Induction Guidelines and Checklists

2024 – V8

Message from National Director of Human Resources

Our focus for every employee is on building a better health service for the communities we serve and for the colleagues who work with us. Therefore it is of the utmost importance that all our staff feel welcome and included from the start and have access to the information they need to become a productive team member as soon as possible. Ensuring that new staff get a 'good start' begins with a well thought out induction programme.

The **Health Services People Strategy 2019-2024** sets out the future direction of our people services across the healthcare system. The vision of the strategy is to create an exceptional employee experience that engages the talent and nurtures the leadership capability of all individuals and teams working together to deliver safer better healthcare. This approach is reflected in Sláintecare which requires building a sustainable, resilient workforce that is supported and enabled to deliver the Sláintecare vision. The Induction programme is the first developmental pathway of supports that will empower staff to manage their own development and enable them to continuously improve their capacity (knowledge and confidence) to deliver to their full potential as service leaders and team members.

The Induction Guidelines and associated checklists have been developed to assist Line Managers to plan and deliver effective early induction of new staff into the workplace. These Guidelines will assist in planning for their arrival and integration into teams, focusing specifically on the new person and how they will be received into the team or department. It is a time of change for all and an opportunity to demonstrate our commitment to respecting each new staff member by assisting them to get off to a good start.

It is important that through practicing our values of care, compassion, trust and learning we can work together to make sure all new employees are given the support they need and are performing confidently in their new roles in a way that values and maximises their contribution to services. These **Induction Guidelines** are the first critical step in planning this process.

Anne Marie Hoey
National Director of Human Resources, HSE

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Context

The HSE is a large organisation of over 130,000 people whose job is to run all of the public health services in Ireland. The HSE manages services through a structure designed to place patients and clients at the centre of the organisation.

These Induction Guidelines provides an opportunity to develop a standardised approach to Induction for new and existing employees in line with the Health Services People Strategy 2019-2024.

Induction Guidelines and checklists were devised by a Cross Consultative Group and have been updated to support Line Managers in prioritising Induction and early supports for staff as they join the organisation or join a new team/service.

Key areas were identified in relation to the development of the Induction framework, including the following:

- Guidelines on Induction.
- i-START Hub and other e-learning programmes.
- Induction Checklists.
- Employee Handbook.
- Roles and Responsibilities of Line Managers and employees.

This document should be used in tandem with the HSE Employee Handbook.

Guidelines

The Guidelines provide the employer and employee with detailed and relevant information on the Induction process. Roles and responsibilities are clearly defined. Timeframes for the completion of each stage of Induction are set out herein.

Policy Statement

It is the responsibility of the HSE as an employer of best practice to ensure that all new, promoted, transferred and seconded employees will receive an appropriate programme of Induction on commencement of employment or transfer to a new work area in line with Guidelines set out in this document.

What is Induction?

Induction is a process by which employees are received and welcomed to the organisation. It is a method of formally introducing the employee to their work location and colleagues. A clear understanding of their job, role and responsibilities and the mission and values of the wider organisation will be provided. An effective Induction process will ensure that the employee is supported in achieving expected performance levels. It will also ensure that the new employee is aware of the importance of team-working within the HSE and their role within the team.

Why Induct?

It is important to induct so that employees can gain the necessary information to perform their duties to the highest standard possible within the HSE.

Aims of an Effective Induction

- To ensure that each employee receives a structured welcome and introduction to their immediate work environment and the wider organisation.
- To outline the organisation's responsibilities and values.
- To assist in the promotion of the culture and philosophy of the organisation.
- To clarify expectations of both employee and employer in relation to codes of conduct, policies and procedures, employee services etc.
- To clarify the role of the employee and performance expectations.
- To commence a process of structured feedback on performance.
- To promote an emphasis on customer/service user focus.
- To promote an environment of effective health, safety and welfare.

Benefits of an Effective Induction

Line Manager:

- It provides the Line Manager with a framework to clearly communicate policies and procedures to the employee.

Employee:

- It provides a structured welcome and support for the individual employee on commencing employment, promotion, transfer and secondment, providing clarity on role expectations.

Service Area:

- It helps the employee to fit in, enabling integration into the service area, enhancing effectiveness and performance.

Wider Organisation:

- It promotes a shared vision within the organisation.
- It fulfils statutory obligations.

