

COMEx Preceptor Agreement

A Community Experience (ComEx) Preceptorship is an opportunity for students to broaden and strengthen their clinical skills under the supervision of a licensed healthcare provider in practice who is acting as a clinical role model. We ask that all ComEx Preceptors abide by the following requirements:

Administrative Responsibilities

1. Complete the online Preceptor Application and receive approval prior to a student beginning their rotation. This and all other documentation can be found at www.nunm.edu/ComEx. Preceptor applicants 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.
2. It is recommended, but not required that the preceptor is covered by professional malpractice liability insurance throughout the preceptorship. If the preceptor 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 list NUNM as a certificate holder on their individual professional liability policy. *NUNM students are covered by NUNM professional liability insurance if the preceptor has met and observes all eligibility requirements. Declaration is available upon request from the Office of Clinical Education.*
3. If the preceptor is an ND practicing in an unlicensed state or is not covered by malpractice/professional liability insurance, students may only observe and not participate in patient care. The preceptor must assure that the student has no physical contact with patients and provides no medical advice in these circumstances.
4. Notify the Office of Clinical Education with any changes to your licensure, malpractice coverage, availability, desired student schedule, student requirements, contact information or anything affecting their preceptorship eligibility.
5. Review and sign the student's Learning Goals on day 1 of all rotations of greater than 8 total hours. Add your own goals if desired.
6. Verify and sign the Tracking Log and complete the Student Evaluation for each student rotation. This form verifies the student's clinical hours and patient contacts and evaluates the student's performance. Preceptors may provide this directly to the student, or send it back to the Office of Clinical Education by the 2nd week of the term after the rotation has ended. Note: Student Evaluations are only necessary for rotations of greater than 8 total hours.

Clinical Responsibilities

1. Preceptors must be physically on-site for supervisory purposes whenever the student is present during the rotation.
2. Orient student to the clinic/site, patient population, most frequent diagnoses seen, procedures commonly performed, and clinic policies and procedures, including HIPAA regulations. Discuss with student the preferred method for communication with the Preceptor and/or clinic site.

3. Review the objectives and expectations of the Preceptorship as well as the student's Learning Goals to determine the type of opportunities that will enhance the student's learning. Direct the student to resources and evidence-informed readings as applicable.
4. Promote a collaborative and mutually respectful environment in which to learn while facilitating the student's progressive independence in clinical knowledge and skills.
5. Provide daily feedback to improve the student's clinical and communication skills, case presentation/differential diagnoses, and assessment and management skills. Provide a variety of learning experiences including patient care, business practices and record keeping, if applicable (administrative duties should comprise no more than 10% of the rotation). If available, encourage attendance at team/office meetings.
6. 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 (student behavior, clinical skills, and/or student progression) regarding the student to Dr. Carrie Baldwin-Sayre.

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