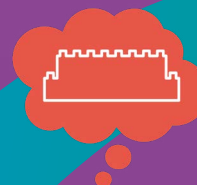




My first 90 days

Welcome to Leicestershire
Partnership NHS Trust

A guide to what you can
expect when you join us

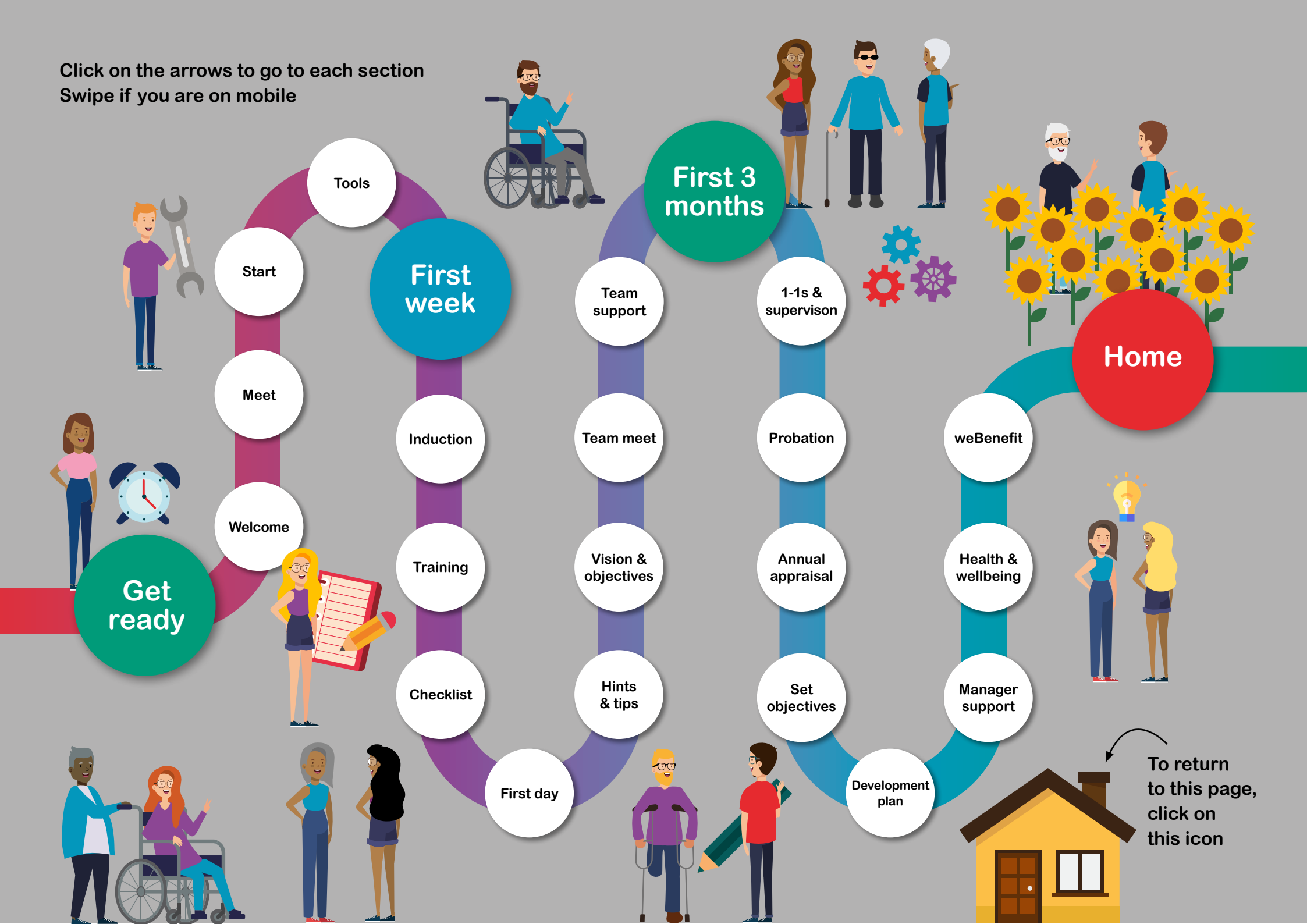


NHS

Leicestershire Partnership
NHS Trust



Click on the arrows to go to each section
Swipe if you are on mobile



Get ready



Welcome



Welcome to our LPT family, we are so glad you decided to choose LPT as a place to work and join us all in creating high quality, compassionate care and wellbeing for all. Putting safety first, for our patients, service users and colleagues, is our top priority in everything we do. We very much hope that you will enjoy working with us and being a part of delivering this vision.

