Inductions in the Department of Infection, Immunity & Cardiovascular Disease (IICD)

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Setting the scene

Large Department (~300-350 staff + students)

Multiple sites

Mix of laboratory-based, clinical and administrative workers
Induction process

Every worker receives face-to-face central induction (30-60 mins)

- standardised process, consistent information
- improved embedding in/binding with Department
- ensures we have everyone on record (starter forms)

Central induction covers:
• general introduction to the Department (who, what, where)
• health & safety (office & labs)
• housekeeping information (meetings, mandatory training, local rules, etc)
• personal needs (additional training/work plans, keys, desk, lab book, etc)
Induction follow-up

Online induction domain to be populated by all new starters (PebblePad)

Two induction modules:
- Mandatory induction for all new starters
- Bolt-on module for laboratory based workers

Advantages:
- No paper forms
- Live document, i.e. any changes/additions made will get added to existing forms (regular reviews)
- Easier to monitor compliance
- Dept data acquisition (e.g. % of Dept who work Out of Hours, who use GM materials, etc)
Data breakdown example

This report presents an overview of the answers and evidence given for a Workbook.

Select a template: [Health Surveillance] Order publishers by: [First name]

Total responses: 65

### Hepatitis B
- **Total responses:** 65
- **Average (mode):** I am not currently working with unscreened human fluids or tissues
- Ratio of answers:
  - I am not currently working with unscreened human fluids or tissues: 45 (69.2%)
  - I will be working with unscreened human materials and have been immunised against Hepatitis B. I have filled in and returned the Health Surveillance form: 19 (29.2%)
  - Not answered: 1 (1.5%)

### Streptococcus pneumoniae
- **Total responses:** 65
- **Average (mode):** I am not currently working with Streptococcus pneumoniae
- Ratio of answers:
  - I am not currently working with Streptococcus pneumoniae: 62 (95.4%)