

APPENDIX B

Sample Orientation Email to Students

Greetings xxxxxx,

We are excited about the opportunity to work with you and we would like to welcome you to the “Interprofessional Team Practice: Primary Care of the Undeserved Experience.”

We are so pleased that you have decided to join us.

Your site location for Tuesday, July 11th, 2017 is:

The Lords Place: Family Campus

4964 Wedgewood Place

West Palm Beach, FL 33417

From interstate 95: exit 70 B Okeechobee Blvd West. Head west on Okeechobee Blvd. Turn left (south) on Haverhill Rd. Turn right on Wedgewood Place. Destination is to your immediate right. (building has a green roof, gated perimeter)

Turnpike: Exit 99 for FL-704/Okeechobee. East on Okeechobee to Haverhill Rd. Right (south) on Haverhill Rd . Turn left onto Wedgewood Place. Destination is on your right. (building has a green roof, gated perimeter).

The day will start at 9:00 AM with Orientation and introduction to interprofessional team practice. Your day will end by 12 noon. When you report to the campus please ask for xxxxxxxx. She will provide more detail and serve as your team leader/community preceptor. Please wear your white coat, identification badge and bring your stethoscope with you.

If you have additional questions please feel to contact our office manager xxxxxxxxxx at xxx-xxx-xxxx. Additionally, xxxxxx the Director of Interprofessional Student Engagement is available at xxx-xxx-xxxx. Additional points of contact if needed are xxxxxxxx, Clinical Director xxx-xxx-xxxx.

Warmly, XXXXXXXXXXXXXXXXXXXX Administrative Coordinator FAU Community Health Center 1650 Osceola Drive West Palm Beach, FL 33409 Office: xxx-xxx-xxxx Fax: xxx-xxx-xxxx