Introductory Pharmacy Practice Experience Preceptor/Student Handbook

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Experience Programs at South University School of Pharmacy

Mission Statement

To prepare pharmacists for life-long learning in the practice of collaborative patient-centered care, and promote excellence in teaching, scholarship and service.

Vision Statement

To graduate professionals consistently recognized for excellence in patient care, service, and scholarship.

OVERVIEW

The purpose of the experiential training portion of the curriculum is to provide pharmacy students with practical experience in various aspects of the profession of pharmacy. Students have the opportunity to gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. A pharmacist preceptor directs the majority of practice experiences, however, in some special cases; a licensed medical professional (e.g. physician) may be the preceptor for that site. The student should view each experience as an opportunity to incorporate learned didactic information into the development of the skills necessary to be a competent pharmacy practitioner.

The experiential education is divided into two parts; the early Introductory Pharmacy Practice Experience (IPPE) is the first component, and Advanced Pharmacy Practice Experience (APPE) reflects the second part. The Introductory Pharmacy Practice Experience will consist of two full time four week rotations, one in community and one in institutional practice. These will begin during quarter 5, which is the second quarter of the second professional year (PY2). The Advanced Pharmacy Practice Experience rotations will be offered in the Fall, Winter, Spring Quarters of the fourth professional year (third calendar year). The experiential rotations are designed to provide students the opportunity to focus on the traditional and the clinical aspects of pharmacy practice. The Advanced Pharmacy Practice Experience is comprised of seven experiential rotations (six rotations five weeks in length and one rotation six weeks in length) to allow the student to be directly involved in pharmacy operations and direct patient care in a specific clinical area (internal medicine, oncology, cardiology, pediatrics, etc.). Some of these rotations may not have direct patient care (drug information, pharmaceutical industry, research, etc.) but have interaction with other health care professionals.

The student is required to successfully complete four (4) Core Experiences (Advanced Community, Advanced Institutional, Ambulatory Care, and Inpatient General Medicine), and then three (3) electives.

EXPERIENTIAL DESCRIPTION

The Professional Experiential Education Program (PEEP) provides Doctor of Pharmacy students a structured, supervised program of participation in the practice of pharmacy. Students have the opportunity to gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. Through the PEEP, the student has the opportunity to continue to mature while moving through the continuum from student to practitioner. Under the supervision of faculty and selected preceptors, the student has the opportunity to learn to make decisions based on professional knowledge and judgment. Broad exposure to as many pharmacy activities as possible, as well as significant personal study and reflection, can help to facilitate this transition. Each IPPE and APPE experience is evaluated using the Patient Care Ability Profile (PCAP) evaluation tools. Each PCAP evaluates the student based on the Entrustable Practice Activities (EPAs) which further linked to the Pharmacy Patient Care Profile (PPCP) and the Cape Outcomes.

The PEEP requires four quarters of full-time precepted practice: one quarter with intermediate experience in the PY2 year (Quarter 5), followed by three quarters of experience in the PY4 year (Quarters 10, 11, and 12). These include:

   PY2 Experience (fifth quarter)

5th Quarter *(Summer Quarter)* **16 Credits**
- PHA4280 Community Professional Practice Experience *8 credit hours*
  - The community pharmacy practice rotation is designed to expose the student to a variety of patient care services in the community pharmacy practice site. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to patient care as an independent practitioner in an outpatient pharmacy setting.

- PHA4281 Institutional Professional Practice Experience *8 credit hours*
  The intermediate hospital pharmacy practice rotation is designed to expose the student to the inpatient drug distribution facility of a hospital or other institutional health care setting. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to pharmacy practice in the inpatient setting and to provide basic understanding of how distributive, clinical, and administrative aspects of pharmacy practice are intertwined.

   PY4 Year (tenth, eleventh, and twelfth quarters beginning in the fall quarter, 36 weeks in duration)

10th, 11th, and 12th Quarters *(Fall/Winter/Spring Quarters)*

Advanced Professional Practice Experience Rotations*

- Core Rotations:
  - PHA6525 APPE I: Advanced Community Rotation *8 credit hours*
    - A student will experience a 5 week community pharmacy rotation that may include clinical services such as compounding, blood pressure and diabetes mellitus screening, MTM, immunizations, dispensing and OTC counseling. Skills refined on this rotation can include distributive functions, medication counseling, patient education, managing pharmacy operations, personnel management,

retrieval and evaluation of drug information, monitoring and evaluating drug therapy, and direct patient care experience where allowed by state regulation.

- o PHA6526 APPE II: Ambulatory Care Rotation *8 credit hours*
  - A five week ambulatory care rotation (minimum 200 contact hours) is intended for students to obtain experience from direct patient care at outpatient and multidisciplinary practice settings. By actively participating, students will gain experience in medication therapy management, build long-term relationships, learn the coordination of care, learn patient advocacy, learn wellness and health promotion, triage and referral, patient education and patient self-management. This type of practice need not exclude dispensing, but the overwhelming majority of effort and time is spent delivering the care previously listed and not in the packaging and dispensing of medications. Medication dispensing is the means to the clinical endpoint, not the focus of this experience.

- o PHA6527 APPE III: Inpatient General Medicine Rotation *8 credit hours*
  - A five week experience (minimum 200 contact hours) will provide direct patient care in an inpatient setting. Students will gain knowledge rounding among inter-professional medical teams that include pharmacists having a direct impact on patient care. Acute care or internal medicine is ideally delivered as in-patient setting via hospitals, skilled nursing facilities or assisted living facilities. It must be patient-centered care that ensures optimal patient outcomes through the delivery of comprehensive, evidence-based, individualized, and prospective drug therapy management. Pharmacists contribute a unique area of expertise in drug therapy as autonomous professionals who adhere to their scope of practice as an integrated member of the inter-professional patient care team.

- o PHA6528 APPE IV: Advanced Institutional Rotation *8 credit hours*
  - During a period of 5 weeks (minimum 200 contact hours) a student will experience hospital based experience in an institutional pharmacy. This experience should include proper orientation to the facility and a thorough explanation of policies and procedures. A hospital experience should comprise of order entry (verification), dispensing, compounding, sterile compounding and other activities overseen by the pharmacist. Advanced Institutional experiences encompass a broad range of distributive functions, experience in resource management, population-based care activities, and use of technology to advance patient care. Students should gain an understanding of the drug distribution system and departmental structure, participate in the activities of relevant institutional committees, work with pharmacists in a variety of settings, and interact with pharmacy administrators.

- Electives: (Choose 3)
  - o PHA6529 APPE V: Elective - Institutional Care Rotation I *8 credit hours*
  - o PHA6530 APPE VI: Elective - Institutional Care Rotation II *8 credit hours*
  - o PHA6531 APPE VII: Elective - Institutional Care Rotation III *8 credit hours*
  - o PHA6532 APPE VIII: Elective - Community Care Rotation I *8 credit hours*
  - o PHA6533 APPE IX: Elective - Community Care Rotation II *8 credit hours*
  - o PHA6534 APPE X: Elective - Community Care Rotation III *8 credit hours*
  - o PHA6535 APPE XI: Elective - Non-Patient Care Rotation *8 credit hours*
  - o PHA6536 APPE XII: Elective - Administrative Rotation *8 credit hours*

- Review:
  - o PHA6500 Essential Knowledge of Practice Review I *3 credit hours*

- PHA6501 Essential Knowledge of Practice Review II *3 credit hours*
- PHA6502 Essential Knowledge of Practice Review III *3 credit hours*

One additional elective is available and will add one credit to the program for a total of 221.5 credit hours
- PHA6339 Grand Rounds (optional additional elective) *1 credit hour*

Note(s):

Students are required to take 7 of the 12 listed rotations (56 credit hours) along with the 3 Essential Knowledge of Practice Review courses (9 credit hours) for a total of 65 required credit hours. Students will take PHA6525, PHA6526, PHA6527, PHA6528, PHA6500, PHA6501, PHA6502 and any combination of three of the following: PHA6529, PHA6530, PHA6531, PHA6532, PHA6533, PHA6534, PHA6535, PHA6536. In addition, Grand Rounds (PHA6339) is an optional elective that student may elect to take in one of the last three quarters of the curriculum and will be schedule at the discretion of the School of Pharmacy.

