



M-SEARCH Clinical Rotation Site Enrollment Process

Pre-Enrollment Steps:

- 1. HPSA Eligibility Determination:** Your practice site(s) must be located in a Health Professional Shortage Area (HPSA), or have a HPSA facility designation to be eligible as an M-SEARCH Clinical Rotation Site. As a result, you may want to determine the HPSA status of your practice site before completing the M-SEARCH Clinical Rotation Site Profile by checking the federal websites at: <http://hpsafind.hrsa.gov> and <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>. If you are unable to determine your HPSA status from the websites, you may e-mail the M-SEARCH Program at MSearch@michigan.gov. Please be sure to include the complete name, address and zip code for each practice site at which you plan to offer clinical rotations. **Community Health Centers:** If your practice site is part of a Federally Qualified Health Center (FQHC) or FQHC Look-Alike, it has a HPSA facility designation making it eligible for M-SEARCH.
- 2. Identify Site Coordinator:** You will need to identify an individual that will serve as your M-SEARCH Site Coordinator. The Site Coordinator will be the contact person for the M-SEARCH Program, schools and for students whose clinical rotations have been approved by the Site Coordinator and the School Coordinator. Site Coordinators will respond to questions from School Coordinators and provide them with documentation such as preceptor resumes and certifications. Site Coordinators can facilitate the rotation approval process by maintaining a central file of documents frequently requested by School Coordinators. Site Coordinators may also take an active role in seeking students for rotations at their practice site(s) by calling School Coordinators listed on the M-SEARCH School/Site Participant List. **Your Site Coordinator may also take on the roles of the Site Recruiter and Marketer described below.**
- 3. Identify Preceptors:** You will also need to identify the physicians, nurse practitioners, and physician assistants who will serve as preceptors during clinical rotations at your practice site(s), collect their documentation such as resumes and certifications and determine the types of students for which each will serve as preceptor. M-SEARCH requires that each preceptor has a minimum of one year of professional experience. Preceptors should also have good communication skills, behave in a professional manner and have experience providing care to underserved populations, along with the desire to teach. You may want to consider providers who are current or past participants in the Michigan State Loan Repayment Program (MSLRP) or National Health Service Corps (NHSC) loan repayment programs for the role of preceptor. These individuals have demonstrated their dedication to providing care to underserved populations by entering into HPSA-based service obligation of two or more years. Their values, dedication, and loan repayment experience will likely be communicated to their students.
- 4. Identify Site Recruiter:** You may want to designate a Site Recruiter to remain in contact with students you may be interested in recruiting upon graduation. It makes sense for the Site Recruiter to establish a relationship with MSEARCH students during their clinical rotations at your site(s) that can later serve as the basis for their recruitment efforts. Your Site Recruiter will need to remain informed as to which students the staff and management are interested in recruiting. This will allow them to focus on those students who seem to be the best fit with your organization.
- 5. Identify Site Marketer:** You may also want to designate an M-SEARCH Site Marketer. The Site Marketer is responsible for marketing your practice site and preceptors to school coordinators and students seeking M-SEARCH clinical rotations. This includes making sure school coordinators and students receive a favorable impression of your practice site and preceptors from the content they encounter on your website and on the M-SEARCH Website. Site Marketers are encouraged to work with M-SEARCH staff to establish a link between your website and the M-SEARCH Website that will allow coordinators and students to learn more about your organization and community. Site Marketers may also want to post pictures and videos of their practice sites, preceptors and communities to give students a better feel for participating in a clinical rotation at your site(s).

6. **Student Site Orientation Plan and Community Project List:** Once you have determined your practice site(s) HPSA eligibility and identified your Site Coordinator, Preceptors, Recruiter and Marketer, these individuals should meet to develop a Student Site Orientation Plan. Your plan should include the Orientation Package your Site Coordinator will provide students before they arrive at your practice site. The package should include the address and a map of your practice site along with the date, time and the person who will meet them when they arrive. Students will also appreciate a schedule of orientation activities for their first day, including their initial meeting with their preceptor.

M-SEARCH Enrollment Steps:

1. Once you have completed the pre-enrollment steps, visit the M-SEARCH Website at: www.michigan.gov/msearch. If you have questions while completing the profile, please call the M-SEARCH Support Team at (517) 853-3945.
2. M-SEARCH staff will review your completed profile and call or email your designated Site Coordinator to either confirm your enrollment as an M-SEARCH Clinical Rotation Site Participant, or to discuss any concerns with your Site Profile and work toward their resolution.

M-SEARCH Participant Update:

Upon successful enrollment of your practice site as an M-SEARCH Clinical Rotation Site, information about the site will be included in the next "M-SEARCH Participant Update". The School Coordinator's contact information for each participating school will also be included in each M-SEARCH Participant Update. The M-SEARCH Participant Update will be e-mailed to the School and Site Coordinators of all participating schools and clinical practice sites as often as needed to update participants. School and Site Coordinators are encouraged to contact one another to discuss arrangements for student rotations at participant sites. School Coordinators will be asked to contact Site Coordinators on behalf of their students to limit the volume of student calls to Site Coordinators. School and Site Coordinators will agree when it becomes appropriate for direct contact between a student and the Site Coordinator.