

Welcome to Oxford

**After the Move** CHECKLIST

Welcome to the Emergency Department at Oxford University Hospitals NHS Foundation Trust. Let’s continue the good work!

# Day 1 at oxford

[ ]  Meet a familiar person at location

[ ]  Familiarize self with Locality

# First week at Oxford

[ ]  GMC Biometric Interview

[ ]  BRP Collection

[ ]  Introduction to Department

[ ]  Occupational Health

[ ]  EPR Training

[ ]  PACS Training

[ ]  Collect – ID card, Smart card, Library card, Lanyard & Scrubs

[ ]  Open Bank Account

[ ]  Begin STATMAN Training

# 2 weeks at Oxford

[ ]  Trust Induction

[ ]  Begin work

[ ]  A-Z website

[ ]  ED Intranet – Clinical guidelines

[ ]  Stepping up guide

# 1st month at Oxford

[ ]  First meeting with mentor

[ ]  STATMAN Training complete

[ ]  Begin E-portfolio

[ ]  Apply for Relocation

# 3 months at Oxford

[ ]  Culture & Communication Workshop

[ ]  i3EM Day

[ ]  Clinical Governance meetings

# 6 months at Oxford

[ ]  Trauma Team Leader Workshop

[ ]  Airway Training Workshop

[ ]  Command & Control Workshop

[ ]  Major Incident Workshop

[ ]  Begin Ultrasound training - level 1

[ ]  QIP – look out for ideas

[ ]  Begin 1st Audit

[ ]  Begin Appraisal work – SARD