

Orientation Checklist

For a GP registrar who is new to the practice

Registrar responsibilities

- Responsibilities of the Supervised Doctor* handout supplied and discussed

Calling in a supervisor

- What triggers contact with a supervisor during a consult, i.e. what makes a matter urgent?
- When should a supervisor be contacted later that day or week, i.e. what kinds of problems are not urgent?
- What method of communication is preferred for each of the above, e.g. phone or instant message?
- What happens if contact with supervisor cannot be made and it is an urgent matter?
- How should the information be presented, e.g. brief clinical summary, differential diagnosis if applicable, specific clinical question?

Teaching and feedback

- When and how is feedback given?
- Date of first structured feedback session:

- Is there scheduled teaching time? If so, when?

- Learning needs of registrar discussed (knowledge, skills and preferred learning styles)
- Agreement reached on how learning needs will be met during placement
- Learning needs and agreement documented

Practice processes

- Other staff members introduced and their roles explained
- Emergency equipment and protocols reviewed
- Internal and external communication procedures outlined (phone, messaging systems), including communicating with patients, their family or carers, doctors and other health professionals
- Complaint management procedure discussed (how to deal with complaints received and how to raise concerns if they arise)
- Appointment and billing system discussed
- Practice protocols for managing recalls, test results and referrals discussed
- Handover protocols when a doctor is on leave explained
- Protocols for managing other doctors' patients discussed

Medico-legal

- Evidence of current medical registration with the Australian Health Practitioner Regulation Agency provided
- Current medico-legal insurance certificate of registrar provided and cover explained (including impact on scope of practice)
- Registrar's previous procedural experience and skills outlined
- Procedural expectations (registrar's and supervisor's) for current placement discussed
- Agreement reached on scope of practice and supervision requirements for procedures
- Advice given on whom to contact if a medico-legal issue arises

Signatures

Supervisor

Registrar

Date