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| **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: |  |  |