

Mediplacements

New candidate induction

Welcome to the Mediplacements candidate induction.

By now you will have completed a registration form and supplied us with all the documentation which we are obliged to collect before you start a placement.

Our induction aims to highlight the main points to be aware of leading to you starting a placement and during the course of your time with Mediplacements.

All of the points here are also included in the handbook in more detail.

If you have any queries please give us a call and we will be happy to help.

Please read on and enjoy your placements!

Before you start work

Terms and Conditions

On completing a registration pack you would have signed a copy of the Mediplacements Contract for Services for Temporary Workers. You need to make sure that you have read and understood these Terms and Conditions as they contain obligations you must fulfil, in particular, Section 8:

- Working under the instruction of the clients staff
- Observing any local policies and procedures
- Safeguarding your health
- Confidentiality
- Notifying the agency and client if unable to attend work

A signed **copy** of the contract must be returned to Mediplacements for your file.

If you require any clarification please contact us. Further copies of our Terms and Conditions can be downloaded from our website.

Before you start work

Positions

Your dedicated recruitment consultant will inform you of any suitable positions. It is essential that your skills and experience are communicated effectively and reflected in your CV.

Sending your CV to clients

We will gain your consent to send your CV to our clients each time a suitable position arises or you may give us permission to send it as required.

Confirmation of booking

Once you have been accepted for a position you will be informed verbally and we will send a confirmation letter detailing the placement. You are required to sign and return a copy of this letter.

How to get there?

Our recruitment consultants will assist with a travel planner or maps where possible. The address of the client will be included in the confirmation of booking.

What to take

You may be required to present documents to the client on your first day of placement or there may be uniform requirements (depending on your profession). This information will be provided prior to placement.

Before you start work

As well as briefing you on general issues and procedures, we will provide you with Induction Training covering:

- Moving and Handling
- Health and Safety
- Fire Procedures
- The Caldicott Protocols
- Infection Control
- Administration of medicines

Please note that you must also familiarise yourself with **local policies** on the first day of your placement.

The following slides give a brief summary of the policies and procedures to be aware of.

Before you start work

Manual Handling Regulations

These regulations were introduced in order to cut down the number of accidents in the workplace. Employers have to do all they can to avoid the manual handling of objects by their employees. Employees are also obliged to have an awareness of their own safety and others around them.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

RIDDOR requires that some work-related accidents, diseases and dangerous occurrences must be reported to the appropriate authority. It applies to all work activities.

COSHH (Control of Substances Hazardous to Health Regulations)

COSHH requires employers to control exposures to hazardous substances to protect both employees and others who may be exposed from work activities.

Fire Procedures

It is your duty and responsibility to yourself and others to be aware of the fire precautions and procedures at your place of work. All clients and staff must be aware of the evacuation procedure.

Before you start work

Computer Use

Where our clients grant you access to their computer systems, these must only be used *as authorised* and not to gain access to any other data or programs. In general, please ensure that you keep any passwords safe, keep to the client's policies and procedures and log off immediately after use.

ID Badges

ID Badges will be issued in line with your Professional Registration. When we are advised of your registration or re-registration, Mediplacements will generate new badges and send them to you. Badges must be handed back to us on termination of employment with Mediplacements.

Uniform

The uniform requirements of some of our clients differ and will be stated prior to the assignment. If you are on an assignment where a hospital uniform is not required or have any queries regarding dress, please do not hesitate to contact your Consultant.

Smoking

All Trusts have been directed to introduce a staff smoking ban on all of their premises. The aim is to introduce a smoke free environment by 2006. Any failure to abide by this policy will result in disciplinary action.

Before you start work

Security

A Client's security policy will provide information on Crime Prevention and Security awareness, confidentiality with regard to security issues, reporting thefts, suspicious incidents and violent events.

Violent episodes

The client should be able to provide general policy guidance for the management of violence and aggression and to support the health, safety and welfare of staff at work. It will aim to establish the principles and procedures for the recognition of, response to, and treatment of, violence and aggression that could arise in connection with work activities. Guidance is included for all employees and others who could be exposed to violent, aggressive or threatening episodes so that they are better equipped to avoid, or minimise, the risks of injury or harm.

Hot spot mechanism

This is a procedure allowing staff to report areas of concern where improvement is required. This will include how to report the Hot Spot, who to report to and how this is followed through.

Crash Call

Every hospital will have a crash call procedure. You will need to familiarise yourself with the procedure particularly the phone number to call and members of staff to inform.

