

Ohio University College of Osteopathic Medicine (OU-COM)
Centers for Osteopathic Research and Education (CORE)
Osteopathic Family Medicine 1 (OCOM 819)
Year 3 Family Medicine Clerkship

Appendix C

Components of an effective orientation in a preceptor's office or clinic

When a student obtains introductory instruction and information concerning a new clinical situation at the beginning of the clerkship, it increases the efficacy of the teaching experience of the preceptor and the learning experience for the student.

1. Be professional and show an interest in the how the office or clinic operates. Ask if there is a designated space in the office for your use during the clerkship.
2. Ask your preceptor to spend approximately 30 minutes with you to provide sufficient time to discuss expectations.
3. Tell the preceptor about your educational background, past clinical experience, special interests, and professional goals.
4. Share and discuss your Learning Profile with the preceptor.
5. Clarify the goals, objectives and structure of the clerkship.
6. Ask the preceptor about his/her teaching style/methods.
7. Discuss the evaluation forms found in Appendix G.
8. Establish a weekly schedule with the preceptor so that you know his/her office hours as well as when, where, and to whom to report each day.
9. Ask your preceptor about his/her expectations regarding appropriate attire, decorum with patients, writing in patient charts, and dictation.
10. Ask for a tour of the office, as well as an explanation of appointment scheduling, policies, protocol and procedures.
11. Introduce yourself to the office staff and ask about each person's duties and responsibilities.
12. Ask about in-office reference materials.