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**Clinical academic trainee induction and governance checklist**

This checklist is jointly published by NHS Employers and the British Medical Association. It is for clinical academic trainees who are employed by a university and working at the trust on an honorary contract. We advise that the employing trust completes the checklist to help give trainees clear and consistent information about issues such as supervision arrangements, local policies and governance structures, how to raise concerns, induction and honorary contract arrangements.

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| Question | Answer (yes/no?) | Where to find documentation |
| **Induction**   1. Has the doctor/ dentist had an induction and if so, did it cover the following:  * the trust grievance policy * how to raise concerns about patient/public safety and the protection available to them (such as the freedom to speak up guardian) * the trust policy for managing research activity * the process for managing clinical incidents * the process for handling conduct or capability issues for university-employed doctors/ dentists in training working in the trust. |  |  |
| **The contract**   1. Has the doctor/ dentist been issued with an honorary contract? |  |  |
| 1. Does it set out their job title (role and specialty)? |  |  |
| 1. Does it set out the ways in which their substantive contract interacts with the honorary contract? |  |  |
| 1. Is the post covered by NHS Indemnity? |  |  |
| 1. Has the doctor/ dentist agreed to sharing personal data in line with any requirements of the General Data Protection Regulations? |  |  |
| **NHS and university employer agreement**   1. Is there an agreement between the trust and the substantive university employer which covers the NHS appointment? |  |  |
| 1. Does the agreement provide for the sharing of relevant data and information for the purposes of appraisal, revalidation, management and disciplinary issues? |  |  |
| 1. Has the doctor/ dentist been made aware of how this will be done? |  |  |
| **Details of the training post**   1. Has the doctor/ dentist been informed of the role that the trust plays in the Annual Review of Competence Progression (ARCP) process and of any support available to them? |  |  |
| 1. Is the doctor/ dentist able to take part in work scheduling? If not, how can they raise concerns about working excessive hours or missed training time (for example, through the guardian of safe working hours or director of medical education)? |  |  |
| 1. To what compensatory mechanisms would the trainee have access in the event of excessive work or missed training time? |  |  |
| 1. Will the doctor undertake supervision of other medical staff and/or of other healthcare staff? If so, what guidance, mentoring and support will be provided? |  |  |
| 1. Will the doctor/ dentist participate in any clinical governance meetings, audits and inspections? If so, how will they be involved? |  |  |
| 1. Will the doctor/ dentist be on the relevant out of hours rota? If so, how will they be paid for this work and is it covered by the honorary contract? |  |  |
| 1. Does the doctor/ dentist have named clinical and educational supervisors? |  |  |