Tennessee Primary Care Association
Community Health Educational Experiences for Residents and Students
CHEERS Program
CHECKLIST OF REQUIREMENTS

1. Complete the CHEERS Welcome Letter by providing your signature and date. Email or fax it to the attention of Elizabeth Brown, Program Specialist.

2. Complete the attached W9 document and fax to: (615) 425-5882, ATTN: Elizabeth Brown, Program Specialist.

3. Along with your completed contract and W9, submit by email a professional head shot.

4. All CHEERS Students must register with the Tennessee Rural Partnership before starting their clinical rotations. Click here for the link.

5. Develop a learning contract with your preceptor. A learning contract form may be printed out from the CHEERS Preceptor web page at: http://www.tnpca.org/cheers_preceptors

6. Complete the first section either prior to or on your first day of the rotation; set up a meeting at the end of the first week to go over your learning objectives with your preceptor; meet your preceptor at the mid-point of your rotation for a review of the objectives and at the end of your rotation for a final review. You will NOT share this information with CHEERS. This is a tool to help you and your preceptor establish goals and communicate about your progress.

7. Design and complete a community-oriented primary care project in conjunction with the assigned site, based on the needs of the community. Projects may be oriented toward research, patient education, community outreach, assessment, health promotion, or disease prevention. Projects may be new or continuations of ongoing work at the clinic, but the student’s task should be such that it can be realistically completed within the time period of the rotation.
   At the beginning of your rotation work with your preceptor to identify site and community needs, using the preceptor’s knowledge of the community. Let Elizabeth know when you have decided on a project.

8. At the end of your rotation, complete a brief student evaluation survey that you will find on our web site at: CHEERS Student Rotation Evaluation - Tennessee Primary Care Association

9. Keep CHEERS updated with your contact information every six months for one year following graduation.

10. No later than two weeks after the end of your rotation, send your 2-3 page description of your Community Project along with any materials developed, and your CHEERS evaluation form to Elizabeth Brown either by email or fax. Students will receive stipends for their participation once all items listed above have been provided. See contact information below.