# Pre-placement checklist - before the registrar starts

It is important to plan and prepare your practice before your registrar starts so they feel safe, welcome and ready to start on their first day. The following tables outline what tasks need to be performed, and the supporting resources, from 2-3 months before your new registrar starts.

## 2-3 months before

| KEY TASKS | KEY DOCUMENTS |
|---|---|
| **Employment documentation** - Collect evidence of the registrar's medical indemnity certificate of currency, AHPRA registration, Working with Children Check (if required), police clearance (if required), and conduct reference checks. <br> **Medicare Provider Number** - Ensure the registrar has applied, via their College, for a Medicare provider number for their placement. <br> **Medicare documentation** - Download, complete and lodge required Medicare forms. <br> **PRODA** - Encourage registrar to create a Provider Digital Access (PRODA) account and make the practice a delegate. <br> **HPOS** - Encourage registrar to create a Health Professional Online Services (HPOS) account. <br> **PSIS** - Encourage your registrar to create a Prescription Shopping Information Service (PSIS) account. <br> **AIR** - Encourage your registrar to set up access to the Australian Immunisation Register (AIR) using their HPOS account. <br> **Workcover** - Set up for Workcover and the Transport Accident Commission (TAC) or other, by State, as necessary. <br> **Staff** - Have a discussion. Let the practice doctors and support staff know who the registrar is and when they start. Arrange an inservice for any team members who have not worked with a registrar before. | • Check HPOS first to see which forms can be updated online. <br> • Employment contract <br> • National Terms and Conditions for the Employment of Registrars (NTCER) <br> • NTCER Frequently Asked Questions <br> • Fair Work information statement <br> • Accounting software can often be set up to do electronic onboarding which will include these forms. Superannuation standard choice form and Tax File number declaration <br> • Personnel Form (Bank details, next of kin, address, etc.) <br> • GP Registrar Position Description template (login to your community free account to view/download) <br> • Online claiming provider agreement (HW027) <br> • Provider registration for Electronic Funds Transfer payments (HW029) <br> • Bank account details for Online Claiming (HW052) <br> • General practitioner 90 day pay doctor cheque scheme (HW074) <br> • Practice Incentives individual general practitioner, nurse practitioner or health professional details (IP003) <br> • Practice Incentives change of practice details (IP005) <br> • Australian Immunisation Register (AIR) - bank account details for vaccination providers form (IM005) |

## 1 month before

### KEY TASKS

**Meeting** - Meet with the registrar to [identify strengths and weaknesses, learning and personal needs/adjustments, before arrival](#).

**IT** - Ensure appropriate IT infrastructure has been ordered / is available, setup the registrar with logins, passwords, email.

**Practice medical software** - Set up the registrar in your practice's medical software program, including an appointment book, ensure you have the registrar's health identifier number. Add them to your online booking system.

**Electronic services** - Ensure the registrar is registered to certain electronic services such as [Safescript](#), [eRx](#), etc. and access to pathology and radiology providers.

**Translation services** - Ensure the registrar is registered for access to the Free Interpreting Service from the Department of Home Affairs. Register your registrar with the free interpreting service, [TIS National](#)

**Registrar profile** - Obtain the registrar's biography and a photo so that it can be put up on the practice website and online booking system.

**Practice communications** - Add new registrar to staff list, emergency response plan. Include in practice handbook.

**Rostering** - Complete roster. Discuss proposed roster with registrar. Ensure there is in-practice formal structured teaching, send roster early to registrar - especially if working a Saturday etc.

**Hospital** - Arrange admitting rights and emergency department credentialing to the local hospital(s) if required. Prepare information on retrieval processes and preparations.

**Accommodation** - Consider accommodation arrangements (if applicable)

**Patient bookings** - Reduce the frequency of the supervisor's patient bookings for the first week(s) of the placement, especially if GPT1 registrar

**Teaching and learning opportunities -** Arrange meeting with all supervisors/practice manager/nurse manager to discuss teaching and learning plan and teaching/supervision opportunities.

## 1 week before

| KEY TASKS | KEY DOCUMENTS |
|---|---|
| **Orientation pack/folder** - Review contents.<br><br>**Bullying and harassment** - Provide all relevant policies to the registrar prior to their arrival, have the registrar complete a pre-work bullying and harassment questionnaire.<br><br>**Consulting room** - Ensure appropriately equipped.<br><br>**Patient booking** - Make sure the registrar's profile is available on any public/online booking system so that patients can actually book in to see the registrar. | • Orientation Folder Contents Checklist<br>• [Bullying and Harassment questionnaire](#) |

## Day 1

| KEY TASKS | KEY DOCUMENTS |
|---|---|
| **Orientation checklist** - Undertake comprehensive orientation according to relevant College orientation checklist.<br><br>We also recommend reviewing the Expectations resource early in the placement | • [RACGP Orientation Checklist](#)<br>• [ACRRM Orientation Checklist](#) |

Thank you for creating
**a practice that values learning**