



PMHNP Program Checklist for Preceptors

Your role as a preceptor is vital to the success of the student's academic career and ultimately of the student's own professional practice. We encourage you to reflect on the following responsibilities and expectations throughout the rotation to ensure you are helping the student fulfill all requirements.

1.	Review CON's documents related to the clinical rotation, including welcome email, Guidelines for Preceptors, course syllabus, and Typhon Tips handout.	
2.	Confirm the rotation start date and time with student.	
3.	Orient student to your practice and teaching style as well as the clinical site and EMR if applicable.	
4.	Make introductions for the student as necessary to ensure your colleagues are aware of the rotation and are supportive.	
5.	Help student to:	
a.	Develop therapeutic communication skills, complete a psychiatric assessment, document psychiatric assessment, and initiate treatment plans that are appropriate for each client.	
b.	Systematically assess the health status of patients by obtaining/reviewing all necessary data from the existing medical record, the psychiatric & medical history, MSE, psychiatric assessment and pertinent laboratory or other information. The student can do this if she/he has access to the EMR.	
c.	Formulate differential diagnoses based upon accurate interpretation of data.	
d.	Create individualized, evidence-based plans of care.	
e.	Accurately document in the health record.	
f.	Demonstrate thorough, concise, organized and effective use of written and verbal skills to communicate assessments and plans to other health providers, patients and families.	
g.	Communicate with inter-professional team members.	
h.	Begin selecting correct billing and coding charges.	
6.	Allow the student to assume responsibilities for carrying out the appropriate components of care and management based on their level of expertise during the curriculum.	
7.	Provide constructive feedback about the student's performance and learning progression.	
8.	Complete CON's evaluation forms providing responses that accurately reflect the student's performance. Discuss evaluation(s) with student clarifying strengths and areas of improvement.	