

Freedom of Information Request

Ref: 25-398

2 June 2025

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

• What does a standard induction/on-boarding programme look like for new starters joining your organisation?

Day 1 welcome session that includes registration with resourcing team; housekeeping/ground rules; key information such as trust values, travel information, access to intranet/policies. All medical and dental staff are sent an online induction programme and receive access to Kallidus to complete any outstanding statutory and mandatory training. All medical and dental staff receive a local induction which is led and delivered by their department. Foundation Year One doctors (FY1) in addition to the induction mentioned above attend a week's worth of activity which includes shadowing Foundation Year 2 colleagues, a Scared to Prepared training day and other tutorials to support their placements as FY1.

o Does this apply to all new starters regardless of contract type or length?

Yes – main section of day 1 applies to all; there are variations in programmes based on role, these variations occur from the last part of day 1 and then day 2 onwards. The programme is suitable for all placement lengths and for bank and honorary staff.

• What subjects, topics, policies, charters are covered as part of the induction/on-boarding programme?

Day 1 welcome session that includes registration with resourcing team; housekeeping/ground rules; key information such as trust values, travel information, access to intranet/policies. All medical and dental staff are sent an online programme containing pre-recorded learning on patient safety, resuscitation, end of life, safeguarding, blood transfusion, moving and handling. New starters have the option to complete some new and expired statutory and mandatory learning within Kallidus during the afternoon session.

• What format (ie webinar, e-learning, face-to-face) does your induction/on-boarding programme take and over what length of time?

Day 1 welcome session takes place face-to-face, with opportunity for inductees to attend a remote, condensed version if appropriate. The standard section of day 1, universal to all, runs from 9.00am – 12.30pm. Some induction is online and held as pre-recorded learning and e-learning.

• Following the standard recruitment process, at what point does a new starter attend any formal Corporate Induction programme?

Generally on day 1 of employment but exceptions are made at divisional level for roles where it is acceptable for a new starter to begin employment in advance of attending an induction. For post graduate medical doctors induction is held on the main Deanery rotation day (the first Wednesday of the month). Due to its flexibility with being online, medical and dental staff who join outside of core rotation times can still access induction and Kallidus.

• Is attendance/engagement with formal induction processes an essential/mandatory requirement?

Yes

o If so what is your current compliance rate?

Agenda for Change staff: 92.9%

Medical and Dental staff: 67.2%

• When was the last time your induction programme was reviewed?

Agenda for Change staff: 2024

Medical and Dental staff: 2020

o As a result of this review, what, if anything, changed?

Agenda for Change staff: New schedule launched January 2025, change in days of week for mandatory training sessions for clinical/HCSW staff; later start time in morning for welcome session; timings of day 1 welcome changed so that 9.00 – 12.30 section could be universal for all.

Medical and Dental staff: Removed topics featured part of the then new UK Core Skills Framework eLearning package and compliance could be passported.

We plan to review induction content and implement a revised programme in 2026 and will work with key stakeholders to design a new programme.

o Do you have any future plans to add/remove any content?

This is dependent on feedback from inductees and observers and requests from stakeholders across the Trust to amend content.

o If so, what is it?

We are due to add the new “full-hearted care” video during 2025.

• Is your executive team involved with the delivery of any part of the induction programme?

Our senior team have recorded a welcome which is part of the programme and their contact details are shared with all new starters.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust