

**University of North Texas Health Science Center
Physician Assistant Studies Program
Clinical Preceptor Profile**

Name:	Gender:	Title: MD, DO, PA, NP (Circle one)
Specialty:		Medical/Nursing Board License Number:
Birthdate:		NCCPA ID # (if PA):
Office Address:		
Mailing Address (if different than office):		
Phone:		Fax:
Email:		Cell:
Office Manager Name (or person to contact when scheduling a student):		
Office Manager Email:		
Office Manager Phone:		

Preferences:

How many PA students per 12-month period are you willing to precept each year?(All rotations are 4 weeks long) _____
 Are there any months that you prefer to **NOT** to have a student? _____
 If you request a particular student, please tell us the name of the student: _____
 Other than English, what languages do you require students speak? _____

Credentialing: Please list all facilities that students will need to be credentialed.	Estimated % of cases at each facility:
Contact Name and Phone to credential at each facility:	

ABOUT YOUR PRACTICE:

Do you have any colleagues working with you that may be participating in the precepting of our students? If yes, please provide their name(s) and whether MD, DO, PA, or NP:

Does your practice maintain professional liability insurance? (Circle one) Yes No

Approved:

Date:

Director of Clinical Education

Please email paperwork back to: Tiffany Gardner, Clinical Site Coordinator (tiffany.gardner@unthsc.edu)



THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH

**Preceptor Agreement Between the
University of North Texas Health Science Center at Fort Worth
Physician Assistant Studies Program
and**

(Printed name of preceptor)

This agreement outlines the responsibilities of the above parties when supervising and educating Physician Assistant (PA) students during a _____ clinical practicum.
(Preceptor Specialty)

The Physician Assistant Studies Program will:

1. Plan, implement, and administer the curriculum for students enrolled in the PA Studies program.
2. Ensure students have been provided with professional liability insurance coverage throughout the practicum.
3. Provide the preceptor with the name of the assigned student and planned educational objectives.
4. Provide the preceptor with an orientation to the clinical practicum and a copy of the practicum syllabus.
5. Provide the preceptor with sufficient copies, or online access, to grade sheets, performance feedback forms, evaluation forms, and other paperwork required in their role as clinical preceptor.
6. Provide the preceptor with the names and contact numbers of the Director of Clinical Education (DCE), Clinical site coordinator, and credentialing coordinator who will serve as liaisons with the preceptor and their associated personnel.
7. Cooperate with the preceptor (and their affiliated institution) to ensure students abide by the rules and policies of the preceptor's clinic or institution.

The Preceptor will:

1. Not permit the PA student to perform any medically related tasks or functions without supervision, which is defined as "the supervising physician being physically present or immediately available to provide guidance."
2. Ensure tasks assigned to the student do not exceed those that a graduate PA would normally be allowed to perform.
3. Maintain professional liability insurance coverage and unrestricted licensure throughout the student's practicum.
4. At regular intervals, provide and document feedback to the PA student regarding their performance.
5. Grade the student's performance by completing the grade sheet provided by the PA Studies program.
6. Return the required forms to the PA Studies office within seven days of completion of the practicum.
7. Inform the DCE of student's poor or failing progress in the clinical practicum.
8. Inform the DCE of any unprofessional behavior(s) displayed by the student.
9. Inform the DCE of any unexcused student absences within 24 hours.

This agreement continues in force from the date signed by both parties and may be terminated through written notice to the other party at least 60 days in advance of the date of termination. Each party has the right to amend this agreement at any time by notifying the other party in writing and by obtaining a signed agreement to the amendment when it will take effect.

Preceptor signature	Date	Veda Womack, MBA, PA-C Director of Clinical Education Physician Assistant Studies	Date	Glenn Forister, PhD, PA-C Dean, School of Health Professions (Only if adjunct faculty requested)	Date
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THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH

Memo: Title IX Acknowledgement

The University of North Texas Health Science Center (HSC) Physician Assistant Program (PA) is committed to educating and mentoring students by providing a positive learning environment that is respectful and safe, both physically, emotionally, and psychologically. This expectation is inclusive of supervised clinical practice experiences with clinical preceptors. Behavior reported during the clinical year in violation of this expectation may be referred to the HSC's Title IX Coordinator or Division of Student Affairs and Academic Success.

Students learn how to be professionals by observing and emulating their faculty and role models. The learning environment at clinical rotation sites also influences students' values, actions, concepts of professionalism, and development of professional identities. Therefore, as healthcare educators, there is a responsibility of clinical preceptors and their medical staff to convey professional values by demonstrating appropriate standards of behavior.

Conduct expected of those in a preceptor role includes:

1. Taking responsibility for learners assigned to one's service; ensuring a safe and healthy learning environment that is free from harassment, discrimination and violence.
2. Clearly communicating expectations.
3. Assigning tasks to learners based on their knowledge, skills and experience.
4. Providing feedback to learners in a timely, constructive, personalized and candid manner.
5. Maintaining an ethical approach to the care of patients and demonstrating cultural competency.

Examples of conduct considered inappropriate in a preceptor or support role includes, but is not limited to:

1. Threatening or intimidating behavior or words.
2. Using obscenities, profanity, or racially/culturally-derived/gender-based terms or names directly toward or around a learner.
3. Using threatening or obscene gestures, media, or language in the presence of a learner.
4. Degrading a person or group based on a personal characteristic or cultural demographic.
5. Ignoring learners assigned to you.

6. Requiring learners to perform personal services at any time (e.g. domestic chores, pet sitting, listening to personal problems).
7. Inviting learners to a romantic or sexual relationship; sexual assault, or sexual or gender-based discrimination or harassment through words, media, gestures or behaviors.
8. Taunting, mocking or humiliating a learner through acts or words.
9. Endangering the safety of a learner.
10. Endangering the learner's professional development (e.g. asking the student to ignore institutional or school policy, inviting the student to do something unethical or illegal).
11. Grading based on factors other than performance.
12. Creating disadvantages in learning opportunities, teaching, feedback or grading based on personal characteristics of the learner.
13. Acting in retribution against any learner who reports perceived inappropriate treatment

At the HSC, we recognize that learning takes place for our students outside the classroom, and we are so thankful for our community partners who are a part of this clinical journey with our students. Being able to entrust the care of our students to HSC affiliated preceptors is incredibly important to us. As you support our students, know that we are here to support you as well. If you wish to obtain more resources on Title IX, please reach out to the Director of Clinical Education.

I acknowledge and agree to the above information.

Print Name:

Signature:

Date:
