

Your induction

We want to ensure you have a warm welcome to Imperial College Healthcare NHS Trust. To help with this we have put together an induction programme which will introduce you to the Trust and also your department and role, this includes the corporate welcome programme and your local induction, and guidance on transferring mandatory learning to us from another NHS organisation.

For some roles there are additional programmes you will need to attend, for example our manager's induction (for anyone managing other people) and our fundamental care certificate briefing (for anyone in a support worker role).

More information is below:

You may also need to complete other induction activities depending on your role:

Everyone

- **Mandatory learning training topics:** these are related to patient and staff safety and are mandatory for everyone working here. Please visit our [website](#) to see how you can transfer topics from other NHS organisations. For any remaining topics, please visit the 'Courses I have to do' page of our learning management system ([Learn](#)). You should have access to Learn within one week of your start date. If you do not receive an email with details of your Learn account within one week, please contact imperial.mandatorylearning@nhs.net (please include your ICT user name).
- **Local Induction:** You should complete a local induction with your manager once you start work in your department. This will introduce you to your job and department/team, plus local arrangements which are important to your role.

Healthcare Support Workers (including maternity support workers and rehab assistants)

All healthcare support workers will need to complete the Fundamental Care Certificate, or transfer this from a previous employer. For more information: please contact: imperial.hcsw@nhs.net. There is a short FCC briefing following the corporate welcome programme from 10.30 to 11.00 am. This will allow you to meet the FCC team, and provide you with information about completing or transferring your care certificate. If you are a healthcare support worker and are new to working in are, please contact: imperial.hcsw@nhs.net regarding the New to Care Programme

Hotel Services

If you work within hotel services, you should attend the hotel services induction. Please contact: attila.korpos@nhs.net for more information.

Consultants

If you are a medical consultant, you will be invited to attend the Consultant Induction. Please contact imperial.medicalleadership@nhs.net for more information.

Managers

If you are joining Imperial in a management role we are delighted to invite you to attend our 30 minute manager's induction. This will introduce you to the resources, development and support available to support you in your new role. This session is available at the end of the corporate welcome programme, from 10.30 to 11.00 am.