

Date Implemented:	August 2011
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Approved By:	M2M Management Committee
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Approval Authority (Sign & Date):	
References:	National Intern Training Framework Standards Health Services Standards 3.3.1a, 3.1.3b, & GP Function 2; PMCV Guidelines for the Orientation of Junior Doctors.

Context

The Murray to the Mountains (M2M) Intern Program recognises the need to deliver timely, holistic and complete orientations to all M2M Interns for all sites and locations they are placed.

Scope

This policy relates to the orientation of M2M interns at their work sites and social environments at the various locations they are to be placed.

Policy Statements

1. All M2M Interns are to be delivered an holistic orientation to:
 - a) The Program
 - b) Each individual work site
 - c) The locations they will be placed
2. All site orientations will be completed within the first week of placement.
3. Orientation to the program will be completed on the first week of the internship.
4. In the process of orientation all policies and guidelines will be made available, and explained to all the interns.
5. In the process of orientation the process of assessment will be explained to the interns with supporting documentation.
6. In the process of orientation the PMCV requirements will be explained with supporting documentation.
7. All interns will be bound by the policies and procedures of
 - a) M2M Program
 - b) Their Host employer
 - c) PMCV
8. Program staff will support the interns with their social and accommodation orientation.
9. Evaluation of orientation to be an ongoing process tabled through M2M Management Committee, which will incorporate feedback from interns and applicable staff.

Definitions

PMCV – Postgraduate Medical Council of Victoria actively seeks to improve the educational and training opportunities available to support the welfare and career development of doctors who have recently graduated or commenced work in the Victorian health system.

Policy No. 050 – Orientation Policy

Host Employer – Interns will work in a number of different Health Services, these include Numurkah, Cobram, Yarrawonga, Benalla and Alpine Health Services and GP Clinics within these locations. Interns will also undertake three out of their 5 rotations at Albury Wodonga Health and/or North East Health Wangaratta. Each intern will be required to follow the policies and procedures of their host employer, to be outlined at orientation.

Social Orientation – M2M program staff will support Interns with customised orientations to the location that they will be based in, this can include but is not limited to:

- Information to access social and or sporting groups of their interest
- Education for children
- Local tourism activities
- Public Transport
- Links with other junior medical students/doctors
- Coordinate social events to support intern integration.