Preceptorship in Rural Family Medicine
Medicine 9570
Course Policies and Procedures for Placement
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Goals and Purpose of Preceptorship
The intent of Family Medicine Preceptorship is to give medical students adequate exposure to a Family
Medicine medical office, provide an introduction into medical practice management, to learn about the
cultural diversity of a rural community, and to be aware of the need for primary care physicians in
Missouri.

As a Missouri state supported medical school, we have a responsibility
1) To encourage students in all areas of primary care and
2) To encourage students to remain in Missouri to practice medicine

This rotation sends each student to a community medical practice within the state of Missouri, ideally in
a rural area or a federally designated medically underserved site. Ideally students will not commute to
their Preceptorship but should live near the community they serve--part of the rotation is the experience
of living in a smaller town. However, due to a shortage of rural sites with living accommodations, some
students will be in non-rural areas and may need to commute daily.

Professional Behavior
Students are expected to maintain professionalism throughout the placement process as well as on site.
Unprofessional behavior in regard to placement discussions, inappropriate interactions with the course
director, course coordinator, Preceptor or fellow students will be noted and will result in a reduced
grade for the clerkship.
Unprofessional behavior includes rudeness, demand for certain placement, imposing
location/Preceptor parameters, failure to follow guidelines and policies; inaccuracy of information
provided to the coordinator, failure to submit required documents by deadline.

Orientation and Wrap up Sessions are mandatory.
Orientation is the first working day of the month; wrap up is the last working day of the month. If a
student does not attend the orientation or wrap up session, 100 points will be deducted from the final
grade. Students who are tardy for either session will lose 30 points.
**Preceptorship Placement Guidelines and Policies**

**Please Note: All Preceptorship placements are subject to availability of both housing and Preceptors each month**

- All Preceptorship placement and housing arrangements are to be made through the Course Coordinator, exclusively. Placement is not official or confirmed unless the Course Coordinator arranges it.
- Any request to switch Preceptorship month must be done greater than 60 days prior to the first of the originally scheduled start month.
- Students are not to make their own Preceptor arrangements. Students do not have the authority to arrange for a Preceptor nor knowledge of the contracts or institutional relationship between the School of Medicine and various clinics/hospitals.

In assigning placements, the following special circumstances will be considered:
- Students with young children (infants/toddlers/grade school age).
- Students who have academic obligations/restrictions set by Council on Curriculum or Evaluation.
- Students who have military obligations in KC.
- Unavailability of Preceptor or housing necessitating a commuting experience.
- UMKC medical students who have parents or family members in a rural Missouri town may request to arrange their Preceptorship in that city. All arrangements must be made through the course coordinator.
- Students and/or parents of students are NOT to contact Preceptors or housing coordinators. All arrangements are to be made through the course coordinator.
- All Preceptors are volunteers and are not available to teach every month.
- Students may request a certain location or Preceptor and their requests will be taken into consideration. However, we cannot guarantee that we can meet these requests.

Students will be notified of their Preceptor’s name, address and housing arrangements approximately two weeks in advance of their assigned month on rotation.

Students may provide (pay for) alternate housing in an approved location if they choose.

The clerkship is a required rotation within the Department of Community and Family Medicine. All Preceptors must be board certified in Family Medicine and have a faculty appointment by UMKC SOM.

There are two main issues involved in placement:

- Availability of Preceptors – not all Preceptors are available each month.
- Availability of housing – housing for both genders is not available in each area each month.
- Sometimes there is housing available but not a Preceptor or vice versa.

**New Preceptors** All Preceptors become UMKC faculty. By directive of the Dean, we are to limit new Preceptors and to use physicians currently approved as Preceptorship faculty. We will approve new Preceptors if there is a shortage of already approved Preceptors. A potential Preceptor is required to complete an application to become a faculty member for the Family Practice Preceptorship. We will consider a potential Preceptor if he/she meets these criteria:
His/her practice site qualifies as rural OR is a federally underserved site.
The Preceptor is currently board certified in Family Medicine.
The physician must agree to Preceptor additional students.
(We do not enlist a Preceptor or faculty person to teach one student, one time.)
Once all documentation about the potential Preceptor and practice has been received it will be
reviewed and a decision to approve him/her as a UMKC Preceptor will be made—it must be
approved by the Dean.

Preceptorship locations without housing. Students who prefer to train under a specific, approved
Preceptor where no sponsored housing is available may request that location but must provide their own
housing. Private housing arrangements must be on file with the course coordinator.

PRIMO Scholars are required to do their Preceptorship at one of five Missouri FQHC sites. If you are
a PRIMO scholarship recipient, please identify this fact on your questionnaire. We will provide a list of
sites to you.

Year 6 students taking Preceptorship  Sixth year students will be required to follow all guidelines,
policies, and goals without exception. Since Preceptorship is an out of town month, taking this rotation
during year 6 will reduce the number of out of town electives you can take and limit when you can
interview a residency program. Coordination with out of town electives whose start/end dates overlap
with Preceptorship will not be possible. Students are allowed a maximum of two days absence on
Preceptorship. Orientation and wrap up sessions are mandatory; no absences for these days will be
approved.

Activities/Responsibilities - Students with responsibilities in student organizations should find a
substitute for their duties during their month of Preceptorship. We cannot guarantee your availability to
attend meetings during the week.

Pets -- Students are responsible to provide care or housing for their pet while on Preceptorship.
Having a pet does not prevent a student from being assigned outside the Kansas City area nor is the
ownership of a pet a consideration for placement arrangements.