Courses are taught once annually and during defined remediation blocks at the discretion of the school. Courses must be attempted in the curriculum sequence as defined by the current Doctor of Pharmacy degree program curriculum. Curriculum content and sequence are subject to change without notification.

Policies and Procedures

Assignment - The Doctor of Pharmacy student will be assigned to the appropriate experiential rotation site as determined by their level of education (e.g. second professional year (P2), forth professional year (P4)). This will determine the type of experience the student will have. All students shall be required to complete all rotations assigned, there are no exemptions, regardless of previous experience. While on rotations, the preceptor will determine the student's schedule. In order for the student to experience "Real World Experiences", this may include various shifts and long hours. The minimum number of hours per week is 40; there is not a maximum number of hours imposed per week. Students are allowed to take only one non-patient care (NPC) rotation unless the student is enrolled in the MBA Program, then they are allowed a second NPC Rotation as an elective if they so desire. P4 students may be required to complete no less than three (3) Advanced Pharmacy Practice Experiences within a five (5) hour drive of Savannah, GA or Columbia, SC. Students **may be** assigned to regions where they will complete at least three (3) of the four (4) core required APPE rotations Housing for students while on rotations is the responsibility of the student

Students are NOT ALLOWED to contact Preceptors with regards to setting up rotations. If you have a specific place you are interested in doing a rotation, give that information to the Experiential Education Office. Anyone who disregards this rule will be sent directly to the Scholastic and Professional Standards Committee and this will be viewed as an academic and/or professional misconduct.

Using the Online Grading System, students are allowed to choose three preferences for each rotation. Assignments are chosen by the on line program in a randomized fashion. Special considerations may be given to those students who can show hardship situations (such as single parent, military spouse, military commitments, chronic illness of self or other family member, primary caregiver to a sick person, etc.).

Rotation Change Policy - Once your IPPE or APPE schedule is finalized, IPPE and APPE **changes will only be made when a change occurs in preceptor availability or if an administrative error has occurred.**

In the event a reassignment is required, student preferences will be considered; however, the appropriate experiential faculty (i.e. Experiential Director, IPPE course coordinator, or APPE Regional Coordinator) will make final decisions on the replacement experience. The appropriate experiential faculty will contact a potential site and make the necessary arrangements for student placement. Students are prohibited from initially contacting a potential preceptor / site themselves. Students initiating such contact will not be assigned to that site / preceptor.

Compensation for Students - Students are not compensated financially for experience training, but do receive academic credit towards graduation and intern hour credit for each training period. Any student who does receive finical compensation for IPPEs or APPEs **must** receive a failing grade for that experience and therefore **must** remediate that IPPE or APPE experience at the discretion of the Office of Experiential Education. Doctor of Pharmacy degree candidates who complete all experiential rotations will receive 1,760 hours of credit toward the 1500 hours required in Georgia and 1,000 hours of credit towards the 1,500 hours required in South Carolina to take the licensing exam. As a requirement of the School of Pharmacy, in order to receive full credit, **the student is required to work a minimum of 40 hours each week**. At the completion of all rotations, the School of Pharmacy shall notify the Georgia State Board of Pharmacy or the South Carolina State Board of Pharmacy of the appropriate number of earned credit hours.

The South Carolina State Board of Pharmacy states "under the practice act, the 500 hours of practical experience can be gained at any time either concurrent or non-current with school attendance."

Concurrent Employment - Students, from time to time, may have to work while in school, however, employment during clinical experiences should not interfere with the attendance and performance on rotation sites. Some rotations may involve evening and/or weekends. Outside employment shall not interfere with such requirements.

Insurance and Licensure - Before starting any rotation, students must provide proof of the liability insurance provided by the school (minimum limits of $1,000,000 per occurrence/$3,000,000 aggregate), health insurance and a current Georgia or South Carolina Intern License, respectively. South University provides the Medical Liability Insurance and upon request will provide a copy of the Certificate of Insurance (COI) to the site; however, it is the responsibility of the student to provide for their own health insurance. These must be maintained throughout the training period. Any student going out of state for rotations must obtain an intern license (or proof of application) for that particular state at least 90 days in advance of the rotation and furnish the school with a pdf copy of the license for that state. If this is not received, the student will receive an automatic F for the rotation. **Remediation for affected rotation(s) will occur after graduation or the earliest module possible pending preceptor availability; this may also impact the student finically.**

Background Checks / Drug Screens – From time to time, the student may be required to have a background check and/or a drug screen prior to beginning rotations at various sites. Students are responsible for obtaining such background / drug screen and making sure that the requesting facility receives the final report **prior to starting** the rotation. **It is also the student's responsibility for any and ALL financial obligations for such screenings.** The pertinent information for each site/preceptor is posted on the practice site's webpage in PharmAcademic. It is each student's responsibility to check the site's webpage for any necessary documentation that is required 30 days (90 days for government facilities) prior to the beginning of the experience. If for any reason, the required documentation is not completed and submitted, the student's grade will be reduced by 5% to 10%. Students that do not receive clearance to begin their rotation 72 hours prior to the rotation start date for that module, may receive a failing grade for that rotation. Any student not cleared within the specific time period must contact the Experiential Education Coordinator on the campus of residence immediately. In any instance that a grade of "F" is received for failure to receive clearance for a site, the matter may be referred to the Professional Performance Committee for review.

Immunizations and Physical Exam - In order to comply with the Infection Control policies at various sites, the following must be current:
 Measles, Mumps and Rubella (MMR immunity)
 Tetanus vaccine
 Hepatitis-B immunity
 Varicella Zoster (Chicken Pox) immunity
 2 Step Purified Protein Derivative (PPD) Testing (initially, then single PPD Annually)
 Flu vaccine is now required by most facilities
Students must provide proof of immunizations within **three months prior** to starting the advanced practice experiential portion of their education. PPD testing shall be an annual requirement, unless there are other circumstances requiring more frequent testing. Students with a positive PPD test will be required to show proof of a chest x-ray and a statement from their physician confirming the results of the chest x-ray. Information regarding any necessary treatment must be provided. It is the responsibility of the student to have all immunizations completed and forwarded to the School of Pharmacy prior to matriculation into the School of Pharmacy. Immunization status must be reconfirmed three months prior to beginning their experiential experience. Current immunization documents MUST be maintained in the student's portfolio at all times. If a student leaves for rotations without having their immunizations current, it will result in an automatic letter grade decrease for that rotation and any subsequent rotations that they are unimmunized.

OSHA Training / Communicable Diseases Guideline / HIPAA Privacy Rules/ Fraud and Waste: Students will be required to receive training in OSHA regulations (covered in the integrated skills lab sequences and online through The Pharmacist Letter), including guidelines for blood borne pathogens and for proper prevention of communicable disease transmission, Medicare fraud, waste, and abuse, and in HIPAA privacy rules, (online) before they can participate in pharmacy practice rotations. The student is responsible for complying with these policies.

