



*South Carolina College of Pharmacy*

# **Experiential Education Manual**

Advanced Pharmacy Practice Experience

**A Guide for Students and Preceptors**

(Revised 04/28/2017)

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# Mission Statement

**Improving Health through Leadership and Innovation in Pharmacy Education, Research, and Patient Care.**

## GOALS

- Improve the health and wellness of South Carolina Citizens by training the best pharmacists
- Provide education, research, and service comparable in quality to the nation's best colleges of pharmacy
- Become a national leader in pharmacy education, research, and service



# **General Policies, Resources, and Guidelines**

# General Policies for Experiential Education

## **DEFINITIONS**

An *Advanced Pharmacy Practice Experience (APPE)* is defined as a college coordinated practical experience program with the following characteristics:

- A. An APPE is conducted outside the classroom in the clinical setting.
- B. An APPE involves experience in patient care and drug therapy.
- C. An APPE is supervised by a pharmacist or other healthcare provider, but involves other healthcare disciplines. The instructor to student ratio is often 1:1 and should not exceed 1:2 per the Accreditation Council for Pharmacy Education (ACPE). This ratio would apply to all students assigned to a preceptor regardless of their school of pharmacy.
- D. An APPE is a component of the college curriculum for which academic credit is given utilizing a letter grade.

## **GENERAL CONSIDERATIONS**

The **APPE**-Education portion of the curriculum is scheduled over 12 calendar months. Students will complete 9 rotations during the academic year. Each rotation begins on the first day and ends on the last day of each month.

The students learn under the close supervision of a preceptor. These preceptors, as teachers, show the students how to apply the knowledge they learned in the classroom to daily practice. They evaluate the student's progress and assign the final grade, which is calculated automatically through the E\*Value Rotation Management System. Emphasis is placed on developing wisdom, professional maturity, value judgment, and practice skills by applying technical and academic information to day-to-day pharmacy practice. Most Education sites are located in South Carolina and adjoining states. The fundamental goal of the experiential program is to provide a structured, practical, closely supervised experience to assist the student in developing the professional judgment, technical skills, and clinical skills necessary to enter the profession of pharmacy.

APPE rotations begin in May and conclude the following April. Each APPE is worth 4 credit hours.

## **POLICIES PERTAINING TO THE GRADING PROCESS**

A. Grades in the APPE program will be assigned automatically via E\*Value by preceptor utilization of SCCP evaluation. Students must earn a 2 or higher on every evaluated competency in order to pass the rotation. Students earning less than a 2 on any evaluated competency will fail the rotation. All rotations are 4 credit hours. Grades may not be petitioned. The Scholastic Standing and Petitions Committee does not have the authority to change grades assigned by faculty or preceptors.

B. A "C" student completes all assignments as asked, but does not go above and beyond the rotation requirements. A "B" or "A" student exceeds or substantially exceeds rotation expectations (completes assignments in advance of deadlines; seeks additional learning activities; is an asset to the team).

C. All APPE requirements including: rotation hours, self-evaluations (mid-point and final), reflections (pre and post), Case Logs (Conditions & Interventions Tracking), and preceptor/site evaluations must be

submitted to E\*Value by the last day of rotation.

D. Grades will not be entered until all required assignments are complete and uploaded into E\*Value.

E. Students who fail to complete site-specific pre-rotation requirements (drug screen, HR paperwork, etc.) **by the deadline** given by the Experiential office will receive a half letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor.

F. All required rotation administrative assignments (pre- and post-rotation reflections, midpoint and final self-evaluations, preceptor/site evaluation, attendance log) must be fully and accurately completed in E-Value **by the last day of the rotation**. Students NOT in compliance will receive a half letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor.

G. Students who are noncompliant with both pre-rotation requirements and rotation administrative assignments will receive a full letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor and be reported to their Campus Assistant Dean for Student Affairs as a professional violation. Students who remain non-compliant more than two weeks past the last day of the rotation will **FAIL** the APPE rotation. The student will be required to complete a make-up rotation **at their expense** when a replacement rotation is available.

H. Plagiarism is considered an Honor Code Violation. Preceptors report any instances of plagiarism to the Experiential Coordinators. The Experiential Coordinator will refer the case to the Honor Council of the student's home campus for investigation. Potential sanctions include failure of the rotation.

I. Per the SCCP Academic Bulletin, Students with a deficiency in more than one APPE rotation will be dismissed from the program.

