



## 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 credits
- Help build a strong profession

### CCNM Preceptor Program Benefits

By becoming a CCNM Preceptor Program ND, you will receive written recognition from CCNM and a \$50 stipend to acknowledge the great service you provide to our students.

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

Just sign up! By doing so, you are allowing CCNM to add you to our preceptor list for students to contact you. To qualify for Preceptorship Program rewards you need only host CCNM students for 30 hours (or more).

If you do not want to commit to the Preceptorship Program right now, please consider hosting a student on a one-time basis.

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!

Dr. Mitchell Zeifman, ND  
Associate Dean, Clinical Education



## CCNM PRECEPTORSHIP PROGRAM

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## Introduction

The following informational guide is meant to provide background and direction regarding the CCNM Preceptorship Program for both students (preceptees) 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 in Moodle under Student Resources→Forms and Resources in the document titled “Clinical Education Program Requirements for Clinical Observation and Preceptorship.”

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 directly 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.

### ***Definitions***

A ***preceptor*** is a health-care provider of an external site that accepts a CCNM student for a preceptorship.

A ***preceptee*** is a student attending a preceptor site. These are students in all stages of the CCNM naturopathic program.

## Overview

Precepting is a required clinical education activity undertaken by all students at CCNM. To ensure that students do not overwhelm the limited number of preceptors in the community, precepting activity is integrated into and divided throughout the Clinical Education course stream over a student’s time at CCNM.

The preceptorship requirements for students consist of both precepting hours and precepting patient contacts. ***Precepting hours*** refer to the amount of time spent observing patients and discussing patient cases. ***Precepting contacts*** refer to the number of individual patient contacts observed by preceptees. **Students require 100 precepting hours and 100 precepting patient contacts in order to graduate.** 50% of these clinical hours and patient contacts must be obtained with one or more registered naturopathic doctor(s). Obtaining this preceptorship experience is not restricted to specific points of the program; however, the program has linked precepting with specific clinical education courses to encourage more distributed learning over the entire program.

The table below lists the required hours, required patient contacts, associated courses and time frame within which precepting should be performed. The preceptorship hours and contacts listed below are requirements of the individual Clinical Education courses specified. Proof of completion must be submitted by the published due dates for each course. Students are expected to keep records of their precepting activity on the **Student**

**Form for Preceptor Hours and Patient Contacts** (aka Preceptor Tracking Form, located on Moodle, Student Resources→Forms and Resources). Records should be submitted to the Office of Clinical Education for processing, by published due dates. Originals must be submitted, but it is strongly advised that students retain copies of all submitted forms.

<i>Year</i>	<i>Course (Due at end of)</i>	<i>Hours</i>	<i>Patient Contacts</i>	<i>Time Frame</i>
<b>4-Year Program</b>				
<b>Year 1/2</b>	Clinic II (CLE201)	20	20	Year 1 to Dec of Year 2
<b>Year 2/3</b>	Clinic III (CLE310)	30	30	Jan of Year 2 to April Year 3
<b>Year 4</b>	Clinic VI (CLE450)	50	50	Year 4
<b>IMG Program</b>				
<b>Year 1 IMG</b>	Clinic III (CLE310)	30	30	Year 1 of IMG Program
<b>Year 2 IMG</b>	Clinic VI (CLE450)	70	70	Year 2 of IMG Program

\* Students on a part-time schedule should refer to the specific courses for their unique timelines.

Preceptors should also keep a record of their role as a preceptor, as most regulatory Continuing Education programs recognize preceptorship as eligible for credit (please refer to the continuing education policies of individual professional regulatory boards).

### **Benefits to hosting a CCNM student for Preceptorship**

By becoming an active participant in the CCNM preceptor program, you are joining a long tradition of teaching through example. Allowing students to observe you in practice, interact with your patients and learn from your expertise provides many benefits to both you and the student. Some of the attendant benefits are:

- Validates and reinforces professional values and practices
- Contributes to future health care by influencing a student's professional practices
- Provides an opportunity to teach & impart your clinical experience to future naturopathic doctors
- Provides exposure to potential future associates
- Stimulates practice innovations and improvement through exposure to new approaches in assessment and patient management taught at CCNM
- Involves you in the larger educational community and supports naturopathic education
- Provides C.E. credits for NDs registered in the province of Ontario
- You will be listed on CCNM's website as a preceptor
- It is enjoyable!

