

Sample orientation checklist for GP registrars

Practice organisation	Completed: Tick
History of practice and general structure	
Introduction to all staff and their roles	
Practice information sheet	
Practice and procedures manual	
Facilities	
Lunchroom facilities, toilets	
Car parking arrangements	
Fire/emergency procedure	
Working conditions	
Working hours, breaks, roster changes	
Method and timing of salary payment	
Policy and procedure for leave arrangements	
Registrar teaching - dedicated time blocked off	
Policy on grievance procedures	
Doctor's trays - correspondence	
Reporting incidents and adverse patients	
Safety and privacy information	
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	
Use of practice equipment and systems	
Telephone	
Fax, photocopiers and scanner	
Appointment system and booking procedures - preferences	
Requests for reports, w/comp telephone advice (how to bill)	
Procedure for X-rays and follow-up	
How to enter HIC items and numbers and billing	
Phone messages	

Principal	Completed: Tick
Overview of practice philosophy, type of patients and areas of special interest care etc	
Patient record systems and procedures	
Computer - medical software program	
Accreditation process and responsibilities	
Local networks and professional support	
Reference books/resources/online	
Learning plan	
Nurses	
Tour treatment room	
Spills kit	
Oxygen and emergency room equipment, PPE	
Brief on steriliser/log book	
Specific equipment: speculums, hyfrecator	
Spirometry ECGs	
Ultrasound	
Pathology results protocol	
Recall of clinically significant results	
General recall and reminder systems	
Pap result entry	
RN appointments	
Vaccinations, batch number records	
Contaminated wastes, sharps disposal	
Infection control/spills kit	
Stock of rooms	
Drug cupboard - documentation required	

Registrar signature: _____ Date: _____

Principal signature: _____ Date: _____