



Clinical Preceptor Expectations

The Clinical Preceptor plays a vital role in the 3rd and 4th year medical student educational process. The Preceptor acts as an expert resource for patient encounters during clinical externship rotations.

Preceptor responsibilities:

1. Overall supervision of the student for the duration of the clinical externship rotation.
2. Provide opportunities for real patient clinical experiences.
3. Know the syllabus and student learning objectives
4. Hold students accountable for their self-directed learning of medical knowledge (eg. ask the students to teach you what they read last night)
5. Give honest criticism and constructive feedback to the student, which is critical to academic and professional development.
6. Give honest criticism and constructive feedback to the Clinical Education Department (Clinical Coordinators) if improvements are needed in any areas.
7. Immediately contact the Clinical Education Department (Regional Director or Site Director) if you see anything concerning about the student's behavior, lack of professionalism, or major knowledge deficiencies.

Preceptor Expectations:

1. Have an orientation for the student on the first day and clearly state your expectations. Providing an orientation document is recommended (see attached sample)
2. Introduce the student to others on your team (staff, other providers, etc)
3. Determine the student's schedule. Students may work days, nights, and weekends as determined by the preceptor 35 to 60 hours a week on average.
4. Allow one weekday afternoon for dedicated didactic education time
5. 3rd year students should see an average of *at least* 4 outpatients or 2 inpatients per day.
6. 4th year students should see an average of *at least* 6 outpatients or 3 inpatients per day.
7. Have students write medical notes in the SOAP format. (Allowing students access to your EHR is up to you or your employer)
8. Frequently ask students questions to gauge their medical knowledge
9. Give at least 2 short discussions (eg. 15 minutes) on common conditions seen in your practice. These may occur at any time (eg. during lunch, enroute to see patients, etc)
10. Have a 10 minute mid-rotation bi-directional feedback session
11. Have a 15 minute exit interview for final bi-directional feedback
12. Sign-off/verify student's patient encounter logs at the end of their externship.
13. Complete student evaluation online in the New Innovations system