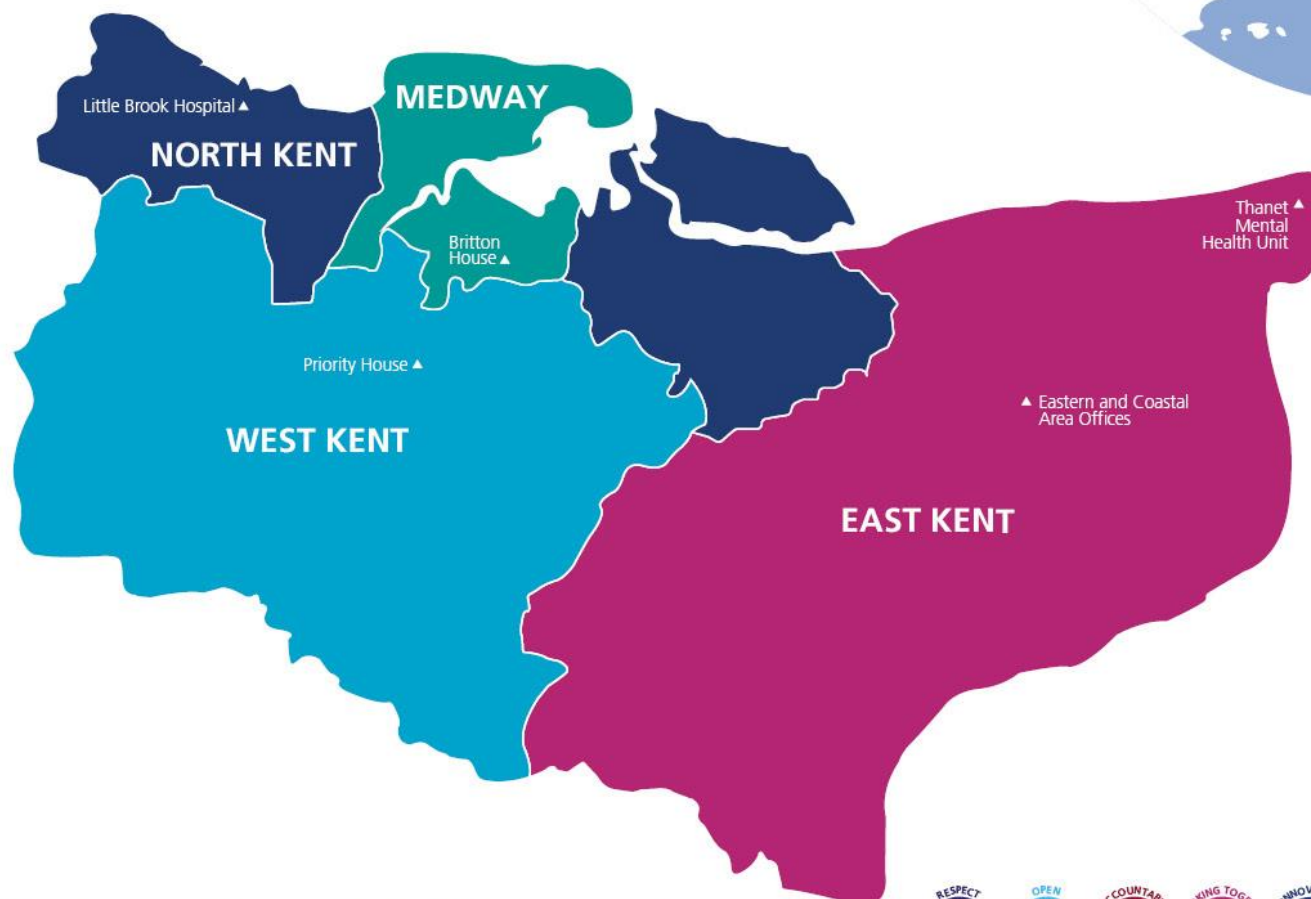
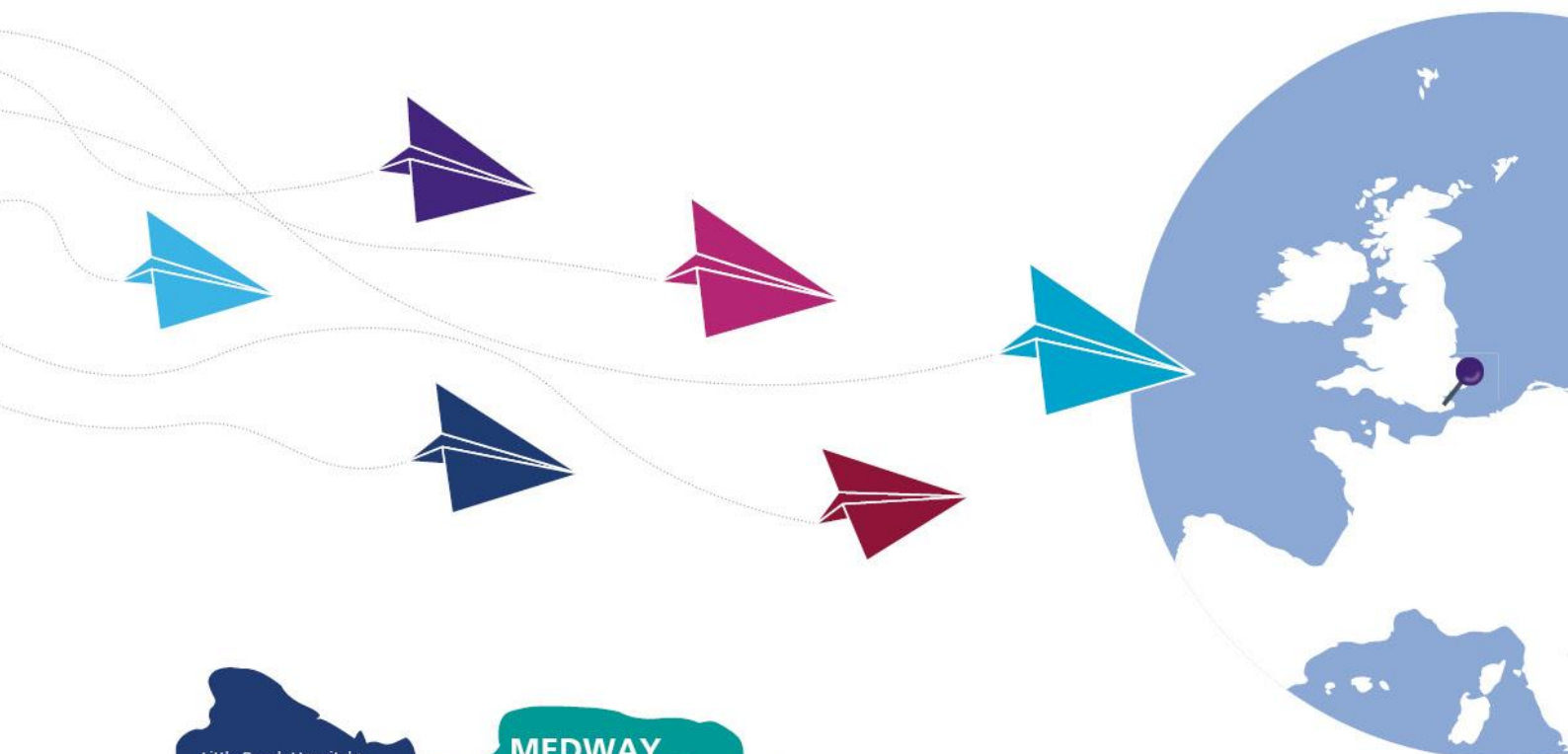


