

Experiential Education Manual



SCHOOL of PHARMACY

Pacific University

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DISCLAIMER

This manual is not a contract. The School of Pharmacy reserves the right to modify the policies and procedures described in this manual at any time. Students and preceptors will be notified of any changes. The information contained in this manual is complementary to that in the Student Handbook. Questions and/or clarifications pertaining to policies and procedures or other issues should be directed to the Director of Experiential Education. Failure to adhere to any of the requirements in this manual may result in removal from site or delay in progression of the student's IPPE or APPE.

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Experiential Education Contacts and Information

<p>ANITA CLEVEN, PharmD <i>Director of Experiential Education (DEE)</i></p> <ul style="list-style-type: none"> • E-mail: <i>anita.cleven@pacificu.edu</i> • Phone: <i>503-352-2648</i> • Office: <i>Creighton Hall – 566</i> <p>Talk to Dr. Cleven about any questions or issues with...</p> <ul style="list-style-type: none"> ○ <i>...your site.</i> ○ <i>...your preceptor.</i> ○ <i>...the experiential curriculum.</i> 	<p>COURTNEY KRAUS, PharmD <i>Coordinator for Experiential Advancement (CEA)</i></p> <ul style="list-style-type: none"> • E-mail: <i>courtney.kraus@pacificu.edu</i> • Phone: <i>503-352-7363</i> • Office: <i>Creighton Hall – 567</i> <p>Talk to Dr. Kraus about any questions or issues with...</p> <ul style="list-style-type: none"> ○ <i>...Pacific University-sponsored resources.</i> ○ <i>...preceptor development.</i>
<p>NORA GARFIAS, CPhT & ROSE DAHL <i>Coordinators for Experiential Education (CEEs)</i></p> <ul style="list-style-type: none"> • E-mail: <i>nora.garfias@pacificu.edu, rdahl@pacificu.edu</i> • Phone: <i>Nora - 503-352-7334, Rose – 503-352-7293</i> • Office: <i>Creighton Hall - 565</i> <p>Talk to Ms. Garfias or Ms. Dahl about any questions or issues with E*Value, such as...</p> <ul style="list-style-type: none"> ○ <i>...logging in.</i> ○ <i>...evaluations.</i> ○ <i>...other technical issues.</i> 	<p>JACKSON ROSS <i>Assistant for Student Affairs and Experiential Education (ASAE)</i></p> <ul style="list-style-type: none"> • E-mail: <i>jackson.ross@pacificu.edu</i> • Phone: <i>503-352-7267</i> • Office: <i>Creighton Hall - 451</i> <p>Talk to Mr. Ross about any questions or issues with...</p> <ul style="list-style-type: none"> ○ <i>...pre-rotation paperwork.</i> ○ <i>...onboarding requirements (immunizations, background checks, drug screenings etc.).</i> ○ <i>...intern licenses.</i>

Please note that you may contact Dr. Cleven, Dr. Kraus, your advisor, or the respective Course Coordinator for guidance related to experiential courses.

Frequently Asked Questions:

- 1. What if I can't login to E*Value? Or What if my preceptor can't access my evaluation?**
 - *Contact either Ms. Dahl or Ms. Garfias for assistance.*
- 2. What if I have questions about the assignments and grades for an experiential course?**
 - *Contact the Course Coordinator for assistance.*
- 3. Where can my preceptor find resources about experiential education?**
 - *Contact Dr. Kraus for information about preceptor resources.*
- 4. What if I know of a pharmacist/pharmacy interested in hosting students?**
 - *Notify Dr. Kraus about the prospective site for more information.*
- 5. What do I do if I'm having trouble with my intern license/immunizations/pre-rotation paperwork/background check/drug screen?**
 - *Contact Mr. Ross for assistance resolving these issues.*
- 6. Who do I talk to if I have an issue with my site/preceptor?**
 - *Contact Dr. Cleven for assistance in resolving the issue.*
- 7. What if I have a scheduling issue (delay, absence, change etc.)?**
 - *Contact both Dr. Cleven and your preceptor (refer to p. 18-20 in the Experiential Education Manual for details).*

Experiential Program Overview

The pharmacy profession is continuously progressing as the face of healthcare is transformed. Pharmacy education has broadened such that the didactic curriculum has been complimented by pharmacy practice experiences. Pharmacy practice experiences play a vital role by integrating didactic knowledge into skill-based practice and providing an opportunity to expose students to the many opportunities available to them. These experiences support direct pharmacist involvement with diverse patient populations and expand interactions with other healthcare professionals.

