**Student Induction – Practice Name**

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Practice Details

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| --- | --- | --- | --- |
| Practice Name: |  | | |
| Address: |  | | |
| Telephone: |  | Bypass Telephone: |  |

Contact Information

|  |  |  |
| --- | --- | --- |
| **Contact 1**  Who is the best person(s) to contact? | Name |  |
| Role |  |
| Direct Phone Line: |  | |
| Email: |  | |
| **Contact 2**  Who is the best person(s) to contact? | Name |  |
| Role |  |
| Direct Phone Line: |  | |
| Email: |  | |

Travel and Parking

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| Best means of transport to the Practice?  How long is the nearest walk from the bus stop / train station to the practice? |  | |
| Car park available that students can use? | Yes | No |
| Is parking in the surrounding streets for students to use or is this for residents/visitor permit holders only. |  | |

Key Staff

**General Practitioners**

|  |  |  |
| --- | --- | --- |
| Doctor | Clinical Interests | Other Commitments |
| Title Forename Surname |  |  |
| Title Forename Surname |  |  |

**Other Staff**

|  |  |
| --- | --- |
| Staff | Job Role |
| Title Forename Surname |  |
| Title Forename Surname |  |

Practice Profile

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| --- | --- |
| Number of partners in the Practice |  |
| Location of Practice, description of area, catchment area, and other medical services provided by the Practice for example Community or residential home. | |
| Practice list size, demographic, ethnicity of patients, turnover of patients | |
| When is the Practice open? | |
| What happens when the Practice is closed and a patient has an urgent medical problem? | |
| How can patients book an appointment? Is the Practice a member of GP Out-of Hours service? | |
| Is the Practice computerised and what type of clinical system do you use? | |
| What type of tasks is the computer system used for? | |
| Are you linked to NHS Shared Business Service for registration purposes and the local hospital for any services? | |
| How are appointments made? What is the process for new patients joining the practice? | |
| Do you have regular team and partners’ meetings and case conferences. | |
| Are patients given the opportunity to give or leave suggestions and comments. In what way does the practice welcome comments and suggestions from patients. What is the process for dealing with patients complaints | |

Teaching

|  |  |  |
| --- | --- | --- |
| Undergraduates | Postgraduates | Other |

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| --- |
| Please outline Practice commitments related to teaching and training at Postgraduate or Undergraduate level |
| Are any of the partners approved GP trainers |
| Are there any ST3s, ST1s or ST2s training in the practice at any one time. |

Student Attendance

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| Please outline the impact that student non attendance could potentially have on the practice and what this means for the practice, people and other medical services involved when a students does not attend |
| Please advice what students should do if they are unable to attend a teaching session |
| Please provide the full name and contact details of a person students should contact if they are unable to make a teaching day here.  Contact Name:  Email :  Telephone |

Confidentiality

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| Please remember that ALL, personal information about patients and their  families and/or carers must be treated with absolute confidentiality. Please do not discuss patients with people other than staff members, and always be aware of confidentiality when speaking with patient’s family members or friends.  If you are writing an essay or preparing a presentation please ensure you do not use any information that can identify patients, their families or carers, i.e. do not use names, addresses or dates of birth. This is in addition to asking the patient for permission to prepare an essay or presentation about them. You may hear conversations about patients within the building, if so, please ensure that nothing you hear is repeated outside the building. The staff trust that there is a “ring of confidentiality” within the building.  No identifiable patient details should leave the Practice in written form either on paper or by email. |

Clinics Provided By The Practice

|  |  |
| --- | --- |
| Name of Clinic e.g Baby Clinic | Name of Clinic e.g Baby Clinic |
| When is this held? | When is this held? |
| Where is this held? | Where is this held? |
| Additional information | Additional information |

*Other clinics may included Drug Clinics, ENT, Minor Surgery, Anti-Cog Clinic, Diabetic and or Heart Failure, Annual Review or Diabetic Nurse Specialist (weekly or twice weekly visits), Family Planning, Health Promotion, Chronic Disease Management, Well Person Screen and Travel Vaccinations.*

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| Does the practice have any other surgeries or services available on site? |
| Please outline if the practice has an advocate and when they are available e.g. Turkish advocate Monday and Wednesday morning. |

Resources For Use By Medical Students

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| Does the practice provide students with any resources during their placement to support their learning? E.g. the use of a laptop, computer, projector. |
| How can students access these resources if they require it? And how do you wish them to log on if they need to - Please provide clear instructions here. |
| Can students log onto the Practice computer e.g. Emis Web system or other Clinical Systems at the Practice - Please provide clear instructions for the students |

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| Student Space/Staff Room |

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| --- |
| Detail of space for students to keep personal belongings and the area available for students to have lunch? |

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| Details of Shops and Eating Places in the Area |

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| --- | --- |
| Food shopping: | Cafes, takeaways, restaurants: |
| (Name of Shop and Address) | (Name of Café and Address) |

Evacuation in the Event of a Fire

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| --- | --- |
| Please provide students with instructions if a fire should start in their room here. E.g. immediately ring the main switchboard and inform them of your location. You should then proceed together with anyone else in the room to the car park, which is the assembly point. |  |
| Please provide students with any other information i.e. In the event of fire. E.g. the fire bell will sound continuously and you should proceed as above |  |
| If you have weekly fire tests please provide students with the information here. |  |

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| RECOMMENDED WEBSITES |

Information on the Internet is extensive and continually expanding but the quality can be very patchy. A lot of the information on the Internet is unregulated. Listed below is some Internet websites of interest.

Healthcare information

[www.nhs.uk](http://www.nhs.uk) National Health Service Website

<http://www.gpnotebook.co.uk> Database of clinical medicine relevant to general practice

[www.nice.org.uk](http://www.nice.org.uk/) National Institute for Health and Clinical Excellence (NICE)

[www.evidence.nhs.uk](http://www.evidence.nhs.uk) Rapid access to evidence based info provided by NICE

[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk) Mental Health Foundation

[www.merck.com](http://www.merck.com) Merck, Sharpe and Dohme site (includes Merck manual)

[www.bmj.com/bmj](http://www.bmj.com/bmj) BMJ online

[www.thelancet.com](http://www.thelancet.com) Lancet online

[www.fco.gov.uk](http://www.fco.gov.uk) Foreign office advice

[www.istm.org](http://www.istm.org/) Int Soc of travel medicine

[www.lilly.com](http://www.lilly.com)  Eli Lilley for diabetes

[www.mwsearch.com](http://www.mwsearch.com) Searches for medical topics

**Patient Information**

[www.patient.co.uk](http://www.patient.co.uk) Information and leaflets

[www.tht.org.uk](http://www.tht.org.uk)  Terence Higgins Trust

[www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)  NHS give up smoking advice

[www.diabetic.org.uk](http://www.diabetic.org.uk)  Diabetes, adults

[www.epilepsy.org.uk](http://www.epilepsy.org.uk)  Epilepsy

[www.cancerresearchuk.org](http://www.cancerresearchuk.org) Cancer Research

**General Information**

[www.gptutorbartsandthelondon.org](http://www.gptutorbartsandthelondon.org)  Academic Unit for Community Based Medical Education

[www.direct.gov.uk](http://www.direct.gov.uk)  Government information