# Student induction checklist

**Student name:**

**Start date:**

### General

Explanation of induction programme Y / N

Introduction to the team Y / N

Practice structure Y / N

Tour of the surgery Y / N

Employee Handbook and Health and Safety Handbook Y / N

### Practice rules and policies

Professional conduct, presentation and expectations Y / N

Confidentiality and data protection Y / N

Rules regarding no smoking on the premises Y / N

Private use of telephones and mobiles Y / N

Complaints policy Y / N

Chaperoning policy Y / N

Infection control policy Y / N

Communications systems – intranet, team meetings etc. Y / N

### Health and Safety, security and fire safety

Health & Safety information relevant to the department Y / N

Security measures, personal safety Y / N

Fire Drill and procedure including fire exits Y / N

Moving and handling Y / N

### The primary healthcare team

Introduction to the reception team and role Y / N

Introduction to the GPs and role Y / N

Introduction to Quality Outcomes Framework team and role Y / N

Introduction to the Practice Manager and role Y / N

Introduction to other relevant teams and role Y / N

### EMIS web and IT systems

Provision of personal log in details Y / N

Templates and entering data Y / N

Booking appointments Y / N

Locating information Y / N

I confirm that the topics above have been covered during the induction period.

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| Name of supervisor |  | Date: Click or tap to enter a date. |
| Signature of supervisor |  |
| Name of student |  | Date: Click or tap to enter a date. |
| Signature of student |  |