#### ***How precepting benefits the student:***

- Provides the opportunity to observe and participate in health care practices in a variety of settings
- Supports experience of the "real world" of naturopathic medical practice and allied health care practice
- Delivers valuable mentorship in being a medical practitioner
- Promotes mentoring in the naturopathic medical profession
- Encourages competence and confidence
- Allows for investigation of employment opportunities
- 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 of practice experience*. The health-care practitioner must be engaging in regular, in-depth patient care (for example, pharmacist consultations would not qualify for preceptorship credits). Examples of eligible health-care providers (regulated or transitioning to regulation) include: naturopathic doctor, medical doctor, osteopath, chiropractor, TCM practitioner, nurse, nurse practitioner, homeopath, etc. For a complete list of health-care providers regulated in the province of Ontario, please go to the Federation of Health Regulatory Colleges of Ontario website: ([http://www.health.gov.on.ca/en/pro/programs/hhrs/about/regulated\\_professions.aspx](http://www.health.gov.on.ca/en/pro/programs/hhrs/about/regulated_professions.aspx)). CCNM reserves the right to reject health-care provider categories that do not align with the goals of the preceptorship program.

Student must engage in preceptorship with at least *three different individual health-care providers*, but they need not be from different professions. However, of the 100 precepting hours and contacts required, **a minimum of 50 hours and 50 patient contacts are required with a Naturopathic Doctor**. Precepting with a naturopathic doctor may occur at any time over the length of the program of study.

## Preceptor Registration

### ***Be a part of the CCNM Preceptorship Program.***

Being a preceptor brings rewards to you and to the students you host. The CCNM Preceptorship Program was developed to recognize and appreciate the time and effort practitioners put into hosting students from CCNM. Practitioners who participate in the CCNM Preceptorship Program will receive **written recognition for their commitment as well as a stipend of \$50 in appreciation**. In addition, your regulatory college will accept preceptorship as **Continuing Education credits**. (For example, in Ontario, preceptor hosts will receive 1 Category B credit per day, up to a maximum of 15 credits. Consult your regional regulator for details)

To participate, please indicate on the preceptor registration form that you are interested in joining the CCNM Preceptorship Program. We ask that you commit to hosting students in your practice for at least 30 hours per year (counted from the time of registration). At the end of your year, please submit your Preceptor Log to the Office of Clinical Education (contact information is on the form).

Eligible health-care practitioners who have not yet been in the role of CCNM preceptor must register **prior** to hosting student preceptees. The preceptor should complete the CCNM Preceptor Registration Form and return it to the Office of Clinical Education 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 prior to engaging in preceptorship activity. Students will only be contacted by the Office of Clinical Education if the preceptor is *not* eligible to host. Students engaging in preceptorship prior to host approval may not be credited for preceptorship activity performed. Preceptor eligibility will be determined by the Office of Clinical Education and/or the Associate Dean, Clinical Education.

***Please consider adding yourself to the CCNM Preceptorship Program List of Practitioners.*** You will be doing a great service to the students of CCNM and to your profession.

## Roles and Responsibilities of the Preceptor and Preceptee

The relationship between the preceptor and student is essential to provide the best possible clinical learning for the student. In order to be successful, these relationships must be grounded in mutual trust and respect, clear expectations, and open communication.

The preceptor's first responsibility is to his/her clients, and then to students. Students are responsible for their own learning and actions. Some basic teaching techniques may be employed to facilitating this process.

### ***Role of the Preceptor:***

- Allow the student an opportunity to observe the preceptor in the clinical environment demonstrating skills in patient interviewing, physical exam, therapeutic management and the utilization of medical literature.
- Provide a supportive learning environment.
- Exemplify a high standard of health care practice standards.
- Provide constructive feedback to the student.
- Model a reflective practice style that stresses the concept of life-long learning.
- Report any issues to the Office of Clinical Education.

Please do not ask the student preceptee to engage in office management, marketing or other administrative tasks. While these are important practice management skills, the objective of preceptorship is to provide clinical care experience for our students. They will be provided credit for clinical observation hours and patient observations only. ***Students are permitted to be a preceptee at their workplace, but may not be working while engaging in preceptorship.***

In addition to role-modeling how you keep up on new practice-applicable developments, it is appropriate for students to enhance their skills in searching the medical literature, with support and to their level of knowledge. This is also a great way for you to keep learning and to provide up-to-date care for your patients.

