Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preceptor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office:\_\_\_\_\_\_\_\_\_ Week #\_\_\_\_\_

Preceptor completes this form after each week and returns to the Team Leader.

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| **Office Knowledge and Performance****1**= Requires complete assistance**2**= Requires monitoring of activities and some assistance**3**= Requires minimal assistance**4**= No assistance required but still dependent on preceptor**5**= Works independently |
|  | **1** | **2** | **3** | **4** | **5** |  | **Comments** |
| **COMMUNICATION** |
| Communicates in a clear and timely manner |  |  |  |  |  |  |  |
| Uses interpersonal-communication strategies with individuals that are intended to achieve aperception of satisfaction by those involved and desirable/acceptable outcomes/responses |  |  |  |  |  |  |  |
| Welcomes and accepts constructive criticism |  |  |  |  |  |  |  |
| Communicates with members of multidisciplinary team |  |  |  |  |  |  |  |
| Communicates effectively with patient and family |  |  |  |  |  |  |  |
| Appropriately adjusts own practice based on feedback |  |  |  |  |  |  |  |
| Documents consistent with established guidelines |  |  |  |  |  |  |  |
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| **CRITICAL THINKING SKILLS** |
| Explores multiple solutions to a given problem |  |  |  |  |  |  |  |
| Demonstrates ability to respond to emergency situation |  |  |  |  |  |  |  |
| Verbalizes understanding of rationale for following established protocols or policies |  |  |  |  |  |  |  |
| Recognizes need for assistance and consults with the preceptor and staff as needed |  |  |  |  |  |  |  |
| Demonstrates teamwork for recognizing the need for and providing assistance to others |  |  |  |  |  |  |  |
| Solves problems as they occur |  |  |  |  |  |  |  |
| Seeks appropriate resources to improve patient care |  |  |  |  |  |  |  |
| Gives a rationale for actions or decisions |  |  |  |  |  |  |  |
|  |
| **ORGANIZATION SKILLS** |
| Prioritizes and organizes work effectively |  |  |  |  |  |  |  |
| Prioritizes the most urgent items during the day |  |  |  |  |  |  |  |
| Demonstrates effective time management skills |  |  |  |  |  |  |  |
| Demonstrates flexibility with changes |  |  |  |  |  |  |  |

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| **TEAMWORK** |
| Offers assistance to team members |  |  |  |  |  |  |  |
| Demonstrates understanding of the Team Leader & Lead roles |  |  |  |  |  |  |  |
| Displays self direction and initiative |  |  |  |  |  |  |  |
| **SAFETY** |
| Demonstrates safe practice |  |  |  |  |  |  |  |
| Consistently washes hands before and after patient contact |  |  |  |  |  |  |  |
| Uses PPE and isolation standards when applicable |  |  |  |  |  |  |  |
| Seeks supervision, consultation, and assistance when unable to perform effectively or safely independently |  |  |  |  |  |  |  |
| Complies with established hospital/department personnel policies |  |  |  |  |  |  |  |

Experiences from the week:

Goals for next week:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Preceptor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Student MA Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | *MoHealthWINs* |
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