

## ***Preceptor Manual 2021-2022***

### ***Meet the Clinical Affairs Team***

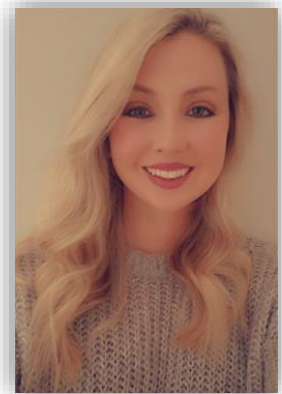
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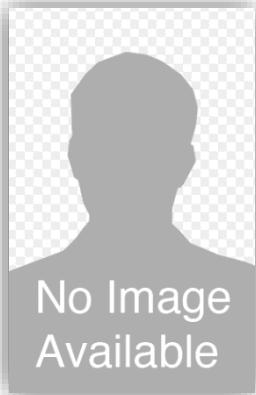
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**1. VCOM Clinical Education:**

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

**2. OMS 3 2021-2022 Calendar**

- a. <https://www.vcom.edu/sites/default/files/inline-files/AY%202020%20-%202021%20OMS%203%20Year%20Schedule.pdf>

**3. OMS 4 2021-2022 Calendar**

- a. <https://www.vcom.edu/sites/default/files/inline-files/AY%202021%20-%202022%20OMS%204%20Year%20Schedule%20%281%29.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:  
3<sup>rd</sup> year eval: <https://www.vcom.edu/sites/default/files/inline-files/Third Year Preceptor Evaluation.pdf>



4<sup>th</sup> year eval: [https://www.vcom.edu/sites/default/files/inline-files/fourth\\_year\\_preceptor\\_evaluation.pdf](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](mailto:woodcock@vt.vcom.edu)

## 8. List of DSME's and Site Coordinators

### Directors of Student Medical Education



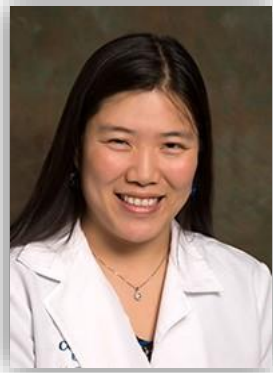
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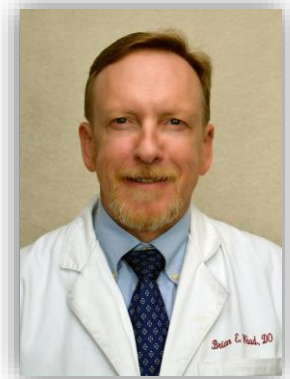
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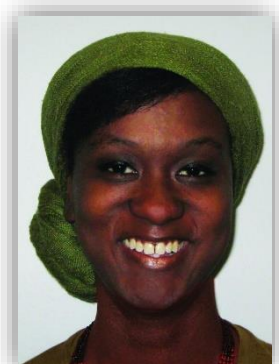
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