



Induction for 'Name': Pharmacist/Pharmacy technician

New role/position

Employing organisation

Starting week commencing: 1st Month Year

Induction for ...*add name*....

Welcome*name*.... to your new role as ...*role*.....at*add organisation*

We have planned an induction to help you settle in.

The induction is a combination of completing:

- mandatory training
- reading SOPs
- shadowing colleagues
- obtaining I.T access
- training on clinical systems
- meeting the team
- training for your role.

Any questions

There's no such thing as a silly question, so please don't worry about asking any questions.

Your normal working hours are:

Days	Start time	Lunch	Finish time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Induction WEEK 1 - WELCOME WEEK & MEETING THE TEAM

Date	AM	AM	LUNCH	PM	PM
Monday <i>WELCOME DAY</i>	Trust or corporate induction	Meet with the line manager for a welcome and tour of the workplace		Meet the team	Mandatory training
Tuesday	Read SOPs	Shadow colleagues		Complete IT access forms with line Manager	Mandatory training
Wednesday	Read SOPs	Shadow colleagues		Complete IT training	Mandatory training
Thursday	Meet with mentor/trainer and discuss workplace training documents	Read local training documents		Register for any training courses	Mandatory training
Friday	Join team meetings	Share access to relevant IT folders		Ensure access to employee information	Discuss with the line manager — how has the first week been?

Team structure – insert diagram

Useful documents and resources

Document Title	Link	Comments
CQC reports		
Organisation objectives		
Organisation website		
Training course information		