**New Starter Checklist**

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| New Starter Name: |  |
| Start Date of Induction: |  |
| Induction Lead: |  |

1. **Administration**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 1.1 | Uniform | I am aware of the uniform policy and know how to order more uniform if required. |  |
| 1.2 | Station | I have been shown around my base station and know where the fire exits are. |  |
| 1.3 | OTL | I know who my OTL is, their contact details and how to contact the duty OTL. |  |
| 1.4 | Datix | I am aware of the Datix system and know how to report untoward incidents. |  |
| 1.5 | iPad | I have my trust issued iPad and have used the EPCR app. |  |
| 1.6 | Emails | I can access my trust email account. |  |
| 1.7 | Medicines Management | I have been added to the Omnicell and shown how to remove pouches. |  |
| 1.8 | Documentation | I have been shown the paper documents available in the event of EPCR failure. |  |
| 1.9 | Medical Model | I have been shown and am aware of the medical model used for documentation. |  |
| 1.10 | Scope of Practice | I have read and am aware of my scope of practice including the skills matrix and medicines matrix. I am also aware of the other skills grades and who I can and can’t work with due to clinical grade. |  |

1. **Ambulance**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 2.1 | Ambulance Cab | I have been shown the front of an ambulance, including the MDT functions. |  |
| 2.2 | Ambulance Rear | I have been shown the rear of an ambulance including the control panels. |  |
| 2.3 | Stretcher | I have been shown the functions of the stretcher, including how to adjust the height, sitting position, leg position and handles. |  |
| 2.4 | Loading/Unloading | I have been shown how to load and unload the stretcher. |  |
| 2.5 | Tail lift/Winch | I have been shown how to operate the tail-lift and winch on the varying ambulances. |  |
| 2.6 | Seats | I have been shown how to adjust the seats in the rear of the ambulance. |  |
| 2.7 | Seatbelts | I am aware of my responsibilities with regard to wearing a seatbelt at all times whilst the ambulance is in motion and I have been shown the various seatbelts for the chairs and the stretcher, including the paediatric 5-point harness. |  |
| 2.8 | Cupboards | I have been shown the location of all equipment in the back of the ambulance. |  |
| 2.9 | Carry Chair | I have been shown how to use the carry chair safely including blanketing techniques. |  |
| 2.10 | Scoop Stretcher | I have been shown how to use the scoop stretcher including the straps and the head blocks. |  |
| 2.11 | Long Board | I have been shown how to use the long board including the straps and the head blocks. |  |
| 2.12 | Refuelling | I have been shown how to refuel the ambulance at a bunkered fuel ambulance station. |  |

1. **Equipment**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 3.1 | Radios | I have been shown how to operate the airwave radio and can switch it on/off, change channel, request speech, priority request speech and activate the emergency button. |  |
| 3.2 | Primary Bag | I have been shown the Primary bag and I am aware of the equipment stored in this bag. |  |
| 3.3 | Secondary Bag | I have been shown the Secondary bag and I am aware of the equipment stored in this bag. |  |
| 3.4 | Paediatric Bag | I have been shown the Paediatric bag and I am aware of the equipment stored in this bag. |  |
| 3.5 | Entonox Bag | I have been shown the Entonox bag and I am aware of the equipment stored in this bag. |  |
| 3.6 | Wound Care Bag | I have been shown the Wound Care bag and I am aware of the equipment stored in this bag. |  |
| 3.7 | Major Trauma Bag | I have been shown the Major Trauma bag and I am aware of the equipment stored in this bag. |  |
| 3.8 | Burns Bag | I have been shown the Burns bag and I am aware of the equipment stored in this bag. |  |
| 3.9 | Maternity Bag | I have been shown the Maternity bag and I am aware of the equipment stored in this bag. |  |
| 3.10 | Infection Control Bag | I have been shown the Infection Control bag and I am aware of the equipment stored in this bag. |  |
| 3.11 | AED | I have been shown the AED and I am aware of how to use this equipment. |  |
| 3.12 | EZIO | I have been shown the EZIO bag and I am aware of the equipment stored in this bag. |  |

1. **Lifepak 15**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 4.1 | Location | I have been shown the location of the Lifepak in the ambulance and I know how to adjust its position including how to remove and secure it safely. |  |
| 4.2 | On/Off | I can to turn the Lifepak on/off. |  |
| 4.3 | Charging | I can connect and disconnect the charging cable. |  |
| 4.4 | Metronome | I know how to use the metronome function on the Lifepak and understand why there are multiple metronome choices. |  |
| 4.5 | Defibrillation Pads | I know where the pads are kept and how to apply them to a patient. |  |
| 4.6 | Automatic Mode | I know how to put the Lifepak into AED mode. I also know how to put it back into manual mode. |  |
| 4.7 | Defibrillation | I know how to use the defibrillating function on the Lifepak including changing the energy, charging and safe shocks. |  |
| 4.8 | Patient Information | I know how to input patient information into the Lifepak. |  |
| 4.9 | Event Marking | I know how to event mark using the Lifepak. |  |
| 4.10 | SPO2 | I can connect the SPO2 probe from the Lifepak |  |
| 4.11 | BP | I know how to connect the Blood Pressure cuff from the Lifepak and how to start the monitoring of blood pressure, including adjusting initial pressure and time cycle. |  |
| 4.12 | 12-Lead | I know where the ECG-leads and dots are kept. I can apply the dots to the leads. |  |
| 4.13 | ECG Print | I know how to start recording an ECG, both 12-lead and a rhythm strip. |  |
| 4.14 | ETCO2 | I know where the ETCO2 equipment is kept, how to connect it into the Lifepak and I understand the two different types. |  |
| 4.15 | Transmit | I know how to transmit ECGs from the Lifepak. |  |
| 4.16 | Code Summary | I know how to produce a code summary using the Lifepak, including accessing the archive. |  |

