



Guided Preceptorship Program
Washington State University
College of Veterinary Medicine

Background and General Information

The fourth-year curriculum requires participation by all students in 43-weeks core and elective clinical rotations. In addition, students are required to participate in other electives which interest them. All students are also required to complete the four-credit (four-week) guided preceptorship experience.

The Departmental Instructional Resources Committee (DIRC) of the Department of Clinical Sciences oversees the fourth-year curriculum including the Guided Preceptorship Program. Dr. Matthew Mickas is the program coordinator.

The Guided Preceptorship Program was instituted at WSU in 1993. Initially, only private practices within the state of Washington were eligible for inclusion as preceptor practices. The program now includes private practices in Idaho and Oregon.

For the program to be successful at WSU, the combined efforts of practicing veterinarians and the clinical faculty are necessary. Private and academic practitioners must have a high level of commitment to the instruction of students. The primary objective of this program is to graduate students of veterinary medicine who will be well prepared for practicing in their profession.

Practical Requirements

General

The most important requirement for a private practice wishing to participate as a preceptor practice is a genuine desire to teach students the art and science of veterinary medical practice. Some high quality practices may not qualify because their focus is extremely intense to the exclusion of student education. The preceptorship program requires time, patience and innovation to create a genuine learning atmosphere for the student. These conditions are not desirable or possible in some practice situations. Being unable to provide this sort of environment is not considered a commentary in any way regarding the overall quality of the practice. Some practices are not able, nor do they wish, to serve the additional master of student education.

Veterinarians in a preceptor practice will be serving as role models and mentors for preceptee students. That students be able to observe and participate in all phases of the practice is essential. Of particular importance are personal interactions with clients, directly and by phone, personnel interaction and management, business office procedures, inventory control and the general philosophy of practicing veterinary medicine.

To be eligible to participate, each practice must have a minimum of two veterinarians associated with the practice. This will assure there is always a licensed veterinarian on the premises in the event one veterinarian is away due to family emergencies, illness, vacation or meetings.

Each participating practice must appoint one veterinarian as the coordinator within that practice. That person should be a principal of the practice in order to provide continuity. This individual will receive an appointment as an adjunct faculty member in the Department of Veterinary Clinical Sciences, College of Veterinary Medicine. This veterinarian must be willing to meet regularly with the preceptee (student) to discuss problems, progress and goals and eventually provide a performance grade for the student. Grading must conform to university policies. IN general, this means that the award of poor grades can only follow documented counseling and student help sessions within reason. A representative preceptorship grading form is enclosed with this packet for your information.

Practices must also be receptive to student commentary on their preceptorship experience. At the conclusion of the preceptorship the student will be asked to evaluate the practice as a learning experience.

Requirements for Small Animal Preceptor Practices

1. The participating practice will conform to the AVMA guidelines for guided, off-campus programs (copy enclosed).
2. The practice will meet standards for hospital membership in the American Animal Hospital Association (AAHA). Note that AAHA hospital membership is desirable, but not required, so long as the standards for membership are met.
3. A practice consisting of three or more veterinarians is most desirable but one consisting of two veterinarians will be considered.
4. The practice must be a general small animal practice. Some specialization is encouraged but not to the exclusion of the ordinary practice of general small animal practice and procedures.
5. The practice must be able to provide the student with an emergency (out-of-hours) experience either in-house or through arrangements with an available emergency clinic.
6. The practice must be willing and able to instruct the student in the theory and function of inventory, billing, collection and general business management systems as used in the preceptor hospital.
7. One student will be assigned in a species specialty in a single practice at one time.
8. Pharmaceutical management must conform to all pertinent federal and state laws and guidelines.
9. The practice must conform to all applicable federal, state and local ordinances regulating the practice of veterinary medicine and conduct of business enterprises in general including those pertaining to employee and public safety.

Requirements for Mixed Animal Preceptor Practices

1. The participating practice will conform to the AVMA guidelines for guided, off-campus programs (copy enclosed).

2. The practice will meet standards similar to those for hospital membership in the American Animal Hospital Association (AAHA). Note that AAHA hospital membership is desirable but not required, as long as the general standards and intent for membership are met.
3. Caseload must be such that the equivalent of at least one veterinarian is fully occupied with the companion animal practice and the equivalent of at least one is fully occupied with the domestic farm practice.
4. That mixed preceptor practices consist of three or more veterinarians is desirable but not mandatory, but, from #3, above, the requirement of two veterinarians is mandatory.
5. The practice must be a general mixed animal practice in which traditional companion animal species as well as one or more species of domestic farm animals (cattle, horses, sheep, etc.) are regularly accepted for care. Some specialization is encouraged but not to the exclusion of the ordinary general practice and procedures. That portion of the practice that cares for domestic farm animals may be in a hospital or ambulatory environment, although some ambulatory component is desirable.
6. The practice must be able to provide the student with an emergency (out-of-hours) experience that either in-house or through arrangements with an available emergency clinic or cooperating practice. Experience with emergency procedures of the traditional companion animal species as well as one or more species of domestic animals must be provided.
7. The practice must be willing and able to instruct the student in the theory and function of the inventory, billing, collection and general business management systems as used in the preceptor hospital.
8. One student will be assigned in one species specialty in a single practice at a time.
9. Pharmaceutical management must conform to all pertinent federal, state and local laws and guidelines.
10. The practice must conform to all applicable federal, state and local ordinances regulating the practice of veterinary medicine and the conduct of business enterprises in general including those pertaining to employee and public safety.