As a Trust we are absolutely committed to having a culture that is both compassionate and inclusive of all our staff, volunteers and local communities. We are very proud of our Trust values of Compassion, Respect, Integrity and Trust and of our Leadership Behaviours for all. You will hear these talked about a lot in your day-to-day working life with us. They have been co-designed by staff for staff, to create the best working culture at LPT.

We strive to make LPT a great place to work and deliver care. Key to this is making sure we look after your health and wellbeing – there are a wide range of support and activities that you can access whenever you need them on our intranet StaffNet. We would encourage you to access these as you need them and let us know if there is more that we can do. We are constantly looking to improve staff experience to make LPT a great place to work.

Together we are all leaders at LPT, we all have a voice and can take responsibility to lead the way and make a difference whatever our role. As a leader you see what needs doing and you work with others to do it. We hope you will feel excited to join our continuous improvement journey to Step up to Great, and you will play a big part in achieving this through your personal and team objectives - using positive, compassionate and inclusive behaviours and leadership.

We have produced this guide to help you in your first 90 days of working at LPT, it is here to support and aid you, point out what you can expect from your Line Manager and Team and also what we expect of you.

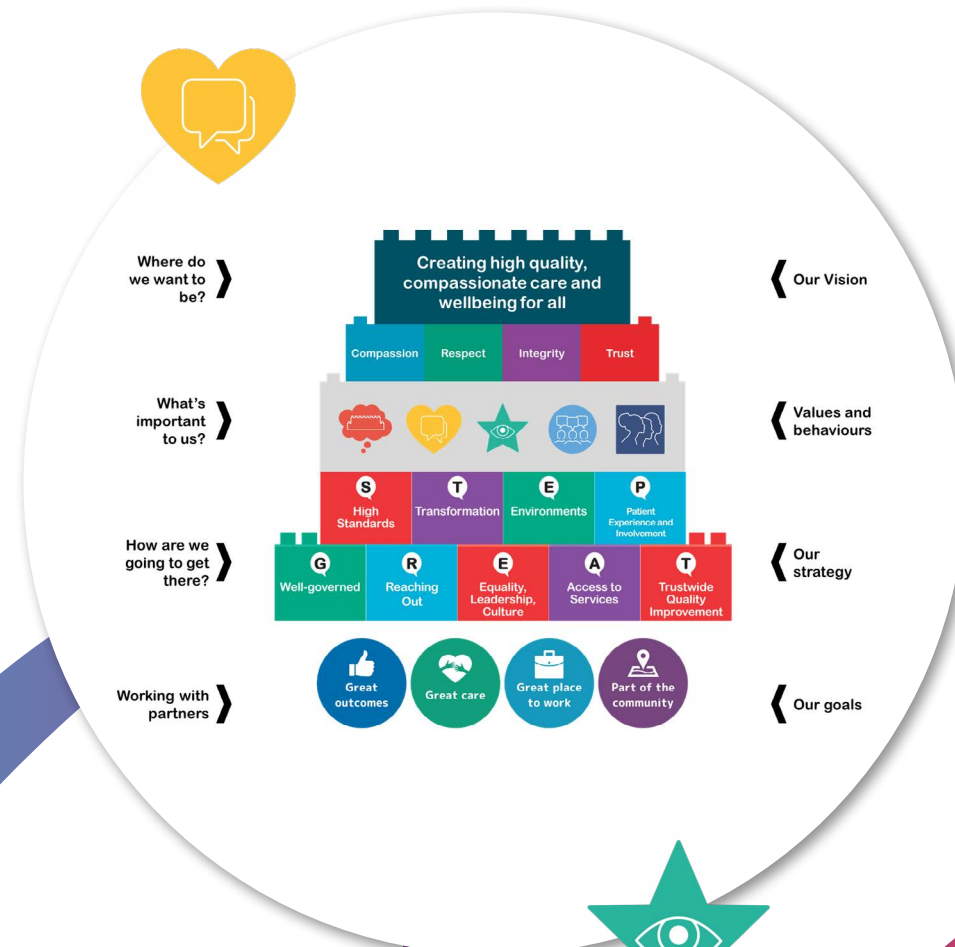
Welcome to Leicestershire Partnership NHS Trust, you are now an important part of our WeAreLPT family.

