

## RCR Guidance for Departmental Induction of Clinical Oncology Trainees

This guidance document has been produced to provide a framework for the design and development of local departmental induction for clinical oncology trainees. It does not include details of mandatory employer induction, which trainees will need to attend in addition, if required.

It has been separated into four sections that are designed to incorporate the likely induction requirements of trainees under different circumstances. It may not be exhaustive but will hopefully provide a useful structure for planning departmental trainee induction.

### Sections:

1. New ST3 trainee starting on training programme .....	2
2. Trainee arriving in a new location within a training programme .....	3
3. Trainee returning after more than 6 months' absence (e.g. maternity leave/OOPE).....	4
4. Trainee moving to a new rotation within the same centre .....	5

## 1. New ST3 trainee starting on training programme

Trainees undertaking any clinical duties should be under very close/direct supervision. Items to be addressed within the first 2 weeks to include:

### GENERAL

- Welcome by member of training team e.g. clinical/educational supervisor
- Tour around department
- Introduction to admin systems and admin staff
- Electronic patient record and IT training – passwords included
- Identity badge
- Show office space – e.g. Registrars' room

### RADIOTHERAPY

- Tour of CT scanners, mould room, physics, LINACs etc.
- Radiotherapy admin – e.g. booking procedures
- Dosimetry
- IRMER – Radiation protection
- Time on LINACs, in CT planning
- On-treatment patient review arrangements
- Local information regarding radiotherapy competencies

### CHEMOTHERAPY

- Introduction to chemotherapy; information re chemo competencies sign-off
- Time in chemotherapy suite
- Electronic chemotherapy prescribing training
- Attend trials clinic and chemotherapy clinics
- Enrol for GCP Certification (prospectively if possible)

### CLINICAL

- Attend outpatient clinics
- Attend MDTs
- Tour of wards
- Shadow on call registrar (several times) – to cover handover, on call responsibilities, on call rota, MSCC pathway etc.
- Meet acute oncology team / nurse triage team
- Review departmental protocols – e.g. neutropaenic sepsis, deteriorating patient

### TRAINING

- Meet Educational Supervisor
- Meet Clinical Supervisor
- Review weekly timetable; discuss external/DGH commitments, including parking arrangements etc.
- Review RCR curriculum
- Attend RCR New Trainee Welcome Day in London

## 2. Trainee arriving in a new location within a training programme

Items to be addressed within the first 3 days to include:

### GENERAL

- Welcome by member of training team e.g. clinical/educational supervisor
- Tour around department
- Introduction to admin systems and admin staff
- Electronic patient record training (if applicable)
- IT training– passwords included
- Identity badge
- Show office space – e.g. Registrars' room

### RADIOTHERAPY

- Tour of CT scanners, mould room, physics, LINACs etc.
- Radiotherapy admin – e.g. booking procedures
- Local information regarding radiotherapy competencies
- On-treatment patient review arrangements

### CHEMOTHERAPY

- Information on chemo competencies sign-off
- Electronic chemotherapy prescribing training (if required)
- Enrol for GCP Certification (if required)

### CLINICAL

- Tour of wards
- Information for being on call registrar – to cover handover, on call responsibilities, on call rota, MSCC pathway etc.
- Meet acute oncology team / nurse triage team
- Review departmental protocols – e.g. neutropaenic sepsis, deteriorating patient

### TRAINING

- Meet Clinical Supervisor
- Review weekly timetable; discuss external/DGH commitments, including parking arrangements etc.
- Review RCR curriculum
- Consider projects/audits

### **3. Trainee returning after more than 6 months' absence (e.g. maternity leave/OOPE)**

Depending on time and experience out of programme, items to be addressed within the first 3 days to be considered:

#### **GENERAL**

- Welcome by member of training team e.g. clinical/educational supervisor
- Tour around department
- Introduction to admin systems and admin staff
- Electronic patient record and IT training – passwords included
- Identity badge
- Show office space – e.g. Registrars' room
- Mandatory employer induction

#### **RADIOTHERAPY**

- Tour of CT scanners, mould room, physics, LINACs etc.
- Radiotherapy admin – e.g. booking procedures
- Dosimetry
- Local information re radiotherapy competencies
- Update on radiotherapy treatment protocols and planning software

#### **CHEMOTHERAPY**

- Information on chemo competencies sign off
- Chemo protocols update
- Electronic chemotherapy prescribing training (if required)
- Enrol for GCP Certification (if required)

#### **CLINICAL**

- Tour of wards
- Shadow on call registrar (if required) – to cover handover, on call responsibilities, on call rota, MSCC pathway etc.
- Meet acute oncology team / nurse triage team
- Review departmental protocols – e.g. neutropaenic sepsis, deteriorating patient

#### **TRAINING**

- Meet Educational Supervisor
- Meet Clinical Supervisor
- Review weekly timetable; discuss external/DGH commitments, including parking arrangements etc.
- Review RCR curriculum
- Consider projects/audits

#### **4. Trainee moving to a new rotation within the same centre**

Items to be addressed within the first 3days to include:

- Welcome by member of training team e.g. clinical/educational supervisor
- Meet admin team
- Review relevant departmental/team-specific protocols
- Review weekly timetable; discuss external/DGH commitments, including parking arrangements etc.
- Review RCR curriculum
- Consider projects/audits