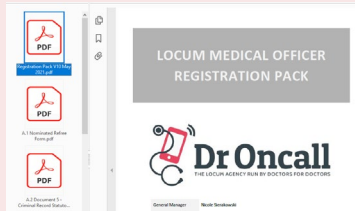


Option 1. Personal Computer (PC), Laptop PREFERRED METHOD

Before commencing ensure PDF viewer is installed
<https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

1. Open email and save document (**Registration Pack V10 May 2021 - PC Laptop**) on to your PC/Laptop.
2. You are able to see down the left hand side the Dr Oncall Registration Pack and all forms mentioned in the pack. Read over the registration pack and click on the relevant form you need to complete. Note –Statutory Declaration will need to be completed manually and scanned back.



3. Each form has been set up with fields that you can just click on and either type the information, select and a tick appears or insert a digital signature. The first time using this, you will be prompted to create a Digital Signature ID.

Clinical Skills Self-Assessment


This document must be completed by a Locum Medical Officer and returned to a Medical Locum Agency for submission to a NSW Public Health Organisation Medical Workforce Unit.


Locum name	Jae Bligh	Date	9-Jun-2021
Agency	Dr Oncall	Print name	Jae Bligh
Agency registration	DR ONCALL PTY LTD 15/01/2019-31/12/2021	Print name	Jae Bligh
Notes		Have observed and used	Have practice and can tick
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

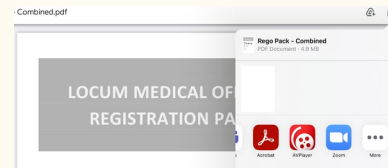
Medical Registration: General medical training as a registration-eligible medical officer to work under supervision. This includes understanding of your role and what you are to do, and having the necessary skills, knowledge and experience to perform your role. It also includes having the necessary skills, knowledge and experience to perform your role. It also includes having the necessary skills, knowledge and experience to perform your role. It also includes having the necessary skills, knowledge and experience to perform your role.

4. Once all relevant forms are complete, save the document and return to your recruitment coordinator

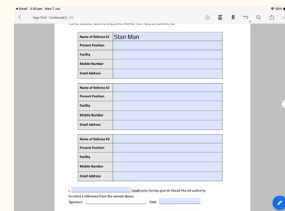
Option 2 Ipad/Iphone





Before commencing ensure Adobe Acrobat Reader is installed.  Free version is all that is required

1. Open email and click on the PDF - **Registration Pack V10 May 2021 – Device**
2. Once it opens click on the  in the top right corner and select Acrobat to open PDF within Adobe Acrobat



3. Now the file is open in PDF you can read all the requirements. At the back of the document (Pg 22 onwards) you will find all the forms. These are set to PDF forms to allow completion electronically.







4. When you need to sign the document, click on  button and then click on  Fill & Sign This allows  to appear at the top of the page to select and sign in relevant areas.
5. When you select  it brings up a box to create your signature and insert within the document. Note – once the signature is set up, you are able to use in all areas that require your signature.
6. Once complete save the file on your Ipad/Iphone and then attach to an email and return to your recruitment coordinator.

Option 3 Android device

Before commencing ensure Adobe Acrobat Reader is installed. Free version is all that is required

1. Open email and click on the PDF - **Registration Pack V10 May 2021 – Device** to download file.
2. Now the file is open in PDF you can read all the requirements. At the back of the document (Pg 22 onwards) you will find all the forms. These are set to PDF forms to allow completion electronically.



3. When you need to sign the document, click on  button and then click on  Fill & Sign This allows  to appear at the bottom of the page to select and sign in relevant areas.
4. When you select  it brings up a box to create your signature and insert within the document. Note – once the signature is set up, you are able to use in all areas that require your signature.
5. Once complete save the file on your android device and then attach to an email and return to your recruitment coordinator.

Option 4 Print/Complete/Scan

1. Open **Registration Pack V10 May 2021 – Device**
2. Print pages that require to be completed.
3. Scan to PDF. Suggest using an app such as **Clear Scanner** to ensure high quality scanning.
4. Email recruitment coordinator with completed forms.