Angela Hillery and Cathy Ellis

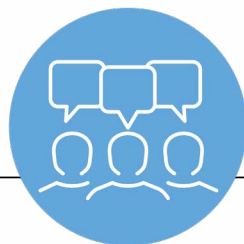
Read more

If you'd like to read more about some of the areas in this welcome, follow these useful links:

1. Our leadership behaviours for all are outlined in more detail in this [short booklet](#). Please complete our easy eLearning module on uLearn to help you understand how we expect everyone to demonstrate these.
2. Our health and wellbeing information on StaffNet can be found under Your Working Life.
3. Our People Plan sets out what we intend to do over the years ahead to continue to make LPT a great place for our staff to work. You can read it via [this link](#).



Meet



Our Trust Board

As of September 2021

*Indicates joint role with Northamptonshire Healthcare NHS Foundation Trust (NHFT) as part of group model arrangement

NHS

Leicestershire Partnership
NHS Trust



Cathy Ellis
Chair



Angela Hillery
Chief Executive



Mark Powell
Deputy Chief Executive



Faisal Hussain
Non-Executive
Director and
Deputy Chair



Moira Ingham
Non-Executive
Director



Vipal Karavadra
Non-Executive
Director



Prof. Kevin Harris
Non-Executive
Director



Ruth Marchington
Non-Executive
Director



Darren Hickman
Non-Executive Director
and Senior
Independent Director



Richard Wheeler
Chief Finance
Officer*



Sharon Murphy
Interim Director of
Finance



Samantha Leak
Director of community
health services



Gordon King
Director of adult
mental health



Helen Thompson
Director of families,
young people and
children's services and
learning disabilities



Sarah Willis
Director of human
resources and
organisational
development



Chris Oakes
Director of corporate
governance and risk*



David Williams
Director of strategy
and business
development*



Dr. Avinash Hiremath
Medical Director



Dr. Anne Scott
Director of nursing,
allied health
professionals and
quality

Now that you have joined LPT you have also joined a wider community.

We are part of a Group working model with Northamptonshire Healthcare NHS Foundation Trust. This means that Angela Hillery is Chief Executive of both organisations.

We have a number of joint objectives and programmes of work, including: Quality Improvement, Leadership, Organisational Development, Talent Management, Together Against Racism, Joint Governance, Research & Innovation, Strategic Estates and Strategic Financial Leadership.

You have also joined an Integrated Care System (ICS) and you may be working closely with colleagues from social care, primary care, acute trusts and the voluntary sector. This close partnership working across Leicester, Leicestershire and Rutland helps us to meet the health and care needs, coordinate services and plan in a way that improve population health and reduces inequalities between different groups.



Start

Before you join us, your line manager will keep in contact with you.

Your start date will be agreed with you and our HR team. They will tell you where to go and how to connect with your manager and team on your first day.

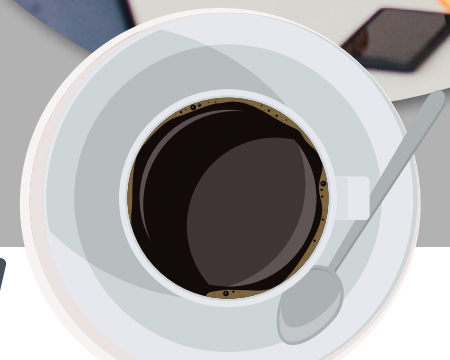
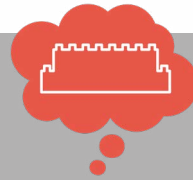
You may be working face-to-face with your team, or you may be working from home. Your manager is there to help you with all of this. They also want to make sure that everything goes smoothly for you.

