

Student Induction – Practice Name



Practice Details

Practice Name:			
Address:			
Telephone:		Bypass Telephone:	

Contact Information

Who to contact if a student is unable to make a teaching session

Travel and Parking

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 <input type="checkbox"/>	No <input type="checkbox"/>
Is parking in the surrounding streets for students to use or residents/visitor permit holders only.		

Key Staff

General Practitioners and other staff e.g. on website ***

Practice Profile

You could include:

- number of partners in practice, services run by practice, practice opening hours,
- practice list size, demographic, ethnicity, turnover
- What kind of computer system is used
- how the practice is run – team and partners meetings, patient engagement groups
- Processes:
 - how to book an appointment,
 - process for new patients joining,
 - patient access when practice is closed,
 - dealing with a complaint

Teaching

You could include, whether you teach other professional groups, if there are GP trainers in the practice and any ST1, 2, or 3s

Student Attendance

Explain to students the impact if they do not attend for the practice, patients and other services.

Confidentiality

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

A list of clinics run by the practice for student information could be included e.g.

...Baby Clinics, 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.

Resources For Use By Medical Students

Include resources and how to access/log on to them for students e.g. laptop, computer, projector, WIFI and EMIS or other clinical systems.

Student Space/Staff Room

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

Details of Shops and Eating Places in the Area

Food shops, cafes, takeaways that are accessible.