

CBME Template for GP Practice Induction Check List – Quality Assurance

We have created this template to assist with the induction of medical students at GP practices from a Quality Assurance (QA) perspective. We recommend adapting this template to include any local specifics that are appropriate for your organisation.

Lead Administrator induction		
Name and Contact of Lead Admin and Lead and Deputy GP Tutor (including best communication including for any sickness/absence etc)		
		Please Tick
Student	A review of any specific requirements/needs including any Health Passports	
Organisation	Context, patient demographics and other things to note	
	Code of Conduct eg dress code, time-keeping, chaperones, social media policy etc	
Fire	Extinguishers, Exits and Safety point	
	Fire Alarm test (day and time)	
Infection control	Needle stick policy	
	PPE Policy	
	COVID Policy (see above)	
Governance	IT systems access and training, Computer Logins, (including NHS.net emails if needed), and passwords security	
	Confidentiality Policy	
	Local raising concerns policy e.g. patient care and supervision	
Health and Safety	Staff area including storage of bags, parking etc	
	Tour of building including disabled access, toilets, quiet/prayer area, details of local amenities etc	
	Location of Emergency Equipment inc first aid	
Lead GP Tutor induction first day		

Introduction including fostering a sense of student belonging	Mandatory Individual Learning Needs (1:1), Learning Objectives and Assessment	
	Inclusive introduction noting any increased needs eg health Passport	
	How to raise concerns within the organisation including safeguarding process	
Consulting with Patients	Consent Process inc. remote consultations and home visits	
	Documentation in patients notes including naming of supervising clinician/consent obtained etc	
	Chaperone Policy	
	How to keep safe - Emergency alarm (e.g. on EMIS/in consultation room)	
	How to contact tutors mid session/home visit if urgent	