

The **ANGELS** Initiative

New Consultants Training Booklet



New consultants

Onboarding process

This booklet has been developed to guide Team Leads and new consultants through the Angels Initiative onboarding process.

In this booklet you'll find:

- An overview of the process
- An introduction to the online training
- An exemplary agenda for the face-to-face training day with the regional Team Leaders

First steps to start the process



Team Leads to inform Angels Core Team (angelscoreteam@iqvia.com) about any new consultant joining the team before the onboarding training starts (full name, email address, responsible region).



The Core Team will then send the **new consultant a welcome email** with further instructions.



Timeline



Welcome & company specific onboarding trainings.

Mornings - Shadowing a peer (observation of hospital and EMS, hospital simulation, hospital training workshops, etc).

Afternoons - Inspirational readings (first week - Switch book and second week - Angels book).



Mandatory online New Consultants Pathway course completion (25 hours):

Schedule at least five hours a day, over five days, to complete the training. Have touch point calls at least once a week with the responsible Team Leader.



1 day of face-to-face meeting with the Angels Core Team or Regional Team Leader.

2 days of regional planning with Team Leader.



WEEK

5

Optional online Q&A session with the Angels Core Team.

Mentor and mentee programme if available (to be discussed with Team Leader).

FOLLOWING WEEKS

Joining an Angels day/regional Angels events or Train the Trainer (TTT) according to time and closest location.

Availability to be discussed with Team Leader and Angels Core Team.



Kindly note that this **timeline is flexible and adjustable**. The order of events is a recommendation only.

The completion of the onboarding process itself is mandatory for all consultants.

New Consultants Online *Pathway*

- The New Consultants Online Pathway is a **private course** on the Angels Website
- Every new consultant **will receive the access link** directly from the Angels Core Team
- This programme has been developed as a **mandatory training** course for new Angels consultants, and as a refresher course for experienced consultants.

It consists of **13 chapters**, each with relevant modules and activities. The chapters **are aligned with the four phases** following the onset of stroke and the five Angels project platforms

- Estimated course duration: 25 hours



Face to face training agenda

All materials can be found under "Consultant Resources" on the website
(<https://www.angels-initiative.com/consultant-resources/new-consultants-training>)

TIME	SESSION	DESCRIPTION	MATERIALS
09:00 – 09:30	GENERAL Q&A SESSION	- Feedback on New Consultants (NC) e-learning and general questions	
09:45 – 10:30	TAXI EXERCISE & THE SWITCH PROCESS	- Recap of the switch book (Team Leader (TL)) - Then do taxi exercise to apply switch framework (NC)	- Taxi exercise reference document
10:30 – 10:45	COFFEE		
10:45 – 12:00	FIRST SIMULATION VIDEO NC to fill in hospital resource form NC to fill in simulation times/action tracker NC to prepare discussion	- Explain available simulation materials (TL) - Show country overview PowerPoint (TL) - Consultants to start filling in the hospital resource form with info from PowerPoint - Let consultants watch the first simulation video - Consultants to fill in times actions tracker while watching video	- Simulation checklist - Time actions tracker - Hospital resource form - Country overview PowerPoint (country specific or Croatia example) - 1 st simulation video (country specific or Croatia video)
12:00 – 13:00	SIMULATION DEBRIEF ROLEPLAY NC to discuss simulation NC to present key action points	- Consultant presents findings from simulation video - NC to propose pathway optimisation points to be implemented in second simulation (using materials on the right)	- Action items list - Excel table simulation timings - Hyperacute priority points card (carabiner cards) - Guidance document for simulation debriefing (for Croatia video)
13:00 – 14:00	LUNCH		
14:00 – 14:45	SECOND SIMULATION VIDEO NC to fill in simulation times/action tracker NC to prepare discussion	- Let consultants watch the second simulation video - Consultants to fill in times actions tracker while watching video	- Time actions tracker - Hospital resource form - 2 nd simulation video with implemented changes (country specific or Croatia video)
14:45 – 15:30	SIMULATION DEBRIEF ROLEPLAY NC to discuss simulation NC to reflect on previous discussion & implementations NC to create project/action plan for this hospital	- Consultant presents findings from simulation video - NC to create action plan for this hospital (using materials on the right)	- Action items list - Excel table simulation timings - Project plan Mexico
15:30 – 16:00	COFFEE		
16:00 – 16:30	REGIONAL APPROACH	- Show materials we have available for the regional strategy (TL)	- Regional action plan checklist https://www.angels-initiative.com/consultant-resources/consultancy-standardisation#national-steering-committee - Regional/national Steering Committee (SC) template https://www.angels-initiative.com/consultant-resources/consultancy-standardisation#national-steering-committee - Consultancy checklists (new/low/mid/high performer) https://www.angels-initiative.com/consultant-resources/consultancy-standardisation#hospital-consultancy-support-tools
16:30 – 17:00	INTRODUCTION TO REGIONAL STRATEGY (Initiative goal for 2027)		- Regional strategy PowerPoint

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