

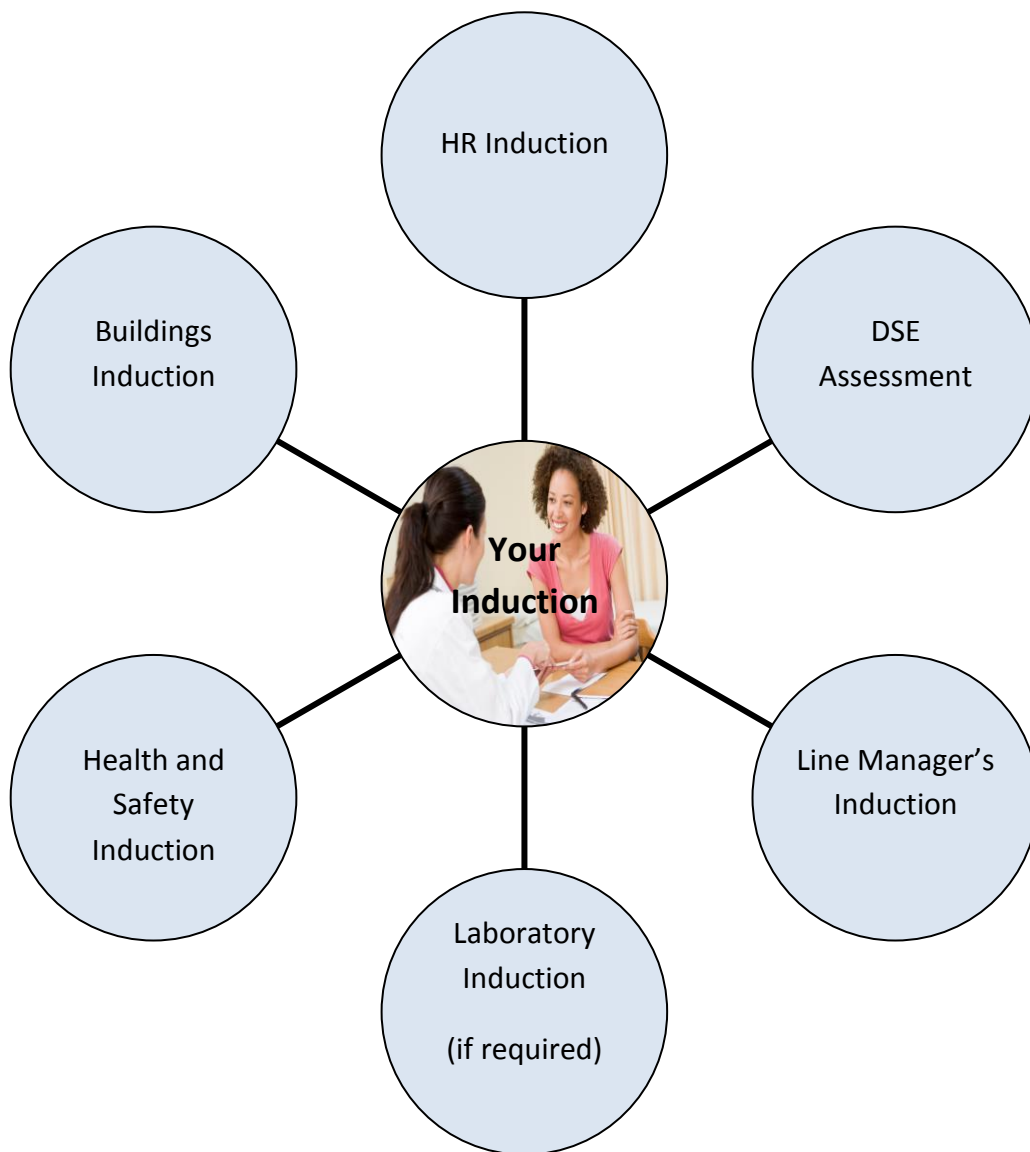
# Your Induction

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Welcome to the Nuffield Department of Clinical Medicine (NDM).

The purpose of the NDM Induction Programme is to help you settle into your new role quickly, happily and successfully.

This booklet is designed to be an introduction to your Induction Programme. You will also receive a Welcome to NDM Induction Booklet, and an Induction Booklet from your Unit, as part of your Induction. If you are engaged in research, you will also receive an additional supplementary booklet.



## Your Induction: An Overview

### You will receive information during your Induction on the following areas:

- The University.
- The Medical Sciences Division of the University.
- The Nuffield Department of Clinical Medicine; your Department.
- The Unit, Research Centre or Institute that you will be working within.

### Your induction will involve:

- An HR Induction, which will include the completion of your starter's paperwork.
- A DSE Assessment, to assess your computer work space.
- A Health and Safety Induction.
- A Buildings Induction.
- A Laboratory Induction and COSHH Assessment, if required.
- An induction by your Line Manager, introducing you to your area of work, your colleagues, where you will be working and the specifics of your role.

### Your induction pack will contain:

- Welcome to NDM Induction Booklet.
- Induction Booklet from your Unit, Research Centre or Institute.
- Research Staff will receive additional guidance.
- This booklet, which includes:
  - A summary of your induction process.
  - Your Increment Mapping Summary.
  - An Induction Checklist. Please complete, sign and return this to your HR staff once your induction is complete. This will be held on your personnel file.

