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From: Dr. Carla Neal-Haley, MD
Medical Director, Genesis Healthcare Associates

To: Nurse Practitioner Students and Medical Students

Re: Guidelines and Expectations for Rotating Students

Welcome to Genesis Healthcare Associates!

We hope our affiliation will be a positive one and provide the needed clinical learning experience. Here at Genesis Healthcare Associates we offer an excellent patient experience, combined with high clinical competence provided by a highly engaged healthcare team. We make every attempt to place you in the atmosphere most suitable to meet your clinical objectives. As a student, Dr. Carla Neal-Haley, Medical Director and other staff Nurse Practitioners have specific expectations of you. As such, this letter serves to outline the basic expectations.

All students must read and sign the following forms prior to or on the first day of your rotation:

- Confidentiality Policy
- Sexual Harassment Policy
- Emergency Contact

Scheduling

We require that you request, coordinate and confirm your rotation 3 – 4 months prior to your anticipated start date.

You must meet with Dr. Neal-Haley or one of our Student Coordinators, to discuss your clinical rotation and to review the clinical expectations. This is usually 3 to 5 days prior to start your start date.

We expect you to be present and on time every day of this rotation. You should arrive 30 to 45 minutes prior to the start of the first scheduled appointment of the day. If by chance you are running late or are absent, you **MUST** contact Dr. Neal-Haley at (mobile) 404-210-7647 ASAP. Text message is acceptable. Make sure you get a reply. If there is no response within 15-20 minutes, you should try to contact her again.

Other numbers that you may try in case of emergency are listed below. However, you must **first** attempt to contact Dr. Neal Haley.

Back office 770-434-1662

Dress Code

All students are expected to dress in professional business attire.

- All students must wear a lab coat.
- Male students must wear ties.
- Female students must wear business appropriate attire.
- All students must wear a name tag.

Lunch: Lunches are encouraged but due to the nature of our practice, we have to strategically plan them between patients. Please check with your Preceptor before taking lunch.

Preceptor Expectations

Preceptor will orient students to the office.

- Provide an overview of clinical charting
- Review of clinical presentation
- Review all notes made to the patient chart by the student for accuracy and completeness.
- Provide supplemental academic information as needed

Clinical Expectations

All students are expected to:

- **All students are expected to arrive 30 to 45 minutes prior to the start of of the first scheduled appointment:**
 - Review charts of anticipated patients (Dr. Neal-Haley's schedule)
 - Physicals
 - Management of Chronic disease
 - Well Child Check-ups
- Take the initiative to see patients.
 - Introduce yourself
 - Perform a complete history and physical exam,
 - Generate a problem list with an assessment and plan
 - Synthesize above with supporting clinical information (labs, x-rays, consults) into a presentable oral format

- Be prepared to present patient information to Dr. Neal-Haley and/or the Nurse Practitioners in a manner that provides a complete clinical picture.
- Ensure you track, monitor, and review charts of patients that you have seen in the previous sessions. Reconcile labs, x-rays, etc. with the patient in order to form a complete clinical picture.
- Read educational material given by physician related to the patient's clinical presentation.

Charting

Genesis Healthcare Associates is using an electronic medical record (EMR) system. Our EMR is Greenway Primesuite.

- Students are expected to electronically chart on all patients.
- Students must include their first initial and last name, the type of student they are (NP, Medical Student), and the preceptor must co-signed all chart entries by the student. (Jane Jones student FNP/Neal-Haley)
- Students may take copies of chart notes if needed for class after ALL patient identifying information and demographics have been removed. You must leave a copy of your notes with the preceptor. Do not remove patient demographics from the preceptor copy.
- ****Charting is expected to completed on the date of patient service.****

Student Signature: _____ Date: _____