



## Preceptor Agreement

Thank you for your willingness to support the training of student clinicians at ACTCM at the California Institute of Integral Studies (ACTCM at CIIS). It is through collaboration with acupuncture providers in the community that our students learn about practice outside of the teaching clinic, and begin to develop an idea of their future practice. Preceptor opportunities also increase the diversity of practice ideas that they are exposed to while learning the concepts and information needed for a first professional degree.

This agreement constitutes a memorandum of understanding between you and ACTCM at CIIS, and is open to all California licensed acupuncturists with at least 5 years of clinical experience. We will refer students to you that are academically ready to be in the observation phase of training, and will ensure that the student has been trained with curriculum on safety and blood borne pathogens, the Health Insurance Portability and Accountability Act of 1996, and is conversant with the policies and procedures of ACTCM at CIIS. The student will be there as an observer, and will not needle, cup, apply moxa or in any other capacity treat your patients.

While we cannot pay you for this service, we gratefully offer the following as a way of saying thank you for your support.

- You may list on your resume or curriculum vitae your status as “Preceptor at ACTCM at the California Institute of Integral Studies.”
- You may participate in continuing education courses free of charge in the ACTCM at CIIS DAOM program on a space available basis. Please contact DAOM program staff at [daomprogram@ciis.edu](mailto:daomprogram@ciis.edu) for the availability and scheduling of continuing education opportunities.
- You will be invited to participate in an annual thank you event that will include dinner and a free continuing education event.

You agree to provide 60 hours of observation (or a smaller number of hours on prior agreement with ACTCM and the student) in your clinic. You must be a California-licensed acupuncturist with a minimum of five years of clinical experience, and be able to document malpractice insurance at \$1,000,000 per incident and \$3,000,000 aggregate coverage. You agree to sign a timesheet verifying that the student was observing patient care during the hours recorded on the observation form, and complete a simple assessment at the end of the term.

Your signature below signifies that you understand and will be able to complete the above. Thank you again for the invaluable assistance you are providing to the next generation's licensed acupuncturists.

For ACTCM at CIIS

Bingzeng Zou, PhD, DC, LAc  
Director of Clinical Education, Professor  
ACTCM at CIIS  
[bzou@ciis.edu](mailto:bzou@ciis.edu)

Date

Provider Name (Print)

Signature

Date



## Preceptor Program

Preceptor Name: \_\_\_\_\_

Clinic Location: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

California License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Malpractice Carrier: \_\_\_\_\_

Acupuncture School or Program: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Number of Years in Practice: \_\_\_\_\_

Have you ever been involved in a malpractice suit?  Yes  No

Have you ever had your license denied or revoked?  Yes  No

May we release your practice information to potential preceptees?  Yes  No

Please email ([jkim@ciis.edu](mailto:jkim@ciis.edu)), fax (415.282.0856) or mail the above form with a copy of your resume or curriculum vitae to:

Jung Kim, DAOM, L.Ac.  
Assistant Director of Clinical Education  
ACTCM at CIIS  
455 Arkansas Street  
San Francisco, CA 94107

If you have any questions please contact Dr. Kim at (415) 229-9746 or [jkim@ciis.edu](mailto:jkim@ciis.edu).

Thank you.



Students have the option of completing one of their Clinic Observation II (ACM5351, or ACM5452) shifts by participating in the ACTCM at CIIS Preceptorship Program. Students who choose this option will complete all aspects of the Clinic Observation II course under the supervision of a licensed practitioner who has been approved by the administration as an ACTCM at CIIS Preceptor. Students may encourage licensed practitioners who meet the minimum requirements to apply for participation in the program. These preceptors may work in various clinics and settings in California. Students must complete the 60 hours with their preceptor and submit the appropriate documentation to the Assistant Director of Clinical Education verifying their participation by the end of the second week of the semester following the completion of their preceptor hours. The preceptee (student) must register for Observation II in the semester in which they plan to complete their preceptor hours.

**Student Name:** \_\_\_\_\_

**Practitioner Name:** \_\_\_\_\_

**Term of Participation:** \_\_\_\_\_

I agree to participation in the Preceptorship Program as described above. I understand I will register for Observation II (ACM5351, or ACM5452) credits with ACTCM at CIIS during the term I wish to participate in order to receive course credit.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Clinical Education

\_\_\_\_\_  
Date



## PRECEPTORSHIP TIMESHEET and EVALUATION

Dear Preceptor:

Thank you for your willingness to have a preceptee from ACTCM at CIIS observe your private practice. This learning opportunity is critical to the preceptee's development as a future clinician. Please initial each line of the timesheet above after it has been completed by the Preceptee. Please also take a time to assess the competencies on the reverse and make any comments in the space provided.

Email ([jkim@ciis.edu](mailto:jkim@ciis.edu)), fax (415.282.0856) or mail the above form to:

Jung Kim, DAOM, L.Ac.  
 Assistant Director of Clinical Education  
 ACTCM at CIIS  
 455 Arkansas Street  
 San Francisco, CA 94107

Thank you. Please feel free to call me at 415-229-9746 or email at [jkim@ciis.edu](mailto:jkim@ciis.edu) if you have any questions.

Student's Name: \_\_\_\_\_

Date	Time Start	Time Stop	Hours	No. of Contacts	Preceptor Initials
Total					

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Assessment of Preceptee by Preceptor

<b>Learning Outcome</b>	<b>Competence</b>
The in conversation student demonstrates a basic understanding of traditional Chinese medicine.  <i>Students may be in their first year and have a knowledge base limited to fundamental theory, diagnosis and meridian structure.</i>	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
At the appropriate time the student asks questions germane to the case under observation.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is professional in all communication with the preceptor and office staff.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is professional with respect to grooming, timeliness and deportment at all times.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated

Preceptor Comments:

Professionalism:

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Knowledge

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