

Appendix

Preparing Your Office for Learners

This information is designed to help the clinical teacher think about the planning required before a learner arrives in your clinic.

HOW DO I SET UP MY OFFICE FOR LEARNERS?

Toami is a second year resident who arrives at his new rotation with Dr. Smith to discover the office is completely unprepared for his arrival. He doesn't even have a place to hang up his coat. Dr. Smith hands him a pile of files, says, "Go file these.", & rushes away. Toami has no idea where the files are kept & is reluctant to ask the staff to whom he wasn't introduced.

Dr. Smith is very reluctant to take any students into his practice because they take up too much of his time. What do you think Dr. Smith could do to make his time with students more efficient?

Environment	Staff	Patients	Colleagues