



INSTITUTE OF GENERAL PRACTICE EDUCATION INC.

PROMPTNESS POLICY

ARRIVING PROMPTLY FOR ALL EDUCATIONAL AND TRAINING SESSIONS

The IGPE educational program is an important, compulsory component of training. GP registrars are provided with the timetable for all educational sessions. Unless otherwise stated all half-day releases and workshops are held at the Smithfield office.

Morning half day releases commence at 9.00am

Afternoon half- day releases commence at 2.00pm

Workshops commence at 9.00am

While we acknowledge that at times being late is unavoidable due to circumstances beyond your control, it is unacceptable to arrive late for these sessions without a valid reason. Not only is this disruptive to the session, it demonstrates a lack of respect for your fellow GP registrars and the presenter. In addition it is considered unprofessional and inappropriate behaviour for adult learners.

All GP registrars are required to sign an attendance sheet for all the sessions they participate in. GP registrars who arrive late for the session will be required to provide reason(s) for their lateness.

If GP registrars are found to be habitually late without good reason then action will be taken. This action will involve a meeting with your medical educator to address the reasons for your habitual lateness and a requirement to undertake further educational activities. This educational activity will be relevant to the components of the educational program that you have missed due to your tardiness and will involve a formal case presentation to your peers at subsequent educational sessions.

We trust that you will understand the reasons for the above measures and we hope that we will not be required to implement them.