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| **Checklist for New to NHS trainees**  |
| My roles and responsibilities in-hours (Mon-Fri 9am-5pm) are: *
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| My roles and responsibilities on-call (after 5pm, overnight, and at the weekends) are: *
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| My buddy’s name and contact details 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:    |
| How I can access the Trust guideline and hospital formulary:   |