**EoE PHTP Training Location - Induction check list**

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| **Organisational structure & context**   * Local Government context (if applicable) * Type of organisation & organisational values (e.g where relevant civil service code of conduct, confidentiality statements etc). * Geographical area covered * Functions of organisation * Where does public health sit within organisation? * Who are the key partners? * Signpost to useful documents e.g. organisation plans and strategies, diagram of organisational structure |
| **Getting to know people and partnerships:**   * Describe the PH team – who does what and where they are based and provide team list and contact details * Potential links or working relationships with senior team * Arrange 1-1 introduction meetings with key members of the team * Link to fellow registrar buddy (especially in ST1 or new to EoE) – usually arranged via PHREE * Provide details of team meetings you would like the StR to attend * Who will provide administration support to the StR * Suggest useful people to meet (outside of public health team) as part of an organisational induction or arrange a calendar of meetings in advance * Suggest useful meetings to attend as part of organisational induction and orientation e.g. Health & Wellbeing Boards, Senior Management Team meetings etc. * Any work shadowing arrangements and expectations/preparation & debrief |
| **IT and office facilities:**   * Arrange for StR to have their ID card produced (especially if card is required to access offices/open doors) * Take StR through any health and safety inductions required (or arrange for this to be completed) * Show StR where their desk is and provide tour of facilities – e.g. toilets, kitchen facilities, first-aiders * Ensure IT equipment, email address and access to relevant IT systems has been provided * Ensure phone number and/or mobile has been provided (where required) * Provide details of any parking arrangements, active transport facilities and public transport links in advance * Office bases other than main base– hot-desking facilities? * Access to any other facilities e.g. sport and leisure? * How the tea and coffee fund works within the office |
| **Expectations:**   * Organisational behaviours * Remote working policy e.g. keeping calendar up-to-date and sharing calendar with Supervisor; and flexible working policy (start and finish times) * Discuss safe and positive working environment, how StRs are supported in the wider organisation and how to escalate any queries or concerns if needed * Consider management and working style of colleagues in the team and how this fits with the registrar * Discuss how registrar and CS will liaise with the ES e.g. three way learning agreements and any escalations * Managing leave - Informing you of sick leave/annual leave/study leave and how to record this leave. * 1-1s – how often, duration, where, best way to book these (e.g. with PA, direct), preparation work/agendas if appropriate, recording of notes/actions * Completing mandatory training for the placement (in addition to mandatory training for the placement) |
| **Does StR have any specific requirements?**   * Reasonable adjustments * Flexible working/less than full time working/maintaining work-life balance |
| **Service work and achieving learning outcomes:**   * Outcomes from last ARCP – any learning requirements? * Identify learning outcomes for completion during placement for learning agreement * Identify strengths and areas for improvement or focus in this placement * Discuss and agree projects and pieces of work (including timescales, opportunities for leadership and support requirements) * Discuss and agree approach to completion and sign-off of activity summary sheets, Clinical supervisor report and exam/ARCP preparation * Agree learning agreement with registrar, CS and ES * Pastoral support – any factors which may affect work and wellbeing |
| **Project Supervision:**   * If a member of the team other than the CS is going to be providing some project supervision to the StR – * How will this be delivered? * What can the StR expect from their project supervisor * How will learning outcomes be signed off? * How will project supervisor feedback progress to you as clinical supervisor? |

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| **Document control** | |
| Last reviewed: 16th April 2021 | V1 - Kirsteen Watson, Sara Godward TPD & Jan Yates, HoS |
| Last reviewed 31st May 2021 | V2 – Kirsteen Watson, input from PHREE Chairs & other StRS |
| Next review due: April 2023 | |

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