

Checklist: before a doctor starts in post

This checklist details what tasks must be completed by an employer before a doctor in training starts in post, in line with the [implementation timeframe](#) for each rotation.

Serial	Timeline	Task	Completed
1	No later than 12 weeks before the doctor is due to commence in post	Prepare generic work schedules for posts if not already in place, including educational detail.	
2	No later than 12 weeks before the doctor is due to commence in post	<p>Ensure any rota on which doctors commencing on the 2016 terms and conditions of service (TCS) are working complies with the new rota rules.</p> <p>The following new rules should be incorporated into rotas.</p> <ul style="list-style-type: none"> • Maximum of 72 hours work in any 7 consecutive day period • Breaks for night shifts (where applicable). • Rest after night shifts. • Removal of the weekend frequency for nodal point 2. • Maximum 1 in 2 weekend frequency. • Maximum number of consecutive shifts rostered or worked over 8 consecutive days reduced from 8 to 7*. Evidence of consultation and agreement for rotas with 8 consecutive days. • The maximum number of consecutive long day shifts rostered or worked reduced from 5 to 4* Evidence of consultation and agreement for rotas with 5 consecutive long days. 	
3	No later than 12 weeks before the doctor is due to commence in post	Health Education England (HEE) to notify the employer of the details of doctors joining or remaining at the employing organisation, and identify the exact placement they will be undertaking.	

Serial	Timeline	Task	Completed
4	From 12 weeks before the doctor commences in post, the details provided in accordance with schedule 3 of the terms and condition of service must be completed (this must happen sooner than 8 weeks before, in order to facilitate the next steps)	Employer to map doctors to posts and to generic work schedules and prepare conditional employment offers.	
5	No later than 8 weeks before the doctor starts in post (if details are provided in accordance with serial 3)	<p>Deadline for sending out unconditional employment offer and generic work schedule (if not done already). **</p> <p>Employers should ask doctors to request any immediate annual leave/leave for life changing events requests, so they are able to build this in to final duty rosters.</p> <p>The doctor has an obligation to provide all information requested by the employer within the timescales specified by the employer, to ensure the smooth running of the process.</p>	
6	No later than 6 weeks before the doctor starts in post (if details are provided in accordance with serial 3)	Deadline for providing information on actual rota (duty roster) to be worked.	
7	Doctor starts in post	Induction to organisation (if newly arrived) and department. Doctor must ensure they have relevant professional registration and have undertaken necessary pre-employment checks, taking into account lead employer arrangements where applicable, in order to commence in post.	
8	No more than 8 weeks after commencement in post	Employers issues contract of employment (if not already issued).	
9	No more than 4 weeks after commencement in post.	The doctor and educational supervisor to meet to form the doctors personalised work schedule.	

* End date: conclude by Wednesday 5 August 2020. ** These may still be conditional if pre-employment checks are not fully completed