



Newly Qualified Practitioner (NQP) Corporate Nursing and Midwifery Induction



Questions and Answers for clinical

leaders and educators

Q. What is the purpose of Corporate Registered Nursing and Midwifery Induction?

A. The purpose is to ensure NQPs feel welcome and have all the initial essential learning they require to support safe, effective and person centred care. There is also a wellbeing section and next steps section for information.

Q. How is Corporate Registered Nursing and Midwifery Induction delivered?

A. It is a self-directed learning online model and can be found here: [Induction Portal - NHSGGC](#).

Q. What aspects of Corporate Registered Nursing and Midwifery Induction does the NQP require to complete?

A. You will find a flow diagram that describes the process here: [NQP Induction Flow Diagram - NHSGGC](#)

Q. How many hours protected time should I allocate to the NQP to complete Corporate Registered Nursing and Midwifery Induction?

A. 22.5 hours must be allocated to complete all the essential learning.

Q. How long does the NQP have to complete the online Corporate Registered Nursing and Midwifery induction portal?

A. When the NQP starts their post they must complete steps 1-5 (excluding step 4) within 3 months if full time and 6 months if part time. Once the NQP receives their NMC Pin they must have all elements of step 6 completed within **2 weeks**. [NQP Induction Flow Diagram - NHSGGC](#)

Q. What should I do when the NQP has completed the online Corporate Registered Nursing and Midwifery Induction portal?

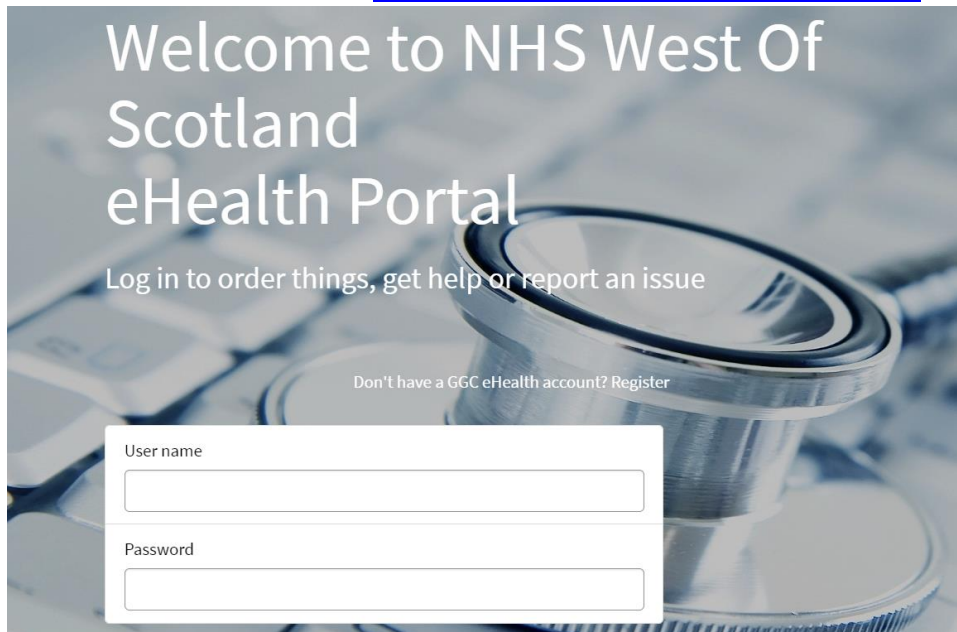
A. To demonstrate completion they are required to complete two checklists which are found here: [Guidance and Resources for Staff, Managers and Supervisors - NHSGGC](#) and [Registered Nursing and Midwifery Induction - NHSGGC](#). The NQP must retain a copy of both, and they must be kept within the NQP's personal file as evidence of completion. The NQP's SCN/M must then complete [an online form](#). Consider next steps, for example, preceptorship.

