|  |  |  |
| --- | --- | --- |
| **Roles and Responsibilities checklist**   | **Trainee initials**  | **ES/CS initials**  |
| My roles and responsibilities in-hours (Mon-Fri 9am-5pm) are: *
*
*
*
*
*

  |   |   |
| My roles and responsibilities on-call (after 5pm, overnight, and at the weekends) are: *
*
*
*
*

  |   |   |
| If I have questions/clinical concerns in-hours I should contact (also specify how to contact them):    |   |   |
| If I have questions/clinical concerns on-call, I should contact (also specify how):    |   |   |
| If I am unwell and cannot come to work, I should contact:    |   |   |
| If I am being treated unfairly or being bullied, I should contact:    |   |   |
| The process to book annual leave is:    |   |   |
| The process to book study leave is:    |   |    |