## IDSI Induction Checklist

The following checklist developed by the IDSI can be used as a guide for important things to do in the first month of arriving to the UK.

External

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| Mobile Number |  |
| GP Registration |  |
| Bank Account |  |
| Accommodation (On-site or off-site) |  |
| Register to vote |  |
| Commuting to work (if applicable) |  |

Acquiring a mobile number should be one of the first things you do when arriving in the UK. Taking a bank appointment for opening a bank account if you do not have one already would be the 2nd most important thing to do. Liase with your rota coordinator so she is aware which day it is on.

Assuming you have not already found accommodation, this can be discussed with the hospital accommodation office (if you wish to live in the hospital provided accommodation) or using applications such as Rightmove can be useful in finding a suitable accommodation.

GP registration is also of paramount importance as our health should be one of our top priorities. You can use google to find the nearest available GP’s and their reviews.

Registering to vote is important in having a say in local elections and it has an added advantage of improving your credit score. You can register to vote on the following link <https://www.gov.uk/register-to-vote>.

Bournemouth has two bus services called Yellow bus and More bus. You can either download their android/apple application to purchase day passes or pay at the bus. Their schedules and routes can be found on the app or on their website. The hospital gives out discounted bus passes for the yellow bus and this can be acquired from the parking booth right next to the reception in the main auditorium.

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| Local Induction |  |
| Medical Induction |  |
| IT Induction |  |
| Trust/Hospital Induction |  |

Hospital Inductions

Upon starting your job in the hospital, you will be provided with the dates for the inductions above and the rota coordinator (Jo-Anna Martin for medicine) will have already arranged for you to be off the rota in order to attend the inductions.

The basic life support course is integrated in the above-mentioned inductions.

Internal (work related)

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| Advanced Life Support course |  |
| Learning how the ward works (with assigned buddy) |  |
| Trust Policies (available on intranet) |  |
| Medical Indemnity |  |
| Setting up an email (Trust/NHSemail) |  |
| Education and Clinical supervisors |  |
| On call shadowing experience |  |
| Nursing, allied health staff uniforms to ease identification |  |
| Referrals and how they work |  |
| Summary care record card (Smart card) |  |

Book an ALS course (there are limited slots and long wait times for our hospital courses) as soon as possible as this is mandatory if you wish to do on-call work.

The medical coordinator, Jo-Anna Martin will assign you a mentor/buddy preferably working in the same ward as you to help you understand the workings of the ward and general workings of the hospital. Refer to this checklist for guidance regarding what is important to know in that time period.

If any of the above items are confusing or if your mentor is unable to help you with any of the above, do feel free to contact [Jo-Anna.Martin@rbch.nhs.uk](mailto:Jo-Anna.Martin@rbch.nhs.uk), [afaq.afridi@nhs.net](mailto:afaq.afridi@nhs.net), [Muhammad.sohail@rbch.nhs.uk](mailto:Muhammad.sohail@rbch.nhs.uk).

Education & Training

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| Teaching schedule |  |
| Grand rounds |  |
| IMG forum meetings |  |
| Junior doctor teaching |  |
| Access to library and acquiring a library card |  |
| E-Portfolio |  |
| Audit and Quality improvement projects |  |

There is regular teaching which is directorate specific along with Grand rounds. We have regular IMG forum meetings in which we discuss and share any issues that we may have come across. The IDSI also conduct regular junior doctor teachings. All these teaching sessions pose as an opportunity to teach each other and gain teaching experience which is helpful for future training applications.

The library is an excellent resource for education and getting a library card is very beneficial if you have any exams that you need to prepare for.

The hospital provides free Horus e-portfolio accounts, in order to get one for yourself you need to talk to Karen McCarthy who can be found in the PG education department reception. Conversely, you may wish to apply for a JRCPTB e-portfolio which you will have to pay for.

This hospital is very active in carrying out audits and quality improvement projects. Talk to your colleagues about it, they may need help with on-going projects or you could do your own.