The pharmacy practice experience provides students with an opportunity to apply and expand their knowledge and skills, while developing professional attitudes and behaviors in a variety of pharmacy settings. Students are expected to take ownership of the learning process during their experiential education as there is an emphasis on self-learning and responsibility. The student's primary goal while at the practice site is to learn all aspects of pharmacy practice related to the site with the assistance of their preceptor. Students should understand that each experiential learning site is a

healthcare-related worksite and the process of learning involves working as pharmacists-in-training. Although the preceptor's first duty is to their patients, students should remember preceptors are there to provide guidance, assessment and assistance.

Introductory Pharmacy Practice Experiences (IPPEs) are designed to introduce first- and second-year Doctor of Pharmacy (Pharm D.) students to the activities, structure and responsibilities of community, institutional and health-system pharmacy practice. These IPPE experiences assist in providing hands-on experiences that support classroom instruction. The IPPE rotations complement the didactic blocks of the first- and second-year curriculum and prepare the student for Advance Pharmacy Practice Experiences (APPEs) during the third professional year.

The Advanced Pharmacy Practice Experience (APPE) program at Pacific University consists of 8 courses, each consisting of 240 hours mostly in primary, acute, chronic and preventive care settings. There are four core courses: PHRM 701-704. APPE rotations provide a multitude of experiences for students in their third year in which they further integrate their didactic knowledge and pharmaceutical care skills into diverse pharmacy practice experiences. The APPE program at the School begins upon successful completion of the second professional year, and continues through the successful completion of the third professional year. Each rotation includes unique focus areas, which will emphasize a variety of competencies required for graduation and licensing as a pharmacist. For further delineation, see syllabus for the respective course.

<i>COURSE</i>	<i>BLOCK DESCRIPTION</i>	<i>LENGTH OF COURSE</i>
<i>PHRM 701:</i>	Advanced Community Pharmacy	240 hours/6 weeks
<i>PHRM 702:</i>	Health System Pharmacy	240 hours/6 weeks
<i>PHRM 703:</i>	Ambulatory Care Pharmacy	240 hours/6 weeks
<i>PHRM 704:</i>	Internal General Medicine	240 hours/6 weeks
<i>PHRM 705:</i>	Patient Care Elective	240 hours/6 weeks
<i>PHRM 706:</i>	Non-Patient Care OR Patient Care Elective	240 hours/6 weeks
<i>PHRM 707:</i>	Non-Patient Care OR Patient Care Elective	240 hours/6 weeks
<i>PHRM 711:</i>	Self-Study	240 hours/6 weeks*

*Only for academic credit, does not count for intern hours. In addition, students will complete PHRM 709, Comprehensive Curricular Review which takes place at the end of Block 8, 30 hours/5 days.

Electronic Tools

E*Value Management Systems

The Experiential Education program uses E*Value to coordinate rotation assignments, time tracking, student and preceptor assessments, evaluations and general announcements. A variety of course materials, including copies of the IPPE and APPE evaluation forms are available on E*Value.

Moodle

Moodle is a learning management system used by the School of Pharmacy. Experiential course materials and announcements may be located here. There are also class discussion boards and frequently asked question sections housed within Moodle: Please visit:

<http://www.pacificu.edu/libraries/educational-technology/moodle>

Library

Pharmacy resources available at:

http://www.pacificu.edu/library/databases/browse_databases.php?subject_id=20

BoxerOnline

BoxerOnline is an online resource that contains many resources for students, including, immunization summary, HIPAA and BBP training certificates and verification of enrollment and grades.

<https://boxeronline.pacificu.edu>

Student Responsibilities

Students should be knowledgeable of and compliant with the material contained in this manual as well as the Pacific University and School of Pharmacy Student Handbooks and the Pacific University Catalog. Questions and/or clarifications pertaining to student responsibilities should be directed to the Director of Experiential Education.

Requirements for Participation in IPPE and APPE

Prior to beginning IPPEs and APPEs, students must complete at minimum the listed below requirements. Students are advised that each site may have more stringent requirements than those listed below, with which the student must comply and release documents to both the experiential team and the site before beginning an experience.

Pacific University School of Pharmacy may authorize designated affiliated clinical sites to view student reports including drug screening results and background checks, if such

information is required prior to gaining entrance into the facilities. Students may be required to complete additional licensing, testing, training, documentation of personal information (i.e. date of birth, social security number, finger printing) and testing, at an additional cost, before gaining entrance to some facilities. Students are responsible for all costs associated with experiential rotation requirements.

