

EDF 002 Practice Managers checklist for Registrars

Task	√	Notes
Employment agreement		
Superannuation guarantee		
Tax file number declaration		
Fair Work Statement		
Practice relevant new employee documentation e.g. emergency contact forms, banking details etc		
Payroll details set up		
Let registrar know in advance about parking		
Clinical software user name and password including Therapeutic Guidelines etc		
Practice management software user name and password		
Website updated		
Practice email		
Key		
Security code		
Meet with team and let everyone know what a registrar is and what the team responsibilities will be		
Bio and photo to team members		
Make sure everyone knows how to pronounce the Registrars names		
WVPHN (and any other online organisation) notified of new doctor		
Set up sessions in appointment book Checking MCCC Guide for Training Packages for appropriate patient numbers.		
Orientation package – handbook, checklist		
Time/staff set aside for orientation including practice manager, supervisor, practice nurse and reception staff		

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Nominate one full time or equivalent reception staff to be the “go to” person for administrative help in the first week		
Medicare forms/PRODA for PIP, SIP etc		
List of internal phone numbers next to phone		
Name badges for all staff		
Online appointment system set up		
Signage		
Consulting room sign (Dr’s Name)		
Practice information brochure updated		
MCCC logins for supervisor and admin		
Face to face supervision/teaching time scheduled and in appointment book Check MCCC Guide for “In-Practice Teaching Requirements”		
Schedule time for supervisor to familiarise themselves with MCCC requirements online and in relation to supervision		
Book welcome lunch/morning tea in first week		
Block out all workshop dates for the Semester		
Find out when registrar sitting exams and be aware registrar might take the day of so before off		
Check if any annual leave planned		
Be aware that there will be External Clinical Teaching Visits and on these days, patients will need to be advised that another doctor is sitting in. Appointment times will need to be 30 minutes. See the MCCC Guide “Scheduling of ECTV’s” for more information		
Set up reminders for Supervisor to complete required supervision reports		
Set up reminders for Practice Manger to complete monthly RCTI’s		