
The Manager's Guide to the Life of an Extern

Goal: promote understanding of the externship's unique timeline, build manager/extern relationship, promote extern's sense of belonging, encourage open lines of communication, streamline hiring process, recruit as Clin 1 and retain as core staff.

BEFORE THEY START: It would be great to send them a welcome email before they even get here. If you know the name of their preceptor, you could share that, maybe the first few weeks of their schedule, any unit descriptions, phone numbers, abbreviations, tidbits that might help if they review before they start!

Phase One: The First Days

- Extern "pick-up" on day one (Monday) of GH0.
 - Unit tour
 - Management/UBL team introductions
 - Provide schedule
 - Intro to preceptor (if available)
- Frequent, informal check-ins – remember names!
Suggestions include: invite to unit activities/shared governance, encourage feedback throughout the externship, communicate open door policy, encourage engagement/ownership.

Phase Two: The Settle In

- Formal check-ins
 - Ideally in person and away from patient care – walk or coffee break
 - Suggested timeline: **week 3 and week 6**
- Obtain preceptor feedback – gage for unit fit

Phase Three: The Home Stretch

- Final check-in **2-3 weeks** before completion of externship
- If desired – offer! Recruit extern to remain with the team and share options
 - Winter externship
 - Pre-approved practicum at UVa (on same unit as summer externship)
 - Option to convert to PCT to continue employment on the unit
 - Clin 1 auto offer

Process details: Extern to Clin 1 Bridge [Extern to Clin 1.pptx \(sharepoint.com\)](#)

Intentional time with your extern is invaluable for recruiting!