Requirement	Description	Meeting Requirement	Due Date
Pre-requisite coursework	Experiential coursework runs concurrently with didactic coursework	Successful completion of pre-requisite coursework	Ongoing requirement
Maintain demographic information in E*Value	Maintain a current address, phone number and emergency contact in the E*Value management system	Update E*Value with current information	Ongoing requirement
Health Insurance Portability and Accountability Act (HIPAA) training*	HIPAA compliance training is an online training consisting of educational learning and a test	Annual renewal of HIPAA training; carry verification certificate to inform experiential site(s) as needed	P1- August during orientation P2- end of P1 spring semester P3- end of P2 spring semester APPE- keep current through completion of APPEs

Requirement	Description	Meeting Requirement	Due Date
Blood borne Pathogens in Healthcare Facilities (OSHA) training*	Understanding blood borne pathogens training is an online training module with an educational component and test	Annual renewal of OSHA training; carry verification certificate to inform experiential site(s) as needed	P1- August during orientation P2- end of P1 spring semester P3- end of P2 spring semester APPE- keep current through completion of APPEs
Immunization administration certificate*	Training occurs at Pacific University during the Spring Semester of the P1 year	Successfully participate in the school provided training	Ongoing requirement after initial certification
Basic Life Support for Healthcare Providers (BLS) certification*	Training occurs at Pacific University during the Spring Semester of the P1 year	Successfully participate in the school provided training; carry verification certificate to inform experiential site(s) as needed	Ongoing requirement after initial certification *Note: This certification is required for immunization administration certification and ACLS certification. BLS may require self-directed renewal of certificate prior to completion of APPEs

Requirement	Description	Meeting Requirement	Due Date
Advanced Cardiac Life Support for Healthcare Providers (ACLS) certification*	Training occurs at Pacific University during the Spring Semester of the P2 year	Successfully participate in the school provided training; carry verification certificate to inform experiential site(s) as needed	Ongoing requirement after initial certification
Pacific University School ID cards (Boxer ID)		Students are required to have ID cards on them at all time while on school premises and at experiential sites	Ongoing requirement
Current Immunizations*	See Immunizations Section in this manual for more details	Students must provide immunization documentation upon admission to the school and remain current while enrolled. Students are required to upload documentation of immunizations to E*Value and to provide records when requested to assigned clinical sites	Ongoing requirement
Pre-rotation paperwork*	Site-specific pre-rotation paperwork is often required. This information will be communicated with students as necessary	Complete paperwork and requirements	Due dates vary depending on the site

Requirement	Description	Meeting Requirement	Due Date
Preceptor Licensure	Verification by student that the preceptor has a current preceptor license	Utilize the Board of Pharmacy webpage	Check this licensure prior to every experience
Criminal Background Check & Drug Screening	Criminal background check and drug screening must be conducted by a vendor approved by the school. *Note: additional background checks and drug screenings may be required as per discretion of the School of Pharmacy or Experiential sites	Annual completion	P1- during summer P2- end of P1 spring semester P3- end of P2 spring semester APPE- keep current through completion of APPEs
International Travel Paperwork	Additional paperwork and requirements are in place for international travel	The Experiential Office will communicate requirements to applicable students	Varies depending on departure date
Intern Licensure	See Licensure Requirements section in this manual for more information	Maintain active intern licensure	See below
Confidentiality Statement	State that describes types of confidential information and disciplinary/legal action	Read and complete confidentiality statement located in this manual	P1- during orientation P2- end of P1 spring semester P3- end of P2 spring semester

*All of these requirements must be met at least 14 DAYS prior to the start of each experience or as directed by the Experiential Team. If a requirement(s) is not met 14 days prior to the start of an experience this will result in consequences at the discretion of the Experiential Team, such as reassignment of the student's site, referral to the Assistant Dean for Student Affairs, cancellation of the student's experience or other appropriate action.

If you are making up an IPPE or APPE, please check with the Experiential Team to ensure you have met all of the requirements.

