**Induction checklist: Mandatory and specific training resources**

Your own employing organisation will often have specific training that all employees are expected to do when they join. The resources in this section are not to replace any mandatory training already provided, and trainees are not expected to complete them in addition to any provided by their employer. These resources are provided to support trainees’ learning if the employer or any external training provider does not already provide them.

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| **Statutory and mandatory training required for all staff working in healthcare settings in the UK** |  |
| **Item** | **Details** | **Completed yes/no** | **Action (SMART)** | **DS sign off** |
| Relevant training provided by employer or through packages from e-learning for healthcare at [portal.e-lfh.org.uk/](https://portal.e-lfh.org.uk/) | [e-LfH Safeguarding - Level 2](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_25_39027&programmeId=25)  or[CPPE Safeguarding children and adults at risk: a guide for the pharmacy team e-learning](https://www.cppe.ac.uk/programmes/l/safegrding-e-02) and [Safeguarding children and adults at risk - Level 2 e-assessment](https://www.cppe.ac.uk/programme-listings/e-assessment) |  |  |  |
| [elfh Fire safety - Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759_41229&programmeId=37759) |  |  |  |
| [elfh Health, Safety and Welfare - Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759_41233&programmeId=37759) |  |  |  |
| [elfh Moving and Handling – Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759_41241&programmeId=37759) |  |  |  |
| [elfh Infection Prevention and Control – Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759_41237&programmeId=37759) |  |  |  |
| [elfh Equality and Diversity and Human Rights - Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759_41230&programmeId=37759) |  |  |  |
| [CPPE Culturally competent communication in person-centred care e-learning](https://www.cppe.ac.uk/programmes/l/culture-e-02/) |  |  |  |
| [elfh Speak Up - Core Training for all Workers](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_34754_49597&programmeId=34754) |  |  |  |
| [Data Security Awareness – Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_34404_38902&programmeId=34404) |  |  |  |
| [Conflict Resolution Level 1](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759&programmeId=37759) |  |  |  |
| [Preventing Radicalisation](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_37759&programmeId=37759) |  |  |  |

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| **Workplace policies and procedures** |  |
| **Item** | **Details** | **Completed yes/no** | **Action/Follow up needed** | **DS sign off** |
| Trainees should have a thorough orientation of the working environment(s) | Key policies which outline working hours/absence/annual leave |  |  |  |
| Key members of staff and workplace structure |  |  |  |
| Key departments |  |  |  |
| Review of relevant standard operating procedures |  |  |  |
| Computer systems including electronic prescribing systems as appropriate |  |  |  |
| Smart cards and ID cards |  |  |  |
| E-mail (to include data security and contractability) |  |  |  |
| [OpenAthens account](https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/trainee-pharmacist-learning-1) |  |  |  |
| Electronic Staff Record (or equivalent system) |  |  |  |
| Supervision arrangements |  |  |  |
| Appropriate workspace in all sectors of working |  |  |  |
| Workplace facilities (toilets, lockers, canteen, etc) |  |  |  |
| Workplace Fire Procedures (fire assembly points, fire exits, etc) |  |  |  |
| Security and personal safety arrangements |  |  |  |
| Personal Protective equipment (PPE) guidance |  |  |  |

