

Welsh School of Anaesthesia Trainee Induction Checklist

Thanks for using this checklist - the idea is to make sure that the bare essentials are covered for each hospital. There are two sections - this section ensures the essentials in the departmental induction are covered, and the second is to be completed during the trainee's first supervised list, and covers more practical subjects (see below).

There are likely to be many more subjects that need to be covered, so this should be used as an aide-memoir rather than an exhaustive list.

DEPARTMENTAL INDUCTION:

Introduction to key people in the department (eg Head of Department, College Tutor, secretaries)	
Allocation of Educational Supervisor	
On-call structure	
Lines of supervision - who to call for help and how	
Specific Paediatric or Obstetric guidelines?	
Cardiac arrest, Trauma +/- Paediatric Emergency team members, and who to call if trainee is unable to attend	
Emergency list organisation	
Acute Pain Team	
General duties information - weekly rotas, contact details given to secretary, door codes etc etc etc.	
Timing and location of teaching and departmental meetings	
Annual and Study leave application process	
Changing Room and theatre access, and how/where to get food out-of-hours	
On call room and Mess locations	
Tour of Hospital	

FIRST LIST INDUCTION CHECKLIST - Each trainee should complete this with Consultant supervision on their first list in a new hospital

Familiarity with anaesthetic machine and location of ambu bag	
Familiarity with TCI pumps (as appropriate for grade of trainee)	
Familiarity with difficult airway equipment available, especially ILMA, cricothyroid cannulae etc etc	
Location of emergency drugs such as dantrolene, intralipid, sugammadex (if available)	
Familiarity and location of defibrillator	
Process for ordering blood products, inc porters, major haemorrhage protocols (including Obstetric)	
Coffee Room location	