



美國華人醫師會

Association of Chinese American Physicians USA, Inc.



**ACAP Outpatient Observership for Chinese Medical Graduates
and
ACAP Medical Internship for Youth**

Last Updated August 6, 2018



Association of Chinese American Physicians USA, Inc.

ACAP Outpatient Observership for Chinese Medical Graduates

Program Overview:

ACAP Outpatient Observership is established by the Association of Chinese American Physicians to assist Chinese medical graduates (CMGs) who wish to observe clinical practice in a U.S. setting. This program is designed to acculturate CMGs to American medical practices and help to prepare them for residency.

Observers will be accepted year-round and on the rolling basis depending on the availability of preceptors. By the end of the observership, CMGs will have the opportunity to evaluate the program. The CMGs will also receive evaluation by the preceptor and a certificate of completion from ACAP after completing 40 hours of observership.

Program Objective:

1. To be familiar with US medical practice
2. To gain the insight of US medical system through outpatient clinical practice
3. To understand the role of physician in outpatient setting

Program Length: four weeks

Observer Eligibility:

1. Graduated from Chinese Medical School
2. Has an ECFMG certificate
3. Plan to apply residency in US
4. Has legal status in US (citizenship, Green Card or valid visa)

Responsibilities of Observers:

1. Follow the instructions of the physician preceptor and don't spend time in the clinic, hospital or private practice unless scheduled and approved by the preceptor.
2. Do not conduct physical examinations, treatments or diagnoses of any patient.
3. Follow the rules and regulations of the hospital, clinic or private practice at all times.
4. Adhere to Health Insurance Portability and Accountability Act (HIPPA) regulations.
5. Participate in activities (clinical tutorials, ward rounds and clinic visits), and observe procedures and operations under the supervision of the preceptor.
6. Observe the use of electronic medical information systems, health records, laboratory and radiology reports, etc., if available, and familiarize yourself with patient data entry and access.
7. Record observership hours and confirm your schedule and responsibilities with your physician preceptor regularly. See attendance log at the end of this document.
8. Observers should dress appropriately for outpatient clinic setting. Business casual attire is expected.



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How to apply?

The applicant must submit the following items to admin@acaponline.org

1. CV
2. USMLE scores if available
3. Medical school transcripts
4. ECFMG certificate
5. Copy of US citizenship, green card or valid visa
6. Recommendation letter (optional. preferred from ACAP member)
7. Personal statement including the goal of this observership
8. Immunization records including PPD if available
9. HIPAA training certificate (contact admin@acaponline.org if you need assistance)
10. Once observership application has been approved, pay application fee of \$550 (\$500 process fee and \$50 ACAP membership fee) on ACAP website (www.acaponline.org)

For any further question or assistant, please email admin@acaponline.org or call 718-321-8798.



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ACAP Medical Internship for Youth

Program Overview:

ACAP Medical Internship for Youth is open to college students and high school students who are interested in medical fields. This program is provided during the summer months. Upon completion of the program, the student will have the opportunity to evaluate the experience. The student will also receive evaluation by the preceptor and a certificate of completion from ACAP after completing 40 hours of observership.

Program Objective:

1. To provide first-hand experience of practicing medicine in outpatient setting
2. To provide opportunities for student to learn the roles of the personnel in medical office
3. To provide opportunities for students to perform in certain role in medical office, such as secretary or clerk etc.

Program Length: four weeks

Eligibility:

1. College and high school students
2. Chinese heritage
3. Families and friends of ACAP member will have priority

Responsibilities of Student Interns:

1. Follow the instructions of the physician preceptor and don't spend time in the clinic, hospital or private practice unless scheduled and approved by the preceptor.
2. Do not conduct physical examinations, treatments or diagnoses of any patient.
3. Follow the rules and regulations of the hospital, clinic or private practice at all times.
4. Record internship hours and confirm your schedule and responsibilities with your physician preceptor regularly. See attendance log at the end of this document.
5. Observers should dress appropriately for outpatient clinic setting. Business casual attire is expected.

How to apply?

The applicant must submit the following items to admin@acaponline.org

1. CV
2. Transcripts or letter of good standing from college or high school
3. Recommendation letter (optional. preferred from ACAP member)
4. Personal statement and personal goal
5. Once application has been approved, pay application fee of \$100

For any further question or assistant, please email admin@acaponline.org or call 718-321-8798.



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Sign Up as Preceptor

Preceptor Eligibility:

ACAP members who practice in outpatient setting

Willing to take observers and teach the basic concept of outpatient practice

Preceptors will be recognized at ACAP annual gala.

How to apply as preceptor?

Please email your name, office phone number, office location, and specialty to admin@acaponline.org.

Please also indicate what dates and times that you are available to be a preceptor.

For any further question or assistant, please email admin@acaponline.org or call 718-321-8798.



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Attendance log

(This form is to be completed by the observer and approved/signed by the preceptor)

Name of observer: _____

Physician preceptor: _____

Department/Specialty: _____

Date	Arrival	Departure	Number of hours

Signature of observer

Signature of physician preceptor