

FOI REF: 21/251

08th June

FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

1. **How many hours does it take to onboard the following types of employees who are new to the Trust:**
 - a. **Doctors** 435 hours in totality, no pick up putdown.
 - b. **Nurses** 262.5
 - c. **AHPs** 296.25
 - d. **Social Workers** Not applicable.
 - e. **HCA's** 261.25

2. **How many hours do the following pre-employment compliance processes take?**
 - a. **Application form checks** 0.25 includes pickup putdown.
 - b. **Right to work checks** 0.25
 - c. **Verification of ID checks** 0.25
 - d. **DBS application** 0.25
 - e. **DBS Update Service checks** 0.25
 - f. **References covering 3 years** 1.5

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- g. Immunisation record check OH health check 0.25.
- h. OH checks – Fitness to Practice 37.5
- i. Registration checks 0.25
- j. Degree verification checks 0.25
- k. Pre-employment training checks 0.5
- l. Employment Handbook and policy distributed and signed 0.25
- m. Contracts of employment distributed and signed 37.5

3. On average, how many people are involved in onboarding of one healthcare professional?

1

4. In the last 12 months, how many of each of the categories listed below have you onboarded?

- a. Doctors 312
- b. Nurses 127
- c. AHPs 63
- d. Social Workers Not applicable.
- e. HCAs 245

5. In the last 12 months, how many individuals to whom an offer of employment was made did not start?

275

6. How many FTE HR staff do you employ for?

- a. pre-employment compliance checks
- b. Onboarding processes

10 in total to carry out both activities.

7. How many FTE HR staff do you employ in total?

As of 30th April there were 156.8 fte HR staff (all areas but excluding FY2 trainees and other students).

8. What Band and spine point are compliance and onboarding staff employed at?

Band 3 x 8 FTE at various spine points and 2 x Band 4 FTE mid spine point.

9. Do you use a manual/paper system for compliance and onboarding?

No.

10. What IT systems (if any) do you use for compliance and onboarding?

Trac.

11. Is the IT system part of a wider HR integrated system?

Yes.

12. Are those systems shared with any other organisation?

No.

13. What is the annual cost of the system/systems in total?

£16,560.

14. If shared with another organisation, what is the annual cost of your share of using the system?

Not applicable.

15. Do you require signed paper copies for any of the following?

- | | |
|-------------------------------|------|
| a. Employee contract | Yes. |
| b. Handbook | No. |
| c. Any policies or procedures | No. |
| d. Application forms | No. |

Note, for the purposes of clarity, consider the following glossary:

- AHP – Allied Health Professional
- HCA – Health Care Assistant
- OH – Occupational Health
- Onboarding – the process of managing an offer of employment through to first day for a new starter.

If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, please write to the Freedom of Information Department (esh-tr.foi@nhs.net), quoting the above reference.

Yours sincerely

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