**Director Induction Checklist – Practical**

Director name:

Role:

Personal email/contact details:

Start date:

|  |  |  |
| --- | --- | --- |
| **Action** | **Who** | **Done** |
| IT access requested, email address, laptop/iPad/phone ordered, and set up on laptop/iPad/phone, registration and training booked |  |  |
| Meetings booked with the Executive Directors, NEDs, Chief Executive, Chair & Company Secretary (priority to be advised by Company Secretary) |  |  |
| Calendar Invitations to Board, CoG, Committee and NED meetings |  |  |
| NED/Exec induction course booked - <https://nhsproviders.org/courses-events/courses> |  |  |
| Set up on SBS (or other expenses system) & send mileage claim form |  |  |
| Set up on lease car/carpool system |  |  |
| Corporate induction booked |  |  |
| Set up on training platform and appraisal system |  |  |
| Premises socialisation and observation(s) – Complete indemnity form and online course, request shift(s) from applicable scheduling/rota team |  |  |
| Take/get photo for website and posters, ID Pass etc. |  |  |
| Order name badge and board nameplate |  |  |
| Request home address and make labels for any posting required |  |  |