

School of Clinical Medicine

Message from the Regius



Welcome to the School of Clinical Medicine.

You are joining a large, vibrant, creative and successful School. I want to thank you in advance for your future contribution – everybody is important to our overall achievements.

One thing I am keen to avoid is the School standing still. To that end, your ideas for any improvements or initiatives will always be welcome. You can share these with your immediate manager, your Head of Department or with me directly.

Please sign up to my Clinical School fortnightly newsletter to keep informed of the latest news and developments within the School:

<http://www.medschl.cam.ac.uk/subscribe-school-newsletter/>

I hope to meet you in person at one of our 'New Starters' Receptions, for which a separate invitation will be forthcoming.

I hope you will enjoy working here as much as I do!

With best wishes for your settling in period,



Patrick Maxwell

| | | | |
|----------------|--|----------------------------|--|
| Employee Name: | | Role: | |
| Start Date: | | Institution/ Department | |

Planning Tips:

When planning an effective induction:

- Tailor the induction to the requirements of each individual and to the nature and content of the role
- Do not schedule a heavy workload for the first week.
- Arrange for an appropriate person (the new employee's line manager, mentor or buddy) to check informally and regularly how the new employee is getting on providing opportunities for the new employee to raise any queries or concerns

| Before Arrival | | |
|---|---|--|
| Agree and document arrangements within an induction schedule and send it to the new employee before he/she starts work with the Template Welcome Letter (HR23). | http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/induction/welc-me-letter | Line Manager/ Institutional/ Departmental Administrator |
| Arrangements made for computer access (email, RAVEN log-in), workspace and any equipment requirements | | Institutional / Departmental Administrator |

| First Day Requirements | | To be carried out by: |
|---------------------------------|---|-----------------------|
| First Day Admin and Orientation | Met on arrival | |
| | Introduced to key colleagues (including Head of Institution / line manager, team, department/institution administrator) | |
| | Introduced to a point of contact or mentor for answering questions | |
| | Provided with a copy of schedule for induction activities and an overview of these | |

| | | |
|-------------------|--|---|
| | Arrangements made for tour of working environment and facilities – workspace, surrounding area, toilets, coffee room, kitchen, post pick up points, notice boards, car and/or cycle parking | |
| | Provided with an explanation of working hours and break times, as appropriate | |
| | Briefed on arrangements for booking annual leave and reporting unplanned absence | |
| | Given local and University induction material including: <ul style="list-style-type: none"> • A copy of his/her role profile • An Employee Induction Checklist (HR24) • Information about his/her team and the institution • Copies of any relevant local policies/procedures • Welcome/ Information Pack | |
| | Provided with stationery/other materials required and informed how to access/order future supplies | |
| | Provided with a schedule of Induction Activities or Welcome Events and an opportunity to discuss these | |
| | Given user ID and instructions to access local and University computer, email and telephone networks | |
| | Shown how to find local telephone and email directories | |
| | Directed on how to get a University Card from the Card Office for eligibility information and opening hours | http://help.uis.cam.ac.uk/user-accounts-security/security/university-card |
| | Provide with key, access card or security code as required for entering and leaving work area | |
| | Provide an overview of department/institution structure and the role of key sections and staff | |
| Health and Safety | Provided with an explanation of local health, safety and security procedures | |
| | Arrange for the issue of any personal protective equipment required for role | |

| First Week Requirements | | | To be carried out by: |
|-------------------------|--|---|-----------------------|
| Meetings | Schedule meeting with Head of Institution / line manager / other appropriate colleague to discuss with the new employee their role, key responsibilities and expectations / work objectives. Agree immediate training needs and plan how these will be met | http://www.transkills.admin.cam.ac.uk/skills-portal | |
| | Schedule meeting with Head of Institution / line manager/other appropriate colleague to discuss probation arrangements and schedule initial probation meeting | http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/probation | |
| Useful Information | Log into Employee Self-Service to review/update own personal details and see how payslips are accessed | http://www.hr.admin.cam.ac.uk/ess | Employee |
| | Read policies on Equal Opportunities, Dignity@Work, Children and Vulnerable Adults Safeguarding Policy, Bribery and Corruption Policy | http://www.hr.admin.cam.ac.uk/policies-procedures | Employee |
| Training Requirements | Complete the first four sections of Staff Induction Online (Allow 30-45 minutes) | http://www.training.cam.ac.uk/cppd/course/cppd-self1 | Employee |
| | Complete the 'Safeguarding Yourself and Others' section from the Health and Safety Induction Online (Allow 30- 45 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-safety60 | Employee |
| | Book a place at University central "Welcome to Cambridge" event (Allow ½ day for attendance) | http://www.training.cam.ac.uk/cppd/event/1486728 | Employee |

