



# Training Post Orientation Checklist

## Mainstream Training Post

### Employment

- Both parties to sign an employment contract which meets the terms outlined in the NTCER
- Discuss payment
  - Base salary, percentage of billings, superannuation
  - Frequency of payment and billing cycles
  - Payment for working after hours/ on call/ public holidays
  - Payment for off-site including nursing home/ home visits/ hospital VMO
- Discuss process for applying for leave
  - How to apply
  - Expected timeframe of application
- Discuss expected working hours
  - Usual hours
  - After hours
- Discuss who should be notified if registrar is unwell or delayed

### Practice and Practice Policies

- Discuss number of patients per hour
- Discuss locations and time allocations for administration
- Book time for a planned review of appointment length
- Training post to provide an introduction to practice software if required
- Discuss billing expectations and process for special billing (Workcover, drivers licensing)
- Discuss referral processes and resources
- Process for checking pathology and radiology results
  - Arrangements for results during leave
  - Procedure for follow up of abnormal results
- Discuss recall systems
- Discuss protocol for managing other doctor's patients
- Policy and Procedures manual including
  - Responding to complaints
  - S8 medications
  - Patients without appointments
  - Home and nursing home appointments
  - Confidentiality
  - Incident reporting

### Supervision

- Discuss how and when the supervisor should be contacted
  - Triggers for review



- For a second opinion
- For urgent problems
- Discuss what to do if the supervisor is unavailable
- Discuss who will provide supervision when the supervisor is on leave
- Book time for observed consultation
- Discuss plans for any ECTV or video-ECTV during the term

## Education

- Book teaching time for the registrar and supervisor in the practice appointment book
- Registrar to discuss planned absences for upcoming workshops or training requirements
- Develop a learning plan in myGPcommunity

## Introductions and functions

- Introduction to staff and their roles
- Review pigeonhole and process for phone messages
- Discuss use of the phone system (transferring calls and dialling out)
- Storage of personal belongings
- Parking

## Medicolegal

- Registrar to provide evidence of current AHPRA registration to the training post
  - Registrar to provide medical indemnity insurance certificate to the training post
  - Discuss procedural skills and experience of supervisor and registrar
- Agreement on the scope of practice and supervision requirements for procedures

## Equipment

- Registrar to discuss any special equipment they will be using or are expected to provide
  - NTGPE ultrasound
  - NTGPE dermatoscope
  - Ophthalmoscope
- Training post to provide instruction on clinical equipment (ECG, spirometer)

## Safety

- Duress alarm – location, function and how to respond
- Emergency equipment
- Discuss after hours arrangements and access to clinic

## Optional areas for discussion

- Opening and closing the clinic, keys and security codes
- Dress code
- Social media policy
- Educational resources



- Fatigue management policies/ self-care

Notes for training posts and registrars to record shared agreement on any special areas above:

Registrar name: \_\_\_\_\_ Signature: \_\_\_\_\_

Practice Manager name: \_\_\_\_\_ Signature: \_\_\_\_\_

GP Supervisor name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: