



ISHRS Preceptorship Program

1. Program Description

The ISHRS Preceptorship Program provides physician members with the opportunity to visit the practice of an established hair restoration surgeon to observe procedures and techniques of interest. The visit provides a unique opportunity to learn new approaches and perspectives to patient care, see a successful practice in action, and develop valuable career networks.

The Preceptorship Program is a non-degree program, is not accredited by any accreditation body, nor does it grant continuing education credit. It is an observational program only. Participants will receive an attendance certificate at the completion of the program if all required paperwork is submitted.

2. Program Guidelines

Introduction & Goals of Training

The goal of the ISHRS Preceptorship Program is to provide the Preceptee an opportunity to observe an established hair restoration practice, and to further develop their medical and surgical skills to practice aesthetically sound, safe, hair restoration surgery. The Preceptorship Program does this by encouraging the Preceptors to offer short-term observation opportunities which focus on specific aspects of their surgical skills/practice (harvesting, implantation, site creation, and/or graft insertion methods).

To ensure that all trainers do indeed provide such an educational environment, all programs must meet specific guidelines both in terms of the credentials of the Preceptor and the Preceptor's clinic. To ensure compliance with the guidelines, the ISHRS Preceptorships Committee will evaluate Preceptors during the application phase and on an annual basis using Preceptee evaluations and self-reporting tools from the directors.

- Preceptorships will be 3 days to 4 weeks in duration, as designated by the Preceptor.
- Only one Preceptee should be accepted at a time.
- Preceptorships are not considered part of the ISHRS Fellowship Training Program.

Fees

Each Preceptee will pay an administrative fee of \$250 USD to the ISHRS with their application.

In addition, Preceptors may charge a training fee for their preceptorship or not. If the Preceptor does charge a fee, they should clearly state those fees prior to accepting the Preceptee. The Preceptee will pay the fee directly to the Preceptor when visiting the Preceptor's clinic.

Standards of Professional Conduct

As health care practitioners, both Preceptors and Preceptees are required to conform to the highest standards of ethical and professional conduct.

These include, but are not limited to:

- Respect
- Flexibility
- Academic integrity
- Honesty and trustworthiness
- Accountability
- Cultural competency

Expectations and Objectives

While the individual Preceptee's experience may vary dependent upon the Preceptor's practice, the following expectations and objectives will be a part of all Preceptees' experiences in the ISHRS Preceptorship Program.

During the preceptorship, the Preceptee is expected to:

- Take their responsibilities as a preceptee seriously.
- Arrive on time for the required components of the preceptorial experience.
- Express an interest in the underlying content material of Hair Restoration Surgery.
- Interact courteously and professionally with members of the staff and patients.
- Actively solicit help when they need it.
- Listen to and accept feedback in a constructive manner.

3. Preceptors

Qualifications

An ISHRS Preceptor must be:

1. a licensed physician in the jurisdiction in which the Preceptorship is located
2. of high ethical and moral character
3. a Fellow Member of the ISHRS in good standing (FISHRS)

The ISHRS Preceptors are role models for the Preceptees and, through guidance and teaching, will help perfect skills in patient selection and evaluation, effective communication, succinct recording and reporting, surgical skills, identifying, assessing and managing complications, and post-operative care.

Preceptor Application Process

Each Preceptor Applicant must apply to the ISHRS for approval of his/her Preceptorship by submitting an application online, which includes a video of their clinic.

Video Site Inspection Requirements

As part of the application process, the Preceptor Applicant must submit either:

- (1) an MP4 file (or link to a video) for the Clinic Video Site Inspection (see requirements below for what to include in the video), **or**
- (2) a current accredited-facility certificate from a national regulatory board.

The video should include narration describing the specific area/item being shown.

Include the following:

1. A general tour of the clinic with a brief description of the various spaces and what they are used for – reception, surgical/operating room(s), storage, patient rooms, hallways, restrooms, etc.
2. Demonstrate the presence of the following:
 - a. Infection control – procedures in place to minimize the source and transmission of infection (hand washing stations, description of any protocols in place for infection control)
 - b. Hazardous waste labeling and disposal – location and description of biohazard disposal with logbook (photo/video) to document this compliance
 - c. Sufficient lighting
 - d. Appropriate emergency equipment

If a national regulatory body exists in the jurisdiction of a program, and the clinic has obtained the certificate from that regulatory body, a copy of that certificate may be substituted for a video or in-person site inspection. Preceptors wishing to waive a video site inspection should submit a copy of their current certificate with their application.

The Preceptor may not identify their Preceptorship as an ISHRS Preceptorship to trainees or potential trainees until after the formal approval by the ISHRS.

Preceptor Term

The initial Preceptorship approval period is 5 years. After an initial five-year approval, each Preceptorship will be reviewed once every five years.

Program Changes

Should either the Preceptorship or Preceptor have a change of status, the Preceptorships Committee will re-evaluate. In the event of the death, transfer, or disability of the Preceptor, the Preceptorships Committee will re-evaluate and make recommendations to the Board of Governors of the ISHRS as to the continuance of the Preceptorship under an interim Preceptor.

If the Preceptor relocates their clinic, the Preceptorship may continue at the new location pending committee review and approval of the new location.

If a Preceptor leaves the Preceptorship during a Preceptee's rotation, the Preceptorship is no longer approved by the ISHRS. It is the responsibility of the Preceptor to plan changes in position well in advance so as not to interrupt or preclude the Preceptorship. Although the ISHRS is sympathetic to the Preceptee's desire to complete their education, it is not the ISHRS's responsibility to ensure the completion of the Preceptee's education. Transfer to another approved Preceptorship will be considered on an individual basis.

Re-Evaluation Process

The purpose of video site inspection is to ensure that the standards outlined for the ISHRS Preceptorship Program are being met. It is the responsibility of the Preceptorships Committee to ensure the Preceptor is equipped and capable of providing the highest quality educational experience.

After an initial five-year approval, each Preceptorship will be reviewed once every five years. Preceptors will be asked three (3) months in advance of the inspection to prepare specific documents for the committee.

The re-evaluation will be based on the aforementioned submissions and a video site visit. The video will require the same information as the initial video.

Similarly to the initial inspection, if a Preceptor wishes to waive a video site inspection they may submit a copy of the current certificate from the national regulatory body with their renewal application.

Appeals

If a Preceptorship is found to be deficient during a primary or re-evaluation survey, the Preceptorship will be placed on probation and notified in writing of the deficiency and the length of time probation. The probationary periods will be of such a length of time as to reasonably enable the Preceptorship to come into compliance relative to the deficiencies. The deficiencies must be corrected and documented as such to the satisfaction of the ISHRS Preceptorship Committee. Additional video site inspections may be necessary to document the correction of deficiencies.

A Preceptorship may request one extension of its probationary period. The request must be in writing and will be considered and answered by the Preceptorships Committee within 30 days of receipt of the request. Extensions are at the discretion of the committee only.

A Preceptorship may appeal the probation decision to the ISHRS Board of Governors (BOG). Appeals must be made in writing, within 15 days of receiving the probation notice. Within 30 days of receiving the appeal, the BOG will hold a hearing to review the probation decision and its appeal. The decision of the BOG after the hearing of the appeal is final, and the Preceptorship must comply with the decision or lose its accreditation.

If a Preceptorship's accreditation has been revoked, it must submit a new application form and go through the application process to become an accredited Preceptorship.

4. Preceptees

Qualifications

A Preceptee must be:

1. a licensed physician
2. of high ethical and moral character
3. a physician member of the ISHRS in good standing

This is an observational-only preceptorship. The Preceptee shadows the Preceptor but will not touch the patients. The Preceptee is aware of the fact that for insurance and licensing reasons this is solely an observational education.

ISHRS Recognition of a Preceptee's Completion of the Preceptorship

Upon receipt of the Preceptorship Completion form, signed by both the Preceptor and Preceptee, the ISHRS will issue to the Preceptee a participation certificate for the completion of an ISHRS Preceptorship.

5. Preceptorships Committee

The Preceptorships Committee shall evaluate all Preceptor applications and make their recommendation to the Executive Committee. It is their responsibility to deny applications that come to the ISHRS for unworthy or inappropriate Preceptorships. It is also their responsibility to review the Preceptee evaluations and suggest changes to ensure that the highest quality of educational opportunities are offered by the ISHRS.

6. Tips for Preceptors to have a Successful Program

At the onset of the rotation, the Preceptor should build time into the first morning to orientate the Preceptee with the practice policies and procedures and review expectations and objectives for the rotation, including hours, interaction with staff and patients. You should also discuss the Preceptee's goals for participating in the Preceptorship.

If the Preceptee will be in the office more than a one week rotation, there should be a weekly candid discussion, between the Preceptor and Preceptee to discuss whether the experience is meeting the other's needs and expectations, and what changes need to be made in the roles and relationship.

As a Preceptor, take a few minutes each day to schedule your day as an instructor. Are there hidden opportunities for education? Just like different learners have different learning styles, different educators might have a different teaching style. Identify what works for you and how you can use this to teach your Preceptee.

Consider supplementing the surgical observation learning with didactic instruction and provide access to educational resources, including a health science library, current electronic medical literature databases with search capabilities, and other appropriate reference material in print or electronic format.

