Sample orientation checklist for GP registrars

Use and adapt this orientation checklist for your registrar when they commence with your practice.

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| **Practice organisation** | **Completed: Tick** |
| History of practice and general structure |  |
| Organisational Chart |  |
| Introduction to all staff and their roles |  |
| Who to ask for help |  |
| Staff roster – who’s working what days |  |
| Contact protocol for after hours issues |  |
| Practice information sheet |  |
| Practice and procedures manual |  |
| Practice facilities |  |
| Passwords, keys, security codes |  |
| Lunchroom facilities, toilets |  |
| Local services, café’s, where to buy lunch |  |
| Car parking arrangements |  |
| Fire/emergency procedure, use of duress buttons |  |
| Clinical/Admin meeting schedule |  |
| Pastoral care meeting schedule |  |
| **Working conditions** | **Completed: Tick** |
| Working hours, breaks, roster changes, room allocation |  |
| Method and timing of salary payment |  |
| Policy and procedure for leave arrangements |  |
| Registrar teaching - dedicated time blocked off |  |
| Policy on grievance procedures |  |
| Bullying and harassment policy |  |
| Doctor’s trays - correspondence |  |
| Reporting incidents and adverse events |  |
| **Safety and privacy information** | **Completed: Tick** |
| General safety rules and OH&S guide/manual |  |
| Overview of medical and non-medical emergency procedures |  |
| Blood and body fluid precautions |  |
| Procedure for needle stick injury |  |
| Zero tolerance violence and aggression policy |  |
| Practice isolation policy for managing possible infectious patients |  |

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| **Use of practice equipment and systems** | **Completed: Tick** |
| Telephone, internal numbers |  |
| Fax, photocopiers and scanner |  |
| Appointment system and booking procedures - preferences |  |
| Requests for reports, w/comp telephone advice (how to bill) |  |
| Procedure for ~~X-rays~~ radiology/pathology and follow-up |  |
| Medicare item numbers and billing protocols |  |
| Phone messages and practice communication methods |  |
| My Health Record and uploading Shared Health Summaries |  |
| After hours care for patients |  |
| **Principal/Practice Manager** | **Completed: Tick** |
| Overview of practice philosophy, type of patients and areas of special interest care, etc. |  |
| Patient record systems and procedures |  |
| Cultural safety, diversity and inclusion processes |  |
| Privacy notifiable data breach |  |
| Australian Open Disclosure Framework |  |
| Mandatory reporting |  |
| Dealing with patient feedback |  |
| Computer - medical software program |  |
| Prescription requests policy and procedure |  |
| Accreditation process and responsibilities |  |
| Local networks and professional support |  |
| Referral pathways |  |
| PHN Health Pathways |  |
| Reference books/resources/online |  |
| Learning plan |  |
| Methods of teaching, importance of 2 way and multisource feedback and consideration of cultural elements for learning |  |
| Immunisation status |  |
| Overview of practice philosophy, type of patients and areas of special interest care, etc. |  |

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| **Nurses** | **Completed: Tick** |
| Tour treatment room |  |
| Oxygen and emergency trolley equipment including defib, adrenaline |  |
| Management of anaphylaxis |  |
| Correct use of PPE |  |
| Brief on steriliser/log book |  |
| Equipment use - INR, Liquid nitrogen |  |
| Equipment use - Spirometer, ECG, |  |
| Ultrasound |  |
| Pathology results protocol |  |
| Recall of clinically significant results |  |
| General recall and reminder systems |  |
| Pap result entry |  |
| RN scope of practice |  |
| RN appointments |  |
| Vaccinations, batch number records |  |
| Cold chain including cold chain breach reporting |  |
| Contaminated wastes, sharps disposal |  |
| Infection control/spills kit |  |
| Stock of rooms |  |
| Request procedure for specific medical supplies |  |
| Drug cupboard - documentation required |  |

Registrar signature:\_ Date: / /

Principal signature: Date: / /