Licensure Requirements

Information regarding intern responsibilities may be obtained on Board of Pharmacy websites. A listing of State Boards of Pharmacy can be found on the National Associations of State Boards of Pharmacy website: <http://www.nabp.net>. All students are required to have a valid, active intern license in the following states, at a minimum:

- Oregon and Washington and any state where an experience is assigned. **Note: OR and WA licenses must be maintained throughout the duration of the student’s enrollment in the program, regardless of where a student may be assigned for IPPEs and APPEs. Any restrictions must be brought to the School of Pharmacy.**

	IPPEs	APPEs
Licensure Responsibilities	The student is responsible for carrying copies of all of their licenses. The student must provide the preceptor with a certified copy of their Pharmacy Intern License. Any out of state licensure, outside of Washington and Oregon, must be on file at the School of Pharmacy.	
Deadline	Students must have an active intern license in both OR and WA throughout their enrollment in the program. Any out of state licenses for special opportunities must be active with the respective Board of Pharmacy at least 14 days prior to the start of an experience	
Consequence	Students will be reassigned at the discretion of the Experiential Team, when the student has obtained an active license. If no experiences are available at the time needed, the student may be required to take a leave of absence thus causing delay to progression and or/graduation.	
Other Requirements	All licenses must be current or renewed through the end of the student’s APPEs (duration of enrollment in the program). If the renewal cycle is during the APPE year, the license must be renewed through the end of the student’s APPE.	

Expectations during IPPEs and APPEs

General Expectations

- Students are expected to behave professionally at all times.
- Students should be respectful and courteous at all times.
- Each student should be proactive with their experiential education, which necessitates active participation and communication.
- Students should never be hesitant to admit they do not know something, and should seek help when necessary.
- Advice or direction from a preceptor should be viewed as a learning experience.
- Students should never publicly question the advice or directions of a preceptor.
- Students and preceptors are encouraged to discuss differences or conflicts.
- Students should take an active role in communicating with patients and other members of the healthcare team but only under the supervision and authorization of their preceptor.

Expenses

- Students are responsible for all expenses, fees and/or fares incurred during site experiences.

Compensation

- Students may not request or receive compensation from sites or preceptors for activities related to IPPEs or APPEs. Receiving or requesting compensation will result in dismissal from the program. Some examples may include: hotel lodging, any monetary reimbursement, salary, travel, etc. Students can direct questions to the Director of Experiential Education.
- Students typically are unable to complete most formalized internship programs while enrolled in the School of Pharmacy. Before applying for any internship program or volunteer program, talk to the Director of Experiential Education to see if the internship program will be possible within the curriculum.

Laws and Regulations

- Students are responsible for abiding by the laws and regulations that govern the pharmacy practice site as well as to the policies and procedures of the practice site. If there is a difference between rules, then the more strict interpretation applies. Students are responsible for practicing within the scope of their license as designated by the respective Board of Pharmacy.

Travel

- Students should expect to spend experiential rotations outside the Portland area throughout the entirety of the program and are expected to make their own travel and housing arrangements.
- Students are required to have reliable transportation to allow them to get to and from campus, attend off-campus experiential rotations, and participate in other community activities as required. Lack of transportation is not an acceptable reason for non-attendance or tardiness at experiential rotations.

Communication

- Students are expected to communicate with faculty course coordinators, the Experiential Education Team and preceptors during experiential placements.
- Because a majority of the communication is electronic, students are responsible for checking their pacificu.edu mail account at least **TWICE DAILY, INCLUDING WEEKENDS AND ON SCHOOL BREAKS** (this is the same school requirement found during the didactic portion of the program).
- Students are to utilize only their Pacific University email address for correspondence with the school (including the Experiential Education Team), sites, and preceptors, and to refrain from forwarding to another email address.
- Students are responsible for seeking direction from the preceptor.
- All communication should be **PROFESSIONAL**.

Internet Access

- It is the student’s responsibility to have adequate Internet access to accomplish assigned tasks, assignments, communication etc. while on experiences. Inadequate Internet access is not an acceptable reason for failure to meet deadlines and appropriate consequences will apply.

Publishing Opportunities

- Any article written by a student which has been based on information acquired through his/her clinical education experience must clearly reflect that the School and clinical rotation site does not endorse the article, even where a review has been made prior to publication. This is accomplished by requiring the following disclaimer to appear with each such article written:
“The opinion and conclusions presented herein are those of the author and do not necessarily represent the views of the School or Facility”

Attendance

- General information applicable to IPPEs and APPEs:
 - Attendance is mandatory for all IPPEs and APPEs.
 - A schedule should be set for the student by the preceptor delineating what activities occur while onsite and what activities occur in preparation for rotation offsite.
 - Students may not request a specific schedule; the schedule is SET BY THE SITE IN CONJUNCTION WITH THE SCHOOL.
 - For School Based Rotations, the maximum number of logged contact hours on rotation is 48 hours per week. Students may be assigned additional readings, projects, and other homework to be completed in addition to the 48 hours.