Q. How do NQPs obtain access to systems such as XGGC, TrakCare®, Portal® and HEPMA®?

A. If the NQP was a student in NHSGGC they will already have student access to XGGC, TrakCare®, Clinical Portal® and HEPMA®. Once they have registered and obtained their NMC Pin they are required to upgrade their accounts via the Student Landing page which is an external link and use the **NQP Icon**. This can be done at home prior to their first shift. eHelp will issue guidance to the NQP. **Please do not create a My Account unless the NQP is recruited from another health board.**

All University Nursing Students from Glasgow University, University of the West of Scotland and Glasgow Caledonian should register via the student link below, they will then select the **NQP Icon**.

GGC External eHealth Portal - <https://nhsscotland.service-now.com/ehealth>



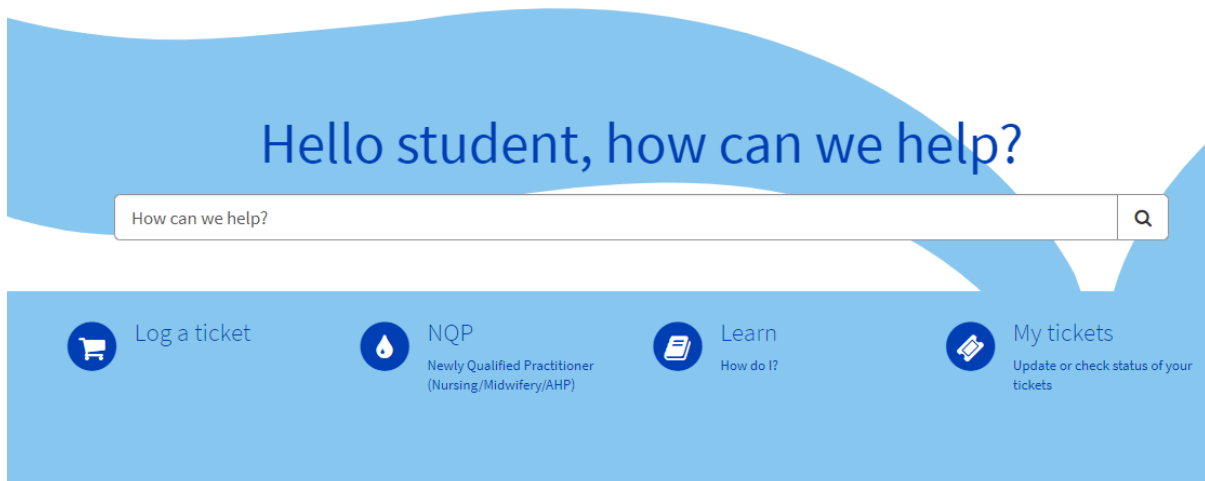
Welcome to NHS West Of
Scotland
eHealth Portal

Log in to order things, get help or report an issue

Don't have a GGC eHealth account? Register


User name


Password





Hello student, how can we help?

How can we help?

 Log a ticket

 NQP
Newly Qualified Practitioner
(Nursing/Midwifery/AHP)

 Learn
How do I?

 My tickets
Update or check status of your
tickets

Q. Should the NQP also receive local induction?

A. Yes, the purpose of local NQP induction is to share key clinical information about your area. This can be delivered face to face, online or a hybrid approach. Information should not duplicate steps 1-6 online induction. Content is to be arranged and led at local level; suggested content includes:

- Meeting the Senior Team
- Local Orientation
- Key Information about speciality
- ID Badges
- Welcome pack
- NQP Signifier Badge

Q. Can the NQP attend study days prior to completing the essential 2 week learning within step 6 [Registered Nursing and Midwifery Induction - NHS GGC](#)

A. No, unless there are exceptional circumstances and has been discussed and approved via the NQP's service lead.

Q. What information do I need to know about NQP's clinical skill development?

A. NQP's should share their West of Scotland Record of Supervised Practice documents for venepuncture, cannulation and IV medicine administration with their line manager.

