**Hackney GPVTS: Induction for new GP trainees**

**Contractual issues**

Contract(s)

Pay

MPS/MDU

Leave: annual and study

Performer’s list

Security, keys

Choose and Book/Smart card

Health and safety/fire/panic alarm

Contact details: exchange

**Educational Needs Assessment**

CV

Examinations

Special interests

Areas for development

**Learning**

Tutorials

Joint surgeries

Asking questions during surgeries, debrief

E-portfolio & WPBA: Reading the last ES Report, COTs (use of video), CBDs etc

Resources: Library, mentor, patient.co.uk

PUNs and DENs

Weekly timetable

Tuesday Half day release

**Consultations**

Telephone

Emergency/extras

Pre-planned

Home visits & visit bag: Equipment

Advocates

Chaperones

**The Practice Team**

**Allied Health Professionals**

**Local population demographics**

**Practice Systems**  
IT

Prescribing

Templates, coding

Communication: notes, email, messages

Meetings

Results

Post

Referrals

Dictation

Food/drink

**Reading list**

Essential

Recommended