Stages of Induction

	1	2	3	4	5
Stages of Induction	**Pre-employment Induction**	**Corporate Induction (Part 1 of 2)** **i-START Induction Hub**	**Departmental Induction**	**Site Induction**	**Corporate Induction (Part 2 of 2)** **Corporate Induction Virtual Classroom Programme**
Overview	The purpose of Pre-employment Induction is to ensure that the Line Manager prepares for the arrival of new employees in order to help them settle in as quickly as possible, especially those who need reasonable accommodation, e.g. wheelchair access.	Corporate Induction constitutes an introduction to the wider organisation. It presents a consistent message about the values, structures and services of the organisation, in addition to placing people's work in the wider context of the HSE. Corporate Induction Part 1 is delivered through e-learning as the employee takes up their new position. There are twelve themes in the i-START Induction hub that require completion before attending Part 2 of corporate Induction.	The Departmental Induction provides appropriate information to employees relevant to their own role and department, working arrangements, departmental health and safety arrangements, security etc. It provides the Line Manager with a framework to clearly communicate policies and procedures to employees.	Site Induction is information on various services within the site. In a hospital environment, the employee should receive details from an appropriate person on relevant matters, e.g. catering, occupational health department, nursing etc. In a Community Health Organisation (CHO) environment, the employee should receive details from the services provided, etc. This will be delivered as part of the site Induction process. If an employee does not work in a hospital environment or a CHO their site Induction may be incorporated into their departmental Induction.	Corporate Induction Part 2 is a follow on from completion of the i-START Hub on HSeLanD and is delivered through a half-day virtual classroom programme facilitated by Leadership, Learning and Talent Management. This programme provides a Corporate Induction to the HSE for all new staff and staff who are moving roles within the HSE. It provides employees with an understanding of their role in the HSE, what the HSE expects of them as employees, what the HSE can offer them and key resources for all staff to access as employees.
Which categories of employees	All new, promoted, transferred and seconded employees.	All new, promoted, transferred and seconded employees.	All new, promoted, transferred and seconded employees.	All new, promoted, transferred and seconded employees except those on fixed term contract <3 months.	All new, promoted, transferred and seconded employees.
Timeline for completion	Before the employee's start date.	Before attending Part 2 of Corporate Induction and within four months of the employee's start date.	Within two months of the employee's start date.	Within four months of the employee's start date.	After completing the I-Start Induction hub and within four months of the employee's start date.

Use of Checklists

Checklists have been developed for all stages of the Induction process. They are designed to give new employees and their Line Managers a guide to the procedure. They also provide the employer with a record of the employee's Induction.

Induction Checklist Management

The completion of the Checklists provides an opportunity from the outset to develop the Line Manager and the employee relationship. It also provides a positive environment in which to address and clarify role expectations, required performance level, and constitutes a support mechanism. Each Checklist includes a comprehensive list of topics that the new employee needs to be made familiar with and actions to be completed by the Line Manager to facilitate this. Paper copies should be produced in triplicate, one for the Line Manager, one for the employee's personnel file and one for the employee. Copies of all Checklists should be placed on the employee's personnel file. Both the Line Manager and employee sign the Departmental, Site and Corporate Induction Checklists to certify that all topics on each Checklist have been adequately covered.

Implementation of Induction

Preparation for Induction of a new employee should start before the employee takes up duty, and continue through the initial period of employment/probation. This commences with a pre-employment Checklist prior to the employees start/promotion/transfer date and involves the completion of Checklists at each stage of Induction and the attendance of the new employee at all scheduled training.

Employee

Recruitment will direct the employee to complete themes one to three in the i-START Induction Hub on HSeLanD prior to taking up a new position.

On the first day

It is essential that the new employee is met on the first day and welcomed into the department.

The Line Manager or delegated person introduces the new employee to colleagues and other key staff in the organisation including the buddy/work colleague. The Line Manager provides appropriate information to the new employee in relation to their role and responsibilities. The employee will be introduced to the Induction process and given information on how the Checklists work. The employee will be given details of any training arranged by the Line Manager.

The first weeks

The Line Manager will progress through the Departmental Induction Checklist with the employee. It will be necessary in the first weeks to set time aside to progress through the employees Departmental Induction Checklist and to complete the remaining themes on the i-START Hub. Initial meetings should involve setting objectives/priorities/targets and discussing ways of achieving any development needs and performance standards. The probationary process should be discussed with the new employee in the first week.

The first months

Meetings should be arranged in the first few months between the Line Manager and the employee to discuss how well the employee is performing their duties, and if necessary, to identify what other support may be required by the employee. At this stage, the Departmental Induction Checklist should be near completion or completed and the employee should have attended the Site Induction training.

The Departmental, Site and Corporate Induction Checklists should be completed and signed by the Line Manager and the employee.

Roles and Responsibilities

Induction is the responsibility of both the employer and employee. The employer has the responsibility to ensure that all staff are inducted in a reasonable time frame and the employee has responsibility to co-operate fully with the process.

Senior Management are responsible for:

- Ensuring that Induction is a key performance indicator for all Line Managers.
- Supporting the process and agreeing the release of staff to attend scheduled Induction training.

Line Manager is responsible for:

- Tailoring the departmental Checklist to include local policies and procedures. This may be done jointly with other Line Managers in a service setting, e.g. Directors of Nursing in a particular service area, public health nurses, etc.
- Ensuring that employees are familiar with the i-START Hub, and ensuring that the employee completes all twelve themes before attending Part 2 of the corporate induction within four months of commencing their employment.
- Ensuring that all aspects of the Induction process are completed within the specified time frames and progressing through each Checklist with the new employee.
- Identifying a buddy/work colleague.
- Reviewing and completing the Pre-employment Checklist and compiling the necessary back-up materials ahead of the new employee's arrival.
- Ensuring that either the Line Manager or allocated designated person is available on the first day to meet the new employee.
- Scheduling appointments in their diary over the first day, week, three months, six months to have regular, short meetings with the new employee, aimed at progressing through the Departmental, Site and Corporate Induction Checklists.
- Ensuring that appropriate reasonable accommodations and equipment are in place on the first day, where applicable.
- Delegation of Induction tasks is the responsibility of the Line Manager.
- S/he may share out the workload of familiarising the new employee with work practices.
- Ensuring that staff are released to attend the Site and Corporate Induction training, including, where appropriate, foreseeing and allocating resources for replacement of front-line staff.
- Recording details of employees who have completed all Induction Checklists and submitting these details as required.
- Arranging all other relevant training identified.
- In the event that the new employee has specific necessary accommodations, that these be reviewed with the employee, in consultation with Occupational Health.

