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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |
|  |  |  |  |  |
| **Lunch Break** | **Lunch Break** | **Lunch Break** | **Lunch Break** | **Lunch Break** |
| **PM** |
|  |  |  |  |  |

**Induction Timetable**

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| **Suggestions for Induction activities & tasks** |
| * Meet and greet with supervisor and immediate team.
* Showing the student around the facilities of the building where they will be primarily based, including kitchen area, toilets, and parking.
* Arranging equipment.
* Setting up on relevant IT systems, including NHS log in, Salford City Council, Liquid Logic, Paris.
* Provide a brief history and context to the organisation, i.e., working in an integrated trust and the s75 agreement.
* Explain and discuss the different ASC and Mental teams in Salford (NCA, GMMH and SCC) and provide an understandable overview.
* Support and arrange for the student to spend time with other teams, to help consolidate the above.
* Provide an ASC staffing structure (Visio sheet) and this can be obtained from Sarah.Dance@nca.nhs.uk
* Book first supervision and provide supervision agreement in advance. The regularity of supervision will be defined in the learning agreement.
* Allocate time for student to commence and undertake statutory and mandatory training.
* Allocate time for student to read some of the main NCA policies via the policy hub, particularly those in relation to data protection, information governance and lone working <https://www.northerncarealliance.nhs.uk/our-policy-hub/search-for-a-policy-document> The similar for students based in GMMH.
* Collate useful contact numbers, resources, and website.
* Pending agreement from relevant manager, show some example documents for learning purposes.
* Supervisor and student to arrange an eclectic range of shadowing opportunities with social work staff, other professionals, and agencies.
* Information about legislation and relevant to the organisation.
* Arrange attendance at any relevant meetings.
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