Attendance - Students are required to participate in a minimum of 40 hours each week at each rotation setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace. It is important to note that the preceptor establishes the schedule for the student, **NOT** the student. **If the preceptor notifies the Experiential Education Office that the student is mandating or prescribing his/her own schedule, other than in extreme extenuating circumstances or limited requests, the student will automatically be removed from the rotation, will receive a failing grade for that rotation and the course will be made-up <u>during</u> the earliest possible module following graduation pending preceptor availability.**

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. While on rotations, the University Holiday Schedule in NOT followedIn case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting or employment interview (with advance permission from the preceptor and the Experiential Education Coordinator) and not to exceed more than 4 days. **Failure to notify your preceptor at the time of an absence will result in the loss of one letter grade from the final grade of that experience. Missing 25% or more of any clinical rotation will require repeating the entire rotation; regardless of the reason.**

The occurrence of unexcused tardiness two times during a rotation will also result in the loss of one letter grade from the final grade of that experience. It is the responsibility of each student to make allowances for traffic, parking, etc.

If for any reason a student misses two (2) consecutive days of their assigned experiences, they <u>must</u> notify the Experiential Education Office and the Preceptor no later than 24 hours after their absence. If notification is not sent to the Experiential Education Office, it will result in an automatic letter grade decrease for that rotation.

If a student is asked to leave a rotation due to their own action or inaction and will not be allowed to return to that rotation, then the student will receive a Failing Grade for that Experience and will automatically be required to remediate that experience immediately after graduation OR the earliest Module possible secondary to preceptor availability.

Confidentiality - During all clinical experiences, students will have access to privileged information about patient's health, insurance information, and financial information, and in some instances, the financial information about the management of the practice site. None of this information is ever to be discussed outside of the work place (or rotation site). BREACHES IN CONFIDENTIALITY CAN RESULT IN **IMMEDIATE DISMISSAL** FROM THE PRACTICE SITE, **FAILURE** OF THE ROTATION, AND/OR **DISMISSAL FROM THE DOCTOR OF PHARMACY PROGRAM**.

Professional Conduct and Dress Code - All students are expected to continue to adhere to the "Code of Conduct" (as listed in South University's *Academic Catalog*) and Dress Code of the School of Pharmacy as found in the South University School of Pharmacy Student Handbook. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.
The following Dress Code must be adhered to by ALL students:

1. All students must wear a neat, clean short white lab jacket with their name and South University School of Pharmacy embroidered on the jacket and the School of Pharmacy Patch.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times. Offensive odors such as the smell of smoke or heavy perfumes are strongly discouraged and students should follow the policies of the practice site and their preceptors during experiential education rotations.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor 30 days (60 days for VA, Military, or any government facility) before reporting for the first day of the rotation to become familiar with any special requirements. Any student who voluntarily leaves a site will receive an automatic "F" for that experience and will be referred to the Professional Performance Committee. It is the responsibility of the student to also check the preceptor and preceptor's site information and requirements in PharmAcademic for any required documentation that must be completed by the student prior to the beginning of the clinical experience. Failure to comply within the specified time may result in the student having their clinical experience changed to another preceptor.

Preceptor Assignment Restrictions - A student may not work with a preceptor if they are related in any way or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern. Students that are employed by a facility may complete a rotation at that facility as long as the rotation differs from their job description at work.

Professional Meeting Attendance - The Georgia State Board of Pharmacy has ruled that students may receive up to 24 hours of experiential credit for attendance at a state or national pharmaceutical organization meeting. The student must inform their preceptor (if they are to miss any training days) and the Office of the Experiential Education Coordinator that he/she is planning to attend such a meeting. Both the preceptor and the Experiential Education Coordinator must approve the absence from rotation and proper Documentation of Attendance by the sponsoring organization is required.

Correspondence - Students are required to keep the Office of Experiential Education informed of their current address, phone number, and e-mail address at all times. This will allow for the students to be contacted in the case of an emergency, changes to their rotation schedules, upcoming events, reminders, etc. This can be accomplished by way of making the appropriate changes in PharmAcademic. It is the responsibility of the student to keep ALL contact information current in PharmAcademic.

Portfolio - Students will be required to maintain an online portfolio with them while they are on their rotation and while they rotate at other faculty managed sites. Students may access their online portfolio through our online program their *My Portfolio* in lieu of a physical copy of the portfolio. However, physical copies of

government issued identification, intern licensure, student identification, drug screen, background check, and immunization information may be required. Students who fail to electronically maintain their portfolio in *My Portfolio* and finalize it for review by the **last** clinic day will see the impact in their final grade.

From time to time, the Office of Experiential Education will conduct reviews of selected portfolios for completeness. If the preceptor page has not been initialed for all courses to date, a letter will be placed in the student's file with the Dean of Student Affairs. It will serve as an infraction of the Professional Code of Conduct, which may necessitate the student to be sent to the Progression and Professionalism Committee for disciplinary action. If at the end of the year, the portfolio is not complete, the final grade for the last clinical experience will be withheld until the portfolio is complete, therefore resulting in delayed graduation.

The portfolio should have at the very least the following information in this order:

A. Current Curriculum Vitae (CV). It will be expected that prior to arriving to the rotation you will have updated your CV with all of your current information including contact information.
B. Vaccine and Certification History: You will be expected to have a copy of **all** immunizations, intern license, and current American Heart Association (AHA) CPR card in this section of your portfolio.
C. Current Evaluations: You will have the evaluations from all rotations in this location. They should be in the order of the most recent to the oldest. These include service learning and IPPE.
D. Previous Evaluations: All previous rotation evaluations should be in this area. They should be in the order of most recent to oldest with all final evaluations in the front of the weekly or mid-term evaluations.
E. Patient Notes: Patient notes should be placed here for **each** patient that you see and write a note for. The most recent patient notes should be at the front of this section. All identifying information should be removed.
F. Drug Information: This is the area of the portfolio where all drug information (questions answered, pamphlets created, education provided) is kept. They should be in chronological order with the most recent in the front.
G. Presentations: All presentations (slide sets included) should be placed into this group. Also, relevant evaluations to your presentation should be attached to your presentation.
H. Journal Presentations: Include any handouts that were presented along with a copy of the article being presented. The most recent presentation should be first.

Grading Procedures - From each rotation site, the Office of Experiential Education should receive for each student the following:

1. Student's grade (from the preceptor) completed on line.
2. Student's evaluation of the preceptor (from the student) completed on line. Grades will be held until completed.
3. Verification from the preceptor of the total number of hours completed (on line.).
4. Any student earning < 2.0 on any individual rotation will have failed that rotation and must repeat/remediate that rotation after graduation **OR the earliest Module possible secondary to preceptor availability.**

Each student and preceptor **MUST** complete a mid-term and a final evaluation in a timely manner. If the final grade is not received by the due date, the student will receive an "I" for that rotation until the grade is received by the Office of Experiential Education. After two (2) weeks, an "I" will be automatically converted to a failing grade.

South University Policies and Academic Regulations as found in the South University Academic Catalog, the Student Handbook for South University and the South University School of Pharmacy Handbook-Students are expected to continue to observe South University's policies and academic regulations during their Introductory Practice Experiences and Advanced Practice Experiences.

APPE Residency Preferential Schedule Sequencing:
Students who are considering post graduate residency training and wish to have additional schedule consideration that includes preferential schedule sequencing will be required to apply for consideration. Each student will provide a cover letter that describes why they wish to seek residency training as well as why they believe they are qualified to do so. Likewise this cover letter should describe the intended primary and secondary career path of the applicant. Data that will be included in the application and ranking of the candidates will include but not be limited to the students' GPA for the Doctor of Pharmacy degree program, work history, student leadership roles, research with faculty, quality of the letter of intent, and other factors. Applicants will be ranked and have preferred sequencing based on their ranking. Applications for ranking will go to students no later than October 31 each year.

