

University of Arkansas for Medical Sciences Fay W. Boozman College of Public Health Preceptorship Experience Manual

The purpose of the Preceptorship is to provide you with an opportunity to apply, in a practice setting, the essential competencies and skills you have acquired through both your core and specialty courses. Preceptorships serve as the practical application of your academic studies and Preceptorship Sites must be outside the COPH unless otherwise preapproved by the Associate Dean for Professional Programs. The Preceptorship requires a minimum of 200-clock hours for Preceptorship Site activities and serves as the practical application of your academic studies; therefore, **A MINIMUM OF ALL CORE COURSES + 9-CREDIT HOURS OF SPECIALTY COURSEWORK MUST BE COMPLETED BEFORE BEGINNING YOUR PRECEPTORSHIP.**

Prior to Registering for Preceptorship:

You must have:

- A minimum 3.00 GPA (in good academic standing)
- Completed the Biology Competency Requirement
- Successfully completed all Core Coursework (18 hours)
- Successfully completed at least 9-Credit Hours of Specialty Coursework
- Attended a Preceptorship Information Session
- Completed Human Subject Research Determination Form <https://clara.uams.edu/clara-webapp/>
- Completed IRB Training & Printed a Copy of the Certificate <https://www.citiprogram.org/Default.asp>
- Completed the 'HIPAA' on-line training. <https://www.citiprogram.org/Default.asp>

Note: (The HIPAA training is included in the IRB training)

If you have NOT completed one, or more, of these requirements you will NOT be allowed to register for Preceptorship

Application Deadlines

Your approved paperwork must be received by the Office of Student Affairs

NO LATER THAN 5:00 pm:

- **December 10th for the following Spring semester**
- **May 10th for the following Summer semester**
- **July 10th for the following Fall semester**

If these dates fall on a weekend, materials will be accepted the Monday following the 10th

Failure to complete this approval process by these deadlines may delay your Preceptorship, and in turn, your graduation by one semester.

Preceptorship Timeline – Fall Semester

Date	Action/Assignment	Responsible Party
March-June <i>(Spring prior to the Fall semester)</i>	<ul style="list-style-type: none"> • Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty Advisor to identify a site. Review Preceptor Guidelines. • Attend a Preceptorship Information Session • Select site. Begin work on Preceptorship Plan 	Student/Preceptor/Faculty/PHPC Student
June/July	<ul style="list-style-type: none"> • Students select a site and layout/complete Preceptorship Application and Plan for review/approval. • Attend Preceptorship Information Session if missed March date • Complete the Biology Competency Requirement • Complete online Registration • Complete Human Subject Research Determination • Complete IRB Training • Complete HIPAA Training • Meet with PHPC as necessary to finalize plan 	Student/Faculty Advisor/Site Preceptor Student Student Student Student Student Student Student Student
July	<ul style="list-style-type: none"> • Deadline for Application: July 10 or next business day <ul style="list-style-type: none"> ○ Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs 	Student
August/September	<ul style="list-style-type: none"> • Beginning of Fall Semester • Students start Preceptorship – a minimum of 200-clock hours on Preceptorship activities for 3-credit hours • Students document work hours on Preceptorship activities • Meet with your Preceptor and Preceptorship Course Advisor according to the schedule agreed upon in your Preceptorship Plan 	Student Student/Faculty Advisor/Site Preceptor
September/October	<ul style="list-style-type: none"> • Begin work on your Preceptorship Paper • Request that Preceptor provide your Preceptorship Course Advisor with a review of your performance. 	Student Student/Site Preceptor
December	<ul style="list-style-type: none"> • Submit copy of your approved final project/report to the PHPC 	Student

