

# SCU Induction Plan

## 1. Introduction

In order to mobilise the Specialist Care Unit at HMP Stafford new starters require a robust induction programme.

## 2. Roles in Scope

Group 1- Clinical Lead and SCU Administrator

Group 2- Senior Nurse, OT, Physio, Pharmacist

Group 3- Nurses, HCA, Therapy Assistants

## 3. Key Components

Each new starter will have their induction programme tailored to suit their individual needs but as a baseline will need;

Role	Prison induction	Key talk/ Radio training	Mandatory training on LMS	Recruitment	Meet and greet	Systm 1	ILS	HiJ 2 day induction	Meds Mgt
Clinical Lead	X	X	X	X	X	X	X	X	X
SCU Admin	X	X	X	X	X	X		X	
Senior Nurse	X	X	X	X ?	X	X	X	X	X
OT	X	X	X		X	X	X	X	X 2 <sup>nd</sup> checker
Physio	X	X	X		X	X	X	X	X 2 <sup>nd</sup> checker
Pharmacist	X	X	X		X	X		X	X
Nurse	X	X	X		X	X	X	X	X
HCA	X	X	X		X	X	X	X	X 2 <sup>nd</sup> checker
Therapy Assistant	X	X	X		X	X	X	X	X 2 <sup>nd</sup> checker

## 4. Timetable

PPG induction booklets will be printed out for each new starter to guide the induction process. To support with the physical delivery of the induction programme it is proposed that certain parts are delivered at regional office as follows;

### WEEK 1

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Venue</b>	Regional office	Regional office	HMP Stafford	Regional office	Regional office
<b>AM</b>	Meet and greet with clinical manager, mandatory training	ILS	Clinical competencies from induction booklet and/or any virtual training that is needed	LMS	Check in with clinical manager, mandatory training
<b>PM</b>	System 1 training	ILS	Clinical competencies from induction booklet and/or any virtual training that is needed	LMS	Meet and greet regional team

### WEEK 2

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Venue</b>	HMP Stafford	HMP Stafford	HMP Stafford	HMP Stafford	Regional office
<b>AM</b>	Prison Induction	Morning with clinical lead, site tour, meet HOHC, SLT	Shadowing day: Clinical competencies/prison competencies from induction booklet	Meds Management Sign off	Check in with clinical manager, mandatory training

<b>PM</b>	Prison Induction	Day with equivalent. E.g. Nurse with nurse, pharmacist with pharmacist on another site	Clinical competencies/prison competencies from induction booklet	Meds Management sign off	Meet and greet regional team <ul style="list-style-type: none"> <li>• RM</li> <li>• RDRM</li> </ul>
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### WEEK 3

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Venue</b>	Regional Office	HMP Stafford	HMP Stafford	Regional Office	Regional Office
<b>AM</b>	Meet and greet Leisa Stevenson. Presentation around the innovation of the SCU and its progression	On sight with Clinical Manager	On sight with Clinical Manager	Team Insights Day	Round of the 3 weeks; complete outstanding actions, training
<b>PM</b>	Meet and greet regional Governance Lead. Presentation and talk around Governance	On sight with Clinical Manager	On sight with Clinical Manager	Team Insights Day	Induction Evaluation

## 5. Resources Required

HMP Stafford Prison team- delivery of 1 day prison induction including representatives from all departments, covering evacuation process, how to open an ACCT, conditioning and compromise. Separate time commitment for key talks and radio training. Action- discuss with prison ability to deliver and scheduling.

Recruitment team- recruitment process and on boarding for candidates training. Action- discuss with Amelia ability to deliver and scheduling.

ILS and also any other training to be delivered virtual. Action- Regional PA/ administrator to take forward and source.

SMART cards, uniforms and log in's- ensure all new starters have tools required for their start dates. Action- SCU administrator to link in with relevant department.

Hot desks at regional office- book out hot desks in regional office for April and May. Action- discuss with regional PA/ administrator.

S1 training- delivery of S1 training at regional office will need to be planned. Action- Contact Pam to discuss scheduling and commitment.