ONLINE PHARMACY GRADING SYSTEM

The online software that is used by the Office of Experiential Education assists in the maintenance of all information which is necessary to assign students to preceptors, sites and allow the Office of Experiential Education to monitor the progress of the students while on rotations. The preceptors are able to see which students have been assigned to their site and what type of practice experience they are to have (e.g. Internal Medicine). The preceptor will also complete the mid-term and final evaluation online therefore not requiring them to be faxed or mailed.

Students will not only be able to enter their preferences for clinical sites and preceptors, enter the preceptor/site evaluations, and communicate directly to the Office of Experiential Education, but they will also be able to obtain directions to their respective practice sites and communicate with the preceptor prior to the start of their rotation. In some cases, students will have access to the syllabus for a particular preceptor and their rotation.

BASIC STUDENT COMPETENCIES FOR INTERMEDIATE PRACTICE EXPERIENCE: COMMUNITY AND INSTITUTIONAL (COURSE CURRICULAR OUTCOMES)

- **PHA4280 – Introductory Community**
  - CO1 – Collect information to identify a patient's medication-related problems and health-related needs.
  - CO2 – Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.
  - CO3 – Establish patient-centered goals and create a care plan for a patient in collaboration with the patient in collaboration with the patient, caregivers, and other health professionals.
  - CO4 – Implement a care plan in collaboration with the patient, caregivers, and other health professionals.
  - CO5 – Follow-up and monitor a care plan.
  - CO6 – Collaborate as a member of an Interprofessional team.
  - CO7 – Identify patients at risk for prevalent diseases in a population.
  - CO8 – Minimize adverse drug events and medication errors.
  - CO9 – Ensure that patients have been immunized against vaccine-preventable diseases.
  - CO10 – Educate patients and professional colleagues regarding the appropriate use of medications utilizing professional and audience specific language and communication.
  - CO11 – Use evidence-based information to advance patient care.
  - CO12 – Observe the pharmacy operations for an assigned work shift.
  - CO13 – Fulfill a medication order.
  - CO14 – Create a plan for continuous professional development.

- **PHA4281 – Introductory Institutional**
  - CO1 – Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.
  - CO2 – Establish patient-centered goals and create a care plan for a patient in collaboration with the patient in collaboration with the patient, caregivers, and other health professionals.
  - CO3 – Collaborate as a member of an Interprofessional team.
  - CO4 – Minimize adverse drug events and medication errors.
  - CO5 – Maximize the appropriate use of medications in a population.
  - CO6 – Educate patients and professional colleagues regarding the appropriate use of medications utilizing professional and audience specific language and communication.
  - CO7 – Use evidence-based information to advance patient care.
  - CO8 – Observe the pharmacy operations for an assigned work shift.
  - CO9 – Fulfill a medication order.
  - CO10 – Accurately prioritize multiple patient care responsibilities/needs in times of high activity and workload.
  - CO11 – Perform institutional procedures and apply best practices in ensure continuity of care for patients transitioning across healthcare settings.
  - CO12 – Create a written plan for continuous professional development.

INTERMEDIATE PHARMACY PRACTICE EXPERIENCE: COMMUNITY SYLLABUS TEMPLATE

Each preceptor or site may develop their own syllabus for the respective experience, or they can use the ones below by adding in the preceptor's information, schedule, and drug information resources used at the site. Students should request and receive a copy of the syllabus prior to arriving on site.

<div align="center">

SITE NAME
PHA4280 Intermediate
Pharmacy Practice Experience Community
Syllabus

</div>

Address_____
Phone Number_____

Experience Description

The community pharmacy practice rotation is designed to expose the student to a variety of patient care services in the community pharmacy practice site. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to patient care as an independent practitioner in an outpatient pharmacy setting.

Students are likely to encounter a wide variety of patients and illnesses. Emphasis is placed on direct patient involvement in providing pharmacy services such as assessment of the accuracy, legality, and appropriateness of a prescription; evaluation of drug regimens; patient education and compliance counseling; provision of drug information; taking a medication history; and therapeutic interventions which effectively individualize drug therapy.

Goals and Objectives
- – Collect information to identify a patient's medication-related problems and health-related needs.
- CO2 – Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.
- CO3 – Establish patient-centered goals and create a care plan for a patient in collaboration with the patient in collaboration with the patient, caregivers, and other health professionals.
- CO4 – Implement a care plan in collaboration with the patient, caregivers, and other health professionals.
- CO5 – Follow-up and monitor a care plan.
- CO6 – Collaborate as a member of an Interprofessional team.
- CO7 – Identify patients at risk for prevalent diseases in a population.
- CO8 – Minimize adverse drug events and medication errors.
- CO9 – Ensure that patients have been immunized against vaccine-preventable diseases.
- CO10 – Educate patients and professional colleagues regarding the appropriate use of medications utilizing professional and audience specific language and communication.
- CO11 – Use evidence-based information to advance patient care.
- CO12 – Observe the pharmacy operations for an assigned work shift.

- o CO13 – Fulfill a medication order.
- o CO14 – Create a plan for continuous professional development.

Preceptors
List them

Schedule
Daily; Weekly; One-time events

Required Projects and Presentations
The student will be required to complete at least one project to successfully meet the requirements of this rotation:

Clinical Project: The student will complete one of the three clinical project options (the preceptor will make the final decision after discussing the rationale with the student).
1. Presentation of a new medication, new indication, innovative medication or indication or an innovative topic in pharmacy
2. Drug information project, (e.g., newsletter, etc.)
3. Research project on a pharmacy related topic

Disease Management Project: The student will provide an educational program to patients or the public. Potential topics include:
1. Asthma education
2. Blood pressure screening
3. Immunizations
4. Diabetes education
5. Smoking cessation program
6. Stroke prevention program
7. Medication education for children
8. Arthritis education

Suggested Reading

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Contact Information
Contact _____, (Preceptor) by phone or in person Monday through Friday between the hours of 9:00am and 5:00pm during the week before the rotation is scheduled to start. The telephone number is _____.

Course Policies

Students are expected to adhere to the same standards of professional conduct, ethics, and company policies as pharmacists on the staff as stated in the facility Policy and Procedures Handbook. Any violation of ethical conduct will result in an immediate removal from the practice site, and a failing grade for the rotation.

Attendance
Students are required to participate in a minimum of 40 hours each week at each clerkship setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace.

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. In case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting (with permission from the preceptor and the Experiential Education Coordinator). Failure to notify your preceptor at the time of an absence will result in the loss of one letter grade from the final grade of that clerkship. Missing 25% or more of any clinical rotation will require repeating the entire rotation; regardless of the reason.

The occurrence of unexcused tardiness two times during a rotation will also result in the loss of one letter grade from the final grade of that clerkship. It is the responsibility of each student to make allowances for traffic, parking, etc.

Tardiness
Tardiness is considered to be an unexcused absence.

Dress Code
All students are expected to continue to adhere to the "Code of Conduct" (as listed in the *South University Student Handbook*) and Dress Code of the School of Pharmacy. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.

The following Dress Code must be adhered to by ALL students:

1. All students must wear a neat, clean short white lab jacket with your name and school name embroidered on it at all times.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless otherwise indicated) are **not** acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor approximately one week before reporting for the first day of the rotation to become familiar with any special requirements.