| First Month Requirements | | | To be carried out by: |
|--------------------------|--|---|-----------------------|
| Meeting | Schedule meeting with Head of Institution / line manager/other appropriate colleague to discuss development needs and how to meet them. | http://www.transkills.admin.cam.ac.uk/skills-portal & http://www.ppd.admin.cam.ac.uk/) | |
| Useful Information | Read Staff Guide or Assistant Staff Handbook (as appropriate) and other information available for key details on terms and conditions, policies, practices, facilities, benefits and trade unions | http://www.hr.admin.cam.ac.uk/hr-staff/information-staff & http://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters | Employee |
| Training Requirements | Complete the remaining four sections of Staff Induction Online (Allow 30–45 minutes) | http://www.training.cam.ac.uk/cppd/course/cppd-self1 | Employee |
| | Complete Equal Opportunities and Diversity Essentials online training (Allow 45 minutes – 1 hour) | http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training | Employee |
| | Complete Fire Safety Induction Online (Allow 15 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-fire6 | Employee |
| | Complete the remaining sections of the Health and Safety Induction Online (Allow 30 - 45 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-safety60 | Employee |
| | Complete Bribery Act Training Online (Allow 30 minutes) | https://www.training.cam.ac.uk/event/1863573 | Employee |
| | Complete Prevent Module 1 - An Introduction to the Prevent Duty: Online (allow 45 minutes) Dependent on role responsibilities (e.g. managerial/pastoral care, room/event booking) also complete relevant training on the Prevent Duty | http://www.training.cam.ac.uk/cppd/event/1940495 https://www.vle.cam.ac.uk/course/view.php?id=117231 | Employee |

| | | | |
|----------------|--|------------------------|--|
| Employee Name: | | Role: | |
| Start Date: | | Institution/Department | |

| On your first day | | ✓ |
|--|---|---|
| First Day Admin and Orientation | Introduced to key colleagues (including Head of Institution, line manager, team, department/institution administrator) | |
| | Provided with an overview of department/institution structure and the role of key sections and staff | |
| | Introduced to a point of contact or mentor for answering questions | |
| | Provided with a schedule of induction activities and an opportunity to discuss these | |
| | Given a tour of working environment and facilities | |
| | Working hours, break times, leave and absence explained as appropriate | |
| | Given user ID and instructions to access local and University computer, email and telephone networks | |
| | Shown how to find local telephone and email directories | |
| | Arrangements made to obtain a University Card from the Card Office | http://help.uis.cam.ac.uk/user-accounts-security/security/university-card |
| | Provided with key, access card or security code as required for entering and leaving work area | |
| | Provided with local and University induction material including: <ul style="list-style-type: none"> • Role profile • Copies of any relevant local policies/procedures • Any useful background reading material • Welcome/Information Pack | |
| | Provided with stationery/other materials required and informed how to access/order future supplies | |
| Health and Safety | Local health, safety and security procedures explained | |
| | Issued with any personal protective equipment required for role | |

