

Check List for Medical Locum Staff Working in the Emergency Department

Locum induction is a requirement for all agency or temporary staff. This checklist assists the process by providing a consistent approach for all staff and must be completed before starting the first shift.

Name of individual:

Role:

	Overview
	ID badge checked
	Shift time checked
	Walk around the department
	Staff introductions
	Local Emergency Procedures
	Local emergency procedures (cardiac arrest, major trauma etc.)
	Fire safety
	Personal safety
	Waste management
	General Job Information
	Structure of the department
	General Administration
	Sema
	How to order radiological investigations
	Radiological IT system
	Review - ordering
	Review – results
	Clinical Portal
	ED whiteboard
	Structure of ED notes (Cascard)
	Referral process
	Bleep system
	How to access policies and procedures
	How to escalate

Name of person completing form:

Signature of SaTH employee

Date

Signature of Locum Agency Personal

Date