

Day 1 – Introductions: make sure everyone knows who they are!

You may want to use an induction template to make sure you have covered all relevant topics/details for example dress code, use of internet/social networks, time keeping etc. See **Appendix 5** for an example of an induction form.

A Learning Needs Assessment is a very useful tool. Once complete, it is recommended that you distribute this to relevant staff. The Phase III handbook has a useful learning needs assessment for students to fill in. See **Appendix 6** for example.

You may want to give the student a recording sheet for the first week, and/or a reflection sheet; see **Appendix 7** and **Appendix 8**.

“Core activities” can be ticked off when completed e.g. out with DN, PN session etc. Keep some record the student’s time with you and of attendance. When a student has problems, evidence is required to help the process of providing remedial help and/or if disciplinary procedures are necessary.

A quick checklist for Phase II tutors – see **Appendix 9**

A quick checklist for Phase IV tutors – see **Appendix 10**

Guidance for student access to GP practice IT systems – see **Appendix 11**