

**Local Workplace Induction for Locum / Bank / Agency Staff**

This local workplace induction for locum/bank/agency staff is intended to take between 15 and 30 minutes. This arrangement demonstrates that there are appropriate arrangements in place to safeguard staff and service users.

All temporary staff should have a personal handover by the regular post holder or a more senior person who will explain the basic requirements of the post.

Each service should have a pack giving basic details of the work of the service, the staff structure and the location of key departments, communication systems and resuscitation arrangements, shown in conjunction with this form.

Name of staff member .....

Date ..... Name of workplace .....

Supervisor for this member of staff is .....

The staff member has been employed to do the following job?

The duties and responsibilities of this staff member are? (Please give an overview)

Tour of workplace including toilets, staff room, office etc

Introduction and Identification to staff and service users if applicable

Emergency procedures

Fire

(Equipment, exits and procedure)

Medical emergency  Psychiatric emergency

(Including bleed, communication and pharmacy arrangements)

Health and safety issues, responsibilities and information

(Including incident/accident reporting/risk assessments)

Care Certificate status checked -

Inductee sign ..... Inductor sign .....

**This form must be returned to the Staff Bank Manager.** A note of this induction must be made in the local workplace induction book and be signed and dated by inductor and inductee.