being missed or poorly implemented.

**Method:** The current documentation was reviewed to ensure the key information was carried forward. By doing this it allowed for the main issues to be identified and solutions created.

Original system	Issue	Solution
Disc sent in the post to new staff member before starting work	Overwhelming amount of information presented in an illogical order	Split the information up into part one and part two of the pack to ensure relevant information was given at the correct time and to make the information more clear and concise.
Collection of various different pieces of paper handed to staff on the first day of work	No clear sign of who was responsible for training and who to turn to for assistance	Create a timeline/framework describing all the tasks that need to be completed and when they are expected to be done by. This also shows who is responsible for ensuring the task is done.
Mentor assigned to new appointee	Mentor not aware of changes to protocol	Mentors needed to be included in the creation of the new induction pack to ensure they knew what tasks they were responsible for
Protocol workshops in place to ensure new staff confident with department specific ways of working	Not clear who is responsible for each workshop and where to find extra information on the workshop	Include a table to demonstrate what workshops are available, who is in charge of each workshop and where to find extra information.

**Results:** The success of the induction process was piloted on two new members of staff and feedback was gathered using a questionnaire.

Solution	Success level
Create new protocol	Both appointees used the induction pack and felt it gave them a good insight into the department
Timeline/framework	Very beneficial to have a guide which they were able to break down further and personalise to individual needs
Mentor	Offered support and useful to have someone on hand to discuss learning concerns with
Workshops	Useful resource but not completed in a timely manner due to lack of forward planning

**Conclusion:** The introduction of a clearly defined framework has been beneficial to new staff members allowing them to personalise the training to suit their needs. It may be useful for mentors to have a more clearly defined structure aimed at them to follow to make sure they know where their responsibilities lie to ensure the resource is applied to the best of its abilities. To ensure the workshops are completed in a more timely manner it is clear that some pre-planning using the rota should be done to prevent them being missed. As a whole, the new induction seems to be more successful than previous attempts with clearly defined framework and time scales benefitting the new member of staff.