YOUR INDUCTION PROGRAMME

We can't wait to meet you!



Brilliant care through brilliant people

Dear ,

Welcome to KMPT

Please accept this letter as my personal welcome to you, my new KMPT colleague. Myself or one of my team will be joining you on your virtual Corporate Induction and we look forward to describing to you why we are so passionate about belonging to a truly wonderful NHS trust.

We think we have provided you electronically with everything you'll need in order to get to know us, and easily find everything you need. We highly value your feedback so do please tell us what you think.

The Learning and Development team has set up pages specifically for you as a new starter. The pages include all the relevant information you will need and give you details on the subjects that would ordinarily have been presented to you on your induction day.

In addition, we have created e learning packages that you can quickly and easily complete online. Alex Gillett and Antonia Boorman are on hand to answer any queries that you should have in the coming weeks and I encourage you to get in touch with them if you need any help or support on alexandra.gillett@nhs.net or antonia.boorman@nhs.net

You are joining KMPT at an unprecedented time for the NHS. That is why, now more than ever we need truly talented and committed staff. Our simple mission here at KMPT is to deliver Brilliant Care through Brilliant People. I'm delighted to welcome you to the KMPT team and look forward to hearing about how it has felt for you, joining us at this important time. Do please keep in touch, my contact details are below.

With Warmest Best Wishes



Sheila Stenson - Chief Executive

Email: sheilastenson@nhs.net

Website: www.kmpt.nhs.uk

Introduction

A very warm welcome to KMPT. This document provides you with the information you need as a new starter.

We understand that as a new starter to KMPT, there is a lot to take in, therefore if there is anything that we can do to support you please use the contact information within this document.