Before you start work

The Caldicott Protocols

The Caldicott review was commissioned due to the development of information technology and its capacity to disseminate information about patients/service users both rapidly and extensively.

An essential component of the clinical consultation in the provision of health care is confidentiality. All healthcare workers have stringent requirements with regard to confidentiality of patients within their care. However information given about patients underpins the efficient operation of the NHS, and it is important that confidentiality does not impede upon the provision of effective patient care. Therefore the Caldicott review devised protocols and recommendations, which assume the appointment of a Caldicott Guardian who is created to safeguard and govern the users of patient information within NHS organisations. Caldicott guardians are senior health professionals.

All Mediplacements personnel are required to familiarise themselves with the local policy on confidentiality within the establishment/NHS Trust where they are working.

After starting work

Timesheets

Timesheets run from Monday to Sunday. Please submit your timesheet to us by Midday Monday in order to be paid by the following Friday. Deadlines may change around Bank Holidays- we will inform you in advance if this is the case. Payments are made directly into your bank/ building society/ Limited Company accounts by BACS (Please make sure we have the correct details). It is your responsibility to ensure your timesheet is legible, completed correctly and has been authorised and signed by your manager- payment may be delayed if this is not the case.

In particular, please ensure:

- Your name, department and hospital are entered
- The date and times you worked, excluding any breaks taken are correct
- The total hours and basic pay columns are correct
- There is the dated signature of the line manager at your assignment.
- You have signed the timesheet

If you have any problems with timesheets or payment, please contact your Recruitment Consultant.

After starting work

Informing Mediplacements of any changes

During the course of your work through Mediplacements, there may be changes in your circumstances which will need to know. You **must** inform your recruitment consultant if:

- There are any professional or criminal investigations in which you are involved
- Any prosecutions which you are the subject of
- Disciplinary issues or complaints regarding your professional practice

These also include changes in your:

- Professional registration
- Permission to work in the UK
- Health and fitness record, including pregnancy
- Criminal records

After starting work

Occupational Health / Health Assessments

All candidates are required to undergo health screening and have current immunisations and tests as required.

These include:

- Rubella
- Varicella
- Hepatitis B
- Tuberculosis

You must undertake a health assessment on an annual basis. This is to ensure that you are fit for work and that any risks to your health and that of the patients is identified.

Should you fail a health assessment Mediplacements will not be able to source a position for you.

Before each placement you must declare yourself fit to work. You must not declare yourself as fit to work if you are suffering from vomiting, diarrhoea or a rash.

A client may request that you attend a medical if there is any doubt about your fitness to work.

After starting work

MRSA

Methicillin Resistant Staphylococcus Aureus (MRSA) is the name given to a range of strains of antibiotic-resistant bacteria. It can prove fatal if it enters the bloodstream of an already weakened patient. It is usually transmitted by touch. The single most effective measure for preventing MRSA contamination is washing hands before and after every patient contact.

If you come into contact with a patient who is later found to be contaminated with MRSA, it may be necessary to attend screening sessions at the hospital's Occupational Health Department. During this time and before you have been declared clear from MRSA, we may be restricted in the assignments we can offer you due to the risks of infection.

After starting work

Training

Please keep up to date with all relevant clinical guidance as well as attending to your CPD requirements. In particular, you must have annual training in:

- Fire Safety
- Health & Safety
- Moving & Handling
- COSHH
- RIDDOR
- CPR (dependant upon your profession and position)

Please ensure your Training Record is kept up to date at all times by bringing it into or sending to our office, together with proof of training completed, after any new course. We will review training completed at your six monthly appraisals (see below). Mediplacements facilitates a number of training courses for Candidates. For further details of these and training subsidies available please contact your Consultant.

After starting work

Appraisals

We will appraise you on annual basis. Appraisals give us an opportunity to consider with you your performance at work. They are also an opportunity for you to raise any concerns or issues you may have.

Appraisals are carried out based on feedback received from clients and cover the following areas:

- General levels of service including punctuality, attitude and ability to carry out practical tasks
- Clinical performance
- Training needs
- CPD

Any other issues, including progress since the last appraisal

Mediplacements candidate handbook

All of the areas discussed here are included in the Mediplacements Candidate Handbook. Some areas are discussed in more detail, with special reference to policies, so please use it alongside this induction.

Once you have read the handbook you are required to sign the Candidate declaration at the front and return it to us at Mediplacements. This will be kept in your file as a record that you have read and understood the information and policies.