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PEEP is a pharmacy experiential education partnership between the Colleges of Pharmacy at the Medical University of South Carolina and the University of South Carolina.

The offices work together to administer a high quality experiential program that meets ACPE accreditation standards and fulfills the student Pharm.D degree requirements for experiential education.
General Policies for Experiential Education

DEFINITIONS

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

A. IPPEs are conducted outside the classroom in a licensed community or institutional setting.

B. An IPPE includes broad experience in all distributive and patient oriented practice tasks.

C. An IPPE is supervised by a pharmacist preceptor usually on a 1:1 or 1:2 preceptor to student ratio, and should not exceed 1:3 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 IPPE is a component of the college curriculum for which academic credit is given utilizing a Pass/Fail grading system.

GENERAL CONSIDERATIONS

The IPPE Education portion of the College of Pharmacy's curriculum is scheduled for eight weeks. Students spend four weeks completing the Introductory Pharmacy Practice Experience in Community Pharmacy and four weeks completing the Introductory Pharmacy Practice Experience in Hospital/Health System Pharmacy.

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.

The goals of the Introductory Pharmacy Practice Experiences are to expose the student to the environment of community and institutional pharmacy, as well as to develop the student as a professional, improve student communication skills, and recognize the importance of being part of a healthcare team.

IPPE rotations are held during three blocks in the summer prior to the next academic year. Each IPPE is worth 4 credit hours.

POLICIES PERTAINING TO THE GRADING PROCESS

A. Grades in the IPPE program will be assigned automatically by preceptor utilization of the student evaluation tool via E*Value on a Pass/Fail basis. This grade counts towards completed hours but not towards GPA. 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. All IPPE rotation requirements including: rotation hours, self-assessments (mid-point and final), reflections, and preceptor/site evaluations must be accessible via E*Value by the Experiential Education
Department by the last day of rotation.

C. Grades will not be reported to the student’s home university until all required assignments are complete and uploaded into E*Value.

D. Students who fail to complete college or site-specific pre-rotation requirements (immunizations, BLS (P2s only), drug screen, HR paperwork, etc.) by the deadline given by the Experiential office will be penalized with a reduced preferences weight of 50% (instead of 100%) for the next rotation year (IPPE Hospital for P1s and APPEs for P2s).

E. All required rotation assignments (pre- and post-rotation reflections, midpoint and final self-evaluations, preceptor/site evaluation, attendance log) must be completed in E-Value by the last day of the rotation. Students NOT in compliance will be penalized with a reduced preferences weight of 50% (instead of 100%) for the next rotation year (IPPE Hospital for P1s and APPEs for P2s).

F. Students who are noncompliant with both pre-rotation requirements and rotation administrative assignments will not be allowed to enter preferences for the following rotation year, will not be eligible for specialty rotations that are coordinated by PEEP and will be reported to their Campus Associate 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 rotation. The student will be required to complete a make-up rotation **at their expense** when a replacement rotation is available.

G. 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 may include failure of the rotation.

H. A failure or dismissal from any IPPE will result in an additional tuition charge to remediate a practice experience.

**POLICY ON SEXUAL HARASSMENT**

The specific policies regarding sexual harassment for students completing Experiential Education rotations are defined in the individual academic bulletins for the students’ campus of enrollment, the University of South Carolina or the Medical University of South Carolina. 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](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.
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 students 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 Student Grievance Policies in regards to individual or class issues.

5. In professional settings, students will always dress in accordance with the 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 Associate 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 Associate Dean. Upon receiving a report regarding unprofessional behavior, the Associate 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate 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 Associate Dean will notify the student and the chair of the college’s 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 Associate 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, polices 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 IPPEs. 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


**Students**: Remember to utilize tertiary drug resources that are available to you through your respective campus libraries.
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
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 Office of Experiential Education: Valid copy of SC Intern certificate; Driver’s License; personal health insurance; annual training modules (HIPAA, OSHA, etc), current Basic Life Support for the Healthcare Provider certification, immunizations, and emergency contact information (entered in E*Value).

C. Students completing an out of state rotation must obtain an intern certificate in that state if required by the respective Board of Pharmacy. A copy must be provided to the campus Office of Experiential Education.

D. Enroll in the proper pharmacy course.

ATTENDANCE

A. Participate in practice experience a minimum of 20 days per rotation block, averaging 40 hours per week, and completing a minimum of 160 hours per four-week rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in situations, workload and pace. Failure to obtain a minimum of 160 hours per rotation will result in failure of the rotation.

B. 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. IPPE students have NO excused absences. Any missed hours must be made up.

C. Attend their rotation in accordance to the schedule that has been developed by the preceptor. Preceptors may schedule IPPE students “off” during holidays (i.e. Memorial Day, July 4th). IPPE students are required to make up any hours missed due to holiday closings. These days may be made up on a weekend; other make-up schedules must be pre-approved by an Experiential Coordinator.

D. Tardiness (arriving late, returning late from breaks and lunch) 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 unexcused absence that is required to be made up according to the preceptor’s schedule.

E. 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.
**DRESS CODE**

The 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 their College of Pharmacy and PEEP.

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. South Carolina law requires that interns wear identification.