Before your first day:

- Please **sign and return the contract** and payroll form so we can pay you on time.
- Set up your **access to uLearn**, which is the system we use for staff training.
- You must **complete your mandatory training** prior to starting work. Remember, we pay you to

do this, for up to a maximum of 7.5 hours.

- If you require any specialist equipment or way of working, for example to support a disability, please talk with your manager.
- Your manager will:
- Create an **induction plan** for you. They may be able to share that with you before you start so you know what to expect in your first few weeks.
 - Allocate you a **'buddy' from the team**, who will be your main contact, help and support. They will show you how your team operates, how to contact and connect with people. Your buddy will also show you where to look for operating procedures and policies, and if relevant, connect you to WhatsApp groups.



Tools

Everything you need to do your job

For a smooth start, everything should be ready for you on your first day.



HR will arrange your:

- IT account and email address.
- Smart card.
- ID badge.
- uLearn login details.
- Employee login details (for areas using HealthRoster).

Your manager will arrange your:

- Uniforms.
- IT equipment (laptop/phone).
- VPN where required.
- Clinical systems access.
- Clinical equipment.
- SALTO cards, keys and fobs.
- EASY expenses and timesheet login details.
- Access to systems (for example, SystmOne, Ulysses, E-Roster, Rio).
- Access to WhatsApp groups (as support for agile staff).

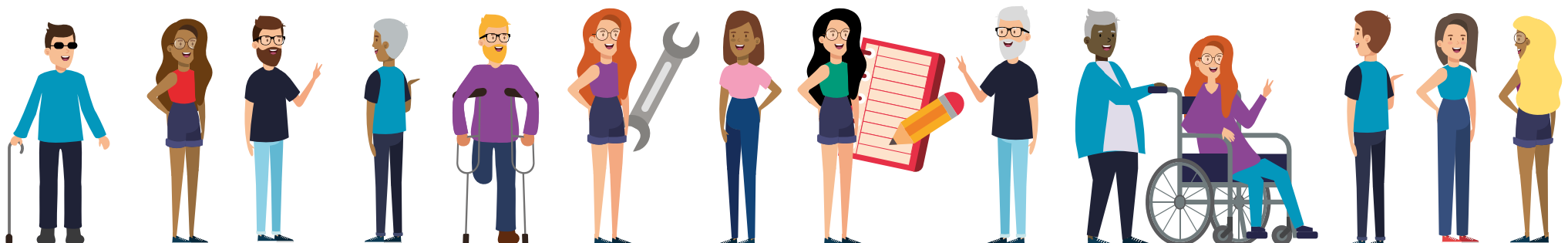
Working from home or in blended style?

You will need to arrange:

- A private, comfortable and accessible space to work from.
- Access to internet.

Your manager will:

- Help you understand our blended working principles.
- Support you with equipment.



First week



Induction

If you are a clinical staff member, induction takes place at our Beaumont Leys Education and Training centre, every two weeks on a Monday.

If you are a non-clinical staff member, you are invited to join a 'virtual' induction on a Thursday.



You should be attending induction on your first day or week at LPT.



You will be introduced to our Trust values and leadership behaviours.



You will gain an insight into our culture and learn the importance of high-quality patient care.



Inductions will be either face-to-face or via a virtual platform.



How it works

You will...



Be welcomed to LPT by our Chief Executive Officer and Chair of the Board.



Learn our leadership behaviours and values.



Be signposted to counter fraud services, freedom to speak up guardian, chaplaincy and health and wellbeing calendar of events.



Be directed to our StaffNet pages for occupational health information and useful induction information, like our acronym jargon buster.



Learn how to use social media talk.



Understand the WeBenefit offer (staff benefits).



Be trained in fire safety awareness (mandatory training).

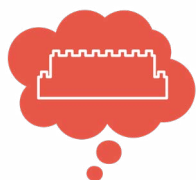


All new starters gain immediate access to their uLearn account, where both you and your line manager can view your current core mandatory training compliance. This is also where confirmation of your clinical mandatory and line manager pathway training (if applicable) bookings can be found.

