



## **TEXAS FAMILY MEDICINE PRECEPTORSHIP PROGRAM**

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### **PRECEPTORSHIP GUIDELINES**

The *Texas Family Medicine Preceptorship Program* provides an opportunity for pre-clinical medical students to experience a practical, clinical learning environment in the office of a practicing Family Physician.

#### **I. GOALS**

The Texas Family Medicine Preceptorship will expose the student to:

1. The wide range of clinical problems seen by Family Physicians in outpatient and inpatient settings.
2. The challenges and rewards of maintaining a Family Medicine practice.
3. The relationship of the Family Physician to other healthcare providers.
4. The role of the Family Physician in his/her community.

#### **II. OBJECTIVES**

While the individual student's experience may vary with each particular preceptor's practice, the following expectations and objectives will be a part of all students' experiences in the Program.

During the preceptorship, the student is expected to:

- Take his/her responsibilities as a medical student seriously.
- Arrive on time for the required components of the preceptorial experience.
- Express an interest in the underlying content material of family medicine.
- Interact courteously and professionally with members of the staff and patients.
- Actively solicit help when he/she needs it.
- Listen to and accept feedback in a constructive manner.

Following the preceptorship, the student should be able to:

- Demonstrate commitment to patient care.
- Demonstrate the ability to establish rapport with patients.
- Ask questions about and express some understanding of the familial nature of family medicine.
- Recognize the potential importance of the family and home environment in the management of patient problems.
- Demonstrate an awareness of the relationship of family physicians to their community.
- Demonstrate an awareness of and the appropriate use of community resources available for comprehensive patient care.
- Take a history that is appropriate for his/her level of training.
- Perform a physical examination that is appropriate for her/her level of training.
- Demonstrate a fund of basic knowledge that is appropriate for his/her level of learning.

### III. STUDENT PHYSICIAN RESPONSIBILITIES

The First Day: Your first impression is an important one! Take the time to open the lines of communication and understand expectations from the start.

- Arrive early, and arrange a time to meet with your preceptor to discuss your background and goals for the preceptorship.
- Discuss with your preceptor what skills you will be able to work on during your preceptorship.
- Ask the preceptor how feedback will be presented. Schedule regular feedback/review sessions.

Professionalism: The student physician must act in a professional and ethical manner at all times. Unprofessional conduct reports will be filed with the student's medical school.

Attendance: Students are required to be in attendance for the entire duration of the preceptorship, with the exact schedule and hours being determined by the preceptor. Vacation time is not permitted. If an absence is necessary due to an illness or emergency, the student must notify the preceptor and notify the TFMPP Manager.

Dress Code: Students should maintain neat, professional attire/appearance and wear a nametag at all times. Any specific dress code should be clarified prior to the scheduled arrival day.

Cell Phones: Turn it off!

Personnel: While at the preceptor's office/clinic, students are under the supervision of preceptorship site personnel and should comply with the regulations of that location.

### IV. EVALUATIONS

Student Evaluation: Students must submit the online evaluation form within two weeks of the end of the preceptorship. To do so, log in to [www.tafp.org/preceptorship](http://www.tafp.org/preceptorship).

Preceptor Evaluation: The preceptor is required to complete the online evaluation form within two weeks of the end of the preceptorship. To do so, log in to [www.tafp.org/preceptorship](http://www.tafp.org/preceptorship). Paper forms are also available.

### PROGRAM SUPPORT

Should a student or preceptor, at any time during the preceptorship, have concerns or questions regarding the program, please contact us:

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