



College of Veterinary Medicine

Roles and Responsibilities of Key Players in Clinical Programs

Clinical Preceptor

As partners in our program, preceptors are required to:

- Provide the student with an in depth orientation of the practice/facility covering specifics regarding the students roles, responsibilities, and how they will be evaluated.
- Inform WesternU-CVM of the clinical staff involved with and directing the education of students at the Clinical Site.
- Assist students in developing and refining clinical skills and competencies.
- Request/require/allow students to participate only in activities for which they are qualified and can legally perform.
- Provide opportunities for student participation in clinical decision-making.
- Guide student development in clinical reasoning, diagnosis, and patient management.
- Supervise student involvement in patient care, diagnosis, and treatment.
- Guide students in development of comprehensive medical record skills.
- Assess student's performance in the areas of knowledge, clinical skills, interpersonal skills, and professionalism.
- Include students in discussion of individual case management decisions as well as in daily or weekly rounds.
- Assist students in becoming competent, capable, conscientious, compassionate, and confident members of the veterinary profession.
- Mentor students through your actions as a role model in professional interactions with your colleagues, staff, and clients.
- Provide a venue in your facility for students to participate as part of the veterinary healthcare team.
- Support students in developing and further refine their critical thinking abilities.
- Provide students with regular weekly feedback (either directly or by gathering input from practice members in verbal and/or written format) and summative assessment at the conclusion of the rotation/course.
- Maintain compliance with pertinent university, State and Federal regulations regarding students (FERPA, HIPPA, OSHA, etc.).
- Be familiar with the WesternU-CVM curriculum and AVMA Council on Education (COE) accreditation standards (available at www.avma.org).

Course Leader

The WesternU-CVM course leader is required to:

- Generate course syllabus and learning objectives.
- Communicate course expectations to students.
- Inform students of ancillary resources available – books on site, etc.
- Respond to comments/critiques/recommendations submitted about the course/rotation related issues.
- Assure that each practice preceptor receives current course syllabus.
- Inform the preceptor of students who will complete the course/rotation at the Preceptor's facility.
- Meet with the Associate Dean for Academic Affairs, Director of Clinical Relations, Director of Third or Fourth Year Curriculum, and other Course Leaders regularly.
- Communicates unsatisfactory performance of students to the Director of Third or Fourth Year Curriculum.
- Participates in preceptor and clinical instructor training.
- Provides feedback to preceptor regarding student evaluations of courses and/or sites.
- Provides input to Director of Clinical Relations on suitability of site.

Student Expected Roles

A WesternU-CVM student is required to:

- Maintain professional appearance and conduct at all times while attending a course/rotation.
- Meet the learning objectives for each course/rotation through clinical experience or independent research.
- Maintaining communication with Rotation Administrator (4th year) and WesternU-CVM faculty.
- Complete daily case logs of activities and submit them for review in a timely fashion.
- Communicate with preceptor about personal performance on an ongoing basis.
- Respond to concerns from preceptor and WesternU-CVM faculty and administration.
- Assist the clinical site medical team in all facets of clinical practice.
- Be proactive in their approach to cases – learning all they can about the diagnosis, treatment, and client communication.
- Develop and explore learning issues from cases seen.
- Evaluate the experience at its conclusion.

Director of Year 3 and 4 Curriculum

The Curriculum Director is required to:

- Provide academic oversight of the clinical curriculum of the corresponding curricular year.
- Review course syllabi prior of publication.
- Coordinate student schedules for required courses.
- Review performance evaluations of:
 - preceptor evaluations of students.
 - student evaluations of preceptors and other personnel.
- Calculate and enter student grades for selective rotations (Director of Fourth Year Curriculum only).
- Summarize and distribute assessment information to Course Leaders.
- Review and respond to course concerns expressed by students, faculty, and preceptors.
- Determine appropriate response to areas of potential improvement with Director of Clinical Relations and the Course Leader.
- Prepare the corresponding year Student Handbook.
- Coordinate and instruct Course Leaders and/or Rotation Administrators in academic issues.
- Convene meetings of Course Leaders and/or Rotation Administrators.
- Administer scheduling issues (excused absences, hardships, etc) in consultation with Associate Dean for Academic Affairs (leadership team).
- Counsel students regarding academic issues.
- Review and respond to course concerns expressed by students, faculty, and administration.
- Provide information to the Scholastic Standing Committee on all student performance issues.
- Serves as *ex-officio* member on Committee on Clinical Instruction, Scholastic Standing Committee, and Students Affairs Committee.

Director of Clinical Relations

The Director of Clinical Relations is required to:

- Assist Year Directors in locating and enrolling suitable clinical sites
- Coordinate preceptor training and training documents.
- Assure training includes the preceptor and clinical instructor roles in meeting COE standards.
- Co-chair the Clinical Sites Advisory Board.
- Maintain adequate communication between preceptors and WesternU-CVM and provide oversight of communication between Course Leaders at WesternU-CVM and preceptors at sites.
- Communicate to preceptor about student enrollment on an ongoing basis.
- Respond to clinical sites' and preceptor concerns from students, faculty, and/or administration.
- Coordinate selection of Preceptor of The Year Award recipient.
- Serve as *ex-officio* member on Curriculum Committee and Committee on Clinical Instruction.
- Prepare and maintain the Preceptor Handbook.
- Oversee the Clinical Field Liaison activity and monitoring.
- Oversee the college faculty compliance with college policy regarding clinical site and student monitoring.

Clinical Field Liaison

The Clinical Field Liaison is required to:

- Provide additional oversight of student activities at clinical sites, in addition to oversight provided by the Course Leader,
- Work to ensure Clinical Site compliance with College policies regarding safety and facilities.
- Perform routine clinical site visits to maintain sufficient oversight of student clinical education.
- Maintain adequate communication between Preceptor and other personnel involved with WesternU-CVM faculty, staff, and students.
- Provide oversight of communication between Course Leaders and Clinical Sites and Preceptor.
- Communicate with Preceptors about student enrollment on an ongoing basis.
- Respond, in conjunction with the Director of Clinical Relations, to concerns from students, faculty, and/or administration about Clinical Sites and Preceptors.
- Ensure Year 3 and Year 4 Core Clinical Sites receive evaluations summaries of completed student evaluations and current student schedule.
- Distribute, as needed, the current WesternU-CVM Preceptor Handbook.
- Communicate with students and responds as needed then reports to CVM Course Leaders, Director of Year 3 and/or Director of Year 4, or Director of Clinical Relations.