

WHAT TO DO WITH A STUDENT HAVING DIFFICULTIES

When a preceptor identifies a student doing poorly in the office (or a tutor has concerns in tutorial) the following is the protocol:

1. The tutor and/or preceptor collect objective information individually about the poor performance in the tutorial or clinical setting.
2. The tutor and/or preceptor contacts the Family Medicine Undergraduate Program Assistant to arrange a meeting with each other to discuss the concerns and document them in writing.
Note: If there have been concerns in the clinical setting, the preceptor should have discussed the concerns with the student prior to the meeting.
3. After the meeting, the tutor meets with the student to discuss the concerns.

If the difficulties are not rectified after the first meeting,

4. The tutor and/or preceptor contacts the Family Medicine Undergraduate Program Assistant to arrange a meeting between the tutor, preceptor, student and the Family Medicine Undergraduate Program Director to develop a remedial program for the remainder of the rotation, including the problems identified, the learning objectives and activities to be undertaken and the evaluation.
5. Once a student is deemed provisional or unsatisfactory for the rotation, the Family Medicine Undergraduate Program Director will contact the Program Administrator in the Undergraduate MD Program as outlined in the "Faculty Policy and Procedure for the Evaluation of Undergraduate MD Students".
6. This identification should be done **prior** to the Mid-Phase Report on Student Performance. Documentation at the mid-point of the rotation is vital.