At the conclusion of each Preceptee's rotation, complete the evaluation form with the Preceptee.

Rev. 02/08/25

7. Flow Charts of Processes

Preceptor Application Process

An ISHRS Preceptor must be:

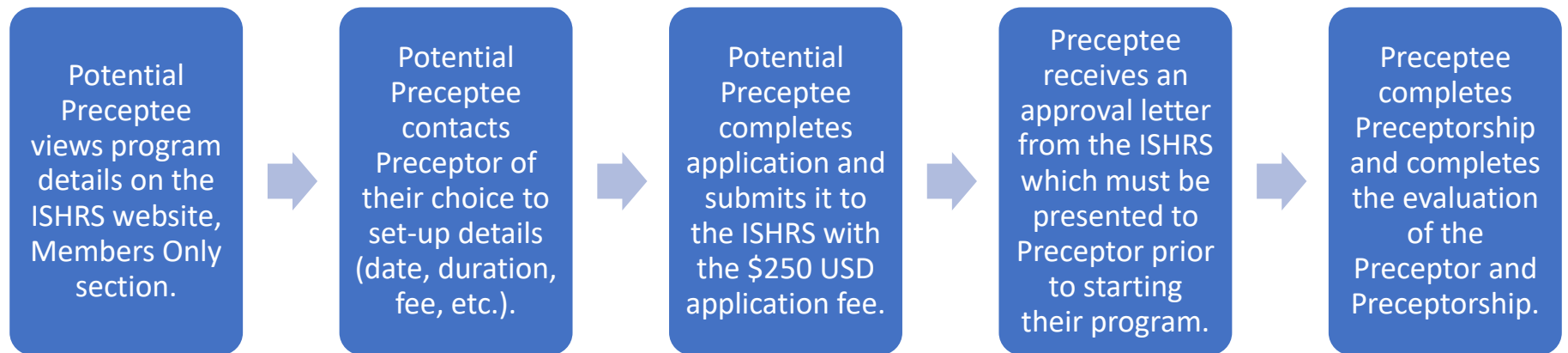
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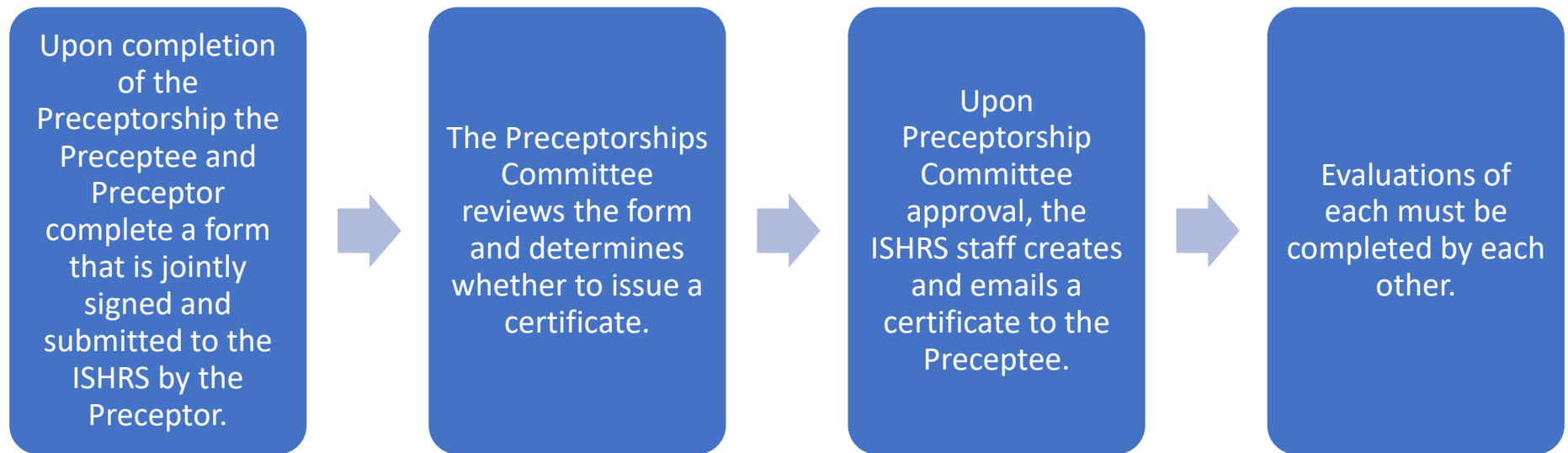
Preceptee Application Process

A Preceptee must be:

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Certificate Issuance Process



Flow charts rev. 02/08/25