

WRITE Requirements Flow Sheet (WRITE Web Site: <http://depts.washington.edu/write/>)

Reports Projects Forms Exams ↓	Students <i>(These requirements are in addition to department requirements)</i>	Preceptors	Regional Deans and Assistants (Clerkship Offices, Faculty Visitors)	WRITE Co-chairs Dr. Tom Norris, Dr. Jay Erickson (Erickson collects regional materials—evaluation forms, projects, etc.—and at end of WRITE sends files to Clerkship Departments and to Dr. Norris' office for his debrief interview w/ student.)
Community Project	Community Project Proposal due from student in February w/ monthly updates. After reviewing final project with preceptor, send summary paragraph or final format to Regional Office and WRITE Co-chair's office.	Preceptors should be available to students to answer questions & provide local resources/contacts regarding their Community Service Projects. <i>Should note on Preceptor Summary Form that the project was completed, acceptable, and title of the project.</i>	Regional deans should approve the submitted proposals. Check that it was noted on Preceptor Summary Form to see that the final project was approved by preceptor and the title of the project.	At end of WRITE experience, Dr. Erickson will need a summary (paragraph, power point slides, brochure, etc.) or a copy of the completed Community Service Project and will need to see that the preceptor approved the final status of the project. Will be placed in students' files and recorded in WRITE records.
Log Data	Log Data -beginning in February, is due by the 25 th of each month to Jan Carline	Should check log data reports periodically to be sure student is meeting population expectations.	Log Data Reports are compiled by Jan Carline and sent out to program administrators, clerkship department heads, and regional deans. Will be forwarded from deans to preceptors for them to review with student.	Log Data Reports are sent to Dr. Norris and Dr. Erickson to review. Final log data reports are placed in students' files
Scheduling Grid	Check with preceptor for a monthly scheduling grid.	Scheduling Grid should be created each month for the student, with a copy sent (usually faxed) to WWAMI Regional Office.	Regional Office: review scheduling grid to ensure appropriate experience.	
Written & Verbal Feedback Forms	Good idea to work w/ preceptors for regular feedback and to carve out a time each week/month to have preceptor(s) do weekly/monthly verbal & written feedback.	Feedback forms are due at the end of each month to Regional Office from whichever preceptors have worked with the student. During five months, students should receive feedback from all preceptors that have worked with the student.	Feedback forms are necessary to recognize problems early on in the experience, so that problems can be resolved before too much time has passed.	
Preceptor Performance Evaluation	Students: these are due twice during program —in April and at the end of WRITE to WWAMI Regional Office. A reminder will be sent.		Regional Office: after receiving Preceptor Performance Evaluation from student <i>please cc Co-chair Erickson.</i>	The success of the WRITE program depends on our knowledge of what works and what could be improved at the sites.