Time to Log in E*Value	Other Time (do NOT Log in E*Value)
Onsite (active engagement and/or participation)	Preparatory work, which may include reviewing drug therapy and medical conditions or working on assigned projects offsite

- Weekly hours do not carry forward to subsequent weeks.
- Outside employment should not interfere with experiential activities.
- The majority of hours recorded for APPEs should involve patient care (except for elective non-patient care experiences).
- Pre-Rotation Communication
 - Students are responsible for contacting their preceptor and/or supervisor by telephone or email to introduce themselves 3 weeks prior to their experience.
 - If on initial contact the student has left a message or an email, please follow up to ensure the preceptor has received the necessary communication from the student. It is the student's responsibility to make sure they have communicated with the preceptor prior to starting the rotation.
- Expectations
 - The student's schedule may vary from the 'normal 9-5 shift'; the schedule may include evening, graveyard, and weekend hours. This is at the discretion of the preceptor and NOT up to the student.
 - A student must complete and log the minimum number of hours required by the syllabus.
 - All absences during IPPEs and APPEs will be made up at the discretion of the preceptor AND the Director of Experiential Education. The date and time of the makeup shall be determined with the site preceptor. Make-up hours shall not conflict with class-time or other scheduled School activities.
- Documentation
 - At a minimum, the student should document the hours spent at their rotation experience upon conclusion of each visit day.
 - The hours should be documented after they have been completed, not in advance of the activity or rotation time.

Types of Absence	Description and Action
Excused Absence	<p>An excused absence is one for which the student experiences an acute illness or emergency. Students must advise their preceptor via telephone as early as possible, preferably before the start of the day or expected time of arrival. Text, voice or email messages are NOT acceptable methods for notification unless directed by your preceptor.</p> <p>Documentation from a healthcare provider or relevant third party may be required for any absence.</p> <p>Examples of excused absences include:</p> <ul style="list-style-type: none"> Medical necessity: An unpredictable or serious illness of the student or an immediate family member Death of a family member: Death of a spouse, child or significant other in the immediate family. Also includes parents, grandparents and siblings of student, spouse or significant other. <p>In the case of jury duty, contact the Director of Experiential Education for direction.</p> <p>Preceptors may only grant a maximum of THREE DAYS excused absence per rotation.</p> <p>Students and preceptors must agree on a plan to complete these missed hours within the time period of the course. All instances of a student missing more than three days must be reported to the Director of Experiential Education, with submission of a plan describing how the missed hours will be completed. This plan must be signed and dated by the student and preceptor then emailed to the Director of Experiential Education.</p>
Pre-Planned Absence	<p>The preceptor must be contacted at least two weeks before the day(s) in question for pre-planned absences. Preceptors are not required to grant time off for pre-planned absences. All scheduling conflicts must be resolved prior to student commitment to said activity. As rotation hours do not carry forward from week to week, you may not work extra hours in advance of pre-planned absences.</p> <p>Examples of pre-planned excused absences include:</p> <ul style="list-style-type: none"> Routine physician or other healthcare practitioner visits: As approved by the preceptor. Professional activities: As approved by the preceptor. Examples may include residency interviews and professional meetings.

<p>Pre-Planned Absence (ctd.)</p>	<p>Students are allowed 5 days during their APPE year to participate in professional activities. Any pre-planned absences for professional activities in excess of the 5 days must be reviewed and approved by the Director of Experiential Education in addition to approval by the preceptor.</p> <p>Students are expected to complete additional work in concert with or in addition to attending the professional activity at the discretion of the preceptor.</p> <p>Please remember that 240 hours must be documented for each APPE.</p>
<p>Unexcused Absence</p>	<p>In the event of unexcused absences, students are assigned a grade of Incomplete (I) or No Pass (NP) until all experiential requirements have been completed for the IPPE or APPE Course. Unexcused absences must be reported by the student to the Director of Experiential Education, with submission of a plan describing how the missed hours will be completed. Approval of this plan is at the discretion of the preceptor and the Director of Experiential Education. This plan must be signed and dated by the student and preceptor. These experiential requirements should be completed prior to the end of the rotation or the agreed upon time between the student and preceptor. If these requirements are not met, there is the potential for a NP grade and progression through the program could be delayed.</p>
<p>Extended Excused Absence</p>	<p>Occurs when a student misses more than 3 days on APPEs; student must make up any missed time prior to graduation.</p>
<p>Other Absences</p>	<p>Jury Duty: Students summoned for jury duty must contact the Director of Experiential Education immediately.</p> <p>Holidays: Rotation sites may or may not be open on Federal holidays. Attendance on these days is at the discretion of the preceptor. If the student is not required to attend, this should be documented. Students should review holiday coverage with their preceptor before reporting to the site to determine whether additional project work is required to complete the minimum total hours required for the IPPE or APPE rotation.</p>

Other Absences (ctd.)	<p>Unmet Requirements: If the student is excused from the site due to unmet rotation requirements, the student must contact the Director of Experiential Education.</p> <p>If the student leaves the rotation site for any reason other than illness, the student should contact the Director of Experiential Education.</p> <p>Extenuating circumstances unforeseen by this policy: Students with extenuating circumstances not addressed by these policies should contact the Director of Experiential Education.</p>
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Appropriate Attire/Grooming for the Pharmacy Profession

- The following are required:
 - Students are expected to practice personal hygiene (clean and well groomed).
 - Students must wear professional attire and attire as required by the rotation site; if a student is unclear about professional attire, please contact the preceptor or the Director of Experiential Education.
 - Students shall display mature discernment as to appropriate attire for all School activities, reflecting proper taste, personal modesty, neatness, and a concern for the feelings of others.
 - A short, clean white lab jacket should be worn at all times, unless instructed otherwise by the site preceptor. Site specific requirements on dress and identification should be considered.
 - Hosiery is required and shoes must be closed toed.
 - Students should wear their School identification badge and/or site identification at all times as instructed by the site preceptor.
 - The School recommends while on rotation students be conservative with respect to hair coloring.
- The following are NOT allowed:
 - Clothing with inappropriate advertising, designs, and/or logos such as alcohol and cigarette ads, sexually explicit sayings or designs, as well as drug-related sayings or designs that may be offensive to others.
 - Wearing jeans or tee shirts.
 - Caps or headgear; these may be worn for religious or medical purposes.
 - Wearing revealing attire.

- Wearing any visible piercing while on experience except for moderate sized earring placed in the ear.
- Students must cover tattoos, marks, or other body art.
 Experiential sites may have more restrictive dress and hygiene codes (may include jewelry and facial hair restrictions) and students must follow the more restrictive dress code when presented at those individual sites. See examples of professional dress attire here:
http://humanresources.about.com/od/workrelationships/tp/dress_code_collect.htm

Immunizations

- Students must provide all immunization documentation upon admission to the School and immunizations must remain current while enrolled. The School requires the students to provide verification of the immunization status to their assigned clinical site when requested. The School of Pharmacy and the College of Health Professions have a list of immunizations requirements for the Program. Students are advised that each site may have MORE stringent requirements than those required by the School.
- Students are required to be current with their proof of TB status as outlined in the Student Handbook. Prior to IPPEs and APPEs, students must provide evidence of their status in May for the upcoming academic year. Positive PPD, QuantiFERON® Gold or other immune assay test, or chest X-ray must be accompanied by written certification from a physician stating that the student is not a health risk. Students with a prior documented positive PPD are required to have a repeat chest x-ray every 2 years or as per site requirements. Any student who converts to a positive PPD or has a chest x-ray changed during the program is referred to Washington County Health Department for further evaluation. This should be maintained throughout clinical experiences. If a site has additional TB screening requirements, the student is required to follow the site's policy before beginning a rotation.
- Students will be reassigned at the discretion of the Experiential Team if they fail to meet the immunization requirements of the site to which they are assigned which may delay progression.

Health and Safety Requirements

- It is possible that students may acquire communicable illnesses while enrolled in the program. Students exposed to a communicable disease should be evaluated by a physician as soon as possible. The Director of Experiential Education should be notified by telephone if there is any limitation to the student's ability to participate in clinical activities or if other students need to be evaluated as a result of this exposure to a communicable disease. At the discretion of the preceptor and/or in accordance with site policy, students who acquire a communicable illness may be asked to remain off-site until symptoms have resolved (student is no longer contagious). Students are required to make up this time at the convenience of the preceptor.
- Additional information about University policy regarding blood borne pathogens may be obtained at the following website:
http://www.oregon.gov/oha/OHPR/rulemaking/notices/409-030_Table.pdf
- Student Grievance Procedure
 - It is the policy of the University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference, or disabled veteran or Vietnam era status. Further, the University expects that those with whom it deals will comply with all applicable anti-discrimination laws.
 - The School has adopted an internal grievance procedure for the prompt and equitable resolution of complaints alleging harassment, discrimination, or concerns regarding a requested service or accommodation on the basis of a disability. A student may express or file a complaint or grievance that alleges discrimination and, after an investigation, receive a fair resolution without fear of reprisal. Complaints should be filed with the University Vice President for Student Affairs and Dean of Students.
 - The Dean of Students is responsible for, among other things, Title IX coordination and compliance with the Americans with Disabilities Act, (title II) and Section 504 of the Rehabilitation Act of 1973. Title IX regulations specify detailed prohibitions of sex discrimination in educated programs receiving federal funds. Any student who wishes to file a complaint or seek an accommodation at the campus in which they are enrolled should follow the Student Grievance Procedure and contact the Dean of Students.

