Medical staffing induction checklist

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|  | **To do** |  | **Notes** |
| **1** | Mandatory training |[ ]   |
| **2** | Software and IT training |[ ]   |
| **3** | Shadowing a team member |[ ]   |
| **4** | Getting your ID badge |[ ]   |
| **5** | Getting IT equipment, e.g. laptop |[ ]   |
| **6** | Map of the trust to show layout |[ ]   |
| **7** | Being shown the parking facilities |[ ]   |
| **8** | Tour of the trust and facilities, e.g. restrooms |[ ]   |
| **9** | Introduction to JLNC and local meetings |[ ]   |
| **10** | Introduction to an organogram at hospital level |[ ]   |
| **11** | Introduction to key stakeholders  |[ ]   |
| **12** | Introduction to the staff survey |[ ]   |
| **13** | Introduction to key members of the team |[ ]   |
| **14** | Give clarification of duties, e.g. what daily tasks you would have |[ ]   |
| **15** | Introduction to key resources (link to the hub) | [ ]  |  |
| **16** | Reporting sickness absence | ☐ |  |
| **17** | Contact lists for bleep/phone/email | ☐ |  |
| **18** | Being shown the HR system for booking annual leave | [ ]  |  |

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

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| **Learning objectives:**  |
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| **Six-month follow up:** |
| Notes: |

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| **Learning objectives:**  |
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