

POSITION DESCRIPTION

TITLE: Community Preceptor

BRIEF DESCRIPTION OF POSITION

The community preceptor is a skilled practitioner who supervises medical students and/or residents in a clinical setting to allow practical experience with patients. The community preceptor is expected to provide educational experiences consistent with the goals and aims of the Department of Family Medicine, The College of Family Physicians of Canada (CFPC), and the Faculty of Medicine, University of Manitoba.

DUTIES AND RESPONSIBILITIES:

The community preceptor is responsible for:

1) Educational

- is aware of the educational objectives of the relevant rotation/placement and works toward meeting them.
- orients students/residents to the clinic, practice, and hospital
- discusses his/her educational goals, expectations, and prior experiences with students/residents at outset of rotation
- sets reasonable expectations of students/residents and modifies these based on observed progress
- at the beginning of the rotation, sets a schedule for students/residents and shares this with the students/residents and the program
- participates in direct observations of students/residents and facilitates ongoing case discussions

2) Administrative

- ensures students/residents have adequate space to work
- provides access to a computer with Internet access for students/residents to use in the clinic
- consults with others, as appropriate, in completing required evaluations
- completes a midpoint evaluation if required and reviews it with the student/resident
- seeks input from appropriate program personnel if progress is unsatisfactory (i.e., the Program Director, Undergraduate Education; the Program Director, Postgraduate Education and Education Directors of the relevant residency stream).



- completes the final evaluation and reviews it with the student/resident
- forwards the final rotation evaluation (i.e., FITER (Final in-training evaluation report) or ITER (in-training evaluation report) to the program.
- submits or approves invoices for receiving preceptor payments as required.
- Participates in continuing professional development and faculty development by engaging in a variety of scholarly activities.

LINKAGES (as relevant):

- Associate Department Head, Distributed Medical Education
- Program Director, Postgraduate Education
 - Site co-directors, Urban Stream
 - Site Director, Rural Stream
 - Site Director, Bilingual Stream
 - Site Director, Northern Remote Stream
- Program Director, Undergraduate Education