Venepuncture/cannulation: If the line manager is satisfied with the volume of supervised practice that the NQP has already undertaken, there is no further action required. A copy of the document should be retained in local training files.

If the line manager is not satisfied, or there has been insufficient opportunity for supervised practice, this can be undertaken now, in the new clinical area following discussion and agreement with their line manager.

The student document does contain instruction to return it to Practice Development, however this is **not** required, and a certificate will **not** be issued.

IV medicine administration: The NQP will be required to complete the NHS GGC Medicines Administration Competency Assurance Record. This includes non-IV routes and IV route administration.

Section A should be completed within 2 weeks.

Section B may take longer to complete.

Section C is signed off by the line manager once sections A & B are completed.

A copy of the record should be retained in local training files.

The student document does contain instruction to return it to Practice Development, however this is **not** required, and a certificate will **not** be issued.

Q. How will the NQP obtain access to LearnPro® to complete their statutory/mandatory and essential learning?

A. Recruitment have provided Learning and Education with the list of NQPs starting in NHSGGC. Learning and Education will contact NQPs with instructions regarding LearnPro®.

If the NQP is an existing employee of NHSGGC, for example, working as a band 2, it is important that they update their profile details on LearnPro®. Instructions on how to do this can be found here: [using-learnpro-april-2020.docx \(live.com\)](#).

If the NQP has any difficulty accessing Learnpro or a specific module, they can contact LE Support on the Enquiry Portal: [HR Portal – NHS GGC HR \(service-now.com\)](#) or **0141 278 2700** (option 3).

Q. Do NQPs require access to TURAS Learn®?

A. NQPs undertake TURAS Learn® modules as part of their essential learning and require to register for Flying Start NHS®. Information regarding how to register is found here: [Booklet 1: Getting started](#).

Q. Where can I find information regarding Flying Start NHS®?

A. The Scottish Government requires all NQPs to complete Flying Start NHS® in the first 12 months of practice. In line with this, it is a requirement of NHSGGC for all NQPs to undertake and complete the Flying Start programme. Each NQP should be afforded 24 hours protected learning time away from the workplace, further information can be found here: [NHSGGC Flying Start Portal - NHSGGC](#)

Q. Do NQPs undertake Clinical Supervision?

A. The Practice Education team are providing access to two Clinical Supervision sessions in their first year of practice, although these may be provided locally for some disciplines. Through attending the sessions, NQPs will have the opportunity to explore the effects of their work, by recognising how they are impacted by this, and can then focus on solutions for their learning and development and maintain or build resilience levels. Further information can be found here: [NQP Clinical Supervision - NHSGGC](#).

Q. What is a Flying Start NHS® Facilitator?

A. A Flying Start NHS® Facilitator supports and guides learning and confirms that the NQP has met the learning outcomes for the programme. Further information can be found here: [Facilitators Information Guidance - NHSGGC](#).

Q. What is a preceptor?

NQP's must be allocated a Preceptor, this aligns with the Scottish Preceptorship Framework and is underpinned by the Nursing and Midwifery Principles of Preceptorship. The Preceptor may also fulfil the role of Flying Start NHS® Facilitator. More Information can be found here: [Preceptorship | Turas | Learn \(nhs.scot\)](#).

Q. What is the purpose of the NHSGGC NQP Signifier badge I am expected to wear?

The NQP signifier badge should be worn by all NQPs during the first 12 months in practice. Endorsed by [Professor Angela Wallace, Executive Director of Nursing](#) and [Fiona Smith, AHP Director](#), the purpose of the badge is to allow colleagues to identify and offer further support and guidance, as NQPs settle into role and works through the Flying Start NHS programme.

If you have any further questions about Nursing and Midwifery Induction, please contact:

ggc.practicedevelopmentinduction@ggc.scot.nhs.uk; if your question is related to Flying Start NHS®, Clinical Supervision or Preceptorship, please contact: practiceeducation@ggc.scot.nhs.uk.