

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.

An appropriate induction ensures that SAS doctors and dentists are made aware of guidance, resources and tools available to support them to provide safe patient care and facilitate professional development throughout their career in Scotland's NHS.

Induction to the organisation

As well as corporate inductions and 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 and dentists to a bespoke induction when they start will help them understand how their role fits into the wider organisation's aims and allow them to meet other SAS doctors and dentists joining the organisation.

Employers should provide the SAS Education Adviser and any proposed mentors with details of all SAS doctors and dentists due to commence working at the Health Board, to allow them to support the induction of new staff.

Inductions may vary locally but could include:

- an introduction to the values and structure of the organisation
- an introduction to the expectations and the requirements for appraisal, job planning and revalidation. It may be useful to outline the typical clinical and non-clinical duties of a SAS doctor/dentist
- doctors and dentists entering SAS grade direct from training or from overseas may not have experience of annual appraisal, job planning and revalidation and may need support to participate in these processes
- key clinical guidelines and employer policies and procedures
- an introduction to the SAS Education Adviser
- arrangements for clinical governance (patient safety, clinical errors, clinical risk management, complaints and litigation)
- review of General Medical Council good medical practice guidance, or General Dental Council good dental practice as applicable
- an introduction to the organisation's Whistleblowing Champion



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



Induction to the department

All new SAS doctors and dentists should receive a formal introduction and orientation for 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, job planning and appraisals that will have been introduced in the organisation induction
- a clear explanation of what is expected of them within their role, details of the initial job plan and timeline for this to be reviewed including arrangements for out-of-hours working and what to expect when on call
- an explanation of departmental arrangements for handover and the escalation process for a deteriorating patient
- information on rotas including study leave, annual leave, sickness reporting and swapping shifts with peers
- an explanation of how to raise a concern about patient safety
- supervision arrangements

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 staff intranet and provide a brief introduction on how to navigate the system and where to find key information
- make new SAS doctors and dentists aware of any organisational or staff network groups that they may wish to join



Induction to development opportunities

Sustaining good quality services to patients requires doctors and dentists to be up to date and fit to practise. SAS doctors and dentists need access to development opportunities and resources in order for them to fulfil their roles and to improve patient care.

As part of induction you may wish to:

- introduce them to the **SAS charter** and issue them with the **Guidance to New SAS Doctors and Dentists guide**, describing what actions can be taken to ensure best practice is applied to their development
- provide information on how they can gain access to an e-portfolio
- encourage them to link with relevant Royal Colleges and take up associate membership, for support specific to their specialty
- explain about tax relief for professional fees
- highlight where they can find out about development opportunities in the department/ward and wider organisation, inform them about **SAS Development funding** available, as well as information on research and audit opportunities and how to access careers advice and support
- explain the process on how to apply for study leave and what support is available in terms of time and funding
- introduce personal development plans at induction and encourage discussion/development of these as part of annual appraisal and job planning processes

Additional support

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

You may also wish to consider establishing a peer support network for SAS doctors and dentists, which will allow them to meet other across the organisation. Allocating a supervisor and/or mentor can also help provide SAS doctors and dentists with ongoing support and guidance throughout their employment.

Mentoring can be an effective way of fostering the professional and personal growth of a developing SAS doctor or dentist. Recognised mentoring courses are available, and mentors should be assessed in the same way as educational supervisors.



Follow up

Individuals may need further support after their immediate induction, and it is advised that employers follow up with SAS doctors and dentists three and six months after having taken up post.

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

Additional resources

Many doctors and dentists who undergo their training overseas enter the NHS in the SAS grade. Doctors and dentists new to the UK often benefit from additional support on arrival.

Suggested support for overseas SAS new to UK might include:

- asking the new appointee to send details of their main skills and experiences to the department prior to arrival, so that the induction can be customised, enabling the doctor/dentist to adapt faster to the new workplace. Arranging shadowing of one of the more experienced team in the department during the overseas doctor/dentist's first week, and continuing this until the doctor/dentist is assessed as able to practice without this level of supervision
- introducing the overseas SAS to the wider multi-professional team from their own department and also to the other departments they will collaborate with
- coordinating sessions to introduce equipment or techniques new to the doctor/dentist
- providing increased pastoral support and information on accommodation, local area, schools and amenities, immigration, and tax
- matching an overseas doctor with a 'mentor' or 'buddy' to help with their social and professional integration and guide them towards opportunities for professional development



Please ensure that your new SAS doctor/dentist is issued with their own **"Guidance for New SAS Doctors and Dentists"** document, downloadable at this link.



To find out more about SAS doctors please visit our **SAS Development webpages**.



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