J. A failure or dismissal from an APPE will result in an additional tuition charge to remediate a practice experience.

### **UNIVERSITY POLICY ON SEXUAL HARASSMENT**

The specific policies regarding sexual harassment for students enrolled in the South Carolina College of Pharmacy are defined in the individual academic bulletins for the students' original campus of enrollment, the University of South Carolina-Columbia or the Medical University of South Carolina-Charleston. For students at the USC campus, *Carolina Community* provides additional guidelines, including notification of student rights under FERPA and other mandated notifications.

Please find detailed policies at the following locations:

<http://www.sc.edu/policies/ppm/eop102.pdf> - USC Campus

[http://academicdepartments.musc.edu/genderequity/student\\_policy.htm](http://academicdepartments.musc.edu/genderequity/student_policy.htm) - MUSC Campus

This Policy covers sexual harassment by and among all members of the University community -- including faculty, staff, and students. The prohibited harassment may arise between employment supervisors and subordinates, between instructors and students, between peers, or between any of the foregoing persons and persons who do business with the University.

### **SCCP PROFESSIONALISM POLICY**

The faculty of our College has approved curricular outcome competencies that each student is expected to master. One of the most important is the demonstration of personal values and ethical principles in all professional and social contexts. Most students come into our program with a well-developed value system that is further refined as they grow through their college experience in general and their professional education. As a result, there is little emphasis on disciplinary procedures. However, to minimize ambiguity with regard to unprofessional and unacceptable behaviors, professionalism policies are presented here in some detail.

## **Professional Standards**

The foremost privilege and responsibility of the profession of pharmacy is to selflessly serve humanity, follow state and federal rules and regulations with regards to the pharmacy profession, and to promote the public health and welfare. Given such important privilege and responsibility, pharmacy students are expected to present and conduct themselves in a manner commensurate with a health care professional.

Expected professional behavior includes but is not limited to the following:

1. Student attendance for rotations, lectures, laboratory sessions, and meetings is expected and student must adhere to attendance policies enacted by the course syllabus. Students are expected to be punctual and to remain present until the conclusion of the activity.
2. In all academic and professional settings, students are expected to be alert and prepared to handle all assigned tasks and duties. When students are assigned to work with others, it is expected that the student will participate and complete their responsibilities with regard to the project.
3. In all academic, professional, and social settings, it is expected that students will be, courteous, respectful, non-disruptive, and display positive demeanor.
4. The expression of criticism or issues, either in person, in writing (letter or email), or telephone will be done in a non-threatening, non-abusive, and positive manner. Students should follow the SCCP Student Grievance Policies in regards to individual or class issues.
5. In professional settings, students will always dress in accordance with the SCCP Dress Code.
6. In all academic, professional, and public settings, it is expected that students will display the highest level of honesty and ethics. If a student suspects that another student has committed a form of academic dishonesty, there is an obligation on the student to report the violation in accordance with the campus Honor Code.
7. A pharmacy student is required to uphold the dignity and honor of the profession, and to accept its ethical principles. Students shall not engage in any activity that will discredit the profession. Students are expected to follow and uphold all local, state and federal laws at all times.

## **Procedures**

Any student, faculty, staff member, or individual associated with the College's academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. Under usual circumstances, the incident should have been brought to the student's attention and resolution attempted before reporting the incident to the Assistant Dean. Upon receiving a report regarding unprofessional behavior, the Assistant Dean will determine the legitimacy of the report in accordance with his/her understanding of professional standards for behavior, the severity of the incident, and the urgency by which it needs to be addressed. Depending on the nature of the behavior, the Assistant Dean may act on a single

behavioral report or wait to act until he/she receives multiple reports of unprofessional behavior on a student. In cases where the Assistant Dean makes the decision to delay formal action, he/she should inform the student of the complaint of unprofessional behavior and that future complaints will result in formal action. Once the Assistant Dean determines that administrative action is warranted, each case will be addressed in the following manner:

For the first action to address unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the College of Pharmacy for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. These may include a requirement that the student be evaluated by student counseling services and adherence to any treatment plan that is recommended. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student's behavior and his/her awareness of potential consequences for similar behavior in the future. The document will be placed in the student's academic file.

1. For the next reported offense, the Assistant Dean will notify the student and the chair of the SCCP Scholastic Standing and Petitions Committee. The student will appear before the committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the College of Pharmacy, a final warning of the impending consequences of a third offense.

2. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Scholastic Standing Committee. After meeting with the student, the committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of

Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy upon further problems with unprofessional behavior.

3. Students may appeal decisions of the committee to the respective Campus Dean of the College of Pharmacy. The Campus Deans decision is final. This appeal must be received in writing within 30 days of the notification of the sanction.

4. In some instances, policies for individual university campuses may override or carry more stringent penalties based on the violation than the policies stated in this document. University policies will be enforced in these cases.

