



PRECEPTOR QUICK REFERENCE GUIDE

Orientation and Expectations

- Orientation: On the first day, provide students with site policies, procedures, and protocols (e.g., EMR, safety).
- Schedule: Clarify working hours (minimum 40 hrs/week) and discuss any on-call, weekend, or evening responsibilities.
- Goal setting: Outline rotation objectives and student goals during the first week.

Supervision Requirements

- Availability: Be accessible for supervision and consultation. In your absence assign an alternate preceptor (MD, DO, PA, or NP).
- Appropriate Scope: Students must not perform tasks beyond their training. They are never to substitute for staff or function independently.
- Patient Encounters: Every patient must be evaluated by the preceptor or alternate before discharge, and all student documentation must be reviewed and co-signed.

Clinical Activities

- Activities include patient care, directed reading, presentations, and charting.
- Encourage evidence-based practice and discussion around current guidelines.

Feedback and Evaluations

- Continuous Feedback: Provide constructive feedback throughout the rotation.
- Formal Evaluation: Complete the required Preceptor Evaluation of Student on time.
- Notify the program immediately if any serious concerns or misconduct arise.

Attendance and Absences

- Students must adhere to the schedule you set.
- They are allowed up to three clinic days off per 16-week semester.
- Report unapproved absences or scheduling conflicts to the program.

Student Status and Conduct

- Professionalism: Students must introduce themselves as PA students and uphold patient privacy and clinical standards at all times.
- Documentation: Students may write notes or enter data into the EMR as permitted, but notes must be co-signed by the preceptor.

Managing Progression

- Early in the rotation, students may observe more. By the second week, they should actively participate in patient care (taking histories, performing exams, etc.).
- Grant increased autonomy as you see fit, ensuring patient safety remains paramount.

When to Contact the Program

- Extended Preceptor Absences: If you take leave of one week or more, notify the program and arrange alternative supervision.
- Concerns: Report issues of professionalism, skills deficiency, or any incident that affects student performance or patient care.
- Schedule Changes: Alert the program to any change in clinical hours or supervision that could hinder the student's learning.



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Helpful Teaching Tip: The One-Minute Preceptor

1. Get a Commitment – Ask for the student's take on diagnosis or plan.
2. Probe for Supporting Evidence – Why that diagnosis or plan?
3. Reinforce What Was Done Well – Highlight correct clinical reasoning.
4. Correct Mistakes – Provide clear guidance on errors.
5. Teach General Rules – Offer concise teaching points.

For further details or specific policies, please consult the full Preceptor Handbook or contact the program.