

EARLY REQUIREMENTS

There are a few activities we ask that all registrars complete in the first few months of being on the programme:

On commencing the training programme:

- Familiarise yourself with this website, especially the pages on:
 - [completing the training programme](#)
 - [training programme components](#)
 - [Annual CPD requirements](#) and the compliance checking process. Especially note the early audit requirements.
- Ensure that you have access to the Urgent Care College Information System ([UCCIS](#)).
- Meet your [supervisor](#), and if not already completed, ask them to complete the [supervisor agreement form](#), and send it to the Training Programme Coordinator (TPC), (alex@rnzcuc.org.nz).
- Inform the Medical Council that you have commenced training in urgent care [using the CPD7 form](#).
- Join a [peer group](#) and ask the peer group coordinator to make sure they have recorded it in UCCIS. We recommend that you inform the TPC by email once you've joined, so we can chase the coordinator if necessary.
- Develop a plan for year one and two training programme activities with your [supervisor](#). Enter planned activities into your UCCIS TPS. You can also use the PDP planning tool to capture your longer-term goals and actions.
- Pay any invoices we have sent you (you receive these if health workforce is not contributing to your training programme fees and costs).

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).
- Look through the training resources available on the [website](#).
- If you have not received your [books](#), contact the TPC.
- Access [ECGWeekly](#) to familiarise yourself with the material (you should have received login details from ECGWeekly).

Within three months of starting the programme:

- You should have held your first formal [supervision](#) meeting, and uploaded the appraisal form to UCCIS.
- By now you should have completed your first [Clinical notes audit](#).