

EARLY REQUIREMENTS

Although the training programme is designed to be flexible and completed in almost any order, there are early requirements which must be completed:

On commencing the training programme:

- Meet your [supervisor](#), ask them to complete the [supervisor agreement form](#), and send it to the Training Programme Coordinator (alex@rnzcuc.org.nz).
- Inform the Medical Council that you have commenced training in urgent care [using this form](#).
- Familiarise yourself with this website, especially the pages on [completing the training programme](#) and the [training programme components](#).
- Join a [peer group](#) and inform the TPC.
- Finalise your programme completion plan with your [supervisor](#).
- Pay your membership invoice (and other invoices if not HWNZ funded).

Within one month of starting the programme:

- Access the [urgent care course online](#) and familiarise yourself with the material (you should have received login details and course code from the Goodfellow Unit).
- If you have not received your [books](#), contact the TPC.
- Access [ePortfolio](#) to familiarise yourself with the interface (you should have received login details from the College Administrator).
- Update your [PDP](#) on ePortfolio (with information from your programme completion plan and additional goals).
- Access [ECGWeekly](#) to familiarise yourself with the material (you should have received login details from ECGWeekly).

Within three months:

- Complete and send in your [Clinical Notes Audit](#) (CNA) for assessment.

Within 12 months:

- Complete and send in your [Patient Satisfaction Survey](#) (PSS), if not previously granted CPLE for this.
- Complete your ACLS/[resuscitation course](#), if not previously granted CPLE for this.
- Have completed supervision, [CPD](#), [clinical hours](#) requirements as per the training programme requirements and loaded the information to ePortfolio.

The above are items that MUST be completed - it is highly likely that you will have done much more (i.e. attended several courses, completed case studies, etc).