Employee is responsible for:

- Co-operating fully with the process by attending all scheduled training.
- Progressing through Checklists with the Line Manager and seeking clarification on any documentation, when necessary, before sign-off.

Buddy/Work Colleague is responsible for:

- Welcoming the new employee into the organisation and to assist and support the new employee to become familiar with their work environment and surroundings.

Stage 1 - The Pre-Employment Induction Checklist

Pre-employment Induction

The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of employees, and to help them settle in as quickly as possible.

Pre-employment Induction Checklist Timeframe

The Pre-employment Induction Checklist is to be completed before the new employee's start date.

Line Management Responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Pre-employment Induction Checklist. These actions should be completed by the Line Manager before a new employee starts. On completion of the Checklist, a copy is placed in the employee's file and the employee is given a copy of the completed Checklist. A date is agreed for the completion of the next stage of Induction.

Before the new employee joins the department, all necessary workspace and equipment should be in place If possible. The Line Manager should contact the new employee before the agreed start date if appropriate. The Line Manager should contact Recruitment to check if the new employee has any disability or diversity requirements. The Line Manager should arrange all appropriate training e.g. manual handling. Members of the department, including reception/security and other relevant people, should be notified of the employee's start date by the Line Manager or delegated person.

The Pre-Employment Induction Checklist

Name	
Location	
Grade	
Start of Employment Date	
Personnel Number	

The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of new employees, and to help them to settle in as quickly as possible.

		Date Completed	Comments
	Line Manager to contact new employee before start date to confirm their start time, to tell them where to report to on their first day and to provide any other relevant information that may be required in advance of their arrival on site such as uniform, personal protective equipment etc.		
	Name of buddy/work colleague assigned (If applicable).		
	Line Manager/Supervisor with the responsibility to meet and welcome the new employee on their first day designated.		

Appropriate physical environment for "meet and greet" discussion made available.		
Workspace provided for the new employee, if appropriate.		
If possible, necessary equipment should be in place e.g. laptop, phone etc.		
Other relevant people notified (IT network support etc.), if appropriate.		
Check to ensure that the new employee is set up for payroll (if a direct employee of the organisation) and inform the new employee of their employee personnel number.		
Reception, security staff and employees in other relevant Departments informed of employee's arrival.		
Identification card/security pass to be issued (where appropriate).		
Obtain employee's personal contact details (for purposes of meeting on first day/emergency situations).		
Disability requirements (if relevant), e.g. Access, Assistive Technology, special learning needs, other.		
Diversity requirements (if relevant), e.g. Awareness of HSE Diversity Equality and Inclusion statement available through the link below: https://healthservice.hse.ie/staff/procedures-guidelines/diversity-equality-and-inclusion/		
Employee file prepared (this should be retained locally for each individual staff member).		
Ensure employee contract details are in order.		
Ensure employees are briefed on accessing online payslips (if applicable) and inform the employee of the date of their first salary payment. https://healthservice.hse.ie/staff/pay/payslips-explained/		

Completed by:

Line Manager		
PRINT NAME	SIGNATURE	DATE

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Stage 2 - The i-START Induction hub

Corporate Induction constitutes an introduction to the wider organisation. It sends a consistent message about the values, structures and services of the organisation. Corporate Induction comprises two parts: Part 1 is delivered via the i-START Induction hub on HSeLanD's online learning portal. Part 2 of the Corporate Induction follows on from the i-START Induction hub, in the form of a virtual training programme facilitated by Leadership, Learning and Talent Management.

Corporate Induction Part 1 Checklist: i-START Induction Hub (available through HSeLanD)

	Date Completed	Comments
Theme 1: Welcome to your i-START Hub • The Induction Process and the stages of delivery.		
Theme 2: Preparing for Day 1 • How to prepare for the first day of employment In the HSE such as job description, dress code and planning the journey to the work location.		
Theme 3: Surviving Day 1 • Professionalism. • Interaction with colleagues. • Listening and observing.		
Theme 4: Irish Health Services Context • The services the HSE provides to the Irish population. • Current health trends in the Irish population.		
Theme 5: Health, Safety and Security of You and Others • Safe Systems of work. • Safety elements and safety equipment.		
Theme 6: Service: Mission, Vision, Values, Quality Improvement • The HSE's Corporate Plan 2021-2024. • The HSE's vision, mission and values.		
Theme 7:Staff Engagement • National Staff Engagement Forum. • Engagement with colleagues.		
Theme 8: Your Responsibilities • HSE's Code of Conduct.		
Theme 9 :Your Career Supports • On the job learning. • Career development opportunities. • Training programmes.		

Theme 10: Working with Colleagues and Team-working • Definitions of team working. • Values of Care, Compassion, Trust and Learning. • How to be a good team member.		
Theme 11: Health and Wellbeing at Work • Physical and Mental Health and Wellbeing. • Actions to take to improve wellbeing.		
Theme 12: What We Offer You • Travel and Subsistence. • Leave arrangements. • Training and Development Opportunities.		

