

Alaska Community Health Aide Program Guidelines for Completing a Preceptorship

Introduction

- A Community Health Aide (CHA) who has completed all four Basic Training sessions and the required Field Training Requirements is eligible to apply for an initial Preceptorship.
- Once the Preceptorship process is started, it must be completed within 6 months.
- When the Preceptorship is successfully completed, the CHA will receive their initial certification as Community Health Aide Practitioner (CHP).
- After the successful completion of a Preceptorship, the new CHP can submit an application to the CHAP Certification Board to be certified as a CHP.
- CHP Preceptorship is valid for six years and must be renewed by completing a re-evaluation Preceptorship.

Goal

To verify the CHA/P's clinical competency and help ensure quality health care is provided.

Objective

This document will outline the process for completion of both an initial and renewal Preceptorship for a CHP according to the standards set forth in the Community Health Aide Program Certification Board [Standards and Procedures](#) (refer to Sec.2.20.500 and 2.20.510).

These requirements must be met by the CHA/P to complete a Preceptorship (initial or renewal):

- At minimum of 30 hours of supervised direct patient care experience observed by a nurse practitioner, physician assistant, or physician.
- Satisfactory performance in a minimum of 15 complete History, Exam, Assessment, Plan (HEAP) patient encounters
 - A visit without a body system exam will not count as one of the required 15 patient encounters
- Completion of the [Preceptorship Critical Skills List](#).
- Pass the statewide written Alaska Community Health Aide Program CHP Exam* with a score of 80% or higher on each section
- Pass the statewide written CHP Medicine Skills Exam* with a score of 100%

*Contact CHAP Statewide Services at 907-729-4492 for access to the exams.

Role of the Sponsoring Tribal Health Organization

1. Provide the CHP candidate and field supervisory staff a copy of these guidelines.
2. Provide a qualified Preceptor for the Preceptorship. This may be accomplished using current staff or an appropriate contracted provider who has been oriented to the process. A qualified provider is an experienced Nurse Practitioner, Physician Assistant, or Physician (MD/DO) knowledgeable of the CHAP curriculum, Alaska Community Health Aide/Practitioner Manual (CHAM) and the Preceptorship process.
3. Coordinate scheduling and clerical aspects of the process including the initiation, maintenance, and submission of the Preceptorship documents.
4. Assist the CHA with Registration for the Community Health Aide Preceptorship two-credit course with [Alaska Pacific University](#) for the Initial Preceptorship.
 - Tuition is the responsibility of the sponsoring THO and submitted directly to APU
5. Provide a Letter of Recommendation for the Preceptorship attesting that the CHA/P meets behavioral and professional standards as outlined in the CHAP Certification Board Standards and regional employment standards.
6. Develop a plan to remediate the candidate if the Preceptorship process is not successful.
7. Be aware that the CHP Preceptorship expires six years from the date of issue.

Role of the Preceptor

1. Select a clinical environment that allows the CHA/P to see a broad range of patients. At least 15 complete HEAP patient encounters are required to complete a successful preceptorship. In rare cases when an actual patient is not available to meet a recommended patient type for the preceptorship requirements, a surrogate patient may be substituted. Contact the Training Center to discuss further.
 - One patient from each patient type listed below is required. If possible, an infant under three months old, a child under three years old, and an elder should be seen as patients.
 - Acute Care
 - Chronic Care Visit
 - Return Prenatal
 - Well Child
 - Recheck visit
2. Keep a record of all patients seen on a [Patient Log](#).
3. Directly observe the CHA/P in the process of seeing at least 15 patients where the CHA/P is the primary provider. The CHAM is the standard for exam and skills techniques. Each patient must have a complete HEAP work-up including a body system exam.
4. Observe, evaluate and document the accuracy and skill level of the CHA/P's CHAM use, history taking, and physical exam skills. Evaluate the CHA/P's ability to make an accurate assessment and follow an appropriate plan. Exam findings must be verified by the preceptor.
 - Example of [Clinical Evaluation Tool](#)
5. Review and evaluate all of the CHA/P's completed patient encounter forms (PEFs).
 - Example of [PEF Review Form](#)
 - Example of combined [Clinical Evaluation Tool/ PEF Review Form](#)

6. Document competency of all skills on the [Preceptorship Critical Skills List](#) throughout the Preceptorship. This must be completed by the end of the preceptorship.
7. Review the overall performance with the CHA/P.
8. Complete the required paperwork for a Preceptorship and submit to the Training Center.
 - [Application for Preceptorship](#)
9. Questions regarding the evaluation or documentation should be referred to the Training Coordinator at the CHAP Training Center you are working with.
10. Send all materials including and Clinical Evaluation Forms and PEF Review Forms to the Training Center Coordinator you are working with within 30 days after completion of the preceptorship process. Do not send any Protected Patient Information to the Training Center.

Role of the Training Center

1. Review and determine that all items required for the Preceptorship are complete.
2. Issue the Preceptorship Certificate after receiving and reviewing the completed Preceptorship paperwork.
3. For initial CHP Preceptorship, sign completion of preceptorship for APU registration and return to THO. The THO will need to submit the registration to APU and pay the fee.

Role of the CHA/P

1. Work with employer to ensure that all requirements listed on the Preceptorship Application are completed.