



MCG MEDICAL EDUCATOR MINUTE

#22

Before the Learner Arrives

BACKGROUND: Having learners in your clinic provides mental stimulation by staying abreast of latest trends in medical education and clinical care, fosters a sense of personal satisfaction by helping the next generation of physicians, and at times promotes expanded patient care. And because having learners can also add some time to your day, investing time to orient your staff ahead of learner's arrival can prompt more efficient transition and team cohesion.

SUGGESTIONS

- Review goals and objectives set by learner's institution
- Confirm dates learner will be on the rotation (arrival, last day) including any dates that will be missed for testing, events, leave.
- Obtain contact information for learner and institution in case there are any problems or schedule changes
- Schedule an orientation for learner (decide will this be physician or another staff member, will it be the first 30 minutes of day 1 or will they need to come in earlier)
- To ease orienting future learners, consider creating a "Welcome to the office" packet for your learner that can be modified for future learners as needed. A picture of the staff would be a helpful resource.
- Remind staff that a new learner will be arriving several days before they show up
- Make sure staff understand learner's responsibilities and the staff's role in their education
- Prepare a workspace, a parking place, and anything else needed for patient care.
- If an EMR system is used different than home institution, add this into orientation
- If learner contacts the office, acknowledge them to let them know you knew who they are and you have been anticipating working with them
- Remind your staff, there are no dumb questions
- When a student calls, give them some essential tips to make the first day easier, i.e. food and parking

WANT MORE?

Selecting Patients and Preparing Learners

REFERENCES

Alguire, P. et al, Teaching in Your Office (ACP Teaching Medicine Series) 2nd Ed., chapter 3