

## Preceptor Manual Grab-n-Go Document

The Preceptor Manual Grab-n-Go document is provided to assist and support you with the task of being a preceptor to new surveyors. The materials listed in this document are resources located within the Preceptor Manual in a simplified manner for quick and easy access and are not official CMS documents.

Table 1 lists the Principles of Documentation Aids and a brief description.

**Table 1** Preceptor Resources

Learning Activities	Document Link	Description
<b>Plain Language, Active Voice, and Principle 2</b>	<a href="#"><u>Plain Language, Active Voice, and Principle 2</u></a>	This training aid lists samples of documentation in plain language and active voice.
<b>Grammar and Punctuation Active Voice</b>	<a href="#"><u>Grammar and Punctuation Active Voice</u></a>	This training aid provides grammar and punctuation instructions with examples. Also included is a description of the differences between active vs. passive voice.
<b>Standard Writing Style</b>	<a href="#"><u>Standard Writing Style</u></a>	This resource lists suggested writing tips for deficient practice statements.
<b>The Power of Active Voice Presentation</b>	<a href="#"><u>The Power of Active Voice</u></a>	This presentation provides definitions and examples of active and passive voice. An activity is included allowing the new surveyor to rewrite statements from passive voice to active voice.
<b>POD-Keeping It Simple</b>	<a href="#"><u>Keeping It Simple</u></a>	This training aid lists the eight Principles of Documentation with a brief definition of each principle.
<b>“Pearls” for Writing a Statement of Deficiency (SOD)</b>	<a href="#"><u>Pearls for Writing a SOD</u></a>	This training aid provides a simple list of "Pearls of Wisdom" to apply when writing a SOD.
<b>Deficient Practice Statement Guide</b>	<a href="#"><u>Deficient Practice Statement Guide</u></a>	This resource is a short guide for documenting an effective deficient practice statement.