Academic Honesty
Dishonesty will not be tolerated. This will be considered a breach of the Honor Code of the School of Pharmacy and may lead to dismissal. Please see the Academic Honesty section in the South University Academic Catalog.

Confidentiality
While you are at this site, your access to patient information will be unrestricted. There are stringent policies protecting the confidentiality of patient information. You should not discuss any patient information with anyone other than your preceptor under any circumstances. You are expected to adhere to **all** HIPAA policies.

Grading
Grading is completed online and uses the pharmacy online grading system currently being used by the South University School of Pharmacy.

Each student and preceptor **MUST** complete a mid-term and a final evaluation in a timely manner. If the final grade is not received by the due date, the student will receive an "I" for that rotation until the grade is received by the Office of Experiential Education.

Other
- You will need proof you have had a PPD and possibly a two step PPD series as well as an MMR within the past 12 months.
- You will need proof of or copies of any other vaccines as required by the facility.
- You will need your Georgia or South Carolina Intern license.

INTERMEDIATE INSTITUTIONAL PHARMACY EXPERIENCE SYLLABUS TEMPLATE

SITE NAME
PHA4281 Intermediate
Institutional Pharmacy Practice Experience
Syllabus

Address_____

Phone Number_____

The intermediate hospital pharmacy practice rotation is designed to expose the student to the inpatient drug distribution facility of a hospital or other institutional health care setting. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to pharmacy practice in the inpatient setting and to provide a basic understanding of how distributive, clinical, and administrative aspects of pharmacy practice are intertwined.

Emphasis is placed on the operational aspects of inpatient pharmacy practice such as:
- Assessment of the accuracy, legality, and appropriateness of a medication order;
- Understanding the modern inpatient medication use cycle, evaluation of drug regimens;
- Provision of drug information;
- IV/Total Parenteral Nutrition(TPN)/Chemotherapy and other compounding;
- Interacting as a part of a multidisciplinary health care team, administrative activities including pharmacy and therapeutics committee, Adverse Drug Reactions (ADR), medication errors, formulary, the Joint Commission on Accreditation of Healthcare Organization (JCAHO) and other accrediting/licensing bodies, hospital organization, computer systems, and front line supervision of support staff.

Goals and Objectives
- CO1 – Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.
- CO2 – Establish patient-centered goals and create a care plan for a patient in collaboration with the patient in collaboration with the patient, caregivers, and other health professionals.
- CO3 – Collaborate as a member of an Interprofessional team.
- CO4 – Minimize adverse drug events and medication errors.
- CO5 – Maximize the appropriate use of medications in a population.
- CO6 – Educate patients and professional colleagues regarding the appropriate use of medications utilizing professional and audience specific language and communication.
- CO7 – Use evidence-based information to advance patient care.
- CO8 – Observe the pharmacy operations for an assigned work shift.
- CO9 – Fulfill a medication order.
- CO10 – Accurately prioritize multiple patient care responsibilities/needs in times of high activity and workload.
- CO11 – Perform institutional procedures and apply best practices in ensure continuity of care for patients transitioning across healthcare settings.
- CO12 – Create a written plan for continuous professional development.

Preceptors
All pharmacists working in the main pharmacy should be considered preceptors.

Schedule
Daily Events
- Reading: JCAHO, policies and procedures
- Meet for pharmacy practice discussion with a different pharmacy staff member daily
- Work in an assigned dispensing area, becoming familiar with all aspects of that area (will rotate through as many areas as possible)

Weekly Events
- Main dispensing area
- IV Room
- Department Administration
- Automation (e.g. Pyxis), Controlled Substances
- Work in satellites and decentralized areas
- Meeting with preceptor and weekly evaluation

One Time Events
- Orientation to hospital and pharmacy
- Follow a medication order from its genesis to post-administration monitoring
- IV Room: orientation, videotapes on sterile technique, dosage calculation, determination of diluent/volume/dose/etc., large volume fluids with and without additives, piggybacks, cassettes, TPN, chemotherapy, various protocols, investigational drugs, etc.
- Pharmacy and Therapeutics Committee Meeting, if possible
- Infection Control Meeting, if possible
- Any other meetings appropriate for the student to attend.
- Pharmacy Department Meeting, if possible
- Complete and present project

Required Projects and Presentations
The student will be required to complete a major project to successfully meet the requirements of this rotation:

Clinical Project: The student will complete one of the clinical project options below (the preceptor will make the final decision after discussing the rationale with the student).
1. Presentation of a new medication, new indication, innovative medication or indication or an innovative topic in pharmacy suitable for pharmacy technicians: This in-service education program will be appropriate for pharmacy technicians.
2. Drug information project, (e.g., newsletter, formulary monograph, etc.).

OR

Administrative Project: The student will research and complete an assignment from pharmacy administration of a quality suitable for presentation at a management level organization meeting. Potential topics include:

1. Pharmacy and Therapeutics Committee (P&T) project: Formulary monograph, Medical Error Analysis, Adverse Drug Reaction Analysis, Protocol, Medication Utilization Evaluation (MUE)/Drug Utilization Evaluation (DUE), JCAHO Quality Management (QM).
2. Proposal and justification for a program change including financial analysis – or feasibility analysis of a program at risk for elimination.
3. Another project decided on by pharmacy administration that meets a need of the department and falls within the scope of this rotation.

Contact Information

Contact _____ (Preceptor) by phone or in person Monday through Friday between the hours of _____AM and _____PM during the week before the rotation is scheduled to start. The telephone number is _____.

Course Policies

Students are expected to adhere to the same standards of professional conduct, ethics, and hospital/department policies as pharmacists on the staff. Any violation of ethical conduct will result in an immediate failing grade for the rotation.

Attendance

Students are required to participate in a minimum of 40 hours each week at each clerkship setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace.

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. In case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting (with permission from the preceptor and the Experiential Education Coordinator).

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Tardiness

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Dress Code

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2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor approximately one week before reporting for the first day of the rotation to become familiar with any special requirements.

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Grading
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Each student and preceptor **MUST** complete a mid-term and a final evaluation in a timely manner. If the final grade is not received by the due date, the student will receive an "I" for that rotation until the grade is received by the Office of Experiential Education.

Other
- You will need proof you have had a PPD and possibly a two step PPD series as well as an MMR within the past 12 months.
- You will need proof of or copies of any other vaccines as required by the facility.
- You will need your Georgia or South Carolina Intern license.

EXPERIENTIAL EDUCATION SITE AND PRECEPTOR EXPECTATIONS / REQUIREMENTS

The site in which the preceptor practices must meet certain standards to allow for appropriate educational experiences for the student. The site must offer the opportunity for the student to obtain excellence in pharmacy practice and allow for the advancement of knowledge in the profession.

The following represent minimal qualifications for an acceptable site:
1. Maintain adequate staffing to allow the student a meaningful educational experience.
2. Meet all standards set by governmental agencies and accrediting bodies.
3. Be free of any violations of state and/or federal laws.
4. Reflect a professional image.
5. All staff at the site must maintain an outstanding ethical and legal compliance record.
6. Be suitable to provide a rich learning environment. This should include a well-rounded scope of services and volume of activities to allow the student to experience as varied an education as possible.
7. Where applicable, the student must be permitted to perform a pharmacist's function while under direct supervision of a pharmacist.
8. Where applicable, the student must be permitted to interview patients, make recommendations to other medical personnel on the care of their patients, and maintain patient profiles.
9. Sufficient reference materials should be available for the provision of information to patients, pharmacists, and other health professionals.
10. Each student shall be assigned one primary preceptor for that rotation site (there may be more than one primary preceptor per site). All pharmacists at a given site who are willing to precept students may become co-preceptors if they meet the minimal requirements.

