

Orienting Learners to Practice Setting

Below, we have listed basic information that learners appreciate knowing during their first day in a practice. The preceptor or other member of the practice team can meet with the learner on the first day and provide a brief orientation prior to the start of their clinical work.

Basic Practice Orientation for Student

- Show student where to hang coat, put personal things, refrigerator for lunch (if you have one), and where to park;
- Show student where they can read and find medical reference materials;
- Describe student dress code for the practice: name tag, lab coat?
- Review hours/days patient care provided;
- Review practice phone system and mail;
- Briefly describe patient flow and office system (e.g. records, triage, patient registration);
- Introduce student to other staff, describe each person's role and responsibilities as they relate to patient care;
- Review student absentee policy and inform them about how to notify office;
- Provide student with a contact person for questions or problems;

Introduction to community

- Briefly describe the history of the community you serve. If literature or a video is available, please inform student about it;
- Ask Students to future examine resources available in the community and bring this information back to the practice

Overview of Learner and rotation

- Relate rotation to learner's career plans (learner background form)
- Rotations completed
- Areas needing work

Preceptor Expectations

Daily routine

- Hours/ days learner in the office
- Learner's level of responsibility and autonomy in providing patient care
- Other learner responsibilities (call patients, etc)
- Amount of reading expected

- Directions for writing chart notes, dictating, writing prescriptions, referrals
- How patients selected for learner to see
- Length of time to spend with each patient
- Any relevant practice policies

Values

- Show respect to patients & staff; how?
- Get to know patients?
- Discuss your (faculty) background experiences, and career choices

Preceptor/learner interaction

- Format for case presentations
- Logistics for staffing or signing out patients (i.e. when and how should learner interrupt faculty?)

Regular time & process for feedback