

Induction Ideas - First Days of placement

Below are some ideas of areas which could be covered during the first days and week of the clinical placement. Some of these will be best undertaken with Practice Managers or administrative staff. Some will be better suited to discussion with the GP tutor. This is not a prescriptive list, but elements may be useful as you introduce new students to your practice. Many practices send information in advance

- On the first day of placement consider protecting 30-45 mins to do introductions and orientation with introductions to the practice team including clinical and administrative staff
- Share relevant contact details eg email/phone number as preferred
- Consider student transport challenges/parking
- Tour of the building and orientation, for example toilets, tea and coffee/fridge, places to eat, places to store coats and bags
- IT set up, passwords for students to access clinical system
- Clinical system orientation, how to look at consultations, letters, results, referrals (ensure student is identifiable if making entries into clinical system)
- Discuss ground rules and expectations (can use separate document or adapt for your own use)
- Discuss placement expectation from student and tutor
- Plan for mandatory assessments
- Discuss any additional needs or reasonable adjustments students may require
- Highlight any practice policies (eg health and safety, fire safety) and home visit policy
- Advise who is the best person to approach if you are having difficulties in any particular area (for example Practice Manager, reception team lead, GP tutor)