Will Perkins, Associate Vice President for Enrollment Management & Student Affairs/Dean of Students | 2043 College Way | Forest Grove, OR 97116 | p: 503-352-2120 | f: 503-352-2936 | e: wperkins@pacificu.edu

Business Holds

- Students should make payments of all fees and charges in accordance with one of the University's payments options. All payments must be made in U.S. currency. The experiential program reserves the right to remove or reschedule IPPEs or APPEs if notified by the University Business Office if the student's account is on business hold.

Facility/Site Policies and Procedures

- The School has affiliations with a variety of experiential training sites, including but not limited to health systems (e.g. hospitals), managed care pharmacy organizations, community pharmacies (e.g. chain and independent), ambulatory clinics, long term care facilities, home infusion pharmacies, mail order pharmacies, and the pharmaceutical industry. The vast majority of these facilities are located within the state of Oregon and Washington. Experiential sites are continually added by the School in order to provide variety and quality to the experiential experiences. Students must complete all rotations at sites assigned by the School and where the School has a current, active affiliation agreement.
- Students must comply with all policies and procedures of the practice site. Preceptors should advise students of site policies during the orientation process. Discussion should include the following: fire and safety procedures, emergency exits, telephone etiquette, facility parking policies, Health Insurance Portability and Accountability Act (HIPAA), Protected Health Information (PHI), Family Education Rights and Privacy Act (FERPA), etc. Students are not allowed to take PHI off site and must respect site property. Damage to site property may result in dismissal from the location and/or the program. Students must return all property to the site at the end of each experience. Fines assigned by the site for past due items are the responsibility of the students.

- All students must disclose information regarding Board of Pharmacy – Board Actions and/or background checks to preceptors and the Director of Experiential Education. Students are required to notify the School and preceptors within 15 days of receipt of any notice of action from a Board of Pharmacy. Students are required to notify preceptors of the results of their background checks, drug testing and Board of Pharmacy actions prior to each experiential rotation. An experiential rotation may need to be reassigned or cancelled by the School in instances when site-specific requirements do not allow successful completion of the experiential course at that location. Examples of this may include, but are not limited to, site-specific requirements and handling of criminal history, Board of Pharmacy – Board Action and/or probation requirements of licensure, etc.
- If a site has specific requirements that prevent a student from completing a rotation, the Experiential Team will then review their database for availability of an experience that meets the requirements of the originally scheduled rotation (i.e. same course number). If a suitable experiential rotation alternative is not found, the experience will be cancelled and a delay in academic progress will result.
- Personal safety and security is of paramount importance to the School. Students should remain vigilant in their assessment of personal and professional interactions; examples may include, but are not limited to the following: parking lots, hallways, bathrooms, and storage facilities. Students are encouraged to seek advice and assistance from preceptors and/or facility staff (i.e. security officer) as is appropriate. Students are encouraged to use the ‘buddy system’ or security personnel when entering areas where there is any perceived or known risk

Confidentiality

- The student is responsible for maintaining confidentiality with regards to all PHI in accordance with the HIPAA and the policies of the practice site. Inappropriate disclosure of PHI or other related information could result in a student’s dismissal from the practice site. The Confidentiality Statement must be signed and dated by the student annually prior to participating in experiences. Students must complete HIPAA training on an annual basis, at a minimum. Students may be asked to complete additional training specific to each site and must comply with all policies and procedures.

