

## Induction Programme WPBA Benchmark Sheet

	Concerns	Good practice	Trainer Comments
<b>Development of programme</b>	Random selection of programme more about convenience than requirements.	Bespoke or updated programme which fits appropriate departmental need, risks and appropriate to level of audience. Variation. Fits training time allocated.	
<b>Booking appropriate venue and catering</b>	Late booking, inappropriate size or cost. No thought about catering.	Planning appropriate venue, IT, catering and parking. Well located for attendees.	
<b>Selection and briefing of speakers</b>	Convenience selection, no particular educational value	Appropriate selection, invitations and briefing. Speakers aware of attendee requirements. Use appropriate senior support to signpost. Arranged in advance.	
<b>Communication with attendees</b>	Last minute, inadequate information.	In advance allowing time to book SL, advice re parking and catering. Programme distributed.	
<b>Communication with lead consultant</b>	Last minute, heavy reliance on them to organise	In advance, sensible and with clear understanding of expectations and role	
<b>Hosting and Introduction of speakers</b>	Poor time keeping, no introduction, doesn't thank speakers	Clear leadership, time keeping, thanks speakers and able to signpost needs for speakers and attendees	
<b>Management of any no shows/set backs</b>	No thought given to this, no contingency plan	Contingency plan, ensures speaker setbacks do not detract from the training or day. Plan to manage trainees who have missed it.	
<b>Management of evaluation process</b>	No feedback, irrelevant or too late to be of value.	Timely collation and dissemination of feedback to attendees, speakers and lead consultant.	
<b>Reflection</b>	Has not demonstrated required learning or reflection from process	Demonstrates understanding of organising an induction programme. Aware of challenges and identified personal learning points.	

The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

**“Based on this WPBA, I would be satisfied that this learner could organise an induction programme as a newly appointed consultant”**

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: