

TIPS FOR THE TEACHING PHYSICIAN

1. Prepare for the student (week before arrival)
 - Notify staff and colleagues of student's arrival
 - Review Student Profile
 - Set up student's work station (a place they can set up their laptop)
 - Plan the student's work schedule (especially consider what they can be doing on your day or afternoon off, and time they might spend with colleagues or other providers during the clerkship)

2. Orient the student
 - Introduce student to staff; explain their responsibilities and emphasize the staff's importance.
 - Tour the office and/or hospital; explain the workflow.
 - Sit down with the student and review his/her clerkship experience so far; career/specialty goals; and objectives for the course. Also review your expectations of the student including how the student will be evaluated and graded. This initial conversation is very important and is best done in a relaxed atmosphere, so setting aside some time for this the first day is a good idea.
 - Go over the work schedule, including call responsibilities if any.

3. Consider how you can improve the student's performance in any or all of the following areas:
 - Clinical skills (history, PE, presentations, procedures, problem solving)
 - Knowledge of your specialty
 - Communication skills (with patients, staff, colleagues, etc)
 - Professionalism and attitudes
 - Knowledge of ethical issues
 - Use of learning resources
 - Collaboration skills
 - Use of care resources (PT, home health, social workers, infusion center, etc)

4. Preceptor pearls
 - Give constructive feedback, as often as possible!! (see section on Feedback)
 - Directly observe the student interacting with patients; there is no substitute for this!! (see section on Observation)
 - Consider sometimes focusing your teaching on a given patient to just part of the total process (just the history taking, just the exam, or just the write

up). This saves time and keeps from overwhelming the student with too much information at once.

- If you don't know the answer to a student's question, have him/her look it up and report back.

5. Make it personal!!

- Take the student "under your wing", make him/her feel welcome, special, and part of the team.
- Help the student understand the lifestyle and career choices you have made.
- Introduce the student to your family; invite them to dinner or a social outing.
- Take the student to a local meeting or seminar.

6. Evaluation and grading (see Evaluation section)

- This can be uncomfortable for both student and preceptor but is necessary.
- The key to making the process comfortable and constructive is the ongoing feedback given everyday throughout the clerkship.
- Use the midterm evaluation to identify formally areas that need improvement by the end of the course.

7. Dealing with problems (see section on Attitudinal Problems)

- Notify the course director (Mark Dukeminier) or medical director (Ron Stock) of any serious academic or behavioral/attitudinal problem early on so that corrective action can be taken.
- OHSU course directors and the Dean's office are also available to help and advise.