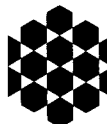


David Bingham
Director of Human Resources



Department of
**Health, Social Services
and Public Safety**

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Date: 3 August 2006

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Trust Medical Directors
Trust HR Directors
Dr Mitchell
Dr McMurray, NIMDTA
MsCarragher, NIMDTA
Chief Officers, HSSCs
Mr Leckey, Coroner
Steering Group Members

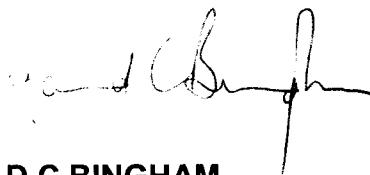
Dear Colleague

REPORT ON INDUCTION PROCESSES FOR MEDICAL STAFF IN THE HPSS

1. This letter introduces the report on induction processes for medical staff in the HPSS. The report is the work of a group chaired by Dr Denis Connolly, Medical Director, Green Park Trust. The group identified widespread examples of good practice across the HPSS in induction processes. However, these were far from universal and the recommendations contained within the report are aimed at addressing the issues identified and achieving a universally high standard of induction for medical staff.
2. The main findings were:
 - Induction for medical staff takes place across all sites in Northern Ireland;
 - In many cases induction is concentrated and possibly confined to pre-registration (foundation year 1) Doctors;
 - Induction programmes largely consisted of didactic presentations concentrated in under 2 days;
 - These presentations are supplemented to a greater or less extent by supporting materials and paper or electronic format;
 - There are general concerns about information overload as a result of these processes;
 - Evidence that induction takes place at ward or clinical department level is limited;
 - There is little documentary evidence of induction having taken place.
3. The report sets out 17 recommendations aimed at:
 - Highlighting good practice;
 - Streamlining the process so that the key messages, particularly those relevant to patient safety are not diluted by other elements of induction;
 - Integrating induction with appraisal and wider clinical governance arrangements;
 - Ensuring that time is set aside for proper induction;

- Ensuring involvement in the process is recorded;
 - Exploring HPSS wide electronic distance learning approach to induction in the future.
4. Whilst most other recommendations can be considered good practice, and all employing authorities should review their induction processes in light of these recommendations, there are a number that merit special mention. Recommendation 3, recommends cancellation of all relevant elective activity on the first Wednesday in August each year. Whilst acknowledging the need to ensure protected time for induction at or around this date each year, the Department is of the view that this should occur with minimal impact on clinical services. Where the scheduling of induction processes leads to the standing down of planned elective activity, Trusts should take steps to ensure that the lost time is re-instated at the earliest subsequent opportunity.
 5. Furthermore, employing authorities should take particular note of Recommendation 10, regarding the holding of information on induction provided to locum practitioners. Finally, in accordance with Recommendation 17, the Department is further exploring the development of a web-based process aimed at standardising the induction process across the HPSS.
 6. A workshop to launch the report and facilitate the implementation across HPSS has been arranged for 2 October 2006. Letters of invitation will issue shortly, and all employing authorities are strongly urged to send representation to this event. If you have further enquiries about this event please contact Diane Taylor, Education and Training Unit, Human Resource Directorate (Tel No 90 520233).

Yours sincerely



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Director of Human Resources