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Meet the AMO Opportunities Programs Team

At AMO Opportunities, we pride ourselves on providing concierge-level service to our trainees, preceptors, and institutional partners. Meet the staff dedicated to improving the overall experience on the preceptor side.



Seide Hood, Chief Program Officer

Oversees program development and recruitment of clinical sites to ensure they meet the AMO strategic objectives.



Ann Cook, Program Development Manager

Oversees and manages the recruitment of new hospitals and clinical sites.



Alisia Brannon, Program Specialist

Leads inpatient programs and coordinates paperwork and credentialing to ensure trainees are ready to attend your clinical program.



Rana AlSheikh, Program Development Coordinator

Recruits and establishes physicians to build a diverse landscape for applying trainees and affiliate institutions.



Shelby Smith, Program Coordinator

Coordinates paperwork and credentialing for outpatient and inpatient programs to ensure trainees are ready to attend your clinical program.



Martin Myron, Program Coordinator

Coordinates paperwork and credentialing for a majority outpatient and some inpatient programs to ensure trainees are ready to attend your clinical program.

If you experience any issues, have questions, or have any additional needs, we are here to help. Please do not hesitate to contact us at any time from 9 a.m.–5 p.m. CST.

Phone: 312.821.9020 | Email: rotations@amopportunities.org



Why Precept with AMOportunities

Preceptorships bridge the gap between the classroom and clinical experience. The role of the preceptor is to provide a learning environment and to introduce trainees to the U.S. medical system. Hosting international medical trainees allows you to pass on your skills and knowledge to a new generation of healthcare professionals.

Benefits to precepting include helping you stay relevant and current in your specialty, connecting you to the next generation of physicians, and developing of leadership skills.

After the completion of your first program, we encourage you to share your experience with your colleagues through our physician referral program. Physicians who refer a colleague receive a \$1,000 referral payment after the referred physician's first AMO trainee successfully completes their rotation.

AMOportunities is looking for physicians of all specialties, ideally academically affiliated with the ability to provide inpatient exposure.

If you are interested in referring another physician to AMOportunities, please contact [Ann Cook](#).

If another physician has referred you, please fill out the [Physician Referral Form](#).

PHYSICIAN STIPENDS

We know teaching takes time, which is why AMOportunities preceptors are paid a stipend for each international trainee they host. Our team will evaluate and negotiate stipend based on a variety of factors including credentials and program information. Stipends can be allocated to individual physicians, medical departments, and hospitals. Most can expect to receive their compensation within 5-10 days from the program's completion. AMOportunities uses direct deposit.

WHAT TO EXPECT FROM AMOPPORTUNITIES

Program Coordinators and Specialists collect all required documents to ensure compliance before the start of your rotation. All you need to provide is the learning experience.

The programs team is dedicated to the collection and screening process of the trainee for eligibility.

Required paperwork for our trainees includes:

- CV/Resume
- Proof of English proficiency (TOEFL scores or equivalent)
- Proof of eligibility (Dean's letter, diploma, or transcripts)
- Required immunizations (You can find a copy of the immunization form used by AMO [here](#))
- MMR
- Hepatitis B
- Tetanus
- Varicella
- Influenza when in season
- PPD
- Health insurance
- Malpractice insurance (for hands-on programs only)
- Copy of passport and visa (if applicable)

If your program requires additional documents or your program requirements have changed, please contact our team. We ask that you put us in touch with an administrator in your clinic and hospital (if applicable).

VETTING PROCESS

To ensure that trainees and graduates are eligible for a rotation at your clinic or institution, our team of AMO Advisors carefully reviews each application. Our goal is to find candidates who have strong interests in medicine, with defined future goals, and the academic credentials and experiences to back them. Applications and documents are submitted through our online platform, making the process simple for prospective trainees and streamlined for our team members as they process such items.

All AMO applicants are required to submit a CV/resume or comparable information upon application. For programs that desire a more select pool of applicants, additional requirements can be added to the application process.

Some requirements may include:

- A minimum GPA
- USMLE Step 1 passing score
- Letter of interest or intent

AMOpportunities is happy to personalize applications for specific programs or institutions.