Requirements for Agricultural Animal Preceptor Practices

1. The participating practice must conform to the AVMA guidelines for guided, off-campus programs (copy enclosed).
2. The practice will meet the highest standards of practice as outlined and/or suggested by the American Association of Bovine Practitioners (AABP) and/or national associations of agricultural animal practitioners.
3. The agricultural animal preceptor practices must consist of two or more veterinarians.

4. The practice must have a heavy commitment to the care of agricultural animals. Some specialization is encouraged but not to the exclusion of the ordinary general practice and procedures. That portion of the practice which cares for domestic farm animals may be in a hospital or ambulatory environment, although some ambulatory component is desirable.
5. The practice must be able to provide the student with an emergency (out-of-hours) experience either in-house or through arrangements with an available emergency clinic or cooperating practice. Experience with emergency procedures of the traditional agricultural animal species must be provided.
6. The practice must be willing and able to instruct the student in the theory and function of the inventory, billing, collection and general business management systems as used in the preceptor hospital.
7. One student will be assigned in one species specialty in a single practice at a time.
8. Pharmaceutical management must conform to all pertinent federal, state and local laws and guidelines.
9. The practice must conform to all applicable federal, state and local ordinances regulating the practice of veterinary medicine and the conduct of business enterprises in general including those pertaining to employee and public safety.

Requirements for Equine Preceptor Practices

1. The participating practice will conform to the AVMA guidelines for guided, off-campus programs (copy enclosed.)
2. The practice will meet the highest standards of practice as outlined and/or suggested by the American Association of Equine Practitioners (AAEP) and/or national associations of equine practitioners.
3. The equine preceptor practices must consist of two or more veterinarians.
4. The practice must have a heavy commitment to the care of horses. Some specialization is encouraged but not to the exclusion of the ordinary general practice and procedures. That portion of the practice that cares for horses may be in a hospital or ambulatory environment, although some ambulatory component is desirable.
5. The practice must be able to provide the student with an emergency (out-of-hours) experience either in-house or through arrangements with an available emergency clinic or cooperating practice. Experience with emergency procedures of the equine animal species must be provided.
6. The practice must be willing and able to instruct the student in the theory and function of the inventory, billing, collection and general business management systems as used in the preceptor hospital.
7. One student will be assigned in one species specialty in a single practice at a time.

8. Pharmaceutical management must conform to all pertinent federal, state and local laws and guidelines.
9. The practice must conform to all applicable federal, state and local ordinances regulating the practice of veterinary medicine and the conduct of business enterprises in general including those pertaining to employee and public safety.

Selection Process

Veterinarians or practices desiring to participate in the WSU instructional program as preceptors should apply to:

Dr. Matt Mickas
Department of Clinical Sciences
Washington State University
College of Veterinary Medicine
Pullman, WA 99164-7060

A brief letter outlining the pertinent details of the practice and the area (small animal, mixed animal, agricultural animal, or equine) of participation is desired. The Departmental Instructional Resources Committee, in conjunction with the dean of the college, department chair and faculty of the Department of Clinical Sciences will review the applications and recommend a visitation. Besides professional qualifications and perceived instructional capability, the geographic location of the practice will be considered. An acceptable time will be arranged for a visitation and interview with practice veterinarians and the proposed coordinating veterinarian.

We desire to have excellent communications with the preceptor practices while maintaining a limited program size. Practices applying for inclusion in the preceptorship program will be placed on a waiting list. Practices selected to participate will be reviewed every three years with the opportunity offered to continue. The College of Veterinary Medicine will also have the option of not renewing participation. Through this mechanism there will be a limited number of practices in as many geographical areas of the Pacific Northwest as is practical while allowing as many qualified practices as possible to participate.

Other Duties of Preceptor Practices

In addition to acting as mentor to students assigned, the designated coordinator within the practice should be prepared to submit a description of the practice for inclusion in a Preceptor Practice Folio maintained for third-year students which assists them in selection of preceptor practices. A copy of the practice questionnaire is enclosed with this packet of information. In addition, meetings of the preceptor veterinarians with WSU staff will be held on a regular basis. Our current working date coincides with the WSU annual conference each spring.

As adjunct faculty of the College of Veterinary Medicine, the preceptor veterinarians function as an ad hoc advisory board to the Department of Veterinary Clinical Sciences in matters relating to the clinical preparedness of the fourth-year students. A close relationship with the participating veterinarians is appreciated by the college. Their commentary on matters of clinical education is welcome and receives careful consideration within the clinical sciences department and the college curriculum committee.