You must complete your core mandatory training online prior to starting your employment with us. Don't worry, you are financially reimbursed for the modules you complete! You will be paid up to a maximum of 7.5 hours – the payment will appear in your first months' pay.

If you do not complete before you start, speak with your line manager. They will support you to complete any unfinished modules before you start working in your new role.

Training





Checklist

Our local induction checklist helps you to settle in. It gives you and your line manager a way of checking that important information is shared with you while you are in your first two weeks with us. Your line manager will guide you through the checklist.

Click here to
download the local
induction and
fire checklist



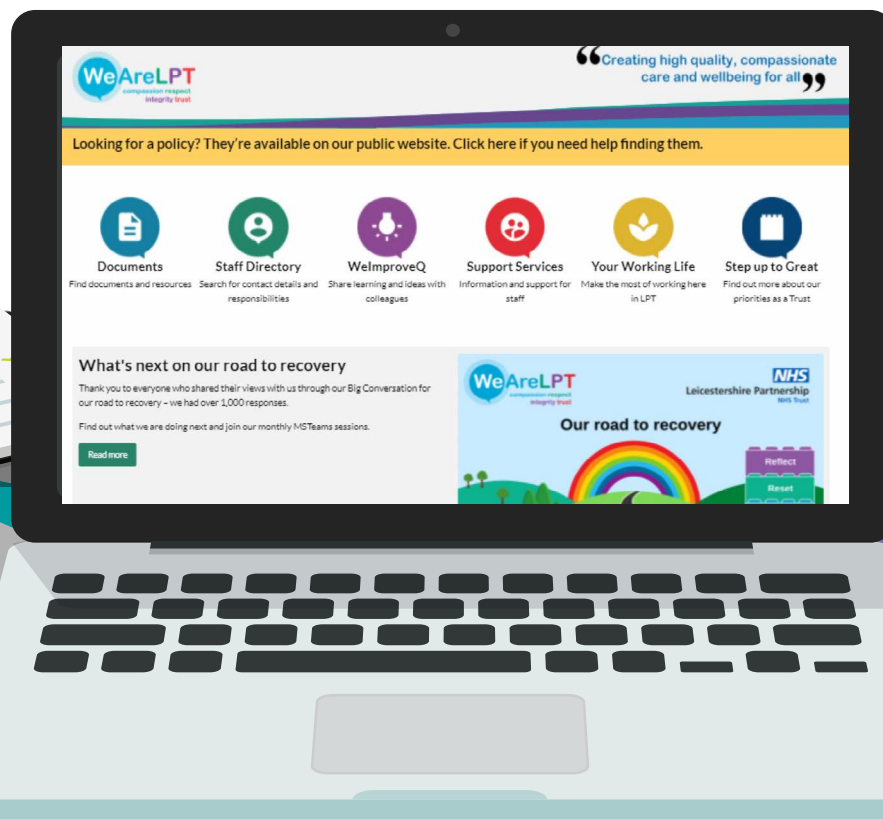
StaffNet



Your intranet is a useful way to get help, guidance and support. Look it up during your first week at LPT to find all kinds of useful information. You can search for staff in the online directory, read news about the Trust and find resources that can help you do your job and make the most of working at LPT.

We designed it so you have an engaging, interactive and responsive place to find information. It's also:

- Secure*
- Mobile friendly
- Easy to navigate
- Easy on the eye



All policies can be easily accessed through our [new public website](#).

You can also use our [staff app](#) to find policies and other important information.

*Use your unique Windows username and password to access StaffNet.

First day

We are pleased that you chose to work at LPT. Your line manager and team will be looking forward to meeting you and getting to know you. They will be busy preparing your induction and getting things ready like arranging you IT access and equipment. They will also be thinking about how they will welcome you into the team, especially if you are working in a blended way and working from home sometimes.

Please remember that you were selected as the best person for the role – and that you went through a rigorous application and interview process to get here. Your qualifications, values, skills and knowledge were seen as being a great asset to the team and LPT.



