**…………………………. Dental Practice**

**Protocol for Induction of New Employees**

………….. Dental Practice is committed to providing high quality dental care for all our patients. As part of that commitment we consider the structured and supported introduction of new members of our dental team into the systems and processes of the practice as essential.

We will ensure that new members of our dental team will be provided with a structured plan which will help them to integrate, both as a productive part of the business, and socially with the other members of the team .

We will assign a mentor to support the new member of staff through the process

We will provide training in the areas of:

* Employment Rights and Responsibilities
* Equal Opportunities Information
* Health and Safety
* Emergency procedures
* The Ethics and Philosophy of the Practice
* Confidentiality and data protection
* Working with colleagues and patients
* The job-related training which will be delivered
* Mentoring support
* Continuing Professional Development and Appraisal

Protected time will be scheduled for the training. As part of the training, the new member of staff will read and sign all relevant Practice Policies and Protocols. It will be the responsibility of the mentor to support this process and ensure that the new team member understands them and knows how to implement them where appropriate.

A senior member of the dental team will be appointed to monitor the progress of the training, approve the schedule and sign off the process when complete.

Protocol Last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Name and/or designation of responsible person]* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following staff have read and understood this policy *[include all team members]*.

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| **Dental Team Member**  | **Position** | **Signature** | **Date** |
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