

**FLORIDA HOSPITAL  
GRADUATE MEDICAL EDUCATION – ALLIED HEALTH  
PRECEPTORSHIP POLICY**

In support of its educational mission, FH GME provides allied health students with an educational experience that offers a variety of clinical exposures in its Allied Health Training Programs or with any of its registered FH Medical Staff members in good standing. The training experience is designed to fulfill the requirements as outlined by the participating allied health schools. The purpose of this policy is to outline the responsibilities placed on participating preceptors to provide an environment that is safe for patients, office staff, students, and medical staff; respect patients' rights to privacy and confidentiality; and enhance the educational experience of the students.

**I. PRECEPTOR QUALIFICATIONS**

1. Must be registered by the FH GME Office (annual renewal required) prior to any preceptorship.
2. Must submit to the AHP Coordinator's office a copy of an affiliation agreement with the FH GME approved allied health school.
3. Must ensure that Florida Hospital has a current affiliation agreement on file with the participating allied health schools.
4. Must be board certified in the specialty of the requested clinical rotation and a member of the FH Medical Staff in good standing.
5. Must submit to the AHP Coordinator evidence of faculty development in a workshop or conference at least 4 credit hours annually on teaching, learning styles and/or evaluating skills.

**II. PRECEPTOR SUPERVISORY RESPONSIBILITIES**

1. Physician attending must provide a syllabus to each student and submit a copy to the Allied Health Coordinator. The syllabus must be updated on an annual basis and dated appropriately. The syllabus must include but is not limited to the following:
  - a. General description of the rotation.
  - b. Learning objectives.
  - c. Rotation schedule.
  - d. Student responsibilities:
    - i. Registration with the GME (Graduate Medical Education) office.
    - ii. Orientation with the GME office prior to the start of the rotation.
    - iii. Dress code in compliance with FH policies.
    - iv. FH badge and school photo ID to be worn at all times.
    - v. Citizenship in compliance with FH policies.
2. Physician attending must assure that the student has completed the I-Extend training to gain access to medical records (if applicable):

3. Physician attending must discuss the range of activities and participation of the student at the beginning of the rotation which includes (if applicable):
    - a. Obtaining medical history.
    - b. Performing an assessment.
    - c. Developing a plan.
    - d. Documenting in the medical record.
  4. Physician attending must discuss the evaluation method of the student's performance and submit a copy of each completed evaluation to the Allied Health Coordinator.
  5. There must be documentation that the attending was present or that the documentation was discussed and verified with the attending. Physician attending must adhere to the following:
    - a. Student documentation must be completed immediately following the patient encounter.
    - b. Physician attending must refer in an active voice to the student documentation that is specific to the scenario and emphasize that the clinical decision making is under the purview of the attending.
    - c. Physician attending must complete his/her own complete documentation and must co-sign the student's note on a daily basis.
    - d. Every student must work under the direct supervision of the physician attending at all times.
    - e. All aspects of patient care for which the physician attending wishes to bill are the responsibility of the physician attending. Student services are not recognized for reimbursement purposes.
    - f. Physician attending are expected to be familiar with and to adhere to the rules published in the CMS (Center for Medicare and Medicaid Services) publication "Guidelines for Teaching Physicians, Interns and Residents."
- III. There may be extraordinary circumstances where there is a request for a preceptorship privilege that does not meet the extent of this policy. Such requests may be approved at the discretion of the Director of Academic Affairs.
- IV. Physician attendings will abide by all applicable Florida Hospital policies.
- V. Any violation to any of the above policies will result in immediate termination of the preceptorship privilege.