

# Modified induction for locum general practice nurses

This is an example of a modified/shortened induction programme that could be used for temporary/locum staff. It will help to ensure that even though the general practice nurse (GPN) is only employed as a temporary measure, it will equip him/her with an induction programme to enable them to work effectively and safely within the practice team.

## What to cover in induction

When putting together an induction programme, you could consider priorities and goals for the first day, the first week and the first month, depending on how long the locum GPN is to be employed.

The modified induction programme will provide documentary evidence using specific checklists, and a learning plan, in order to demonstrate compliance with *Quality and Outcomes Framework* standards. A personal record should also be kept by the locum GPN for his/her personal development file and as a reference for the future.

Contents	Date achieved
<p><b>The first day could include:</b></p> <ul style="list-style-type: none"> <li>• introduction to the immediate practice colleagues</li> <li>• practical information:               <ul style="list-style-type: none"> <li>– tour of the surgery</li> <li>– health and safety (fire exits, extinguishers, first-aid kit)</li> <li>– toilets and hand-washing facilities</li> <li>– locker/changing facilities</li> <li>– identity badge and code of dress</li> </ul> </li> <li>• meeting with mentor to identify areas of ability and need, and to confirm role/responsibilities.</li> </ul>	
<p><b>The first week could include:</b></p> <ul style="list-style-type: none"> <li>• training in the use of the computer system</li> <li>• introduction to the wider practice team</li> <li>• reading of the most important practice policies and clinical protocols</li> <li>• formal meeting with mentor for witnessed consultations of the locum GPN to take place in areas such as cervical screening, health promotion, asthma care, travel health, childhood immunisations (areas to be confirmed depending on individual GPN)</li> <li>• practice leaflet made available to locum GPN to identify range of services currently offered</li> <li>• an opportunity to discuss working arrangements such as procedure for reporting sickness and requesting annual leave.</li> </ul>	
<p><b>The first month could include:</b></p> <ul style="list-style-type: none"> <li>• meeting arranged with practice nurse facilitator for the primary care trust to highlight any GPN forums and study days planned in relevant areas for the GPN, and resources and support available</li> <li>• ensure regular meetings with the mentor occur.</li> </ul>	