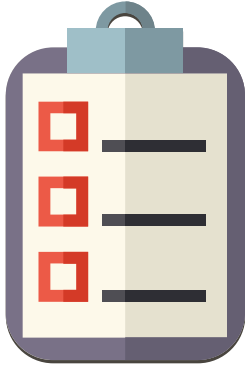


# Welcoming a Learner to Your Practice

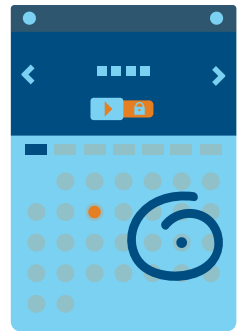


## STEP 1 - Prepare your office

- ☐ Let staff and patients know a learner is coming
- ☐ When your clinic is making appointments, try to book patients who have agreed to let learners care for them
- ☐ If your clinic sends confirmations and/or reminders, include that a learner may be involved in their care
- ☐ Use signage that outlines that you have medical students and/or residents

## STEP 2 - Prepare your learner

- ☐ Let them know the time and duration you are expecting them
- ☐ Give them a list of key contacts - staff lead, Medical Office Assistant (MOA), etc.
- ☐ Provide orientation information including arrival time, preferred clinic attire, and available facilities
- ☐ Don't forget other important information like parking or transit directions



## STEP 3 - Orient your learner to the learning environment



- ☐ Tell the learner where they can put their things and find the bathroom
- ☐ Show them what spaces they can use and the layout of the office/exam rooms
- ☐ Indicate where they can find equipment and supplies
- ☐ Give your learners some time to orient themselves to charting procedures
- ☐ Outline the flow of patients visiting the clinic