

**Preceptor Agreement Between the
University of North Texas Health Science Center at Fort Worth
Physician Assistant Studies Program
and**

(Printed name of preceptor applicant)

This agreement outlines responsibilities of the above parties when supervising and educating assigned Physician Assistant (PA) students during the _____ clinical practicum.
(Specialty)

The Physician Assistant Studies Program will:

1. Plan, implement, and administer the curriculum for students enrolled in the PA Studies program.
2. Insure students have been provided with professional liability insurance coverage throughout the practicum.
3. Provide the preceptor with the name of the assigned student and planned educational objectives.
4. Provide the preceptor with an orientation to the clinical practicum and a copy of the practicum syllabus.
5. Provide the preceptor with sufficient copies, or online access, to grade sheets, performance feedback forms, evaluation forms, and other paperwork required in their role as clinical preceptor.
6. Provide the preceptor with the names and contact numbers of the Director of Clinical Education (DCE), Clinical site coordinator, and credentialing coordinator who will serve as liaisons with the preceptor and their associated personnel.
7. Cooperate with the preceptor (and their affiliated institution) to insure students abide by the rules and policies of the preceptor’s clinic or institution.

The Preceptor will:

1. Not permit the PA student to perform any medically related tasks or functions without supervision, which is defined as “the supervising physician being physically present or immediately available to provide guidance.”
2. Insure tasks assigned to the student do not exceed those that a graduate PA would normally be allowed to perform.
3. Maintain professional liability insurance coverage and unrestricted licensure throughout the student’s practicum.
4. At regular intervals, provide and document feedback to the PA student regarding their performance.
5. Grade the student’s performance by completing the grade sheet provided by the PA Studies program.
6. Return the required forms to the PA Studies office within seven days of completion of the practicum.
7. Inform the DCE of student’s poor or failing progress in the clinical practicum.
8. Inform the DCE of any unprofessional behavior(s) displayed by the student.
9. Inform the DCE of any unexcused student absences within 24 hours.

This agreement continues in force from the date signed by both parties and may be terminated through written notice to the other party at least 60 days in advance of the date of termination. Each party has the right to amend this agreement at any time by notifying the other party in writing and by obtaining a signed agreement to the amendment when it will take effect.

_____ Preceptor signature	_____ Date	_____ Jeffrey Mott, DHSc, PA-C Director of Clinical Education Physician Assistant Studies	_____ Date	_____ Glenn Forister, PhD, PT Dean, School of Health Professions (Only if adjunct faculty requested)	_____ Date
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