SAS Induction Checklist

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|  | **To do** |  | **Notes** |
| **1** | Provide a clear job description outlining the typical clinical and non-clinical duties of a SAS doctor. |[ ]   |
| **2** | Introduce the expectations set of the commitment required for appraisal, job planning and revalidation.(Note: doctors entering the SAS grade direct from training may not have experience of annual appraisal, so may need to be supported to participate in these processes) |[ ]   |
| **3** | Go through the key clinical guidelines and employer policies and procedures.Introduce to the SAS tutor/lead/advocate.  |[ ]   |
| **4** | Provide information on how to access clinical and learning resources. |[ ]   |
| **5** | Name and details of the doctor’s educational supervisor. |[ ]   |
| **6** | Explain the arrangements for clinical governance (patient safety, clinical errors, clinical risk management, complaints and litigation). |[ ]   |
| **7** | SAS doctor to review the General Medical Council good medical practice guidance. |[ ]   |
| **8** | Introduction with the organisation’s Freedom to speak up guardian. |[ ]   |
| **9** | Provide an introduction to the organisation's values and behaviours. |[ ]   |

## Department induction

All new SAS doctors should receive a formal induction and orientation to their department/ward to ensure a smooth and supported transition into their new role.

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|  | **To do** |  | **Notes** |
| 1 | Give departmental tour that highlights key areas and guidance on use of equipment, including electronic platforms to allow them to conduct their role effectively.  |[ ]   |
| 2 | Give an introduction to key members of the team, including ward manager/matron and the wider multi-professional team. |[ ]   |
| 3 | Give clarification of duties, including job planning and appraisals. |[ ]   |
| 4 | Provide a clear explanation of what is expected of them in their role, including arrangements for out-of-hours working and what to expect when on-call. |[ ]   |
| 5 | Give an explanation of departmental arrangements for handover.  |[ ]   |
| 6 | Provide information on rotas including study leave, annual leave, sickness reporting and swapping shifts with peers.  |[ ]   |
| 7 | Provide information on how to raise concerns about patient safety and the escalation process for when a patient is deteriorating.  |[ ]   |
| 8 | Explain supervision arrangements.  |[ ]   |

## Induction to communications

All new SAS doctors should receive information about how to access organisation and departmental information.

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|  | **To do** |  | **Notes** |
| **1** | Provide a brief introduction to the staff intranet, how to navigate the system and where to find key information.  |[ ]   |
| **2** | Highlight any organisational or staff network groups that they may wish to join.  |[ ]   |

## Induction to development

Sustaining good quality services to patients requires doctors to be up to date and fit to practice. SAS doctors need access to development opportunities and resources to fulfil their roles.

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|  | **To do** |  | **Notes** |
| **1** | Introduce the [SAS Charter and SAS development guide](https://www.nhsemployers.org/sas), describing what actions are taken to ensure best practice is applied to their development. |[ ]   |
| **2** | Provide information on how they can gain access to an e-portfolio. |[ ]   |
| **3** | Encourage them to link with relevant medical royal colleges and take up associate membership, for support specific to their specialty.  |[ ]   |
| **4** | Explain about tax relief for professional [fees](https://www.gov.uk/tax-relief-for-employees/professional-fees-and-subscriptions).  |[ ]   |
| **5** | Highlight where they can find out about development opportunities in the department and wider organisation, as well as information on research and audit opportunities and how to access careers advice and support.  |[ ]   |
| **6** | Explain the process on how to apply for study leave and what support is available in terms of time and funding.  |[ ]   |
| **7** | Introduce personal development plans at induction and monitor progress throughout their employment, showing commitment to developing SAS doctors’ careers.  |[ ]   |

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| **Three-month follow up:**  |
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| **Six-month follow up:** |
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