WRITE Preceptor Submissions
Summary & Checklist, 2016 WRITE Session

Date:
Student’s Name:
Name of Primary Preceptor(s):


WRITE Web
Site: [http://depts.washington.edu/write/index.html](http://depts.washington.edu/write/index.html)
Preceptor guidelines are available in the “Preceptor” and “Department Requirement” sections of the WRITE web site. Site preceptors will be able to access his or her student’s curriculum tracker as well—using established UW Net ID: [https://courses.washington.edu/fmclerk/dashboard](https://courses.washington.edu/fmclerk/dashboard)

End of WRITE Session Evaluations
Toward the end of the WRITE session the primary preceptor is responsible for submitting clerkship evaluations for the student for FM, Chronic Care, Peds, and Psych. Internists will be contacted by IM with links to evaluations.

For all departments, the online evaluation system E*Value will be used to collect evaluations. **When the evaluations are due, the primary preceptor will be sent a direct link into the E*Value system from each department.** A preceptor evaluation online training packet will be sent out toward the end of the WRITE session.

Preceptor Summary Checklist
([http://depts.washington.edu/write/](http://depts.washington.edu/write/))
Preceptors are responsible for sending items marked in **BLUE** to their WWAMI Regional Office or submit online.

___*Scheduling Grids* are due monthly to your regional office. Available on WRITE web site under “forms”

___Log Data Reports: Reports can be pulled by the student and should be reviewed monthly by the primary preceptor with student to check patient numbers and procedures.

___*Monthly Written & Verbal Feedback or Mid-End Clerkship Review forms*: To be faxed in monthly to Regional Office—*to be used at regional office to pin point any issues at site or with student*. Also to be used at end of clerkship to help with student evaluation. A link is available on WRITE web site under “forms”

___Faculty Visitors: Site preceptors are expected to be available during site visit(s) by UWSOM faculty and efforts will be made to schedule visits to accommodate site’s availability—with the understanding that it is not always possible to align everyone’s schedules.

___Chronic Care: Site preceptors are expected to facilitate chronic care curriculum components.

___Peds: Site preceptors are expected to facilitate pediatric competencies curriculum components (outpatient focused) and the site should provide a proctor for the online exam at WRITE site, April 15th.

___FM: Site preceptors are expected to facilitate FM curriculum components, including PCC curriculum and a mid-end review session, and the site should provide a proctor for the online exam at WRITE site, May 5th.

___18-WK Sites: FM Clinical Elective, WRITE students at 18-week sites earn 2 weeks of Family Medicine Elective credit. During their last two to three weeks of WRITE, students should work primarily with their Family Medicine preceptor(s).

___Psych: Site preceptors are expected to facilitate Psych outpatient curriculum components. (off-site exam: study/travel day and exam day, Feb. 11th-12th).

___22-WK Sites: IM: Site preceptors are expected to facilitate IM outpatient curriculum components. (off-site exam: study/travel day and exam day, March 24th-25th).

___*Community Service Project: Title of project_____________________________________

Satisfactorily completed: Yes? No? Comments:

___*Mark Calendars: Clerkship Evaluations Due
___18-WK: FM, Chronic Care, Peds, and Psych due April 29th and FM clinical elective due May 6th
___22-WK: all evaluations due on June 3rd).

___Close Out Session: Please be available at the end of WRITE for a close out session with your regional dean, either by phone, televideo, or in person.