

University Hospitals Dorset Trust Induction

You do not need to worry about completing the forms attached to this email before your induction or bringing paperwork to induction.

What to wear

Uniform is not required when attending induction training, smart casual clothing can be worn. Please refer to your programme for specific requirements.

Parking Permit

If you are intending to drive to work, and park, apply for a parking permit by emailing www.staffparkingatuhd.co.uk as soon as possible as demand is high. (Please see the Parking Q&A also attached to the email)

New employee information and workplace app

As a new employee you can look [here](#) at our New Employee Information page. We also have a UHD app that you can download from the App store, which gives you further details about our Trust. For Android [Download here](#) or search for @UHD on the Play Store and for iPhone [click here](#) and follow the instructions on the page.

ID Cards

You don't need your ID badge prior to the induction. The ID badge form requires your Staff Employee Number, this number will be included in the separate email with the subject being 'BEAT VLE Account'. Further information about this email is in the 'Online Learning' section of this guide.

To get your ID Badge you need to:

1. Fill out the form attached to this email.
2. If you are a substantive member of staff you will need to get the form signed by your line manager – this can be done on your first day in your department.
3. If you are a bank member of staff – Temporary staffing will need to sign the form.
4. Send the form along with a passport sized photo to the ID email address on the form.
5. If you work cross site, email the site which is most convenient to pick the ID card up from, you will then need to attend the other site ID card office to get the relevant site access added to the card.

Uniform

If you are a Nurse, Midwife or HCSW you require a uniform and will need to visit the Uniform department for a fitting. More information will be provided about uniform at your induction.

- Royal Bournemouth Hospital & Christchurch Hospital staff will need to attend the Uniform Department in Bournemouth Hospital.
- Poole Hospital staff need to phone to book an appointment with the Poole Uniform Department. Their number is: 0300 019 2113 and they are open Mon-Fri 8am – 2pm.
- Staff who work cross site will need to visit both sites to get your site-specific uniform.

ESR & E-Roster Access

To get log in details for ESR and E-Roster you will need to email workforce to request these, preferably email from your UHD email account, workforcehelp@uhd.nhs.uk.

Online Learning

In addition to the face-to-face elements outlined in the attached programme, you will be required to complete several mandatory training topics via eLearning using our Virtual Learning Environment (VLE). Login details will be emailed to you by your induction date, the email subject will be 'BEAT VLE Account'. More information will be provided during your induction.

Please don't worry if you haven't received the log in details, there will be an opportunity to let us know on the day of induction, where we will be able to help you.

There is no expectation for you to start your e-learning before your induction, paid time is planned into your induction for the E-learning to be completed.

Mandatory Training

If you have completed mandatory training previously you may not have to repeat some topics if you can provide certified evidence.

The competencies we may be able to transfer, are in the below table.

Topic	Renewal
Equality, Diversity & Human Rights	3 years
Freedom to Speak Up	3 years
Fire Safety	2 years
Health, Safety & Welfare	3 years
Information Governance (Data Security Awareness)	1 year
Moving & Handling - L1	2 years
Conflict Resolution	3 years
Infection Control - L1	3 years
Infection Control - L2	1 year
Mental capacity act	3 years
Oliver McGowan Training - Learning Disabilities and Autism (Part 1)	3 years
Patient Safety (Level 1): Essentials of Patient Safety for All Staff	One Off
Resuscitation Level 1	1 Year
Safeguarding Adults L1	3 years
Safeguarding Adults - L2	3 years
Safeguarding Adults - L3	3 years
Safeguarding Children - L1	3 years
Safeguarding Children - L2	3 years
Safeguarding Children - L3	3 years
Safeguarding Children - L4	3 years
WRAP - Workshop Raising Awareness of Prevent	3 years

Please **only** send evidence of training to the email address training.enquiries@uhd.nhs.uk

Anything else e.g. photos for ID cards should be sent separately to the relevant email address.

- The evidence needs to be a non-amendable document, for example a PDF or screenshot.
- The evidence needs to include your full name, the name of the provider of the training, the date of completion/expiration of the competency.

In the body of the email please include the following information:

- Your first name:

- Your surname:
- Your job title:
- Are you a bank member of staff:
- Your start date:
- Your induction date:

Evidence of your previous training which you send us, may not be reflected in your UHD training records immediately as we are unable to input the evidence until after your official start date. We can't guarantee that we will accept all evidence. We will contact you once your evidence has been processed. In the meantime, once you receive your login details you should start on the topics which you haven't previously completed.