## **CONFIDENTIALITY/HIPAA**

**Practice site:** The student will acquire knowledge of the practice site, including professional and proprietary information, which must be kept confidential.

**Patient:** The student must keep all information pertaining to the patient's health confidential.

**Peers:** Personal or confidential information about other students should not be divulged.

**Preceptors/Faculty:** Personal or confidential information about any preceptors should not be divulged.

**Self:** The student may not access confidential medical information pertaining to self unless proper

channels and paperwork have been used.

***\*Failure to adhere to these guidelines may result in removal from and failure of a rotation; the same goes for any breach of confidentiality, however minor. Please see previous Policies pertaining to the Student.***

### **PROCEDURES IN THE EVENT OF SEVERE WEATHER**

USC and MUSC University procedures in the event of severe weather do not apply during APPEs. Students are required to contact their preceptor to determine whether travel to rotation is safe and/or the rotation site is open. If inclement weather is predicted, the student should develop a plan with their preceptor in advance. Under no circumstances should the student **ASSUME** that they are not to report to rotation.

### **Helpful References for Students**

1. From Student to Pharmacist: Making the Transition  
Jennifer P. Askew
2. Peripheral Brain for the Pharmacist  
American Pharmacists Association
3. Pharmacy Practice Experiences: A Student's Handbook  
Paul J. Setlak
4. The APhA Complete Review for Pharmacy  
Edited by Dick R. Gourley and James C. Eoff III
5. Comprehensive Pharmacy Review  
Edited by Leon Shargel, Larry N. Swanson, Alan H. Mutnick, and Paul F. Souney
6. Comprehensive Pharmacy Review: Practice Exams  
Alan H. Mutnick, Paul F. Souney, and Leon Shargel



# Student Policies, Resources, and Guidelines

*Student Tips for a successful practice experience:*

- *Remain professional throughout every activity/challenge*
- *Become a useful and dependable member of the team*
- *Take advantage of less structured time by self-teaching through research and study*
- *Prepare thoroughly for any topic discussions and presentations*
- *Do not be afraid to ask questions*

# Policies Pertaining to the Student

## REQUIREMENTS

- A. Have a valid SC Intern License or other applicable out-of-state Intern License with you daily at all times (wall or pocket card acceptable).
- B. Submit the following items of proof, when/as specified, to the campus Director of Experiential Education: Valid copy of SC Intern License; Driver's License; personal health insurance; CATTS training (HIPAA, OSHA, and Students Drug-Free Schools and Community Act) and emergency contact information (entered in E\*Value)), required immunizations, and Basic Life Support for the Healthcare Provider certification.
- C. Enroll in the proper pharmacy courses.

## ATTENDANCE

- A. Participate in practice experience a minimum of 8 hours per day excluding lunch break for 20 days per month and a minimum of 160 hours per calendar month rotation. Failure to meet these minimum requirements will result in failure of the rotation.
- B. All rotations lasts the calendar month unless pre-approved by your Experiential Coordinator. Rotations are **NOT** completed once 160 hours are reached if business days remain in the calendar month. Rotation hours vary depending on the number of business days in the month (ie, 23 business days in a particular month x 8 hours = 184 hours expected for the rotation). Students are expected to be on rotation every working day of the month. The preceptor may require the student to be present at the site during an evening, night, or weekend shift to experience the difference in situations, workload and pace. Time away from rotation for any reason may NOT count as rotation time (the only exception is for attendance at SCCP grand rounds/seminar). In a month with any absence, 160 hours or more must be completed at the rotation site.
- C. All students must contact the preceptor for their rotation **at least 2 weeks** prior to the planned rotation start date. Failure to do so means that the student may be penalized by starting the rotation at the preceptor's discretion and the student's grade may be penalized to reflect an unauthorized absence.
- D. Attend their rotation in accordance to the schedule that has been developed by the preceptor. The holiday policy followed by the preceptor shall be the holiday policy followed by the student. Students have a maximum of five excused absences for the P4 year. No more than 2 days in any month may be missed. These days may NOT be saved until the end of the rotation in order to end early. Discuss planned absences with preceptor prior to or on the first day of rotation. Excused absence forms **MUST** be turned in to campus Experiential Office for all planned absences **IN ADVANCE**. Examples of unplanned absences include: sickness (physician excuse required for absences > 2 days), family emergency, and vehicle collision. In these instances, an excused absence form must be turned in immediately upon return to rotation. An excess of absences can result in **FAILURE** of a rotation.
- E. Tardiness (arriving late, returning late from breaks, lunch, and Grand Rounds/Seminar) is inexcusable. If tardiness is unavoidable due to family emergency or motor vehicle accident, the student will contact the preceptor immediately (prior to arriving late) to explain the circumstance. Your lack of planning ahead (i.e. traffic, parking) is NOT an excuse for tardiness. Two incidences of tardiness equals one day of unexcused absence that is required to be made up.

