



Tilman J. Fertitta Family
College of Medicine

UNIVERSITY OF HOUSTON

Longitudinal Primary Care Preceptor Orientation August 2025

- Intro to the LPC Team
- LPC course overview
- Brief review of syllabi
- Our expectations of students
- Roles and responsibilities of preceptors
- Benefits to preceptors



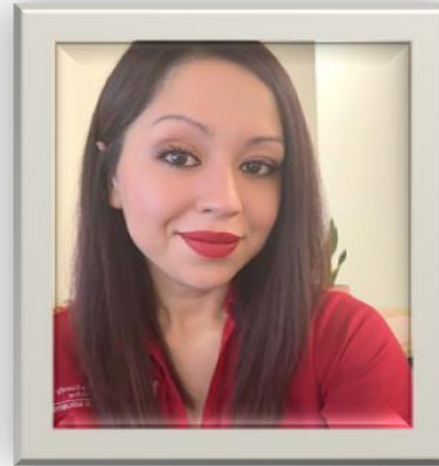
Camille Leugers, MD
Course Director



Amber Zulfiqar, MD
Course Director



Yvette McGar Burks
Program Manager II



Esme Machado
Course Coordinator II



Marie Stevens
Course Coordinator II

LPC Team

Esmeralda Machado

LPC Course Coordinator II

Primarily responsible for LPC1

Marie Stevens

LPC Course Coordinator II

Primarily responsible for LPC2

Yvette Mcgar

LPC Program Manager II

Overall LPC manager

Tilman J. Fertitta Family College of Medicine

Our mission is to produce a group of graduates with a deep understanding of the social determinants of health and a commitment to providing compassionate, high value care to underserved communities.

In Longitudinal Primary Care, students practice clinical skills under the guidance of a faculty preceptor in an ambulatory care setting. Students apply the knowledge and skills learned in their other courses to the care of patients, working closely with their preceptor.

The clinical skills and problem-solving skills learned in this course are foundational to the practice of medicine in every clinical setting.

LPC 1A (Fall Semester)

July 22, 2025 - Dec 8, 2025

Focus on practicing history taking, performing physical exams, recording and reporting findings, and demonstrating clinical teamwork and professionalism.

LPC 1B (Spring Semester)

Jan 2, 2025 – Jun 6, 2025

Continuation of LPC1A, with a focus on practicing advanced exam maneuvers, focused oral presentations, and more refined documentation. Propose age and gender specific health screening interventions.

LPC 2A (Fall Semester)

July 22, 2025 - Dec 8, 2025

Focused history taking, hypothesis-driven physical exams, formulating assessments, developing differential diagnoses, proposing diagnostic evaluations, giving oral presentations and writing SOAP notes.

LPC 2B (January 2026)

xxxxxxxxxxxxx ADD DATES

Continuation of LPC2A, same as LPC2A with the addition of the mental status exam.

Expectations of students:

If they **miss** a session for any reason,
OK to make up the activity **during**
the semester. They must notify you

ONLY allowed LPC excused absences
are; HCC visits, HCC Seminars, and CFS
week (s) . They **WILL NOT** need to
make these hours



Our expectations of students

- Attend all scheduled sessions at their assigned clinical site
- Spend about 4 hours in clinic
- Complete a clinical assignment (details to follow)
- Demonstrate professional behavior
 - Respect for patients, families and the clinical team
 - Honesty and trustworthiness
 - Communicate absences or tardiness as expected of a pre-professional student



Our expectations of students

- Arrive at your office at least 10 minutes early*
- Review their weekly assignment with you
- Ask you to identify patients for them to see

* Note: students may have required morning classes in the mornin and may not be able to arrive early, depending on traffic, etc

ATTENDANCE

If a student is unable to attend a scheduled session, they must:

- Complete an absence request with the College of Med
- Notify you or your staff in a timely manner



1. Obtain histories from patients and families with preceptor guidance
2. Demonstrate basic physical exam skills with preceptor guidance
3. Document history and normal physical exam findings, using a rubric.
4. Perform limited oral presentations (chief concern and history of present illness), with guidance
5. Demonstrate respect for patients, families, caregivers and team members
6. Demonstrate respect for patient privacy and confidentiality.
7. Demonstrate behavior appropriate for a member of the healthcare team
8. Complete clinical, administrative and educational tasks in a timely manner.