### ***What to expect as a Preceptor***

1. Students will contact your office to formally request a precepting opportunity. They should specify the year of the program they are in.
2. If you accept the student, it is useful to clarify your expectations and to notify them of when they should arrive at the clinic
3. Students must arrive before the clinic session to review the upcoming patients and be alerted to particular learning opportunities.
4. Orient the student to the clinical site. Initially, you should orient the student to the office and introduce him/her to your staff, discuss the nature of your practice and your approach to care, and review your expectations.
5. Outline, with the student, parameters of responsibility for patient workup, recording, feedback, and disposition.
6. Students have different abilities in different years of the program. Confirm what year your student is in so that you can better prepare for their visit (see Student Skills by Year of Program)
7. At the end of the preceptorship, fill out and sign the student's preceptorship form. Keep a record of student time in your practice in the Preceptor Log. Use the Preceptor Log to claim your stipend for participation from CCNM and as proof to claim Continuing Education credits.
8. Communicate immediately with the Associate Dean of Clinical Education regarding a student whose performance is unprofessional or unsafe, or whenever there are any concerns about student's behaviours.

***Please refer to the CCNM website ([www.ccnm.edu](http://www.ccnm.edu)) for teaching and mentorship resources.***

Students will have graduated degrees of skill and knowledge at specific points in the program:

Student skills advancement by year of program:

<i>Year of Program</i>	<i>Skills</i>	<i>Recommended activity</i>
<b>Year 1</b>	Observation only	Observe patient visits.
<b>Year 2</b>	Depending on where they are in second year, students have preliminary training in history taking, physical exam skills, and communication.	Observe patient visits. Review practice management approach.
<b>Year 3</b>	Take a complete health history, if indicated.  Take a concise, pertinent history and do pertinent exam(s) for a specific complaint. Perform a complete physical exam and distinguish normal from abnormal.  Record and verbally present historical and physical findings in an accurate, succinct and logical manner, using appropriate terminology, and a problem-oriented format, as used in the setting.	Observe patient visits.  Some participation (Optional - based on preceptor comfort)*
<b>Year 4</b>	Take a complete health history, if indicated.  Take a concise, pertinent history and do pertinent exam for a specific complaint. Perform a complete physical exam and distinguish normal from abnormal.  Record and verbally present historical and physical findings in an accurate, succinct and logical manner, using appropriate terminology, and a problem-oriented format, as used in the setting.  With preceptor guidance, make appropriate judgments about the diagnosis and management of common health problems.  Perform basic lab tests when the facility permits; interpret basic lab/X-ray findings.  Prescribe therapeutic and non-therapeutic modalities.	Observe patient visits.  Some participation (Optional - based on preceptor comfort). Direct treatment of patients by students is <i>not permitted</i> while on preceptorship. The preceptor can use her/his own discretion in allowing the student to participate in the physical examination, assessment, taking of S.O.A.P. notes and diagnosis of patients. However, any participation must be under the direct supervision of the preceptor and may not include gynecological examinations, prostate examinations, low-amplified thrust manipulation, acupuncture, venipuncture or parenteral therapy.*

\*Please note that preceptorship hosts are asked to allow students to observe patient care. Participation is not necessary, but optional. Provision of care or communication of diagnosis is prohibited. Students wishing to engage more fully in patient care are required to apply for a CCNM Externship and will require additional liability insurance coverage. The Externship Program is only open to 4<sup>th</sup> 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 exhibit exemplary personal and professional conduct and behaviour at all times 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 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, according to course due dates (refer to relevant course outline).
7. Work collaboratively with preceptor.
8. Acknowledge contributions of site and preceptor to your learning.

**Contacts:**

For any questions related to the administration of the CCNM Preceptorship Program, please contact:  
Office of Clinical Education  
416-498-1255 ext. 241  
[oce@ccnm.edu](mailto:oce@ccnm.edu)

For any issues regarding student conduct or feedback, please contact:  
Dr. Mitchell Zeifman, ND  
Associate Dean, Clinical Education  
416-498-1255 ext. 397  
mzeifman@ccnm.edu



## Appendix A: Recommendation on Informed Consent

It is recommended that patients seen 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, 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 Host:*

### CONSENT

I hereby acknowledge that I have been advised that I am being seen by a student of the Canadian College of Naturopathic Medicine under the supervision of a licensed naturopathic doctor. I further acknowledge that I have been advised that I may withdraw my consent to observation by the student at any time.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CCNM**

Canadian College of  
Naturopathic Medicine

## PRECEPTOR REGISTRATION FORM

### INSTRUCTIONS

**Practitioners:** Please complete this form if you are not currently registered as a preceptor with the Office of Clinical Education (OCE) or wish to update your information on file. Please submit this form to the OCE at least 5 business days in advance of student preceptoring. You will be contacted by the OCE with additional information about the preceptorship program and benefits.

