Preceptors Responsibilities
Experiential Education

Responsibilities of Preceptors:

1. Orientation to the rotation at the beginning of the rotation.
   a. Required objectives, activities and expectations
   b. Starting and ending times
   c. Policies and procedures
   d. HIPAA compliance
   e. Introduction to appropriate health care professionals and staff
   f. Tour of the facility
2. Assign student to responsibilities consistent with the rotation objectives.
3. Provide supervision of the student’s activities and monitor achievement of required tasks to assess related student competencies
4. Have those qualities which foster a positive professional role model.
5. Possess appropriate communications skills and have the ability to facilitate learning.
6. Supervise all written and verbal recommendations made by the student.
7. Never assume a student’s competency, but determine it by reviewing their work profile, discussion and experience.
8. Provide the student with mid-point performance evaluation during 3rd week.
   a. Specific recommendations for improvement if needed.
   b. Any failing mid-point evaluation should be reported to the Experiential Director.
10. Communicate with Experiential Director regarding any significant irregularities in student behavior:
    a. Irregular attendance
    b. Unprofessional appearance
    c. Violation of facility policies
    d. Unprofessional behavior or inappropriate communications with health professionals, patients, customers or staff.