

## Guide to Orientation of the Intern

All Interns will attend a five day Orientation Week with M2M prior to commencing any rotations in their intern year. The Orientation Week covers many administration, clinical and procedural areas.

E3 Learning access will also be set up for each intern during orientation week. The E3 learning modules must be completed by each Intern within 2 weeks and these are transeferable across all health services the intern will attend.

### For GP Clinic Supervisors & Interns orientating the Intern on their GP Rotation

- Please refer to the “Orientation Flowchart” for appropriate processes.
- Please provide the Intern with the appropriate Orientation package for your Practice.
- Please find attached “Orientation of the New Intern to the GP Clinic” form. This form and checklist is to be completed by the GP Supervisor (or delegate within the Practice if applicable) and the intern within the first two weeks of commencement of the GP Rotation.
- Supervisor to meet with Intern within the first 2 weeks of the rotation and discuss
  - 1) Expectations by the Supervisor/Clinic of the Intern during their rotation.
  - 2) Expectations by the Intern of their Supervisors/Clinic during the rotation.
  - 3) Develop some learning objectives & areas of particular interest the intern may have that they would like to achieve during their GP rotation.
- The Intern will also be supplied with the following form of which you may be able to provide input and orientation:
  - Doctor’s Orientation Checklist for “Parent” health service.

### For Supervisors orientating the Intern to a local health service – non-core rotation

- The health service is to provide the Intern with the appropriate Orientation Package giving details and information on the health service to the Intern. The package should include, but not be limited to:
  - Confidentiality Undertaking form
  - ID/Access Card Application to enable Intern to enter health service areas
  - Confirmation of Signature form for health service records
  - Computer ID/Access application form to enable Intern to log into medical files at the health service as appropriate.
- Please find attached “Doctor’s Orientation Checklist for “Parent” health service”. This form is to be completed with the intern during their orientation to the “parent” health service.

### For Supervisors orientating the Intern to a core-rotation health service (ie. NHW & AWH)

- Both core-rotation hospitals will provide an orientation to their health service during the Intern’s first week.

### For Interns

Please ensure you complete all required paperwork, including the “Orientation Evaluation” for 1) the GP Practice/Rural Health Service and 2) for the core rotation health service orientations.

Please also ensure you complete your allocated E3 Learning Modules on-line during your first two weeks.

**Once all orientation checklists are completed and signed off, please send to the M2M Administration & Education Support Officer and retain a copy for the health service/GP Practice.**

