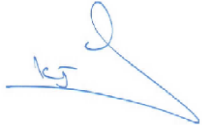


**Institution Name:** Directorate General of Specialized Medical Care, MOH**Document Title:** Rehabilitation Staff Induction Procedure**Approval Process**

	Name	Title	Institution	Date	Signature
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Acronyms:

MOH	Ministry of Health
DG	Directorate General
DGSMC	Directorate General of Specialized Medical Care
MRS	Medical Rehabilitation Services



Rehabilitation Staff Induction Procedure

1. Introduction

The department of Medical Rehabilitation Services (MRS) in the Ministry of Health (MOH) is committed to ensuring high standards of patient and staff safety, improving the quality of patient care and minimizing the risk of harm to patients and staff. In order to achieve this, the department recognizes the importance of effective induction arrangements both for the individual new employee and the organization.

It is important that head of departments and supervisors recognize the importance of induction and the consequences of poor or no induction upon the individual and the organization. An effective induction process provides a variety of benefits for both the employee and the organization, emphasizing key issues relating to high quality patient care and the efficient delivery of services.

2. Scope

This procedure is applicable to all newly recruited permanent and temporary rehabilitation staff, including physiotherapist, occupational therapist, speech and language therapist as well as orthotic and prosthetic staff, who have contracted with MOH.

3. Purpose

The aim of this document is to provide a standardized guidelines for staff induction training program of all Omani Rehabilitation Graduates

4. Definitions

4.1 Induction is defined as the planned program of initial training required by all permanent new full and part time employees to ensure they have the necessary knowledge and skills that will enable them to start to perform their duties in a safe, effective and efficient manner.

4.2 Mandatory training is defined as the planned program of initial and ongoing refresher training required by permanent full and part time employees and volunteers to ensure they have the necessary knowledge and skills that will enable them to perform their duties.



5. Procedure

5.1 Program Components

At the time of appointment, a new staff member is introduced to the induction program via their induction supervisor. The induction supervisor will provide new staff members a local workplace induction during the first weeks of employment. This normally includes:

- 5.1.1** Job requirements
- 5.1.2** Health and Safety
- 5.1.3** Workstation, email and communication system
- 5.1.4** Local workplace issue/ customs
- 5.1.5** Working conditions, process and procedures

6. Responsibilities

6.1 The Head of Rehabilitation Department is responsible for:

- 6.1.1** Ensuring that their new staff attends the induction program before commencing duty.
- 6.1.2** Ensuring that the departmental induction procedure and checklist are followed for all new staff and keeping copies of the completed checklists on file.

6.2 Induction Supervisor is responsible for:

- 6.2.1** Welcoming the new staff member to the department
- 6.2.2** Introducing the new staff member to work colleagues
- 6.2.3** Ensuring that the new staff member has a clear understanding of her or his role and responsibilities
- 6.2.4** Providing the new staff member with documents or web addresses for accessing relevant information,
- 6.2.5** Ensuring that the new staff member has completed the Induction program within the first six months of the new staff members' employment.

6.3 New Staff is responsible for:

- 6.3.1** Attending and participating in any induction program arranged for them.



- 6.3.2** Reading and familiarizing themselves with all relevant policies, protocols and others documents.
- 6.3.3** Observing and abiding by any statutory, policy and professional practice standards that apply in their role and that have been brought to their attention during the course of their induction.
- 6.3.4** To complete and sign any local induction checklists as required by their line manager.

6.4 The Department of Medical Rehabilitation Services is responsible for:

- 6.4.1** Ensuring an appropriate process is in place within the hospital that encompasses the requirements of the MOH.
- 6.4.2** Ensure an appropriate process for monitoring, recording and reporting compliance is in place.



7. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
01	Initial Release	Jokha Salim Al Arawi	October/2023
02			
03			
04			
05			
Written by		Reviewed by	Approved by
Jokha Salim Al Arawi		National Rehabilitation Taskforce for Policies and Guidelines Development	Dr.Kadhim Jaffar Sulaiman

8. Related Documents:

There is no related document for this procedure



9. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
Instate of Community Directors, Australia		2017	
Asia Pacific International College,		2017	
Induction of New Employee Procedure	Jenny Coleman	2013	