



ABFM Precepting Practice Improvement Project Workflow

STEP #	TASK	RESPONSIBLE PARTY	COMPLETED Y/N
1.	Interested ABFM certified preceptors must become PNWU Adjunct Clinical Faculty (ACF) or PNWU verifies ACF status	Preceptor/Clinical Education ACF Coordinator	
2.	ACF must be willing to teach PNWU students for 180 1:1 contact hours within their self-defined PI cycle* (as written in their project plan)	ACF, ACF's practice institution	
3.	ACF defines and develops their Practice Improvement (PI) aim and plan	ACF	
4.	ACF submits that aim and plan to PNWU as their sponsoring institution	ACF	
5.	PNWU reviews and approves project	PNWU Assistant Dean for Faculty Development	
6.	ACF completes any training required by their PI project plan	ACF	
7.	If they complete their training with www.teachingphysicians.org ACF submits CME attestation and certificate for the completed training module to PNWU as the sponsoring institution	ACF	
8.	ACF completes the pre-intervention baseline assessment as written in their PI plan <i>while</i>	ACF	
	PNWU schedules ACF for 180 PNWU student hours within their PI cycle	PNWU Regional Site Administrator for ACF's specific region	
9.	ACF completes the 180 1:1 student contact hours while implementing their PI plan	ACF	
10.	Post-intervention data is collected by ACF following completion of the PI cycle and a summary is submitted to the PNWU as the sponsoring institution PNWU completes the follow up assessment of the ACF's PI Project	ACF, PNWU Precepting PI Team PNWU Assistant Dean for Faculty Development	
11.	PNWU submits verification of teaching hours and successful completion of the requirements to the ABFM	PNWU Precepting PI Team	

* Each cycle MUST incorporate at least 3 PNWU students so feedback can be provided to the participant while maintaining student anonymity, following PNWU guidelines

To be completed by Precepting PI Participant

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