



Preceptor Expectations

Daily routine:

- Hours/ days that the learner is expected in the office
- Learner's level of responsibility and autonomy in providing patient care
- Hospital rounds and night/weekend call
- Times preceptor is off; what to do then; options for added learning
- Amount of reading expected
- Opportunities to work in settings with other providers
- Daily feedback opportunities

Office policies:

- Directions for writing chart notes – using SOAP, dictating, writing scripts, making referrals, EMR training, billing, form completion
- How are patients selected for learner to see?
- Length of time to spend with each patient, number of patients per day

Hospital policies:

- Introduction of services and programs*
- Introduction to staff*
- Parking, pagers*
- Hospital orientation*

Preceptor/learner interaction:

- Establish format for case presentations and any handovers
- Arrange time for formal formative and summative feedback (if not already done); book midway and final evaluation meetings early
- Clarify preceptor criteria to evaluate learner performance
- Encourage learner self-assessment and reflection before discussing preceptor's evaluation (SNAPPSS)
- Encourage 2-way feedback on the learning environment

If a problem arises:

- Absentee policy, how to notify office if sick
- Contact for questions or problems:
- How to reach preceptor in an emergency; share contact numbers.

Rotation Objectives:

- Required activities based on practice's unique learning opportunities (i.e. management of chronic back pain, workers' comp system, attend hospital patient management meetings, conduct quality improvement chart audit, develop patient education resource, etc.)