- F. Travel time to rotations outside of SC need to be discussed on an individual basis with the student's campus Experiential Coordinator. DO NOT make travel plans before meeting with the Experiential Coordinator and then requesting approval from the preceptor.
- G. Students are encouraged to attend professional meetings. An absence of more than 2 days on any rotation must be made up. The preceptor may require you to make up all days missed depending on your rotation performance/preceptor preference. Days off for professional meetings will NOT count towards your 5 absences/year. These absences MUST be pre-approved by your preceptor and campus Experiential Coordinator. Discuss planned absences with preceptor prior to or on the first day of rotation. An excused absence form MUST be turned in to campus Experiential Office for all planned absences IN ADVANCE. If absence will exceed 2 days, a plan to make up the additional days missed MUST be submitted with the excused absence form. You will be required to write a reflection paper about your meeting experience that will be due one week after your return from the meeting. This reflection paper MUST be completed under Learning Modules as an "On-The-Fly" Coursework titled "Professional Meeting Reflection."
- C. Students must prioritize rotation requirements over outside commitments, including work. Students are expected to be at the practice site as scheduled by the preceptor. Unacceptable behavior includes informing your preceptor you need to leave rotation at a certain time to attend work or asking Experiential Coordinators to switch rotation due to employment commitments.

### **SOUTH CAROLINA COLLEGE OF PHARMACY DRESS CODE**

The SCCP student dress code is mandatory for all practice laboratories, all introductory and advanced pharmacy practice experiences, grand rounds/seminars, and professional events where students are representing the SCCP.

MUSC campus students must wear their ID badges at all times while on campus. Students from all campuses must adhere to individual institution/pharmacy policies regarding site-specific ID badges.

All students are expected to be clean, neatly groomed and dressed in a professional (conservative) manner. Students not wearing clothing deemed appropriate by their instructors or preceptors will be warned at the first offense. A second offense will result in the student being asked to return in appropriate dress. The following are the guidelines for appropriate dress:

Students are required to wear a white, long sleeved jacket-length lab coat and ID badge attached at the collar or chest pocket of the lab coat. Non-SCCP/commercial logos and badges not permitted on lab coats. Men are required to wear a dress shirt with tie, dress slacks, dress socks, and close-toed dress shoes. Women are required to wear a dress blouse or sweater with a skirt or dress slacks, or a dress and close-toed dress shoes. No attire (e.g., short skirts or dresses, tight fitting clothing, low-cut blouses), accessories (e.g., large jewelry, sunglasses) or behaviors (e.g., chewing gum) that may be deemed unsafe or distracting to other students, instructors, preceptors, health care team members or patients will be permitted.

Please note that individual practice sites may have a more rigorous dress code requirement. Students must adhere to specific preceptor/site requirements.

## **GENERAL INFORMATION**

1. Obey all laws, rules, policies and regulations governing the practice of pharmacy and the Experiential Education program and seek clarification from the preceptor regarding any professional, legal, or ethical issues.
2. Complete any unique administrative details required by certain sites before beginning a rotation at that site. Complete required paperwork as directed by the experiential education office/site including, but not limited to; substance testing (drugs and alcohol test), and criminal background checks.
3. Complete all required assignments by the last day of rotation. Detailed assignment descriptions can be found under Required E\*Value Activities. **Grades will not be posted until all required assignments have been uploaded, evaluation forms have been completed, and rotation hours have been entered in E\*Value.**
4. Students are expected to take an active part in the Experiential Education experience.
5. Follow the professional requirements and policies of the experiential program throughout their practice experiences. The student will be subject to grade sanctions (i.e. failure) or dismissal by preceptor and the College of Pharmacy for failure to follow the policies and requirements of the program & college.
  - a. Use of electronic devices (i.e. smartphones, laptops, etc) must be discussed with the preceptor on Day #1 of rotation. Cell phone use and texting is **NOT** permissible; exceptions (such as critically ill family member or sick child) are to be determined by the preceptor prior to use on a case-by-case basis. Internet surfing is limited to professional activities only (i.e. no Facebook, Instagram, etc.).
6. Understand that this is a living document and policy changes do occur within the program. The students will be expected to comply with any changes made by the College of Pharmacy Experiential program. Students will be notified as soon as possible regarding changes via e-mail, College Portal, and E\*Value Program Calendar. Students are required to monitor their **school email DAILY** for any pertinent announcements, and will be expected to follow these changes as they pertain to the experiential program and manual.
7. Be prepared to travel up to one (1) hour each direction to rotation.
8. Keep your campus Experiential Department informed of any changes regarding contact information, specifically: school and permanent mailing address; home phone; and cell phone/pager number via the E\*Value database.
9. Certain circumstances may arise during the APPE year that warrant student schedule changes. If these circumstances are student-driven, a request must be made to the campus Experiential Coordinator at a minimum of 1 month prior to the potential rotation switch to be considered. The student will be responsible for obtaining permission from the preceptor to be dropped or the potential rotation switch will NOT occur.

