



## Community Experience (COMEX)

### PRECEPTOR AGREEMENT

Preceptorships are an opportunity for students to broaden and strengthen their clinical skills under the supervision of a licensed physician in practice who is acting as a clinical role model. This is an agreement to abide by the following requirements for the duration of the preceptorship:

#### PRECEPTOR RESPONSIBILITIES

##### Administrative

1. Physicians must complete a preceptor application and receive approval prior to the student's rotation. This and all other documentation can be found at: [studentservices.nunm.edu/comex/documentation-requirements](http://studentservices.nunm.edu/comex/documentation-requirements).
2. It is recommended, but not required, that the preceptor physician is covered by professional malpractice liability insurance throughout the preceptorship. If the physician is not covered by malpractice insurance, students may only observe and not participate in patient care in any way. It is also recommended, but not required, that the preceptor physician list NUNM as a certificate holder on their individual professional liability policy. NUNM students are covered by NUNM professional liability insurance if a physician has met and observes all eligibility requirements. Declaration is available upon request from Vanessa Reeves, Clinical Education Coordinator, [vreeves@nunm.edu](mailto:vreeves@nunm.edu).
3. If the preceptor is not covered by malpractice/professional liability insurance or is an ND practicing in an unlicensed state, students may only observe and not participate in patient care. The preceptor must assure that the student has no physical contact and offers no advice to patients in this case.
4. Preceptors are responsible for notifying the Clinical Education Coordinator with any changes to their licensure, malpractice coverage, availability, desired student schedule, student requirements, contact information, or anything affecting their preceptorship eligibility.
5. Preceptors must verify and sign the student tracking log at the end of the term. This form is a verification of the student's clinical hours and patient contacts. Preceptors may give this directly to the student, or send it back to the Clinical Education Coordinator within two weeks of the term after the rotation has ended.
6. Preceptors must complete the student evaluation at the end of the rotation and return to the student or Clinical Education Coordinator within two weeks of the term after the rotation has ended.
7. Physicians practicing outside the United States must provide proof of licensure in that country or permission to practice by the Ministry of Health or equivalent governmental agency.

##### Clinical

1. Preceptors must be physically on-site for supervisory purposes whenever the student is present during the rotation.
2. Preceptors should orient the student to the clinic/site, patient population, most frequent diagnoses seen, procedures commonly performed, and clinic policies and procedures, including HIPAA regulations. Preceptors should discuss with the student the preferred method for communication with clinical preceptor and/or clinic site.
3. Preceptors should review the objectives and expectations of the preceptorship, as well as the student's clinical objectives to determine the type of learning opportunities that will enhance the student's learning. Direct the student to resources and evidence-informed literature as applicable.



4. Preceptors should facilitate a collaborative and mutually respectful environment in which to learn.
5. Preceptors should provide daily feedback to improve the student's history-taking and physical exam techniques (if applicable), communication skills, case presentation, and assessment and management skills. Provide a variety of learning experiences, including patient care, business practices and record keeping if applicable. If available, encourage participation in interdisciplinary team meetings. Administrative duties should be no more than 10% of the rotation.
6. Preceptors should facilitate the student's progressive independence in clinical knowledge and skills.
7. Preceptors have the right to refuse any student in advance, or terminate a student for any reason, but must inform the Clinical Education Office. Promptly communicate issues of concern or unsafe practice regarding the student (behavior, clinical skills and/or student progression) to Dr. Carrie Baldwin-Sayre, Associate Dean of Clinical Education, [cbaldwinsayre@nunm.edu](mailto:cbaldwinsayre@nunm.edu).