



PRECEPTOR TRAINING AND SUPERVISION

I. **Policy Statement**

Clinical Supervision Requirements oversees communication and documentation of requirements and preceptor training and orientation.

II. **Purpose**

The purpose of the Clinical Training and Supervision Policy is to ensure medical students are appropriately always supervised during situations involving patient care, that the level of responsibility delegated to the students is appropriate to their level of training, and that the activities supervised are within the scope of practice of supervising health professional. These elements are defined in this policy to provide an appropriate supervised learning environment for student clinical education by preceptors and to ensure student and patient safety.

III. **Scope/Coverage**

This policy applies to all medical students and supervising health professionals (referred to as “**Preceptors**” for the purpose of this policy) defined as clinical preceptors, post-graduate trainees (residents, fellows), and other licensed healthcare professionals that are involved with clinical education of medical students enrolled in the Doctor of Medicine (MD) program at California Northstate University College of Medicine (CNUCOM).

IV. **Policy and Procedure**

a. Clinical Supervision Requirements

- i. Medical student participation in the delivery of patient care always requires supervision (direct or indirect) by a supervising faculty member or licensed medical professional (e.g., resident, fellow, physician assistant, Certified Registered Nurse Anesthetist [CRNA], midwife, or nurse practitioner) who has the appropriate clinical privileges and authorization.
- ii. When a medical student is being supervised by a resident, fellow, or other licensed medical professional (e.g., physician assistant, Certified Registered Nurse Anesthetist [CRNA], midwife, or nurse practitioner) who

is providing care within their scope of practice, it is the responsibility of the supervising faculty physician to ensure that the resident or other licensed medical professional is prepared to teach and supervise a medical student appropriately.

- iii. All delivery of patient care will be conducted under either direct or indirect supervision of a precepting physician. The amount of supervision and observation required in each patient encounter will vary based on the clinical situation; the student's experience, skill, and maturity; and the specific rotation. The following terms define the level of supervision:
 - 1. *Observe: Observe the task performed by an attending physician, resident, fellow, or other licensed medical professional.*
 - 2. *Assist (only for use with skill or procedure): Complete task or portion of a task under direct supervision.*
 - 3. *Perform: Complete a task or portion of task under direct or indirect supervision.*

b. Communication and Documentation of Supervision Requirements

All courses with clinical experiences involving patients will be required to include the following content in their clerkship orientation and course materials:

- i. A description of the appropriate level of student responsibility in all clinical settings.
- ii. A description of the appropriate level of clinical supervision required in the clinical settings the students will encounter, including supervision by residents, fellows, faculty, and other licensed medical professionals.
- iii. Communication of the requirement that preceptors are only allowed to supervise medical students in clinical encounters and procedures that are within their scope of practice.
- iv. Instructions for what to do if a student believes that they have been or will be in a situation with an inappropriate level of responsibility or supervision.

c. Preceptor Training and Orientation

- i. All preceptors are required to complete preceptor training on an annual basis, which includes an orientation to their roles and responsibilities as educators.
- ii. A Preceptor Attestation Form will be completed by all preceptors to verify completion of the training. Tracking is performed through an electronic database which is monitored by the Department of Clinical Education.
- iii. Contents of Preceptor Training
 1. Topics Include
 - a. *AAMC Core Entrustable Professional Activities (CEPA)*
 - b. *Preceptor responsibilities and teaching expectations.*
 - c. *Clinical supervision requirements (d) Required Clinical Cases “Must see” and “Must do” cases.*
 - d. *Evaluation policy (f) Mid-rotation evaluation.*
 - e. *Timely end of course evaluation.*
 - f. *Duty hours requirements.*
 - g. *Attendance and absence policy.*
 - h. *Workplace injuries.*
 - i. *No medical treatment of student by preceptor.*
 - j. *Anti-harassment and anti-mistreatment policy.*
 - k. *Reporting concerns.*
- iv. Preceptors who will teach medical students are provided with a copy of the [Clerkship Handbook](#) that summarizes learning objectives.

Approval Record:

Reviewed by FEC 12/23/2024

REVIEW: every three years (or more often if required)