

Orientation of a New Intern – GP Rotation

Orientation of a new Intern at the start of a GP term is an important aspect of GP supervision. The following points must be covered (if relevant to your practice). It is not expected that this will be completed in one teaching session. Once the Orientation is complete the Intern will complete an evaluation.

Tick (✓) each activity as completed:

Orientation to the Medical Practice

- ☐ **Introduction to staff**
List of staff names and positions
- ☐ **Tour of premises**
Where are medical supplies and stationary?
Security system
- ☐ **Surgery hours**
- ☐ **Branch Surgeries**
- ☐ **After Hours**
Roster
How to open and lock up the surgery / security system code
Accessing Medical Records
Weekend surgeries
Billing after hours
- ☐ **Doctor's bag**
- ☐ **Emergencies**
Ambulance
Resuscitation Procedures
Emergency Retrievals and Advice
Poisons Information
- ☐ **Home Visits**
- ☐ **Hospital(s)**
- ☐ **Nursing Home(s) and Aged Care**
Aged Care Assessment Team
Respite Care
Enhanced Primary Care Medicare Items
Day Centre
- ☐ **Equipment in Surgery**
- ☐ **Practice Resources**
In room
Practice Library
Other – eg internet
Patient Information Resources

- ☐ **Practice Meetings** - Doctors / Staff / CME
- ☐ **Practice Management** - Who is responsible for what
- ☐ **The Intern's role** - reinforcing their role as an independent practitioner, with appropriate consultation with the supervisor. The model of parallel consulting will be used.
- ☐ **Timetabling of set aside teaching and set time to develop a Learning Plan**
- ☐ **Process for 'corridor' consultations** - who can be approached, how, and when?
- ☐ **Telephone system**
 - Use of lines / on hold / transferring calls
 - Communications between staff and doctors
 - Policy for returning calls to patients
- ☐ **Office Equipment**
 - Use of photocopier, fax, scanner
- ☐ **Computer System**
 - Turning on / logging on
 - Turning off
 - Front office use – appointments, accounts etc

Orientation to general practice systems

- ☐ **Appointment System**
 - Practice policy regarding appointments
- ☐ **Medical Records**

Filing System and Accessing Records	Computerised Records
Preferred method of record keeping	Results – protocol for checking and filing
- ☐ **Billing Procedures**

Common list of fees and item numbers	Practice policy on private and bulk billing
Commonly used procedures	Various medicals, vaccines and dressings
Medicare guidelines for rebates	When and how to privately bill after hours
Communicating billing to front office	The use of EPC items
- ☐ **Pharmaceutical Benefits Scheme** – PBS, Authority Scripts, Private, OTC
- ☐ **Workers' Compensation**
- ☐ **MAIB**
- ☐ **Practice Policy and Procedure Manual**
 - Particular areas of importance to new doctor. Eg Infection Control, Sterilisation Procedures, Occupational Health and Safety, normal & abnormal results, threats, evacuations
- ☐ **Pathology - Sample Collection / Preferred provider**
- ☐ **X-ray Services**
- ☐ **Blood Pressure Monitoring**
- ☐ **Ultrasounds and Bone Density**
- ☐ **Requests for repeat prescriptions**
- ☐ **Minor Surgery and Procedures done in the Practice**
- ☐ **Practice Nurse: Procedures undertaken by nurse**

- ☐ **Patients with complex problems or who are frequent after hours attendees who are likely to be seen by the new intern**
- ☐ **Immunisations** - When and where, Immunisations kept at the surgery and those that require a prescription

Referrals

- ☐ **Specialists**
- ☐ **Community Nursing Service**
- ☐ **Palliative Care**
- ☐ **Diabetes Services**
 - Diabetes Educator
 - Podiatrist
 - National Diabetes Supply Scheme
 - Dietician
 - Diabetes Australia
 - Purchase of Blood Glucose Monitors
- ☐ **Dentists**
- ☐ **Mental Health Services- Alcohol and Drug Rehabilitation**
- ☐ **Cardiology Services**
- ☐ **Other Allied Health Professionals**
 - Audiology
 - Optometrists
 - Psychologists
 - Fertility Clinics
 - Counseling
 - Physiotherapists
 - Social Workers
 - Occupational Therapy
 - Podiatrists
 - Bone Density
- ☐ **Shared Care – Antenatal / Diabetes**
- ☐ **Termination of Pregnancy**

Other

- ☐ **Child Abuse** – Mandatory Reporting
- ☐ **Medical Examinations:** Non-Medicare/Pre-employment/Insurance/Diving/Commercial Vehicle License
- ☐ **Medico legal reports**
- ☐ **Sexual Assault**

Orientation to the Local Community

- ☐ **Accommodation**
- ☐ **Orientation to Local Hospital and Nursing Home**
- ☐ **Demographics of patients and community**
- ☐ **Social activities in the community**
- ☐ **Local Division of General Practice**
- ☐ **Other local sources of GP medical education**

Local Services

- ☐ **Pharmacies**
- ☐ **Schools**
- ☐ **Churches**
- ☐ **Community Centre**
- ☐ **Library**
- ☐ **Community Service Groups**

Orientation of a New Intern (Mandatory)

Intern:	
Practice:	
Supervisor:	
Date:	

The **Orientation of New Intern** has been completed successfully.

Signed:

..... (Intern) (Date)

..... (Supervisor) (Date)

The Intern and Practice should keep a copy of this paperwork.