- 4-hour sessions with your preceptor
- Once a week, most weeks
- Student Activity [clinical assignment] to complete weekly
- Assigned tasks follow what you have already learned in PPP and practiced in CCASEL

- Plan to arrive at least 10 min early
- Notify your preceptor if you will be late
- Review your weekly clinical assignment with your preceptor

NOTE: You ***MAY NOT*** handle sharps, regardless of any training you had prior to entering UHCOM

NEEDLESTICK INJURY

Reminder: No handling sharps!

9. *In the event of a needlestick or other exposure to potentially infective materials, please follow the protocol that was discussed during orientation: Clean the area with soap and water and seek medical attention as soon as possible per the UH Environmental Health and Life Safety Protocol.*

- Students are required to report any potential exposure to a blood borne pathogen. Within 24 hours of the incident, not later than the next business day, contact UH Environmental Health & Life Safety at (713) 743-5858 to report incident, and complete the UH Student/Visitor Accident Report Form. Submit one (1) copy to UH Environmental Health & Life Safety, one (1) copy to faculty, and one (1) copy for your permanent student records.*

STUDENT VISITOR
INCIDENT REPORT FORM



https://www.uh.edu/risk-management/_docs/student_visitor_incident-report-form1.pdf



Continuity Clinic Passport
Class of 2029
LPC 1-A & 1-B
2025-26

Student: _____

Preceptor: _____

- General course information
- Course learning objectives
- Semester schedule
- Weekly assignments
- Preceptor sign off

ACTIVITY LOG



Week/Course	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
7/21 - 7/25 Week 1		Clinical Focus Session #1	N/A
8/6 Week 3 CAHD	LPC Orientation & Lunch	August 6, 2025 12:00 - 1:00 PM	Syllabus Attestation in Canvas
8/18 - 8/22 Week 5 CAHD	Continuity Clinic Session 1	<input type="checkbox"/> Meet the preceptor and shadow one patient from check in to discharge	
8/25 - 8/29 Week 6 CAHD	Continuity Clinic Session 2	<input type="checkbox"/> Obtain CC/HPI on at least 1 patient <input type="checkbox"/> Vital Signs ,General Survey & HEENT exam for at least 1 patient	
9/1 - 9/5 Week 7	HCC Seminar #1	No LPC	
9/8 - 9/12 Week 8	Continuity Clinic Session 3	Perform HEENT, neck, CV/Resp. exam for at least one patient	
9/15 - 9/19 Week 9	HCC Poverty Sim #1 OR Continuity Clinic Session 4 NOTE: If you are assigned to the Poverty Sim this week you are excused from LPC	<input type="checkbox"/> Complete history for at least one patient <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform Neck/CV/Resp. Exam on at least 1 pt.	

NO LPC Continuity Clinic scheduled during weeks of **HCC Seminars**

HCC Poverty Sim: Weeks of 9/15 & 10/14

- Half the class assigned to each sim
- If you are not assigned to a sim that week, you will attend LPC Continuity Clinic

ACTIVITY LOG



Week/Course	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
7/21 - 7/25 Week 1		Clinical Focus Session #1	N/A
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9/1 - 9/5 Week 7	HCC Seminar #1	No LPC	
9/8 - 9/12 Week 8	Continuity Clinic Session 3	Perform HEENT, neck, CV Resp exam for at least one patient	
9/15 - 9/19 Week 9	HCC Poverty Sim #1 OR Continuity Clinic Session 4 <small>NOTE: If you are assigned to the Poverty Sim this week you are excused from LPC</small>	<input type="checkbox"/> Take a complete history for at least one patient Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform Neck/CV/Resp. Exam on at least 1 pt.	

NOTE: All dates and assignments are accurate as of 7/3/25

- Changes to other course schedules *may* affect the LPC schedule
- Significant changes to the schedule will be communicated in Canvas

Student Activity: Example

ACTIVITY LOG

Week/Course	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
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8/18 - 8/22 Week 5 CAHD	Continuity Clinic Session 1	<input type="checkbox"/> Meet the preceptor and shadow one patient from check in to discharge	

**Continuity
Clinic
Session 1:**
Meet the
preceptor
and staff.
Shadow
one patient
from check-
in to
discharge

ACTIVITY LOG

Week/Course	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
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8/25 - 8/29 Week 6 CAHD	Continuity Clinic Session 2	<input type="checkbox"/> Obtain CC/HPI on at least 1 patient <input type="checkbox"/> Vital Signs ,General Survey & HEENT exam for at least 1 patient.	

