

Consultant Induction Programme

The appropriate Clinical Director (or Lead Clinician if delegated) will meet each new starter formally early in their employment, and explain the programme of induction that they have arranged for the new starter, adding to or modifying the programme in agreement with the new starter. He/she will also arrange, in consultation with the new consultant and the Medical Director, the appointment of a mentor under the Consultant Mentoring Scheme.

The following are expected to be formal meetings to enable the new starter to understand the work of the Trust and to 'fit in' quickly. Any number of introductions to a variety of individuals will take place on a more informal basis.

Name	
Speciality	
Date of Appointment	

Contact meeting required with	By when	Scheduled Appointment	Signature of new Employee	Date completed
Medical Personnel	<i>MUST BE SEEN FIRST - 2 hours required</i>			
Chief Executive	<i>First week of employment</i>			
Medical Director	<i>First week</i>			
	<i>Again after 6 months</i>			
Clinical Director	<i>First week</i>			
	<i>Again after 6 months</i>			
Lead Clinician	<i>First week</i>			
	<i>Again after 6 months</i>			
	<i>Plan first appraisal</i>			
PALS Manager	<i>In the first month of employment</i>			
IT Training Manager	<i>As soon as possible</i>			
Chairman	<i>In the first month of employment</i>			
Integrated Clinical Information Database Editor (ICID)	<i>In the first month of employment</i>			
Clinical Tutor	<i>In the first month of employment</i>			
Nominated Consultant Mentor	<i>As soon as possible</i>			
Risk Manager	<i>Requires ½ hour session</i>			
(Senior) Clinical Audit Lead (Facilitator)	<i>Requires ½ hour session to discuss the audit process</i>			
Resuscitation Officer	<i>If training in resuscitation more than one year prior to appointment</i>			
Directorate Manager				
Directorate Senior Nurse				
Chair of the Medical Staff Committee				

Chair of the D&TC				
Director of Nursing				
Director of Operations				
Head of Clinical Governance				
Head of Medical Device Management				
Day Surgery Unit	<i>Surgeons only</i>			
Lead Clinician Anaesthetics	<i>Surgeons only</i>			
Recruitment and Selection Training				
Financial Accountant – Private Practice				
Coding				
Finance Director				
Research & Development Manager				
Medical Education Centre Manager				
Education Centre Manager				
Learning and Development				
Ethical Lead	<i>In the first month of employment</i>			
HR Director	<i>In the first month of employment</i>			
'Myjobplan' Training	<i>Within 3 months of employment</i>			
Information Governance	<i>In the first month of employment Requires ½ hour session</i>			
Complaints				
H@N/PART/SITE				
Clinical Database				
Medicine/General Surgery Endoscopy Manager				
Pharmacy				

It is the responsibility of the new member of staff to ensure that a departmental induction takes place within the first week of commencing employment.

A copy of the completed document must be sent to Medical Personnel for retention in employees personal file.