Sample orientation checklist for GP registrars

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

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.	☐

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:_____ /_____ /_____

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