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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