Reports Projects Forms, Exams	Students	Preceptors	Regional Deans and Assistants (Clerkship Offices, Faculty Visitors)	WRITE Co-chairs Dr. Tom Norris, Dr. Jay Erickson
Faculty Visitors	<p>Arrange Visitor Schedule as approved by site preceptor & visitor. Please refer to WRITE manual for full explanation of hosting site visitor.</p> <p>Patient Write-ups for Faculty Visitor are sent to visitor two weeks prior to date of visit—be sure to cc your regional office.</p> <p><i>Student's log data, feedback, and schedule will be sent to your visitor before his/her arrival.</i></p>	<p>Should give approval for site visit schedule and be present for the visit. Please offer any helpful tips/contacts as student goes about hosting the visitor.</p> <p>Any ideas/suggestions for a site visitor are welcome: please notify WRITE Co-chair Erickson.</p>	<p>Pre Visit: Regional Office should request from incoming Faculty Visitor a Bio or CV & Contact information and give to student, along with a selection of topics for community presentation.</p> <p><i>Regional office should work with visitor, student, and site to set a visit date and time, and to assist with travel, lodgings, etc. Please refer to WRITE web site for guidelines: http://depts.washington.edu/write/</i></p> <p>Post Visit: Faculty Visitor should fill out the Student Feedback Form/Site Visitor Questionnaire and send to Tom Norris' office c/o Mary Atkinson. (Upon receipt, Mary should copy the pertinent Regional Dean and the Whitefish office)</p> <p><i>Regional offices should send a copy of the STUDENT FEEDBACK PORTION (ONLY) to appropriate WRITE site to be reviewed by preceptor and student.</i></p>	<p>Faculty visitor selection will be arranged by WRITE Co-chairs Norris and Erickson. A site can expect two to three visitors each WRITE session. Factors in choosing visitors include history of types of visitors to sites (FM, IM, Peds, Psych.), matching college mentors with their students, and schedules. Suggestions are welcome and will be considered: please try to notify Dr. Erickson no later than September 1.</p>
Peds Exam Peds Requirements	<p>Student should set date and time with Preceptor to take exam.</p> <p>~~~~~</p> <p>2 mini-cex's & Clinical Encounters Form will need to be sent to Carla Salldin. Please cc your Regional Office.</p> <p><i>Students, please refer to Department Requirements in WRITE web site for full list of Peds requirements.</i></p>	<p>Preceptor will need to arrange time with student and administer exam.</p> <p>Preceptor should make a copy of the completed answer sheet, keeping one and sending the original, <i>along with the exam and the rest of the Peds packet</i>, to Regional Deans' Office.</p>	<p>Carla Salldin will send Peds exam with letter of instruction to Regional Offices who will then forward to each site.</p> <p><i>(Carla is good about following up with students/sites about missing mini-cex's and clinical encounters forms.)</i></p> <p>Upon receipt of the completed exam packet from WRITE site, regional office should make a copy of the answer sheet (only) for student file and then send the entire packet, including exam to Carla Salldin.</p>	<p><i>Co-chair Erickson needs to be cc'd on the completion of the Peds requirements in order to pass student file to Co-chair Norris.</i></p>
Psych Requirements	<p><i>Students, please refer to Department Requirements in WRITE web site for full list of Psych requirements</i></p>			

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IM Exam ~~~~~ IM Requirements	<p>Students who have not taken this exam prior to WRITE experience will be scheduled by the IM department to do so. Please refer to calendar in manual (end of section 4) for date and site. Contact Kellie Engle in IM with questions.</p> <p>~~~~~ <i>Students, please refer to Department Requirements in WRITE web site for full list of IM requirements</i></p>	<p>Students scheduled to take the IM exam should have the day prior to the exam off, in order to study and/or travel to the exam site.</p>		
Family Medicine Clerkship Student Clinical Performance Evaluation Form ~~~~~ FM Requirements ~~~~~ PCC (Patient Centered Communication Form)	<p>~~~~~ <i>Students, please refer to Department Requirements in WRITE web site to link to list of FM requirements</i></p> <p>~~~~~ For FM requirement, student should be observed doing Patient Centered Communication</p>	<p>Due May 6th, the Wednesday after FM exam to Regional Office.</p> <p>FM evaluation forms should be carefully filled in, with comments and numerical rankings matching. Send to your Regional Office. If there are any discrepancies between written comments and numerical rankings noted, Regional Dean will clarify with preceptor before submitting to WRITE co-Chair Erickson.</p> <p>~~~~~ Preceptor should observe student doing PCC. Please use PCC form (FM web site: http://depts.washington.edu/fammed/pr edoc/clerkship/curricula/counseling), and <i>mark as complete on Preceptor Summary Form.</i></p>	<p>Regional Deans should carefully review and approve forms and then copy WRITE Co-chair Erickson. <i>If there are any discrepancies between written comments and numerical ranking, please clear up with preceptor before submitting to WRITE Co-chair Erickson</i></p> <p>~~~~~ Please be sure PCC observation has been marked as complete on the Preceptor Summary Form.</p>	<p>Co-Chair Erickson's office will input Family Medicine Grades into FirstClass Grading System.</p> <p><i>If necessary, Dr. Erickson will follow up w/ regional deans/preceptors on any inconsistencies between comments and marks.</i></p>

