Clinical Practicum
COURTESY CALL INSTRUCTIONS

***USE THIS FORM TO WRITE YOUR NOTES ON***

1. On your sheet will be listed the contact name, address and phone number of your site.
2. **Call** your clinical site and **ask for the person listed on your schedule**. Use a phrase like “May I please speak with NAME OF CONTACT PERSON”.
3. Introduce yourself, “**Hi my name is _____________. I am the ACC MLT student assigned to your site. I have a few questions I would like to ask. Do you have a few minutes to speak with me?**” If the answer is “No.” Ask when it would be convenient for you to call back or would they rather call you back.

4. “**Who do I report to on my first day?**” Write the name in this space ____________________ The person on your contact list may or may not be the person you report to. Also, once you get there the supervisor may assign you to other personnel.

5. “**I will be reporting to your site at (state the time listed on your schedule) on the first day, is that when you wish me to be there?**” Some sites will ask you to come in later on the first day. Remember, any changes made must not allow your hours to fall below 112.

6. “**I am driving from ________________, what is the easiest way to get to your site?**”

7. “**Where do I park?**”

8. “**How do I get to the laboratory?**”

9. “**Is there anything else I need to know?**”

10. Close, in a sincere voice enthusiastic tone, with something like, “**Thank you for your time. I am very excited about starting my rotation and I sincerely appreciate the opportunity to perform it at your site.**”