SITE PREPARATION

PREPARE YOURSELF

- Block out 20-30 minutes in your schedule: introduce and orient student on 1st day of rotation
- Review materials sent by site placement director and your orientation packet (see Prepare Facilities)
- Bookmark the Toolbox website; make use of the tools to help you and your team
- Discuss stated objectives for clinical apprenticeship and how you and your team will achieve those with learner.
- Review other team member’s roles (see Prepare Staff)
- Outline when/how feedback will occur

PREPARE STAFF

- Advise team
  - Who is coming
  - When
  - Why
- Coordinate learner’s role with other team members (“it takes a village”)
  - RNs, NPs,
  - Medical Assistants
  - Pharmacist
  - Social Worker
  - Other team members

Refer to the Toolbox for options of roles that team members can play in experience.

PREPARE FACILITIES

- “Student in Office” brochure for patients (available in Toolbox)
- Orientation Materials
  - List of team
  - Composite photographs
  - Clinic mission and statistics
- Clarify roles/expectations for staff
  - Office manager
  - RNs, NPs
  - Receptionists, Lab Staff
- Student Locker/storage
- Student workspace, computer, wireless
- EHR Access – Login and privileges

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