Experiential Course Faculty should:
1. Have a formalized relationship with the School of Pharmacy through the submission and approval of documents for an academic clinical appointment in South University.
2. The primary preceptor for any rotation site must have practiced in their discipline (pharmacy, medicine, or nursing) as a licensed practitioner for at least the past 12 months.
3. The preceptor(s) must adhere to all guidelines of the program.
4. The preceptor(s) must be licensed and in good standing by their State Board.
5. Possess a high degree of professional competency and motivation, common sense, good judgment, and an unquestionable standard of ethics.
6. Reflect an attitude, professional stature, and character that is suitable to serve as a role model for students.

7. Spend one-on-one time with the student assessing and communicating the student's progress. It is expected that the preceptor shall thoroughly communicate all expectations of that rotation to the student at the beginning of the experience. The preceptor shall verbally evaluate the student's performance weekly, and have written evaluations at the mid-point and the end of the rotation.
8. Meet with key healthcare personnel (physicians, chief resident, and charge nurse) that the student may interact with to explain the role of Doctor of Pharmacy degree program students in the clinical setting, the duration of their rotation, and who to call if problems arise.
9. Unless otherwise assigned, the preceptor should be available at all times to the student while at that site.
10. Communicate at regular intervals with other community-based and campus-based faculty and the experiential education coordinator to exchange teaching experiences and to discuss, design, and implement ways of improving the learning experiences of the students.
11. Engage in professional growth and life-long learning through active participation in professional organizations, preceptor training, and continuing education in the pursuit of new knowledge, attitudes, and skills related to enhancing professional practice.
12. Provide learning experiences that stress the responsible provision of pharmaceutical care and the optimization of patient medication outcomes.
13. Foster student outcomes that are consistent with experiential education objectives.
14. Be receptive to new ideas for the provision of patient care services.
15. Properly orient the student to the rotation site (tour of the site, discussion of expectations, review of syllabus and schedule, introduction to key personnel, computer access and basic training including proper facility name tags if needed).
16. It is strongly recommended that the preceptor has access to the internet and e-mail.

All preceptors will be evaluated by the students assigned to them at the end of the rotation. Feedback shall be communicated to the preceptor, on a routine basis, in order to allow them to make appropriate changes, if necessary, to their syllabus.

Discrimination and Harassment during Experiential Experiences

Any student who wishes to file a discrimination or harassment complaint while on any experiential experience IPPE or APPE) should follow the Student Grievance Procedure For Internal Complaints of Discrimination and Harassment found in the South University Academic Catalog.

If a preceptor or employee of a site believes a student has committed any form of discrimination or harassment during the student's experience, this will be handled as an alleged unprofessional conduct violation and should be reported to Dr. Fetterman (jfetterman@southuniversity.edu) or Dr. Wynn (wwynn@southuniversity.edu). The campus specific faculty member will then follow South University School of Pharmacy (SUSOP) policies and procedures, outlined in the SUSOP student handbook and IPPE and APPE manuals to investigate and resolve the alleged conduct indiscretion; this will include the South University procedures on discrimination and harassment.

South University School of Pharmacy
Preceptor Profile

Date_____

First Name_____ **MI__ Last Name**_____

Site Name _____

Maiden Name (if Applicable)_____

JobTitle_____**Gender**_____M_____F

Office Phone_____ **FAX**_____

Pager_____ **PIN** _____**Cell**_____

Preferred Email Address_____

Alternate Email Address_____
Date of Birth_____/_____/19_____

Work Address_____

City_____ State_____ ZIP_____

Type of practice (e.g. Community, Primary Care, Inpatient, etc)_____

Specialty (Community, Oncology, Critical Care, etc) _____

Education/Degrees

Institution Attended	City and State	Dates Attended	Degree

Post Graduate Training (Residency, Fellowship, etc)

Post-Graduate Program	Dates Attended	Completion Date

Employment History

Position	Employer	Dates

Professional Licensure

State Where Licensed to Practice	License Number	Expiration Date

Site Information

Does your site have internet access?   ☐ Yes   ☐ No

Are you a preceptor for other schools or colleges of Pharmacy?   ☐ Yes   ☐ No

If yes, which schools or colleges? _____

Time the student is expected to be at the site (e.g. Mon-Fri- 7:00-5:00) _____

Do you provide a work/study area for the student?   ☐ Yes   ☐ No

Do you provide an area for the students to store belongings?   ☐ Yes   ☐ No

Average amount of time you have to spend with the student on a daily basis._____

Please provide descriptive information about your practice site so students can make informed choices about rotation assignments. Briefly describe the type of experience a student would have at your site and indicate any special features that make your rotation experience unique.

List 3 major learning objectives that your rotation can provide students.

Skip this section if your site already has our students on rotations

Personnel with whom student will rotate on your rotation. Check all that apply	_____BS Pharmacist _____PharmD _____Pharm Resident/Fellows _____MS _____PhD	_____Pharm Techs _____Clerks _____MD _____PA or NP _____Others -specify
Clinical/Professional Services Check the area(s) that you provide service in:	☐ Ambulatory care clinic ☐ Community Hospital ☐ Teaching Hospital ☐ Tertiary Hospital ☐ Chain Pharmacy ☐ Independent Pharmacy ☐ Long term care facility ☐ Clinical research ☐ Drug information center ☐ Drug utilization reviews ☐ Health screening clinic ☐ Patient discharge consult ☐ Pharmacist involved on code teams ☐ Pharmacist involved on daily rounds ☐ Pediatrics- inpatient ☐ Pediatrics- outpatient ☐ Medicine service ☐ Primary Care	☐ Pharmaceutical Industry ☐ Critical Care Unit ☐ Health Department ☐ Physician's office ☐ Government ☐ Mental Health Facility ☐ Pharmacokinetic monitoring ☐ Pharmacy & Therapeutics (P&T) Committee functioning ☐ Pharmacy newsletter ☐ Poison Control Center ☐ OTC counseling ☐ Disease state management ☐ Immunizations ☐ Nutrition support ☐ Oncology ☐ Cardiology ☐ Consultant Rx ☐ Nuclear ☐Other services:

IV Admixture Programs	☐Yes ☐No ☐Not applicable to this site Computer supported ☐ Yes ☐ No TPN Compounding ☐ Yes ☐ No Approximate # Units/Day ☐ <50 ☐ 50-100 ☐ 100-200 ☐ 200-300 ☐>300
Approximate # of orders/prescriptions filled per/day (If applicable)	☐ <50 ☐ 301-500 ☐ 50-100 ☐ >500 ☐ 101-300 ☐ N/A

Number of RPh's per shift responsible for the above orders/prescriptions:	
Number of techs per shift responsible for the above orders/prescriptions:	
Distribution Systems Check all that apply	☐ Computer supported ☐ Unit Dose ☐ Floor stock ☐ Robotics ☐ Bulk packaged, multiple days supply sent to nursing unit for each patient

IPPE Final Evaluation of Student (EXAMPLE)

PharmAcademic

View Assessment

Student Being Evaluated:	N/A		
Evaluation	PREVIEW - Community IPPE FINAL Preceptor Evaluation of Student (Mandatory per ACPE Standards) (Mar 14 2019 10:29AM)	Due Date	3/14/2019 10:19:20 AM
Evaluator	Fetterman Jr, James (Rusty) W. B.S., Pharm.D.		
		South University School of Pharmacy (Doctor of Pharmacy)	

Note: This Assessment/Evaluation has not been submitted

PHA 4280 IPPE I: Introductory Community Course Description

The introductory community pharmacy practice rotation is designed to expose the student to a variety of patient care services in the community pharmacy practice site. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to patient care as an independent practitioner in an outpatient pharmacy setting. The primary focus should be on distributive functions but should include at an introductory level direct patient care (e.g., administration of immunizations, health-related screenings, self-care, medication therapy management services, and collaborative practice), pharmacy operations management, and personnel management.

