

Term Change Over Check List



TERM CHANGE OVER CHECKLIST

BEFORE NEW TERM

	CHECK FOR TERM DESCRIPTION
	CHECK FOR A ROVER (A CHANGEOVER DOCUMENT THAT IS HANDED BETWEEN DOCTORS)
	CONTACT WHOEVER IS CURRENTLY ON MY NEXT TERM
	FIND OUT THE FOLLOWING INFORMATION:
	<ul style="list-style-type: none">• STARTING TIME/PLACE/ROOM CODE• REGISTRAR AND SUPERVISOR CONTACT DETAILS• PATIENT LIST/HANDOVER DOCUMENT• ANY OTHER TIPS<ul style="list-style-type: none">◦ BEST COFFEE◦ LUNCHROOM◦ CONSULTANT PREFERENCES,◦ IT TIPS◦ WHAT THINGS THE TEAM LIKES YOU TO BRING IN FIRST WEEK (E.G. CAKE?)

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	CHECK YOU HAVE THE CORRECT PARKING/SWIPE CARDS ACCESS NEEDED
	CONTACT ROSTER PERSON
	CONFIRM YOUR ROSTER, INCLUDING ANY LEAVE YOU HAVE HAD CONFIRMED OR REQUESTED AND ANY MANDATORY EDUCATION DAYS

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AT END OF TERM

	UPDATE THE TERM ROVER (OR CHANGEOVER DOCUMENT) FOR YOUR NEXT COLLEAGUE
	CONTACT YOUR COLLEAUGE IS TAKING OVER MY TERM TO GIVE AN OVERVIEW AS PER BEFORE TERM CHECKLIST
	COMPLETE AND UPDATE THE DISCHARGE SUMMARIES TO THE BEST OF YOUR ABILITY
	GET A THANK YOU GIFT FOR PARTING TEAM

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About AdvanceMed

Helping You To Manage Your Medical Career.

Our story is about recognising that doctors need better support and preparation for the medical recruitment process. AdvanceMed is an initiative to provide career advice, planning and preparation among postgraduate medical trainees in Australia, created by a team of doctors with a strong interest in transitions in medical training. Our feature event is a one-day intensive workshop, which covers various aspects of the specialty training application and interview preparation. Our personalised services for doctors include: Career advice CV or Resume review/feedback Online Coaching, including Interview Coaching Online Courses

REACH OUT TO US TO LEARN WHAT WE CAN DO FOR YOU