## **INTERNATIONAL ROTATIONS**

Students may choose to complete one to two International rotations. Once selected for an International rotation, the student must research completely all costs associated with the rotation (i.e. airfare, accommodations, transportation in foreign country, meals, visas, etc). Students from all campuses are required to submit a written Specialty Rotation Agreement to accept full responsibility including associated expenses for the rotation assignment. Penalties for withdrawing from an international rotation may include rotation failure, withdrawal from any remaining specialty rotations, added expense for additional rotation enrollment, and possible delayed graduation date.

Students originating from the USC Campus will be required to complete the application process through USC Study Abroad program. Students originating from the MUSC Campus will be required to complete the application process provided through the Experiential Office on the MUSC Campus. Failure to complete all required items during the application process on either campus will result in the cancellation of the International rotation(s).

Students solely responsible for any and all costs arising out of voluntary or involuntary withdrawal from the rotation prior to its completion, which may include but is not limited to withdrawal caused by illness or disciplinary action by officials of the University of South Carolina, Medical University of South Carolina or by host rotation provider.

## **SCCP PHARMACY COURSE NUMBERS AND DESCRIPTION**

Can be found in the SCCP Academic Bulletin.



## **E\*Value Rotation Management System** **Instruction for Students**

### **Log-on Information**

The website for E\*Value is: <http://evaluate.musc.edu/>. You will receive an automated email with your username and password information. Your login and password is directly associated with your MUSC NetID.

### **Evaluations**

You will receive automated emails from E\*Value with links to your pending evaluations when these Evaluations are due. This applies to Self-Evaluations and Preceptor/Site Evaluations. These evaluations can also be found under the “Evaluations tab. All evaluations not yet completed will be marked “Pending”. Evaluations that preceptors complete of students can be found under “Reports” – “Evaluations”.

### **Rotation Hours**

All hours spent on rotation MUST be logged under the “Time Tracking tab – “Log Time”. Your preceptor must approve hours you entered at the end of your rotation. The student is responsible for accuracy and thoroughness.

### **Reflections in Learning Modules**

Pre- and Post-Rotation Reflections must be completed as coursework under the “Learning Modules” tab. Pre-rotation should be submitted by Day 1 and Post-rotation by the last day of rotation. Student must provide a paper copy of each to their preceptor.

### **Conditions Tracking (Case Logs)**

Case Logs or Conditions Tracking can be found under the “Case Logs” Tab in E-value – “Log New Case Entry”. This is a required element for ALL Direct Patient Care rotations. This applies at a minimum to ALL Acute Care and Ambulatory Care rotations. See the Required Assignments section for further examples of rotations that contain direct patient care but are not identified as Acute Care or Ambulatory Care. You will complete **1 entry** for EVERY patient YOU follow. Do NOT complete a record until the patient is discharged from your care (i.e. discharged from the facility, end of rotation). Choose all patient conditions that apply. Remember to push the “Add” button for each patient condition you choose. At the completion of each patient record, push “Save record”. You will also log all of the interventions you make on rotation through a separate mechanism. The entire Case Logs and Intervention Tracking process is described in the following tutorial:

[http://media.sccp.sc.edu/201603/SCCP6999/08302016144405/Case\\_Logs\\_Tutorial\\_-\\_20160830\\_144405\\_7.html](http://media.sccp.sc.edu/201603/SCCP6999/08302016144405/Case_Logs_Tutorial_-_20160830_144405_7.html)

### **Rotation Schedule**

Student rotation schedules can be found under the Reports Tab by clicking on “Schedule Report,” which is located under the “Scheduling Reports” heading.