Your preceptor should:

- Suggest appropriate patient(s) for you to see
- Give you time to accomplish your clinical activity
- Review your findings with you

ACTIVITY LOG

Your preceptor will:

- Check off the student activity once completed
- Sign or initial in the box

Please include your hours in the sign-off box **ONLY** IF you are present for more than 4 hours or fewer than 3.5

Week/Course	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
7/21 - 7/25 Week 1		Clinical Focus Session #1	N/A
8/6 Week 3 CAHD	LPC Orientation & Lunch	August 6, 2025 12:00 - 1:00 PM	Syllabus Attestation in Canvas
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NOTES

Use this NOTES space to jot some brief notes about the patient(s) you see

- Date, patient presenting concerns, HPI, exam findings
- Correlation with PPP and basic science content
- What you didn't understand and want to learn more about (ie, a learning gap)

Course Requirements

1. Preceptor evaluation of clinical skills and professional behavior (rubric uploaded to course home page in Canvas)
2. Completion of required 36 clinical hours with your preceptor
3. Professionalism, which includes:
 - Timely submission of weekly assignment in Canvas
 - Strict adherence to attendance policy
 - Timely communication with course directors and preceptor.Preceptor assessment of professional behavior

Criteria for pass:

1. Preceptor evaluation :

- Score equivalent of ‘meets expectations’ on 80% of assessment items 2 - 5

2. Continuity Clinic (CC): Must complete 36 clinical hours prior to the end of the course to pass

3. Professionalism:

- No professionalism concerns (adherence to attendance policy.
- Preceptor evaluation of “satisfactory” on items 6-9).
- Timely completion of academic and administrative responsibilities

All Continuity Clinic sessions are considered active learning and mandatory

- 10 sessions X 4 hours each = 40 hours
- *MINUS* 10% allowed absence (per Attendance policy) = **36 hours**

Mid semester feedback



- Mid-semester feedback will be provided to all students
 - Preceptor evaluation: observed clinical and professional strengths/weaknesses
 - Course Director(s) feedback: on track or not to meet course goals
- Required for ALL pre-clerkship courses
- Midcourse feedback is an LCME requirement



Functions and Structure of a Medical School

Standards for Accreditation of
Medical Education Programs Leading to the MD Degree

Published May 2025
For surveys in the 2025-26 Academic Year
Standards and Elements Effective July 1, 2025

LCME Accessed 8/13/2025 https://lcme.org/wp-content/uploads/2025/05/2025-26-Functions-and-Structure_2025-05-21.docx

Element 9.7 Formative Assessment and Feedback

The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.

Midsemester feedback

	Session 4		
9/22 - 9/26 Week 10 CAHD	Continuity Clinic Session 5	<input type="checkbox"/> Obtain a complete history for at least 1 patient. <input type="checkbox"/> Perform HEENT, neck, CV, resp exam on two patients <input type="checkbox"/> Write up your history and exam	
9/29 - 10/3 Week 11 SFM	Continuity Clinic Session 6 Preceptor evaluation to be sent 9/29, due 10/10/25	Obtain a complete history and CV, resp and abdominal exam for one patient MEET WITH YOUR PRECEPTOR FOR MIDCOURSE FEEDBACK.	
10/6 - 10/10 Week 12 SFM	10/7 HCC Seminar #2	No LPC	

Mid-semester Feedback - *Criteria for Below Expectations*

- Score equivalent of 'meets expectations' on *fewer* than 80% of assessment items 2-7
- Failure to complete at least 18 of the required 36 clinical hours by 10/6
- **Professionalism or attendance concerns**

For any student below expectations

- Written mid-course feedback, AND
- Required meeting with Course Director(s)

Why?