Using the JCPP Pharmacy Patient Care Process (PPCP), the student will be able to, at the most basic level, learn and demonstrate skills in 6 domains.

Instructions

For each objective,

- Use the 5-point scale to determine a rating based on the student's performance of required and/or suggested activities. Suggested activities may include other activities assigned by the preceptor.

- Please provide comments to justify your rating.

For the level of entrustability,

- Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

- AACP defines "practice-ready" as meeting or exceeding the following level of entrustability: I trust the student, with limited correction, to perform the activities required for the objective.

- Your rating for entrustability will **not** be factored into the student's final grade. This assessment is used at the College level to gauge student readiness for practice and to identify students who may need remediation.

Rating Scale

Needs Significant Development (1)	Needs Development (2)	Competent with support (3)	Competent with minimal support (4)	Independent (5)
Student is consistently unable to complete activities despite preceptor guidance.	Student performs activities with constant preceptor guidance.	Student performs activities competently with frequent guidance.	Student performs activities competently with minimal guidance.	Student performs activities competently and can function independently.

Page: 1

Patient Care Provider Domain (15%)

Collect information to identify a patient's medication-related problems and health-related needs.

Required activities:

- ☐ Discuss a patient's experience with medication.

- ☐ Determine a patient's medication adherence.

Suggested activities:

29

- Collect a medical history from a patient or caregiver.

- Collect a medication history from a patient or caregiver.

- Use health records to determine a patient's health-related needs relevant to setting of care and the purpose of the encounter.

*1. Collect information to identify a patient's medication-related problems and health-related needs.

[dropdown field]

Comments: No Comments Entered

Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.

Required activities:

- ⬚ Measure an adult patient's vital signs and interpret the results (e.g. body temperature, pulse rate, respiratory rate, and blood pressure.)
- Interpret laboratory results, within self-care (OTC), infectious disease, and inflammatory disease patients.
- Identify drug interactions, within self-care (OTC), infectious disease, and inflammatory disease patients.
- ⬚ Perform a medication review for a patient.
- ⬚ Assess a patient's health literacy.
- ⬚ Evaluate an existing drug therapy regimen.

Suggested activities:

- Compile a prioritized health-related problem list for a patient.
- ⬚ Assess a patient's signs and symptoms to determine whether the patient can be treated within the scope of practice or requires a referral.

*2. Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.

[dropdown field]

Comments: No Comments Entered

Establish patient-centered goals and create a care plan for a patient in collaboration with the patient, caregivers, and other health professionals.

Required activities:

- Develop a treatment plan with/for a patient that represents the patient's best interests.
- Manage drug interactions, within self-care (OTC), infectious disease, and inflammatory disease patients.
- Create a patient-specific education plan.

Suggested activities:

- Follow an evidence-based disease management protocol.
- ⬚ Select monitoring parameters to determine the therapeutic and adverse effects related to the treatment plan.
- ⬚ Determine the appropriate time interval(s) to collect monitoring data.

*3. Establish patient-centered goals and create a care plan for a patient in collaboration with the patient, caregivers, and other health professionals.

[dropdown field]

Comments: No Comments Entered

Implement a care plan in collaboration with the patient, caregivers, and other health professionals.

Required activities:

- Educate a patient regarding the appropriate use of a new medication, device to administer a medication, or self-monitoring test.
- ⬚ Educate a patient on the use of medication adherence aids.
- ⬚ Demonstrate common communication techniques (e.g. motivational interviewing, coaching, counseling/education, teach back and teaching for devices) in response to patient specific needs and individual social determinants of health (e.g. culture, religion, health literacy, literacy, disabilities, and cognitive impairment).
- ⬚ Assist a patient with behavior change (e.g. use shared decision making and motivational strategies).

Suggested activities:

- ⬚ Write a note (or mock note) that documents the findings, recommendations, and a plan from a patient encounter.

*4. Implement a care plan in collaboration with the patient, caregivers, and other health professionals.

[dropdown field]

Comments: No Comments Entered

Follow-up and monitor a care plan

Required activities:

- ⬚ Evaluate the selected monitoring parameters to determine the therapeutic and adverse effects related to the treatment plan.

- ⬚ Recommend modifications or adjustments to an existing medication therapy regimen based on patient response.

Suggested activities:

- ⬚ Collect monitoring data at the appropriate time interval(s).

- ⬚ Present a patient case to a colleague during a handoff or transition of care.

*5. Follow-up and monitor a care plan.

[▼]

Comments: No Comments Entered

Level of Entrustability

Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

*6. I trust the student, with limited correction, to perform the activities required for the Patient Care Provider Domain.

[▼]

Comments: No Comments Entered

Page: 2

Interprofessional Team Member Domain (10%)

Collaborate as a member of an interprofessional team

Required activities:

- Explain to a patient, caregiver, or professional colleague each team member's role and responsibilities.

- Communicate a patient's medication –related problem(s) to another health professional.

- ⬚ Use setting appropriate communication skills when interacting with others.

Suggested activities:

- Contribute medication-related expertise to the team's work.

- ⬚ Use consensus building strategies to develop a shared plan of action.

*7. Collaborate as a member of an interprofessional team

[▼]

Comments: No Comments Entered

Level of Entrustability

Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

*8. I trust the student, with limited correction, to perform the activities required for the Interprofessional Team Member Domain.

[▼]

Comments: No Comments Entered

Page: 3

Population Health Promoter Domain (10%)

Identify patients at risk for prevalent diseases in a population *Required activities:*

- ⬚ Perform a screening assessment to identify patients at risk for prevalent disease in a population (e.g. hypertension, diabetes, depression).

*9. Identify patients at risk for prevalent diseases in a population.

[▼]

Comments: No Comments Entered

32

Minimize adverse drug events and medication errors.

Required activities:

- Assist in the identification of underlying system-associated causes of errors.

- ⬚ Report adverse events and medication errors to stakeholders.

- ⬚ Understand and demonstrate how inventory control is critical in reducing medication errors through proper control of stock to prevent look/sound alike medication errors.

*10. Minimize adverse drug events and medication errors.

[▼]

Comments: No Comments Entered

Ensure that patients have been immunized against vaccine-preventable diseases.

Required activities:

- Determine whether a patient is eligible for and has received CDC-recommended immunizations.

- Administer and document CDC-recommended immunizations to an adult patient.

Suggested activities:

- ⬚ Perform basic life support.

*11. Ensure that patients have been immunized against vaccine-preventable diseases.

[▼]

Comments: No Comments Entered

Level of Entrustability

Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

*12. I trust the student, with limited correction, to perform the activities required for the Population Health Promoter Domain.

[▼]

Comments: No Comments Entered

Page: 4

Information Master Domain (15%)

Use evidence-based information to advance patient care.

Required activities:

- Retrieve and analyze scientific literature to make a patient-specific recommendation.

- ⬚ Retrieve and analyze scientific literature to answer a drug information question.

*13. Use evidence-based information to advance patient care.

[▼]

Comments: No Comments Entered

Level of Entrustability

Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

*14. I trust the student, with limited correction, to perform the activities required for the Information Master Domain.

[▼]

Comments: No Comments Entered

Page: 5

Practice Manager Domain (20%)

Observe the pharmacy operations for an assigned work shift.