How to book your Corporate Induction Programme

Leadership, Leadership and Talent Management (LLTM) facilitate virtual Corporate Induction programmes throughout the year. Dates of programmes can be found on the LLTM Prospectus on the HSE website

https://healthservice.hse.ie/staff/training-and-development/training-programmes-for-all-staff/corporate-induction/

Employees should enrol onto the Virtual Corporate Induction Programme through HSeLanD by

- Logging into their HSeLanD account.

- Selecting 'courses' from the top menu.

- Choosing 'Human Resources' from the course catalogue and then selecting 'LLTM'.

- Viewing the LLTM programmes listed and selecting the preferred Corporate Induction Programme.

- Reading the programme information and clicking the green 'enrol' button.

- Completing the enrolment confirmation form and selecting the green 'confirm enrolment' button.

Stage 3 - The Departmental Induction Checklist

Departmental Induction

The Departmental Induction provides appropriate information to new employees relevant to their own role and department, working arrangements, departmental health and safety arrangements, security etc.

Line Management Responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Departmental Induction Checklist. These actions should commence on the day a new employee starts. The Line Manager introduces the new employee to colleagues and other key staff in the organisation. On completion, a copy of the Checklist is placed in the employee's file, and the employee is given another copy. A date for the completion of the next stage is agreed. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process.
- To tailor the Departmental Induction Checklist to meet local needs. This might be achieved with other Line Managers in a natural community, e.g. Directors of Nursing in a particular service area, public health nurses etc.
- To progress through the Departmental Induction Checklist with the new employee.
- To ensure that all employees receive the necessary information in a manner relevant to their needs, and to enable them to contribute to the work unit as soon as possible.
- To ensure that work unit Induction material is maintained and kept up to date.
- To release employees and ensure that they attend Site Induction training.

Employee Responsibility

- To attend Site Induction training as scheduled.
- To participate fully in the Induction process.
- To attend scheduled statutory and mandatory training – e.g. manual handling training and fire safety training.
- To seek additional clarification if necessary, on any aspects of the documentation provided – e.g. Health and Safety Policy – before signing off on the Checklist.

Departmental Induction Checklist Timeframe

The Departmental Induction Checklist is to be completed within two months of start of employment.

Departmental Induction Checklist

Name	
Location	
Grade	
Start of Employment Date	
Personnel Number	

The purpose of the Departmental Induction Checklist is to assist the Line Manager to prepare for the arrival of new employees, and to help them to settle in as quickly as possible.

Complete each box when the action has been thoroughly explained and understood.

Welcome and Introduction

Provide new employee with	Date Completed	Comments
A welcome to the organisation.		
Information on confidentiality and professionalism.		
Verify new person's identity, if applicable.		
Information on how Induction and probation work.		
Confirm details of employment contract including probationary period, payroll details and superannuation processes. Further information on payroll processes can be found on the link below: https://healthservice.hse.ie/staff/benefits-services/pay/contact-payroll.html Further information on superannuation processes can be found on the link below: https://healthservice.hse.ie/staff/benefits-services/pensions/hse-superannuation-scheme.html		
Introduction to buddy/work colleague assigned.		
Identify any necessary supports for the employees, e.g. assisted devices.		
Ensure employees are briefed on exposure prone procedures (where applicable).		
Site Induction training booked within four months of start date.		
Advise the new employee on how to book Part 2 of Corporate Induction Training - virtual training programme facilitated by Leadership, Learning and Talent Management on HSeLanD. This should be attended within four months of the start date.		

Role Clarity, Performance Planning and Career Development

Provide new employee with	Date Completed	Comments
Information on assignment of work duties.		
Introduction to other members of the department/division and briefly explaining responsibilities.		
Information on the structure and operation of the department/division/clinical unit that they will be working within.		

	Date Completed	Comments
Career Opportunities and Information on Performance Achievement Process. A guide to Performance Achievement can be found through the link below: https://healthservice.hse.ie/staff/procedures-guidelines/performance-achievement/ Refer the new employee to the Performance Achievement Hub on HSeLanD for webinars and further information.		

Information about the Department/Division

Provide new employee with	Date Completed	Comments
List of staff in the department, their telephone/bleep extensions and e-mail addresses (where possible).		
Outline the Dress Code Policy. This can be found in the Employee Handbook, which is available through the link below: https://healthservice.hse.ie/staff/training-development/training/employee-handbook.html		
Outline of service plan applicable to the role.		
Details of how information is communicated through the department, i.e. by e-mail, written memorandum etc.		
Department/Division structure, organisation chart and clarification on where the new employee sits within that structure.		
Information about the National Service Desk and the Ivanti Self-Service system in relation to IT queries.		
Information on Cyber Security and Awareness - this can be found through the link below: https://healthservice.hse.ie/cyber/		
Information on the service's Child Safeguarding Statement (as appropriate) – legal requirement under Children First Act 2015 for all relevant services Additional information available at https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-safeguarding-statement/		

Teamwork

Provide new employee with	Date Completed	Comments
Details of frequency of team meetings.		
Introduction to multi-disciplinary working (if applicable).		

