

## Welcome & Induction to the Occupational Therapy Service

This resource is designed to assist with you starting your new role here in NHS Borders as part of the Occupational Therapy Service. New staff to NHS Borders will be included in the corporate induction programme and will be contacted directly by Human Resources.

Please refer to this pack throughout your induction and as necessary thereafter.

### Introduction

Welcome to the NHS Borders Occupational Therapy Service! Whether you are joining us as part of your student training or as part of our workforce – we look forward to having you work with us as part of the team.

Our current service consists of our Adult Service, which encompasses Acute provision, Community Hospitals and our Home First Service, and also our Children & Young People’s Service.

### At present Occupational Therapy in mental health sits within a separate part of our organisation, but there may be opportunity to explore this speciality further during your time here.

### Occupational Therapy Service Structure

Within each rotation/ placement please ensure you access a structure of the staffing in that area and also contact details and information.

IT Access

IT accounts will be set up in preparation for your arrival and you may use a combination of laptops/ PC’s and SMART phones, to access the range of programmes and systems that you may require as part of your day to day practice.

### Dining /Coffee Area/ facilities

This varies in different localities. In the BGH there is a dining room and RVS.

Take time to find out where they are in your bases.

### Changing/ Toilet facilities

This varies in different localities. Take time to find out where they are in your bases.

### Local Public Transport

Public transport in our rural locality is a little less frequent than in some urban locations.

[First Bus](https://www.firstborders.co.uk/) & [Scotrail](https://www.scotrail.co.uk/scotland-by-rail/great-scenic-rail-journeys/borders-railway-edinburgh-tweedbank) offer transport links in the region.

First Aid

A first aid box is kept in each base. The names of first aid officers can be found by contacting the secretaries / nurse in charge across localities worked.

### Occupational Health & Safety Policy and Procedures

NHS Borders have a number of policies and procedures in place to ensure both staff and patients safety is maintained. These will be covered in [Learn Pro](https://nhs.learnprouk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fWelcome.aspx) modules and please contact your line manager/ field work educator should you have any queries.

COVID Precautions

You are expected to undertake lateral flow tests twice weekly.

If you have COVID symptoms you are required to book a PCR test by completing a COVID Testing form (available from line manager/ educator) – do not attend work!

Everyone is asked to complete covid-19 medical risk assessment which must be returned to your line manager/ educator

<https://alama.org.uk/covid-19-medical-risk-assessment/>

Fire Procedure

Doensure that you are aware of the fire procedure in EVERY area you work. We will ask you to sign a checklist

**Questions and Answers**

What Should I Wear?

Students should have this confirmed in your pre-placement communication with your educator.

Staff are required to wear uniform in ward settings and community staff will have their requirements confirmed by your line manager, this will be ordered in preparation for your arrival.

Please be familiar with the [NHS Borders Uniform Policy](http://intranet/microsites/index.asp?siteid=57&uid=3)

When Should I be at Work?

Start and finish times are typically 8.30am and 4.30pm – this will be confirmed with your line manager/ educator.

When do I get a Break?

This will be arranged at a mutually convenient time in line with working directives. If you are less than 18 years of age then you are required to have a break every 4.5hrs, over 18 years every 6hrs

**What Happens When I am Sick?**

Each individual area will have specific guidance re: reporting of sickness absence, please ensure that this is shared as part of the induction process. However, in general you should advise your line manager/ educator by 8.30am if you are unwell and unable to attend work that day. It is your responsibility to ensure that you have the relevant contact details for the department.

What about Personal Appointments?

Where possible these should be arranged out with working hours or at the beginning or end of a working day. If these must be during work hours please discuss with your line manager/ educator ASAP.

**Annual Leave/ Public Holidays/ Special Leave Etc (staff only)**

The service utilise an electronic annual leave card system and this will be explained fully to you.

HR have a number of policies associated with special leave, maternity leave and parental leave which you should also be aware of as required.

<http://intranet/microsites/index.asp?siteid=57&UID=4>

HR 🡪 HR Policies 🡪 Policies By Grouping 🡪 Leave 🡪

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Induction Check list** | | **Student/ New employee sign** | **Practice Educator/ line manager sign** |
| 1 | Welcome pack received |  |  |
| 2 | Record emergency contact details |  |  |
| 3 | **Learn Pro – Stat/ Mandatory Training** |  |  |
|  | Adverse Event Reporting |  |  |
|  | Equality & Diversity |  |  |
|  | Fire Safety |  |  |
|  | Infection Control |  |  |
|  | Information Governance  (includes confidentiality statement) |  |  |
|  | Manual Handling Theory |  |  |
|  | PMAV Theory |  |  |
|  | Public Protection (Foundation) |  |  |
| 4 | Covid risk assessment form |  |  |
| 5 | PPE training |  |  |
| 6 | Lateral flow testing training |  |  |
| 7 | Facilities (specific to base) |  |  |
| 8 | Computer Email address and log in |  |  |
| 9 | Sickness Absence Reporting |  |  |
| 10 | Speciality Structure & Contacts |  |  |
|  | **Student Specific** |  |  |
| 1 | Timetable |  |  |
| 2 | Mid way assessment/review |  |  |
| 3 | Practice Educator to complete evaluation form |  |  |
| 4 | Student evaluation form completed and shared |  |  |
| 5 | Final assessment |  |  |
|  | **Staff Specific** |  |  |
| 1 | Directed to Flying Start  (new band 5 staff) |  |  |
| 2 | Annual Leave/ PH Calendar |  |  |
| 3 | Corporate Induction Received |  |  |

**Please complete this checklist within two weeks of commencing your position here in Borders.**

**Signed** (Student/ Staff Member)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed** (Line manager/ Educator)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Copy of checklist sent to Team Leader for Personnel File Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 2**

Key Contact Numbers

Joanna Stewart – Service Lead 07970283800

Maxine Elliot – Team Leader (AOPS – Community) 07747757417

Lindsay Dun – Team Leader (AOPS - Acute) 01896 826037

Fiona Egan – Team Leader (RAD) 01896 826037

Claire Scott – Team Leader (Children & Young People) 07837419892

Occupational Therapy Dept. BGH 01896 826037

Occupational Therapy Dept. Kelso 01573 227906

Occupational Therapy Dept. Knoll 01361 885017

Occupational Therapy Dept. Haylodge 01721 726525

Occupational Therapy Dept. Hawick 01450 364329