

TRAINEE RESPONSIBILITIES

FOCUS ON PATIENTS & EACH OTHER



Support and practise holistic, person centred, compassionate, high-quality care. Practise civility and respect for all colleagues to build relational trust. Promote and practise NHS Lothian's values.

PRIORITISE TEAMWORK



Work collaboratively to provide a safe, efficient and caring service for patients.

ENGAGE IN YOUR LEARNING AND TRAINING



Engage in formal and informal training and educational opportunities, taking the lead in meeting and evidencing curricular requirements.

HELP ENHANCE YOUR WORK ENVIRONMENT



Use clinical resources efficiently and highlight if adaptations are needed to provide high-quality and sustainable care.

SPEAK UP WHEN THERE ARE CONCERNS



Commit to raising concerns about training or patient safety.



Focus on patients

- Treat each person as an individual
- Encourage patient involvement in their care decisions and communicate clinical decisions in a clear and timely manner
- Keep clinical practice up to date to provide the best care possible, including matching the professional responsibilities outlined in GMC's "Good Medical Practice"

Focus on each other

- Treat colleagues and patients with dignity, respect and fairness, and 'Speak Up' against behaviours that do not align with NHS Lothian's values
- Act as a supportive and welcoming team member and value each other's contributions to reach the shared goal of optimal patient care
- Consider each other's wellbeing, facilitating staff safety in addition to patient safety



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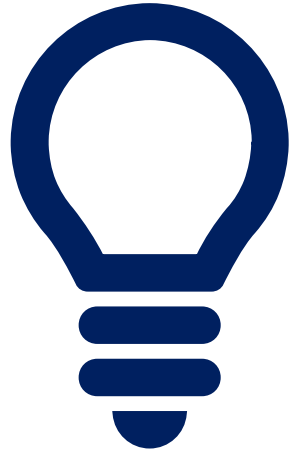


Prioritise teamwork in care delivery

- Include the different members of the healthcare team in decision making and delivery of patient care
- Seek senior support when appropriate, recognising limitations
- Promote trust & collaboration within the immediate and wider team
- Foster an open and approachable working culture by being accessible and encouraging clear and inclusive communication



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Engage in your learning & training

- Engage in formal & informal training and educational opportunities
- Take the lead with early familiarisation and progression of the foundation/speciality curriculum and training requirements
- Ensure the completion of portfolio requirements, including a PDP and any assessments, and annual appraisal/ARCP processes, with any sign-offs requested in a timely manner
- Ensure regular meetings with clinical and/or educational supervisors and seek & reflect on feedback
- Participate in professional development planning and identify aims and areas of focus
- Engage in constructive discussion, feedback, and quality improvement activity to enhance training in NHS Lothian



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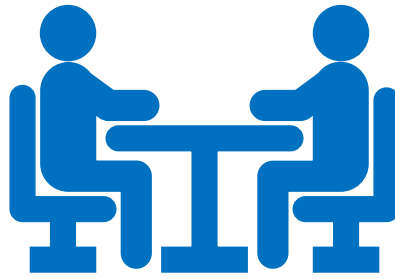


Help enhance your work environment

- Engage with quality improvement to improve patient and staff outcomes and experience
- Input into workforce development e.g. feedback surveys (e.g. iMatter), rota monitoring & redesign (including ability to take breaks & leave on time)
- Participate in feedback discussions and provide respectful constructive comment
- Participate in the departments' governance mechanisms (e.g. Datix and significant learning events) as a means for learning and improvement, not blame
- Embrace & help lead innovation & participate in necessary organisational change



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Speak up when there are concerns

- Commit to raising concerns about their training through their Educational Supervisor
- Commit to raising concerns about patient safety or organisation process through clinical/educational supervisors, clinical director, departmental consultant or Speak Up Champions.



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