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-College/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, service learning project has been completed, and rotation hours have been entered and validated by the preceptor 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.

COURSE DESCRIPTIONS

Introductory Community Pharmacy Practice Experience
Introduction to the practice of pharmacy in the community pharmacy setting. Forty hours of directed experience per week for four weeks. Course Format: 4 credit hours. Practice experience of 4 weeks, 40 hours per week. Prerequisite: first professional year standing. Pass/Fail

Introductory Institutional Pharmacy Practice Experience
Introduction to the practice of pharmacy in the institutional pharmacy setting. Forty hours of directed experience per week for four weeks. Course Format: 4 credit hours. Practice experience of 4 weeks, 40 hours per week. Prerequisite: second professional year standing. Pass/Fail
E*Value Rotation Management System

Log-on Information
MUSC: The website for E*Value is: http://evalue.musc.edu/. Your login and password is directly associated with your MUSC NetID.

USC: The website for E*Value is https://www.e-value.net/login.cfm. You will receive an automated email with your username and password information.

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”. At the end of your rotation your preceptor must approve hours you entered throughout the month. You must complete a minimum of 160 hours at the rotation site.

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.

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation</td>
<td>Mattwell, Whitney</td>
</tr>
</tbody>
</table>

**Rotation Hours**

<table>
<thead>
<tr>
<th>Course/Rotation</th>
<th>Start and End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Academics</td>
<td>5:30pm to 10:30pm</td>
</tr>
</tbody>
</table>

**Start and End Time**

- Total hours for rotation
- Total hours logged per week

### Daily Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am-11:00am</td>
<td>7:00am-12:00pm</td>
<td>7:00am-12:00pm</td>
<td>7:00am-12:00pm</td>
<td>7:00am-12:00pm</td>
<td>7:00am-10:00pm</td>
</tr>
<tr>
<td>12:30pm-4:30pm</td>
<td>12:30pm-4:30pm</td>
<td>12:30pm-4:30pm</td>
<td>12:30pm-4:30pm</td>
<td>12:30pm-4:30pm</td>
<td>12:30pm-4:30pm</td>
</tr>
</tbody>
</table>

**Supervision**

- Approved by supervisor
- Requires approval by supervisor

**Total Hours**

- Total hours for rotation
- Total hours logged per week

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Two entries for each day (pre- and post-lunch) if a lunch break is taken.
**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.

Other items to be assessed:
- Indicate number of students assigned to preceptors on rotation
- Interprofessional interactions (who, when, how)
- Optional: Nominate preceptor for APPE Preceptor of the Year
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.


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.

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 colleges’ code of conduct regarding academic honesty.

14. 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**

<table>
<thead>
<tr>
<th>Items to be Completed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-rotation Reflection*</td>
<td>Day #1</td>
</tr>
<tr>
<td>Mid-Point Self- Evaluation*</td>
<td>Day #10-11</td>
</tr>
<tr>
<td>Rotation Hours**</td>
<td>Day #20</td>
</tr>
<tr>
<td>Post-rotation reflection*</td>
<td>Day #20</td>
</tr>
<tr>
<td>Preceptor/Site Evaluation*</td>
<td>Day #20</td>
</tr>
<tr>
<td>Final Self-Evaluation*</td>
<td>Day #20</td>
</tr>
</tbody>
</table>

*Preceptor Review required (Preceptor does NOT approve these items in E*Value)
**Preceptor Review AND approval in E*Value required on the last day of rotation

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 evaluation 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: worked x 1 years as a Pharmacy Technician and 1 year as an Intern at local hospital
   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 Learning Modules in E*Value. Automatic link from E*Value is sent to student prior to the due date to complete the reflection. Students can also log in to E*Value to see pending Coursework.

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 share 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. Students can also log in to E*Value to see pending evaluations.

C. Rotation Hours
1. Must meet a minimum of 160 hours in the designated rotation time block.
   a. Do NOT include lunch break if applicable
   b. Do NOT include time working on “homework assignments”

2. Record at least weekly in E*value. The student is responsible for accuracy (right rotation, preceptor, etc).

3. Student is responsible for asking preceptor approving 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 verbally discuss with preceptor

3. After obtaining a written copy and verbal discussion of the post-rotation reflection, the preceptor will indicate on the final evaluation 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.
   d. Describe your role and your perceptions of interprofessional teamwork during your rotation.
   e. 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 submitted as coursework under Learning Modules in E*Value. Automatic link from E*Value is sent to student prior to the due date to complete the reflection. Students can also log in to E*Value to see pending Coursework.
E. 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 to complete the evaluation. Comments are required in each assessment field. Students are strongly encouraged to provide verbal feedback at midpoint but must submit the report to E*Value prior to the end of rotation.

   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.

F. Final Self-Evaluation
   1. Student will complete and BRING paper copy with them to rotation and verbally discuss with preceptor during final evaluation. It is released and completed in the same manner as the midpoint evaluation. Comments are required in each field.

   2. Automatic link from E*Value is sent to student prior to the due date to complete the evaluation. Students can also log in to E*Value to see pending evaluations.
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 Palmetto Experiential Education Partnership.

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