Program Types

AMO programs are meant to familiarize trainees with the practice of medicine and the healthcare system in the United States. Programs may be inpatient, outpatient, or a combination of both. Observerships and hands-on clinical programs differ, as explained below. Both the trainee and the preceptor must understand and abide by the agreed-upon program type.

*All experience types are completed in person unless listed as virtual.



VIRTUAL – PATIENT-CARE FOCUSED

- Virtual patient-focused trainee experience
- Trainees participate through physician live streams and/or by bringing the trainees into telehealth visits
- Trainees may record patient histories, complete examinations, present cases, offer differential diagnosis



VIRTUAL – EDUCATION/RESEARCH

- Trainees participate virtually in a research-focused experience and are brought into the clinic &/or research lab through physician live streaming technology
- Trainee's experience is not patient-focused
- Example activities include research projects, lectures, grand rounds, conferences, etc.
- AMO opportunities completes privacy and technology checks with trainees
- Trainees observe and work on the lab research process alongside U.S. physicians



VIRTUAL PRE-MED SHADOWING

- Provides virtual exposure to the U.S. healthcare system for pre-medical undergraduate trainees
- Trainees are limited to shadowing only and do not have patient interactions
- Unlike virtual experiences, active Q&A, unofficial differential diagnosis, and case presentation are not permitted



HANDS-ON

- Patient-focused trainee experience
- Trainees conduct non-invasive activities under supervision
- Example activities include recording patient histories, completing examinations, presenting cases, offering differential diagnosis, etc.



OBSERVERSHIP

- A supervised trainee experience without direct patient interaction
- Provides the trainee in-person exposure to the U.S. healthcare system but limits the trainee to observing the practice of medicine by the physician
- Trainees do not administer supervised or unsupervised care to patients
- Active Q&A sessions to discuss differential diagnoses or case presentations



RESEARCH OBSERVERSHIP

- An in-person, research-focused trainee experience
- Trainees work on a lab research project alongside U.S. physicians and researchers
- Trainees observe the research process, but are allowed to conduct academic side projects



DENTISTRY

- A patient-focused dentistry observership experience
- Trainees become familiar with procedures around providing oral care, oral reconstruction, biopsy, and management of oral tumors, and orthognathic surgery
- Those who are in school for or have a BDS, DDS, or DMD degree are eligible



NURSING – PRACTITIONER

- A patient-focused trainee experience in nursing
- Open to RNs, NPs, and those in school for their RN, BSN, MSN, or Doctoral degrees
- Trainees may administer non-invasive care to patients under supervision



NURSING – OBSERVERSHIP

- A supervised trainee experience open to nursing trainees and graduates
- Trainees gain in-person exposure to the U.S. healthcare system, but are limited to observing only
- Trainees do not administer supervised or unsupervised care



PRE-MEDICAL SHADOWING

- In-person exposure to the U.S. medical system for pre-medical undergraduate trainees
- Trainees are limited to shadowing only and do not administer care to patients
- Unlike Observerships, no active Q&A or unofficial differential diagnosis or case presentation permitted

Program Expectations

PRECEPTOR EXPECTATIONS

AMOpportunities sets itself apart by recruiting only top-quality programs for our platform. We recruit preceptors that are passionate about their profession and have a desire to teach. In addition to their teaching role, our preceptors serve as a role model and mentor. Preceptors should assess the learning needs of each trainee and collaborate to determine their goals and objectives for their rotation.

As a preceptor, it is helpful to understand the terms trainees must follow when participating in the program. To maintain compliance, they must adhere to the following:

1. Trainees cannot engage in the unsupervised practice of medicine. Anyone introducing themselves as a physician, professor, or specialist, or who uses the title of Dr./M.D. is representing that he/she is a physician. Presenting themselves as such is considered engaging in unlicensed practice of medicine and is a crime. If they are a graduate or licensed in their home country, they should not introduce themselves as a doctor. Instead, they can present themselves as an international physician trainee.
2. Patient confidentiality is legally binding. Trainees must not discuss patient information with friends, colleagues, or anyone not authorized to be involved in the patient's care. By participating in this program, trainees agree that they have familiarized themselves with HIPAA rules and regulations, and will not transmit protected information to unauthorized parties, including AMOpportunities.