- UHCOM requirement
- It's the right thing to do
 - Review areas of weakness
 - Develop improvement plan
 - Helps ensure mastery of course content & successful course completion

- Weekly Canvas assignment

- After clinic:

- Scan your signed Passport

NOTE: ONLY pdf file types can be viewed consistently in Canvas (that's Canvas, not us)

- Upload the scan to complete the assignment
 - Due by 11:59 PM on the Sunday following the assignment

- Download Adobe Mobile Scan to your phone – available both iPhone and Android devices
- Late assignment completion is a professionalism issue

Onboarding & Ongoing Certifications

- Immunizations-
 - You will be notified by Student Affairs when immunizations or other clinical requirements (BLS, annual TB) are be due
 - Usually 30 days notice
- Flu vaccinations- Please get a flu vaccination as soon as they become available
 - Required for many practices
- Timely communication with OSA and us about completion of these requirements

As per the Attendance Policy:

- If you are absent from a scheduled Continuity Clinic, you need to submit an absence request
- Being absent without timely completion of an absence request is a professionalism concern

You may schedule make-up hours *WITH YOUR PRECEPTOR'S APPROVAL* anytime you are not scheduled to be in class

IF your preceptor will be away (vacation, illness, conference etc) please inform us

Work with your preceptor to arrange make up hours
Please inform us about preceptor absences, but an **Absence Request** is not needed

You may schedule make-up hours **WITH YOUR PRECEPTOR'S APPROVAL** anytime you are not scheduled to be in class (including CFS week, HCC seminar weeks, etc)



MEDI5670 27019 - LPC 1a Class of 2029

H 2025 Fall M07

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How to submit LPC Passport
scan in Canvas

Click to open **Assignments**

2025FA MEDI5670 27019 - LPC 1a Class of 2029



Tilman J. Fertitta Family
College of Medicine
UNIVERSITY OF HOUSTON

**LONGITUDINAL
PRIMARY CARE 1A
FALL 2025**



H 2025 Fall M07

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▼ Upcoming Assignments



LPC 1 ORIENTATION: August 6, 12:00 -1:00 PM -- ATTENDANCE MANDATORY

Available until Aug 6 at 11:59pm | Due Aug 6 at 12pm



Syllabus Attestation

Due Aug 8 at 11:59pm | -/1 pts



Passport Upload - Week 8/18-8/22

Due Aug 24 at 11:59pm | -/10 pts

Find assignment
and click to
open



Studio

H 2025 Fall M07

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Passport Upload - Week 8/18-8/22


Due: Sun Aug 24, 2025 11:59pm

Attempt 1 



In Progress

NEXT UP: Submit Assignment

 Add Comment

Unlimited Attempts Allowed

Available after Jul 31, 2025 12:00am

▼ Details

Please upload a **PDF** of your signed passport here. If you completed more than 4 hours or less than 3.5 hours, please add the time to the *signature box*.

Choose a submission type



Upload



Canvas Studio




More

Click to upload the
scanned Passport

10 Points Possible

Choose a submission type

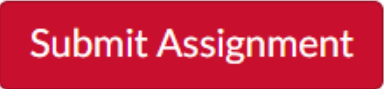
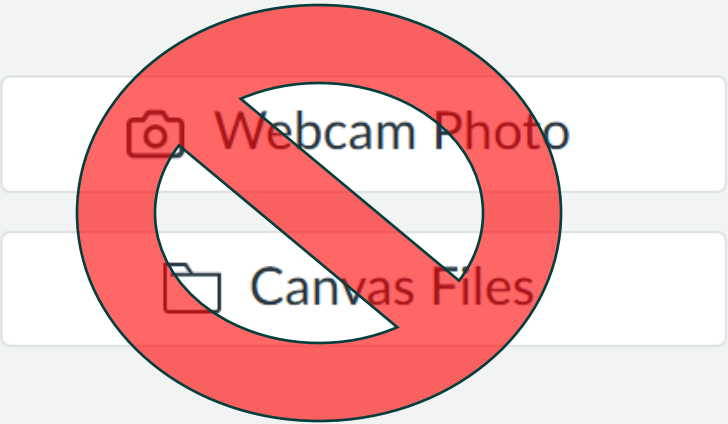




Drag a file here, or

Choose a file to upload

or



Student Mistreatment

Mistreatment Reporting Summary – The Tilman J. Fertitta Family College of Medicine is committed to maintaining an environment where there is mutual respect between students and teachers, and between peers. Behavior that is abusive or mistreats students or others in the learning environment is prohibited.

POLICY LINK



REPORTING



Embarrassment VS Humiliation

Embarrassment:

- Common feeling
- Comes from ourself
- Provoked by making a mistake, or not living up to our own expectations
- Can be motivating

Humiliation:

- Comes from someone else
- Being made to feel unworthy or 'less than'
- Provokes shame
- Not motivating
- Not conducive to learning

Embarrassment VS Humiliation

Scenario:

Student arrives 30 minutes late for clinic and has forgotten to notify the preceptor or team.

