

Orientation to Your Clinical Site

Orient the student to your practice early on. It will help the student feel a part of the program more quickly and save everyone time. Here are some topics previous preceptors have found useful to include in their clinic orientation:

Practice and Hospital

Introduce students to the staff and the facility

- Perhaps post a student snapshot on a bulletin board?
- Make sure the receptionist knows who the student is in case of phone calls
- Establish where the student can "hang out" when he or she is not seeing patients
- Parking issues?

Insure any policies and processes governing student involvement are understood and followed.

- Secure proper nametags
- Meet with hospital Staff Office, if applicable
- Discuss phone and computer access

Office procedures

- Discuss time commitments, night call, etc.
 - Many students wish to experience night call
 - please remember that students are also expected to complete time in the community
- Provide a description of office routines and methods,
- Clarify dress expectations
- Discuss records, charts, dictation
- Individual practitioners' special interests and skills

Other Opportunities

Possible experiences outside your practice.

- ER, deliveries, rounds or shadowing with a specialist
- Medical staff meetings
- Nursing home rounds
- Home visits
- Practice or professional meetings

Settling In

Orientation to the community

- Important community members to know
- Places to eat Shop
- Recreation spots
- Living arrangements
- An invitation to your home for dinner/discussion