

Appendix 5 – example of induction form (x2)

1. GREAT WESTERN ROAD

Affix
photo
here!!

Name			
Address			
Date Commenced			
Phase			
Year			

INTRODUCTION			
Practice Tour		Internet/Computer Rules	
Practice Staff		Case Study	
Pre Course Assessment		GMED Experience	
Time keeping		Consultations	
Dress Code		Short Notes	
Library		Health and Safety	

Blocks Done So Far in Phase III

Personal Profile

2. CARDEN MEDICAL PRACTICE

For Student:	For Staff
<ul style="list-style-type: none"> • Personal timetable 	<ul style="list-style-type: none"> • Timetable to each doc, manager, nurse, reception (1 to each site)
<ul style="list-style-type: none"> • Welcome letter 	<ul style="list-style-type: none"> • Needs assessment to each doc
<ul style="list-style-type: none"> • Data collection sheet for first 2/3/ days 	<ul style="list-style-type: none"> • Timetable to outside members of team, with phone call to confirm timing
<ul style="list-style-type: none"> • Team prompt questions 	
<ul style="list-style-type: none"> • Practice leaflet 	
<ul style="list-style-type: none"> • Practice timetable 	
<ul style="list-style-type: none"> • Health & Safety criteria 	

At opening interview with student:

- Assess student needs/desires for month
- Manipulate timetable if required
- Consider chronic case for presentation
- Overview of the practice
- Outline month
- Highlight 100% attendance required
- Highlight book list. / library / course books (in the box in room 3)

At mid point:

- Formative assessment 1
- Check generally how things are going
- Ensure case presentation under way
- Discuss consulting
- Discuss consultation skills (and distribute material if appropriate)

At end point:

- Gather opinion from other partners/staff etc
- Formative assessment 2
- Evaluation of student's experience (good/bad etc)