Hints and tips

To help your first day go smoothly, there are a few things you can do:



Read all communications and materials you have been sent carefully so you are ready.



Finish your core mandatory training before you start.



Observe the required dress code and dress ready for your first day – even if you are working from home.



Plan your commute to work carefully and consider traffic congestion. You don't want to be late on your first day!



Get ready to ask any questions you may have. Perhaps write them down on a notepad and take it with you.



Be friendly, and open to the change and meeting new people.



Take a drink container and your lunch in with you if you need to.



Say yes to eating lunch with your colleagues, even if it is remotely.



Observe others and learn from your new colleagues.



Remember – we are so pleased you have decided to join us at LPT!



Vision and objectives

Our patients and their families are at the heart of everything we do. Our vision and strategic objectives aim to make sure that everyone we care for is treated with high standards, compassion and respect.

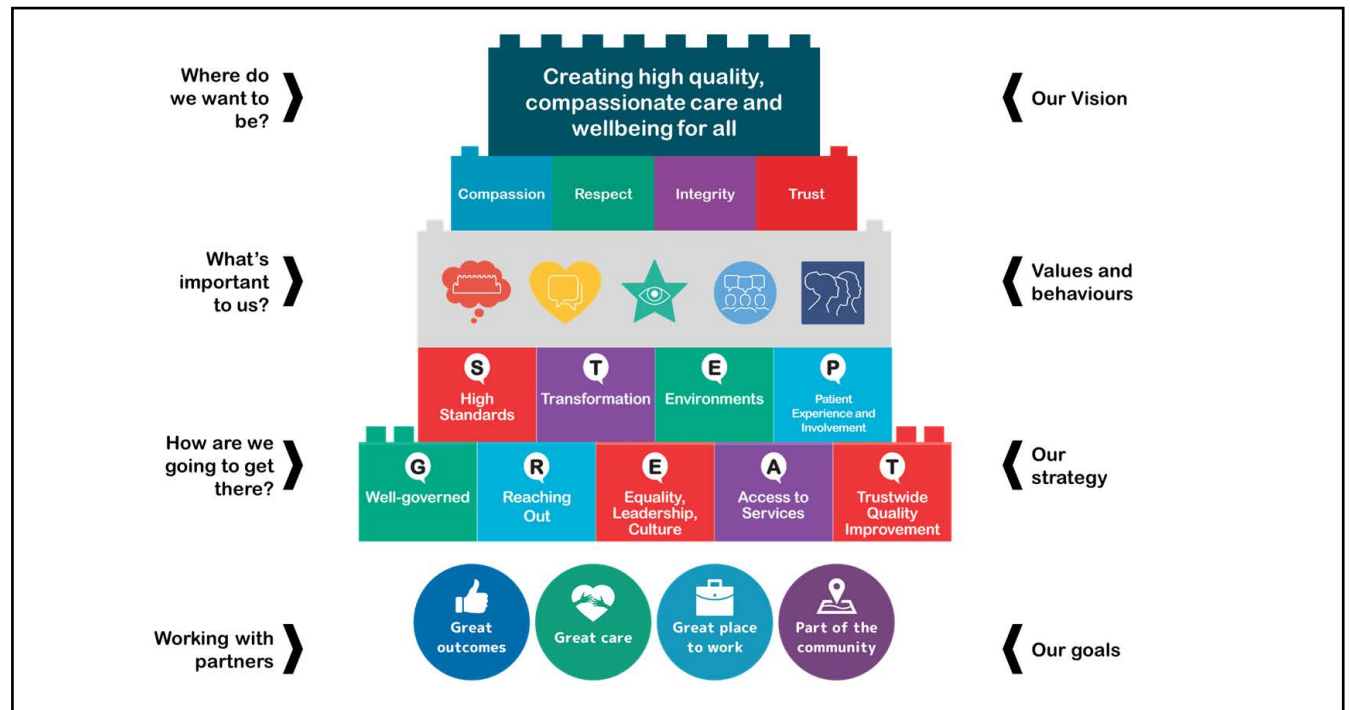


Our vision

Creating high quality, compassionate care and wellbeing for all.