Benefits to Participating Practices

The coordinating veterinarian within each preceptor practice will receive an adjunct faculty appointment within the Department of Veterinary Clinical Sciences at Washington State University. Each participating practice is identified as an adjunct teaching facility to the College of Veterinary Medicine. Practices receive stipends to partially offset direct expenses incurred from the student instruction. Currently, the stipend available is \$100 per student per week of participation. This in no way attempts to reimburse participating veterinarians or staff for time spent in instruction of the student.

Miscellaneous

1. Duration of participation

The practice or the college may cancel the working arrangement at any time. In consideration of a variety of practices waiting to participate, each participating preceptor practice will be reviewed after a three-year term.

2. Student housing

A practice is under no obligation to provide accommodations for the preceptee. If, however, the practice would be willing to make housing arrangements, such efforts would be much appreciated. The college and students would like to find safe, clean and otherwise appropriate accommodations.

3. Payment to students

Payment to students for work performed is not expected nor is it prohibited.

4. Health and accident insurance

Students are required to maintain their own health and accident insurance as part of participation in the fourth-year clinics at WSU. The college requires that students show written evidence and sign documents stating that such insurance is in force. Every effort will be made to ascertain that students are covered. However, please check with your own insurance agent concerning insurance on preceptors. CVM Student Services may be contacted at 509-335-1531 if there are any questions.

5. Liability insurance

The university is self-insured. You and your practice are acting as agents of the College of Veterinary Medicine at Washington State University. In that role when WSU preceptee students are present, you function like the faculty in the CVM hospital. The college is assured that only in the most blatant examples of malpractice or malicious intent would the university disclaim responsibility. To date this has not happened. Please check with your own insurance carrier regarding liability insurance.

6. Incompatibility of the practice and the student

If the preceptor veterinarian feels that the continued presence of the student in the practice is unacceptable, removal of the student may be requested. If reasonable conciliation measures have failed, the student will be removed and reassigned. Likewise if a preceptee student feels that continuation within the practice is unacceptable, he/she may request withdrawal from the preceptorship. If reasonable conciliation measures have failed, the student will be reassigned. In such a case the student will likely be required to repeat the entire four-week period.

7. Duration of the work week

Students are expected to participate in practice activities for 40 hours per week or the duration of a standard work week for the preceptor veterinarian, whichever is longer. Students should not be expected to work 60 hours per week when the practice norm is 44, nor should they expect to be present for only 36 hours per week when the practice standard is 48.

8. Behavior and attire

Student preceptees are expected to dress and behave in accordance with the standards of the practice. Practices should provide surgery gowns and specialty items of clothing. Students will provide surgery scrubs and coveralls and may have white lab coats. Student use of hospital laundry facilities will be appreciated.

Questions and Further Information

The faculty of the College of Veterinary Medicine hopes that you are interested in participating in the Guided Preceptorship Program. It is meant to more closely involve practicing veterinarians with the professional educational process. The program continues to evolve and can benefit from your suggestions and experiences. If you have questions or comments, please feel free to contact any of the following by letter or telephone.

- Dr. Bryan Slinker, Dean of the College, 509.335.9515
- Dr. William Dernel, Associate Dean for Academic and Student Affairs, 509.335.0738
- Dr. Debra Sellon, Director of the Veterinary Teaching Hospital, 509.335.0711
- Dr. Matt Mickas, Preceptorship Coordinator, DIRC, 509.335.0725

BIOGRAPHICAL DATA SHEET

HUMAN RESOURCE SERVICES
 WASHINGTON STATE UNIVERSITY
 PULLMAN WA 99164-1014
 Telephone 335-4521

See [60.13](#) for additional instructions.

NAME, LAST, FIRST, MIDDLE	TELEPHONE	DATE PREPARED	
PRESENT HOME ADDRESS	MARITAL STATUS	SEX	DATE OF BIRTH
	SPOUSE NAME (OPTIONAL)	COUNTRY ISSUING PASSPORT	
	COUNTRY OF LEGAL RESIDENCE	CITY AND COUNTRY OF BIRTH	

List in chronological order, colleges, universities, and business/technical schools attended. Include equivalent professional training or study and graduate work engaged in at present.

DISCIPLINE, NAME AND LOCATION OF INSTITUTION	BEGIN DATE	END DATE	UNDERGRADUATE OR GRADUATE	NAME OF DEGREE OR CERTIFICATE	COMPLETION DATE

Employment History (List employers and attach a resume.)

NAME OF EMPLOYER AND LOCATION	BEGIN DATE	END DATE	TITLE

List the NAMES and ADDRESSES of five references

REFERENCE NAME	REFERENCE ADDRESS

INVENTION DISCLOSURE: On the back of this sheet, specify pre-employment invention ownership, including patents, patent applications, and/or any other pre-patent status. (RCW 49.44.150)