

**Manchester Adult Social Care Induction Programme for Students**

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| **Name:** |  |
| **Team:** |  |
| **Practice Educator:** |  |
| **On Site Supervisor:** |  |
| **Line Manager:** |  |
| **Start Date:** |  |

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**SECTION 1 - Welcome to Manchester Adult Social Care**

Welcome to Manchester City Council's Adult Social Care Team. This is your student induction programme and is designed to ensure that whilst you are on placement, you develop an understanding of the social work role, the functions of your team and service area, and receive the information you need to help you build your knowledge, values and skills.

Use this guidance to help you on your journey; you should keep it updated and use it as a reference to help you. If you have any questions, please just ask your Practice Educator/On Site Supervisor.

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| **Induction** |  | | **Notes** |
| **Action:** | **Completed** | **Date** |
| **Welcome - find out more about your role as a student, what you will be doing and the work priorities of the service**  *Practice Educators/On Site Supervisors* - explain key information around role/service  - whereabouts/calendar/lone working  - reporting sickness/emergencies  - health & safety  - home working guidance  - clear supervision arrangements and diary all dates  - consider diversity and difference for open discussion |  |  |  |
| **Meet your team**  *Practice Educators/On Site Supervisors* – invite student to team meeting (face to face or virtual) for introduction  - ask colleagues to consider learning opportunities that the student can shadow/undertake  - any team project/development work  - shadowing duty arrangements |  |  |  |

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| **Tour of the workplace (where relevant) to include:**   * Staff ID card * Kitchen and toilet facilities * Fire exits & evacuation procedure * Health & safety booklet * Signing or clocking in/out * Security arrangements * Office opening/closing times * Admin e.g. post, stationary, room booking, printers * Gifts and hospitality |  |  |  |

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| **Expected behaviours, practices and professional Standards:**   * [Our Manchester Behaviours](https://intranet.manchester.gov.uk/Interact/Pages/Content/Document.aspx?id=4914&SearchId=767046) * [H&SC Code of Conduct](https://www.skillsforhealth.org.uk/standards/item/217-code-of-conduct) * [SW England Practice Placement Guidance](https://www.socialworkengland.org.uk/media/3468/practice-placements-guidance.pdf) * [BASW PCF End of first placement](https://www.basw.co.uk/system/files/resources/pcf-first-placement.pdf) * [BASW PCF End of last placement](https://www.basw.co.uk/system/files/resources/pcf-last-placement.pdf) |  |  |  |
| **IT Equipment & Access:**  You are likely to need access to all the following;  - PC/Laptop (login details)  - Microsoft 365  - Liquid Logic  - E-learning suite - milearning  - MCC intranet  - MLCO extranet |  |  |  |
| **Key ASC Policies to read:**  Can be accessed via the intranet or APPP (Adult Policy Procedures & Practice Portal)   * Information security * Whistleblowing * Supervision * Safeguarding * Case Recording   [Adult Policy Procedures](http://www.manchesterappp.co.uk/) Practice Portal |  |  |  |

**SECTION 2 – Training**

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| **Training** | **Date to be completed by** | **Date completed** | **Notes** |

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| **Mandatory Training to be completed during the first 2 weeks on induction.**  You will be issued with login details in order to access  Manchester City Council’s  e-learning portal (milearning)  You are to complete;   * Manchester Health and Safety Essentials - Reducing the threat from fire * GDPR * Equality and Diversity Essentials * Accessible – Working with Display Screen Equipment |  |  |  |
| **Liquid Logic Training**  Access requests will be dependent on your role. Your manager will make the necessary IT access requests.  [Liquid Logic Training Manuals](https://intranet.manchester.gov.uk/Interact/Pages/Content/Document.aspx?id=5293&SearchId=767116) |  |  |  |

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| **The Care Act**  E-learning module to be completed is titled: Care Act - Introduction and Overview.  Also available is: Care Act - Care and Support Planning.  [**Care Act Statutory Guidance**](https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance) |  |  |  |
| **Introduction to Mental Capacity Act**  E-learning module to be completed is titled: Mental Capacity Act  [MCA Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/497253/Mental-capacity-act-code-of-practice.pdf)  [39 Essex Chambers](https://www.39essex.com/resources-and-training/mental-capacity-law/)  Also available is: Deprivation of Liberty Safeguards (DoLS) |  |  |  |
| **Introduction to Safeguarding**  E-learning modules to be completed dependent on level of experience are titled:   * Safeguarding Adults (Awareness) for Health and Social Care. * Safeguarding Adults - Level 1 * Safeguarding Adults - Level 2   [SCIE - Safeguarding Adults during COVID19](https://www.scie.org.uk/care-providers/coronavirus-covid-19/safeguarding-adults)  Register with Manchester Safeguarding Partnership (MSP) to access further online training  [Manchester Safeguarding Partnership](https://www.manchestersafeguardingpartnership.co.uk/) |  |  |  |
| **Risk Assessment**  [Risk Assessment Information](http://www.manchesterappp.co.uk/risk-assessments/?hilite=%27Risk%27%2C%27assessment%27) |  |  |  |
| **ASC and COVID19 specific**  [The Coronavirus Act 2020](https://www.gov.uk/government/publications/coronavirus-bill-what-it-will-do)  [Ethical Framework for Adult Social Care](https://www.gov.uk/government/publications/covid-19-ethical-framework-for-adult-social-care/responding-to-covid-19-the-ethical-framework-for-adult-social-care) |  |  |  |
| **Useful Health and Social Care websites**  [Social Care Institute for Excellence](https://www.scie.org.uk/)  [Skills for Care](https://www.skillsforcare.org.uk/Home.aspx)  [National Institute for Health and Care Excellence](https://www.nice.org.uk/)  [**https://www.researchinpractice.org.uk/adults/**](https://www.researchinpractice.org.uk/adults/)  [**NHS Continuing Healthcare**](https://www.gov.uk/government/publications/national-framework-for-nhs-continuing-healthcare-and-nhs-funded-nursing-care) |  |  |  |

**SECTION 3 – Getting to know other teams and services**

Whilst on placement, you could plan to contact other key services/teams and request an appointment via phone or video link for further discussion and then record your learning. Discuss with your Practice Educator/On Site Supervisor, which services would be appropriate for you to know more about and make arrangements to contact them.

Think: i.e. what do they do? what are their referral processes? How do they fit in with my team?

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| **Service Area / Team** | **Date Taking Place** | **Contact Details** | **Notes** |
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**SECTION 4 - Reflection on Induction**

Once your induction period ends, use a supervision session to discuss with your Practice Educator/On Site Supervisor and reflect on your induction experience. Think about what has gone well and if there are any areas you want to focus on and develop further.

If there are areas missing from this induction programme that you feel would have been helpful please inform Elizabeth Garrett - Social Work Consultant, so that improvements for future students can be made.

[elizabeth.garrett@manchester.gov.uk](mailto:elizabeth.garrett@manchester.gov.uk)

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| **What Went Well** |
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| **Areas to Focus On** |
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| **Comments / Feedback Received** |
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| Student Signature |  | Date |  |
| PE/OSS Signature |  | Date |  |