



## GETGP REMEDIATION/INCIDENT/COMPLAINT REPORTING FORM

---

### When to use this form:

Any person involved with getGP who seeks resolution to a problem that is: complex; involves multiple personnel; may benefit from being communicated more widely within getGP; or requires documentation, should complete this form. This includes issues such as:

- a process of (educational) remediation as described in the getGP Education and Training Handbook
- a complaint or dispute arising between registrar and training practice, supervisor or medical educator
- a complaint arising from some element within the overall training program – educational, administrative, work conditions or other
- an incident arising within the training program

Reported issues will be followed to ensure resolution occurs and monitored for any pattern of problems that needs to be addressed.

### This report relates to:

- An incident
- A complaint
- Educational remediation process
- Other: \_\_\_\_\_

**Initiating person** (raising the issue or complaint): \_\_\_\_\_

- GP Registrar *(name)*
- GP Supervisor/Medical Educator
- Practice Manager
- Member of Staff
- Other: \_\_\_\_\_

### Contact details

|            |
|------------|
| Address:   |
| Telephone: |
| Mobile:    |
| Email:     |

**Description of the initial problem**

|   |               |
|---|---------------|
| This section has been completed by: <i>(name)</i> | <i>(date)</i> |
| Problem was initially referred to: <i>(name)</i>  |               |
|   |               |

**Supporting documentation attached:**

|    |
|----|
| 1. |
| 2. |
| 3. |

For the use of getGP personnel:  
**Initial action taken:** *(describe)*

**Planned review:**

|                            |                            |               |
|----------------------------|----------------------------|---------------|
| Review by:                 |                            |               |
| On date:                   |                            |               |
| Signed: <i>(signature)</i> | <i>(name and position)</i> | <i>(date)</i> |

**Follow up:** *(date and sign any entries)*

...Continue over page as required

**Copies to:** getGP office.  
See getGP Privacy Policy Document for policy on disclosure of information.