

MPH PRECEPTOR OVERVIEW AND CHECKLIST

AY 2023-2024

Thank you for agreeing to serve as a preceptor to a Gillings MPH practicum student. To satisfy graduation and accreditation requirements, each Gillings MPH Practicum student must produce a minimum of 2 products for their practicum organization's use and benefit that allow the student to demonstrate [5 competencies](#). Your role is to mentor the practicum student, supervise their work and model professional, ethical behavior. For more detailed information about the Gillings MPH practicum, please refer to the [Requirements](#) and [Preceptor Information](#) pages on our website. Throughout the practicum experience, please communicate with the MPH practicum team (mphpracticum@unc.edu) as needed to provide feedback on the student's performance. Below is a list of tasks to complete for the practicum.

PRIOR TO START DATE

- Establish, in collaboration with the student and the student's practicum adviser, an appropriate and feasible scope of work, which gets documented in the student's learning agreement (*template provided by MPH practicum team*), that is directly aligned with the practicum organization's needs and provides a valuable learning experience for the student.
- Communicate and help students secure any onboarding requirements (e.g., background check, drug testing, trainings, payroll, etc.)

DURING PRACTICUM

- Orient the student to the health topic(s), people, policies, procedures and norms related to the practicum work.
- Meet regularly with the student to provide guidance, support and timely, constructive feedback.
- Conduct mid-practicum check-in meeting** with your student to share feedback, resolve/identify solutions to challenges and discuss any changes as needed. (*Instructions provided by MPH practicum team prior to scheduled meeting date.*)
- Identify a suitable replacement if unable to continue in role as practicum preceptor.

POST PRACTICUM

- Conduct end-of-practicum meeting** to ensure a successful handoff of the student's practicum work, discuss permissible uses of the work produced by the student and to discuss the feedback you plan to share via the preceptor evaluation.
- Complete the UNC Gillings Practicum Preceptor Evaluation to provide feedback on the student's performance and ongoing quality improvement efforts for the Gillings MPH practicum program.