

One of the most successful ways to secure a preceptor is by starting to network as early as you can. As part of our [clinical planning checklist](#), we created a document that provides networking tips, strategies and suggested questions as you engage in securing a clinical preceptor.

### Networking Suggestions

#### 1. Personal/professional connections

- Friends
- Former co-workers/colleagues
- Supervisors
- Primary care physicians you have connections to
- Preceptor-match processes through your employer

#### 2. Professional organizations

- State or national professional development [organizations](#)

#### 3. Alternative resources

- Facebook groups, such as Preceptor Match and program-specific groups to connect with other students for resources
- Paid preceptor match companies: see [preceptor match interview questions](#). We strongly encourage exploring other avenues before making this commitment, as this option could present a financial obstacle.

## Preceptor Interview Questions

An important component when choosing a preceptor is making sure they will meet the requirements of your specific program and course. Please refer to the [Clinical Planning | University Of Cincinnati](#) page specific to your program to understand the types of patient encounters you should be completing for each placement.

Sample questions you can ask your preceptor once they have indicated that they are open to precepting you:

1. How many hours or shifts per week can I attend clinical?
  - Are there any events during the term that would interrupt this schedule?
  - Could we build a plan for coverage if something unexpected happens to disrupt this schedule?
  - Are there other providers in the clinic who would be able to support meeting the hour requirements for my course?
2. Is there a dress code or badge/student ID required for attending clinical at this site?
3. How many patients will I be able to see in a clinical day? What types of patients are they: demographics, levels of care, types of patient visits?
4. Will there be more than one student with you during this term? What will this look like?
5. Does your office require an affiliation agreement for this rotation? UC does not require that this agreement be in place but will work with your office to establish one if needed.
  - Who should my clinical site coordinator contact to get the affiliation agreement in place for my rotation?
6. Do you use any onboarding platforms (ACEMAPP, myClinicalExchange, etc.) or organization application processes that my clinical site coordinator would need to know about?
  - How can I ensure that I secure you as my preceptor through these systems?
7. Will we be entering the hospital for any portion of our time together? If so, will I need to have hospital privileges and/or an affiliation agreement to follow you in this setting? FNP, AGPC, and WMSH students should not be in hospital for any clinical experiences.

8. Do you charge a fee for working with students?
  - How is it broken down? Is it a flat fee per semester or based on shifts/hours?
  - When would it have to be paid?
  - What occurs if the fee has been paid and the clinical activity is unable to be completed as discussed, regardless of whether the inability to complete clinical activity is due to factors associated with you or me?
  - Under what circumstances may I be refunded for any fees paid?
9. Provide your potential preceptor with the [Preceptor Application](#) and the [Preceptor Handbook](#) and review them together so you can clarify any questions.
10. Review the answers the preceptor provided and reach out to your clinical site coordinator about onboarding or Affiliation Agreements that they would need to pursue for you.

### **Following up**

- Remember: every conversation with a potential clinical site is an interview. Follow up at reasonable frequency so they know you are committed to the opportunity without behaving in a demanding manner.
- Please allow grace in your follow-up as providers are very busy. If your site does not provide an updated timeline for future communications, allow a week prior to following up.
- Only reach out to the person you were originally in contact with or the administrative contact provided to you.
- Remain in communication with your preceptor after acceptance so you are prepared to attend clinical.
- Try to build relationships and expand your professional network.
- Some providers are contacted by multiple students seeking clinical placement opportunities, which might influence their willingness and ability to respond in a timely manner, if at all.

### **Preceptor Match Service Interview Questions**

1. What are the expectations about payment for this service?
  - How much will this cost? Will the fee be due after the preceptor is identified, vetted and approved by UC College of Nursing?
  - Can I opt for a payment schedule?
2. Am I guaranteed to receive a provider for the term I am seeking?
3. Can I provide criteria for whom I will be matched with?
  - How detailed are the preceptor's profiles so I can ensure the provider I am matched to will meet my course requirements?
4. Is there a maximum distance I can specify for my clinical placement?
  - How far will your organization expect me to travel to fulfill these hours?
5. When will the contact information for the preceptor be shared?
  - When will the preceptor learn that they are working with me?
  - Who is responsible for establishing communication, me or the preceptor?
  - How long should I wait for a response from the preceptor?
6. Does your company have a refund policy? In what criteria can the policy be applied?
  - What if the preceptor is not appropriate for my course?
  - Is there a trial period for working with the preceptor I am assigned?
  - What if the site does not provide the experiences the preceptor said it would?
  - What if there are contract or license issues with the preceptor or clinical site?
7. Do you have any references I can contact about their experience working with you and your preceptors?
  - Have you worked with my school in the past?
  - Do you have any reviews for your services?