1. **Drugs Bag**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 5.1 | Location | I have been shown the location of the drugs bag the ambulance and I know how to access this with the medicines key. |  |
| 5.2 | Sign In/Out | I know that I need to sign a drugs bag in and out at the start and end of every shift. |  |
| 5.3 | Cannulas | I have been shown the cannulas and understand that they come in different sizes. |  |
| 5.4 | Cannulation Packs | I have been shown and can name the items found in the cannulation packs. |  |
| 5.5 | Syringes and Flushes | I have been shown the different varieties of syringes, needles and flushes. |  |
| 5.6 | Respiratory Pouch | I have been shown the medicines in the respiratory pouch. |  |
| 5.7 | Specialist Pouch | I have been shown the medicines in the specialist pouch. |  |
| 5.8 | Cardiac Pouch | I have been shown the medicines in the cardiac pouch. |  |
| 5.9 | Fluids and Infusions Pouch | I have been shown the medicines in the fluids and infusions pouch. |  |
| 5.10 | Hypo Pouch | I have been shown the medicines in the hypo pouch. |  |
| 5.11 | Arrest Pouch | I have been shown the medicines in the arrest pouch. |  |

1. **Observations**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 6.1 | Manual Pulse Rate | I can take a manual pulse rate. |  |
| 6.2 | Respiratory Rate | I can take a respiratory rate. |  |
| 6.3 | SPO2 | I can take a SPO2 reading. |  |
| 6.4 | Blood Pressure | I can take a manual blood pressure reading. |  |
| 6.5 | Temperature | I can take a patient’s temperature reading. |  |
| 6.6 | Blood Sugar | I can take a patient’s blood sugar level reading. |  |
| 6.7 | Pupils | I can assess the size and reactivity of a patient’s pupils. |  |
| 6.8 | GCS | I can calculate a patient’s GCS. |  |
| 6.9 | AcVPU | I can determine a patient’s AcVPU status. |  |
| 6.10 | PEFR | I can take a patient’s PEFR. |  |
| 6.11 | ETCO2 | I can connect the ETCO2 monitoring to the patient. |  |
| 6.12 | Pain Score | I can assess a patients pain score. |  |
| 6.13 | NEWS2 | I am aware of how to calculate a patients NEWS2 score. |  |

1. **Clinical Skills**

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| **Number** | **Name** | **Description** | **Completed Signature** |
| 7.1 | Oxygen | I can set up oxygen for administration. |  |
| 7.2 | Entonox | I can set up Entonox for administration. |  |
| 7.3 | Nebulisation | I can set up a nebuliser. |  |
| 7.4 | Airways | I have been shown the different types of airway adjuncts and know their names and the varying sizes including manual manoeuvres (head tilt, chin lift and jaw thrust) |  |
| 7.5 | Defibrillator Pads | I can apply defibrillator pads. |  |
| 7.6 | Chest Compressions | I have undertaken chest compressions on a resuscitation mannequin. |  |
| 7.7 | BVM | I have undertaken BVM on a resuscitation mannequin using all available varieties of airway adjuncts. |  |
| 7.8 | Recovery Position | I can place a patient into the recovery position. |  |
| 7.9 | Suction | I can set up and use a mechanical suction unit. |  |
| 7.10 | Respiratory Assessment | I can listen to a patient’s lungs. |  |
| 7.11 | Abdominal Assessment | I can listen to a patient’s bowels. |  |
| 7.12 | ALS Scenario | I have participated in an ALS simulation. |  |
| 7.13 | Pelvic Splint | I have applied a pelvic splint in simulation. |  |
| 7.14 | Kendrick Splint | I have applied a Kendrick splint in simulation. |  |
| 7.15 | Vacuum Mattress | I have used the vacuum mattress in simulation. |  |
| 7.16 | Vacuum Splints | I have used vacuum splints in simulation. |  |
| 7.17 | Cat A Tourniquet | I have used the Cat A Tourniquet in simulation. |  |
| 7.18 | Major Trauma Dressings | I have been shown the variety of dressings in the major trauma bag, including the chito gauze and the Russell chest seal. |  |
| 7.19 | Wound Care Bag Dressings | I have been shown and applied a variety of dressings in wound care bag in simulation. |  |
| 7.20 | Spinal Protection | I have been shown how to support c-spine and how to undertake a log roll to keep the spine in neutral alignment. |  |

Signed by Induction Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_