

Medical HR Department

Induction Checklist for New Employees

Name Department

- 1 Brief explanation of the contract of Employment
- 2 NHS Pension/Superannuation Scheme
- 3 Sickness – what to do if sick (notify heads of department, send appropriate forms)
- 4 Occupational Health & Safety Services Department – where it is and why they are going there
- 5 Facilities Headquarters – issue of security badges
- 6 Uniform collection
- 7 Pay procedures – when and how
- 8 Social Club and Leisure Centre, shops, bank and library
- 9 Catering facilities for staff
- 10 Green Transport Plan (Car parking, Car Share Scheme, Cycling, Bus Services)
- 11 Security of personal property
- 12 Confidentiality of information
- 13 Use of telephone for private telephone calls
- 14 Declaration of Interests for Trust Employees
- 15 Junior Doctors hours and monitoring,
signed diary monitoring guidance sheet
personal email form
- 16 All Policies, Procedures and Management Guidance are available on the Trusts Intranet
- 17 I confirm the information provided by me on my relevant declaration form is correct and remains unchanged

Explained by

Employee's signature

Date

Identity Document checked by Personnel Manager:

Passport or other..... Signed (Manager).....
(Circle passport or state other)