

Effective orientation and handover becomes increasingly important as junior doctors are faced with patients with more complex, multiple comorbidities, rising service demands because of workforce shortages, and a growing need to teach undergraduates as they move through the system (MJA 2007; 186: S37–S39)

Timeframes 2020/2021	Category	Gold Star Hospital
Sept - Jan	Governance - Key Stakeholders that may need to be involved in getting resources ready for orientation	<ul style="list-style-type: none"> <input type="checkbox"/> Corporate <input type="checkbox"/> Clinical <ul style="list-style-type: none"> <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Intern (3.1.3; 7.3.1) <input type="checkbox"/> Operational <input type="checkbox"/> Unit Supervisor (8.1.3) <input type="checkbox"/> District coordination as necessary (1.4.2)
Nov-Dec	Clinical/Org Content should be: <ul style="list-style-type: none"> ● Up to date ● Concise ● Relevant ● Regularly viewed 	<ul style="list-style-type: none"> <input type="checkbox"/> Phone Directory <input type="checkbox"/> Hospital Orientation <ul style="list-style-type: none"> <input type="checkbox"/> Parking <input type="checkbox"/> Breastfeeding Room <input type="checkbox"/> Salary Packaging <input type="checkbox"/> JMO Flexible training arrangements (3.2.1) <input type="checkbox"/> JMO access to PDL (7.2.5) <input type="checkbox"/> JMO Training Program Info (7.4.2) <input type="checkbox"/> JMO Training Appeals Process (1.5.1) <input type="checkbox"/> JMO Training dispute resolution (7.5.1; 7.5.2) <input type="checkbox"/> JMO Employment campaign inc appointment criteria (7.1.1) <input type="checkbox"/> JMO supervisor objectives 8.1.3 <input type="checkbox"/> Learning Facilities (8.3.1) <input type="checkbox"/> Adverse Event Reporting <input type="checkbox"/> Needlestick Injury escalation <input type="checkbox"/> Departmental Orientation <ul style="list-style-type: none"> <input type="checkbox"/> JMO Training Objectives (3.1.2) <input type="checkbox"/> Rosters <input type="checkbox"/> Term Handover/ROVERS (3.2.1) <input type="checkbox"/> Term Assessment process (5.1.3) <input type="checkbox"/> Unit Evaluation Survey Process <input type="checkbox"/> After Hours Resources <input type="checkbox"/> Antibiotic Guidance <input type="checkbox"/> Discharge Summary guide <input type="checkbox"/> Common Calls/Consult Guide

Nov - Dec	<p>Get Involved /Engagement Content</p> <ul style="list-style-type: none"> ● JMO Committees ● Safety and Quality Audits ● Value based care ie Choosing Wisely ● Quality Improvement ● Research 	<ul style="list-style-type: none"> <input type="checkbox"/> Get Involved Tile activated in Med App <ul style="list-style-type: none"> <input type="checkbox"/> Audit opportunities <input type="checkbox"/> QI opportunities <input type="checkbox"/> Research opportunities <input type="checkbox"/> JMO Committee Info (7.4.1) <input type="checkbox"/> How to feedback/make edits in Med App
Nov - Dec	Wellbeing Content	<ul style="list-style-type: none"> <input type="checkbox"/> Self care resources (7.2.1) <input type="checkbox"/> Bullying/Harassment escalation guide (7.2.3) <input type="checkbox"/> Local contacts for escalating concerns (7.2.4) <input type="checkbox"/> Career Advice/Mapping (7.2.4) <input type="checkbox"/> Crisis support contacts (7.2.4) <input type="checkbox"/> Employee Assistance Program (7.2.4) <input type="checkbox"/> Training dispute resolution (7.5.1; 7.5.2) <input type="checkbox"/> Critical Incident Debriefing guidance <input type="checkbox"/> Peer Mentoring/Support <input type="checkbox"/> Fatigue Risk Guide
Dec - Jan	Intern Orientation Prep	<ul style="list-style-type: none"> <input type="checkbox"/> New User List (.csv) generated <input type="checkbox"/> Update user roles - change other users to new role <input type="checkbox"/> “Heads Up Re: Med App” email template <ul style="list-style-type: none"> <input type="checkbox"/> drafted <input type="checkbox"/> sent <input type="checkbox"/> Welcome Orientation Letter Mailout <ul style="list-style-type: none"> <input type="checkbox"/> Drafted <input type="checkbox"/> Sent <input type="checkbox"/> Orientation Evaluation surveys drafted <input type="checkbox"/> New clinicians invited to account <input type="checkbox"/> Invitations to orientation sessions sent <input type="checkbox"/> QR codes embedded in presentations or printed <input type="checkbox"/> Orientation Packs <ul style="list-style-type: none"> <input type="checkbox"/> MedApp Eye mask
Jan	Resident orientation Prep	<ul style="list-style-type: none"> <input type="checkbox"/> New User List (.csv) generated <input type="checkbox"/> Update user roles - change other users to new role <input type="checkbox"/> “Heads Up Re: Med App” email template <ul style="list-style-type: none"> <input type="checkbox"/> drafted <input type="checkbox"/> sent <input type="checkbox"/> Welcome Orientation Letter Mailout <ul style="list-style-type: none"> <input type="checkbox"/> Drafted <input type="checkbox"/> Sent <input type="checkbox"/> Orientation Evaluation Surveys Drafted <input type="checkbox"/> New clinicians invited to account <input type="checkbox"/> Invitations to orientation sessions sent <input type="checkbox"/> QR codes embedded in presentations or printed
Feb	Registrar	<ul style="list-style-type: none"> <input type="checkbox"/> New User List (.csv) generated <input type="checkbox"/> Update user roles - change other users to new role <input type="checkbox"/> “Heads Up Re:Med App” email template <ul style="list-style-type: none"> <input type="checkbox"/> drafted

		<input type="checkbox"/> sent <input type="checkbox"/> Welcome Orientation Letter Mailout <ul style="list-style-type: none"> <input type="checkbox"/> Drafted <input type="checkbox"/> Sent <input type="checkbox"/> Orientation Evaluation Surveys Drafted <input type="checkbox"/> New clinicians invited to account <input type="checkbox"/> Invitations to orientation sessions sent <input type="checkbox"/> QR codes embedded in presentations or printed
Feb	Post Orientation Week	<input type="checkbox"/> Mailout linking to Evaluation Survey <input type="checkbox"/> Announcement reminder of in app resources (Wellbeing, Get Involved etc..) <input type="checkbox"/> Attendance reports downloaded and filed away in accreditation folders as necessary

(*) AMC JMO Training Standards Alignment/Support