

WRITE PRECEPTOR SUMMARY

At the end of the WRITE experience, preceptors are responsible for sending in a Clerkship Evaluation form for each department (FM requires two submissions: FM Clinical Evaluation form due right after FM Exam in May, and then FM Clinical Elective due at end of WRITE program). These forms must be signed prior to submitting them to the WWAMI Regional Office. For the 2008/2009 WRITE Program, evaluation forms are due June 19, 2009 or at the regional dean/preceptor/student closeout interview (mid to late June—**NO LATER PLEASE**). *Due to security issues, UWSOM evaluation forms may not be submitted with an electronic signature. Please fill out forms (either electronically or by hand) and then sign in ink. Submit forms to your WWAMI Regional Office by fax or through the mail—first making a copy for your office.*

Regional offices should review evaluation forms, making sure the comments and numerical rankings match and are appropriate (if this is not the case, it is the responsibility of the regional dean to clarify areas of concern with preceptor, with preceptor signing off on all revisions), then the regional office should make copies of the completed forms and forward the forms to WRITE Co-Chair's office in Whitefish where they will be reviewed and then forward to the University of Washington School of Medicine Academic Affairs Office and to the UWSOM Clerkship Directors in the departments of Internal Medicine, Pediatrics, and Psychiatry. (The WRITE Co-Chair's Office will enter the data from the Family Medicine forms into Family Medicine FirstClass Online Student Performance Evaluation system.)

WRITE Preceptor Summary

All evaluation forms can be found in WRITE web site under "Forms." You can link to department grading guidelines through the "Department Requirements" section.

* **Section I:**

Complete the evaluation forms for each of the following specialties based on the Progress Report and Feedback Summary Forms received from your faculty who worked with the student in Family Medicine, Internal Medicine, Pediatrics, and Psychiatry.

- 1) **Medicine Clerkship Evaluation Form**
- 2) **Pediatrics Clerkship Evaluation Form**
- 3) **Psychiatry Clerkship Evaluation Form**

* **Section II:**

1) **Family Medicine Clerkship**, complete the **WRITE Family Medicine Clerkship Student Clinical Performance Evaluation Form by May 6, 2009** and send to your WWAMI Regional Dean (should be sent prior to the start of the student's Family Medicine Clinical Elective portion of the WRITE rotation). The Family Medicine Grading Policy can be found at <http://www.fammed.washington.edu/predocloral/clerkship/fegradingplcy.html>.

2) **Family Medicine Clinical Elective**, complete the **WRITE Family Medicine Clinical Elective Student Clinical Performance Evaluation Form**. Due to WWAMI Regional Dean by **June 19, 2009** or at close-out interview with WWAMI Regional Dean, mid to late June—**NO LATER PLEASE**.

* **Section III:**

For the student's Community Service Project, provide a title and indicate if it was satisfactorily completed. (Student should send in a summary paragraph or a copy of the final format of the project, such as a brochure or Power Point slides to Regional Dean's office and WRITE Co-Chair in Whitefish, MT.)

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE
WRITE PRECEPTOR SUMMARY FORM

Student's Name: _____ Dates of WRITE: _____

Name of Primary Preceptor: _____ WRITE Site(s): _____

Names of Other Preceptor(s) [Indicate specialty area of preceptor]: _____

FINAL COMPOSITE EVALUATIONS ON STUDENT'S PERFORMANCE

Each of the sections below should be completed at the conclusion of the WRITE program based on evaluations submitted throughout the 20-week period (FM Student Clinical Evaluation due in May).

SECTION I:

Due June 19, 2009→For the clerkships listed below, please complete an evaluation form for each specialty listed below based on the monthly evaluations received from your faculty who worked with the student in these areas. The University of Washington's clerkship directors will incorporate this evaluation in the development of the student's overall evaluation and grade for the clerkship.

_____ **Medicine Clerkship** _____ **Pediatrics Clerkship** _____ **Psychiatry Clerkship**

SECTION II:

For the Family Medicine Clerkship and Family Medicine Clinical Elective, please complete the evaluation forms as noted below; please utilize the Family Medicine Clerkship Grading Guidelines.

_____ **Family Medicine Clerkship: Due May 6, 2009**→The primary preceptor is responsible for circling appropriate comments for each of the twelve categories and providing evaluative comments on the student's performance. The Family Medicine Clerkship Department will assign the student's grade based on the clerkship criteria.

___ **Yes, student was observed and given feedback on patient centered communication.**

_____ **Family Medicine Clinical Elective: Due June 19, 2009**→The Family Medicine Clinical Elective is taken during the last 4 weeks of the WRITE rotation and is approved for students who continue to work with their WRITE preceptors for a preponderance of the four weeks. The criteria for this elective require that the student is evaluated at a higher level (subinternship) than for the Family Medicine Clerkship. Students are essentially fourth-year students who have completed all clerkships when they participate in this four-week elective at the end of the WRITE program. The Family Medicine Clerkship Department will assign the student's grade based on information on this form. The primary preceptor is asked to:

- Address specifically what the student did during this 4-week block;
- With which Family Medicine physician(s) she/he worked;
- Provide comments about performance and areas needing improvement;
- Note appropriate comments for each of the categories.

SECTION III:

For the WRITE Community Service Project, please provide the title of the project and indicate if it was satisfactorily completed. **Title of project:** _____ **Complete: yes** ___ **no** ___

WRITE Primary Preceptor Signature: _____ Date: _____