COMMUNICATION

Communication plays a vital role in the success of a preceptor and trainee relationship. Preceptors should provide timely and honest feedback to their trainees. Preceptors and trainees should communicate early and often to set expectations and goals for the program. An effective preceptor will help to build a two-way relationship by demonstrating outstanding communication skills and creating a comfortable environment to learn and ask questions.

Communication is always a challenge when two cultures meet. Even if a trainee speaks English well, they might not immediately understand the local accent, or they might be unfamiliar with U.S. slang or local expressions. In many instances, language cannot be directly translated, so it is essential to be patient and try to explain things clearly.

The impact of culture on medical communication is particularly significant, especially when communicating with patients. Be aware that medical jargon and slang, medical equipment, and even names of illnesses/diseases may differ from that of a trainee's home language.

Consistent feedback is vital in the learning process. By providing ongoing input during the program and before the final evaluation, you will ensure there are no surprises to either you or the trainee.

Providing constructive criticism is hard but necessary when performing a critical evaluation. If you feel the trainee needs this type of assessment, please contact AMOpportunities so we can help mediate this communication.

Requirements for all preceptors include:

1. Must be willing to provide a merit-based letter of recommendation
2. Must provide a minimum of 20 hours per week of clinical experience
3. If inpatient exposure is available to the program, preceptors must provide an administrative contact with the affiliated site as a point of contact for credentialing

Must remain communicative with AMOpportunities regarding:

1. Availability
2. Questions or concerns before, during, and after their program
3. Updates on program requirements (additional paperwork, screenings, etc.)
4. Changes to program location(s) or experiences offered to trainees

VISA CONSIDERATION

Most of our trainees apply for B1 visas. These visas are for temporary professional students traveling to the United States. Medical trainees are eligible for a B1 visa to do an elective rotation so long as their school has authorized it.

There may be times AMOpportunities will request, on behalf of a trainee, an invitation letter providing proof they have been accepted into a four-week clinical rotation. This letter helps aid in their next visa interview.

SCHEDULE CONSIDERATIONS

For many of our trainees, a rotation in the U.S. is a hefty financial commitment. Many trainees plan their program months in advance and spend thousands of dollars to prepare for their programs. For many trainees, last-minute cancellations can result in financial hardship and create logistical problems because flights and housing may have already been booked.

Please notify AMOpportunities at least 90 days in advance if you will not be able to host trainees so that we can plan to place them into a similar program nearby if available. AMOpportunities does require physicians to find a replacement preceptor if they cancel within 90 days or less.



Letter of Recommendation (LoR)

We offer all trainees the opportunity to earn letters of recommendation based on merit. It is essential to be honest with trainees about whether you can write a supportive letter of recommendation. Receiving a letter of recommendation is the primary reason many of our trainees enroll in our programs. Physicians have full discretion over the content and letterhead.

CONSTRUCTING LORS

Collect as much information about the trainee as possible. Consider scheduling a meeting to learn more about their career goals, programs they are interested in applying for in the future, and insight into their recent accomplishments. Obtaining a current resume/CV can also help construct an LoR.

Below is a list of suggested content to consider including in your LoR:

1. Introduction of yourself and the trainee
2. Outline of your assessment of the trainee's abilities, including details or examples
3. Specific information on the trainee's achievements and personal attributes
4. Strengths you recognized during the program
5. Closing statement emphasizing your enthusiasm for the trainee
6. Your contact information for additional questions

If a trainee requests a letter from you, we recommend drafting the letter while their performance is still recent in your memory. **Additionally, it is highly recommended that preceptors submit LoRs by September 15** the year in which the trainee is applying. Trainees are responsible for communicating the specific details of this process with you.

UPLOADING AN LOR TO THE ELECTRONIC RESIDENCY APPLICATION SERVICE

Preceptors can expect to be asked to upload letters of recommendations to the Electronic Residency Application Service. Only preceptors can upload these, and they will need to open an account.

The Letter of Recommendation Portal (LoRP) allows authors to upload letters of recommendation to ERAS for distribution to training programs. To access this portal, the physician will need an AAMC account.

After following the steps to register for an account, you will be able to upload a letter of recommendation. Your trainee will have put in a request for the letter through the ERAS portal.

You can find more information on the Association of American Medical Colleges (AAMC) Letter of Recommendation Portal (LoRP) in the [appendix](#) of this document.

QUICK GUIDE TO SETTING UP A SUCCESSFUL PROGRAM

1. BEFORE THE PROGRAM BEGINS

- Notify key staff members of upcoming trainee(s) and when to expect them.
- Confirm receipt of trainee documents from program coordinators for enrollment.
- Prepare a general orientation for the trainee(s). An example of this checklist can be found in the appendix of this document.

2. DURING THE PROGRAM

- Uphold strong communication and understand communication considerations associated with hosting an international medical trainee.
- Provide learning opportunities and ongoing, timely, and constructive feedback.
- Contact AMO opportunities immediately when problems arise.*

***IMPORTANT NOTE**

If you are not happy with your trainee or there are behavioral issues to be addressed, please notify us during the first week—do not wait until the end of the program. We want to ensure you have a positive experience and feel comfortable. It is important to document any days missed or any issues you experience with your trainee early so we can resolve them as soon as possible.

3. AFTER THE PROGRAM

- Provide a debrief of the program.
- Write a letter of recommendation.

Appendix

EXAMPLE GENERAL ORIENTATION CHECKLIST



- Introduce the trainee(s) to key staff members
- Give the trainee(s) insight into your practice, background, and expertise
 - Describe your practice and care process
 - Explain how you work with other physicians and non-physician healthcare professionals
 - Address your specialty and why you chose to focus on this area
- Exchange contact information with the trainee(s)
- Address logistical information, including:
 - Hours and schedule
 - Program setting
 - Transportation and parking
 - Safety precautions
 - Storing personal items
 - Dress code
- Communicate expectations
 - Outline course objectives and clearly communicate your expectations of the trainee and how they can receive a letter of recommendation
- Explain key cultural differences
 - Address key differences in the U.S. health system. Keep in mind, most of our trainees come from countries where healthcare is run by government agencies and conducted in an inpatient setting
- Review Patient Confidentiality and HIPAA information
- Issue an ID badge and complete necessary paperwork (if applicable)
- Tour the facility

FURTHER READING

Why We Do What We Do:

New York Times - [American is Surprisingly Reliant on Foreign Medical Graduates](#)

Washington Post - [U.S. Faces 90,000 Doctor Shortage by 2025, Medical School Association Warns](#)

5 Microskills for One-On-One Teaching

NCBI - [Teaching the One-Minute Preceptor](#)

The SNAPPS Model

AAMC - [SNAPPS: A Learner-centered Model for Outpatient Education](#)

Letter of Recommendation Writing

UCSF - [Avoiding Bias in Letters of Recommendation](#)

ERAS User Guide

AAMC - [2020 ERAS Letter of Recommendation Portal \(LoRP\) User Guide](#)

LoRP FAQ

AAMC - [Letter of Recommendation Portal \(LoRP\) FAQ](#)

Performance Evaluation Example

Medical Trainee Performance Evaluation in Clinical Experience

Name of Trainee: _____		USCE Dates: _____				
USCE Specialty: _____		Hours per Week: _____				
Clinical Site: _____		Name of Supervisor: _____				
Description of Clinical Activities: _____						
EVALUATION						
In addition to grading each item below, please describe briefly your observations of the trainee.						
Item	Grading (Low-High)					Descriptive Observation
	1	2	3	4	5	
1. Ability to Identify Learning Needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Ability in Self Directed Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Ability to Perform Sustained Academic Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Ability to Master Needed Clinical, Laboratory and other skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Evidence of Critical Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Ability to Prepare a Scientific Report of Work Done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. *Overall assessment of Trainee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Areas that Trainee Needs Improvement						
Signature of Supervisor: _____						
Date: _____						