

Appendix 1 - Example of welcome letters (x2)

Dear,

Welcome to the Hamilton Medical Group. I hope you have an enjoyable stay with us. We would like you to get the best out of this attachment and the following information should assist you in your attachment.

As you will be in daily contact with patients, we ask that you dress appropriately for a clinical attachment. Please note that denim is not acceptable.

As we are a busy Practice it is important that all timetabled sessions start on time. The doctors will not wait for a student who is late. We would request that you arrive at each teaching session at least five minutes before the session is due to start. This will prevent any last minute rush and will allow any last minute changes to the schedule to be arranged if necessary.

The surgery is a non-smoking establishment and we request that students who smoke do not smoke in the building or in the vicinity of the building as this creates a bad impression for patients. We have a staff room on the top floor that you are welcome to use for coffee and lunch breaks. There is a meeting room/library on the middle floor that you can use for private study. This room is kept locked but the key is available from the front reception desk.

You are welcome to use the computer facilities in the practice for private study and Internet access. Kath Williams will give you information on how to log on and arrange a password for you.

If you have any special needs or special requests please let us know as soon as reasonably practical. If you are unable to attend a session, we would be grateful if you could telephone the surgery as soon as possible, to let us know. Please remember that there is a 100% attendance requirement, which is fixed by the Faculty, therefore it is important that you endeavour to attend all sessions.

If you have any other queries, please do not hesitate to contact us.

Please note that the car park at the back of the building is only for patients and that all staff, including attached students, are expected to park on the streets in the vicinity of the surgery. The building has a bike rail at the front. Please find enclosed a proforma we would like you to complete. This gives us your contact details in case we need to contact you. It also lets us know a little bit about you and helps us monitor your progress. Please complete it and hand it to Kath.

Best wishes for your attachment.

Yours sincerely

For Drs Mawdsley, Watson, Charleson & Colli

David P B Watson



Carden Medical Centre

Carden House • Carden Place • Aberdeen • AB10 1UT

Tel: 0845 337 6330 • Fax: 01224 846666

Email: carden.administrator@nhs.net • www.cardenmedical.com

Dear,

Welcome to the Carden Medical Centre. I hope the following will help you settle in and get the most out of your few weeks with us. As you may have already realised we are a 2 centre practice with our main branch in Queens Road (serving 7000 patients) and our branch surgery in Oscar Road, Torry (serving 3000 patients). We try to provide a similar service at both sides such as appointment availability and specialist services like baby clinics, ante-natal clinics and minor surgery. By experiencing consultations at both sides it should give you a measure of how diverse clinical problem solving in General Practice can be.

We are presently an 8 partner practice and due to doctors other commitments (e.g. teaching, occupational health sessions, committee meetings etc) or preference to work part time, none of us are completely fulltime in practice. We also have a GP Assistant, Lee Johnston, who works 5 sessions per week and a GP Retainer, Lorna Sharpe, who works 4 sessions per week. Although I am your designated tutor, you are timetabled to spend time with my colleagues to try and give you a greater depth or insight into working as a GP.

If you are worried or confused about anything to do with your attachment at CMC, please discuss this with me. My priority is that you have an enjoyable fulfilling time with us.

DR F M GARTON

GENERAL PRACTITIONER