

Time Management Checklist

- ❑ Ensure the student has a thorough orientation.
- ❑ Determine whether the student will see patients semi-independently or as an observer.
- ❑ If student sees patients semi-independently give guidelines/expectations for: duration of encounter, taking a focused history, performing a focused physical examination, and how to present in the SOAP format.
- ❑ Explain to students that at times they may be expected to perform duties other than direct patient care.
- ❑ Encourage students to record questions they may have in a notebook.