Student feels embarrassed.

Preceptor reprimands student in front of the whole clinic team
“You are the worst, most irresponsible student I’ve ever worked with, etc.”

Student feels humiliated.

It's OK to feel embarrassed, it's not OK to be humiliated.

- If your preceptor is unavailable, notify the LPC Team immediately.
- Reach out as soon as you're aware of the absence—timely communication is critical.
- There is no need to upload your passport if a CC session is missed due to a preceptor absence.
- Instead, leave a clear comment in the comments section in Canvas explaining why the session was missed.

LPC 1B Objectives:

By the end of LPC 1B Student will be able to:

1. Obtain histories in outpatient settings with all the pertinent elements* in chronic conditions that are complete, accurate and organized
2. Demonstrate the ability to routinely perform a system-focused physical, using proper technique (integument, heme-lymph, nervous system, musculoskeletal and GI)
3. Establishes rapport with patients by demonstrating care and compassion in all patient encounters
4. Document a history and system-focused physical exam
5. Routinely performs an organized oral presentation for a clinical encounter.



LPC 2A Objectives:

By the end of LPC 2A Student will be able to:

1. Obtain histories that are complete*, accurate, organized, and focused for health maintenance
2. Demonstrate the ability to routinely perform a complete, system-focused physical, using proper technique (integument, heme-lymph, nervous system, musculoskeletal ,GI, CV respiratory, renal, GU and psychiatric)
3. Effectively establishes rapport with patients, by demonstrating care and compassion and using patient-centered language
4. Document a thorough history and system-focused physical exam
5. Routinely performs a well-organized, focused oral presentation for a clinical encounter.
6. Generates a problem-focused differential diagnosis based on positive and negative findings



LPC 2B Objectives:

By the end of LPC 2B Student will be able to:

1. Obtain histories that are complete*, accurate, organized, and focused for health maintenance
2. Demonstrate the ability to routinely perform a complete, system-focused physical, using proper technique (integument, heme-lymph, nervous system, musculoskeletal ,GI, CV respiratory, renal, GU and psychiatric)
3. Effectively establishes rapport with patients, by demonstrating care and compassion and using patient-centered language
4. Document a thorough history and system-focused physical exam
5. Routinely performs a well-organized, focused oral presentation for a clinical encounter.
6. Generates a problem-focused differential diagnosis based on positive and negative findings



Role and responsibility of preceptors:

Preceptor of Student Assessments are
REQUIRED.

