



Preceptor Manual 2024-2025

Meet the Clinical Affairs Team

OMS III



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Clinical Chairs



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1. VCOM Clinical Education & Syllabi:

- a. [OMS III](#)
- b. [OMS IV](#)

2. 2024-2025 Academic Calendars

- a. [OMS III 2024-2025 Academic Calendar](#)
- b. [OMS IV 2024-2025 Academic Calendar](#)

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

- a. Preceptors receive access to the VCOM Library and its many resources. For the Preceptor username and password, please reach out to the Chair or Administrative Assistant of your discipline.

4. Appointment, Promotion and Tenure (APT)

- a. Please see the [VCOM Faculty Handbook](#) for full details.
- b. Initial appointments require completion of Clinical Faculty Application and submission of needed documents (CV, State License, Board Certification, Residency Certificate, Medical School Diploma). Initial appointments are valid for 5 years or until terminated by either party. After 5 years, a re-credentialing is needed to continue taking students.
- c. Initial appointees typically receive the rank of Clinical Assistant Professor or rank equivalent to current rank held at another institution of higher education (if any).
- d. Faculty can apply for promotion if criteria are met.

5. Evaluations:

- a. To complete evaluations online, visit the [Clinical Portal](#)
 - i. To complete evaluations online, you will need to request access to the Clinical Portal. Please reach out to your Site Coordinator or Ashley White, Director of Third Year Clinical rotations (awhite@vt.vcom.edu) to request access.
- b. To complete evaluations on paper, please use the forms below. Completed copies can be emailed to oms3evaluations@vt.vcom.edu.
 - 3rd year [eval](#).
 - 4th year [eval](#).

6. Preceptor payments

- a. Preceptors are paid twice yearly. Fall semester payments (July 1 – Dec 31) are issued in February. Spring semester payments (Jan 1-Jun 30) are issued in July.
- b. Site coordinators will complete invoices on behalf of the preceptor and send them to Lauren Woodcock, Clinical Assessment Coordinator, for processing. If you have questions regarding payments or invoicing, please reach out to Lauren at lwoodcock@vt.vcom.edu
- c. For preceptors paid directly, an updated w-9 is required to process payment. If you or your practice location moves, and updated w-9 is needed.

7. CME

- a. Continuing Medical Education (CME) credits for teaching are calculated twice yearly (once per semester). If you are a DO and a member of the AOA, VCOM will report CME on your behalf. If you are a MD or not a member of the AOA, a letter of verification of CME can be created for you. Please reach out to Dr. Paula Shipper, Director of Continuing Medical Education and Clinical Faculty Development, at pshipper@vt.vcom.edu

8. Site Visits

- a. Discipline Chairs travel to meet with their clinical preceptors in person at least once a year between the months of July and December. Administrative Assistants will reach out to schedule with you.
- b. Additionally, our Discipline Chairs are available to you by phone or email at any time.

9. Directors of Student Medical Education (DSMEs) and Site Coordinators – Virginia Campus

Directors of Student Medical Education



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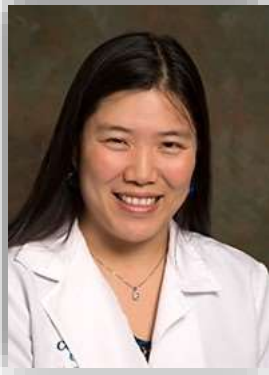
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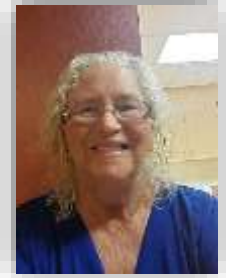
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