

WRITE Preceptor Checklist 2008-2009

Preceptors are responsible for sending items marked in BLUE to WWAMI Regional Office

1. ___ ***Scheduling Grid** (for student/clinic use, preceptor should copy regional office)
2. ___ **Log Data Reports** (from Dr. Carline in Seattle. Regional Office will review and distribute to WRITE site preceptors for them to review with student)
3. ___ ***Written and Verbal Feedback forms** (should be sent monthly to Regional Office—*to be used at regional office to pin point any issues at site or with student*)
4. ___ **Faculty Visitors** (Site preceptors are expected to be available to help student host UWSOM faculty Visitors)
5. ___ **Chronic Illness Management** (Preceptor should assist student with identifying appropriate patient to fulfill this piece of Family Medicine requirement.)
6. ___ ***FM Clerkship Clinical Performance Evaluation Form** (Due May 6th to regional office after 12-week FM clerkship from preceptor)—*this must be carefully reviewed and approved by Regional Dean before submission to WRITE Co-chair. Any discrepancies or grading issues should be handled regionally, between preceptor and dean, before evaluation form is submitted to Dr. Erickson.*
___ **A.** Student observed doing PCC observation Form (from preceptor, noted on Preceptor Summary Form)
7. ___ ***Preceptor Summary Form** (due to regional office June 19th at close out interview, NO LATER THAN JUNE 26th)—*should be filled in completely and signed.*
8. ___ ***Peds Clerkship Evaluation Form** (due to regional office June 19th or at close out interview, NO LATER THAN JUNE 26th)
9. ___ ***Psych Clerkship Evaluation Form** (due to regional office June 19th at close out interview, NO LATER THAN JUNE 26th)
10. ___ ***Medicine Clerkship Evaluation Form** (due to regional office June 19th at close out interview, NO LATER THAN JUNE 26th)
11. ___ ***FM Clerkship Clinical Elective Performance Evaluation Form** (Due to Regional Dean June 19th at close out interview, NO LATER THAN JUNE 26th)—*this must be carefully reviewed and approved by Regional Dean before submission to WRITE Co-chair. Any discrepancies or grading issues should be handled regionally, between preceptor and dean, before evaluation form is submitted to Dr. Erickson.*
12. ___ ***Community Project Final Draft or Summary** (sent to regional office from student. Regional Office should cc co-chair Erickson)
13. ___ **Peds Exam** (Preceptor to send original exam, answer sheet and other items in Peds packet to WWAMI Regional Dean. Preceptor should make a copy of the answer sheet for his/her file). WWAMI Regional Office will note its completion, make a copy of the exam sheet and forward entire Peds packet to Carla Salldin.