



New clinician onboarding

First day, first week, first month



EM Orbit

Name a buddy before the first shift. A new colleague who cannot log in on day one learns something about the department that you did not intend to teach.

New colleague (role)

Buddy

Start date

Before the first shift

- ☐ Rota sent, with the first two weeks explained
- ☐ System logins and access cards working
- ☐ Licence, credentials and mandatory training checked
- ☐ Welcome message from the head of department

First day

- ☐ Walk-round: resus, triage, majors, minors, short stay, imaging, laboratory
- ☐ Where the emergency equipment is, and how to call for help
- ☐ How to refer, and what to do when a referral is refused
- ☐ Introduced at the shift huddle by name
- ☐ Supernumerary for the first shift where possible

First week

- ☐ Local protocols shown and where to find them
- ☐ Documentation and handover expectations explained
- ☐ Escalation plan explained
- ☐ First check-in with the buddy

First month

- ☐ Meeting with the head of department
- ☐ Feedback asked from the new colleague about the department
- ☐ Learning needs agreed and written down
- ☐ Any concern raised early, privately and kindly

