**General Adult Psychiatry Higher Training Local Induction Guidance**

**Sara Davies**

**WNE HEE General Adult Psychiatry Higher Training TPD**

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The Speciality Training Committee for General Adult Psychiatry arranges a Rotation-wide Induction where we cover the organisation of the rotation, allocation of posts, training year, sources of support, review of training needs, rotation-wide pastoral support.

The Training Scheme expects that any Trust which have Higher Training Posts organise a Local Induction at the start of the Higher Trainee’s placement in the Trust. Local Trusts are already experienced at arranging Local Inductions, but some training colleagues have asked for guidance from the Speciality Training Committee on what a Local Induction needs to cover. Therefore, please see the outline list of areas, which may vary depending on each Trust, but should cover the following areas:

**Trust Local Induction:**

**Before commencing in post:**

Provision of contract including pay.

Distribution of on call rota and on call dates for the trainee, 6 weeks before commencing.

Job plan and timetable through discussion with clinical supervisor, including provisional special interest day/sessions.

**At commencement of post:**

Welcome event including welcome to the Trust, department and service.

Provision of ID badge

Tour/explanation of department to include drink facilities, toilets, canteens and access to food, parking, relevant managers, access/advice/ issues related to disability/health/occupational health etc., how and when will be paid, parking and mileage claims.

Ensure access to and awareness of location of relevant Employment, Clinical and Health & Safety policies and procedures, fire safety, first aid, etc.

Advice as how to access policies and procedures on the Intranet, including complaints procedure.

Brief on security procedures including, personal property, etc. Arrange issue of any security/access codes, keys. Explain reporting mechanism for any losses or incidents. Explain/check requirements for safety equipment e.g. personal attack alarm and order as appropriate or required

Trust Induction to include access to appropriate electronic equipment including IT access mobile phones/pagers.

Data awareness and other Mandatory Training for Trust.

Local clinical and electronic recording expectations.

Trust and any local policies on lone working.

On call guidance for Trust, including documentation expectations.

Advice on facilities for on call including on call rooms.

Section 12 advice, including any payments, and including Section 136 guidance.

Local General Adult service organisation

Local mental health services including Old Age and Learning Disabilities, and any other services for on call knowledge

Introduction to local electronic record and access; awareness of Trust policy for assessing and documenting risk.

Details of Trust and post including timetable, base, travel expenses, cover arrangements, Consultant cover, study and annual leave forms, absence policy.

Pharmacy induction including local Medicines Policy, access to prescribing medication.

Identify any special requirements the individual may have and discuss support available where appropriate e.g. childcare

Explain any other items specific to the department / job which are considered essential on day one.

If trainee not aware, clarification of clinical supervisor, supervisory arrangements, cover for the Consultant absence