

Training Post Orientation Checklist

Rural and Remote

Emergency procedures

- Discuss who to call for after-hours medical emergency
- Discuss unsafe events in the community, including any risks, relevant history and action plans
- Discuss natural disaster plans, including
 - Cyclone kit
 - Cyclone shelter
 - Satellite phone access
- Seek contact phone number of 3 staff members
- Record local non-emergency phone numbers for police and ambulance service
- Discuss whether supervisors or other staff should be notified if leaving the community

Clinical issues

- Discuss local protocols for
 - Medical evacuation, including relevant contacts for the airstrip (lights, keys, after-hours access)
 - Management of aggressive or intoxicated patients
 - Specific clinical issues, for example: management of petrol sniffing, request for circumcision equipment, management of Irukandji syndrome, refusal of treatment or transfer.
 - Patients eligible to use the services of the clinic (including any special rules for non-Indigenous patients, family members, tourists)
- Discuss use of specific equipment
 - ECG machine
 - Point of care machines
 - Centrifuge and storing of blood / urine samples
- Discuss local protocols for dispensing of medications
 - How to dispense and record medications
 - How to make up liquid formulations of paediatric medications
 - How to monitor dispensing of regular medications
 - How to order new medications
- Referrals and visiting services
 - Which specialists visit and how are their clinics managed
 - Allied health visits and referrals
- Patient travel
 - Discuss PATs transport requests and logistics

Accommodation

- Costs and plan for financial transfers as required
- Lease or other tenancy paperwork

- Entry and exit condition reports
- Process for identifying maintenance issues
- Expectations about gardening and grounds maintenance
- Discuss or introduce to next-door-neighbours

Transport

- Discuss use of clinic vehicles
 - Private use
 - Carrying passengers
 - Any other restrictions on vehicle use
 - Responsibility for refuelling
 - Provide any required license paperwork
- Permits required for travel
- Plane travel
 - Contact details for local charter services
 - Policies about transporting patients or relatives

Community and cultural considerations

- Steps to take if called to attend a deceased patient
- Uniform or appropriate clothing
- Culturally significant sites and events

Living in community

- Food and drink
 - Local shops and opening hours
 - Online grocery shopping and delivery
 - Restrictions on alcohol
- Activities
 - Community groups and services
 - Recreational activities – sports, book clubs, theatre groups
 - Partners and family – childcare arrangements, activities
 - Local message boards or Facebook groups for information

Registrar name: _____

Signature: _____

Practice Manager name: _____

Signature: _____

GP Supervisor name: _____

Signature: _____

Date: _____