**Orientation Plan Proforma**

Accredited training posts must have a documented orientation plan. This document provides a proforma for an orientation plan, it is designed to be saved and edited as required to suit your health service.

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| **Activity** | **Date provided** |
| **Pre-placement information** |
| Community profile  |  |
| Health services profile  |  |
| Position description |  |
| Employment contract  |  |
| Workplace roster  |  |
| Accommodation information |  |
| **Introduction to the facility** |
| Introductions to staff |  |
| Tour of facility |  |
| Workplace meetings |  |
| Use of equipment and systems: phone, internet access, fax, photocopier, scanner, entering HIC item numbers and billing, telehealth, messages |  |
| Treatment room: steriliser, specific equipment, spills kit, oxygen, emergency equipment, PPE, drugs cupboard, stock rooms, sharps disposal |  |
| **Working conditions** |
| Description of duties, hours, breaks, roster changes, method and timing of payment, applying for leave, teaching time |  |
| **Supervision plan (see proforma)** |
| Supervision team and how to contact |  |
| Weekly roster supervisor/ |  |
| Issues that require urgent/non- urgent notification, who and how to notify  |  |
| Process if contact cannot be made with supervisor for an urgent matter  |  |
| **Workplace processes**  |
| Policy and procedures |  |
| Appointment system  |  |
| Ordering and following up of tests  |  |
| Medical records |  |
| Recalls systems  |  |
| Billing |  |
| Telehealth |  |
| Information on referral services  |  |
| Community services |  |
| Managing other doctors’ patients  |  |
| Handover protocols when doctor on leave |  |
| Ward rounds |  |
| Nursing home visits |  |
| Home visits |  |
| Afterhours |  |
| Local recognition and response system  |  |
| Emergency equipment and protocols  |  |
| Initiation of codes |  |
| Initiation of duress alarms |  |
| Patient and doctor complaint management process  |  |

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| **Teaching and Learning (see proforma)** |
| Teaching times |  |
| Learning plan |  |
| Training plan (view their training plan) |  |
| Supervisor reports |  |
| Work based assessments |  |
| Educational resources |  |
| Education activities available outside post |  |
| Clinical resources |  |
| Local networks and professional support |  |
| Doctor wellbeing and safety measures |  |