

Setting Clear Expectations

C Categories

Create Categories of expectations to discuss

L List

List specific actions and behaviors to talk about or clarify

E Early

Talk about expectations Early in the rotation/orientation

A Ask

Ask questions to clarify that there is a mutual understanding of expectations

R Revisit

Revisit expectations as time moves on in the rotation

- **Routine:** day to day routine, work location, what to do during down time, breaks, use of computers and/or cell phones
- **Workflow:** how to identify patients, patient load, how to work up patients
- **Communication:** how to present patients, norms in communicating to team, how to contact, documentation practices, ask questions!
- **Supervision:** level of supervision to start and how this will change, when to seek assistance
- **Feedback:** what feedback will look like, schedule for feedback, level of performance expected
- **Learning goals:** how to set learning goals, how to address knowledge gaps, opportunities to self-assess learning
- **Personal needs:** when to seek help, how to communicate if absent or ill
- **Professional appearance and behaviors:** norms within the practice setting