**Students:** If you wish to register a health-care professional in the CCNM Preceptor Program, for a one-time preceptorship or for ongoing participation, please have the practitioner fill out the form and return it for submission to the OCE. The form must be submitted to the OCE at least 5 business days in advance of student preceptoring. You will be contacted *only* if there is a problem with the preceptor registration. **Please note that preceptorship with a practitioner not registered with the CCNM Preceptorship Program will not be credited.**

For more information on the CCNM Preceptorship Program please see the Preceptor Program Information document (located online at <https://www.ccnm.edu/alumni/preceptor>)

### Required fields to be completed by the practitioner. Please print legibly.

Date: \_\_\_\_\_

Student Name (If applicable): \_\_\_\_\_ Student Number: \_\_\_\_\_

Practitioner Name (First): \_\_\_\_\_ (Last): \_\_\_\_\_

Business Name (if applicable):  
\_\_\_\_\_

Address: \_\_\_\_\_  
Street Unit City Province/State Postal/Zip

Contact Information: \_\_\_\_\_  
Phone # Fax E-Mail

What is the best time and method of contact? \_\_\_\_\_

Education, licensing and experience:

Health Care School Attended	Year Graduated	Degree Certification	Provincial/State License and number

Brief Description of Practice (including special focus areas):  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years Practicing \_\_\_\_\_

Number of patients seen in an average week \_\_\_\_\_ average day \_\_\_\_\_

Please indicate:

- I wish to participate in the CCNM Preceptorship Program and be added to the list of eligible preceptors. By doing so I understand that I will allow prospective student preceptees to contact my office for preceptoring opportunities. As a CCNM preceptor, I will be eligible for a \$50 stipend, provided I allow for at least 30 hours of CCNM student clinical observation in my practice over the course of one year. I may withdraw from the program at any time and I will be removed from the official preceptor list.
  
- I wish to host a CCNM student for precepting this one time only. Do *not* add me to the CCNM Preceptorship Program list of practitioners. I understand that I may join the CCNM Preceptorship Program in the future and receive all the attendant benefits. This does not preclude students from contacting me or my office through resources other than the CCNM Preceptor Program.

Practitioner Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

When this form is complete and is submitted to the Office of Clinical Education (OCE), it is considered approved within 5 business days unless you receive an e-mail from the OCE stating otherwise.

**\*\*NOTE: Students will NOT receive credit for engaging in precepting with unapproved or non-registered practitioners\*\***

Submit form to the Office of Clinical Education Drop Box, by mail, fax or email.

Address: The Office of Clinical Education  
The Canadian College of Naturopathic Medicine  
1255 Sheppard Avenue East  
North York, Ontario, Canada M2K1E2  
Phone: (416) 498-1255 ext. 241  
Fax: (416) 498-3158  
Email: oce@ccnm.edu

***For Office Use Only:***

***Approved by:***

***Date:***



# Preceptor Log

**Preceptors, please use this form to log your preceptor hosting hours and claim continuing education (CE) credits. It is the sole responsibility of the preceptor to track and maintain an up-to-date preceptor log. Additionally, this log may be used to claim CCNM Preceptor Program rewards. Please retain a copy for your personal records and for submission to your regulatory board.**

Preceptors who have committed to the **CCNM Preceptorship Program** require a minimum of 30 hours of student preceptorship to receive recognition and a \$50 stipend from CCNM. Please submit this form as proof of student engagement after one year from your enrollment into the Preceptorship Program (or one year from the end of the previous period).

Please forward the form to CCNM's Office of Clinical Education. Email: [OCE@ccnm.edu](mailto:OCE@ccnm.edu) FAX: 416-498-3158.

For questions about CCNM's Preceptorship Program, please contact the Office of Clinical Education, at 416-498-1255 ext. 241, or [OCE@ccnm.edu](mailto:OCE@ccnm.edu)

If printed, please print clearly. Add another sheet if necessary.

Date	Name of Student	Preceptor Hours	Patient Contacts
<b>Total</b>			

Name: \_\_\_\_\_ Professional designation(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The named practitioner has been approved by the Canadian College of Naturopathic Medicine to act as a student preceptor. By signing this form, the above named practitioner authenticates the accuracy of the information.

Mitchell Zeifman, BSC, ND  
Associate Dean, Clinical Education