



## Overview

**This checklist aims to support employers in providing specialty and associate specialist (SAS) doctors and dentists with a smooth transition into their new role and can be used alongside existing induction programmes.**

The aim is to ensure that SAS doctors and dentists are made aware of guidance, resources and tools available to them to support them throughout their employment.

Providing an appropriate induction is vital to ensure the new SAS is welcomed into their role, and has the knowledge and skills to be able to provide safe care.

## Induction to the new role in the organisation

As well as statutory and mandatory training, it is good practice to tailor all inductions to the individual, taking into account their previous experience and employment.

Inviting SAS doctors/dentists to a bespoke induction when they start will help them understand how their role fits into the wider team.

**Inductions may vary locally but could include:**

- a clear job description outlining the typical clinical and non-clinical duties of a SAS doctor/dentist
- key clinical guidelines and employer policies and procedures
- information on how to access clinical and learning resources
- arrangements for clinical governance (patient safety, clinical errors, clinical risk management, complaints and litigation)
- review of General Medical Council good medical practice guidance, specifically for the COVID related guidance, available at this link

[Link](#)

- an introduction to the organisations' Whistleblowing Champion
- the latest NES learning materials regarding COVID-19, available at this link

[Link](#)



**If any induction tools or resource are accessible online, it may be useful to provide SAS doctors with this information ahead of their induction in case they wish to prepare any specific questions.**



## Induction to the department

All new SAS doctors/dentists should receive a formal introduction and orientation to their department/ward, to ensure a smooth and supported transition into their new role.

### **This could include, but is not limited to:**

- a departmental tour that highlights key areas and guidance on use of equipment, including electronic platforms to allow them to carry out their role effectively
- an introduction to key members of the team including the ward manager, senior nursing staff and the wider multi-professional team
- clarification of their duties and temporary job plan that will have been introduced in the organisation induction
- a clear explanation of what is expected of them within their role, including arrangements for out-of-hours working and what to expect when on call
- an explanation of departmental arrangements for handover
- an explanation of how to raise a concern about patient safety and the escalation process for when a patient is deteriorating
- supervision arrangements.
- information on rotas including annual leave, sickness reporting and swapping shifts with peers.

## Induction to communications

All new SAS doctors should receive information about how to access organisation and department information. You may wish to:

- familiarise your employee with the relevant COVID-related information on the staff intranet
- make new SAS in your team aware of any staff network groups that may be relevant to the temporary role.



## Additional support

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Buddying is a great way to support new SAS doctors and dentists and to help them settle into their new role.

Allocating a supervisor can also help provide SAS staff with ongoing support and guidance throughout their temporary employment.

## Follow up

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Individuals may need further support after their immediate induction, and it is advised that Clinical/team leads follow up with SAS doctors and dentists regularly.

New starters can also help improve your induction process. By gathering feedback on the experience of induction from new starters, you will ensure that future new staff receive everything they need.



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