

Induction pack

Gatwick IRC

Welcome booklet

No.	Title	Amend	Description	Ref.	Qty.	Workstream
1	Welcome letter			PPG0175		HR
2	Transition checklist or					HR
2a	Manager's transition checklist (supplied as an insert)					HR
3	HMRC checklist					HR
4	MyPracticePlus – our intranet	No				IT
5	Computer use policy	No				IT
6	IT support	Yes	On page 8 (section 4. How to install a printer) change the text from type in “\\printserver” and click “OK” to type in “\\printers” and click “OK”			IT
7	Death in custody flowchart & incident review process	yes	<p>Multidisciplinary Team Meeting to be held within 3 working days. hours. If required, immediate action plan to be implemented.</p> <p>Clinical case review to be held within 5 working days, Medical lead, Governance Lead, Regional Manager to be invited.</p> <p>Post incident review and clinical case review notes to be sent to RM, Regional and National Medical Directors and Governance Manager for review.</p>			Governance



Practice Plus Group

			Governance manager to Commission ILR, to be completed within 45 days.			
8	Recording incidents on DATIX	no				Governance
9	DATIX recording and feedback	no				Governance
10	Capita – getting started	Yes				Finance/TBC
11	LMS user guide	Yes				Training & development
12	Induction Pack folder			PPG0595		N/A

Merchandise

No.	Title	Ref.	Qty.
1	PPG branded mugs		
2	PPG branded water bottle		
3	PPG branded pen		
4	PPG branded mints		
5	PPG branded hand sanitisers		
6	PPG branded tote bags		

Leaflets

No.	Title	Amend	Ref.	Qty.	Workstream
1	Clinical supervision leaflet	No	PPG0594		Clinical
3	Clinical supervision pack	No	PPG0363		Clinical
3	EAP leaflet	No	EAP leaflet		HR
7	Patient engagement booklet		PPG0596		Patient eng.
8	Equality, diversity and inclusion insert	no	PPG0022		Governance

Posters

No.	Title	Amended	Ref.	description	Qty.	Workstream
1	DIC flowchart & SI review process	yes	PPG0597	Notes sent separately		Governance
2	DATIX recording and feedback	yes	PPG0598	Incident signed off by Head of healthcare – not MD		Governance
3	Complaints	no	PPG0111			Governance
4	Violence and aggression	No	PPG0605			Governance
5	Information governance	no	PPG0599			Governance
6	PROTECT poster set	yes	PPG0601	Remove “natural death “ from tackle abnormalities poster so it reads £ don’t miss the early warning signs – head them off”		Governance
7	Wellbeing intro poster	no	PPG0602			Governance
8	Wellbeing wheel poster	no	PPG0603			Governance
9	Safeguarding poster	yes	PPG0604	Sent in separate email		Governance
10	Wellbeing services poster	no	PPG0554			Governance
11	Infection prevention and control	No	PPG0110			Clinical
12	Handwashing generic	No	PPG0043			Clinical
13	Clinical supervision poster	No	PPG0600			Clinical
14	EAP poster	No	EAP Poster			HR

Agreed timelines – induction packs



Item	Timeline
Final pdfs with Paul	Monday 26 th July 2021
Printing lead time	10 working days
Delivery to MOB	Monday 16 th August 2021
Delivery to site	W/c 23 rd August 2021

Agreed timelines – merchandise

Item	Timeline
Numbers confirmed to Paul	Monday 26 th July 2021
Quote received from Paul	
Quote sign off - finance	
Lead time	3 weeks
Delivery to MOB	Monday 16 th August 2021
Delivery to sites	W/c 23 rd August 2021