



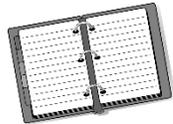
Time Management Suggestions



Teamwork: As the student is obtaining the history or performing the exam, the preceptor can enter the information into the electronic medical record (or vice versa).



Set time deadlines for student: "You have 10 minutes to see this patient."



Double Book Patients such that the student can see one patient and the preceptor sees the other patient; maintaining productivity.



Not necessary to repeat the HPI and PE obtained by the student, just summarize with the patient what you heard and add any clarification.

Share the Teaching Responsibilities:

- Share teaching with practice partners.
- Utilize nurses, medical assistants, lab assistants to teach students in how to give injections, perform lab tests, obtain an EKG, practice blood draws, etc.
- The office manager, billing specialist, and scheduler can teach the student about the business side of a clinical practice.
- If you have more than one student, they can teach each other!

Mix up the Type of Teaching You Do:

- The classic teaching method of having the student see the pt, come out and present the case, then two of you going back in can be very inefficient.
- Sometimes you can go in and observe the student "I am going to be a fly on the wall" (and write your notes while they do everything).
- Sometimes go in after they do the history.
- Sometimes you do the history and they do the physical (repeat what is needed).
- Sometimes just have them observe you.

Select Certain Patients for the Student:

- Look at your scheduled and pre-select the patients the students will see.

Utilize the Student Fully:

- Don't repeat unnecessary items that you know students do well, just clarify.
- Have students look up questions that the patients have and, after they discuss it, call patients back.
- Have students call patients with results after you discuss them with the student.
- Have the student call specialists and help facilitate care with axillary services.

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