Our strategic objectives

are called Step up to Great



Team meet



We know that when you understand how you fit in at LPT and with your team, you will understand how you can make a difference. Before you start, your team will be considering how they share the below with you:



Team objectives

how everyone in the team fits and what they contribute, plus how they fit with LPT's Step up to Great objectives



Peer support options

how to raise queries and issues. This might be team meetings, WhatsApp groups, one-to-ones (1-1s) or supervision.



Standard operating procedures

what they are and where they are stored.



Ways to feedback your views

like our friends and family test, staff survey and freedom to speak up guardian.



Meeting teams and people

how to introduce you and the names of some good contacts for you to have.



Welcoming fresh perspectives and ideas

like questions you might have about 'why do we do it like that'?



Organisational values and leadership behaviours

what they are, how your new team lives these and supports our vision and objectives.



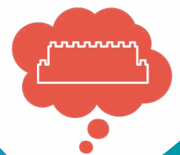
Team support

Your new starter buddy

Before you start your new role, your line manager will arrange for you to have a 'buddy'. Your buddy will be your main contact when your line manager isn't available. They will also have the answers to your questions about your new role. They will most likely be in a similar role and profession to you, and available when you need them.

Your line manager and buddy will also have set up:

- Shadowing and mentoring opportunities to learn your new role.
- Meetings with specific members of staff to hear about their role and how you can work together and gain support.
- Regular 1-1s and supervision.
- Invitations to team meetings, with dates.



First 3
months

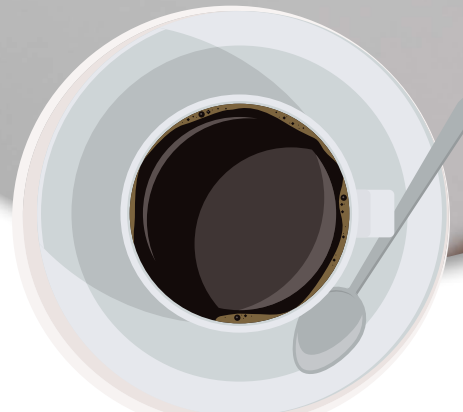


Clinical and managerial supervision will be provided to you by your line manager or a designated person. It will be carried out in a safe, supportive and effective way to help you with your role and performance.

Set time aside to plan and get ready for your sessions. You will have them more frequently while you are still new in your role. They are there to support and help, so make the most of the time and your opportunity for reflection and planning.

Your personal uLearn account has pages for recording your supervision, please ensure you keep this up to date and you will also receive reminders to help you with this.

1-1s, clinical and management supervision





Probation



You are – just like every new member of staff appointed to our Trust*, whether on a fixed term or substantive basis – subject to a probationary period.

*This excludes medical and dental staff.

What is probation? It is a period for a new member of staff to our Trust to demonstrate their suitability to a role.

It allows both you and your manager to consider your overall performance, attendance, behaviours, and conduct. This is in relation to the role, and the values and behaviours of the Trust. It is an objective assessment of whether you meet the required standards.

We have a supporting policy which has been developed to help you and your manager during your initial months in post.

[Click here to view the policy and flowchart](#)



Annual appraisal



1

You will learn about our appraisal system in your induction. Your line manager will talk with you about it in your first two weeks. This is to clarify expectations of you in your new role.

2

An initial appraisal will take place with you within three months of starting. This is so your initial performance is measured, and you are set any role specific objectives and areas for support and development are identified.

3

In your first month, you have an opportunity to agree your objectives with your line manager. Your progress will then be regularly monitored at 1-1s. Another appraisal should take place before you finish your first 12 months in post. This is in line with your pay step progression point.





Set objectives

Within your first month, you will agree your objectives with your line manager and record them on uLearn.

When considering objectives, you and your manager will consider:

- What is important to you and what are your strengths?
- How will your objectives align with the team and organisational objectives?
- Are they simple and SMART (see right)?

Your line manager will want to check in with you at the three-month period for a first review and again at the end of your probation period.



mart

What do I want to accomplish?



asurable

How will I know when it is accomplished?



chievable

How can the goal be accomplished?



levant

Does this seem worthwhile?



ime bound

When can I accomplish this goal?



