

APPENDIX A

CHECKLIST OF CLINICAL RESPONSIBILITIES AND EXPECTATIONS**Components of the medical consultation process (including consults that are):**

Written consults

Phone consults

Presentation skills (across contexts including):

Presentation of patient (history, examination, differential diagnosis, most likely diagnosis, management plan) in clinical ambulatory settings

Hospital ward rounds

Educational presentations in both small and large groups

Appropriate documentation in:

Ambulatory charting

Admission history and physical exams

Hospital progress notes

Writing prescriptions including those for narcotics

Medico-legal history taking and documentation

Workers' compensation forms

Driver's license medical

Insurance forms

Documentation of phone calls and advice given

Discharge summaries

Discuss areas of responsibility around patient follow-up (including):

Laboratory and diagnostic imaging results

Writing consults

Visiting inpatients

Filling out forms

Call responsibilities

Patient phone calls

Pointers for dictation

Discuss clinical responsibilities (including):

Patient care

Continuity

Clinic hours

Protocols in transfer of care

Work ethic and expectations. Examples:

stay until all patients are seen in clinic

do not leave until work is completed

follow-up important issues even if after hours

Reportable presentations:

Child abuse

Danger to the patient or others

Communicable diseases

Issues related to driving, flying