Preceptorship Timeline - Spring Semester

Date	Action/Assignment	Responsible Party
June	<ul style="list-style-type: none"> • Attend a Preceptorship Information Session 	Student
August–October <i>(Fall prior to the Spring semester)</i>	<ul style="list-style-type: none"> • Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty to identify a site. Review Preceptor Guidelines. • Select site. Begin work on Preceptorship Plan. 	Student/Preceptor/Faculty Advisor Student
October/November	<ul style="list-style-type: none"> • Students select a site and layout/complete Preceptorship Application and Plan for review/approval. • Attend a Preceptorship Information Session if missed June date • Complete the Biology Competency Requirement • Complete online Registration • Complete Human Subject Research Determination • Complete IRB Training • Complete HIPAA Training • Meet with PHPC as necessary to finalize plan 	Student/Faculty Advisor/Site Preceptor Student Student Student Student Student Student
December	<ul style="list-style-type: none"> • Deadline for Application: December 10 or next business day <ul style="list-style-type: none"> ○ Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs 	Student
January/February	<ul style="list-style-type: none"> • Beginning of Spring Semester • Students start Preceptorship – a minimum of 200-clock hours for 3-credit hours • Students document work hours on Preceptorship activities • Meet with your Preceptor and Preceptorship Course Advisor according to the schedule agreed upon in your Preceptorship Plan 	Student Student/Faculty Advisor/Site Preceptor
March/April	<ul style="list-style-type: none"> • Begin work on your Preceptorship Paper • Request that Preceptor provide your Preceptorship Course Advisor with a review of your performance. 	Student Student/Site Preceptor/PHPC
May	<ul style="list-style-type: none"> • Submit copy of your approved final project/report to the PHPC 	Student

Preceptorship Timeline – Summer Semester

Date	Action/Assignment	Responsible Party
January – April (<i>Spring prior to the Summer semester</i>)	<ul style="list-style-type: none"> • Students research, network and/or meet with Public Health Practice Coordinator (PHPC)/Faculty Advisor to identify a site. Review Preceptor Guidelines. • Select site. Begin work on Preceptorship Plan. 	<p>Student/Preceptor/Faculty Advisor</p> <p>Student</p>
March/April	<ul style="list-style-type: none"> • Students select a site and layout/complete Preceptorship Application and Plan for review/approval. • Attend a Preceptorship Information Session • Complete the Biology Competency Requirement • Complete online Registration • Complete Human Subject Research Determination • Complete IRB Training • Complete HIPAA Training • Meet with PHPC as necessary to finalize plan 	<p>Student/Faculty Advisor/Site Preceptor</p> <p>Student</p> <p>Student Student</p> <p>Student Student</p> <p>Student Student</p>
May	<ul style="list-style-type: none"> • Deadline for Application: May 10 or next business day <ul style="list-style-type: none"> ○ Approved paperwork due to PHPC no later than 5:00pm in the Office of Student Affairs 	<p>Student</p>
May-July	<ul style="list-style-type: none"> • Beginning of Summer Semester • Students start Preceptorship – a minimum of 200-clock hours for 3-credit hours • Students document work hours on Preceptorship activities • Meet with your Preceptor and Preceptorship Course Advisor according to the scheduled agreed upon in your Preceptorship Plan 	<p>Student</p> <p>Student/Faculty Advisor/Site Preceptor</p>
June/July	<ul style="list-style-type: none"> • Begin work on your Preceptorship Paper • Request that Preceptor provide your Preceptorship Course Advisor with a review of your performance. 	<p>Student</p> <p>Student/Site Preceptor/PHPC</p>
July	<ul style="list-style-type: none"> • Submit copy of your approved final project/report to the PHPC 	<p>Student</p>

PRECEPTORSHIP REGISTRATION FORM INSTRUCTIONS

See the Preceptorship Project Binders and review selected projects <http://publichealth.uams.edu/students/current-students/projects/>. Students are encouraged to schedule an appointment with Marie Walker bmwalker@uams.edu in the Office of Student Affairs for additional information and guidance.

GENERAL INSTRUCTIONS:

1. Upon selecting a site, meet with the Site Preceptor and discuss key information in the Preceptorship Registration Form including learning objectives, related competencies, major tasks/responsibilities, and schedule to ensure both have agreed to the terms of the Preceptorship.
2. Once the learning objectives, related competencies tasks/responsibilities, schedule and supervision plan is discussed with the Preceptor, then **TYPE** up a **DRAFT** of the plan activities based on the discussion.
3. Work with your Preceptorship Course Advisor and Preceptor to ensure completion of your plan.
4. **SUMBIT FINAL SIGNED COPY to Marie Walker, Public Health Practice Coordinator** (scan/email or drop off in OSA).

Student Checklist for COPH 5989: Preceptorship

_____ **Select a faculty member to serve as your Preceptorship Course Advisor**, discuss career goals, and identify related potential Preceptorship Activities and Sites.

