

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.

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		