

## CORPORATE & LOCAL INDUCTION POLICY & PROCEDURE FOR MEDICAL STAFF

### COMMUNICATION & IMPLEMENTATION PLAN

#### INTRODUCTION

##### Fundamentals:

The Corporate & Local Induction Policy & Procedure for Medical Staff requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the Policy

##### Frequency of Review

The Corporate & Local Induction Policy & Procedure for Medical Staff has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

Task	Activity	Responsible	Start	End	Status
1	Policy Approval	Joint Negotiating Group (JNG)	29.01.2013	29.01.2013	Completed
2	Policy Ratification	Joint Board of Directors (JBD)	17.04.2013	17.04.2013	Completed
3	Uploaded to Internet	Information Governance Department	April 2013	May 2013	Completed
4	Article for Cascade Brief	Human Resources Department	April 2013	April 2013	Completed
5	Intranet Update	Information Governance Department	April 2013	April 2013	Completed
6	Audit Compliance	Review of policy due in June 2015	Ongoing	Ongoing	Completed
7	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of June 2015	At the time at which any law changes	Ongoing	Completed