

## 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:**