

# Preceptor Practice Brief

## Topic: Preparing to Make a Placement Offer

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### BACKGROUND & CONTEXT

Questions about scheduling and placement finality are common and welcome. This brief aims to equip site coordinators to feel more informed and confident about responding to recruitment invitations.

**Times of the year to keep a close eye on your inbox:**

**October/November** IPPE/APPE Recruitment for next May - April

**January/February** Follow ups (e.g., onboarding, training, etc.)

**mid-March (or sooner)** Match release for students and preceptors!



### KEY CONSIDERATIONS & INSIGHT

**Precepting is a team effort.** Before offering to host, we strongly encourage discussing several factors with your team:

- **Workload, leaves, and other pending commitments:** Consider upcoming projects, vacations, parental leaves, etc. Placement offers are collected **6+ months in advance** of next year's rotation blocks, so remember to consider any **anticipated overlap** and double-booking with other pending commitments (e.g., precepting RPhT students or IPGs).
- **Team fit:** Determine who has interest and capacity (and who may need a break this year). Discuss **motivations**, personalities and leadership styles, and **mentorship opportunities** to build a culture of precepting at your site. **Co-precepting** works best when roles, expectations, and communication are intentional and established from the outset.
- **Peer Assisted and Near Peer Models:** Hosting two learners at a time doesn't have to mean double the effort. In peer Assisted Learning (PAL), students work together to solve problems with **more independence** and even **increased productivity**. Near Peer teaching involves having a more senior learner supporting a junior learner, which may be of interest for sites who employ pharmacy interns during Spring/Summer IPPE rotations.
- **Learning opportunities, activities, and expectations.** Talk with your team about authentic and meaningful student activities that may **extend your impact** on patient care. Clarifying this upfront helps to **build excitement** for the student's arrival and set up for a **successful first week**. It's never too early to **reach out** to the EL Office for ideas. A formal rotation description containing these details helps students rank their elective APPE (PHAR 483/484) options.
- **Goals for yourself and your team.** Get a headstart and double the value of **required preceptor development** by making preceptorship the focus of a **CPD cycle** that meets SSCP's **CAP requirements**. Precepting skills are **transferable** to leading staff, educating patients, resolving conflicts, and other aspects of your practice. **Self assessment**, feedback from students, and discussions with peers are all helpful. We can support you in customizing your **precepting toolkit**!

**When reviewing your match results, consider:**

- The scheduling process is complex, factoring in many variables. We try to match at least one student to each site.
- A site may receive one or more students, up to the maximum number of spots offered, or remain unmatched.
- Rescheduling may occur for a variety of reasons. If your site is interested in being a **back up site**, please let us know.

**If your availability changes before, during, or after the matching process, please let us know as soon as possible.**

### REFLECTION & APPLICATION

Reflect and then discuss with your team:

- What might we do differently in placement planning discussions at our site this year? What have we not yet considered?
- What further information or **coaching** do we need to feel confident about hosting and precepting in the upcoming year?

*The Preceptor Practice Brief is a periodical from the EL Office designed to clarify expectations, share best practices, and support high-quality student learning experiences. Each edition highlights one or two timely topics. Drawing on patterns identified across evaluations, inquiries, and other data sources, each edition offers targeted insights and guidance to strengthen the learning environment and enhance preceptor confidence. If you would like to discuss any aspect of this Practice Brief, please contact us.*



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