

Induction Guidance

The Site Inductions should cover the content which the following questions from the Site Induction Checklist ask about:

- Information about health and safety rules
- Information on the protocols, rules and procedures specific to the placement
- Information about the context of practice in that locality, organisation and community
- Information about access to support and supervision when on placement (academic health)
- Information on how to raise any concerns, particularly around patient care or the learning environment
- Information on accessing clinical and learning resources
- Information about appropriate conduct and behaviour (E.g. dress codes, good time keeping, reporting sickness absence to the placement team, and treating patients and visitors with respect).

Student doctors should complete a Site Induction Checklist at each new site they attend in the academic year and then attach the completed checklist to the relevant attachment area for that particular site, on the 'Induction Checklists' page of their Clinical Workbook. As per GMC guidance, they should not duplicate efforts and so, if a student attends a site more than once in the same academic year, they do not need to complete a duplicate induction checklist. Instead, they should add an evidence 'note' to that attachment area, confirming each subsequent visit/placement there. The School do not require Educational Supervisors to check the status of the students' Site Induction Checklists.

The Departmental Inductions should cover the content which the following questions from the Departmental Induction Checklist ask about:

- Information about roles and responsibilities in the team
- Familiarisation with the physical setting and layout of the placement environment
- Introduction of the student to relevant staff members, including levels of supervision and lines of accountability
- How the placement learning objectives in your e-portfolio will be met
- Information on the timetable of learning activities
- Usefulness of departmental induction (*Not a content question, but overall opinion of student*)

Student doctors must complete a Departmental Induction Checklist for every specialist department they visit; i.e. for Surgery B in Year 3, students will have two departmental induction checklists: one for Vascular and one for Orthopaedics.

Students should attach the completed checklist to the First Educational Supervisor Meeting area of the relevant placement page prior to their first Educational Supervisor meeting taking place. There are a few deviations to this location, for example, as Surgery C in Year 4 consists of four one-week placements with no first Educational Supervisor meetings, the attachment areas instead reside in the Final Educational Supervisor Meeting section of those four pages.

The School do require Educational Supervisors on every placement to check the completion of the Departmental Induction Checklist at their first Educational Supervisor meeting with the student. If the student has answered 'no' for any question, the Educational Supervisor should cover this content with the student during the meeting and then note that it was covered in their meeting summary.

As such, Trusts should ensure that their Educational Supervisors are knowledgeable of the topics and information which are covered by the Departmental Induction Checklists, so that they can discuss this if needed at the meeting.