

SevernSide

Integrated Urgent Care

AWP on/off boarding

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Purpose

The purpose of this SoP is to describe the process to onboard AWP people into the Mental Health Clinical Assessment Service (CAS) through to their induction. This SOP seeks to provide clarity of people's roles and responsibilities, as well as set out process deadlines.

The process also describes the process for removing access when someone leaves the service

Roles and Responsibilities

New Starters

AWP

AWP's Onboarding Lead/Team Administrator are responsible for sharing induction timetables for new starters with the BrisDoc's Training Support Co-ordinators (TSC).

AWP's recruitment team are responsible for sending the complete Employee Passport to BrisDoC's People Partner no less than seven working days before the induction start date.

BrisDoc

BrisDoc's TSCs are responsible for carrying out the Mental Health CAS induction for the AWP team. They are also responsible for updating the AWP Induction spreadsheet to ensure the People Team are sighted on new starters.

People Team are responsible for processing the honorary contract within two working days of receipt from AWP. Once process the People Team will also request the digital credential set up of individuals at least five working days before induction. The new starter request must include the request to the Digital Team to send new credentials to the TSCs.

BrisDoc's Digital Team will set up the new user credentials and send to the TSCs in time for induction.

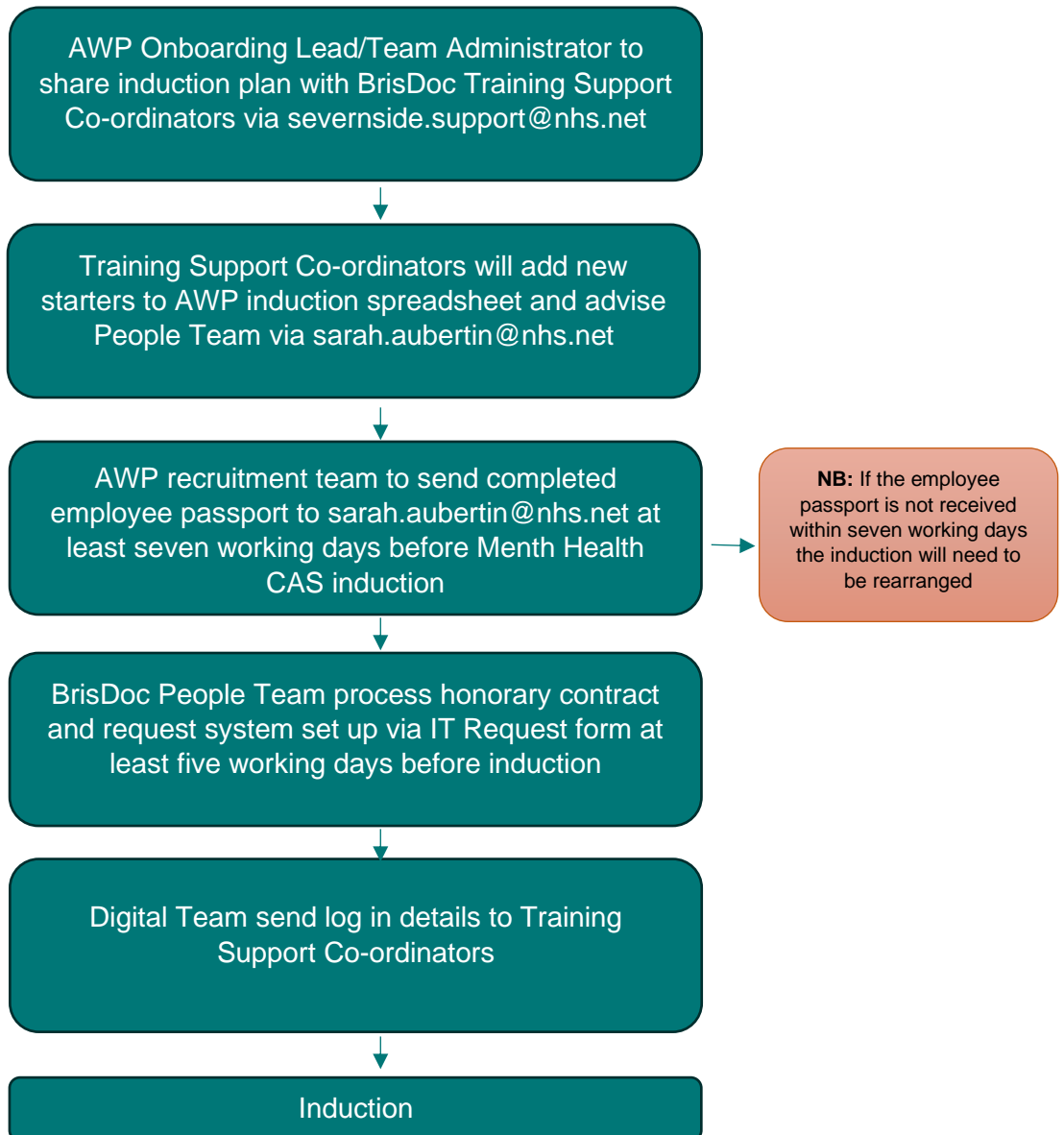
Leavers

AWP's Team manager/Team Administrator will advise BrisDoc's People Team via sarah.aubertin@nhs.net of anyone who is leaving the service. The People Team will offboard every individual as per 'Leavers Process', which will include informing the digital team to close all system access.

AWP on/off boarding

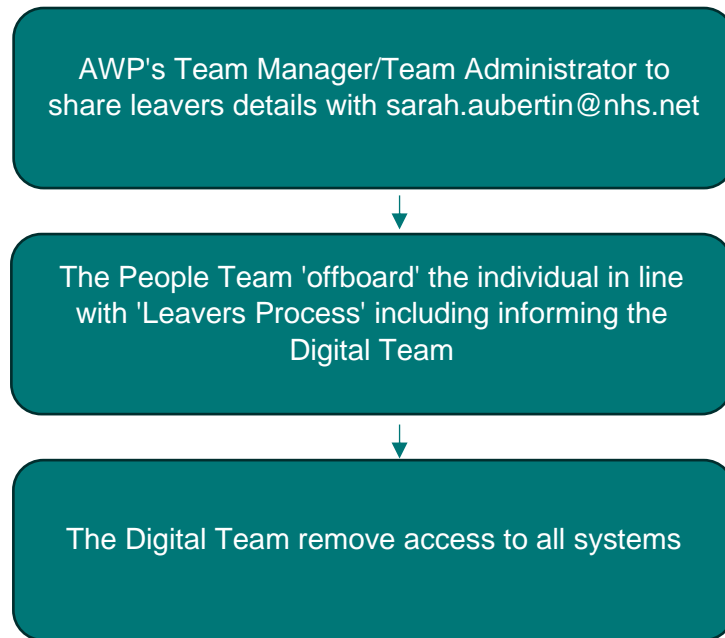
The Standard Operating Procedure

Onboarding to induction



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Offboarding



AWP on/off boarding

Tables

Date	Version	Name	Comments
07/07/2023	0.1	Lucy Grinnell	Document created
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