| During your first week | | | ✓ |
|------------------------|--|---|---|
| Meeting | Discussed role, responsibilities and objectives with Head of Institution / line manager/other appropriate colleague. Agreed training needs and planned how these will be met. | http://www.transkills.admin.cam.ac.uk/skills-portal | |
| Useful Information | <p>Logged into Employee Self-Service</p> <ul style="list-style-type: none"> Reviewed/updated your personal details and contact information Updated information we need to provide to the Higher Education Statistics Agency (HESA). More details about this can be found here: http://www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data Become familiar with how to access your on-line payslips <p><i>(You will be able to log into your record once your details have been fully entered on our HR system. This may not be until a couple of weeks after you start. If you cannot log in straightaway then please try again in a week's time).</i></p> | http://www.hr.admin.cam.ac.uk/ess | |
| | Reviewed information on University probation arrangements and discussed these with Head of Institution / line manager / other appropriate colleague. Agree a schedule for initial probation review meetings | http://www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/probation | |
| | Read policies on Equal Opportunities, Dignity@Work, Children and Vulnerable Adults Safeguarding Policy, Bribery and Corruption. | http://www.hr.admin.cam.ac.uk/policies-procedures | |
| Training Requirements | Completed the first four sections of Staff Induction Online (allow 30–45 minutes) | http://www.training.cam.ac.uk/cppd/course/cppd-self1 | |
| | Completed the 'Safeguarding Yourself and Others' section of the Health and Safety Induction Online (allow 30-45 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-safety60 | |
| | Booked a place at University central "Welcome to Cambridge" event (allow ½ day for attendance) | http://www.training.cam.ac.uk/cppd/event/1486728 | |

| During your first month | | | ✓ |
|-------------------------|--|--|---|
| Meeting | Discussed with Head of Institution / line manager / other appropriate colleague any emerging training and development needs and how these might be met | http://www.transkills.admin.cam.ac.uk/skills-portal & http://www.ppd.admin.cam.ac.uk/ | |
| Useful Information | Read Staff Guide or Assistant Staff Handbook and other information available for key details on terms and conditions, policies, practices, facilities, benefits and trade unions | http://www.hr.admin.cam.ac.uk/hr-staff/information-staff & http://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters | |
| Training Requirements | Completed the remaining four sections of Staff Induction Online (allow 30-45 minutes) | http://www.training.cam.ac.uk/cppd/course/cppd-self1 | |
| | Completed Fire Safety Induction online (Allow 15 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-fire6 | |
| | Completed the remaining sections of the Health and Safety Induction online (allow 30-45 minutes) | http://www.training.cam.ac.uk/ohss/course/ohss-safety60 | |
| | Completed Equal Opportunities and Diversity Essentials online training (allow 45 minutes – 1 hour) | http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training | |
| | Complete Bribery Act online training (Allow 30 minutes) | https://www.training.cam.ac.uk/event/1863573 | |
| | Complete Prevent Module 1 - An Introduction to the Prevent Duty: Online (allow 45 minutes) Dependent on role responsibilities (e.g. managerial/pastoral care, room/event booking) also complete relevant training on the Prevent Duty | http://www.training.cam.ac.uk/cppd/event/1940495 https://www.vle.cam.ac.uk/course/view.php?id=117231 | |

| | |
|---------------------------|--|
| Employee Signature: | |
| Date checklist completed: | |

Once complete, please return to your Institutional/Departmental administrator to retain on your local personnel file.

College/Department/Faculty



**UNIVERSITY OF
CAMBRIDGE**
University Card Services

Request to issue a University Card

Please type in the following information and send or fax the signed form to the University Card Office at 17 Mill Lane, Cambridge, Fax number 332206. All fields with an asterisk must be completed.

Please ensure the information is exactly the same information that has been or will be given to student or staff records.

If you wish to supply a photograph with this form, please attach it securely. If you wish to send a digital version by email to univcard@admin.cam.ac.uk, please include the full name of the person you are requesting a card for in the email subject header.

*Surname

*Forename (s)

*Date of birth (DD/MM/YY)

Category/Status

Undergraduate / Graduate / Staff / Other

(Please delete as appropriate)

JobTitle

*Start Date (DD/MM/YY)

*End Date (DD/MM/YY)

Authorised by:

Print University Card Representative name

University Card Representative signature

Department / College name

Date

Application for Personal ID / Access Card

Sections A & B to be completed by the Authorised Signatory

Section C to be completed by Applicant

| Section A: Applicant Type - Completed by Authorised Signatory Uncompleted forms will not be accepted and will be returned | | |
|--|-----|----|
| Applicant is an CUH employee | Yes | No |
| Has the applicant previously been a CUH employee and been issued with an ID Badge? | Yes | No |
| Applicant is an Honorary Contract Holder (<i>not a CUH employee but does work at CUH and has access to data, patients, patient identifiable data, or tissue</i>). | Yes | No |
| Applicant is not a CUH employee (<i>Please give details of applicant i.e. Observer/ Contractor / Visitor / Other</i>) | | |
| Which organisation/ company is the applicant working for? | | |

