

SUMMARY OF PRECEPTOR RESPONSIBILITIES

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| Logistics and Arrangements | <ul style="list-style-type: none"> • Notify appropriate individual (office manager, practice coordinator, etc.) of request for precepting • Arrange for student orientation, including computer access • Assist in completing required documentation such as: <ul style="list-style-type: none"> • Signing confidentiality form/HIPAA requirements/OSHA requirements • Immunization status • Background check • RN license • Arrange clinical schedule with student (days, hours) • Inform and prepare staff for student arrival and participation • Inform student of practice epidemiology (common concerns and conditions seen in the practice) • Assist with student access to patient health records • Ensure examination space for patient encounters • Assist the student in learning the consultation and referral process in the clinical setting • Be aware of information in the legal affiliation agreement with the student's program • Review personal and course/clinical objectives with student |
| Preceptor Requirements | <ul style="list-style-type: none"> • Provide appropriate documents to program, such as <ul style="list-style-type: none"> • CV/resume • Professional license information • Documentation of specialty certifications • Provide current contact information to faculty |
| Communication | <ul style="list-style-type: none"> • Discuss any problems with student and faculty • Enable student documentation of patient care consistent with the requirements of the clinical site. (If students have limited access to EHR, student can document on a form that may assist with preceptor's own computer charting) • Be available onsite when student is present |
| Patient Encounters | <ul style="list-style-type: none"> • Facilitate access to a variety of patients as students increase their clinical skills • Validate student findings and provide feedback regarding their accuracy and significance • Discuss and approve the plan of management with the student including diagnostic, therapeutic and follow-up plans |
| Evaluation | <ul style="list-style-type: none"> • Provide formative and summative evaluation to document student's performance, consistent with student's agreement and personal objectives and course objectives. • Confer with faculty advisor and student a minimum of two times per experience to discuss student's progress and learning needs |