

## **Revised Corporate Trust Induction Training Programme**

With effect from Monday 6<sup>th</sup> July 2020, the Trust will run a revised **ONE DAY** Corporate Trust Induction Training Programme. All new starters must attend the Corporate Trust Induction training programme as their first working day of employment.

The one day Trust Induction training programme will consist of the following face to face sessions:

- Trust Vision and Values
- Safer Handling
- Basic Life Support
- Core Skills facilitated e-Learning

The one day Trust Induction training programme will run weekly on a Monday (Tuesday if a bank holiday week). There will be additional Trust Inductions held due to reduced class sizes and the implementation of social distancing measures to keep staff safe – these will be held on a Tuesday, mainly for bank staff, as and when required.

### **Core Skills e-Learning**

Due to the revised Trust Induction training programme, all new starters will be requested to complete as much of their Core Skills e-Learning requirements as possible **prior to attending the Trust Induction training programme** via the [e-Learning for Healthcare](#) platform. Evidence of completion of Core Skills e-Learning and training must be emailed to [coreskillsteam@elht.nhs.uk](mailto:coreskillsteam@elht.nhs.uk) prior to attendance at the Trust Induction programme.

There will be a limited amount of time for new starters to undertake any incomplete Core Skills e-Learning during the one day Trust Induction training programme. All Core Skills e-Learning completed during the Trust Induction training day and thereafter, must be completed on the Trust's Learning Hub system.

**New starters will have 30 days from their employment start date to complete all outstanding Core Skills e-Learning**

### **Local Induction arrangements**

Line managers and supervisors must ensure that new starters in their area are provided with a local induction. As a minimum this must include instruction on sickness reporting, local fire safety evacuation procedures and how and where to seek advice and support if required. This should be recorded on a local induction checklist which can be accessed and printed from the Learning Hub <https://elht-learninghub.co.uk/course/view.php?id=1938> (copy and paste into Google Chrome and log into the Learning Hub).

Junior Clinical Fellows will be contacted directly by the JCF lead following attendance at the one day Trust Induction programme by Dr Chris Clark for a virtual meeting.