Welcome,

The graduate entry Medical Program offered by School of Medicine at the University of Queensland includes an elective placement at the end of the first year of the program. The School acknowledges that the elective is placed early in their medical studies, but previous experience has shown that the experience is a particularly strong motivator. The School of Medicine would like to thank you for considering acting as a preceptor for one of our Year One students for their elective. The elective is of four weeks duration and your role as preceptor involves determining the objectives of the specific elective and agreeing on the obligations of the student undertaking the placement. This should be done before commencement of the four-week period.

At the end of the four weeks, preceptors are asked to comment on the general performance of the student on a preceptor assessment form, which will be provided to you by the student. You are asked to complete the assessment form and return it to the student. The student will then submit this to the School.

At the time of the elective, students have finished the first year of the Medical Program. The curriculum in the first year concentrates on the basic biomedical sciences, but also includes aspects of clinical science, population health, and ethics and professional practice. During first year, students study all major systems of the human body and have developed various clinical skills by practising on each other. Students will also have attended workshops where they develop skills to undertake basic medical procedures. It is anticipated that this elective will be primarily observational and experiential.

The School of Medicine thanks you for your involvement.

Dr Philip Towers
Deputy Head, MBBS/MD
**PRECEPTOR GUIDE TO THE YEAR 1 ELECTIVE**

The Year 1 Elective is a clinical or scientific placement during which students, either in small groups or a one-to-one basis, learn from and are supervised by medical and/or scientific practitioners in the workplace. It consists of one four week block or for Ochsner students’ one eight-week block, commencing at the end of the first year of the UQ Medical Program. The major objectives of the Elective are to provide medical students with a depth and diversity of clinical experiences and to encourage self-directed learning.

**PRECEPTOR INVOLVEMENT WITH THE ELECTIVE**

Preceptors may be clinicians, scientists, or allied health professionals who agree to act as a Preceptor for a medical student for the elective period. In some circumstances the Preceptor may not be able to offer a student a full four week placement block. This is acceptable to the School of Medicine; however it is the responsibility of the student to arrange an additional placement to make up the full four weeks.

**DEVELOPING LEARNING OBJECTIVES FOR AN ELECTIVE**

It is intended that the Elective will expose students to medical and scientific practice as well as provide an opportunity for formal learning. As the elective placement is chosen by the student the type of experience will vary considerably from one student’s placement to the next. Some students may be attached to an area or supervised by a clinician affording them the opportunity to gain some hands-on experience, whereas another may gain experience as an observer only. With this in mind, the Learning Objectives detailed below are broad to enable flexibility and applicability across a wide variety of clinical and scientific settings.

During the elective placement students are expected to be able to consolidate communication and clinical examination skills which they have learned in first year. The Elective placement should provide the opportunity for students to fulfil the learning objectives and complete a record of experiences, to undertake self-directed learning, and to reflect on the personal aspects of being a doctor in a world in which biological sciences, medical art and science, good communication and a responsible, caring ethic is essential.

As first year students most will have only a very limited experience of working in a clinical or scientific environment. Therefore, to provide structure and direction to the students and to maximise the learning experience of the students’ chosen placements the following learning objectives have been set as guidelines:

1. **Gain experience in history taking**
2. **Observe simple medical/scientific/allied health techniques and their efficacy**
3. **Gain experience in clinical examination and be able to recognize basic clinical signs**
4. **Establish effective communication techniques and understand the importance of communication with patients, their families and the impact of illness on them**
5. **Realise the importance of working cooperatively with other health professionals including staff in allied health fields and their role/s within the health system**

The Preceptor and student should discuss the learning objectives and how the student might achieve them.

**TIMETABLE**

The Year 1 elective period is from Monday 17th November 2014 to early January 2015. Students are able to take the Elective as two two-week placements (or two, four week placements for Ochsner students’ only) if more acceptable to their Preceptor/s.

Generally it is the students’ responsibility to contact the Preceptors and make the necessary arrangements for the placement. After discussions the student should submit their placement details and written confirmation to the
School of Medicine through the online Student Elective System.

THE ROLE OF THE PRECEPTOR
Primarily, the Preceptor will act as a facilitator and teacher. This will involve introducing the student to staff attached to the unit in which they are placed and ensuring they are familiar with relevant policies, procedures and timetables.

Preceptors are asked to provide tuition in clinical and/or scientific skills and to help the student identify problems for self-directed learning. As a teacher the Preceptor will also report on the student’s development through the placement and evaluate whether the learning objectives have been achieved. This will include reviewing the interaction of students with patients or scientific colleagues, reviewing any projects and providing feedback to the student and the School.

Importantly, in what is essentially an apprenticeship model, the Preceptor will also act as a mentor for the student. The student will learn attitudes and professionalism by observing the doctor and discussing future potential clinical and ethical issues.

EVALUATION AND ASSESSMENT
At the end of the Elective, the student will ask the Preceptor to complete the Preceptor Assessment Form. The report will indicate if the Preceptor considers the student has satisfactorily completed the elective. This will include a report on the attendance and attitude of the student. Students will be provided with copies of the forms prior to commencing their Elective. These forms are to be return to the Students as they are responsible for the return of the Assessment Forms to the School by the due date.

UNSATISFACTORY COMPLETION OF THE ELECTIVE
Students who are considered to have not completed the Elective satisfactorily will be required to complete a remedial Elective as arranged by the School of Medicine. Students must complete the Elective satisfactorily before proceeding to Year 2.

PROBLEMS THAT ARISE DURING THE ELECTIVE
If a student or Preceptor has any problems during the Elective they should make contact with the School of Medicine immediately. In particular, if student’s attendance or behaviour is inadequate or inappropriate, contact should be made in the first instance with:

Electives Officer
School of Medicine
Mayne Medical School
Herston Rd, Herston QLD 4006

E electives@som.uq.edu.au
F +61 7 3365 5433
T +61 7 3346 4885

The School of Medicine is extremely grateful for the involvement and dedication of Preceptors, and acknowledges its debt to colleagues who contribute to this important component of outreach teaching and learning.