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| **Expectations and professionalism** |  |
| **Item** | **Details** | **Completed yes/no** | **Action needed** | **DS sign off** |
| What the trainee can expect and what will be expected of them should be outlined at the beginning of the training year.See[GPhC Standards for Pharmacy Professional](https://www.pharmacyregulation.org/standards)  | Discuss expectations of GPhC (See section 3. Starting your training in [GPhC foundation training manual](https://www.pharmacyregulation.org/i-am-foundation-trainee)) |  |  |  |
| Discuss expectations of HEE (See section 3. Trainee pharmacist foundation year assessment strategy in [HEE Assessment strategy document](https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy_1.pdf)) |  |  |  |
| Expectations of organisation to include: |
| Learning contract discussed and signed |  |  |  |
| Frequency of meetings with designated and practice supervisor(s) |  |  |  |
| Values and expectations for the training yearSee [GPhC guidance on religion, personal values and beliefs](https://www.pharmacyregulation.org/guidance/guidance-support-standards-pharmacy-professionals#beliefs)and[HEE Assessment strategy](https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy_1.pdf) |  |  |  |
| Timetable for the training year |  |  |  |
| Time allocated for study |  |  |  |
| Balance of service delivery and training |  |  |  |
| Role development during training year |  |  |  |
| Professionalism |  |  |  |
| Dress code |  |  |  |
| Key dates (progress reviews, training etc) |  |  |  |
| Organisational values |  |  |  |
| Social media guidance |  |  |  |

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| **Trainees with additional needs requiring adjustment** |  |
| **Item** | **Details** | **Issues identified yes/no** | **Action/Follow up needed** | **DS sign off** |
| Discuss additional needs requiring adjustment which may affect the success of the training year | Self-declaration of any additional educational needs/support needed during training year (eg, dyslexia or any other disability which may affect training). |  |  |  |
| If the trainee will require adjustments (eg, extra time allowance) in the registration exam, this can be applied for: See [GPhC Foundation Training Manual](https://www.pharmacyregulation.org/i-am-foundation-trainee) Section 5.5 Requesting a reasonable adjustment for the registration assessment.Applications are normally made in March for the June exam – **HOWEVER PLEASE NOTE** - if the trainee requires a new learning disability assessment, this may need to be conducted earlier in the training year. |  |  |  |

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| **Health and wellbeing** |  |
| **Item** | **Details** | **Completed yes/no** | **Action needed** | **DS sign off** |
| The importance of the trainee’s health and wellbeing to the success of the training year should be reinforced.It is a requirement that trainees have a health and wellbeing check within the first two weeks of the training commencing. | Confirmation that trainee is registered with a GP  |  |  |  |
| Orientating trainee to health and wellbeing support available both within and external to the organisation |  |  |  |
| [Pharmacist Support](https://pharmacistsupport.org/) |  |  |  |
| [RPS wellbeing resources](https://www.rpharms.com/resources/pharmacy-guides/your-wellbeing) [(RPS membership required – subject to fee)](https://www.rpharms.com/rps-membership/membership-application-form) |  |  |  |
| [CPPE Resilience hub](https://www.cppe.ac.uk/support/resilience/#navTop) |  |  |  |
| Spaces in the workplace which can be used to rest/socialise and gain support from other staff/trainees |  |  |  |
| Discussion about resources and guidance for trainees requiring additional support (TRAS) |  |  |  |
| Sickness policy. The trainee must be aware of the implications for time away from training. See [GPhC Foundation Training Manual](https://www.pharmacyregulation.org/i-am-foundation-trainee) Section 2.15 Attendance requirements  |  |  |  |
| If more than 40 days is taken away from training, discussions with the GPhC and HEE will be required |  |

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| **Health Education England (HEE)** |  |
| **Item** | **Details** | **Completed yes/no** | **Action/Follow up needed** | **DS sign off** |
| Introduction to the role of HEE in the foundation training year | Read [HEE privacy notice](http://www.hee.nhs.uk/about/privacy-notice)  |  |  |  |
| Watch the introductory video to the [HEE Foundation Year Assessment Strategy](https://youtu.be/V54NMSf4MUY) |  |  |  |
| Familiarise yourself with the[HEE website and resources](https://www.hee.nhs.uk/our-work/pharmacy/trainee-pharmacist-foundation-year-programme)[e-portfolio and downloadable resources](https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/e-portfolio-downloadable)[Trainee pharmacist learning resources](https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/trainee-pharmacist-learning) |  |  |  |
| Attend an HEE Foundation year assessment strategy and e-portfolio induction session (if not already included as part of your programme) |  |  |  |

*End*