Work hours and entitlements

Provide new employee with	Date Completed	Comments
Details of hours of work, start, breaks, finish etc.		
Details of leave entitlements and the procedure for applying for leave i.e HR Forms and National Integrated Staff Records and Pay Programme (NiSRP). Further information on NiSRP can be found through the link below: https://healthservice.hse.ie/staff/my-hse-self-service-support/get-started-on-my-hse-self-service/ Further information on different types of leave and how to apply for them can be found through the link below: https://healthservice.hse.ie/staff/leave/ Further information on HSE HR Forms can be found through the link below: https://healthservice.hse.ie/staff/benefits-and-services/hr-forms/		
Details on how to report absences/late arrivals, including who and when to notify (Attendance Management Policy).		
If applicable, details on the National Finance Regulations and where the employee might be required to travel, and how to claim travel expenses. Further information on the National Finance Regulations can be found through the link below: https://www.hse.ie/eng/about/who/finance/nfr/?utm_content=finance_NFR&utm_source=adobe_campaign&utm_medium=email&utm_campaign=07022023_allstaffnewsletter		

Familiarise with environment

Make new employee familiar with	Date Completed	Comments
Entrances/exits and clock-in facilities (if applicable) in the building.		
Car parking facilities, information on bus/train services, local map if available.		
Disabled access – familiarisation for able and disabled employees.		

	Date Completed	Comments
Assistive technology needs and special learning needs (if any) have been assessed.		
Workstation/work location.		
Post/phone/bleep/e-mail/internet/intranet procedures.		
Tea and coffee-making and canteen facilities.		
Toilets.		
Staff room (if any) and staff notice-board.		
Staff changing facilities (where appropriate).		
Working from home arrangements (where appropriate) and associated processes, risk assessments etc. Further information on this can be found through the link below: https://healthservice.hse.ie/staff/procedures-guidelines/working-from-home/		

Security

Provide new employee with	Date Completed	Comments
Keys, security number for door(s) (where appropriate).		
Identification card (where necessary), if not already completed in the pre-employment Induction.		
Passwords for computer, e-mail etc.		
Information on after-hours procedures, e.g. exits available and locking up arrangements.		

Health and Safety

Provide new employee with	Date Completed	Comments
Information on the Corporate Safety Statement. https://healthservice.hse.ie/staff/health-and-safety/safety-statement/		
Contact details for local Occupational Health (Workplace Health and Wellbeing Department).		
Departmental safety statement and Information and advice on the location of the Site Specific Safety Statement.		

Advice on location of major emergency disaster plan.		
Information regarding fire exits, e.g. location of fire equipment, map of fire assembly points, and details of evacuation procedure.		
Information about who is in charge of first aid and safety (either in or outside the department), where to find the nearest first-aid box, and what to do if an accident or emergency occurs.		
Details of accident/near-miss reporting procedure.		
Information on Risk Assessment, which include the following: • General Risk Assessment Form. • Display Screen Equipment Risk Assessment Form. • Workplace Stress Risk Assessment Form. • Biological Agents Risk Assessment Form. • Chemical Agents Risk Assessment Form. • Pregnant Employee Risk Assessment Form. Further information can be found through the link below: https://healthservice.hse.ie/staff/benefits-services/health-and-safety/carrying-out-a-risk-assessment.html		
Policy on Management of Work Related Aggression and Violence. https://healthservice.hse.ie/filelibrary/staff/policy-on-the-prevention-and-management-of-work-related-aggression-and-violence-2018.pdf		
Policy for Prevention and Management of Stress in the Workplace. https://healthservice.hse.ie/filelibrary/staff/policy-for-prevention-and-management-of-stress-in-the-workplace-2018.pdf		
Policy for Preventing and Managing Critical Incident Stress. https://healthservice.hse.ie/staff/benefits-and-services/critical-incident-stress-management-cism/		
Manual Handling and People Handling Policy. https://healthservice.hse.ie/staff/health-and-safety/manual-handling-in-healthcare/		
Policy for Lone Working. https://healthservice.hse.ie/staff/health-and-safety/lone-working/		
HSE Policy on the Prevention of Sharps Injuries. https://healthservice.hse.ie/staff/health-and-safety/safe-use-of-sharps/		
Prevention of Blood Borne Diseases In the Health Care Setting. https://www.hse.ie/eng/staff/resources/hr-circulars/hse-hr-circular-012-2009-re-implementation-of-recommendations-of-report-on-the-prevention-of-transmission-of-blood-borne-diseases-in-the-health-care-setting.pdf		

	Date Completed	Comments
Guidelines on the Safe Use and Handling of Cytotoxic Drugs. https://healthservice.hse.ie/filelibrary/staff/hse-guideline-on-the-safe-handling-and-use-of-cytotox-drugs.pdf		
Statutory Occupational Safety and Health Training. The HSE Policy on Statutory Occupational Safety and Health Training is to inform all Line Managers and employees of the requirement to provide and attend any online, virtual or classroom based statutory occupational safety and health training, as appropriate to the role. https://healthservice.hse.ie/filelibrary/staff/policy-on-statutory-occupa-tional-safety-and-health-training.pdf Some examples of statutory and mandatory safety and health training include ● Manual Handling Training. ● Hand Hygiene Training. ● Display Screen Equipment (DSE) Training. ● Risk Assessment and Incident Reporting Training.		
The Line Manager should list other specific training here.		

Covid-19 Checklist - Information for Staff

Some key aspects in relation to Covid-19 have been identified below. This is not an exhaustive list and staff should keep up to date with the relevant information on Covid-19 for the service they are working in.	Date Completed	Comments
The HSE has established a webpage with information on Covid-19 for staff: https://healthservice.hse.ie/staff/coronavirus/ The new employee should review the relevant sections of this webpage as part of Induction, and on a regular basis thereafter.		
Preventing the Spread of Infection **Adherence to HSE Infection Control and Prevention measures including regular hand washing** A video on preventing the spread of infection for reception and non-clinical staff is available on: https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html		
Personal Protective Equipment (PPE) The current recommendations for the use of PPE in the context of the Covid-19 pandemic is available at: https://healthservice.hse.ie/staff/covid-19-staff-support/ppe-guidance-for-staff/ This guidance may be updated so staff are advised to also check the Health Protection Surveillance Centre's website for the most up to date information.		

