

COMMUNITY PRECEPTOR

TOOLBOX

Time Management



MINNESOTA
MEDICAL
ASSOCIATION



MEDICAL SCHOOL | UNIVERSITY OF MINNESOTA

Essential Elements of Clinical Teaching Managing your teaching time

Plan

- Take time to orient your student to the clinic, introduce him/her to staff, and familiarize him/her with the EHR
- Discuss learning goals with the student and what expectations you have for him/her
- Allow him/her to shadow you for a few patients to let him/her see your practice style
- Choose patients that match the student's goals and level of experience. Start with 2-3 patients per day to begin the rotation
- Provide the student with background on each patient. This will help him/her to focus their history and physical. You may even suggest a time limit with each patient
- Consider scheduling two rooms simultaneously, if possible

Teach

- Observe the student with the patient. Precepting in the presence of the patient can reduce duplication of effort, save time, and the patient serves as a check on the student
- Consider using the One-Minute Preceptor Model

One-Minute Preceptor or 5 Micro-Skills

- Get commitment from the student
 - Probe for evidence
 - Teach to general rules
 - Praise what they have done well
 - Correct them as needed
- Have the student perform tasks that save you time:
 - Looking up information
 - Checking the EHR for labs, imaging studies, etc.
 - Eliciting other parts of the patient history – family, social

Reflect

- Set aside time to reflect on your teaching experience
 - What worked well? What can be improved?
 - What did you learn from observing the student about his/her skill level?
 - What was learned from the feedback exchange?
 - Allow time to develop and refine your own teaching script

Resources

- One-Minute Preceptor Model: <https://paeaonline.org/wp-content/uploads/2017/02/One-Minute-Preceptor.pdf>
- For more clinical preceptor tools and resources, please visit the MMA website: [MMA Preceptor Initiative](#)

Remember to HAVE FUN and enjoy the time spent teaching!