

## **INSTRUCTIONS FOR USING GP & ALLIED HEALTH ORIENTATION KIT (May 2010)**

Dear Directors of Nursing/Care,

General Practice South has produced an Orientation Kit (attached) for new and existing GPs and Allied Health Professionals (AHP) who visit Aged Care Facilities (ACFs).

There is also a useful section that the visiting professional completes and provides to you about themselves on pages 29 and 30, including their availability, contact details, etc.

This resource is designed to improve communication and information flow processes. It is an interactive Adobe document that allows you to add text and save it, so that you may customise the details specific for your facility.

To best utilise this resource, we recommend that you follow these steps:

1. You need to have Adobe Reader Version 9.1, 9.2 or 9.3 installed on your computer, which is a free download from the Adobe website <http://get.adobe.com/reader/>
2. Open the document yourself first and add the information relevant to your facility. It is best to open the document in "full screen mode", as you will be entering data about your facility in the shaded text boxes provided. Click on the "window" menu and choose "full screen mode". There are "home", "back" and "next" buttons to navigate you through the document. "Home" takes you to the cover page. The position titles in the shaded text boxes on page 6 can be changed to reflect the terminology used by your facility. Enter your facility name on page 1 and again on page 4 (at the first entry point). This will then populate through to the rest of the document at appropriate places.
3. When you have completed entering all the information about your facility, you can leave "full screen mode" by clicking on the "Esc" key. Save the document to a safe place on your computer.
4. Either print the document for hard copy perusal and/or, if your GPs or AHPs use one of your computers with Medical Director loaded, keep an electronic copy of it on the computer desktop.
5. Ensure it is introduced to each visiting professional, pointing out to them that if everyone is clear about each other's details, it provides a good foundation for better communication and information flow.
6. To acquire the GP and AHP information, print out pages 29 or 30 and ask the health professional to complete a hand-written copy for you. These two pages are not for entering electronic data. You should keep the completed forms from the GPs and AHPs in a secure place.

If you have any questions about the usage of this document, or any other query, feel free to call Julie or Jane at the Division on 6208 7300 (Mon-Thurs) who will be happy to provide further advice.

Kind regards  
Julie Dunbabin and Jane Barrett

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