## NHS total reward package - induction checklist

Use the [explaining the total reward offer across the employment journey](https://www.nhsemployers.org/publications/explaining-nhs-reward-package-during-inductions) web pages for more information to support your induction conversations with new staff members.

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| **NHS Terms and Conditions**  |
|  | **To discuss** |  | **Notes** |
| **1** | Give an overview of their annual leave entitlement. |[ ]   |
| **2** | Discuss sick pay and sick leave provisions. |[ ]   |
| **3** | Explain how the NHS Pension Scheme works and promote its value. |[ ]   |
| **4** | Provide an explanation of Total Reward statements and how they work. |[ ]   |
| **5** | Discuss pay and leave arrangements for new parents.  |[ ]   |
| **6** | Explain the flexible working options that are available.  |[ ]   |
| **Agenda for Change pay structure** |
| **7** | Briefly describe the NHS pay system and how pay is set in the NHS. |[ ]   |
| **8** | Explain the pay progression process. |[ ]   |
| **9** | Discuss any additional payments they might be eligible for, such as HCAS or RRP (this will be dependent on the role and location). |[ ]   |
| **Other benefits**  |
| **10** | Outline available development and training opportunities. |  |  |
| **11** | Provide details of local benefits that are available. |  |  |

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| **Follow up conversation notes:** |
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