

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	Category	Gold Star Hospital
Sept - Nov	Governance - Key Stakeholders that may need to be involved in getting resources ready for orientation	<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 (1.5) <input type="checkbox"/> Operational <input type="checkbox"/> Unit Supervisor (5.2) <input type="checkbox"/> District coordination as necessary (2.3.2)
Nov - Dec	Clinical/Org Content should be: <ul style="list-style-type: none"> ● Up to date ● Concise ● Relevant ● Regularly viewed 	<input type="checkbox"/> Phone Directory <input type="checkbox"/> Hospital Orientation (3.4.1) <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 (3.5.1) <input type="checkbox"/> JMO access to PDL/AL (6.2.3, 6.2.5) <input type="checkbox"/> Training Program Info (6.3.1) <input type="checkbox"/> JMO Training Appeals Process <input type="checkbox"/> Training dispute resolution (6.4.1; 6.4.2) <input type="checkbox"/> Employment campaign inc appointment criteria (6.1.2) <input type="checkbox"/> Supervisor objectives 2.1.4, 7.1 <input type="checkbox"/> Learning Facilities (8.1) <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"/> Supervisors Identified (6.1.3) <input type="checkbox"/> Training Objectives <input type="checkbox"/> Rosters <input type="checkbox"/> Term Handover/ROVERS (3.2.7) <input type="checkbox"/> Term Assessment process <input type="checkbox"/> Unit Evaluation survey process <input type="checkbox"/> Informed Consent Resources (3.2.8)

		<input type="checkbox"/> After Hours Resources <input type="checkbox"/> Antibiotic Guidance <input type="checkbox"/> Common Calls/Consult Guide <input type="checkbox"/> Discharge Summary guide
Nov - Dec	Get Involved /Engagement Content <ul style="list-style-type: none"> ● JMO Committees ● Safety and Quality Audits ● Value based care ie Choosing Wisely ● Quality Improvement ● Research 	<input type="checkbox"/> Get Involved Tile in Med App activated <input type="checkbox"/> Audit/QI/Research opportunities (5.3) <input type="checkbox"/> JMO Committee Info (1.5) <input type="checkbox"/> Info re How to give feedback/make edits in Med App
Nov - Dec	Wellbeing Content	<input type="checkbox"/> Self care resources (3.3.4) <input type="checkbox"/> GP registration resources (6.2.4) <input type="checkbox"/> Local contacts for escalating concerns (3.3.4) <input type="checkbox"/> Crisis support contacts <input type="checkbox"/> Employee Assistance Program (6.2.2) <input type="checkbox"/> Bullying/Harassment escalation guide (6.2.1) <input type="checkbox"/> Career Advice/Mapping (6.2.2) <input type="checkbox"/> Training dispute resolution (6.4.1; 6.4.2) <input type="checkbox"/> Critical incident debriefing guidance <input type="checkbox"/> Peer Mentoring/Support <input type="checkbox"/> Fatigue Risk Guide
Sept - Nov	Intern Orientation Prep	<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 <input type="checkbox"/> drafted <input type="checkbox"/> sent <input type="checkbox"/> Welcome Orientation Letter Mailout <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
	Resident orientation Prep	<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
	Registrar	<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
	Post Orientation Week	<input type="checkbox"/> Mailout linking to Evaluation Survey and Wellbeing Resources <input type="checkbox"/> Attendance reports downloaded and filed away in accreditation folders as necessary

(*) NZMC JMO Training Standards Alignment/Support