

## TIP™ Orientation of a new registrar

Orientation of a new Registrar at the start of a GP term is an important aspect of GP supervision. This is especially important for GPT1 Registrars.

North Coast GP Training recognises the importance and time consuming nature of this activity and has included orientation as a Teacher Incentive Payment™ activity.

Orientation can be divided into:

- Orientation to the Medical Practice
- Orientation to General Practice Systems
- Orientation to the local community and services

A TIP payment is available for each of these 3 areas, although only 12 TIP payments can be claimed in total for all TIP payments per 6 month Registrar term.

To qualify for the Teacher Incentive Payment™ Program the following points should be covered for each of the 3 areas (if relevant to your practice).

It is not expected that orientation will be completed in one teaching session. In fact it may involve several of the first weeks of a term.

It is a requirement that both the Registrar and Supervisor initial the attached forms indicating satisfactory coverage of the relevant topic.

For more copies of this document please go to the supervisor section on our website at <http://www.ncgpt.org.au/content/supervisors>

## Orientation to the Medical Practice

Registrar: \_\_\_\_\_  
 Practice: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Date: \_\_\_/\_\_\_/\_\_\_

Please tick when orientation has occurred:	Please tick
Practice profile, style, structure, personnel and roles	
Physical environment; consulting rooms, phone system etc	
Special interests of doctors	
The practice Medical Records System	
Referral practitioner lists; medical, allied health and other	
Results – protocol for checking and filling and recall systems	
Practice protocols e.g. threats, evacuations	
Emergencies – resuscitation equipment, oxygen and drugs, ambulance	
Appointment System	
Billing arrangements	
Hours of work and after hours arrangements	
Remuneration arrangements	
Practice resources – internet, library, patient information	
The Registrar's role (reinforcing their role as an independent practitioner, with appropriate consultation with the supervisor)	
Timetabling of set aside teaching and set time to develop a Learning Plan	
Process for accessing Supervisor for assistance during a clinical session (who can be approached, how and when)?	
Extended involvement of the practice e.g. in hospitals, Nursing Homes, Division etc	
Procedure to follow after a near miss or critical incident	

Signed:

Supervisor \_\_\_\_\_ Registrar \_\_\_\_\_

The practice manual may be a useful focus for much of this discussion, and the topics may extend over a number of teaching sessions. Some items can be covered by Practice staff such as the Practice Manager or Nurse.

## Orientation to General Practice Systems

(This is most relevant for GPT1 Registrar)

Registrar: \_\_\_\_\_  
 Practice: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tick when orientation has occurred:	Please tick
<input type="checkbox"/> Computer System	
<input type="checkbox"/> Medical Records and Billing systems	
<input type="checkbox"/> Appointment system, How Registrar can make appointments	
<b>Medicare</b>	
<input type="checkbox"/> Item numbers	
<input type="checkbox"/> Schedule fees	
<input type="checkbox"/> EPC	
<input type="checkbox"/> Nurse Payments	
<input type="checkbox"/> Additional payments for bulk billed children and concession card holders	
<b>Pharmaceutical Benefits Scheme</b>	
<input type="checkbox"/> PBS	
<input type="checkbox"/> Authority scripts	
<input type="checkbox"/> Restricted Benefits	
<input type="checkbox"/> Private Scripts	
<input type="checkbox"/> OTC	
<b>Referral networks</b>	
<input type="checkbox"/> Medical specialist	
<input type="checkbox"/> Allied Health	
<input type="checkbox"/> Community Health	
<input type="checkbox"/> Acute Mental Health	
<input type="checkbox"/> Medical Emergencies	

Signed:

Supervisor \_\_\_\_\_

Registrar \_\_\_\_\_

## Orientation to the Local Community

Registrar: \_\_\_\_\_  
 Practice: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Date: \_\_\_/\_\_\_/\_\_\_

Please tick when orientation has occurred:	Please tick
<input type="checkbox"/> Ensure adequate accommodation for Registrar (this should be done before the Registrar arrives)	
<input type="checkbox"/> Social Opportunities e.g. clubs, activities, networks	
<input type="checkbox"/> Orientation to Local Hospital and/or Nursing Home if appropriate	
<input type="checkbox"/> Demographics of patients and community	
<input type="checkbox"/> Local Division of General Practice or other medical groups	
<input type="checkbox"/> Other local sources of GP medical education	
<input type="checkbox"/> Services locally, e.g. child care, schools, shopping	
<input type="checkbox"/> Transport services	

Signed:

Supervisor \_\_\_\_\_

Registrar \_\_\_\_\_