Model Agreement Formula for Preceptor Success

1. Set expectations:
Student Goal/s:______________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Preceptor Goal/s:____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
(S.M.A.R.T. goals: Specific, Measurable, Attainable, Realistic, and Timely)  
http://www.topachievement.com/smart.html
IDEAS: Orientation to practice, time limits, history taking, physical exams, patient notes, oral presentations, HIPPA rules (in and out of exam room)... reading expectations or outside work

2. Ensure KSA
Use 101b to help identify areas, based upon goals, of where more or less “supervision” is needed.

<table>
<thead>
<tr>
<th>GOAL:</th>
<th>Novice</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Tools/Skills: _____________________________________________________________

3. Provide Feedback:
**What** - Formal: Preceptor on student (review form)
Student on preceptor (review form)
Informal: __________________________?

**When/How often** - ______________________________________________

4. Consequences
Superior evaluations
Future Recommendations
Mentoring
What else? __________________________

or

Renegotiation of goals/expectations
Less than superior evaluations
Some sort of remediation/corrective action plan

What else? __________________________