Administrative and Operational checklist for your return to training

Below are some considerations for you to ensure are in place / setup prior to your return or are completed within the first few days of you returning to training:

1. If Trust induction is required, has it been organised?

2. Do you know the team you will be working in / have you been introduced to them?

3. If you are returning to a new Trust or Hospital Site, do you require an orientation/tour of the department and/or areas that you will be working in?

4. Has the name of your Clinical Supervisor and Educational Supervisor been confirmed to you?

5. Do you require IT setup? (passwords for computer system, swipe cards)

6. What are the parking arrangements at the Hospital, do you need a car-parking pass?

7. Do you know where your administrative support team are based and who they are?

8. Has there been any change to processes related to patient care that you need to familiarise yourself with? (clerking paperwork, handover documents, standard templates for letters/referrals, new equipment, changes in NICE Guidelines, Infection Control, significant changes in the patient population or specific specialty)

9. Do you need an IT orientation session? (Concerto/electronic prescribing, Trust specific patient databases)

10. Prior to commencing have you checked your rota and shift pattern to ensure that you are not working in isolation during your initial return?