

This workflow allows you to enhance the coordination between students, preceptors, and multiple associated locations, providing a cohesive and efficient system for learning experiences for your students.

How to Enable the "Follow the Preceptor"?

Program Administrator side implementation:

If a preceptor is associated with multiple locations, and the student has to visit those locations along with the preceptor, the student may be required to comply with the requirements of all the associated locations.

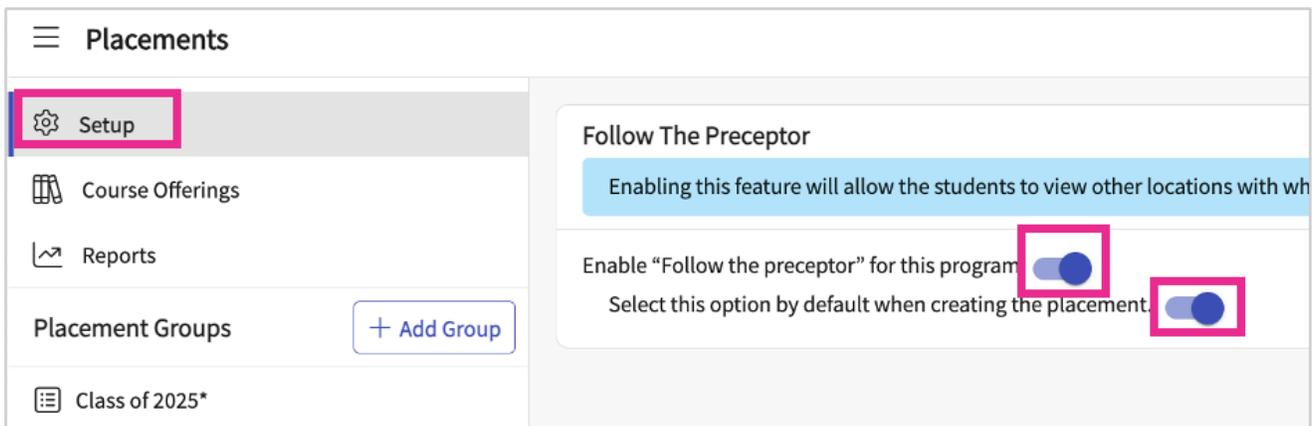
If you want your students to view other locations that their supervisor is associated with, this article will help you understand how to set up preceptor-based placement for your students.

Steps:

1. Select the Placement module from your dashboard or left menu



2. Click on the Setup option from the left-side menu and enable the "Follow the Preceptor" toggle button, Select the default option to enable the Follow the Preceptor for all the placement.



3. Click on the Course Offering tab and select the Course to set up a placement for your students

The screenshot shows the 'Placements' interface. On the left sidebar, the 'Course Offerings' tab is highlighted with a red box. The main content area displays a table of course offerings. The 'Internal Medicine Rotation*' row is highlighted with a red box.

COURSE NUMBER	COURSE NAME
GB01	Gradebook Overview
PA 610	Elective Rotation II*
PA 609	Elective Rotation I*
PA 605	Internal Medicine Rotation*
PA 604	Pediatrics Rotation*
PA 602	Emergency Medicine Rotation*

4. Search for the student and rotation, and click on the + sign to add placement information.

The screenshot shows the 'Placements' interface for a specific rotation. The 'Student' view is selected. A search bar is visible, and a table lists students. The '+' sign next to 'Abbott, Grace*' is highlighted with a red box.

STUDENT NAME		MOCK ELECTIVE ROTATION II NOV 27, 2023 - DEC 29, 2023
Abbott, Grace*	+	Abundant - Urgent Care (Geocoding Enabled)*
Adkins, Brian**	+	Abundant - Urgent Care (Geocoding Enabled)*
Bailey, Teri**	+	+
Blair, Marty**	+	+
Brown, Janet*	+	+
Dawson, Spencer**	+	+
Dixon, Omar**	+	+
Evans, Kevin*	+	+

5. The drawer will then show you all available locations. Click the Select button for the Location you'd like to place the student in.

The screenshot shows the 'Placements' interface for a specific student. The 'Select Rotation' dropdown is set to 'Block 2* [August 1, 2021 - August 30, 2024]'. A drawer is open showing a list of locations. The 'Select' button for 'Abundant Health - Secondary Hospital' is highlighted with a red box.

LOCATION DETAILS ↑	DISTANCE	SLOT DETAIL	INTERESTED STUDENTS	STUDENTS PLACED	SLOTS AVAILABLE	ACTION
Abundant Health - Secondary Hospital KA, AK Alicia Inagram	368 mi	Family Medicine Jun 3, 2024 - Aug 30, 2024	0	0	3	Select
Alliance Medical Center* - Location not assigned	-	Setting not assigned Aug 1, 2021 - Aug 31, 2021	0	0	1	Select
Biomed Central Redondo Beach, CA	1,751 mi	OB/GYN Aug 1, 2021 - Aug 31, 2021	1	2	3	Select
Biomed Orthopedics Westfield, MA	766 mi	Neurology Aug 1, 2021 - Aug 31, 2021	0	0	1	Select

6. Go to the placement page and enable the Follow the Preceptor option, If you have selected Select this option by default when creating the Placement on the Set-up page this will be enabled by default.

× Abbott, Grace*

Abundant Health - Secondary Hospital
KA, AK | 📍 Alicia Inagram

Family Medicine
📅 Jun 3, 2024 - Aug 30, 2024

Rotation Block 2*

Placement Details

Course offering PA 602 - Emergency Medicine Rotation*, 2021 - 2022, Cli...	Program requirements
Location Abundant Health - Secondary Hospital	Setting* Family Medicine
Placement start date* June 3, 2024	Placement end date* August 30, 2024
Set up non-consecutive dates for this placement <input type="checkbox"/>	
Preceptor Alicia Inagram [Manager/Director]	Placement Faculty
Enable 'follow the preceptor' for this placement <input checked="" type="checkbox"/>	
Site/Location contacts	Placement status On Track
Placement Notes - Shared with students + Add Notes	Placement Notes - Internal use only + Add Notes

7. Students can check the preceptor details and associated locations under their coursework section.

Course Information Placement Details **Course Activities** [+ Patient Log](#) [+ Timesheet](#)

Forms/Evaluations

FORM	DUE DATE	STATUS
Student Evaluation of Preceptor - Mock	Dec 30, 2025	Get Started
Student Evaluation of Clinical Rotation - Mock	Jan 01, 2026	Get Started

Preceptor +

Alice Li (Added by School)
aliceli@email.com

Other associated location(s)

- Alliance Medical Center - Med Surg (Geocoding Enabled)*
- Alliance Medical Center - PICU (Geocoding Enabled)*

Amelia Perry
ameliaperry@test.com

[+ Patient Log](#) [+ Timesheet](#) [Create Template](#) [📄](#) [+](#)

Student View for Follow the Preceptor button

Your school may want to share other locations (including requirements) associated with your placement preceptor. You can access this information via coursework tab.

Steps:

1. Select Coursework from your dashboard or left menu.



2. Click on the Course Activities tab.

3. Under the preceptor section, you can check the other locations associated with the placement preceptor.

A screenshot of the 'Coursework' interface. The 'Course Activities' tab is selected and highlighted with a pink box. The interface shows a table of forms/evaluations, a patient log, and a timesheet. On the right, the 'Preceptor' section is visible, showing a list of 'Other associated location(s)' with a pink box around the list items: 'Abundant - Action Therapy (Geocoding Enabled)*', 'Abundant - Ambulatory Care (Geocoding Enabled)*', and 'Abundant - Urgent Care (Geocoding Enabled)*'. There are also buttons for '+ Patient Log', '+ Timesheet', and '+ Time-off'.

4. Click on the associated location name to check the list of other locations as well as information like Address, Location requirement upload, Reference documents, Notes, etc.

A screenshot of a modal window titled 'Other associated locations of Gwen Little'. The modal lists three locations: 'Abundant - Action Therapy (Geocoding Enabled)*', 'Abundant - Ambulatory Care (Geocoding Enabled)*', and 'Abundant - Urgent Care (Geocoding Enabled)*'. The first location is highlighted with a pink box. Below the list, there is a section for 'Location Requirement(s) That Need An Upload' with a pink box around it. This section contains a table with columns for 'REQUIREMENT NAME', 'DESCRIPTION', and 'TEMPLATE'. The table lists three requirements: 'Requirements checklist', 'Onboarding paperwork', and 'Covid Exemption Form'. The modal also shows the address '1 W Manchester Blvd Inglewood, CA 90301 United States' and a list of 'General Requirement(s)' including 'Fingerprinting', 'N95 fit mask testing', 'Onboarding paperwork', 'MMR', 'TB', 'Covid-19 Vaccination', 'Physical Exam', and 'Flu'.

Note: Please note that students do not have the option to upload location requirements under this screen. Students need to submit location requirements directly to the school program's administrators/faculty; however, any document templates will reflect to the student for download when added by the school.