



Faculty of Medicine

Preceptor Remuneration Policy

Office of Accountability:	Office of the Dean
Office of Administrative Responsibility:	Rural Medical Education Network
Approver:	Dean, Faculty of Medicine
Approval Date:	January 5, 2016
Review Date:	January 5, 2019

Definitions

Fiscal year	April 1 to March 31.
Learner	A Memorial University undergraduate medical student or resident.
Most Responsible Preceptor (MRP)	The preceptor who is accountable for teaching a learner in the clinical setting and providing them with practice-based training and an evaluation of their performance, for a defined period of time.
Rotation	A clinical training period with a specified timeline that has a set of learning objectives to be successfully completed by a learner.

Overview

Preceptors provide clinical bedside teaching to learners individually and in small groups. Most importantly, preceptors are responsible for providing learners with clinical experiences as well as the opportunity to perform specific mandatory procedures. Given their significant contribution to both undergraduate and postgraduate medical education, it is imperative preceptors are adequately compensated for their time and skills.

Purpose

To outline the policy and procedures in place to ensure preceptors are fairly and equitably compensated for their clinical teaching.

Preceptor Remuneration Policy

Scope

Preceptors who provide clinical teaching services to learners during community based or non-St. John's hospital based rotations.

Policy

- 1.0 Only a preceptor who is the Most Responsible Preceptor (MRP) for a learner during a rotation can receive remuneration.
- 2.0 A MRP must have a Clinical Faculty Appointment with Memorial University.
- 3.0 The roles of a MRP include, but are not limited to:
 - 3.1 orienting a learner to the clinical setting;
 - 3.2 teaching and mentoring a learner during a rotation;
 - 3.3 providing a learner with a mid-rotation formative assessment;
 - 3.4 completing an end-of-rotation written evaluation of a learner's performance.
- 4.0 Each teaching site is responsible for identifying and coordinating a MRP for each learner and notifying the appropriate discipline/program accordingly.
- 5.0 In a clinical practice setting with more than one actively involved preceptor, the preceptors may rotate the role of MRP and thus who receives remuneration.
- 6.0 The MRP must complete the learner's end-of-rotation written evaluation before the remuneration can be processed (see Appendix A for remuneration amounts).
- 7.0 MRPs are eligible for remuneration unless they receive an annual stipend for clinical teaching or are geographical full-time (GFT) members.
 - 7.1 MRPs who receive an annual stipend for administrative duties **are eligible** to receive the additional rotation-based payment for the MRP role.

Preceptor Remuneration Policy

Procedure*

*This procedure is currently under review.

- A.0 The MRP completes the “[Request for Personal Information Form](#)” and the “[Small Trader Form](#)” annually and sends them to the Rural Medical Education Network (RMEN) office for processing.
- B.0 Payment Process
 - B.1. MRP completes the learner’s end-of-rotation written evaluation.
 - B.2. Completion of the written evaluation is verified by the discipline and/or RMEN.
 - B.3. Payment is processed by the Finance Office.

Related Links

[Request for Personal Information Form](#)

[Small Trader Form](#)



Faculty of Medicine

Preceptor Remuneration Policy

APPENDIX A Remuneration Amounts*

*Remuneration amounts are subject to review and may change.

WHO	ROTATION	PRECEPTOR PAYMENT
MUN Undergraduate Medical Student	Phase 1 and Phase 2 Community Health Rotation	\$150 per learner per week
	Phase 3 Black Bag Rotation	\$150 per learner per week
	Phase 4 CORE (non-elective) Clerkship Rotation (+ St. John's only if 75% office based Family Medicine) (does not include New Brunswick rotations)	\$200 per learner per week
	Phase 4 Electives AND Selectives (does not include New Brunswick rotations)	\$100 per learner per week
MUN Postgraduate Residents I	CORE (non-elective) Rotations (+ St. John's only if 75% office based Family Medicine) (does not include New Brunswick rotations)	\$200 per learner per week
MUN Postgraduate Residents II-V	CORE (non-elective) Rotations (+ St. John's only if 75% office based Family Medicine) (does not include New Brunswick rotations)	\$100 per learner per week

Note: Some rates do not apply to New Brunswick and Prince Edward Island rotations.