

PREPARING FOR STUDENT SUCCESS DURING PRECEPTOR TIME AWAY

Whether you'll be away for one day or multiple days, preparing your rotation student and your team in advance will set everyone up for success.

To ensure continuity and a productive learning experience while you're away or on vacation, please consider the following suggestions.

Inform the Student

- Share the dates you'll be away.
- Inform them who will be supervising them.
- Clarify expectations, assignments and how to stay on track with learning objectives.

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Engage Your Team

- Inform colleagues that a student will be on site during your absence.
- Share the student's schedule, responsibilities and key learning goals.
- Appoint a point person for daily oversight.

2

Provide a Rotation Plan

- Outline tasks or projects the student should work on.
- Suggest readings, case reviews, or self-directed activities.
- Include instructions on how any assignments should be submitted.

3

Leave Instructions

- How and when the student should check-in with team members.
- What to do in case of questions or emergencies.
- Whether/how you are reachable during your absence.

4

Plan for Feedback

- Schedule a check-in meeting before you leave if possible.
- Make a plan if an evaluation is due during your absence and inform the student.
- Identify who and how their performance will be assessed during your absence.

5

Create a Handoff Document

Share this with your team, and include:

- Student name & contact.
- Rotation dates & schedule.
- Preceptor away dates.
- Designated team contact(s).
- Key learning objectives.
- Daily expectations.
- WSU Experiential Services contact info.

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