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STUDENT PLACEMENTS IN GENERAL PRACTICE

CHECKLIST and SUGGESTIONS

Thank you for agreeing to be a teaching practice of the Universities of Sydney and Western Sydney. We hope that having a student in your practice will be a valuable experience for both your practice and the student.

Before the student arrives at the Practice

Prior to commencing the student will phone your practice to make arrangements for their placement. If Reception staff have been advised of the student's name and commencement date, this will assist to make the student feel welcome in your practice.

The student may need to know:

- Time to arrive on Day 1
- Transport arrangements including street directions, information about public transport and parking
- Dress code
- Any documentation that you require (*eg vaccination record*)

Preparing for the student's arrival

Communication

It is helpful to ensure that all staff are aware in advance of the student's expected placement.

Sign advising patients of the presence of a medical student

Both Universities will provide a sign that can be displayed in an appropriate place within clear view of the patients.

When the student arrives for their placement

- Introductions – arrange for a staff member (*practice manager/nurse/receptionist*) to:
 - Introduce the student to staff in the practice; and
 - Familiarise the student with the practice: the location of lunch/tea room, toilets, where to store personal belongings, local facilities (shops/cafes nearby).
- Roster – If arrangements have been made for the student to spend time with more than one GP, it is helpful to create a roster/schedule for the student of who/where they will be, which day /time (*eg AM with Dr or PM Dr; AM Home Visits/Nursing Home visits*).
- Learning Plan – discuss with the student what they are wanting to learn whilst they are in your practice and remember to tell them about the learning opportunities available in your practice. The student may be required to discuss with you a written learning plan which forms part of their assessment.

Obtaining patient agreement to the presence of a student during consultations

Verbal patient consent should always be obtained for the presence of a student during a consultation. If the doctor fetches the patient from the waiting room, then this can be sought prior to ushering the patient into the consulting room. Alternatively, it may be helpful for Reception staff to advise the supervising GP's patients that he/she has a medical student and ask if the patient is agreeable to this.

Don't feel you must have the student with you all the time

- Reception staff and practice nurses can teach students useful skills
- Other GPs in the practice may be interested to share supervision
- Registrars are often enthusiastic teachers of students
- If you have nursing or other health professional students placed in your practice, consider having them work together and share learning
- Allied health practitioners or other medical specialists visiting your practice can provide valuable learning opportunities for students
- Some teaching practices collaborate to rotate students between them, thus increasing the students' range of experience.