Overview of the programme

There are 3 main elements of your induction programme and these are detailed below:

☒ **Corporate Induction** – this is on your first day of employment and will be run virtually. You will log onto lifesize (details on the timetable in this document). Alex Gillett will be your Induction facilitator for the day and will be on the screen at all times to answer any questions, there will also be other subject experts who will come onto the screen throughout the morning to introduce themselves and explain what support/opportunities KMPT can offer you. On the day don't hesitate to call Alex Gillett on 07468701214 or Antonia Boorman on 07341035630 if you have any questions.

If you have any issues around IT on the morning then please call the IT Helpdesk on 01795 508200 – you will need to contact this number to set up your emails and get your usernames and passwords for logging into your KMPT laptop (If you have been issued with one)

☒ **Essential Training / E-learning** – you will be booked onto all the essential training that you need for your role. In addition, this document details all the e-learning you are required to complete. Details of where your essential training will be (virtual or in a classroom) is provided within this document. You will also have this recorded on iLearn (our learning management system)

☒ **Local Induction** – this will provide you with all the local knowledge you need to know in your new role and is led by your local manager. Your manager will go through this document with you in your first 4 weeks in the workplace and access to this can be found here - [Course: Certificate of Satisfactory Completion of the local Induction \(kmpt.org\)](#)

iLearn

iLearn is where your training records are stored, as well as Supervisions and Appraisals you can see what you have been booked onto as well as seeing other information such as venues, times etc. In addition, you will complete all your e-learning via iLearn. Within this document you can download a user guide.

The website address for iLearn is <https://ilearn.kmpt.org/>

☒ Your username is: **firstname.surname** For example alex.gillett

☒ Your password is: This will have been emailed to you from adminuserkmpt.ilearn@nhs.net and might go into your junk inbox so please check there if it isn't in your inbox.

Your contact for any queries relating to iLearn is:

Learning and Development – kmpt.training@nhs.net 01622 722193

Virtual Training

Lifesize and Big Blue Button are the 2 main virtual platforms that KMPT use for training and meetings.

✓ Lifesize - <https://guest.lifesize.com/> - this is the generic website address but you should be given the specific link to the virtual room and a passcode to allow you to access the right room – please check your confirmation details or look on iLearn if you struggle to find this information

✓ Big Blue Button – this is accessed via iLearn <https://ilearn.kmpt.org/> - you will be given the specific link to the room but if you struggle to find this information you can check your confirmation details on iLearn – view my bookings [Report: My Bookings \(kmpt.org\)](https://ilearn.kmpt.org/Report:MyBookings)

Travel to Training

We have tried to book you onto training local to the area in which you will be based but this is not always possible and there may be courses that you will need to travel to. If you do pay for your travel for essential training, you will be able to claim this back via Easy Expense System - (you will be given a demonstration of this on your Corporate Induction). Your manager will be able to help you do this.

Your Booked Training

Course Title	Courses below have been booked for you, these are indicated by a tick in the column	
Corporate Induction	You will be booked onto this course, to be completed via Lifesize – a video conferencing facility - (full details, date and time will be sent to you via email)	✓
TRAINING COURSES LISTED BELOW ARE COMPLETED IN A CLASSROOM		
Moving & Handling Client	You will be booked onto this course - (full details, date and time will be sent to you via email)	✓
PSS – 5-day course	You will be booked onto this course, (full details, date and time will be sent to you via email)	✓
Immediate Life Support	You will be booked onto this course - (full details, date and time will be sent to you via email)	✓
Clinical Risk Assessment	You will be booked onto this course - (full details, date and time will be sent to you via email)	✓
TRAINING COURSES BELOW WILL BE COMPLETED VIRTUALLY		
Smartcard Registration	You will also need to register for a Smartcard to allow you access to our patient record system RiO - details will be sent to you from the Smartcard Registration Team via email	✓
Fire Warden	To be completed via Lifesize – a video conferencing facility - (full details, date and time will be sent to you via email)	✓
An Introduction to Safeguarding	To be completed via Lifesize – a video conferencing facility (full details, date and time will be sent to you via email)	✓
New Starter Exec Check In	To be completed via Lifesize – a video conferencing facility (full details, date and time will be sent to you via email)	✓
RiO Inpatient	To be completed via Lifesize – a video conferencing facility (full details, date and time will be sent to you via email)	✓
Mental Capacity Act/DOLs	To be completed via Big Blue Button – a video conferencing facility (full details, date and time will be sent to you via email)	✓

Safeguarding Adults Level 3	To be completed via Big Blue Button – a video conferencing facility (full details, date and time will be sent to you via email)	V
Safeguarding Children Level 3	To be completed via Big Blue Button – a video conferencing facility (full details, date and time will be sent to you via email)	V