# ROTATION HOURS (TIME TRACKING) EXAMPLE

Task \*

Supervisor \*

Course/Rotation \*  scheduled courses/rotations only

Elective Academia

Start and End time \*  to

Enter a comment about the shift (optional)

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Planned Rotation Hours  Unplanned Rotation Hours  In-House Call  Vacation and other Non-Rotation Hours

Supervision: Approved by supervisor:  Requires approval by supervisor:

		April 2017						04/01/2017	
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
26								1	46.17 hours Total: 46.17 hours
27			7:00am- 12:00pm 12:30pm- 6:00pm	7:00am- 12:00pm 12:30pm- 5:10pm	7:00am- 12:00pm 12:30pm- 6:00pm	7:00am- 12:00pm 12:30pm- 4:30pm	7:00am- 12:00pm 12:30pm- 2:00pm		
28			Rotation Elective Academia 8:00am-12:00pm		40.00 hours Total: 40.00 hours				
29			Rotation Elective Academia 12:30pm-4:30pm						
30			Rotation Elective Academia 8:00am-12:00pm	Rotation Elective Academia 8:00am-12:00pm	Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm		41.00 hours Total: 41.00 hours
31			Rotation Elective Academia 12:30pm-4:30pm						
1			Rotation Elective Academia 8:00am-12:00pm	Rotation Elective Academia 8:00am-12:00pm	Rotation Elective Academia 6:00am-12:00pm	Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm		42.50 hours Total: 42.50 hours
2			Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:20pm		
3			Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm	Rotation Elective Academia 7:40am-12:00pm			33.33 hours Total: 33.33 hours
4			Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm	Rotation Elective Academia 12:30pm-4:30pm			
5									
6									
7									
8									
9									
10									
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22									
23									
24									
25									
26									
27									
28									
29									
30									
1									
2									
3									
4									
5									
6									
									203.00 hours Total: 203.00 hours

Total hours logged per week

Total hours for rotation

[View Stats Reports](#)

Two entries for each day (pre- and post-lunch)

# PRECEPTOR/SITE EVALUATION EXAMPLE

**Preview Form**

Medical University of South Carolina  
SC College of Pharmacy, Experiential Program

Subject: Evaluation  
Period: Academic Year 2022-2023  
Date of Operation: Spring 2023  
Course/Rotation: Acute/General Medicine  
Form: Student Evaluation of Preceptor and Site

Your honest evaluation of your experience is extremely important and will help both the preceptor and the Experiential Education Program to improve the rotation. The information you provide on this form will be communicated to your preceptor without revealing its source. Your evaluation will in no way effect your grade.

**Preceptor Evaluation Section**

My preceptor was available to facilitate my learning. (Question 1 of 49 - Mandatory)

Strongly Disagree 1      Disagree 2      Neither Agree nor Disagree 3      Agree 4      Strongly Agree 5

My preceptor was available to facilitate my learning comments: (Question 2 of 49 - Mandatory)

My preceptor was an effective teacher. (Question 3 of 49 - Mandatory)

Strongly Disagree 1      Disagree 2      Neither Agree nor Disagree 3      Agree 4      Strongly Agree 5

My preceptor was an effective teacher comments: (Question 4 of 49 - Mandatory)

My preceptor encouraged self-directed learning. (Question 5 of 49 - Mandatory)

Strongly Disagree 1      Disagree 2      Neither Agree nor Disagree 3      Agree 4      Strongly Agree 5

My preceptor encouraged self-directed learning comments: (Question 6 of 49 - Mandatory)

My preceptor provided constructive feedback about my areas of strength and weakness. (Question 7 of 49 - Mandatory)

Strongly Disagree 1      Disagree 2      Neither Agree nor Disagree 3      Agree 4      Strongly Agree 5

My preceptor provided instructive feedback about my areas of strength and weakness comments: (Question 8 of 49 - Mandatory)

\*\*Certain questions are MANDATORY. Comment boxes contained within the 17 questions are required. Utilize the “Confidential Comments” for any information that the student is uncomfortable sharing with the preceptor but needs to be known by the Experiential Department.

## **GUIDELINES FOR STUDENTS**

1. As the primary objective of the rotation is to learn, realize that learning requires active participation.
2. Never publicly question the advice or direction of preceptor.
3. Observe state and federal laws governing pharmacy.
4. Observe the hours set by the preceptor for the rotation.
5. Be punctual. Chronic tardiness, as determined by the preceptor, may result in a failing grade.
6. Keep informed of new developments & information by regularly checking school email announcements.
7. Keep campus Experiential Department informed of any changes in your contact information via E\*Value.
8. Take deadlines seriously, as this is a measure of responsibility and maturity; grades will NOT be posted until all required information is submitted. Non-compliance will result in penalties.
9. Absences are to be pre-approved and must be made up at a time convenient to the preceptor.
10. Desertion from the rotation site without preceptor approval will result in disciplinary action.
11. Participate in the Liability Insurance coverage available through the College of Pharmacy.
12. Dress to project a professional image and adhere to site specific dress codes when provided.
13. Students are held to the standards of the SCCP code of conduct regarding academic honesty. Observe strict confidentiality. Violations may result in failure of rotation.



