1. Supervisor receives Green to Go from HR Dept. Supervisor contacts New Start to arrange Initial Meeting date.
2. Initial Meeting completed – Objectives & developments agreed. Handover discussed, Shadow Sheet issued, Induction Buddy allocated. PBL Booklet discussed.
3. Supervision dates are logged on CM at point of Initial Meeting by Senior Field Supervisor.
4. Senior Field Supervisor monitors shadowing shifts and links in with new start to see if they are ready to be allocated to a run or if further shadowing is required.
5. Senior Field Supervisor liaises with Call Monitor to allocate run.
6. Senior Field Supervisor hands over to Field Supervisor for dates to be allocated to allow FS to shadow the new start on their runs and begin completion of PBL Booklets.
7. Field Supervisor will continue to monitor new start over the first 3-month period and work with them to complete PBL prior to 3rd Month Probationary Review Meeting. The FS should at least observe the new start once or twice a month during the first 3 months.
8. Senior Field Supervisor will arrange 3rd Month Probationary Review Meeting and will have gathered information from Call Monitors, Field Supervisors, Complex Care Team, HR & Training Departments and Activ Absence.
9. Senior Field Supervisors will meet with the new start to discuss their probationary performance, any issues/challenges that have arisen and any development needs required.
10. Senior Field Supervisors will confirm whether the new start has passed their probationary period. If this has been agreed. SFS will scan over the 3rd Month Probationary Review to HR. SFS will also place a copy within the Probation Folder held within each office.
11. SFS should notify Payroll if the new start has passed their probationary period.
12. Should a new start require further training or issues have been identified during the meeting/probationary period, then the SFS should refer this onto HR/Training/Complex Care. The SFS should also advise at this stage that an extension will be granted for a further 3-months. The SFS should notify HR and Payroll of the outcome.
13. The FS should continue to observe and work with the member of staff to complete any training needs identified and evidence this within the PBL Booklets.
14. Any issues raised during the probationary period should be recorded on F82A.