Videos showing how to put on and take off PPE are available through the link below: https://healthservice.hse.ie/staff/covid-19-staff-support/ppe-guidance-for-staff/#Guidance-on-using-PPE **PPE HSeLanD Modules (if applicable)** There are two HSeLanD modules for putting on and taking off PPE safely. The first is for staff working in acute settings. Go to HSeLanD and search 'putting on and taking off PPE in acute healthcare settings'. The second is for any staff member working in community settings. Go to HSeLanD and search 'putting on and taking off PPE in community healthcare settings'.		
For staff working in clinical settings/residential facilities The Health Protection Surveillance Centre has issued Infection Prevention and Control Guidance for Covid-19 for staff. This can be accessed at: https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ Staff should visit this page regularly as it is being updated and it contains a variety of infection prevention and control guidance for different clinical situations, along with use of Personal Protection Equipment, advice for Residential Care Facilities and Sampling. The page also has video resources both for Acute Health Settings and GP Primary Care.		
Data Protection and COVID-19 For information on data protection and Covid-19 please review: https://www.hse.ie/eng/gdpr/data-protection-covid-19/		
Social Distancing Ensure knowledge and adherence to social distancing principles in line with public health Guidelines when completing this Checklist.		
Covid-19 Leave Arrangements Further information on covid-19 leave arrangements can be found through the link below: https://healthservice.hse.ie/staff/leave/covid-19-related-leave-for-public-health-service-employees/#:~:text=If%20you%20test%20positive%20for,further%20information%20on%20sick%20leave		
Redeployment of Staff in a National Pandemic or other Major Emergency https://www.hse.ie/eng/staff/resources/hrppg/policy-on-redeployment-of-staff-during-covid-19-infection-march-2020.pdf		

The Covid-19 Checklist also includes on-call campaign training for doctors, nurses and HCAs (in Appendix 1).

Policies/Procedures/Guidelines

The employee has been made aware of, introduced to, and given appropriate documentation on the following:

Organisational Policies/Procedures/Guidelines	Date Completed	Comments
HSE Employee Handbook https://healthservice.hse.ie/staff/training-development/training/employee-handbook.html		
Terms and Conditions of Employment https://healthservice.hse.ie/staff/benefits-and-services/hr-forms/terms-and-conditions-of-employment/		
Management of Consumer Feedback Policy and Guidance https://www.hse.ie/eng/services/yourhealthservice/feedback/complaints/policy/		
Statutory Occupational Safety and Health Training 2023 https://healthservice.hse.ie/staff/training-and-development/health-and-safety-training/occupational-safety--health-osh-training-/		
Driving for Work https://healthservice.hse.ie/staff/health-and-safety/driving-for-work/		
Risk Management Policies https://www.hse.ie/eng/about/qavd/riskmanagement/risk-management-documentation/		
Managing Attendance Policy and Procedures https://www.hse.ie/eng/staff/resources/hr-circulars/managing-attendance-policy-revised-2023-final.pdf		
Long Term Absence Benefit Schemes Guidelines https://www.hse.ie/eng/staff/resources/hrppg/long-term-absence-benefit-schemes-guidelines-december-2012.html		
Policy and Procedure on the Rehabilitation of Employees Back to Work after Illness or Injury https://assets.hse.ie/media/documents/Rehabilitation_of_employees_back_to_work_after_illness_policy.pdf		
Disciplinary Procedures for Employees of the HSE https://www.hse.ie/eng/staff/resources/hrppg/disciplinary-procedure-for-employees-of-hse-2007.html		
Shorter Working Year Scheme		

Organisational Policies/Procedures/Guidelines	Date Completed	Comments
https://healthservice.hse.ie/staff/benefits-services/leave/shorter-working-year-scheme.html		
Sick Leave Policy https://healthservice.hse.ie/staff/leave/sick-leave/		
HSE Garda Vetting Process https://www.hse.ie/eng/staff/jobs/recruitment-process/garda-clear-ance.html		
National Transfer Policy https://www.hse.ie/eng/staff/resources/hrppg/national-transfer-pol-icy.html		
Diversity, Equality and Inclusion Strategy https://healthservice.hse.ie/staff/procedures-guidelines/diversity-equality-and-inclusion/		
HSE Employers Agency Strategy and Action Plan for the Employment of People with Disabilities in the Health Service **https://www.hse.ie/eng/staff/Resources/hrstrategiesreports/Dis-ability%20Strategy%20and%20Action%20Plan.doc**		
Data Protection https://healthservice.hse.ie/staff/procedures-guidelines/data-protec-tion/		
Freedom of Information Legislation https://www.hse.ie/eng/services/yourhealthservice/info/foi/		
Code of Standards and Behaviour https://www.hse.ie/eng/staff/resources/codeofstandards.pdf		
Dignity at Work Policy https://healthservice.hse.ie/staff/procedures-guidelines/ Refer the new employee to the e-learning programme on Dignity at Work available on HSeLanD.		
Social and Digital Media Policy and Guidance for HSE Employees https://www.hse.ie/eng/about/who/communications/digital/social-me-dia/social-media-and-digital-policy/social-media-staff-use-guide-lines.pdf		
Ethics in Public Office (Grade VIII and above)		