_____ **Select a potential Preceptor** from the list of Preceptors that are approved for your specialty department. If you wish to work at a site that is not on the list of approved Preceptors, work with your Preceptorship Course Advisor to get the necessary approvals for your site, or, if necessary, identify a new site.

_____ **Contact the Preceptor at your chosen site**; meet with the Preceptor, and work together to identify Preceptorship activities that will meet your goals and the needs of the Preceptorship Site. Be sure you agree on expected work days and times, and inform Preceptors as early as possible of any vacation or leave times.

_____ Create a **Preceptorship Plan**. The participation of your Preceptorship Course Advisor and Preceptor in the **creation** of the plan is vital. Your plan should contain the following sections:

- ❖ **Title of Preceptorship** (including location/address of site)
- ❖ **Learning objectives** for the Preceptorship:
 - What do you hope to learn/achieve as you complete the Preceptorship?
 - Did you demonstrate how the learning objectives address selected competencies? (Selected competencies must be reviewed with Preceptorship Course Advisor; <http://publichealth.uams.edu/students/current-students/competencies/>)
- ❖ **Preceptorship activities**:
 - What, specifically, will you do as part of your Preceptorship?
 - In addition to activities that you will perform as the “meat” of your Preceptorship, include **how often you will meet** with your Preceptor at the site, and with your Preceptorship Course Advisor, and include a **description** of your required **Preceptorship Paper**.
 - Be sure to describe how your activities will be a **service** to the Preceptorship Site.
- ❖ **Timeline**:
 - Outline what you expect you will have accomplished at various points through the semester (this could be weekly, bi-weekly or monthly, for example).
- ❖ Statement that you understand and will abide by the **COPH Honor Code**.
- ❖ **Statement of IRB review**:
 - **Describe how submission to IRB is part of the plan OR showing IRB dispensation**;
 - Include copies of your training certification in your plan.
 - Include copy of Human Subject Research Determination letter
- ❖ Your current **unofficial COPH transcript**
 - Obtained from the COPH Office of Student Affairs
(*request form can be found on the COPH website*)
 - This allows your Faculty Advisor to see which classes you have completed
- ❖ *If needed, a section describing why you need to begin your Preceptorship prior to completion of your Core courses and at least 9 hours of your specialty track courses. If you have **not** completed all six CORE courses and at least half of the specialty track (only 27 hours), the plan **MUST** include a section to describe a sufficient reason why you need to enroll for your*

Preceptorship before these requirements are met.

- ❖ *Completing the Preceptorship early (before having completed the required number of credit hours). The Preceptorship Course Advisor, in consultation with the PHPC, determines whether this reason is adequate enough to allow deviation from the guidelines for Preceptorships.*
- ❖ *If needed, a section describing why you must begin accumulation of the 200-clock hours prior to officially registering for Preceptorship. If you want to design and obtain approval for your plan 'early' in order to begin accumulation of Preceptorship hours 'early', that is, before officially registering for Preceptorship, the plan **MUST** include a section describing why there is time pressure **significant enough** for you to begin early. The Preceptorship Course Advisor, in consultation with the PHPC, determines whether this reason is adequate enough to allow deviation from the guidelines for Preceptorships.*
- ❖ *Students are allowed to utilize their current workplace to complete the Preceptorship requirement provided that:*
 - *The organization engages in public health work;*
 - *The organization and Site Preceptor have been approved by the PHPC; and*
 - *The content of the Preceptorship, as described in the student's Preceptorship Plan, meets the required criteria and extends beyond or is something other than his or her regular work duties and allows application of knowledge and skills being learned.*

_____ **Review your plan** with your Faculty Advisor and your Preceptor. In-person meetings of all parties are strongly recommended. Get their approval first, and then get approval of your specialty department's Chair.

_____ Work with your Preceptorship Course Advisor to obtain **Institutional Review Board (IRB) review**. Submit IRB applications AT LEAST TWO MONTHS prior to the start of the project; otherwise the project plan must describe in detail how IRB submission is a part of the project. You should expect to complete the IRB forms with assistance from your Faculty Advisor. On IRB applications you will list yourself as the project PI, your Faculty Advisor as sub-investigator or support staff (key personnel), so you **MUST** have completed UAMS trainings prior to IRB review. Determine with your Faculty Advisor which human subjects' training is most appropriate for you: biomedical or behavioral.