PPS - Med 9482/9483 – Students who are taking PPS in year 5 need to notify the PPS instructor that
you will be absent during this Preceptorship.
NOTE: You cannot miss two months of PPS nor can you be absent during April.

Hospital/clinic requirements for visiting students

Some clinics/hospitals require drug screening for their visiting students. If this is the case, we will
notify you in advance. Students will be responsible for the cost of the drug screening which at the time
this document was written costs $37.

Some clinics/hospitals require background checks to be submitted in advance. If this is the case, we
will inform the student to provide one.

Some clinics/hospitals request a current CV from the visiting student.

Housing Points

Most of the housing we use is shared with other medical schools, dental and nursing programs.
Students may be placed with other UMKC students or with students from other schools. It is possible that a student will be alone in a location and not have a roommate during the rotation.

Accommodations for religious and cultural concerns will be given all appropriate consideration when making housing arrangements.

Animals are not permitted in any sponsored housing. Students must make arrangements for their pets to be cared for during the rotation.

Not all locations have high speed internet or consistent cell phone service.

**Additional Rotation Policies**

**Immunization Record:** All Preceptorship sites require an up-to-date record, especially a current TB test. Students who have a positive TB test may be asked to present proof of a recent chest X-ray. A complete and updated immunization record must be available no less than two weeks before the beginning of the rotation.

**TMC/SLH clinic responsibilities**
Preceptorship counts as an out of town medicine month. Students are automatically excused from clinic responsibilities at TMC or SLH for the entire month.

**Attendance Policy**
Weekend and/or evening work may be required by some Preceptors.
Students are required to be present in the Preceptor’s clinic on the Preceptor’s day off. The student will work with another physician, NP or office staff. **Students are expected to maintain all of their Preceptorship responsibilities throughout the month.**

**Excused Absences**

A **maximum of 2 days absence** from Preceptorship can be requested with the clerkship absence request form; all absences must be approved by the director Dr. Griffith and coordinator, two weeks before the rotation begins. Except for orientation and wrap up, students are expected to spend each week day with their Preceptor or his/her clinical partner. Weekend/evening work may be required by some Preceptors. **Orientation and Wrap up sessions are mandatory and therefore will not be approved for an absence.**

The course coordinator must be notified if you miss any time from your Preceptor’s clinic due to personal illness requiring a doctor’s attention or an emergency in the immediate family that requires your absence. Personal illnesses occurring during the rotation that result in an absence will require a note from the student’s physician to be filed with the course coordinator. **Any other absence or requests to be excused must be approved by both the course coordinator and the course director in advance. The Preceptor does not give permission for absences.**

Please read the form thoroughly and note the reasons that for which absences are approved. A copy of the Request for Absence excuse form is available from your ETC and from the Course Coordinator.

**Scheduling Conflict with other rotations/electives.**
Orientation is the first working day of the month; wrap up is the last working day of the month. Students are not permitted to miss Orientation or Wrap to participate in any other rotation or elective. Preceptorship is a required UMKC clerkship and the course schedule takes precedence over any elective.

**Dress Code/Lab coat**

Students are expected to take and maintain clean lab coats during the clerkship.

Students are to dress in accepted professional attire during clinical days on Preceptorship except at Orientation and Wrap up. Comfortable shoes are recommended for long clinic days. Inappropriate clothing includes: jeans, denim-wear of any sort, T-shirts, exercise wear, sweatshirts/pants; insignias or symbols or buttons with these on them; leggings and stretch pants; scrubs with the appearance of denim jeans; spaghetti strap blouses, tank tops, shorts.

**Course work materials:**
In addition to training with a Family Medicine Physician there will be assignments throughout the month. Course assignments will be posted on Blackboard. **There are no books to purchase for Preceptorship.**

**PLACEMENT STEPS**

Remember:
Preceptorship Placement is an assignment from the Dept. of Family Medicine to a student for the month of the rotation. Assignments are made based on the monthly availability of individual Preceptors and housing.

Approximately five months before the scheduled rotation, students receive a copy of the policies and procedures for Preceptorship along with a questionnaire to be completed and returned to the coordinator. Students complete and return placement questionnaire to the coordinator. The coordinator uses the questionnaire to guide in placement decisions.

The coordinator sends requests for placement to various Preceptor clinics.

The coordinator places students with Preceptors as locations agree to take a student. Assignments are made based on the monthly availability of individual Preceptors and housing.

Students are notified of name and location of their Preceptor approximately two weeks before the scheduled rotation.

Documentation for each student is compiled and sent by the coordinator to the student’s assigned Preceptor. This includes letter of good standing, verification of liability and immunization records. Students may be requested to complete specific forms for an individual site. Ex: background check.

**All Preceptorship placements are subject to availability of both housing and Preceptors**
Statement on Discrimination, Intimidation, and Sexual Harassment

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic is not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately. The commitment of course faculty is to create and maintain a supportive learning environment. A number of medical school staff stand ready to be of assistance to students and direct them to a formal policy and procedure specifically regarding discrimination, intimidation, and harassment (http://www.med.umkc.edu/statements/default.html). They include:

- Dr. Griffith, course director
- Cassie Shaffer-Johnson, Interim-course coordinator
- The associate dean for student affairs (M4-207 in the medical school)
- Affirmative Action Office (218A Administrative Center, 5115 Oak Street, 816-235-1323)

All formal complaints will be investigated and appropriate action taken.