Health Education England Wessex Guidelines for the induction for doctors in training

Health Education England Wessex

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1.0 INTRODUCTION

1.1 The primary purpose of induction is to introduce staff to the objectives and systems within HEE Wessex and their employing organisation.

1.2 A robust induction process is essential to deliver both high quality education and high quality patient care.

1.3 This guidance defines the necessary levels of induction and responsibilities of identified individuals and organisations in the delivery of the process.

2.0 PURPOSE AND SCOPE

2.1 The key areas of the induction process are as follows:-
- HEE Wessex
- Specialty
- Trust
- Department and Post

2.2 Attendance at HEE Wessex delivered induction programmes is an essential introduction to HEE Wessex educational processes and the requirements of specific training programmes.

2.3 Attendance at employer induction programmes is necessary to enable an understanding of a Trust’s processes and to enable effective integration into service delivery.

2.3.1 HEE Wessex Induction – The HEE Wessex Induction is led by trained HEE Wessex facilitators. The induction will cover an overview of HEE Wessex, processes, courses, professionalism and leadership.

2.3.2 Speciality Induction – The Specialty Induction is usually led by both the Programme Director / Head of School and Programme Manager. The induction will cover an overview of the specialty, internal processes and procedures, Who’s Who, training and assessment including the curriculum, portfolio and the assessment process.
2.3.3 **Trust** – When starting a new post Junior Doctors are required to attend a Trust induction by their employing Trust. Trust should ensure that induction meets the requirements of the Learning Development Agreement between Health Education England Wessex and the Trust and that both mandatory and statutory training are delivered to each trainee.

2.3.4 **Departmental and Post** – Junior Doctors will be provided with an induction to both the department and the post. This will usually be carried out by the Educational Supervisor or their nominated representative and should include, for example, information about the department and post; key people in each; responsibilities of the post; agreed learning objectives.

3.0 **RESPONSIBILITIES AND DUTIES**

3.1 **Doctors in Training**
- To attend and complete the HEE Wessex and Specialty induction.
- To attend and complete the employing Trust induction.
- To attend and complete Trust mandatory training.
- To retain evidence of each training / induction within their educational portfolio.

3.2 **Health Education England Wessex**
- To deliver a HEE Wessex-wide and specialty specific induction for all doctors commencing training programmes in Wessex.

3.3 **Employing Trust**
- To provide a Trust induction for all doctors rotating to their organisation.
- To provide department and post specific induction for doctors in training.