

## Record of Departmental Induction for Medical Staff (all grades)

Please sign off when each aspect has been covered by your induction programme. This document should be used by both the new starter and their supervisor. For further information please refer to the Medical Staff Induction Policy.

<b>Name</b>	
<b>Grade</b>	
<b>Speciality</b>	

Content	New Starters Signature	Supervisor's Signature	Date
Trust Induction attended			
<b>Role</b>			
Expectations of post and limitations of the role (discussed role and job description)			
Awareness of name of Clinical & Educational Supervisors & requirements to meet within 2-4 weeks			
Time keeping / Rota / Oncall arrangements			
Annual Leave / Study Leave / Sickness			
<b>Orientation to dept / ward/clinical areas</b>			
Who's who in the department			
Dept layout			
Sources of help, advice and supervision in and out of hours in the department and external			
<b>Local Policies and Procedures Specific to the Speciality (please specify)</b>			
Departmental policies / procedures discussed			
Drugs and medication regimes common to clinical area discussed			
Training needs for specialist equipment discussed			

If this is your first post at your current training grade at Salisbury NHS Foundation Trust please continue:

<b>Bleep system &amp; resuscitation procedures</b>			
How to use the bleep system ➤ 6 – bleep number – ward number			
Emergency call – cardiac arrest / fire			
Basic life support training (book resus officer ext: 2694)			
<b>Trust Policies and Procedures (working knowledge of how to access and utilise)</b>			
Required MLE modules			
Resuscitation Policy (including DNAR) – ICID			
Medicines Policy (ICID)			
Incident reporting			
Instruction on all sharp safe devices and how the safety device operates			

***It is the responsibility of the Clinical Lead to ensure local induction takes place prior to the trainee working unsupervised. A copy of the completed checklist should be given to the trainee and a separate copy sent to Medical Personnel where it will be retained in the personal file of that trainee.***