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WRITE Preceptor Summary Form/Final Close-out Packets		Preceptor Summary Form & Final Close-out packets: due at the end of WRITE to your Regional Office, preferably at close-out interview→	Preceptor Summary Form should accompany the final close out packet — which includes FM Clinical Elective Performance Evaluation Form, Medicine Clerkship Evaluation Form, Peds Clerkship Evaluation Form, and Psych Clerkship Evaluation Form. Please review evaluation forms, follow up with your site preceptor on any grading inconsistencies and copy WRITE Co-chair Erickson (send either by fax or in the mail). PLEASE do not send final close out packets to Dr. Erickson until complete.	Will be placed in student's file.
WRITE Close-out Interview	To be arranged with regional dean, student, and preceptor. Regional dean will schedule a time to discuss the experience during the WRITE close-out visit. You will need to schedule a WRITE Exit-Interview with Co-chair Norris upon return to Seattle	Please be available for close out interview at the end of the WRITE session. To ensure timely completion of grading and evaluation forms and to address questions and concerns <i>it is suggested this be completed in the last two weeks of the WRITE experience.</i>	Regional deans: please take the time to arrange for a close out interview with your site and student. <i>Please send brief summary of site close-out visit to Co-chairs Erickson and Norris. At close out visit, please collect all final paper work (see next 4 rows) or make arrangements for final paperwork to be submitted and note date with preceptor.</i>	<i>Summaries of close out visits will be discussed at August meeting between Drs. Erickson and Norris.</i>
Family Medicine Clinical Elective Student Clinical Performance Evaluation Form		Due at the end of WRITE to your Regional Office, preferably at close-out interview. FM evaluation forms should be carefully filled in, with comments and numerical rankings matching (please refer to FM Clerkship Grading Policy). Send to your Regional Office. If there are any discrepancies between written comments and numerical ranking, regional dean will clarify with preceptor <i>before submitting to WRITE co-Chair Erickson.</i>	Part of final close out packet. Regional Office: please send as part of complete packet to Co-chair Erickson. Regional deans should carefully review and approve forms and then copy WRITE Co-chair Erickson. <i>If there are any discrepancies between written comments and numerical ranking, please clear with preceptor before submitting to WRITE Co-chair Erickson</i>	Co-chair Erickson's office will input Family Medicine Elective Grades into FirstClass Grading System. <i>If necessary, Dr. Erickson will follow up w/ regional deans/preceptors on any inconsistencies between comments and marks.</i>
Medicine Clerkship Evaluation Form		Due at the end of WRITE to your Regional Office, preferably at close-out interview.	Part of final close out packet. Regional Office: please send as part of complete packet to Co-chair Erickson.	Will be copied, placed in student's file, and sent to Medicine Department.

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Pediatrics Clerkship Evaluation Form		Due at the End of WRITE to Regional Office , preferably at close-out interview.	Part of final close out packet. Regional Office: please send as part of complete packet to Co-chair Erickson.	Will be copied, placed in student's file, and sent to Peds Department.
Psychiatry Clerkship Evaluation Form		Due at the End of WRITE to your Regional Office , preferably at close-out interview.	Part of final close out packet. Regional Office: please send as part of complete packet to Co-chair Erickson.	Will be copied, placed in student's file, and sent to Psych Department.
Community Service Project		<i>See first line on page one.</i>	<i>See first line on page one.</i>	<i>See first line on page one.</i>
Letter of Recommendation	Student should request this letter from preceptor(s) <i>before leaving WRITE site.</i>	Letter should be completed soon after WRITE experience. Preceptors should refer to manual for letter guidelines. Save for submission to Student Affairs Dean at UWSOM, for when students are in 4 th year.		
Debrief Interview	Students to schedule w/ WRITE Co-chair Norris in Seattle upon their return.			Schedule with Mary Atkinson: maryat@u.washington.edu or call 206-543-5560