

New Starters Induction Checklist

Received and read trainee handbook incorporating DCCQ major incident policy, and relevant trainee target list

1. PHT joining admin paperwork
2. PHT Trust induction
3. ILS / ALS current

II

4. Have photo taken – for dept intranet site
5. CIS training, including e-prescribing
6. ICE pathology training
7. Sectra PACS training
8. Discharge summary training

Orientation

9. Department walk round
 - Airway trolleys
 - Ventilators: Servo I, Oxylog 2000/3000
 - Pumps: B-Braun, Graseby volumetric
 - Bronchoscopy stack and 'scopes
 - Icyath / Coolguard
 - How to use PACS
 - Pharmacy, grab bags
 - Infection control emphasis – kit, drug admin, line care, hand washing, BC sampling
 - QUARTS forms
 - Current audits
 - Relevant Dept contacts (Matron, CD, secs, Consultants, NIC, pharmacist, rota-meister; lines for getting support)
10. Departmental logistics
 - Ward rounds
 - Referrals/admissions/refusals
 - Retrievals
 - ICNARC (LD or Night registrar to log an entry on the patients admitted on their shift)
 - CIS notes
 - Death paperwork
 - Dept etiquette (drinks, phones, answering phones, noise)

- Arrests
- Bleeps
- Incident reporting – now electronic
- Honesty Bar, Coffee trolley...

11. Departmental guidelines – intranet site

12. E-learning module for NGT <http://www.trainingngt.co.uk/site/home.aspx>

Hospital tour

13. ED resus, Paeds ED, ED majors, MAU, Radiology (RAU; out of hours arrangements), CCU & cath lab, Paeds CAU & Poswillo, maternity, ward lay out, RHCU, SHCU, renal, endoscopy, theatres & recovery, HNU (G4)
14. Food outlets...

Personal / Training

15. Rotas
16. Friday teaching programme
17. Expected targets as per level of training
18. Supervisor – meet 2-3 times
19. Personal responsibility for training
20. Sickness policy