

Dalhousie Family Medicine Office Orientation

Parts of orientation can be completed by staff. Learning objectives should be shared with all who will be working with the learner.

General Information		✓
Welcome		
Introduce yourself – background, special interests, etc.		
Learner background – what rotations have they completed, long term career goals, clinical interests		
How would the learner like to be introduced?		
Share important contact numbers (both learner and physician)		

Orientation to Community

Overview of community – recreation, events	
Community Resources	

Overview of Rotation

Review objectives	
Graded responsibilities/independence	
Call expectations/responsibilities (clerks and residents only)	
Daily/weekly schedule (clinic hours, hospital rounds, home visits, etc.)	
Opportunities to work with colleagues with other special interests	
Resources for independent study, computer access	
Community visits – ½ day per week (clerks only)	
How/where to access on-line Adobe Connect webinar sessions (clerks only)	

Orientation to Clinic

Introduce to clinic staff, explain their roles	
Orient to layout of clinic, exam rooms	
How to use phone system	
Review chart system/electronic medical record	
Parking	
Test Adobe Connect prior to day of webinars (clerks only)	

Orientation to Hospital (may not apply to Med I and II electives)

Introduce to hospital staff	
Parking	
Pager system	

Learning Contract

What are the learner's expectations?	
How do they learn best?	
Complete learning contract	

Evaluations

Daily observation and feedback – at end of day? After each visit? In front of patient?	
Patient and Procedure logging (does not apply for Med I and II electives)	
Briefly review forms for midterm and final evaluation	
Project – start discussion, revisit periodically (does not apply to Med IV electives and residents)	

Problems

What to do if learner can't come in?	
What to do if physician can't come in?	