

PRACTICE EDUCATOR COORDINATOR (PEC) RESPONSIBILITIES

Qualifications:

- Maintains preceptor status in the MEP
- Is an active member of the practice group if on leave of absence from clinical practice
- May be shared between two midwives (one must meet the qualifications above)
- The PEC responsible for placement quality must have current preceptor status

Contact with TMU MEP

- Receives and responds to communications from the MEP in a timely way
- Responds to placement recruitment surveys and keeps the survey up to date
- Informs MEP placement staff of substitute PEC when on leave or holiday
- Responsible to ensure conflicts list is circulated to practice members and conflicts by preceptor or by practice are communicated to the MEP prior to the lottery
- Attends PEC meetings or arranges for designate to attend

Placement planning

- Plans placements in accord with MEP policies and timelines including confirmation prior to placement allocation
- Maximizes the opportunity to offers placements at all levels of the MEP
- Arranges for holiday coverage within for student placements
- Informs placement staff of:
 - Number of placements available, course name and preceptor names and email addresses
 - Changes to placement numbers or preceptor assignments
 - Alternate preceptor if a preceptor is off call for more than two weeks
 - Change of status of preceptor, e.g. registration or hospital conditions, leave of absence
 - Change in practice hospital or birth centre privileges

Placement quality

- Works with the practice and MEP to offer high quality clinical placements
- Aware of and acts as a resource for MEP clinical placement policies in the practice
- Informs and consults with preceptors in the practice as needed
- Receives changes and additions to MEP policies
- Receives information about preceptor workshops and preceptor resources
- Informs midwives and preceptors about policies, workshops and resources
- Ensures all preceptors have completed the new preceptor education program prior to being assigned a student or conducting student evaluations
- Encourages preceptor participation in continuing education for preceptors
- Establishes procedures within the practice for first level problem solving
- Encourages prompt contact with tutors if any concerns about student progress
- Contacts MEP if assistance is needed to ensure quality clinical education

updated February 2023