

## Preceptor Guide, Clinica Tepati 2007

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### I. Introduction

Welcome to Clínica Tepati's Website. We gratefully appreciate your interest in volunteering your time and sincerely hope you will take the next step and decide to join our family. We are a non-profit, student run clinic from the University of California, Davis composed of UC Davis undergraduates, medical students and community doctors from the Sacramento area. We operate every Saturday in a clinical space donated by the Sacramento County Department of Health (1500 C Street) and see approximately 15 to 25 patients with both chronic and acute diseases.

Unfortunately, each Saturday we must turn patients away due to lack of sufficient preceptors to handle our patient load. Clínica Tepati is usually the only health care resource that our patients have access to, so turning them away means they will have to wait another week to see us the following Saturday. So again, thank you on behalf of Clínica Tepati and our patients, for your interest in becoming part of our volunteer community.

## **II. Responsibilities**

1. **Oversee our medical students:** As a preceptor, you are primarily responsible for supervising our medical students. After a medical student has finished the medical interview and physical exam, he/she will go to the first available preceptor to present and discuss the case. Both you and the medical student will then see the patient together to fill in any missing gaps, clarify any information, and further expand on the physical exam as necessary.

After seeing the patient together, a treatment plan will be made and the student will draw any necessary labs, gather any necessary medications/prescriptions and explain the treatment plan to the patient while you move on to the next medical student.

After wrapping up with the patient, the medical student will write a SOAP note that you will review and sign off. Most of our medical students have minimal expertise in writing a SOAP note and conducting the medical interview and physical exam. This brings us to your second responsibility, which is to teach our medical students.

2. **Teach our medical students:** Clínica Tepati is a low stress environment where medical students can come to practice and improve their medical skills and knowledge. The time you take to give constructive criticism and instruct them on the art of medicine is greatly appreciated.
3. **Help Clínica Tepati flow smoothly:** Although the Medical Director of the day is responsible for helping oversee clinic flow, on occasion, you may be asked to help triage patients. On other occasions you may be asked to see patients directly to help maximize the number of patients we can see.
4. **Other responsibilities:** Remember our clinic is staffed by students. Most of who are undergraduates and whom have many questions about the field of medicine. If possible, please make yourself open to questions and mentoring opportunities for both our medical and undergraduate students.

### **III. How to become a preceptor**

1. **If you are part of the UC Davis Medical Group**, all you need to do is e-mail your contact information to Amna Sultan at [amna.ucdmsa@gmail.com](mailto:amna.ucdmsa@gmail.com) (subject: Clínica Tepati). Contact information should include:
  - a. Name
  - b. E-mail address
  - c. Home Phone, Work Phone or Pager number
  - d. Specialty

She will then respond and welcome you to the Clínica Tepati family.

2. **If you are not part of the UC Davis Medical Group**, you will need to fill out a Volunteer Clinical Faculty form (link found below) for malpractice insurance purposes. You can send the form to Amy Jouan either by mail, fax or e-mail.

Amy Jouan  
4610 X Street, Suite 3104  
Sacramento, CA 95817  
916-734-4106 phone  
916-734-4104 fax  
[amy.jouan@ucdmc.ucdavis.edu](mailto:amy.jouan@ucdmc.ucdavis.edu)

**Link to Volunteer Clinical Faculty form:** [VCF form](#)

Please indicate on the form that you will be volunteering at Clínica Tepati. Once you have submitted the form, **please contact Amna Sultan at [amna.ucdmsa@gmail.com](mailto:amna.ucdmsa@gmail.com) (subject: Clínica Tepati) to inform her that the application has been submitted** and to send her your contact information. Contact information should include:

- a. Name
- b. E-mail address
- c. Home phone, Work Phone or Pager number
- d. Specialty

## IV. How to sign up for Saturdays

Once you have submitted your contact information to Amna Sultan and the VCF form has processed (for non UCDMG volunteers), you will be added to a weekly e-mail list. After which, you can reply to sign up for shifts, which include:

- Whole Shift \_\_\_\_\_ 9am - 4pm
- Morning Shift \_\_\_\_\_ 9am - 12:30pm
- Afternoon Shift \_\_\_\_\_ 12:30 - 4pm

Note: About 90% of the time, preceptors are done by 3:00pm and 99% of the time by 3:30 pm).

### The Weekly e-mail looks like this:

The Current Saturday Schedule is quite bare and in need of help towards the afternoon these next two weeks.

9/22/07- Dr. Hoffman; Dr. Lopez-Uribe( Morning Shift) ; \_\_\_\_\_

9/29/07- Dr. Hansen-Guzman; Dr. Jerant ( Morning Shift) ; \_\_\_\_\_

10/6/07- Dr. Lopez-Uribe; \_\_\_\_\_ ; \_\_\_\_\_

10/13/07 -Dr. Hansen-Guzman; \_\_\_\_\_ ; \_\_\_\_\_

10/20/07 -Dr. Reiss; \_\_\_\_\_ ; \_\_\_\_\_

10/27/07 -Dr. Applebaum; \_\_\_\_\_ ; \_\_\_\_\_

Please let me know if you would like to be added to the schedule,  
Thank you for your ongoing support,

As you can see, we do not ask our preceptor to sign up far in advance; therefore allowing you to sign up as your schedule permits. We ask our preceptors to commit to 2 to 4 Saturdays a year, but we understand this is sometimes difficult in the busy life of a doctor and we appreciate any days you can volunteer.

### Here are few Important Notes for the Saturdays you Sign up for:

- Please Commit to the Saturdays you sign up for. If you are unable to make your Saturday or commit to your entire shift for any reason, please let us know as early soon as possible, and preferably at least 5 days before your Saturday.
- Please Arrive on time (or Earlier) to help the Clinic Flow Smoothly
- If you sign up for a half shift, please stop taking cases One Hour before you need to leave to assure you can leave at your scheduled time.
- Please do not hesitate to sign up for an afternoon shift (or full shift). We are usually finished well before 4pm, and we generally have a shortage of preceptors in the afternoon and could use your help for these times.
- \*\*Remember you need to sign off on all the charts of the patients you saw that day\*\*

Thank you so much for your interest in helping the patients of Clinica Tepati. If you have any other questions, please feel free to e-mail call:

Amna Sultan (Primary Contact for Saturday Preceptor Staff)  
Clinica Tepati Executive Administrator  
amna.ucdmsa@ucdavis.edu  
(954) 937-7623 cell

Jesus Perez  
Medical Student II  
Clínica Tepati Co-Director  
[jperez@ucdavis.edu](mailto:jperez@ucdavis.edu) (subject: Clínica Tepati)  
(805) 276-5767