

Preceptor Manual 2023-2024

Meet the Clinical Affairs Team

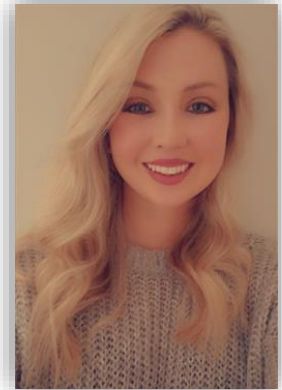
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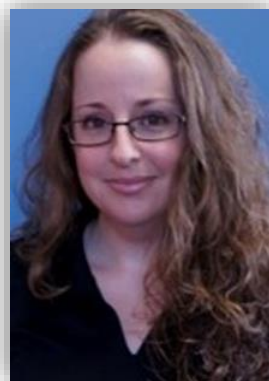
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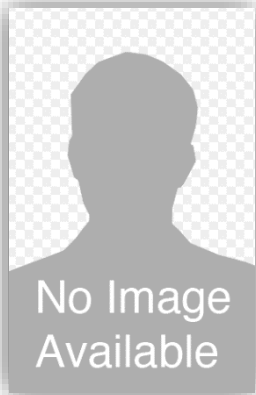


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1. VCOM Clinical Education:

- a. <https://www.vcom.edu/academics/clinical-education-third-year>
- b. <https://www.vcom.edu/academics/clinical-education-fourth-year>

2. OMS 3 2023-2024 Calendar

- a. <https://www.vcom.edu/sites/default/files/inline-files/AY%202023%20-%202024%20OMS%203%20Year%20Schedule.pdf>

3. OMS 4 2023-2024 Calendar

- a. <https://www.vcom.edu/sites/default/files/inline-files/AY%202023%20-%202024%20OMS%204%20Year%20Schedule.pdf>

4. VCOM Library: <https://www.vcom.edu/vcom-libraries>

- a. Log in and password for the VCOM library can be provided to you by the respective discipline admins.

5. Appointment, Promotion and Tenure (APT)

- a. Please review the faculty Handbook for further guidance. <https://vcom.cld.bz/VCOM-Faculty-Handbook/32/>

6. Evaluations:

- a. VCOM Portal:
<https://intranet.vcom.edu/clinical/Login/index.cfm?fuseaction=LoginInfo&T=26&CFID=1608139&CFTOKEN=35600ca444ebb3d7-18A66A60-5056-BA1B-AEEF6D227F03B44F>
- b. Printable Evaluations:
3rd year eval: <https://www.vcom.edu/sites/default/files/inline-files/Third Year Preceptor Evaluation.pdf>
4th year eval: https://www.vcom.edu/sites/default/files/inline-files/fourth_year_preceptor_evaluation.pdf

7. Preceptor payments

- a. Make sure we have an update W-9.
- b. Preceptors are paid twice a year.
- c. Site coordinators to complete invoices and send to Lauren Woodcock. woodcock@vt.vcom.edu

8. List of DSME's and Site Coordinators

Directors of Student Medical Education



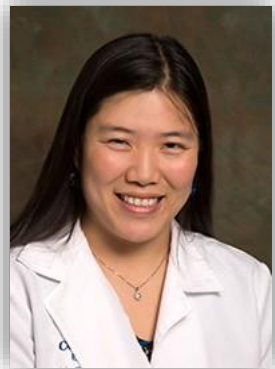
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