

Contacting Preceptors

- **Call your preceptor right away!**
- Arrange an actual telephone appointment time with office staff if you are having difficulty connecting. The office staff may be able to provide you with an email address.
- The initial contact is a good time to set the tone for your work together. Tell your preceptor about your background, including any special prior clinical or community experience you may have. It is important to identify for your preceptor any major interests you have for your R/UOP experience. Be sure to include the courses you have taken in medical school.

The following list of topics and questions is designed to help you cover the areas we think are important prior to your arrival at your R/UOP site. These can be answered over the phone and perhaps with an additional orientation meeting a day or so prior to beginning your clinical experience.

YOUR BACKGROUND: (time constraints may require that this wait until you arrive)

- ☐ Where are you from? We encourage you to discuss your cultural and ethnic heritage.
- ☐ Share why you are participating in R/UOP.
- ☐ Relate your career aspirations.
- ☐ Describe relevant experience you have had.
- ☐ Review your classroom education (the classes you've completed)
- ☐ Relate special interests you have.
- ☐ If applicable, describe your family situation and any unique needs.

THE PRECEPTOR AND THE COMMUNITY: (time constraints may require that this wait until you arrive)

- ☐ What is the practice like?
- ☐ What are the preceptor's expectations for the experience?
- ☐ What are the important things to know about the practice and the community before arriving?

KEY INFORMATION TO OBTAIN BEFORE ARRIVING!!!

- ☐ Where and at what time should you meet upon arrival?
- ☐ Arrange a time to meet with your preceptor to discuss the Learning Plan and your background.
- ☐ **If your preceptor is involved in housing, discuss pertinent info**
- ☐ Get information about transportation while on site. Will it be necessary to have your car or bike at the site?
- ☐ What are your preceptor's general clinic office hours?

- ☐ When are hospital rounds? Can you accompany preceptor? Does the hospital require additional paperwork to your Letter of Good Standing & Professional Liability Certificate?
- ☐ What is the office/hospital dress code? Should you have a white coat?
- ☐ Would your preceptor like you to send a photo and a paragraph of background about yourself and your interests to share with staff and/or post it for patients to see?
- ☐ What does the community have to offer children, spouse?