

GP practice induction

You may use the BSMS GP induction template (below) or your own equivalent. We suggest you keep a signed copy for your records.

Content	Example	Initial to confirm
Confidentiality	Patient confidentiality paramount. Students must avoid: any mention on social media, photographing records or inappropriate access to patient records. Student must not be registered as a patient. Student must declare if family members are registered with the surgery and steps taken to ensure they do not access these records.	
Safeguarding	Duty to report concerns over vulnerable children/adults to supervising GP	
Clinical supervision	Patients seen by students must not leave without consulting GP	
Chaperones	Surgery chaperone policy. Intimate examinations only under direct GP supervision	
Covid-19	Patient triage, Personal Protective Equipment, high risk examinations, any relevant practice policy on COVID-19 e.g. social distancing/ masks/ other measures for staff, protocol if student displays symptoms etc.	
Emergency contacts and absence procedure	How to contact surgery if ill/absent for urgent reasons. Student must contact surgery if unable to attend.	
Building/fire safety	Safety exits/evacuation procedure/hazards	
Personal safety	Panic alarm, position of seats in consultation room, how to inform reception of need for immediate help	
Road safety	BSMS does not expect students to travel when roads are treacherous due to bad weather (student must inform GP practice and BSMS if not attending due to poor weather)	
Computer system	Introduction to computer system used in surgery. Not accessing records for inappropriate reasons	
Tour of building	Tea room and toilets	
Other matters discussed during induction		
Name (of Practice Manager, GP or staff member)		
Signature		
Date		