

## Induction List

This document is to help both trainee and supervisor make appropriate arrangements at the beginning of each placement.

1. General Induction - it would be useful to cover the following:

- An Induction plan or procedure
- Introduction to relevant colleagues/professionals
- Recommendations for visits to local/other services/colleagues
- Awareness of general and specific ethical issues for the placement
- Awareness of specific 'political' issues for the placement
- Awareness of professional departmental procedures for specific eventualities (e.g. child abuse, suicide threats)

2. Safety Issues – it is necessary for trainees to be aware of the following:

- Fire Safety:
  - What to do in the event of a fire.
  - Location of exit and extinguishers
  - Attendance at compulsory fire/lectures
- Departmental and Supervisor guidelines on seeing clients:
  - If they are agitated or aggressive
  - If isolated or at times when few people in building
  - On home visits, including any arrangements for 'checking in'
- General:
  - Location of first aid box / first aid arrangements
  - Departmental policy on seeing clients out of working hours
  - Local environmental safety: clinical areas, car parks etc.
  - Is out of hours contact available with your supervisor
  - COSHH Regulations
  - 
  - Diary keeping for monitoring of expected whereabouts
  - Accident reporting

### 3 Timekeeping

Departmental and local Guidelines and Practice on:

- Expected/agreed hours of working
- Arrangements for taking time in lieu
- Policy on punctuality with clients
- Diary keeping for recording expected whereabouts

### 4 Record Keeping and Communications:

Departmental and local Guidelines and Practice on:-

- Record keeping or other standards
- Standards for note keeping or other standards
- Audit standards
- Contacts with other agencies, letters etc to referrers
- Quality standards e.g. letters, case notes, data collection

### 5 Dress:

Departmental and Local Codes and Practice

### 6 Specific Issues

- Is regular supervision scheduled (minimum 1 hr a week?)  
YES/NO
- Have you received an Honorary Contract from the Trust if it is not your Employing Trust?  
YES/NO
- Do you have adequate access to a desk and a telephone?  
YES/NO
- Do you have adequate access to a clinical space?  
YES/NO
- Toilets / Rest room / Drinking / eating facilities  
YES/NO
- Do you envisage any problems with obtaining an adequate caseload?  
YES/NO

### 7 Placement Goals & Supervision Contract:

- Please return to the Appraisal Tutor

These should be completed within **3 weeks** of starting your placement.