

INDUCTION PROCESS FOR NEW REGISTRAR: CHECKLIST FOR PRACTICE

Introduce registrar to all clinic staff	
Check registrar has accessed accommodation and services are in order	
Tour of clinic and surrounds including provision of key and demonstration of security system	
Introduce registrar to local hospital staff and advise ward round and billing processes	
Introduce to local pharmacists	
Provide and discuss appointment and roster arrangements	
Provide map of community	
Introduce to community facilities as required	
Provide copy of Doctors Manual (includes clinic protocols e.g. results and recalls, hospital information, visiting specialists, full contact details of doctors and staff etc)	
Arrange sit-in time with supervisor to familiarise with consulting room processes, computer, paperwork etc.	
Arrange time with practice manager to explain computer program, administrative requirements, business structure, referral and billing processes, fees etc. Should take up half of first day.	
Arrange time with practice nurse – e.g. 1-2 hours on second morning. Review facilities, emergency room, sterilisation, vaccination, etc.	
Arrange photograph and written notification to display at front counter and possibly advertisement in local paper, interview by local media	
Educate other staff about registrar's experience and role	
Ensure registrar is aware of tea and lunch breaks and facilities, and which coffee cups are off-limits!	
Invite registrar to staff and management meetings whenever possible. Congratulate yourself on achieving all this.	