

### GP FACILITATOR CHECKLIST

<b>Pre Tutorial</b>		
Step 1	Obtain written consent from the patient or person responsible	<input type="checkbox"/>
Step 2	Inform Manager of RACF of intent to conduct a lunch time tutorial	<input type="checkbox"/>
Step 3	Identify and contact appropriate 'Specialist' and confirm a date and time for the tutorial	<input type="checkbox"/>
Step 4	Confirm date and time with the RACF manager, patient and Division Aged Care Program Officer	<input type="checkbox"/>
Step 5	Prepare case presentation	<input type="checkbox"/>
Step 6	Send Aged Care Program Officer: <ul style="list-style-type: none"> <li>▪ Case presentation</li> <li>▪ Details of tutorial – date, time, venue, speaker and equipment needed</li> </ul>	<input type="checkbox"/>
<b>Tutorial</b>		
Step 7	Chair the tutorial and facilitate discussion as required	<input type="checkbox"/>
Step 8	Ask participants to complete the evaluation	<input type="checkbox"/>
<b>Post Tutorial</b>		
Step 10	Thank specialist and Manager of RACF	<input type="checkbox"/>
Step 11	Give attendance list, evaluations and claims forms back to the Division	<input type="checkbox"/>

The Aged Care Program Officer will:

- Coordinate GP registrations
- Send registrants a copy of the case study one week prior to the tutorial
- Attend the tutorial, bring attendance list, evaluation forms, copies of the case study and any relevant handouts.
- Organise catering for the tutorial
- Send a letter of thanks to the host RACF.
- Send a copy of the evaluation report to the GP facilitator.
- Give GP Facilitator completed claim form to the Finance Officer for processing.