Organisational Policies/Procedures/Guidelines	Date Completed	Comments
https://healthservice.hse.ie/staff/procedures-guidelines/disclosing-registrable-interests/		
Policy Statement on Fraud and Corruption https://www.hse.ie/eng/staff/resources/hrppg/policy-statement-on-fraud-and-corruption.html		
Health Service Information and Consultation Agreement https://www.hse.ie/eng/staff/resources/hr-agreements/		
The Policy for the Management of Consumer Feedback to include Comments, Compliments and Complaints in the HSE https://www.hse.ie/eng/services/yourhealthservice/feedback/complaints/policy/		
National Tobacco Free Campus Policy https://www.hse.ie/eng/staff/resources/hrppg/national-tobacco-free-campus-policy---april-2012.pdf		
Trust in Care Policy Document https://www.hse.ie/eng/staff/resources/hrppg/trust-in-care.html		
Children First: HSE Child Protection and Welfare Policy - HSE Child Protection and Welfare Policy - Requirement to sign declaration stating that staff member has read, understood and agrees to adhere to the policy Additional information available at https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/hse-child-protection-and-welfare-policy/ https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/children-first-national-guidance.html		
Procedures on Protected Disclosures of Information in the Workplace https://www.hse.ie/eng/about/qavd/protected-disclosures/hse-protected-disclosures-procedures.pdf		
Open Disclosure Policy https://www.hse.ie/eng/about/who/nqpsd/qps-incident-management/open-disclosure/hse-open-disclosure-full-policy.pdf		
Health Care Professionals who could be In receipt of Transfers of Value from the Pharmaceutical Industry must read the IPHA Code of Practice for the Pharmaceutical Industry		

Organisational Policies/Procedures/Guidelines	Date Completed	Comments
https://www.ipha.ie/ipha-codes/		

Please note that the above list is not exhaustive and is subject to change in line with legislative provisions, best practice, and other requirements. Further information is available on the HSE Intranet and HSE Website in the HR Policies and Procedures Section. If reading this document online, the following links will help: **http://hsenet.hse.ie/home** (this link will only work from a HSE computer) or www.hse.ie/eng/staff/resources/hrppg/ .

It is important that each Line Manager ensures that the appropriate Policies and Procedures are communicated to employees under their area of responsibility.

List Departmental Policies	Date Completed	Comments

List further training needs identified in respect of any of the above policies and procedures if required

List Departmental Policies	Date Completed	Comments
List other specific training		

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Review Dates Scheduled in Diary

Week 1	Month 1	Month 3
Date:	Date:	Date:

Site Induction Training

Provide new employee with	Date Completed	Comments
Site Induction training date scheduled (if applicable) This training should be provided to all new employees within four months, and scheduled by the Line Manager through the local HR department.		

STATEMENT THAT THE DEPARTMENTAL INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received an Induction to the department as set out above.

Signed by:

Employee		
PRINT NAME	SIGNATURE	DATE

Line Manager		
PRINT NAME	SIGNATURE	DATE

Stage 4 - The Site Induction Checklist

How to Book Site Induction Training

If the new employee is working in a hospital or community healthcare organisation environment, the Line Manager will send a booking form to the local HR department requesting that the employee be booked on the Site Induction training. Local HR will confirm the bookings with the Line Manager.

Site Induction

Site Induction is tailored to the environment the individual works in. In a hospital environment, the employee will receive details from an appropriate person on a relevant subject matter, e.g. catering, pharmacy, nursing etc. In a local office environment, the employee will receive details on public health nursing, environmental health services, mental health services etc. The Site Induction training is organised through and delivered by the Induction Co-ordinator (where applicable), or by the Line Manager if required.

Which categories of employees need to complete the Site Induction Checklist?

The Site Induction Checklist is to be completed for all new, promoted, transferred and seconded employees, except employees on a fixed term contract of less than three months duration.

Line Management Responsibility

The Line Manager is responsible for scheduling and releasing staff to attend the Site Induction training.

The Checklist is completed by the Induction Co-ordinator (where applicable), signed by the Line Manager, a copy is placed on the employees file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process.
- To ensure the employee attends the Site Induction training.

Employee Responsibility

- To attend Site Induction training as scheduled.
- To participate fully in the Induction process.
- To seek additional clarification if necessary on any aspects of the documentation provided before signing off on the Checklist.

Site Induction Checklist Timeframe

The Site Induction Checklist must be completed within four months of start of employment.

Site Induction Checklist

Name	
Location	25
Grade	
Start of Employment Date	
Personnel Number	

The purpose of the Site Induction Checklist is to provide employees with an overview of the various services provided at site level.

Tick each box when the action has been thoroughly explained and understood.

Topic	Date Completed	Comments
Site overview (e.g. in a hospital environment – catering, pharmacy, occupational health department etc. In a community health organisation environment, public health nursing, mental health services, etc.).		
Communications Process for the site.		
Any general protocols relating to the site, e.g. Covid-19.		
Relevant departments on site.		
Emergency Plan for the site.		

STATEMENT THAT THE SITE INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received an Induction to the site as set out above.