Required activities:

33

▢ Implement pharmacy policies and procedures.

- ⬚ Identify pharmacy service problems and/or medication safety issues.
- ⬚ Maintain the pharmacy inventory.
- ⬚ Assist in the management of a pharmacy budget.
- ⬚ Assist in the preparation for regulatory visits and inspections

Suggested activities:

- ⬚ Assist in the supervision and coordination of the activities of pharmacy technicians and other support staff.
- ⬚ Assist in training pharmacy technicians and other support staff.
- ⬚ Assist in the evaluation of pharmacy technicians and other support staff.
- ⬚ Interpret and apply pharmacy quality and productivity indicators.

*15. Observe the pharmacy operations for an assigned work shift.

[dropdown ▼]

Comments: No Comments Entered

Fulfill a medication order

Required activities:

- Enter patient-specific information into an electronic health or pharmacy record system.
- Prepare commonly prescribed medications that require basic sterile compounding or basic non-sterile compounding prior to patient use.
- ⬚ Determine if a medication is contraindicated for a patient.
- ⬚ Identify and manage drug interactions.
- ⬚ Ensure that formulary preferred medications are used when clinically appropriate.
- Provide self-care (OTC) recommendations under direct pharmacist supervision.
- Counsel on self-care (OTC) and legend medications under direct pharmacist supervision.

Suggested activities:

- Obtain authorization for a non-preferred medication when clinically appropriate.
- ⬚ Assist a patient to acquire medication(s) through support programs.

*16. Fulfill a medication order.

[dropdown ▼]

Comments: No Comments Entered

Level of Entrustability

Rate the level of **trust** you would place in the student to perform the specified activities. Trust includes consideration of competence, honesty, reliability, and discernment of own limitations.

*17. I trust the student, with limited correction, to perform the activities required for the Practice Manager Domain.

[dropdown ▼]

Comments: No Comments Entered

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Self-Developer Domain (10%)

Examine personal knowledge, skills, and abilities that could enhance or limit personal or professional growth.

Required activities:

- Perform a self-evaluation to identify professional strengths and weaknesses.
- Demonstrate self-directed learning.
- ⬚ Create and update a curriculum vitae, resume, and/or professional portfolio
- ⬚ Demonstrate attitudes and behaviors consistent with a respected member of the pharmacy profession.
- ⬚ Attend professional development programs offered by the site or in their community during the experience timeframe.

35

*18. Examine personal knowledge, skills, and abilities that could enhance or limit personal or professional growth.

[▼]

Comments: No Comments Entered

Professionalism Domain (20%)

Pharmacy students should be able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society. For each item below, please determine a rating based on the student's performance.

	Remediation Required (RR)	Development (NSD)	Needs Development (ND)	Competent (C)	Exceeds Expectations (EE)
*19. The pharmacy student is able to actively participate.	○	○	○	○	○
*20. The pharmacy student is able to show enthusiasm.	○	○	○	○	○
*21. The pharmacy student is able to invigorate others by their presence.	○	○	○	○	○
*22. The pharmacy student is able to finish what he or she started.	○	○	○	○	○
*23. The pharmacy student is able to try hard even after experiencing failure.	○	○	○	○	○
*24. The pharmacy student is able to stay committed until goals are completed.	○	○	○	○	○
*25. The pharmacy student is able to stay focused without supervision.	○	○	○	○	○
*26. The pharmacy student is able to come to class/work prepared.	○	○	○	○	○
*27. The pharmacy student is able to pay attention and resists distractions.	○	○	○	○	○
*28. The pharmacy student is able to remember and follows directions.	○	○	○	○	○
*29. The pharmacy student is able to get to work right away rather than procrastinating.	○	○	○	○	○
*30. The pharmacy student is able to remain calm even when criticized or otherwise provoked.	○	○	○	○	○
*31. The pharmacy student is able to allow others to speak without interruption.	○	○	○	○	○
*32. The pharmacy student is polite to instructors and peers.	○	○	○	○	○
*33. The pharmacy student is able to get over frustrations and setbacks quickly.	○	○	○	○	○
*34. The pharmacy student is able to believe that effort will improve his or her future.	○	○	○	○	○
*35. The pharmacy student is able to recognize and shows appreciation for others.	○	○	○	○	○
*36. The pharmacy student is able to recognize and shows appreciation for his/her opportunities.	○	○	○	○	○
*37. The pharmacy student is able to find solutions during conflicts with others.	○	○	○	○	○
*38. The pharmacy student is able to demonstrate respect for feelings of others.	○	○	○	○	○
*39. The pharmacy student is able to Know when and how to include others.	○	○	○	○	○
*40. The pharmacy student is eager to explore new things.	○	○	○	○	○
*41. The pharmacy student is able to ask and answer questions to deepen understanding.	○	○	○	○	○
*42. The pharmacy student is able to actively listen to others.	○	○	○	○	○

43. Comments:: No Comments Entered

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Final Grade and Comments

To calculate a grade for your student, please follow the steps below:

Use the average of the scores from the previous domains and the rubric below to determine the percentage score for the student.

Rubric for converting a mean score to a percentage score.	5.0 = 100%	4.2 = 87%	3.4 = 78%	2.6 = 62%	1.8 = 40%
	4.9 = 98%	4.1 = 86%	3.3 = 76%	2.5 = 60%	1.7 = 35%
	4.8 = 97%	4.0 = 85%	3.2 = 74%	2.4 = 58%	1.6 = 30%
	4.7 = 95%	3.9 = 84%	3.1 = 72%	2.3 = 56%	1.5 = 25%
	4.6 = 93%	3.8 = 83%	3.0 = 70%	2.2 = 54%	1.4 = 20%
	4.5 = 92%	3.7 = 82%	2.9 = 68%	2.1 = 52%	1.3 = 15%
	4.4 = 90%	3.6 = 81%	2.8 = 66%	2.0 = 50%	1.2 = 10%
	4.3 = 88%	3.5 = 80%	2.7 = 64%	1.9 = 45%	1.1 = 5%

44. Average of first seven domains (PCAP)

*45. Percentage score for PCAP (See table above)

*46. Select any additional evaluation methods which contribute to the final grade

Journal Club

Patient Presentation

Inservice Newsletter

DI Question Formulary

Review MUE/DUE

Manuscript Poster

abstract

Other: (Please add details in comments section.)

Comments: No Comments Entered

47. If the grade above should be revised, select all reasons which contribute to the grade adjustment below. Give specific examples in comments.

Additional evaluation methods (listed above) Unexcused

absence(s)

Multiple tardiness

Professional ethics and identity

Social interaction, citizenship and leadership

The calculated grade does not reflect the quality of the student's work Other

Comments: No Comments Entered

48. Adjustments to the grade (enter number of percentage points to add, or enter a negative number to reduce the grade)

49. Final Grade (after adjustments)

*50. Select letter grade for this IPPE based on the final (adjusted) grade

51. Learning Achievements (Strengths, significant accomplishments):: No Comments Entered

52. Learning Needs: (These are likely due to inexperience): No Comments Entered

53. Problems: (These are deficits that hinder the student's ability to function and must be resolved by the end of the next rotation): No Comments Entered

54. Other Comments:: No Comments Entered

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Hour Requirement Statement

*55. I certify that the student completed a minimum of 40 hours per week throughout the training experience.

56. If the student has not completed a minimum of 40 hours per week throughout the training experience, please explain.: No Comments Entered

57. If I do not certify that the student completed a minimum of 40 hours per week throughout the training experience, please explain.: No Comments E

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