



Tips for the Busy Preceptor – Maximizing your Effectiveness

Many of you already have an established routine in managing a student rotation and actually can make additional contributions to the list below. It is always helpful to reflect on our processes and consider if there are ways to make improvements or to use our time more efficiently.

Getting off to a good start:

Develop an orientation list – facilities, introductions, forms or systems, policies – of what the student needs to be made aware of the first day. Make a list of these so your orientation will be consistent and easy to update. You don't have to spend time deciding what to cover with each student. It will help someone substitute if you are unavailable on the first day.

Provide a calendar of scheduled activities and deadlines – students can do a better job of managing their time if they can see the big picture and have a sense of direction for the month.

Be clear on how you want the student to participate – are some activities observational, while others require their hands-on involvement.

Review their portfolio (this gives you an idea of what was accomplished on prior rotations) and ask the student to write down 2-3 things that they want (or need) to learn from your rotation.

During the month:

Depending on the environment, you may have some scheduled times with the student for discussions or activities or may be working side by side and teaching as you are working together. Try to touch base with the student every day or every other day, even for just a few minutes and give feedback on the quality of performance.

Obtain feedback from others the student works with and incorporate this into your evaluation.

Have a midpoint review on progress. If this is planned and scheduled, it is not overlooked when there is a time crunch. This is a time to let students know how they need to improve or if they are on target.

Others:

Expect the student to create or contribute something that will benefit your practice site.

Keep a running list of potential projects that you can provide the student on the first day of the rotation. (see back for some suggestions on how students can contribute)

Potential Student Projects

- Present a topic of current interest or new drug to the pharmacists and/or technicians
- Plan a nursing in-service to address a medication error or adverse drug reaction issue
- Prepare or find pamphlets on particular patient education topics
- Develop marketing materials for the pharmacy or a program in the pharmacy
- Present interesting or complicated patient cases
- Revise or help develop a web site
- Develop a screening program for a particular group of patients
- Present a current article for the staff
- Do a math review for technicians

If you have other tips that you have found useful and would like to share, please send them.

Questions/comments:

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