## **Required Assignments and Activities**

## **REQUIRED E\*VALUE ACTIVITIES**

**\*\*TOOL ONLY – NOT to be sent to Experiential Office\*\***

<b>Items to be Completed</b>	<b>Due Date</b>
<b>Update CV and upload to E*Value</b>	<b>At the end of each rotation</b>
<b>Pre-rotation Reflection*</b>	<b>Day #1</b>
<b>Mid-Point Self- Evaluation*</b>	<b>Day #14-15</b>
<b>Rotation Hours**</b>	<b>Last Day</b>
<b>Post-rotation reflection*</b>	<b>Last Day</b>
<b>Conditions (Case Logs) and Intervention Tracking</b>	<b>Daily</b>
<b>Preceptor/Site Evaluation</b>	<b>Last Day</b>
<b>Final Self-Evaluation*</b>	<b>Last Day</b>
<b>Grand Rounds/Seminar Presentation</b>	<b>After presentation date</b>

*\*Preceptor Review required (Preceptor does NOT approve these items in E\*Value)*

*\*\*Preceptor Review AND approval in E\*Value required*

### **A. Pre-rotation Reflection**

1. Purpose: to identify personal goals for rotation & provide preceptor with any previous experience you completed prior to rotation
2. Student will bring paper copy of pre-rotation reflection with them on Day #1 of each rotation and verbally discuss with the preceptor upon initial meeting (or sooner if preceptor requests).
3. After obtaining a written copy and verbal discussion of the pre-rotation reflection, the preceptor will indicate on the midpoint and final evaluations whether this occurred.
4. Pre-rotation objectives
  - a. List and/or describe three (3) goals you want to achieve during the rotation
  - b. List and/or describe any experience you have that may impact your rotation experience
    1. Example: beginning an Advanced Community rotation and have worked x 3 years as an Intern at CVS and completed 1 community rotation during P4 year
  - c. Discuss any previous experiences you have had working with other health care professionals (other than pharmacists) or with interprofessional teams in this practice setting
5. No required length to reflection; just needs to cover objectives fully.
6. Must be completed through Coursework/Learning Modules in E\*Value.

### **B. Mid-Point Self- Evaluation**

1. Purpose
  - a. Read, know, & understand evaluation tool preceptor uses to grade student
  - b. Allows student to assess progress throughout month and compare to preceptor's assessment of student at that point in time

2. Student will complete and BRING paper copy with them to rotation and verbally discuss with preceptor during midpoint evaluation.
3. Automatic link from E\*Value is sent to student prior to the due date to complete the evaluation. Comments are required in each field.

### **C. Rotation Hours**

1. Must include minimum of 40 hours/week
  - a. Do NOT include lunch break
  - b. Do NOT include time working on “homework assignments” or absences as rotation hours
  - c. In the case of any absences, 160 hours must be completed to pass the rotation
2. Record at least weekly in E\*Value. The student is responsible for accuracy (right rotation, preceptor, etc).
3. Student is responsible for preceptor approving rotation hours on final day of rotation.

### **D. Post-rotation reflection**

1. Purpose: to discuss if goals listed in pre-rotation reflection were met, describe most significant interventions made during rotation, & provide feedback to preceptor about rotation
2. Student will bring paper copy of post-rotation reflection to final evaluation and share with preceptor.
3. After obtaining a written copy and verbal discussion of the post-rotation reflection, the preceptor will indicate on the midpoint and final evaluations whether this occurred.
4. Post-rotation objectives
  - a. Discuss whether or not the three goals you wanted to achieve during this rotation were met
  - b. Describe the 3 most significant interventions you made during the rotation (Be specific)
  - c. Describe your experiences working with other health care professionals (other than pharmacists) or with an interprofessional team during this rotation. Describe your role and your perceptions of interprofessional teamwork during your rotation. Also explain whether you felt like an integral member of the team. Include any other information you feel is pertinent to explain your experience.
5. Must be completed through Coursework/Learning Modules in E\*Value.

