

# Idaho SEARCH Program Guidelines

## Student/Resident Experiences and Rotations in Community Health



### A participant who applies to the Idaho SEARCH Program must:

- ▶ Complete an Idaho SEARCH Program application and return it to: Katrina Hoff, Idaho Primary Care Association, [khoff@idahopca.org](mailto:khoff@idahopca.org) or 1087 West River Street Suite 160, Boise, ID 83702 or online at <http://idaholiveworkplay.org/search-students>.
- ▶ Identify the name and contact information for the academic program's clinical rotation coordinator.
- ▶ Identify concrete dates for their proposed rotation on their application.
- ▶ Provide two letters of recommendation with their application. These letters must be mailed directly to the program and should have the letter writer's signature across the seal of the envelope.
  1. Clinical recommendation-written by a former preceptor or academic faculty member speaking to the student's clinical skill level.
  2. Community Service recommendation-written by an organization with whom the student has done community service or an individual who can attest to the student's community service experience.

### A participant who is accepted to the Idaho SEARCH Program will:

- ▶ Register with the Idaho State Board of Medicine prior to the rotation. (only required of medical students, physician assistant students, and medical residents from non-Idaho training programs).
- ▶ Complete and return a W-9 form, the Student Payment Information form and attach a copy of the participant's driver's license prior to the start of the clinical rotation.
- ▶ Call the assigned clinical site one month prior to the start of the rotation to confirm the dates and details of the rotation.
- ▶ Work with the clinical site contact person to arrange housing for the rotation.
- ▶ Be assigned a clinical preceptor.
- ▶ Be assigned a community mentor.
- ▶ Complete a community project during the rotation.
- ▶ Track the number of hours spent in clinic.
- ▶ Submit all required documentation upon conclusion of the rotation.

### The Idaho SEARCH Program will:

- ▶ Provide the participant with application status information.
- ▶ Confirm requirements of the clinical rotation with the participant's clinical rotation coordinator.
- ▶ Attempt to match participant to preferred community.
- ▶ Send a confirmation email to participant finalizing the details of the rotation, along with the Participant Payment Information form, W-9, and Pre-Rotation Evaluation.
- ▶ Send a confirmation email to the clinical site finalizing the details of the rotation.
- ▶ Send a pre-rotation packet to the participant.
- ▶ Contact participant during the first week of the rotation to assure that the details have been finalized and a community mentor has been assigned.

- ▶ Provide participant with a \$400 travel/housing allowance.
- ▶ Monitor participant's progress on community project and keep project summary and products on file for future use. Selected projects will be featured on website.
- ▶ Pay participant a per diem of \$20 per day for up to 20 clinic days (as allowed by academic program) upon receipt of all required post-rotation documentation.

### The Clinical Site will:

- ▶ Complete an application to become an official SEARCH site.
- ▶ Identify a clinical preceptor for the participant's SEARCH rotation.
- ▶ Identify a community mentor (a person outside the clinic staff) for the participant's SEARCH rotation.
- ▶ Work with the academic program to ensure that the appropriate evaluation of the student occurs.
- ▶ Work with the participant to find available housing for the rotation.
- ▶ Review Idaho SEARCH Program site orientation materials and ensure that identified preceptors and community mentors are fully oriented.
- ▶ Complete a site evaluation form prior to being reimbursed for their participation in the SEARCH program.
- ▶ Receive \$300 for each SEARCH student who completes a rotation at the clinical site.

### The Clinical Preceptor will:

- ▶ Provide service-linked clinical learning experiences appropriate to the participant's clinical training and skills.
- ▶ Enable participants to recognize individual health problems in a manner that is cognizant of the patient's cultural beliefs and values.
- ▶ Emphasize patient-approaches to healthcare delivery, such as interdisciplinary teams working collaboratively with the patient to inform treatment decisions.
- ▶ Demonstrate how technological advancements, such as EHR and EMR have made the delivery of healthcare services more effective.
- ▶ Focus on the usefulness of identifying specific health problems that are prevalent among different populations.
- ▶ Enable appropriate participants to select clinical measures to be used in developing healthcare plans and establishing achievable goals for reducing health in medically underserved populations.
- ▶ Help participant gain knowledge and skills to become culturally competent primary care clinicians for medically underserved populations.
- ▶ Discuss career options with participants and orient them to the structure and organization of community-oriented sites.

### The Community Mentor will:

- ▶ Agree to meet with the SEARCH participant at least twice (once at the beginning and once at the end) of his or her rotation to discuss health issues in the local community.
- ▶ Provide the SEARCH participant with suggestions as to a topic for the community project.
- ▶ Help the SEARCH participant orient to the community by taking them to a community event.
- ▶ Receive a copy of the SEARCH participant's community project report for use in later years in the community.