

Trainee Pharmacist in General Practice Induction Checklist

Before Induction for Trainees to complete

Preparing for your training year			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
DSs in each sector	Find out who your DSs are in each sector (fill in their names on the title page of this handbook) and contact each before your placement		
Access GP website	Access the GP website to identify services they deliver		
Opportunities in GP placement	Consider experiences or shadowing opportunities you would like to complete during your placement to discuss with your DS. Can use the following tool to support conversations. (PDF , iPDF)		

Induction for Designated Supervisors to complete

This section outlines the local induction processes for trainee pharmacists undertaking a placement in general practice. The aim of induction processes in general practice is to ensure the trainee understands the key aspects of the training year and how they will be supported. It also serves to identify any supportive needs or other factors which may affect the success of training. Most of the activities should have been conducted as part of the induction in the employing sector but should be reviewed by the designated supervisor in general practice as there may be additional requirements or adjustments.

HEE require that these induction processes are carried out during the first **TWO WEEKS** (10 working day) of training in general practice. It may take longer for trainees undertaking a split-week arrangement to complete.

PLEASE NOTE:

A number of these induction processes must begin at the pre-employment stage, for example DBS checks and occupational health screening to ensure no delay to the start of training. Please also see section on [shared responsibility for trainees](#).

Please see section on [resources](#) for guidance from the General Pharmaceutical Council (GPhC).

Please review each element of the induction checklist, date and initial once completed. Record if any actions are necessary and refer to the [Trainee Support](#) guidance if needed.

If additional support or information is required, please [contact the HEE team](#).

Pre-employment checks			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
DBS check	<p>Any person providing patient facing healthcare services should have an enhanced Disclosure and Barring Service check.</p> <p>Any issues raised on the DBS check should be disclosed to the GPhC.</p> <p>See Registration: Something to declare Should be completed as part of employment checks.</p>		
Occupational health screening	<p>Employers have a responsibility with regard to occupational health for all their employees Standard processes should apply.</p> <p>Issues raised during occupational health screening may need to be declared to the GPhC. See Registration: Something to declare.</p>		

COVID-19 risk assessment			
Item	Details	Completed yes/no	Action/Follow up needed
It is essential that a comprehensive COVID-19 risk assessment is carried out: Risk Assessment Who's at higher risk Pregnancy and Coronavirus COVID-19: understanding the impact on BAME communities	Risk factors include; age, ethnicity, gender, underlying health conditions, pregnancy, BMI.		

Covid-19 Vaccination	Confirm trainee is vaccinated, seek advice from Occupational Health department if any concerns		
Discussion about adjustments which may be needed to reduce risk.	Adjustments may include reducing patient-facing activities, redeployment to lower risk areas, remote working, amendments to travel to and from work.		
Personal protective equipment	Trainees must understand the employer's policy on PPE and have access to the relevant equipment.		

Mandatory training			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
Relevant training provided by employer or through packages from e-Learning for Healthcare at portal.e-lfh.org.uk/	Safeguarding (children, young people and adults)		
	Fire safety		
	Equality and Diversity		
	Information Governance and Confidentiality		
	Infection Prevention and Control		
	Basic life support		
	Duty of Candour/Whistleblowing		
	Health and Safety		

Access to e-LfH can be achieved using either an NHS mail account, an [Athens](#) account or through the [CPPE website](#)

Previous education and training			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
Discuss previous education and training (undergraduate and other sectors) to identify any issues which may affect the success of the GP placement and foundation training year overall.	Check evidence that the undergraduate degree has been completed. This may be their university transcript or the GPhC training record and MUST be seen before training can begin. Should be completed by the employer.		
	Discussion of any additional educational needs/support needed during training year (i.e. dyslexia or any other disability which may affect training).		
	If the trainee will require adjustments (for example extra time allowance) in the registration exam, this can be applied for: Registration Assessment Preparation . 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.		

Workplace policies and procedures			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
Trainees should have a thorough orientation of the working environment(s).	Key policies which outline working hours/absence/annual leave. Who to contact in the event of sickness/delay.		
	Key members of staff.		
	Review of relevant standard operating procedures.		
	Computer systems, including electronic prescribing systems, as appropriate.		

	Smart cards with appropriate access. See Appendix 5 for more information on obtaining a Smart Card.		
	E-mail (to include data security and contactability). Information on accessing an NHS mail account can be found here.		
	Indemnity arrangements.		
	Supervision arrangements.		

Please also see information on [shared responsibility for the trainee](#)

Training plan			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
A training plan must be in place.	Training plan to be discussed between the trainee and their designated supervisor(s) (DS).		
Foundation Year Assessment Strategy	The trainee should understand how they will be assessed during the training year. Designated supervisors and trainees should discuss the Foundation Year Assessment Strategy and how it will be applied at the training site: https://www.hee.nhs.uk/our-work/pharmacy/hee-trainee-pharmacist-foundation-training-year		

Expectations and professionalism			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
What the trainee can expect and what will be	Learning contract		
	Frequency of meetings with designated supervisor(s)		

<p>expected of them should be outlined at the beginning of the training year.</p> <p>See GPhC Standards for Pharmacy Professional</p>	Time allocated for study		
	Balance of service delivery and training		
	Role development during training year		
	Professionalism		
	Dress code		
	Key dates (progress reviews etc)		
	Organisational values		
	Social media guidance		

Other relevant guidance			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
<p>Other relevant guidance that the trainee should have read, considered and discussed with their educational supervisor if necessary.</p> <p>See GPhC Guidance to support the standards for pharmacy professionals</p>	In practice: Guidance on religion, personal values and beliefs		
	In practice: Guidance on consent		
	In practice: Guidance on maintaining clear sexual boundaries		
	In practice: Guidance on patient confidentiality		
	In practice: Guidance on raising concerns		
	Joint statement on the professional duty of candour		
	Joint statement on conflicts of interest		
	Female Genital Mutilation: mandatory duty for pharmacy professionals to report		
Demonstrating professionalism online			

Health and wellbeing			
Item	Details	Issues identified yes/no	Completed (date and initial) and any action needed
<p>The importance of the trainee's health and wellbeing to the success of the training year should be reinforced.</p> <p>Following the Pearson review into trainee health and wellbeing it is a requirement that trainees have a health and wellbeing check within the first two weeks of the training commencing.</p>	Confirmation that trainee is registered with a GP.		
	Trainee is eligible for Covid-19 vaccination as a frontline health worker https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/who-can-get-the-vaccine/		
	Orientating trainee to support available both within and external to the organisation.		
	Annual leave/special leave/study time and spaces in the workplace which can be used to rest/socialise and gain support from other staff/trainees.		
	Trainee Support guidance		
	Sickness policy. The trainee must be aware of the implications for time away from training which is outlined in section 2.15 Attendance requirements . See GPhC Foundation Training Manual 2.15 Attendance requirements .		
	When supporting a trainee with any of these issues, ensure confidentiality is maintained, and do not disclose any information to other members of the team or third parties without the explicit consent of the trainee. If you feel the trainee is experiencing abuse or has been the victim of a crime take advise from your safeguarding lead.		
	If substantial time is taken away from training (more than 40 days in total) discussions with the GPhC and HEE will be required.		

Additional education and training			
Item	Details	Issues identified yes/no	Action needed
The additional education and training (beyond the workplace) should be discussed with the trainee	Regional study days* and support available from the providers of this training		
	CPPE Resources (see resources)		
	Role and contact details for HEE Regional Facilitators		
	RPS support available: Guide		
	Pharmacist Support Website		

*Trainees are expected to attend all study days delivered by the selected training provider.

e-Portfolio			
Item	Details	Issues identified yes/no	Action needed
Trainees should be introduced to the e-portfolio	How to use the e-portfolio, if applicable		
	Evidence writing		
	Obtaining feedback		
	The GPhC guidance on developing competence See Foundation Training Manual: Section 4 Developing your knowledge and Competence		
	Guidance for uploading evidence to e-portfolio		