### **E. Case Logs (Conditions Tracking)**

1. Purpose: to track patient populations students encounter on rotations
2. REQUIRED for ALL Direct Patient Care rotations
  - a. Includes ALL Acute Care and Ambulatory Care rotations
  - b. May include Long Term Care rotations that are consulting rotations
  - c. May include Hospital rotations in which you are seeing patients with a clinical pharmacist
  - d. May include Advanced Community rotations in which you are following MTM patients that you are seeing face-to-face

3. Complete 1 entry for EVERY patient YOU follow that day
4. Must be completed daily in E\*Value under “Case Logs” Tab in E-value. To complete Case Logs documentation, you will need to click on the link for “Log New Case Entry” which is found under “Manage Case Logs.”

#### **F. Preceptor/Site Evaluation**

1. Purpose: to provide preceptor and the Experiential Dept. feedback concerning particular sites & preceptors
2. Automatic link from E\*Value is sent to student at due date to complete the evaluation. Comments are required in each assessment field.
3. Preceptor/Site evaluations are released to the preceptor after the final evaluation of the student has been submitted to E\*Value. If this takes place at the end of rotation, the student is required to review the evaluation with the preceptor. Confidential comments are visible only to the Experiential Department.

#### **G. Final Self-Evaluation**

Student will complete and BRING paper copy with them to rotation and verbally discuss with preceptor during final evaluation. Comments are required in each field.

#### **I. Update CV**

Students should update their CV as assignments are completed on rotations.

**\*\*This manual is a living document. Changes may occur throughout the year.\*\***

## **ADVANCED PRACTICE OBJECTIVES & TASKS**

The major practice objective outlined in this section of the manual identify those tasks that should be accomplished during a student's year of APPEs. It is not expected that all tasks identified will be accomplished at every rotation site. Some of these tasks are accomplished infrequently and a discussion of how the task is accomplished may be the only teaching method available.

Students should participate (where legally permitted) in the following activities/competencies that build upon the IPPEs in **All APPEs**:

- practicing as a member of an interprofessional team
- identifying, evaluating, and communicating to the patient and other health care professionals the appropriateness of the patient's specific pharmacotherapeutic systems
- consulting with patients regarding self-care products
- recommending prescription and nonprescription medications, dietary supplements, diet, nutrition, traditional nondrug therapies, and complementary and alternative therapies
- recommending appropriateness medication dosing utilizing practical pharmacokinetic principles
- administering medications where practical and consistent with the practice environment and where legally permitted
- identifying and reporting medication errors and adverse drug reactions
- managing the drug regimen through monitoring and assessing patient information
- providing pharmacist-delivered patient care to a diverse patient population
- providing patient education to a diverse patient population
- educating the public and health care professionals regarding medical conditions, wellness, dietary supplements, durable medical equipment, and medical and drug devices
- retrieving, evaluating, managing, and using clinical and scientific publications in the decision-making process
- accessing, evaluating, and applying information to promote optimal health care
- ensuring continuity of pharmaceutical care among health care settings
- participating in discussions and assignments regarding compliance with accreditation, legal, regulatory/legislative, and safety requirements
- participating in discussions and assignments regarding the drug approval process and the role of key organizations in public safety and standards setting
- participating in discussions and assignments concerning key health care policy matters that may affect pharmacy
- working with the technology used in pharmacy practice

Additional activities in which students should be able to participate during **Advanced Community and Hospital/Health System** Advanced Pharmacy Practice Experiences may include, as appropriate to the learning environment:

- preparing and dispensing medications
- managing systems for storage, preparation, and dispensing of medications
- allocating and using key resources and supervising pharmacy technical staff

- participating in purchasing activities
- creating a business plan to support a patient care service, including determining the need, feasibility, resources, and sources of funding
- managing the medication use system and applying the systems approach to medication safety
- participating in the pharmacy's quality improvement program
- participating in the design, development, marketing, and reimbursement process for new patient services
- participating in discussions and assignments of human resources management, medication resources management, and pharmacy data management systems, including pharmacy workload and financial performance
- participating in the pharmacy's planning process
- conducting a drug use review
- managing the use of investigational drug products
- participating in the health system's formulary process
- participating in therapeutic protocol development
- participating in the management of medical emergencies
- performing prospective and retrospective financial and clinical outcomes analyses to support formulary recommendations and therapeutic guideline development

Additional activities in which students should be able to participate during

**Ambulatory Care and Acute/General Medicine** Advanced Pharmacy Practice Experiences may include, as appropriate to the learning environment:

- developing and analyzing clinical drug guidelines
- participating in the health system's formulary process
- participating in the design, development, marketing, and reimbursement process for new patient services
- participating in discussions of human resources management, medication resources management, and pharmacy data management systems including pharmacy workload and financial performance



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We hope you have found this manual useful and easy to use. For any further questions, comments, or suggestions please contact a member of the SCCP Experiential Team:

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