



Preceptor Training Document

Introduction

Thank you for being so committed to precepting our students during their clinical externships. Your mentorship and guidance are critical to their development as competent and confident healthcare professionals. This document outlines student expectations, program support contact information, and preceptor evaluation documentation requirements.

Expectations of Students During Clinical Externships

As a preceptor, you will oversee students as they apply their theoretical knowledge to practical, hands-on experiences in a clinical setting. Below are the key expectations for students:

1. Professional Conduct
 - Maintaining a professional demeanor, punctuality, appropriate attire, and respectful communication with staff, patients, and families.
 - Adhere to all policies and procedures of the clinical site.
2. Clinical Skills and Participation
 - Demonstrate competency in performing clinical skills as outlined in the program's curriculum.
 - Engage actively in clinical duties, asking questions to deepen understanding and improve performance.
3. Learning and Growth
 - Be open to constructive feedback and implement suggested improvements.
 - Take initiative in identifying learning opportunities and seeking clarification when necessary.
4. Documentation
 - Complete all required clinical documentation accurately and promptly.
 - Ensure compliance with HIPAA and other confidentiality regulations.
5. Communication
 - Communicate regularly with the preceptor regarding learning objectives, progress, and challenges.

Program Support Contact Information

For any questions or concerns during the externship, don't hesitate to get in touch with the following individuals:

- Program Director
Name: Dan Kramer
Phone: 317-690-3138
Email: dan@texasrescuemed.com

- Infection Control Officer
Name: Dan Kramer
Phone: 317-690-3138
Email: dan@texasrescuemed.com

Documentation Requirements

Preceptors play a vital role in evaluating student performance during their clinical externships. The following outlines the documentation requirements:

1. Daily/Shift Evaluations
 - Use the provided evaluation forms to assess the student's performance for each shift.
 - Include detailed comments on strengths, areas for improvement, and specific examples of clinical performance.

2. Mid-Term Evaluation
 - Conduct a comprehensive review of the student's progress midway through the externship.
 - Discuss the evaluation with the student, providing actionable feedback.

3. Capstone Evaluation (Advanced Programs)
 - Complete a thorough assessment of the student's overall performance after the Capstone portion of their clinicals.
 - Focus on clinical skills, professionalism, communication, and growth throughout the program.

4. Incident Reporting
 - Report any significant incidents or concerns immediately to the Program Director.
 - Use the incident report form provided by the program.

5. Submission Guidelines

- Submit all completed evaluations to the Program Director within 48 hours of completion.
- Ensure all documentation is legible, signed, and dated.

6. Patient Care Reports Approval

- Review and approve all student patient care reports to ensure accuracy and completeness.
- Provide constructive feedback on documentation style, clarity, and compliance with clinical and legal standards.
- If a patient care report raises concerns about the student's performance or understanding, notify the program director immediately.

Closing

Your preceptor role is invaluable to our program's success and our students' professional growth. We appreciate your dedication and look forward to working with you to create an enriching clinical learning environment. Should you have any questions or require assistance, please do not hesitate to contact the Program Director or Infection Control Officer.

Thank you for being so committed to excellence in clinical education.