Signed by:

Employee		
PRINT NAME	SIGNATURE	DATE
Line Manager		
PRINT NAME	SIGNATURE	DATE

Stage 5 - The Corporate Induction Checklist

Corporate Induction

Part 2 of Corporate Induction follows on from the i-START Induction hub and is delivered as a half-day virtual classroom programme organised by Leadership, Learning and Talent Management. The Corporate Induction virtual programme provides new staff and staff who have moved roles within the HSE with an understanding of their role in the organisation, the organisational structure and key resources they will need to access as employees. Additionally, the virtual programme also informs employees about what the HSE expects of them and what the HSE as an employer can offer them.

Line Management Responsibility

The Checklist is completed by the employee and the Line Manager. A copy is placed on the employees file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process.
- To release the employee for the Corporate Induction training, and ensure that the employee attends.

Employee Responsibility

- To complete all twelve themes on the i-START hub.
- To attend the Corporate Induction virtual classroom programme as scheduled.
- To participate fully in the Induction process.
- To seek additional clarification, if necessary, on any aspects of the corporate Induction before signing off on the Checklist.

Corporate Induction Checklist Timeframe

The Corporate Induction Training and Checklist must be completed within four months of start of employment.

Corporate Induction Checklist

Name	
Location	
Grade	
Start of Employment Date	
Personnel Number	

Corporate Induction Part 2 Checklist: Virtual Classroom Programme

	Date Completed	Comments
Part A: The Organisation: Corporate overview, including information on structures, functions and services.		
Part B: What the Organisation Expects of You: HSE values, performance standards, behaviours and culture. Diversity, Equality and Inclusion in the HSE.		
Part C: What the Organisation Can Offer You: Learning and development supports within the HSE Other supporting resources.		

STATEMENT THAT THE CORPORATE INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received Corporate Induction.

Signed by:

Employee		
PRINT NAME	SIGNATURE	DATE

Line Manager		
PRINT NAME	SIGNATURE	DATE

Appendix 1 - On-Call Campaign Training for Doctors, Nurses and Healthcare Assistants

Mandatory Training requirements are generally determined by Local Services. The table below outlines programmes that may be helpful in this regard.

Doctors

Mandatory	To Be Determined By Local Management
Children First Certificate (**www.hseland.ie** - HSE Policy for all Employees)	Prevention and Management of Work-Related Aggression & Violence Certificate
Manual Handling and People Handling e-learning Certificate (**www.hseland.ie**)	Safeguarding of Vulnerable Adults Certificate
Hand Hygiene Training Certificate (**www.hseland.ie**)	Manual Handling and People Handling Practical Module Certificate
Fire Training (Statutory Requirement)	Compass Training
GDPR (**www.hseland.ie** - Statutory Requirement)	Basic Life Support (CPR) Certificate
Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement)	ACLS
PPE (**www.hseland.ie**)	ATLS
Dignity at Work e-learning Certificate (**www.hseland.ie**)	PALS
Open Disclosure –Module One (**www.hseland.ie**)	
Cyber Security Awareness Training (**www.hseland.ie**)	

Nurses and Midwives

Mandatory	Determined By Local Management
Children First Certificate (HSE Policy for all Employees)	Manual Handling and People Handling Practical Module Certificate
Manual Handling and People Handling e-learning Certificate	Basic Life Support (CPR) Certificate
Infection Control Certificate	Prevention and Management of Work-Related Aggression & Violence Certificate
Hand Hygiene Training Certificate	Therapeutic Management of Violence & Aggression Certificate (Acute Psychiatric Units)
Fire Training (Statutory Requirement)	Safeguarding of Vulnerable Adults Certificate
GDPR (**www.hseland.ie** - Statutory Requirement)	Mental Health Act Training (RPN's)
Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement)	
PPE (**www.hseland.ie**)	
Dignity at Work e-learning Certificate (**www.hseland.ie**)	
Open Disclosure –Module One (**www.hseland.ie**)	
Cyber Security Awareness Training (**www.hseland.ie**)	

Health Care Assistants

Mandatory	To Be Determined By Local Management
Children First Certificate (HSE Policy for all Employees)	Prevention and Management of Work-Related Aggression & Violence Certificate
Manual Handling and People Handling e-learning Certificate (**www.hseland.ie**)	Safeguarding of Vulnerable Adults Certificate
Hand Hygiene Training Certificate (**www.hseland.ie**)	Manual Handling and People Handling Practical Module Certificate
Health, Safety and Security (**www.hseland.ie** and Site Specific Safety Statement - Statutory Requirement)	Basic Life Support (CPR) Certificate
PPE (**www.hseland.ie**)	HACCP Certificate
Fire Training (Statutory Requirement)	
GDPR (**www.hseland.ie** - Statutory Requirement)	
Dignity at Work e-learning Certificate (**www.hseland.ie**)	
Open Disclosure –Module One (**www.hseland.ie**)	
Cyber Security Awareness Training (**www.hseland.ie**)	

Contact Details

The HSE Website is at www.hse.ie and the HSE Learning Centre is on www.hseland.ie.

While every effort is made to ensure that the information contained in this document is free from error, the HSEs organisational structures, roles and responsibilities are undergoing change, so please monitor www.hse.ie for future updates.

This document and the accompanying Induction Checklists are not intended, in any way, to excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others.

Published by the National Human Resources, Culture and Capability Function, Health Service Executive
Available on http://www.hse.ie

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