| Section B: Personal Details of Applicant – Completed by Authorised Signatory | | | |
|---|--|--|--|
| Title | | | |
| First Name <i>(for entry onto ID badge)</i> | | | |
| Last Name <i>(for entry onto ID badge)</i> | | | |
| Job Title | | | |
| Department | | | |
| Box Number | Contact number or trust extension | | |
| Start Date <i>(badge valid for five years you will be asked to re-apply after this period)</i> | | End Date <i>(if fixed term or honorary contract)</i> | |
| Hours Worked – This section must be completed to assist in assigning the correct building access and car parking allocation. | | | |
| Details of Hours Worked- Please complete the start and finishing time the applicant will be working. | | | |
| Mon – Fri <i>Contracted hours per week: Suggested core times between 8am- 5pm</i> | Start Time: | Finish Time: | |
| Part Time <i>Contracted hours per week</i> | Start Time: | Finish Time: | |
| Shift patterns please tick; <i>Rotational patterns please indicate</i> | Early Start Time: | Finish Time: | |
| | Late Start Time: | Finish Time: | |
| Does the applicant provide “On Call” duties out of hours? | Yes | No | |

Departments the applicant will need access to: *please specify- i.e. ward/clinic/department*

Authorised Signatory (Line Manager) – *When you sign this form, you are responsible for ensuring that the details entered are vetted and correct. Your signature on this form will authorise entry at the appropriate security level to areas of the Trust’s buildings.*

I have checked the information provided on this form to be true and accurate.

Sign & Print Name (Authorised Signatory)

| | | | |
|-------------------|--|-------------------|--|
| Job Title | | Department | |
| Box Number | | Date | |

Section C: Declaration of Applicant – To be completed by applicant * (mandatory boxes)

The Trust follows the Data Protection principles of keeping relevant, accurate, and up to date information. When you sign your application, you agree the Trust can collect information about you and store it on the NHS database. It will be used for analysis and management of the CUH travel planning

*** Applicants Home Postcode**

| | | |
|--|------------|-----------|
| Is it necessary for you to bring a car onto site? <i>(is it a requirement for the job, hours of work are outside of Park & Ride operating times)</i> | Yes | No |
|--|------------|-----------|

Complete for car parking: If the boxes below are not completed car parking cannot be allocated:
Please note if you live within a 2-mile radius of site, working office hours will not be eligible for car parking during core hours Monday to Friday

| | | |
|---|------------|-----------|
| Will you be living on site and parking a car? <i>(If yes you will need to pre pay to park as a resident, the Access staff have full details)</i> | Yes | No |
|---|------------|-----------|

*** Vehicle Registration – required for ANPR (Automatic Number Plate Recognition access to the car park -it is your responsibility to contact the Access office to update these details when you change your vehicle)**

Statement

I agree that the above information is correct and that as the holder of an Addenbrookes NHS Trust ID/Access badge I am responsible for its safekeeping.

I understand a fee of £5.00 will be charged for a replacement in the event of loss.

- I also agree to return my ID/Access badge when my contract expires.
- I understand that I must abide by the Trust’s ID access rights and car parking rules and any failure to comply may lead to removal of those rights and disciplinary action.

| | |
|------------------------------|-------------|
| Sign & Print Name | Date |
|------------------------------|-------------|

Access Office to Complete

| | | |
|---------------------------|-------------------------------|---|
| ID Badge Issued By | | Date |
| Card Number | Car Parking Allocation | Transferred money on card; value |

INFORMATION GOVERNANCE TRAINING

All staff employed at the Clinical School are now required to complete some form of information governance or data protection training.

If you have recently completed such training as part of your employment conditions (i.e. if you have an honorary contract with an NHS trust) please give details of the training to your departmental administrator.

If you are working as a researcher within the School, and have not already done so, you should complete the MRC e-learning course "Research Data and Confidentiality".

<http://www.byglearning.co.uk/mrcrsc-lms/course/category.php?id=1>

All other staff should undertake the PPD on line training which can be found at the web links below and takes around 30 minutes.

For administrative staff:

<http://www.training.cam.ac.uk/cppd/event/678520>

For academic staff:

<http://www.training.cam.ac.uk/cppd/event/678523>

Please inform your departmental administrator when you have completed the relevant course.