2 times per semester

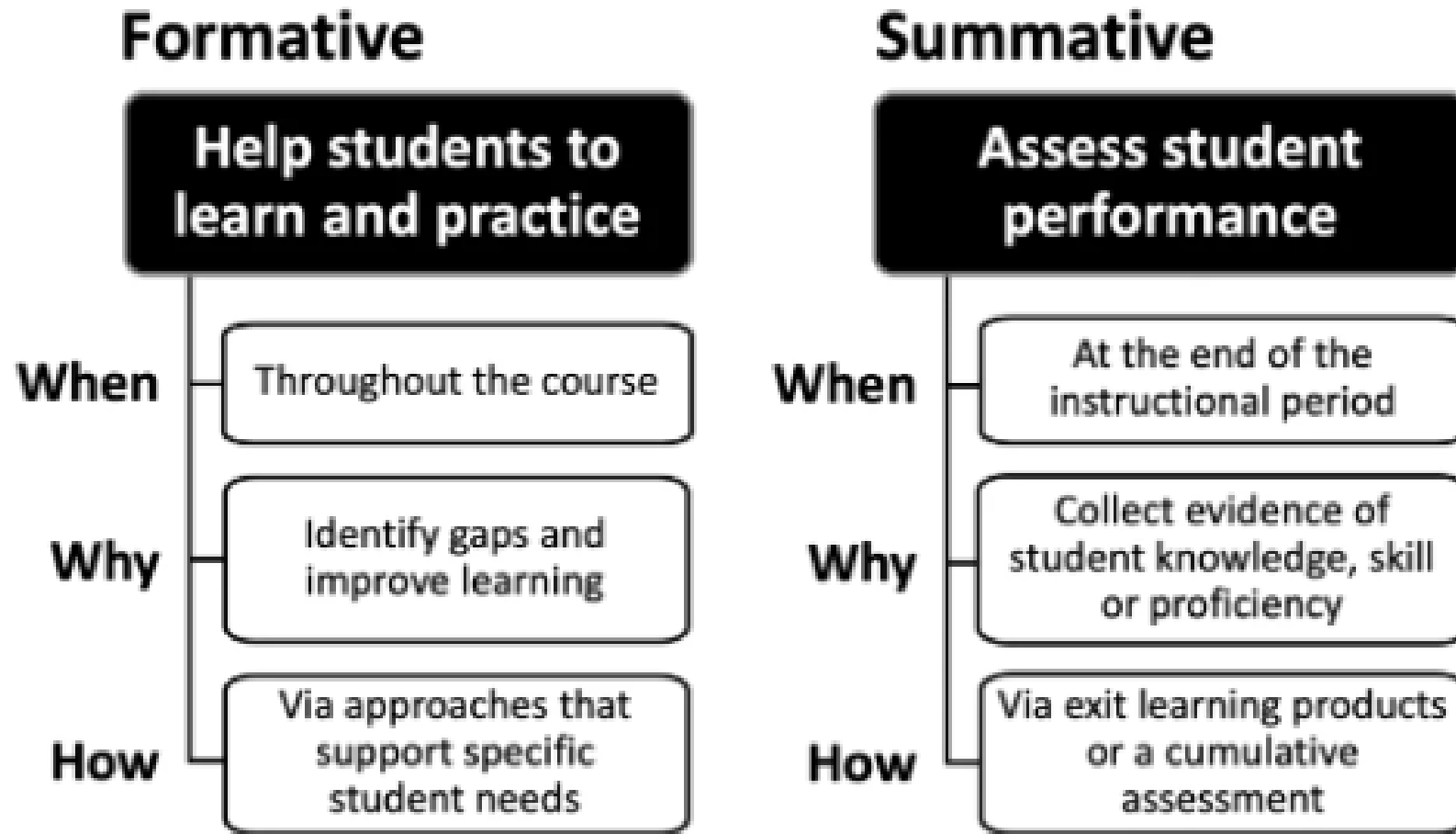
General Comments are REQUIRED.

Preceptor Assessment of Student

- For Midterm Formative we require you to **meet in person** with your **student** to identify their strengths and weaknesses and develop an improvement plan in a timely manner.
- For summative Assessment , we require you **to meet in person** with your student
- * We appreciate completion of the assessments in timely manner as required by LCME



Difference between Formative and Summative



<https://www.celt.iastate.edu/instructional-strategies/evaluating-teaching/assessment-overview/>





Continuity Clinic Passport
Class of 2028
LPC 1

Student: _____

Preceptor: _____



LPC 1A PASSPORT

ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
7/22 - 7/26 Week 0	LPC Orientation 07/25/2024	LPC 1 Orientation CFS #1	N/A
7/29 - 8/16 Weeks 1-3	PPP/LPC Sessions	PPP/LPC Sessions in class activities only ("No onsite LPC Sessions")	N/A
8/19 - 8/23 Week 4		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications on at least 1 pt.	
8/26 - 8/30 Week 5		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt.	
9/2 - 9/6 Week 6		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/ Hospitalization on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT Exam on at least 1 pt.	
9/9 - 9/13 Week 7	HCC Seminar #1 NO LPC	HCC Seminar #1 Tuesday 9/10/2024	
9/16 - 9/20 Week 8		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/ Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform Neck/CV/Resp. Exam on at least 1 pt.	
9/23 - 9/27 Week 9	Poverty Sim #1	<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform Abdomen Exam on at least 1 pt.	
9/30 - 10/4 Week 10	HCC Seminar #2 NO LPC	HCC Seminar #2 Tuesday 10/1/2024	
10/7 - 10/11 Week 11		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp Exam on at least 1 pt.	

ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
10/14 - 10/18 Week 12	Poverty Sim #2 POS #1 Midterm Opens 10/14 Due By 10/18	<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp Exam on at least 1 pt.	
10/21 - 10/25 Week 13		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform Abdomen exam on at least 1 pt.	
10/28 - 11/1 Week 14		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV Resp/ Abdomen Exam on at least 1 pt.	
11/4 - 11/8 Week 15		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV Resp/ Abdomen Exam on at least 1 pt.	
11/11 - 11/15 Week 16		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV Resp/ Abdomen Exam on at least 1 pt.	
11/18 - 11/22 Week 17		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/ Medications/PSurgHx/Hospitalization/ Social Hx/FHx on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV Resp/ Abdomen Exam on at least 1 pt.	
11/25 - 11/29 Week 18	HCC Seminar #3 NO LPC	HCC Seminar #3 Tuesday 11/26/2024 "THANKSGIVING WEEK"	
12/2 - 12/6 Week 19	POS #2 Final Opens 12/2 Due By 12/9	CFS #2	
12/9 - 12/13 Week 20		END OF YEAR MEETING WITH COURSE DIRECTORS	



LPC 1B PASSPORT

ACTIVITY LOG

Continuity Clinic Passport
Class of 2028
LPC 1-B

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
12/16 - 12/27 Weeks 21 & 22	NO LPC	"Winter Break"	
1/2 - 1/3 Week 23		NO LPC CFS #3	N/A
1/6 - 1/10 Week 24		<input type="checkbox"/> Obtain CC/HPI/PMHx/Allergies/Medications/PSurgHx/Hospitalization/Social Hx/ObGyn/FHx/HM on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Discuss age-appropriate screening for primary and secondary prevention on at least 1 pt.	
1/13 - 1/17 Week 25		<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Discuss age-appropriate screening for primary and secondary prevention on at least 1 pt.	
1/20 - 1/24 Week 26		<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Perform focused MSK Exam on at least 1 pt.	
1/27 - 1/31 Week 27	HCC IPE Virtual Activity NO LPC	HCC IPE Virtual Activity Friday 01/31/2025	
2/3 - 2/7 Week 28		<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Perform focused skin exam on at least 1 pt.	
2/10 - 2/14 Week 29		<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Perform skin/lymph node exam on at least 1 pt.	
2/17 - 2/21 Week 30		<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Perform focused neuro exam on at least 1 pt.	

ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
2/24 - 2/28 Week 31	POS #1 Midterm Opens 2/24 Due By 3/3	<input type="checkbox"/> Obtain complete history on at least 1 pt. <input type="checkbox"/> Vital Signs and General Survey on at least 1 pt. <input type="checkbox"/> Perform HEENT/Neck/CV/Resp/ Abdominal Exam on at least 1 pt. <input type="checkbox"/> Perform focused neuro exam on at least 1 pt.	
3/3 - 3/7 Week 32	HCC Seminar #4	HCC Seminar #4 Tuesday 3/4/2025	
3/10 - 3/14 Week 33		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
3/17 - 3/21 Week 34		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
3/24 - 3/28 Week 35		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
3/31 - 4/4 Week 36		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
4/7 - 4/11 Week 37		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
4/14 - 4/18 Week 38	NO LPC	"SPRING BREAK"	
4/21 - 4/25 Week 39	HCC Seminar #5	HCC Seminar #5 Tuesday 4/22/2025	
4/28 - 5/2 Week 40		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
5/5 - 5/9 Week 41		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	

ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
5/12 - 5/16 Week 42		<input type="checkbox"/> Obtain and perform relevant and focused history and PE on a pt presenting for a follow up of a problem or chronic condition on at least 2 pts.	
5/19 - 5/23 Week 43		<input type="checkbox"/> Use motivational interviewing to discuss behavior changes (eg: smoking cessation, exercise plan, weight reduction) on at least 2 pts.	
5/26 - 5/30 Week 44	POS #2 Final Opens 5/26 Due By 6/2	<input type="checkbox"/> Use motivational interviewing to discuss behavior changes (eg: smoking cessation, exercise plan, weight reduction) on at least 2 pts.	
6/2 - 6/6 Week 45		END OF YEAR MEETING WITH COURSE DIRECTORS	
6/7 Week 45	NO LPC	"SUMMER BREAK"	



Continuity Clinic Passport
Class of 2027
LPC 2-A

Student: _____

Preceptor: _____



LPC 2A Passport



ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
7/29 - 8/2 Week 1	LPC Re-Orientation 07/30/2024 NO LPC	CFS #4	
8/5 - 8/9 Week 2		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
8/12 - 8/16 Week 3		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
8/19 - 8/23 Week 4		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
8/26 - 8/30 Week 5		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
9/2 - 9/6 Week 6		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
9/9 - 9/13 Week 7		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
9/16 - 9/20 Week 8		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
9/23 - 9/27 Week 9	POS #1 Midterm Opens 9/23 Due By 9/27	<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
9/30 - 10/4 Week 10		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
10/7 - 10/11 Week 11		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
10/14 - 10/18 Week 12		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	

