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Suggested local Paediatric department induction checklist for IMG new starters in NHS

A checklist should ensure that both the new employee and their Educational Supervisor/ line manager know what has or has not been covered at any given time. The below is meant as a suggested outline for what may be covered.

Ideally they both need a copy which should be kept up to date, so they can follow what is happening. It can also act as a reminder of anything that needs particular attention. It allows the expectation that some things will be covered BEFORE start and other things addressed as the onboarding and settling in period progresses over the first 3-12 months.

While a checklist is helpful, it should not turn the induction into a tick-box exercise. It should be the responsibility of both management and the new starter to ensure all items are properly covered.

(We would like to sign this checklist off with input from the employer's HR, who will have a separate induction checklist, though there may be some overlap with some items in this checklist)

Name of employee:	Job Title and designation:
Start date:	Date induction completed: (with signature of new starter)
Shadowing period: (recommend 2 weeks mandatory)	
Date to commence on rota unsupervised including on call:	
Date for expected progression if appropriate:	

Before arrival	Carried out by	Date	Notes
Handbooks provided Welcome to UK Paediatrics + Welcome handbook for overseas doctors			
Suitable contact person within paediatric department provided			



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First week	Carried out by	Date	Notes
Welcomed by			
<i>Introduction to The department</i>			
Show new employee where they will be working			
Introduce them to their line manager, colleagues, including their 'peer supporter' and IMG whatsapp and senior managers			
Show new employee rest of organisation including facilities			
Who's who, how shifts works, including on calls.			
<i>New employee's job</i>			
Clinical and educational supervision meetings (may be joint or 2 separate supervisors) Clinical supervision meeting: Explain the level they will be working at and expected plan for progression. Safety aspects, and areas for development before unsupervised working. See separate skills list.			
Outline expected performance and how it will be assessed			
Communication: thorough assessment of any differences and areas for development. Written may include typing skills, and letter templates, simulation to support verbal communication and non-verbal communication in common scenarios breaking bad news, angry patient, difficult colleague.			



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Reflective practice: recommended platform and how to use it for career progression			
Possible opportunities for leadership and management			
Training: support trainee to book onto appropriate mandatory courses BLS/PILS/NLS/APLS			
Training: support trainee to complete or book onto GMC online Welcome to UK Practice			
<i>New employee's terms and conditions of employment</i> Run through			
them to ensure they understand and have them in writing, terms and conditions including hours, breaks, holidays and when they will get paid			
Ensure personal indemnity – one of: MPS/MDU/MDDUS joined			
The organisation's important rules on: <ul style="list-style-type: none"> • job performance • discipline • absence, including because of illness and sick pay • complaints against staff, such as bullying and harassment Also say where more details can be found			
Other important rules such as use of the internet, email and phones			
Maternity/paternity/parental leave/shared parental provisions			
Details such as dress code, staff room and canteen			



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First month/end of shadowing period	Carried out by	Date	Notes
Review of progression and readiness to start on rota, assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns	ES/CS		
Junior doctor representatives, including any trade union membership	ES/CS		
Governance including How to escalate concerns re patient safety or bullying and harassment. Systems including: Datix, Significant incidents, Exception reporting.	ES		
Wellbeing including psychological and pastoral support, work-life balance and LTFT placements	IMG mentor		
Share new doctors email with education department (in case of LED / non HEE trainees)	ES		
At three months	Carried out by	Date	Notes
Review with the line manager how the new starter is settling in and performing This is also an opportunity to pinpoint any development needs, set timescales for achieving them and make any necessary adjustments			
Career development: Consider career pathways and timeline to achieve career goal. Agree measurable steps to work towards this.			
Career development: audit and quality improvement project			



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At 6 months	Carried out by	Date	Notes
Review career goals and identify any coaching or training needs. Set plan for how this will be achieved.			
At 7-9 months	Carried out by	Date	Notes
For doctors on fixed term contract ending at 12 months, review re possibility of extension of contract (and confirmation of their additional employment rights at 2 and 4 years respectively if there are ongoing extensions)			
At 12 months	Carried out by	Date	Notes
If moving on ask for feedback	ES/College tutor		
Career achievements so far and short and long term goals going forward	ES		

Departmental induction should include:

-Conducting ward rounds: facilitating and leading			
-Effective Handovers: SBAR/iPASS			
-Safe prescribing including practice and use of any electronic prescribing and on-call pharmacy service			



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-Accepting admission, referral pathw ays: General Practitioner, mid-wife, Emergency Department, Health visitor.			
-Clinics: Adequate exposure and opportunity to go to the clinics, shadowing initial clinics and then providing support in clinical decision making and correspondence.			
-Access to guidelines and SOPs- local, regional and national			
-Child protection medical: adequate supervision in history taking, examination, documentation, report writing and attending multi-disciplinary safeguarding peer review meetings to discuss the cases.			
-Child death: Sudden unexpected child death procedure			
Safeguarding training to level 3			
-Mental health presentations and the paediatrician's role			

Procedural skills for discussion with ES

Venepuncture			
Capillary gas			
LP			
Intubation of neonates			
Emergency airway			
Difficult airway trolley			
Long line insertion			



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