

NHS Orkney Corporate Induction



Monday 1st February Scapa Room

09:15	-	09:30	Registration & Introduction <i>Housekeeping, Outstanding documentation and photos</i>	HR Officer & Recruitment Officer
09:30	-	10:00	Welcome	NHSO Chief Executive
10:00	-	10:15	Health Promotion	Health Promotion Officer
10:15	-	10:30	Occupational Health	Occupational Health Nurse
10:30	-	11:00	Tea/ Coffee and chat <i>tea & coffee in house, meet manager, uniforms</i>	Board, Line Managers & Assessors
11:00	-	12:15	Infection Control	Infection Control Nurse
12:15	-	12:45	Lunch <i>Break for lunch in Canteen</i>	
12:45	-	15:45	Learn Pro, Data Security and Copyright <i>Includes Hospital Tour</i>	HR Logistics Officer
15:45	-	16:00	Evaluation and Close <i>Questions and answers, queries and feedback</i>	HR Officer

Tuesday 2nd February Scapa Room

09:00	-	10:00	Policies and Procedures & Employee Handbook <i>Bring along a cuppa, informal chat and recap on day 1, reflection, issue ID badges</i>	Senior HR Officer
10:00	-	10:20	Coffee/ Tea Break	
10:20	-	10:50	Risk Management and Incident Reporting	Patient Safety and Risk Officer
10:50	-	11:10	Educational Team Support <i>Educational discussion for Registered Nurses, AHPs & HCSWs. Introduce initiatives</i>	Practice Education Facilitator
11:10	-	11:25	Promoting Excellence Framework <i>Discussion on video link sent</i>	

- 11:25 - 12:00 **Evaluation and Close** HR Officer
Quiz, Complete forms and discuss any queries
- 12:00 - 12:30 **Lunch**
- 12:30 - 16:30 **Departmental Inductions** New Start's manager

Wednesday 3rd February
Scapa Room

- 09:00 - 12:30 **Non Clinical Moving and Handling (For all)** Moving and Handling Advisor
- 13:00 - 17:00 **Clinical Moving and Handling (Clinical only)** Moving and Handling Advisor

Thursday 4th February
Scapa Room

- 09:00 - 17:00 **Further Clinical M&H** Moving and Handling Advisor