

Induction Checklist

| Topic | Comments | Date completed |
|--|----------|----------------|
| Tour of premises – including emergency exits and door codes | | |
| Fire procedures, location of alarms (how to operate), emergency exits, extinguishers, and evacuation and assembly points. Fire wardens | | |
| Location of emergency equipment e.g. defib, oxygen, ECG, emergency kit bag, spillage kit – who is responsible for ensuring equipment is in date and working? | | |
| Dress code – if you have previously worked in the NHS, you cannot wear this uniform in general practice | | |
| Identification of any special requirements in order that 'reasonable adjustments can be made. Think also about IT equipment, desk and chair | | |
| Induction to key people, include pharmacist, Links worker CTAC individual. Wider team – DSN, tissue viability nurse etc. (include information on all roles) | | |
| Introduction to mentor/supervisor | | |
| Practice policies including – health and safety, infection control, sharps etc. | | |
| IT systems – EMIS, VISION, DOCMAN, Sci-Gateway, Sci- | | |

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| Diabetes, Near me etc. | | |
| Safe working – security panic button etc. | | |
| Practice protocols | | |
| Awareness of local services and Health improvement directories | | |