_____ Complete the **Human Subject Research Determination Form**

_____ Complete the **Human Subjects IRB Training**.

_____ Complete the **'HIPAA' on-line training**.

_____ Once your plan has been approved by the appropriate persons, turn in your MPH Preceptorship Registration Form to Marie Walker, Public Health Practice Coordinator, in the COPH Office of Student Affairs and register on-line for COPH 5989: Preceptorship, for the semester in which you anticipate completing your Preceptorship Paper. Attach the **final completed, approved plan** to the completed form for registration with COPH Office of Student Affairs. You are not registered for COPH 5989 until complete documentation is turned in to the Public Health Practice Coordinator and on file with the COPH Registrar.

During the Preceptorship

_____ Perform Preceptorship Activities as outlined in your plan and according to the time expectations agreed upon by you and your Preceptor.

_____ Create a form that **documents your work hours** on Preceptorship Activities, and keep careful track of your hours worked. Be sure you and your Preceptor sign to validate these hours. Remember to count hours spent working on your Preceptorship Paper separately from hours spent working on Preceptorship Site Activities.

_____ Notify your Preceptor and Faculty Course Advisor immediately if you realize that you will be unable to complete the agreed-upon tasks in a timely manner. You and your Preceptor and Preceptorship Course Advisor may agree on modifying the required Preceptorship tasks, or may change the timeline, as appropriate.

_____ **Write your Preceptorship Paper** as described in your Preceptorship Plan. Be sure that it describes the activities, products, and outcomes associated with your experience. Your paper must be turned in to your Faculty Advisor (and your Preceptor, if required by your plan) by the time outlined in your timeline.

_____ **Provide a paper copy and an electronic copy** of your approved Preceptorship Report to Marie Walker, Public Health Practice Coordinator in the **Office of Student Affairs**. Make sure the report is signed by your Preceptorship Course Advisor indicating that it is acceptable in meeting the expectations of the Preceptorship Plan.

At the End of the Preceptorship

_____ Please provide your Faculty Advisor and PHPC (or, the Associate Dean of Professional Programs) with feedback about your Preceptorship. Is it something you would recommend to other students? What would improve it? What did you like best?

_____ Provide a copy of your approved Preceptorship Report to the PHPC in the Office of Student Affairs. Make sure the report is signed by your Faculty Advisor as acceptable in meeting the expectations of the Preceptorship Plan.

Evaluating and Grading Student Performance

All students are required to complete a reflective paper at the conclusion of the Preceptorship, regardless of other assignments identified by the Faculty Advisor and Preceptor. In this paper, students must address the ways in which they applied their course-based learning to the problems or issues encountered in the Preceptorship, ways in which they were able to provide service to the Preceptorship Site, and knowledge gained during the Preceptorship. Students must also address the degree to which they mastered anticipated competencies and how this mastery occurred.

Students are graded on their Preceptorship on a Pass/Fail basis based on two factors: 1) the Preceptor evaluation of the student's performance as determined by the Site Preceptor Evaluation Form and 2) the Faculty Advisors' evaluation of students' overall performance on their Preceptorship which includes evaluation of the reflective paper at the conclusion of the Preceptorship. Based on the Site Preceptor Evaluation Form, to pass the Preceptorship, students must: 1) complete at least 200-clock hours as judged by the Preceptor on the Site Preceptor Evaluation Form; 2) receive an average rating of good (i.e., 3.0 on the 4.0-point scale) by the Preceptor for the performance dimensions on the Site Preceptor Evaluation Form; and 3) receive an average competency rating of "competent" (i.e., mean of 1.0 or greater on the 0.0-2.0 point competency rating scale) by the Preceptor on the Site Preceptor Evaluation Form. Faculty Advisors are expected to discuss Preceptors' ratings on the evaluation form with Preceptors if Faculty Advisors disagree with Preceptors' assessment of students' performance.

To pass the Preceptorship, students must both meet the criteria established for the Site Preceptorship Evaluation Form and an overall determination of passing by the Faculty Advisor.

