What’s it like working at the practice?
What training have you had to do your job?
When was your last appraisal?
How do you access policies & procedures?
How can staff feed into decisions or make suggestions to improve the way the practice works?
Do you understand the vision & strategy of the practice?
How can you add items to the agenda for practice meetings?
Give an example of something that would be/has been reported as a significant event?
Where are the forms kept to report significant events?
What was the last significant event discussed at a meeting?
Where is the accident book kept?
Who is the safeguarding lead at the practice?
How can safeguarding concerns be raised?
What safeguarding training have you had?
What are the different types of abuse a person may be subjected too?
What could be a sign of abuse?
Where would you access the safeguarding policy?
Is there an alert or marker on a patient’s record to show they are vulnerable?
If you had concerns about a member of the clinical team, who would you report it to?
If you thought your concerns had been brushed away, what else could you do? What policy could you refer to?
When is the fire alarm tested?
When was the last full fire drill?
How are defects/faults reported?
How can you raise any concerns you may have when acted as a chaperone?

What translation services are available for patients?

Where are the PGDs/PSDs kept? Are they all signed & up to date?

Tell me what you understand about Fraser Competence & Gillick Competence?

What do you know about the Mental Capacity Act?

Who checks the temperature of the vaccine fridge(s)?

What temperatures should vaccines be stored in between?

What happens if the temperature goes out of range?

Is there a cold chain policy in place?

Who checks the emergency equipment?

How does stock control for clinical items work in the practice? Who checks expiry dates?

What happens when the panic alarm is sounded?

What would you do if a patient was sick in the waiting room?

How are changes in clinical guidance shared with the clinical team? (E.g. NICE guidance)

Who is the infection control lead?

When was the last infection control audit?

Is there an action plan resulting from the audit?

What infection control training takes place in the practice?

Who receives safety alerts?

How are safety alerts actioned? Is there a policy?

How is consent recorded in patients records?

Do you feel well supported clinically?

How often do you change your uniform?

What temperature do you wash your uniform at?