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**On-line Induction Checklist**

**Name............................................... Dept/Ward......................................**

**Job/Role.......................................... Site..................................................**

**Email.........................................................................................................**

**Manager’s Name.......................................................................................**

**Please record when you have completed the following:**

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| **Demonstration Videos on TURAS or INTERNET** | **Staff Group** | **Date Completed** |
| Fire Safety | ALL |  |
| Deteriorating Patient | **Registered Nurses, Midwives, ODP** |  |
| Medicines Management | **Registered Nurses, Midwives, ODP, Health Visitors/District Nurses** |  |

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| **LearnPro Modules** | **Staff Group** | | **Date Completed** |
| **NHS LOTHIAN CORE MANDATORY**  **(SELECT 1 STAFF GROUP, modules include the following)** | | | |
| LOTHIAN: Fire Safety | **ALL** | |  |
| NHS SMHPS: Manual Handling - Module A | **ALL** | |  |
| LOTHIAN: Basic Life Support | **Direct patient contact only** | |  |
| LOTHIAN: Healthcare Associated Infection (HAI) | **ALL** | |  |
| LOTHIAN: Health and Safety | **ALL** | |  |
| LOTHIAN: Management of Aggression Core | **ALL** | |  |
| LOTHIAN: Public Protection (Foundation) | **ALL** | |  |
| LOTHIAN: Information Governance | **ALL** | |  |
| LOTHIAN: Equality, Diversity and Rights (Foundation) | **ALL** | |  |
| **ESSENTIALS FOR REGISTERED NURSES & HCSWs CLINICAL**  **ACCESS THE FOLLOWING BY SELECTING: EITHER REGISTERED NURSE OR HCSW** | | | |
| NEWS2 and SBAR-D for Registered Nurses | | **Registered Nurses, ODPs** |  |
| MEWS and SBAR in Obstetrics | | **Midwives** |  |
| Paediatric Early Warning Score and SBAR-D | | **Registered Nurses** |  |
| Eating, Drinking and Food Hygiene | | **Registered Nurses** & **Healthcare Support Workers** |  |
| Accu-Chek Inform Blood Glucose Monitoring (\* please note Senior Charge Nurses will need to apply for a code from labs for you) | | **Registered Nurses, Midwives, ODPs** |  |
| NEWS2 and SBAR-D for HCSWs | | **Healthcare Support Workers** |  |
| Infection Prevention & Control – C. difficile | | **ALL** |  |

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| **SELECT THE FOLLOWING FROM THE ESSENTIALS FOR ALL CLINICAL STAFF CATEGORY** | | |
| NES: Prevention and Management of Occupational Exposure | **Clinical Staff** |  |
| Lothian: Sharps and Contamination Injuries | **Clinical Staff** |  |
| Lothian: Patient Engagement (Foundation) | **Clinical Staff** |  |

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| **SELECT THE FOLLOWING FROM THE EHEALTH SYSTEMS CATEGORY** | | |
| TRAK (Rapid Induction for W**ard based** staff)  **Must pass before log in details are issued** | **ALL**  **ward based staff** |  |
| Lothian: HEPMA for Nurses  Lothian: HEPMA for Prescribers (nurse prescribers will need to complete this module as well, excluding PGD users) | **Registered Nurses**  **Working at The**  **Royal Edinburgh, Western General, St. John’s Hospital &** **The Edinburgh Royal Infirmary only** |  |

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| **SELECT THE FOLLOWING FROM THE LEARN BLOOD TRANSFUSION CATEGORY** | | |
| LBT: Safe Transfusion Practice | **Registered Nurses, Midwives, ODPs (working in adult care)** |  |
| LBT: Safe Transfusion Practice (**only following units required**)   * Unit 1 Haemovigilance in the UK * Unit 2 Blood Group Serology * Unit 5 Collection Procedure * Unit 7 Management of the Transfused Patient | **Healthcare Support Workers (Nursing)** |  |
| LBT: Safe transfusion practice for Paediatrics | **Registered Nurses, ODPs (working in paediatric care)** |  |
| LBT Anti D Clinical module | **Registered Midwives** |  |
| *The learning detailed above is* ***not****essential for those working in mental health or learning disability roles*    *Staff are requested to view additional important Lothian-specific transfusion information once in post, available on* [*NHS Lothian intranet: Directory > Blood Transfusion > Blood Transfusion Education and Training*](http://intranet.lothian.scot.nhs.uk/Directory/Laboratories/BloodTrans/EducationAndTraining/Pages/default.aspx) *(please note you can only access this link on an NHS Lothian computer)* | | |

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| **ESSENTIALS FOR FACILITIES STAFF**  **SELECT COURSE FROM CPD CATEGORY** | | |
| Eating, Drinking and Food Hygiene | **Catering staff,**  **Domestic & Portering Staff**  **(Who handle / transport patient food)** |  |

**Signature on completion........................................................ Date...................................**

**When complete please scan/send this form to** [**Induction@nhslothian.scot.nhs.uk**](mailto:Induction@nhslothian.scot.nhs.uk) **then we will record on eESS your completion of the on-line induction programme.**

**If you are Staff Bank please also send this checklist to** [**StaffBank.Probation@nhslothian.scot.nhs.uk**](mailto:StaffBank.Recruitment@nhslothian.scot.nhs.uk) **to enable payment to be authorised.**

**Many thanks**