

Preceptor Checklist

Before the Learner Arrives

- Review the course objectives and evaluation form.
- Identify your own expectations as a preceptor.
- Solicit staff help in orienting your student.
- Set time(s) to meet with your student.

As the Learner Arrives

- Orient your student to the practice, community, and their rotation.
- Assess your student's level and background.
- Meet with your student to discuss school, their and your expectations for the rotation.
- Agree on 5-7 rotation objectives.
- Communicate with other staff members the student's objectives so that they can include them in discussions about relevant cases.

During the Rotation

- Refer to expectations and rotation objectives as you provide learner feedback on cases presented, during daily de-briefing and evaluation sessions.
- Connect with staff to ensure that your student has had the opportunity to discuss relevant cases with them.

At the End of the Rotation

- Refer to expectations and rotations objectives as you review your student's evaluation with them.
- Collect feedback and note any changes needed for your student to increase the likelihood of successful future rotations.