



G4S Health Services (UK) Limited

G4S HEALTH SERVICE  
HEALTHCARE STAFF  
INDUCTION FOLDER



**G4S Health Services (UK) Limited**

**Welcome to G4s Healthcare Team.**

**We are a multi disciplinary team working across Gatwick IRCs which consists of 2 sites; Tinsley House, Brook House. With Tinsley House consists a three bedded family unit Pre Departure Accommodation.**

**The Team is led by:**

**Head of healthcare**

**Clinical Lead,**

**Practice Managers (Tinsley) & (Brook) who are responsible for day to day running of healthcare and non-clinical matters.**

**Senior Nurses**

**Staff facilities include:**

**Rest Room and staff dining where hot food can be purchased**

**Lockers are available for staff**

**Free car parking on all sites**

**Please make yourself familiar with the list of items that cannot be bought into the centers. This includes mobile phones.**



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<b>HR: Security: Health and Safety</b>	<b>Completion</b>	<b>Signature</b>
<b>Introduction to Healthcare IRC</b>		
<b>HR signatures Next of kin Details.</b>		
<b>Uniform Badges Photographs</b>		
<b>Bank Details</b>		
<b>Time sheets</b>		
<b>Annual leave form</b>		
<b>Health &amp; Safety</b>		
<b>Fire Alarms/Exit</b>		
<b>Key and Radio talk</b>		
<b>Security awareness</b>		
<b>Panic strips</b>		
<b>ACDT to be completed by CADS trainer</b>		



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	Completion	Signature
<b>Introductions Policy and Routines</b>		
<b>Staff introductions in healthcare</b>		
<b>Detention staff introductions</b>		
<b>Roles and responsibilities of healthcare staff</b>		
<b>Site inductions</b>		
<b>Daily routine of each site</b>		
<b>Locate and read relevant policies</b>		
<b>Role of IMB</b>		
<b>Role of Home office</b>		
<b>Understanding role of Pharmacy Technician and Healthcare assistant</b>		
<b>Understanding RGN/ RMN role</b>		
<b>Signing and understanding PGD/ Homely remedies</b>		
<b>Equality and Diversity</b>		
<b>PERRs</b>		



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<b>Shadowing healthcare staff at all sites and all shifts.</b>	<b>Observed</b>	<b>Signature</b>
<b>Admissions managing admission process with assessments and referring</b>		
<b>Discharges fit to travel ensuring current medication given to detainee.</b>		
<b>Use of force. Planned/Unplanned use of force and documentation</b>		
<b>Rule 40/42 Visiting within 2 hours and documentation</b>		
<b>Attending managing 1<sup>st</sup> responses.</b>		
<b>Security information report (SIR)</b>		
<b>Managing self-harm and ACDT</b>		
<b>Emergency transfer and Part C to home office</b>		
<b>Paracetamol issue documentation/PG</b>		
<b>Translation use (Big Word)</b>		
<b>Medical hold / IS91</b>		
<b>Single occupancy Reasons for single occupancy</b>		
<b>Consent and confidentiality</b>		
<b>Mental health referral</b>		
<b>Managing controlled medications</b>		
<b>Infection control clinical/non clinical</b>		
<b>Rule 35 documentation management</b>		
<b>Food/fluid refusal observations and documentation</b>		



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<b>Daily/weekly healthcare equipment checks</b>		
<b>Chronic diseases</b>		
<b>Running Triage clinic</b>		
<b>Substance Misuse protocols and assessment</b>		

**Time Spent With Other Team Members.**

1:1 Time with senior Nurse		
Awareness of DCO (detention custody officer) role		
<b>Notes.</b>		



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	Observed	Signature
Consent/confidentiality		
Infection control/cleaning log		
1 <sup>st</sup> steps RCN folder		
Documentation system 1		
Equipment checking and testing		
Security of healthcare tools		
Administration roles		
Admissions/discharges		
Healthcare clinics dentist optician		
Observations		
ECG		
Basic life support		
1 <sup>st</sup> response		
Sample collections Brook house/Tinsley House		
Venepuncture		
Blood sugar		
Urine samples.		
Assisting Drs clinic		