



## Resident Preceptorship Program Guidelines

**The resident completing this application must meet the eligibility of and adhere to the responsibilities of the ASDS Resident Preceptorship Program.**

**\*\*\*The ASDS Resident Preceptorship program is not intended to cover expenses for fellowship interviews.**

- The program is open to all ASDS third-year residents (or second year residents provided the preceptorship visit occurs during their third year of residency).
- Preceptee applicants are required to choose an ASDS approved preceptor from the availability list in the link in the application process.
- Preceptees can participate in one ASDS Resident Preceptorship during their residency; preceptors should sponsor only one resident preceptee per cycle.
- Complete the online application, obtain preceptor's approval and signature by downloading the required form and submit it to ASDS by the **application deadline of Friday, May 31, 2019**. Only complete applications submitted online will be considered; faxed, emailed and/or incomplete applications will not be considered. A complete application requires the following:
  - Applicant information
  - Specific area of focus
  - Funding requests; a minimum of \$100 must be requested, and a maximum of \$500 per preceptee will be awarded to cover travel expenses.
  - Complete form with Preceptor information and signature.
  - Visit dates
  - Applicant essay
  - Letter of support from resident's program chair
  - Applicant CV
  - Electronic color photograph of applicant
- After your completed application is submitted, you must wait for funding approval - do not assume it is approved until you receive formal notification.
- Do not make your travel plans prior to being notified that your application has been approved. Although ASDS makes every effort to fund as many applications as possible, there is no guarantee that your application will be funded. Eligible applications are awarded in order of receipt.
- Approved preceptorship visits must be scheduled to comply with the **preceptorship completion deadline of December 20, 2019**.
- Upon completion of the program, you are required to submit the following within 10 days post visit to receive your reimbursement.

- Completed reimbursement form for any incurred travel costs. The reimbursement is not to exceed your awarded amount and must include all receipts over \$25 with your voucher.
- Completed time tracking form. This form must be signed by your preceptor in order to complete your reimbursement.
- A written report detailing your experience for publication in *ASDS Currents* and or other *ASDS* promotions of this program. Photo(s) of your visit with your preceptor may be included with your essay.
- Completed evaluation of your preceptorship.
- All forms can be found at: <http://www.asds.net/ASDSPreceptorshipProgram/>