**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
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| **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
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| **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
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| **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)
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| **Does StR have any specific requirements?*** Reasonable adjustments
* Flexible working/less than full time working/maintaining work-life balance
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| **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
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| **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 |

 *\*Adapted, with acknowledgements to the NW & SW Training Programme*