Development plan



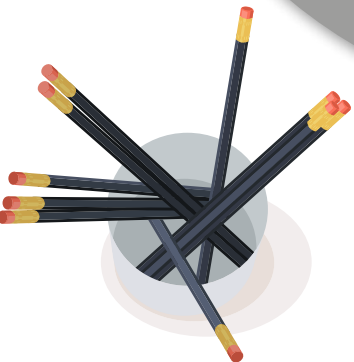
When you and your line manager set your objectives, you will both consider your personal development plan. This will help you to achieve your objectives and grow into your new role.

You will be able to see what learning is available via your uLearn account and the regular learning and development communications.



There are many ways you can learn and develop. These include:

- Shadowing another team member or colleague for a day.
- Shadowing at specific meetings.
- A mentor or a buddy (clinical and management).
- Applying for programmes using the study leave process.
- Reading articles, online resources and books (UHL library facility).
- Taking on a small stretch project.
- Introducing new pieces of work task by task to ease somebody into it.
- Introductory meetings to meet peers, seniors and those in similar roles across the Trust.
- Introductory meetings with external stakeholders and partners.



Manager support

To support our managers, we developed our line manager pathway. It covers some great learning both in leadership and operational HR, so book yourself on as soon as you can via uLearn.

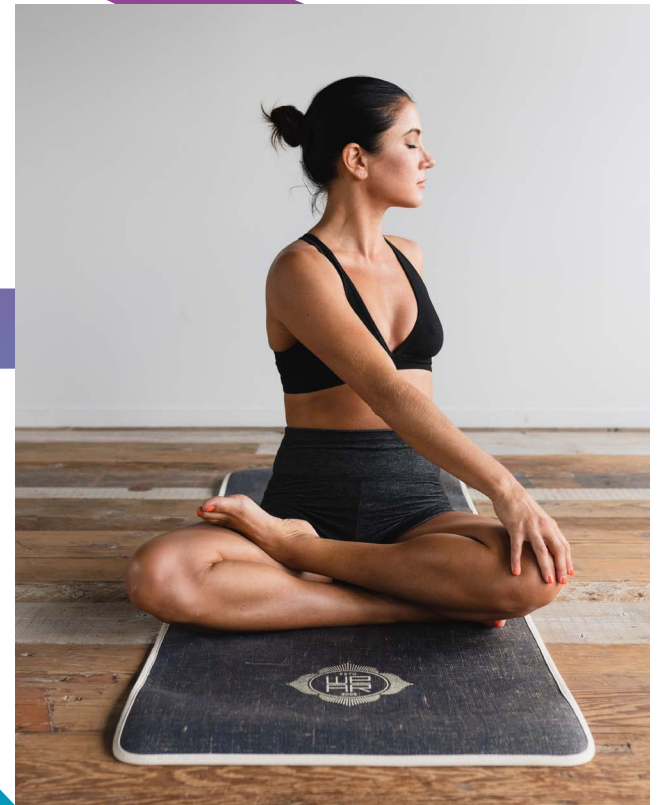
All new starters who are line managers are automatically booked on the pathway.

Look for the details of the courses on uLearn. Your line manager will support you to attend these sessions. They will have a conversation with you about what you want to gain by attending the sessions. And they may ask what you may want to do differently as a result of attending the programmes. You may wish to consider your leadership style and what may be needed for your new role.



Health and wellbeing

The health and wellbeing of our staff matters to us. It also supports our patients and their families. We have offers and opportunities available to support you.

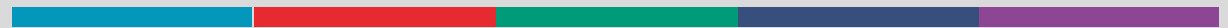


WeBenefit

As an employee of LPT you will now have access to many benefits, discounts and perks.



Check it out here!





Thank you to our amazing managers who contributed to this guide. If you would like to share ideas, please contact Fiona.McNamee1@nhs.net

Remember to visit [StaffNet](#) for the latest helpful contacts, guidance and support.

This guide has been developed by the HR&OD team at Leicestershire Partnership NHS Trust and must not be copied, distributed or modified in any way. All intellectual property rights relating to this guide, remain with Leicestershire Partnership NHS Trust.

