ED0019 Orientation of Registrars in Training Posts Policy

1. Purpose

To ensure that the process of orientation of registrars commencing in a training post complies with The Standards of the Royal Australian College of General Practitioners (RACGP) and/or the Australian College of Rural and Remote Medicine (ACRRM), Murray City Country Coast GP Training (MCCC) requirements, and the current edition of the National Terms and Conditions for Employment of Registrars (NCTER).

2. Scope

This document applies to all supervisors, registrars and MCCC staff involved in accreditation of MCCC training posts.

3. Definitions

The following definitions apply to this procedure:

Orientation: The formal process conducted by the supervisory team at a training post for a registrar new to that post, by which the registrar receives information and training about the post’s working and training environment.

4. Principles

1. RACGP and ACRRM standards require that registrars receive a structured orientation at the commencement in a training post that they have not worked at previously. This applies to all levels of training including: GPT 1/PRRT 1, GPT2/PRRT 2, GPT3, PRRT3, GPT 4/PRRT 4 and ESP.

5. Procedure

1. All training posts will conduct a structured registrar orientation in compliance with The Standards of the applicable College (see hyperlinks in point 6).

2. The orientation will be conducted on the first day of the new training term or, where a registrar commences during a term, on the first day of employment in the post during the registrar’s usual rostered work hours.

3. Orientation must not be conducted prior to the commencement of the term, whether in or out of working hours or while the registrar is still in the employment of another post.

4. A registrar may wish to make an informal visit to the practice prior to commencement of employment, but this does not form part of the formal orientation.
5. In the unlikely event that it is deemed necessary to complete orientation outside the above process, prior approval must be sought from the Regional Head of Education (RHE) in the relevant region.

6. Related documents or websites

MCCC documents

MCCC Orientation checklist

External organisation documents

ACRRM Primary Rural and Remote Training Standards for Supervisors and Teaching Posts
National Terms and Conditions for the Employment of Registrars
RACGP Standards for General Practice Training

7. Document History

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<tr>
<td>2.0</td>
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MCCC may amend and vary this policy and/or procedure from time to time. Please refer to the electronic copy on the website for the latest version.