



Checklist for Learning Sites

Department of Family Medicine

Preceptors

For each on-site preceptor:

- Number of years in practice
- Hours worked each week in clinic / in hospital / on call
- Area of special interest
- Previous teaching experience
- Familiarity with clinical precepting (direct observation, review of cases)
- Capacity for learners throughout year
- Specific scheduling issues (summers, holiday season)
- Other trainees in practice
- Commitment to completing evaluation forms as Primary Preceptor
- Academic appointment with Dept. of Family Medicine is active or has been initiated
- Interest in Research/Scholarly Activities
- Willingness to participate, and facilitate faculty development

Clinic-Based Practice

- Patients
 - Most common conditions
 - Age distribution:
 - Children & adolescents
 - Adults
 - Elderly
 - Prenatal/Postnatal
 - Indigenous
 - Underserved & vulnerable populations
 - Unique attributes
- Booking
 - Patients per day / per hour
 - Complete physicals
 - Same day / urgent care
 - Ease of booking patients with residents for follow-up
 - Adjustment of schedule to accommodate learners
- Clinic Staff
 - Complement of staff
- Office configuration
 - Observation capability (camera, one-way mirrors)
 - Space for residents/medical students (including internet access in clinic)
- Registered with Family Doctor Finder

- Registered as a Primary Care Home Clinic (Patient Medical Home model)
- Member of My Health Teams (MHT)
- Participates in quality improvement (QI) initiatives

Hospital-Based Practice

- Size of local hospital
- Average number of in-patients per physician supervisor
- Obstetrics
- Emergency Department
- Acute Care
- Surgical assist capability
- Internet access in hospital
- Library or resource room availability

Call Based Practice

- Frequency / week
- Telephone triage
- In-patient coverage
- Resident integration into call group

Community

- Distance from Winnipeg
- Recreational opportunities
- Community support / degree of potential resident isolation
- Opportunities to participate in CPD

Accommodations (if applicable)

Type:

- Room in a private home
- Self-contained suite in a private home
- Apartment in a commercial apartment building
- Other (describe):

Is parking available? Yes No

Is internet access (preferably Wi-Fi) available? Yes No

Is accommodation (including kitchen) fully furnished/equipped? Yes No

Are laundry facilities readily available? Yes No

Safety criteria met:

If basement bedroom, does window meet size requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there smoke alarms (one on each floor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a carbon monoxide alarm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a fire extinguisher?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How close is accommodation to clinic and hospital?

Is public transit available between accommodation and clinic/hospital? Yes No

If in a private home, does homeowner have adequate third party liability insurance? Yes No

Can residents bring their family (spouse and children) or pets? Yes No

Are there any safety or security concerns? Yes No

If yes, please explain:
