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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr/Chief Executive: **Mark Hackett**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad/Date: 8th June 2021
Ein Cyf / Our Ref: 21-E-009

☎ 01639 648363

✉ FOIA.Requests@wales.nhs.uk

[REDACTED]

Corporate Services
Headquarters
1 Talbot Gateway
Baglan
Port Talbot, SA12 7BR

[REDACTED]

I refer to your Freedom of Information Act Request acknowledged by ourselves on 11th May 2021. Your request sought information relating to staff onboarding.

We define "onboarding" as the process covering the period from initial offer of employment through to commencement of employment.

1. How many hours does it take to onboard the following types of employees who are new to the Health Board:

a. Doctors

I can confirm that Swansea Bay Health Board does not record this information.

b. Nurses

c. AHPs

d. Social Workers

e. HCAs

The onboarding process for the remaining staff groups above are carried out by Central Recruitment services within NHS Wales Shared Services Partnership (NWSSP). May I suggest you contact Tim Knifton, Information Governance Manager NWSSP at shared.services@wales.nhs.uk who may be able to assist you with this information.

2. How many hours do the following pre-employment compliance processes take?

a. Application form checks

b. Right to work checks



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

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Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

- c. **Verification of ID checks**
- d. **DBS application**
- e. **DBS Update Service checks**
- f. **References covering 3 years**
- g. **Immunisation record check**
- h. **OH checks – Fitness to Practice**
- i. **Registration checks**
- j. **Degree verification checks**
- k. **Pre-employment training checks**
- l. **Employment Handbook and policy distributed and signed**
- m. **Contracts of employment distributed and signed**

I can confirm that Swansea Bay Health Board do not record the length of time taken to perform these processes.

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

One

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

Please note that we have provided information for the period 01.05.20 to 30.04.21

a. Doctors

67 Consultants/Locum Consultants & 249 Other Grade Doctors

b. Nurses

c. AHPs

d. Social Workers

e. HCAs

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

Please note that we have provided information for the period 01.05.20 to 30.04.21

Doctors

2 Consultants & 27 Other Grade Doctors

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

a. pre-employment compliance checks

b. Onboarding processes



Four members of staff responsible have these responsibilities within their job descriptions for Medical Staff onboarding.

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

Swansea Bay Health Board employs 153.81 FTE Workforce and Organisational Development staff members.

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

For Medical Staff onboarding - Band 3 & 4

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

For Medical Staff onboarding, a combination of both paper/manual and electronic systems are used.

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

NHS Jobs
TRACs
Electronic Staff Record (ESR)
SMS
GMC
Oracle
ActionPoint
Microsoft Excel
Microsoft Teams
ORIEL
INTREPID
Allocate

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

No

12. Are those systems shared with any other organisation?

Some of the systems listed above are NHS provided/supported systems that are also used by other NHS organisations/Health Boards. Some are commercial packages which may also be in use by other organisations.

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

Swansea Bay Health Board does not hold this information. The information for the named systems would be held by NHS Wales Shared Services Partnership (NWSSP). May I suggest you contact Tim Knifton, Information Governance Manager NWSSP at shared.services@wales.nhs.uk who may be able to assist you with this information.

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

Please see question 13.

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

- a. Employee contract
- b. Handbook
- c. Any policies or procedures
- d. Application forms

No – paper copies aren't required for the onboarding of doctors.



I hope this information is helpful. If you require anything further please contact us at FOIA.Requests@wales.nhs.uk.

Under the terms of the Health Board's Freedom of Information policy, individuals seeking access to recorded information held by the Health Board are entitled to request internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request please contact me directly at the address below or register your complaint via FOIA.Requests@wales.nhs.uk.

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 029 2067 8400.

Yours sincerely



Pam Wenger
Director of Corporate Governance