## Mapping your Increments

<b>Employees Name:</b>				
<b>Start Date:</b>				
<b>Starting Stage:</b>				
Grade	Stage	National Spine Point	Employee Salary p.a. (figures accurate at start of post)	Expected Increment Date

### Mapping Increments for Grade E82

**Senior Clinical Researcher holding new consultant contract**

<b>Employees Name:</b>				
<b>Start Date:</b>				
<b>Starting Stage:</b>				
Grade	Stage	Employee Salary p.a. (figures accurate at start of post)	Anticipated Incremental Progression in years (please note that your incremental progression is not an automatic process)	Expected Date of Increment (Please advise your HR team on completion of your NHS/University Appraisal)
E82	10			
E82	20			
E82	30			
E82	40			
E82	50			
E82	60			
E82	70			
E82	80			

## Induction Checklist

Please bring this form with you to all aspects of your induction. The relevant staff member will tick the appropriate boxes as you receive your Induction. Once completed this form should be returned to your HR office, for your personnel file.

### Starters Paperwork

Qualifications checked	<input type="checkbox"/>	University Card issued	<input type="checkbox"/>
Identification checked	<input type="checkbox"/>	IT access set up	<input type="checkbox"/>
Right to work in the UK checked	<input type="checkbox"/>	Personal details form	<input type="checkbox"/>
NHS Honorary Contract received, if required	<input type="checkbox"/>	Professional registration checked	<input type="checkbox"/>
Occupational Health clearance received	<input type="checkbox"/>	Building/room access card issued	<input type="checkbox"/>
Security checks cleared	<input type="checkbox"/>	NI details provided	<input type="checkbox"/>
Training record issued	<input type="checkbox"/>	Tax forms completed	<input type="checkbox"/>

### HR Induction

Welcome to NDM Booklet	<input type="checkbox"/>	Induction Booklet from your Unit	<input type="checkbox"/>
Research Staff Induction Booklet, if applicable.	<input type="checkbox"/>	Structure chart provided	<input type="checkbox"/>
Contract details	<input type="checkbox"/>	Map	<input type="checkbox"/>
Hours of work	<input type="checkbox"/>	Probation and PDR process	<input type="checkbox"/>
Bank account	<input type="checkbox"/>	Training	<input type="checkbox"/>
Payroll information, including increments, cost of living awards, pay dates and salary scales.	<input type="checkbox"/>	Contract end date, funding, and redeployment processes.	<input type="checkbox"/>
Careers Service	<input type="checkbox"/>	Annual Leave and fixed closure days	<input type="checkbox"/>
Flexible working	<input type="checkbox"/>	Sickness	<input type="checkbox"/>

Benefits Handbook, clubs and societies	<input type="checkbox"/>	Doctors, Dentists and Hospital Appointments	<input type="checkbox"/>
Occupational Health Service, including the travel clinic.	<input type="checkbox"/>	Maternity, paternity, parental leave, adoption leave.	<input type="checkbox"/>
Harassment Officers	<input type="checkbox"/>	Staff Handbook	<input type="checkbox"/>
Staff Gateway	<input type="checkbox"/>	Travel and parking	<input type="checkbox"/>
Pension Schemes	<input type="checkbox"/>	Eye tests for VDU users	<input type="checkbox"/>

### Line Managers Induction

Tour of the building and offices, including facilities such as canteens, vending machines, lockers, showers and toilets	<input type="checkbox"/>	Office systems, such as post, recycling, shredding, photocopying, room booking, reception and visitors process.	<input type="checkbox"/>
Setting up of work space, including phone, computer, stationary etc.	<input type="checkbox"/>	Access to group drives, on-line and shared resources	<input type="checkbox"/>
Assigned a mentor or key contact person.	<input type="checkbox"/>	Key aims and targets of group	<input type="checkbox"/>
Role responsibilities and aims	<input type="checkbox"/>	Introduction to Colleagues	<input type="checkbox"/>
Handover notes/meeting provided	<input type="checkbox"/>	Training, workshops, seminars and meetings.	<input type="checkbox"/>
Group socials	<input type="checkbox"/>	Placing Orders	<input type="checkbox"/>
Out-of-hours processes.	<input type="checkbox"/>	Expense claims	<input type="checkbox"/>

### Dates to be recorded:

<b>DSE Assessment</b>	<input type="checkbox"/>	<b>Buildings Induction</b>	<input type="checkbox"/>
<b>Health and Safety Induction</b>	<input type="checkbox"/>	<b>Laboratory Induction and COSHH Assessment, if required.</b>	<input type="checkbox"/>

I have completed the on-line **Introduction to the University** course  
[http://www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&ls=&cc=IND/ONLI&page=3&id=](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=IND/ONLI&page=3&id=)

I have completed the on-line **Equality and Diversity** course  
[http://www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&ls=&cc=MAN/EQU/ONLI&page=3&id=925](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/EQU/ONLI&page=3&id=925)

I have completed the **NDM Unconscious Bias** Training  
 (please contact your local HR team to arrange this)

I have completed the on-line **Challenging Behaviour** course  
[http://www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&ls=&cc=MAN/HAR/ONLI&page=3&id=2046](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/HAR/ONLI&page=3&id=2046)

I have read all **policy documents** as directed to in my Contract of Employment, including the Information Security Policy and Bribery and Fraud Policy.



I can confirm that I have received all aspects of my Induction, as detailed above:

Name: .....

Signature: ..... Date: .....

### **Feedback**

Please use this section for any feedback you would like to provide on your experiences as a new starter and your Induction process: