

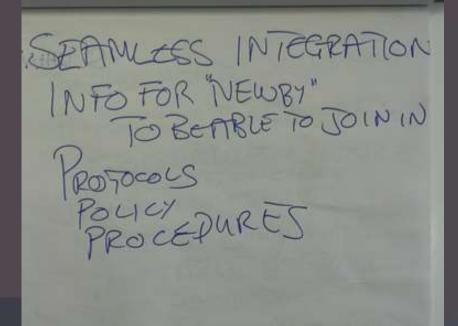
Induction Plans

VPMA Nov 2013

Anval Ltd
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Aims of a good Induction Plan



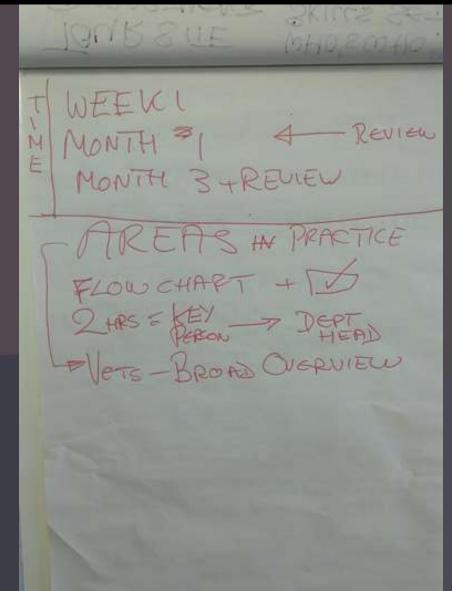
Who Benefits?

FMPLOYEE FMPLOYER CLIENT + EXPERIENCE PRACTICE COLLEAGUES - TEAM PATIENTS IMAGE-REPUTATION THE BUSINESS

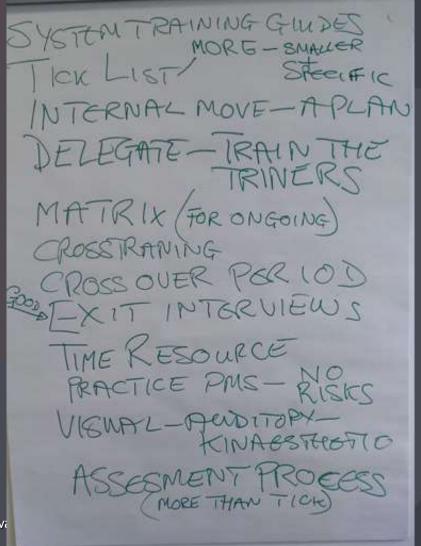
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How to structure a plan?



Resources?



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Team Notes on the day 1 & 2

Induction Plan

- practice others / withre
- Job discription
- protocols . policies (in house + ocent facing)
- Information on partie information who to
- Computer training
- Review structure
- cultural offenences How we so things here
- Assign a menter
- Personal details | next of the Holiday |CPD | Diring would tongs.
- complaints procedure. induction Rota for 1 W | ZN

- training plan check list for each onen vet I muse I roception
- Assign porson for training in each
- Interval promotion induction
- Delegate training control over whats being thought.

high light training requires

would you be hoppy Assesment process doing --would you be happay to train on ---

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Team Notes on the day 3 & 4

Pera Gripper www Anval conk / blog 145 - Accident lepoting
Fire Procedure Controlled divigs (vet) Who loss who? - Cartack cost ones How we do things. - Hordback - Provots companies are - crib shears - comperencies - comperencies - the shears - comperencies - the shears - comperencies - the shear - the she Programme d'introduction Mentor in practice -paint of contact Househooping - keys, olarms, place system devenous, cors Stall hold! Holiday hooking ere Dores By ronews ? Vision values (culture arc by keypeane How would you like us to don't with an issue Time somes - when will you let them look on

Tour of practice. Location + state · House keeping / confidentiality / 11+5. · End of day feed back head of dept. · SOP's. · 3m review. Photos. Cross over periods . " Shadan days" Anval Ltd