



STUDENT MANUAL

(preceptees)



WATSON PSYCHIATRY
5340 S Quebec Street, Suite 310-S
Greenwood Village, CO 80111-1906
Phone: 720-773-4771
Fax: 720-414-1530
Email: Watson@WatsonPsychiatry.com
Website: www.watsonpsychiatry.com

Welcome to Your Clinical Rotation at Watson Psychiatry

This handbook outlines expectations, policies, clinical structure, and professional standards for all PMHNP students completing clinical rotations with our organization.

Professional Conduct

Dress Code

- Business professional / casual attire
- Clean, pressed clothing
- Clean, closed-toe shoes
- Name badge visible
- Conservative appearance
- **NOT ALLOWED:** hoodies, sweatpants, transparent clothing, torn jeans, low cut jeans, perfumes or any other malodorous scents.
- NO SCRUBS. NO CASUAL WEAR

Communication Expectations

- NO texting or social media use during your rotation
- Professional email etiquette
- Respectful interaction with staff and patients
- Confidential handling of all patient information

Unprofessional conduct may result in dismissal from the rotation.

Clinical Schedule & Attendance

- Clinical days and hours are arranged in advance with the supervising provider.
- Students must arrive on time and remain for the full scheduled shift.
- Absences must be communicated **at least 24 hours in advance** except in emergencies.
- Preceptor availability will determine student scheduling; flexibility is required.
- Please be respectful during each appointment
- Do not distract the provider as they meet with their patients

Repeated tardiness or absences may result in termination of the rotation.



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Scope of Student Responsibilities

Students may participate in:

- Psychiatric evaluations
- Follow-up medication management visits
- DSM-5-TR diagnostic formulation
- Development of differential diagnoses
- Medication education
- Documentation in the EHR (reviewed and signed by provider)
- Care coordination tasks

Students are expected to demonstrate:

- Advanced clinical reasoning
 - Knowledge of psychopharmacology mechanisms
 - Safe prescribing principles
 - Professional therapeutic communication
-

Documentation Standards

All notes must:

- Be completed same day
- Follow SOAP or approved psychiatric format
- Include accurate HPI, MSE, risk assessment, and plan
- Reflect medical decision-making rationale

The supervising provider will review and sign all documentation.
Failure to maintain documentation standards may impact continuation of the rotation.

HIPAA & Confidentiality

Strict adherence to HIPAA regulations is mandatory.



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Students may not:

- Remove patient information from the clinic
- Photograph screens or charts
- Discuss patient information outside clinical context

Violations result in immediate termination and notification to the academic institution.

Clinical Competency Expectations

By the end of rotation, students should demonstrate competency in:

- Conducting comprehensive psychiatric evaluations
- Developing differential diagnoses
- Applying psychopharmacologic principles
- Identifying medication interactions and contraindications
- Performing suicide risk assessments
- Developing safe and appropriate treatment plans

Clinical progression is competency-based rather than time-based.

Feedback & Evaluation

- Ongoing verbal feedback provided weekly
- Midterm evaluation (if required by university)
- Final evaluation submitted to academic institution

Students are encouraged to request clarification, feedback, and case discussion proactively.

Performance Concerns

If concerns arise:

1. Student will receive verbal counseling.
2. Written improvement plan may be implemented.
3. University may be notified if concerns persist.



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Grounds for immediate dismissal include:

- Breach of confidentiality
- Falsification of documentation
- Unsafe clinical behavior
- Repeated unprofessional conduct
- Disengaged behavior, including texting, excessive phone use, and/or falling asleep

Technology & EHR Use

- Students will receive limited EHR access.
- Login credentials may not be shared.
- All charting must be reviewed prior to finalization.
- Personal devices may not be used for clinical documentation.
- PLEASE DO NOT ENGAGE IN TEXTING OR SOCIAL MEDIA USE DURING YOUR ROTATION!

Employment Consideration

Successful completion of clinical rotation may provide opportunity for future employment consideration. Employment is not guaranteed but may be discussed if there is strong clinical performance and organizational fit.

Acknowledgment

All students must sign acknowledgment confirming review and agreement to comply with this handbook prior to beginning clinical hours.



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Watson Psychiatry

PMHNP Student Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the Watson Psychiatry PMHNP Student Handbook and agree to adhere to all policies and expectations outlined above.

Student Signature: _____

Student Name: _____

Date: _____