Clerkship Overview

The Clerkship is a three credit supervised field experience required by all nationally accredited graduate public health programs. It is an integral part of the Master of Public Health (MPH) curriculum in the Jefferson School of Population Health. The Clerkship provides opportunities for MPH students to integrate their public health academic studies with public health practice skills. Students work a minimum of 120 hours at the organization or other designated site learning about and working with the organization on one or more health initiatives. Most students begin their Clerkship at the midway point of their academic program. It typically takes one or two academic terms for a student to complete their clerkship hours; students who also work full time may take an additional term.

Details of the Clerkship policies and procedures are in the accompanying MPH Clerkship Handbook.

Student’s responsibility and commitments

- Students are responsible for arranging mutually agreed upon work hours with their Preceptor. Students are responsible for maintaining records of their work hours and sharing these with their preceptor and/or JSPH Clerkship Coordinator as required. Students cannot be paid for their Clerkship.

- Clerkship Goals & Objectives: Students initially work with their preceptor to develop specific learning objectives for their Clerkship experience. This provides a clear understanding of expectations for the Clerkship, and sets goals by which the preceptor can move the students towards successful completion of the Clerkship. The student is responsible for submitting a completed Goals and Objectives Form, including the learning objectives, to the JSPH Clerkship Coordinator once approved by their preceptor.

- Clerkship Final Paper: At the conclusion of the Clerkship the student writes a paper which includes: 1) a site/organization profile; 2) a description of the activities and work completed during the Clerkship; and 3) reflections on the Clerkship experience including the public health skills acquired as well as how the experience will influence their future work in public health. The paper should be reviewed by the Clerkship preceptor prior to submitting it to the MPH Clerkship Coordinator.
Clerkship Preceptor Responsibilities

Potential Clerkship preceptors should take into consideration the needs of their organization when deciding to host an MPH Clerkship student. Clerkship preceptors frequently have a degree and/or background in public health, or a field related to health and/or human services. The preceptor should have the time, and requisite knowledge, to supervise an MPH student relative to the activities in which they will be participating.

Specifically, the Clerkship preceptor:

- Discusses and approves student Clerkship goals and objectives (signature required)
- Meets regularly with the student to discuss work assignments and provide guidance as needed
- Provides the student with appropriate public health learning experiences which may include practice and/or observation, inter-professional and community outreach and collaboration, staff meetings, in service training, as well as special programs and similar activities or such other learning experiences that are applicable to the Clerkship goals and objectives.
- Reviews and approves final Clerkship paper (signature required)
- Completes an online satisfaction evaluation (this will be sent electronically at the completion of the clerkship)

Clerkship Organization Responsibilities

- The hosting organization provides appropriate resources and materials required for the student to work on designated activities.
- The hosting organization provides access to emergency medical care to the Clerkship student should he/she become ill or injured while working on behalf of the Organization. Students are responsible for health costs should emergency care be necessary.
- The hosting organization has the right withdraw the Clerkship student should his/her health, behavior or action be considered an impairment to the organization’s operations. The organization is responsible for reporting this decision to the MPH Clerkship Coordinator. The student may return to the Clerkship site when and if the problem is resolved to the mutual satisfaction of TJU and the hosting organization.

Thomas Jefferson University (TJU) Responsibility

- A JSPH faculty member (Clerkship Coordinator) works with MPH students to identify appropriate Clerkship opportunities and approves Clerkships prior to initiating Clerkship activities.
- The Coordinator maintains periodic communication with the Clerkship Preceptor to ensure the Clerkship is progressing as planned.
- The Coordinator is responsible for reviewing and approving the students’ Clerkship Goals and Objectives and monitors student progress during the Clerkship.
- TJU maintains records of complete physical examination of each student demonstrating freedom from any infectious diseases and up-to-date immunization against the more common communicable diseases (including Rubella and TB).
TJU verifies that MPH students have completed training on the requirements of federal, state and local laws governing the privacy of Personal Health Information (PHI). TJU advises students to maintain strict confidentiality of PHI with regards to Clerkship site clients/patients at all times during the course and following the Clerkship, and advises them to neither use nor disclose any confidential information to which they have access, other than as expressly authorized by the Clerkship site.

TJU maintains appropriate insurance including commercial general liability insurance for itself and its students in an amount not less than $1,000,000 per occurrence/$2,000,000 aggregate. TJU will provide certificate(s) of insurance evidencing such coverage upon the Clerkship site’s request.

Direct questions or concerns about the Clerkship and/or the MPH student’s performance to Nancy Chernett, JSPH Clerkship Coordinator, at nancy.chernett@jefferson.edu or 215-955-5459.

I, ___________________________ of ________________________________

Name Organization Name

agree to serve as a preceptor for Thomas Jefferson MPH student, ___________________________

Student Name

during her/his Clerkship experience. I am authorized to make this decision and enter into this agreement on behalf of the Organization I represent.

__________________________________  ____________________________  _______

Name of Preceptor (print)  Preceptor Signature  Date