

Intern Training – Start of Term Form



About this form: This form is designed to help facilitate orientation and the first discussion between an Intern and Supervisor (or supervisor's representative). It should be completed in the first week of commencing a new term.	Intern Details	Term Details
	Intern Surname: <input type="text"/>	From: <input type="text"/>
	Intern First Name: <input type="text"/>	To: <input type="text"/>
	AHPRA Registration: <input type="text"/>	Term Number: <input type="text"/>

Term Name: <input type="text"/>	Term Supervisor: <input type="text"/>
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I have received a HETI Term Description and the Intern Guide

Discussion of Expectations: <input type="checkbox"/> Roles and responsibilities <input type="checkbox"/> Expected daily tasks <input type="checkbox"/> Team and consultant preferences regarding patient management <input type="checkbox"/> Routine procedures for management, investigations or consults	Supervisor's Comments:
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Administrative Information: <input type="checkbox"/> Consultants, Registrars, NUM, Nursing Staff and key personnel <input type="checkbox"/> Rounds, meetings and handover times <input type="checkbox"/> Bookings <input type="checkbox"/> Cover to attend protected intern teaching <input type="checkbox"/> Locations eg equipment, facilities <input type="checkbox"/> Overtime arrangements and claiming <input type="checkbox"/> Calling in sick and taking ADOs <input type="checkbox"/> Provisional date/time for Mid-term and End-term Reviews	Supervisor's Comments:
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Learning Opportunities: <input type="checkbox"/> Knowledge <input type="checkbox"/> Clinical skills <input type="checkbox"/> Procedural skills <input type="checkbox"/> Patient management	Supervisor's Comments:
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Sign Off:	Intern	_____ Date: _____
	Term Supervisor	_____ Date: _____

Personal Learning for this term (Intern to complete prior to first meeting)

- What are you looking forward to this term?
- During this term, which attributes, knowledge and skills do you already possess that will be useful?
- What challenges do you expect to face this term?

Learning Plan

(Intern to complete prior to first meeting)

List five personal learning goals you would like to achieve this term

Personal Learning Goals

Map these to the Intern Guide Learning Outcomes

Learning Strategies to achieve these goals

How will you demonstrate achievement of your goals?