



## **CCNM Preceptorship Program**

### **Become a CCNM Preceptor!**

The CCNM Preceptorship Program needs YOU to host students in your clinic. You can host for as much or as little as you would like.

Why become a preceptor?

- Support the education of CCNM students
- Mentor your future colleagues
- Reap the rewards of teaching (Doctor as Teacher)
- Earn valuable CE (Continuing Education) credits
- Help build a strong profession

How do you become a part of the CCNM Preceptor Program?

Just sign up! By doing so, you are allowing CCNM to add you to our preceptor list for students to contact you. You can preceptor for as many hours as is convenient for you.

It is essential for our students to have opportunities to build their clinical experiences. Please consider being a part of our Preceptorship Program. It is an easy and rewarding way to contribute to the future of naturopathic medicine.

Thank you,

Associate Deans, Clinical Education  
Toronto and Boucher Campuses



# CCNM Preceptorship Program

## TABLE OF CONTENTS

PRECEPTOR LETTER.....	1
1. INTRODUCTION.....	4
2. PURPOSE.....	5
3. OVERVIEW.....	6
4. BENEFITS TO HOSTING A CCNM STUDENT FOR PRECEPTORSHIP.....	7
5. PRECEPTOR CRITERIA.....	7
6. PRECEPTOR REGISTRATION.....	8
7. ROLES AND RESPONSIBILITIES OF THE PRECEPTOR.....	9
8. ROLES AND RESPONSIBILITIES OF THE PERCEPTEE.....	9
APPENDIX A: RECOMMENDATION ON INFORMED CONSENT.....	9
APPENDIX B: PRECEPTOR REGISTRATION FORM	
APPENDIX C: PRECEPTOR LOG	



# CCNM Preceptorship Program

## Introduction

The following information guide is meant to provide background and direction regarding the CCNM Preceptorship Program for both students and practitioners (preceptors).

The CCNM Preceptorship Program was designed to allow students to obtain valuable experience and mentorship at health care practices outside the institution. Preceptorship is a mandatory activity for all CCNM students and is conducted as part of the clinical education curriculum at CCNM. The specific requirements for student preceptorship over the course of the naturopathic program are briefly outlined in this document. Details of the requirements may be found:

**Toronto Campus:** myCCNM > Clinical Education > Preceptorship Information

**Boucher Campus:** e-Campus > Clinic > Preceptor Program.

The activity of precepting refers to students learning primarily by observation in the practice of a qualified health care provider. The primary goal of the preceptor program is to allow students to observe doctor-patient interactions in a clinical setting. Students are required to achieve specific numbers of preceptor hours and patient observations/contacts to complete the naturopathic program at CCNM and for CCNM to meet its accreditation standards.

Please note that students will not receive credit for activities or time that are not related to the observation of patient visits (for example, filing, marketing, reception work).

## Purpose

A preceptorship is a one-to-one relationship between a health-care provider and a naturopathic student. The value of involving clinical preceptors in the teaching/learning process is that a one-to-one relationship is the most effective mechanism for clinical learning at this level of student clinical performance. Preceptorship allows for formative mentoring to take place in a time-limited relationship. It provides students with experiences in the real world of naturopathic and other health-care practices, bridging the gap between theory and practice.





## **CCNM Preceptorship Program**

- Guides the transition from the role of student to independent practitioner
- Contributes to the formation of a professional identity

### **Preceptor Criteria**

Students are encouraged to precept with a variety of relevant allied health-care providers. To be eligible as a preceptor, the health-care provider must be from a regulated profession (or transitioning to regulation) in the jurisdiction in which the student will be precepting and should have at least one year\* (s)-8 (i)312.3 (g a)-



## **CCNM Preceptorship Program**

and return it to the Office of Clinical Education in Toronto and the Clinical Studies Coordinator at Boucher, prior to any arranged preceptorship dates.

CCNM students wishing to engage in precepting with a particular health-care provider should forward this Preceptor Program Information document to the host practitioner and ensure the Preceptor Registration Form is submitted to the Office of Clinical Education in Toronto, and the Clinical Studies Coordinator at Boucher, prior to engaging in preceptorship activity. Students will only be contacted if the preceptor is

# CCNM Preceptorship Program



## CCNM Preceptorship Program

Students wishing to engage more fully in patient care are recommended to apply for a CCNM Externship and will require additional liability insurance coverage. The Externship Program is only open to 4th year clinical interns.

### Role of the Preceptee:

Students should appreciate that preceptors are volunteering time out of their busy practices to help students experience and learn about health care in a practical setting. Students are expected to always exhibit exemplary personal and professional conduct and behaviour as a representative of the Canadian College of Naturopathic Medicine. The role of a student includes the following:

- Observe the clinical interactions presented to you.
- Respect the conditions of the preceptor.
- Adhere strictly to privacy regulations.
- Ask questions of your preceptor at appropriate times and with respect.
- Receive feedback in the spirit with which it is intended: as a learning lesson.
- Reflect upon your observations and the feedback provided to you.
- Attend to any academic or clinical assignments related to preceptorship.
- Exemplify professionalism as would befit a practicing naturopathic doctor.

Students are permitted to be a preceptee at their workplace but may not be working while engaging in preceptorship.

### Responsibilities of the Preceptee

1. Contact the preceptor to book a date and time for the preceptorship.
2. Submit the Preceptor Registration Form, if necessary, to the Office of Clinical Education in Toronto and to the Clinical Studies Coordinator in Boucher at least 5 business days prior to precepting.
3. Confirm with the preceptor how you should prepare for the visit (including dress).
4. Contact the preceptor if you are unable to be at the clinical site as scheduled, preferably in time for the site to make alternative arrangements, if necessary.
5. Identify and share your learning needs and clinical experience objectives with the preceptor.
6. Submit relevant preceptorship records to the Office of Clinical Education for the Toronto Campus and the Clinical Studies Coordinator for the Boucher Campus, according to course due dates (refer to relevant course outline).

7. Ensure the preceptor is not a family member and work collaboratively

8. Boucher campus only – submit the Preceptor Pack (a) (t)-13.2 (e t)-1.1 (o)-12.3-u(ec)-8 (ept)-74 Tw 3.735 0 Td( )Tj-0.0





## CCNM Preceptorship Program

[Kfairman@CCNM.edu](mailto:Kfairman@CCNM.edu)

### Appendix A: Recommendation on Informed Consent

It is recommended that patients observed by the student provide consent for the interaction and acknowledgement that they are aware that a visiting student may engage in discussion of the patient case or perform certain portions of the intake (Ontario), under the supervision of the preceptorship host.

- The patient should be made aware that the person interacting with the patient is a student at CCNM, fulfilling requirements for clinical training.
- The provisions for consent must be in concordance with the Ontario Health Care Consent Act or equivalent in the jurisdiction of the practice.

The consent below may serve as a template for the Preceptorship in the jurisdiction of the practice.





## CCNM Preceptorship Program



## CCNM Preceptorship Program