How do I prepare for the student's arrival?

Affiliation agreement with health system must be in place
- Fully executed agreement between the school and the health system or practice
- Required for Liaison Committee on Medical Education (LCME) and/or Commission on Osteopathic College Accreditation (COCA)

Faculty Appointment established with academic institutions
- School-specific process
- Typically requested – CV and practice information
- Board certification/eligibility required by LCME and COCA

Placement requests for clinical rotations
- AHEC Clinical Coordinators or hospital contacts community-based faculty (CBF) to schedule rotations
- Community-based faculty approve the proposed rotations based on availability

Student credentialing – paperwork required by health systems/practice
- AHEC Clinical Coordinators or hospital contacts
- Information needed to utilize EHR – Electronic Health Record and health system guidelines and expectations for student access

How do I integrate the student?

Student arrival and orientation – what to include
- Relevant information about patient population
- Confidentiality and compliance
- Logistics and expectations: schedule and routine, dress code
- Syllabi – review objectives/school specific clinical requirements
- Discuss expectations for down time in clinic
- Nursing/staff educational opportunities
- Assignments, presentations, homework
- Community integration opportunities

Clinical Settings – incorporating the student to the team environment
- General tour of accessible space in hospital or clinic
- Guidelines for using EHR
- Inpatient rounding
- Outpatient visits
- OR and L and D

Formative Feedback
- Recommended to give feedback to students throughout the rotation particularly mid-rotation to focus on improvement

Tips for teaching millennials
- Work in groups
- Context - What is the global population impact?
- Student's perspective
- Troubleshooting tips

How do I finalize the experience?

Summative feedback - evaluation - Online or paper
- Password protection – school-specific directions
- Evaluation input is important. Rotation evaluation is added into the overall grade
- AHEC Clinical Coordinators or school contact will send and retrieve evaluations to determine grade

Letter of recommendation template (optional)
- See appendix for template
- Upload letter of recommendation to Electronic Residency Application Service(ERAS)

How do I access additional faculty development opportunities?

Online trainings- school- specific
- User id and password established through the school
- Annual conferences on medical education- school-specific

Preceptor development
- Opportunities sponsored by SW Collaborative with generic and school-specific breakout session