

Topic	Trust induction	Locality induction	Post/department	RiO training	Core Skills (Psychiatry trainees only)
Welcome to Trust + Trust values	✓				
Trust policies (handover, leave, sickness, travel, dress code etc)	Overview	Local procedures & implementation	✓		
Health and Wellbeing	✓	✓	✓		
Guardian of Safe Working Hours	✓				
Governance processes & Incident reporting	✓	✓			
Essential training (LEaD) - statutory & mandatory	Overview		<i>monitor attendance</i>		
Conflict resolution training	Book date		<i>monitor attendance</i>		
Patient safety	✓	✓	✓		✓
Consent	✓		✓		
Risk Assessment	✓	✓	✓		✓
CIRs and Complaints	Overview	✓			
Demonstration of completion of forms for CIRs		IMPORTANT			
Whistleblowing	✓				
Revalidation	✓				
Handover	Overview	Local procedures	✓		✓
Personal safety	Overview	Local	✓		
Absence procedures- annual leave / study / sickness / etc	Overview	Local	Local		
ID badges	✓				
IT access / training	✓	✓	✓	✓	
Smart cards	✓			✓	
Library	Overview	Local			
Medical HR (pay, expenses, document checking)	✓				
Education programmes	Overview	Local	✓		
Introduction to placement / expectations			✓		✓
Infection control		✓			
Introduction to DOLS / Mental Capacity Act		Local guidelines / procedures			✓
Mental Health Act / capacity & consent		Basics & form completion			✓
Pharmacy, medicines management		✓			
Treatment guidelines - psychiatry		Local guidelines / procedures			✓
Rapid Tranquillisation / de-escalation / seclusion		Local guidelines / procedures			✓ (not Foundation Core skills)
Partnership with nurses / Track & Trigger tool / SBAR		✓	✓		
Liaison / OD / self harm		Local procedures			✓ (not Foundation Core skills)
AAT / Hospital at Home - Care pathways , interface issues		✓	✓		
Admission processes & acute care support		✓	✓		
Discharge summaries		✓	✓		
Ligature knowledge checklist and policies			✓		
ECT induction		Local			
History taking			✓		✓
Mental State Examination			✓		✓
Record keeping			✓		✓ (not Foundation Core skills)
Outcomes / HoNOS / clustering / clinical coding		Local			
Counter fraud	✓				
Psychotherapy introduction		Local			✓ (not Foundation Core skills)
Tour of wards and facilities		✓	✓		
Car parking		✓	✓		
Keys/bleeps/alarms/phones/computers/dictaphones/faxes		✓			
On-call rota		✓			
On-call rooms		✓			
Fire procedure		✓	✓		
Local psychological services / other specialist services		✓			
Undergraduate teaching		✓			✓
Clinical supervision			✓		✓
Educational supervision			✓		✓ (not Foundation Core skills)
Other information specific to the team base		✓	✓		