Your E-Learning Courses

Our e-learning programmes can be accessed by going to <https://ilearn.kmpt.org>. Your username to access our training system is:

Username: **firstname.surname** e.g alex.gillett **Password:** **this will be sent in a separate email**

Accessible Information Standard (AIS)
Allergies and Adverse Reactions
Anaphylaxis Learning
Basic Life Support (Resus Level 1&2)
Building a Net Zero NHS
Cardio Metabolic Syndrome
Care Programme Approach
Clinical Record Keeping
Conflict Management
Data Security Awareness Level One
Dementia Awareness for Healthcare Staff
Equality and Diversity
Food Allergens
Food Handlers - Food Hygiene
Freedom to Speak Up: Speak Up – Core Training for all Workers
Freedom to Speak Up: Listen Up – Training for all Managers - you only need to complete this, if you will be managing staff
Health, Safety and Welfare Level One
HoNOS
Infection, Prevention and Control Level 2 (Clinical Staff)
Introduction to Emergency Planning
Managers Induction - you only need to complete this, if you will be managing staff
Medicines Calculations Competency Assessment for Registered Staff in a clinical setting
Medicines management for Inpatient MH Nurses
Mental Capacity Assessment Recording: Consent to Treatment
Mental Health Act for Registered Clinical Staff
Moving and Handling Theory for Clinical Colleagues
Patient Safety
Positive Communication
Preventing Radicalisation Level 3
Rapid Tranquilisation
Safe Use of Insulin
The Oliver McGowan Mandatory Training on Learning Disability and Autism
Trauma Informed Care including Veterans

As this is part of your induction, you are required to complete all packages prior to working unsupervised in your role. You need to complete all of the above E Learning training requirements within your first 4 weeks. If this is not going to be possible please don't hesitate to discuss this with us.

You are required to search and enrol yourself onto the courses, or you can click on the course titles above and this will take you to the course as well - **your e learning modules are not booked for you**. Please note that your E-Learning courses should be completed in worktime and you should be given protected time to complete them.

If you have any queries, please do not hesitate to contact us on

Antonia Boorman – Induction Co-Ordinator

Mob number: 07341035630 Direct Dial 01622 933226 email antonia.boorman@nhs.net

Alexandra Gillett - Induction Facilitator

Mob number: 07468701214 Direct Dial 01622 933224 email alexandra.gillett@nhs.net

Main number 01622 722193 email kmpt.training@nhs.net

Useful Contact Information

We have listed some useful department contact details that you may need	
• i.connect - this is KMPT's staff website. Please note you can only access this by using a Trust device	http://i-connect.kmpt.nhs.uk/sitemap.htm
• Digital Services - for urgent issues please use the contact number - for non-urgent issues please use the self- service portal	01795 508200 ictselfserviceportal.kmh.nhs.uk
• Workforce Information Team - this department will issue your staff number	kmpt.workforce.information@nhs.net
• E-Rostering Team – this is the team to contact if you have any difficulties logging into the Employee On Line system (this is system where you will book your shifts, annual leave etc) – please contact them if you do not receive your login details.	kmpt.eroster.helpdesk@nhs.net
• Payroll Department - to be contacted with regards to any pay related issues	01227 459371 kmpt.kmpt.queries@nhs.net
• Smartcard Team – if your job role requires you to access patient records (RiO System) then you will be issued a virtual smartcard	kmpt.smartcard@nhs.net

Other important information Virtual Training

Please take time to read through all of the document which includes the below as well as instructions on how to use various systems including Lifesize and Big Blue Button. Lifesize and Big Blue Button are the 2 main virtual platforms that KMPT use for training and meetings.

Staff ID Badge, this can be found on the following new starter link https://www.kmpt.nhs.uk/new-starters –please complete when in the workplace (your manager needs to sign) and return to the address on the form	
Your local Induction Guide – this document will need to be completed within the first 4 weeks of starting. You can find the document link Course: Certificate of Satisfactory Completion of the local Induction (kmpt.org) once completed you need to upload onto your ILearn account and sign off there.	
KMPT Staff Charter	 5 KMPT Staff Charter.docx
Map of Core Trust Sites	 6 Map of the Trust Services A3-with log
ILearn user guide	 9 iLearn Staff User Guide.pptx
Lifelong Learning	 11 Lifelong Learning Informatio
Pastoral, Religious and Spiritual Care	 12 PSRC Induction Slide.ppt
KMPT Organisational Strategy	Our organisation (kmpt.nhs.uk)
Freedom to Speak Up	Freedom to Speak Up Guardian service (kmpt.nhs.uk)
External Training	External Training and Continued Professional Development