ACTIVITY LOG

Week	Subject (Disease / Disorder Symptom)	Student Activity	Preceptor Sign-off
10/21 - 10/25 Week 13	NO LPC	CFS #5	
10/28 - 11/1 Week 14		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
11/4 - 11/8 Week 15		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
11/11 - 11/15 Week 16		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
11/18 - 11/22 Week 17		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
11/25 - 11/29 Week 18		<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
12/2 - 12/6 Week 19	POS #2 Final Opens 12/2 Due By 12/6	<input type="checkbox"/> Focused History <input type="checkbox"/> Focused PE <input type="checkbox"/> Labs / Imaging <input type="checkbox"/> A&P	
12/9 - 12/13 Week 20	NO LPC	CFS #6	
12/16 - 12/27 Weeks 21 & 22	NO LPC	"Winter Break"	



Needlestick/Bloodborne Pathogen Exposure



NEEDLESTICK/BLOODBORNE PATHOGEN EXPOSURE

1. For mucous membrane exposure (eye or oral) flush the injured site with water or saline for at least 15 minutes. For exposure to other areas, wash thoroughly for 15 minutes with soap and water. Cover the wound with a dry dressing, if necessary
2. If the source patient is known and present, keep the individual on-site for a blood draw.
3. Notify your clinical supervisor (depending on where the event occurred this could be a preceptor, resident, or attending) to report the injury.
4. Notify a clinic manager or hospital supervisor *immediately*
5. Next, seek **IMMEDIATE MEDICAL EVALUATION AND TREATMENT** from any clinic, urgent care center, or hospital emergency room. An ER may be the best source of care. For those covered by academic health insurance, any Methodist,

Memorial Hermann, or HCA ER should be covered.

6. Your provider may wish to consult the HIV Post Exposure Hotline for Clinicians: 1-888-448-4911 (10:00 am - 7:00 pm daily), or access their site for recommendations:
<https://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/>
7. **AS SOON AS POSSIBLE or within 1 business day of the event (at the latest)**
 - Notify both the course director [LIC, LPC, or ACE] AND Student Affairs
 - Notify UH Environmental Health & Safety and UH Occupational Health Services. EHS:
<https://www.uh.edu/ehs> . From the landing page click the Report an EHS Incident which will open the reporting form. Not everything will apply to you but be as thorough as you can. Environmental Health and Safety: 713-743-5858 (normal business hours)
 - Complete a UH Student/Visitor Accident Incident Form <https://uh.edu/risk-management/forms>
8. Students are responsible for the financial cost of testing and treatment.



Student Professionalism

We expect students to behave professionally and need to hear from you if you have any concerns



Mistreatment Policy

Mistreatment Reporting Summary – The Tilman J. Fertitta Family College of Medicine is committed to maintaining an environment where there is mutual respect between students and teachers, and between peers. Behavior that is abusive or mistreats students or others in the learning environment is prohibited.

POLICY LINK



REPORTING



Professionalism

Embarrassment:

Based on something we do to ourselves

Humiliation:

Based on something others do to us or we do to others



It's ok to be embarrassed. It is **not ok** to humiliate or to be humiliated.



Continuing Professional Development Reimbursement (CPD) Policy

The CPD policy is based on and subject to the rules and requirements published by the IRS.

- A preceptor is eligible for CPD reimbursement if the preceptor: Is scheduled for a minimum of 20 full days of direct teaching and supervision of their assigned student(s) within the current academic year; AND,
- Provides regular real-time oral and written feedback for their assigned student (e.g. by completing requested session and course assessments of their student); AND,
- Maintains all requirements for a faculty appointment at the TJFFCOM, including completing all faculty appointment credentialing and onboarding requirements.
- At any time, if a preceptor drops out or does not have a student assigned to them, they are no longer eligible for CPD reimbursement.
- More information on this policy will be provided as well as contact information to submit your request.



Documents to sign :

[Faculty Affairs - University of Houston \(uh.edu\)](#)
[Syllabus Attestation](#)



Questions & Answers