Sample Template for Preceptorship Plan

Student's Name:

Site Setting:

Site Preceptor(s):

Preceptorship Faculty Advisor:

Department:

Preceptorship Faculty Advisory Generalist Committee Members (if applicable):

Semester/Year:

Title of Preceptorship:

Health Issue/Problem/Focus to be Addressed:

(1-2 sentences)

Overview of Plan/Overarching Goal(s) of the Preceptorship Experience:

(1-2 paragraphs)

Learning Objectives:

(Recommend but not limited to 3 or more; learning objectives must address selected core and specialty track competencies) (<http://publichealth.uams.edu/students/current-students/competencies/>)

Preceptorship Activities (estimated 200-clock hours):

(Recommend one activity per learning objective; map activities to the learning objectives)

Service to the Preceptor Site: *(Reiterate/summarize in a narrative format your activities (listed above) to enumerate the service(s) you are providing to the Preceptorship site; and conclude with the identification of proficiency related to selected core and specialty track competencies)*

Frequency of Meetings with Preceptor and Faculty Advisor:

(Recommend but not limited to 1-2 sentences)

Timeline of Activities:

(Sample)

Weeks of Semester (Including Holiday Day(s)/Weeks)																			
Activity	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
Initiate Preceptorship	X																		
Secure IRB Approval	X	X	X	X	X	X	X	X											
Conduct Literature Review	X	X	X	X	X	X	X	X	X	X	X								
Obtain/Clean Dataset	X	X	X	X															
Descriptive Analysis								X	X	X									
Portfolio/Final Product Submitted to COPH																	X	X	X

College of Public Health Honor Code:

(Use this exact verbiage)

I agree to abide by and maintain the guidelines and principles set forth in the UAMS College of Public Health Honor Code of Academic Integrity in order to preserve and embody high standards of personal and professional honesty.

Statement of IRB Status:

(Use this exact verbiage)

IRB review/exemption is needed if germane to this project. I have completed both IRB and HIPAA Research* trainings. I have received my CLARA password and will submit my plan under the direction of my Preceptorship Course Advisor. I have also attached a copy of the Human Subject Research Determination documentation as proof of exemption.

** To complete these two **required** trainings go to the COPH website and click the sidebar titled "Information for Students"; scroll down and find the HIPAA/IRB Training link and open it. Follow those instructions and complete the IRB Certification for Human Subjects for Behavioral Research on-line training **which includes** the HIPAA Research on-line training. When the training is completed, print out the **certificate of completion and keep a copy to attach to your plan**; also fax the completion certificate to 686-7265. Once you have your password (sent to you via e-mail), you can then submit your preceptorship plan, under the auspices of your Faculty Advisor, to the IRB via the web. If you have any problems in securing your password or need personal assistance, contact 603-1681 or call the main number which is 686-5667 and ask for assistance.*

Description of the End Product from the Preceptorship:

(Recommend but not limited to 1-2 paragraphs; list and describe the items to be submitted upon completion of the Preceptorship)

- 1) I will submit documentation of my Preceptorship hours officially signed for verification by my Preceptor(s).
- 2) A report to be submitted to the COPH as articulated by my Preceptorship Course Advisor.

Policy Related to Non-completion of the Preceptorship within the first semester enrolled:

Students may request to have up to two (2) consecutive semesters that includes the Summer semester to complete their Preceptorship from the time they first register for the course. In this circumstance, the student will be required to register **AND PAY TUITION FOR** the Preceptorship Project EACH SEMESTER until it is completed. Each semester, the Preceptorship course will be 3-credit hours all of which would be indicated as a "place-holder" grade on the transcript until the final grade (Pass/Fail) is awarded in the semester the project is completed.

Student's Signature: _____ Date: _____

Early Initiation of Preceptorship (less than 27-credit hours completed)

In the Preceptorship setting, the student represents the MPH program as well as themselves as a knowledgeable and skilled public health student. To conduct a Preceptorship with less than 27-credit hours of course work completed (including the core courses) a student must document that *unique and compelling circumstances* exist and/or that the student has obtained the necessary public health experience in other ways to credibly proceed with the Preceptorship.

Unique and Compelling Circumstances:

- The potential Preceptorship is a unique opportunity aligned with both the academic/professional interest of the student and is combined with the completion of at least one course in the "Specialty Required Courses" of the student's selected discipline/track.

And/or

- The student has had a substantive professional career in public health (5 + years) and is enhancing their professional expertise through academic studies complementary to their "everyday" professional career.

Students who wish to appeal the 27-credit hour requirement, in addition to writing a justification as to why early registration for the Preceptorship is required, must also obtain written approval from their Faculty Advisor, Department Chair, Associate Dean for Professional Programs, and the Public Health Practice Coordinator.