

## INDUCTION POLICY

The PCT strives to design and implement services, policies and measures that meet the diverse needs of our service population and workforce, ensuring that none are placed at a disadvantage over others. This form is designed to help you to consider the needs and assess the positive, adverse or neutral impact of your policy, protocol, proposal or service on all groups within our local communities, and to record the evidence that you have done so. Any proposal or policy submitted to the Board must have undergone EIA.

This form will be used as evidence of the assessment you have undertaken. It will need to be made available to the Board and PCT's Equality and Diversity Steering Group.

**Policy/Proposal/Service Title** Induction Policy

**Name of EIA Lead:**

**Others involved in assessment**

**Date EIA commenced:** February 2009

### EIA Completed and Approved

**Signature (Lead Director):** \_\_\_\_\_

**Name (print)** \_\_\_\_\_ Janet Rubin \_\_\_\_\_

**Job Title:** \_\_\_\_\_ HR Director \_\_\_\_\_

**Date:** \_\_\_\_\_ 01/04/2009 \_\_\_\_\_

**ONCE COMPLETED, PLEASE SUBMIT TO EQUALITY AND DIVERSITY LEAD  
FOR EVIDENCE AND PUBLICATION.**

## STAGE 1: Standard Screening

<p><b>1. What is purpose and objectives of the policy, proposal or service?</b></p>	<p><b>Purpose of the Induction Policy</b></p> <p>It is the policy of Oxfordshire Primary Care Trust to provide all new staff with a comprehensive induction that will introduce them to the organisation and their department, unit or team. It is recognised that an effective induction process is an invaluable way of ensuring that new staff know and understand the values of the organisation and the part they play in upholding these in the work they do. It is also an important way of helping new staff understand the services provided throughout the PCT and the relationships between different parts of the organisation in delivering these.</p> <p>Induction marks the beginning of the relationship between the PCT and its staff and is fundamental in setting standards and influencing patterns of behaviour for the future.</p> <p><b>2. Policy Statement</b></p> <p>The overall aim of this induction procedure is to:</p> <ul style="list-style-type: none"><li>• Establish a framework for a planned and structured, staff-centred approach to induction that ensures that new staff access relevant information and develop core knowledge and skills in a timely way</li><li>• Enable new staff to work confidently and safely in their role as swiftly as possible</li><li>• Ensure new members of staff are able to understand the organisation's aims and values and the standards of behaviour and performance the PCT expects of the min fulfilling their role within the PCT</li><li>• Ensure the process of enabling employees to maximise their potential and so minimise the risk of staff leaving the organisation in the early stages of employment due to poor orientation/induction</li><li>• Ensure the PCT meets its legal obligations by providing new members of staff with relevant information</li></ul> <p><b>The intended outcomes are to:</b></p> <ul style="list-style-type: none"><li>• Establish a framework for a planned and structured, staff-centred approach to induction that ensures that new staff access relevant information and develop core knowledge and skills in a timely way</li><li>• Enable new staff to work confidently and safely in their role as swiftly as possible</li><li>• Ensure new members of staff are able to understand the organisation's aims and values and the standards of behaviour and performance the PCT expects of the</li></ul>
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	<p>min fulfilling their role within the PCT</p> <ul style="list-style-type: none"> <li>• Ensure the process of enabling employees to maximise their potential and so minimise the risk of staff leaving the organisation in the early stages of employment due to poor orientation/induction</li> <li>• Ensure the PCT meets its legal obligations by providing new members of staff with relevant information</li> <li>• Provide members of staff with an opportunity to identify and resolve at an early stage any concerns, issues or queries they may have relating to their employment</li> </ul> <p><b>Fit with PCT Strategy</b></p> <p>Induction marks the beginning of the relationship between the PCT and its staff and is fundamental in setting standards and influencing patterns of behaviour for the future.</p>
1. Who is the policy, proposal or service aimed at?	<ul style="list-style-type: none"> <li>• Newly recruited members of staff, including full-time, part-time, voluntary staff, consultants and temporary workers intended to be employed for a month or longer;</li> <li>• Staff transferring into the PCT from other areas of the NHS;</li> </ul> <p>Staff who are returning to work either from maternity leave, long term sickness, career breaks and secondments as part of a 'welcome back' process.</p>
2. Does it affect one group less or more favourably than another (see groups below)?	<ul style="list-style-type: none"> <li>• Consider legal duty to eliminate discrimination, ensure equal opportunities and promotion good relations between different groups. (Kate Barker to check against "Responsible Commissioning" publication, to clarify the PCT responsibility)</li> <li>• Adverse impact: disadvantages one or some groups. Also may be differential between disadvantaged groups</li> <li>• Positive impact: positive influence on group- proactively promotes equality.</li> <li>• Neutral impact: similar impact on all groups.</li> </ul>
Male or Females	<b>Neutral impact</b>
People of different ages	<b>Neutral impact</b>
People of different ethnic groups	<b>Neutral impact</b>
People of different religious beliefs	<b>Neutral impact</b>
People who do not speak English as a first language	<b>Neutral impact</b>
People who have a physical disability	<b>Neutral impact</b>

People who have a mental disability	<b>Neutral impact</b>
People with learning disabilities	<b>Neutral impact</b>
Women who are pregnant or on maternity absence	<b>Neutral impact</b>
Single parent families	<b>Neutral impact</b>
People with different sexual orientations	<b>Neutral impact</b>
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)	<b>Neutral impact:</b>
People in deprived areas and people from different socio/economic groups	n/a
Asylum seekers and refugees	<b>Neutral impact:</b>
Prisoners and people confined to closed institutions, community offenders	<b>Neutral impact:</b>
Carers	<b>Neutral impact</b>
Rural and/or isolated communities	n/a
<p><b>3. Have you identified any potential discrimination or adverse impact that cannot be legally justified?</b></p> <p>If unsure, consult with the PCT Equality and Diversity Lead.</p>	<ul style="list-style-type: none"> <li>• Have you got evidence to support this assessment (statistics, previous consultations, Health needs assessments, surveys etc)</li> <li>• Is the evidence valid and how have you weighted it?</li> </ul> <p>No potential discrimination or adverse impact identified.</p>