Academic Integrity

- Academic integrity is to be viewed with the utmost respect and adherence. It is the cornerstone of professionalism. Please refer to the Pacific University Catalog and the School of Pharmacy Student Handbook for applicable policies and details.
- Academic Dishonesty is NOT tolerated and will result in sanctions, up to and including dismissal.
- In addition, applicable University policies may also be found online:
- Code of Conduct:
 - <http://www.pacificu.edu/about-us/offices/student-conduct/student-handbook/student-code-conduct>
- Statement of Student's Rights and Responsibilities:
 - <http://www.pacificu.edu/about-us/offices/learning-support-services/faculty/student-rights-responsibilities>

Site Assignment

- IPPE site assignments will occur within the States of Oregon and Washington, but may include students opting into experiences in AK, HI, and CA. APPE required coursework will also occur within the states of Oregon and Washington. Exceptions may be made for identified Alaskan and Hawaiian Resident students who may follow an alternative process, other students interested in AK and HI, and approved sites in California. Students are not allowed to locate potential experiential rotations sites.
- A student's APPE rotation schedule may be changed due to students receiving Extended Learning in the P2 year.
- The schedule provided to the student by the Experiential Team may be required to be altered due to site or preceptor needs or other programmatic needs. Requests by students for changes **WILL NOT** be accepted after assignment.

American Disability Act Statement and Learning Support Services (LSS) for Students with Disabilities

- Pacific University is committed to providing an educational environment that is accessible to all students. Services and accommodations are available to students covered under the American with Disabilities Act. Students must contact the Office of Learning Support Services to inquire about accommodations. If a student requires accommodations in a course they must immediately contact the Office of Learning Support Services.
 - Kim Garrett, LSS Interim Director, kjgarrett_mrc@pacificu.edu, (503) 352-2171
- The LSS staff typically meets with the student, reviews the documentation of the student's disability and discusses the services Pacific University offers and any accommodations the student requires for specific courses. If the student requires an accommodation and has received the LSS documentation, please contact the Director of Experiential Education as soon as the student has the documentation for discussion and follow up.
- For additional information on the Office of Learning Support Services, visit their webpage: <http://www.pacificu.edu/about-us/offices/learning-support-services>

*Please remember: All students are required to abide by any applicable policy that is listed in the student handbook.

School-based Rotation Intern (SRI) Hours

- States may differ regarding the number of experiential education hours that may be counted toward the total required hours for licensure eligibility. For curriculum purposes, all students document SRI hours in E*Value. For licensure in Oregon, the School of Pharmacy reports SRI hours. For licensure outside of Oregon, it is the student's responsibility to report intern hours. Students should contact individual State Boards of Pharmacy for specific details as each state board's rules and regulations differ. A listing of State Boards of Pharmacy can be found on the National Association of State Boards of Pharmacy website: <http://www.nabp.net>

Inclement Weather Procedures

- Students should be in communication with their preceptor or designated supervisor when inclement weather occurs. Even if Pacific University campuses are closed due to inclement weather, students should attend their experiences as scheduled, unless otherwise directed by their preceptor, designated supervisor or the School.

Experience Dismissal Policy

- Students may be dismissed from an experience due to the following, but not limited to:
 - Failure to adhere to IPPE and/or APPE site policies and procedures
 - Failure to adhere to School of Pharmacy policies and procedures
 - Persistent unacceptable performance, conduct and/or behavior as determined by the preceptor in consultation with the Director of Experiential Education.
 - Any action which is detrimental to:
 - Self
 - The care of a patient or to the clinical service provided at the site
 - Preceptor, pharmacy team or other employees of the site
 - Unauthorized removal of any books, charts, electronic records, reference journals, or equipment from a patient area or practice site.
 - Violation of State and/or Federal laws
 - Violation of site policies and/or procedures

- Evidence of substance or alcohol abuse by a student is reason for immediate sanction and possible termination from the program. Preceptors or the School may have a professional duty to report such actions to the Board of Pharmacy. Please see Pacific University and School of Pharmacy Student Handbooks for policies and procedures regarding abuse of substances or alcohol.
<http://www.pacificu.edu/about-us/offices/campus-wellness/alcohol-drugs>

Outcomes, Evaluation and Grading

In addition to syllabi competencies, students are held accountable for the following:

Professionalism

- Student is empathic, i.e., demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others.
- Student behaves in an ethical manner, i.e., acts in patients' best interests; acts in accord with the profession's and/or practice site's code of ethics.
- Student communicates articulately, i.e., clearly communicates thoughts; uses appropriate terminology and vocabulary for intended audience.
- Student is punctual, i.e., arrives at practice site early or on time; meets deadlines for completion of tasks and responsibilities.
- Student maintains confidentiality, i.e., engages in discussions or other activities involving patient- and/or site-specific information for purposes of fulfilling professional responsibilities only; maintains confidential nature of patient- and/or site-specific documents.
- Student is respectful, i.e., demonstrates regard for patients, superiors, colleagues, other personnel, and property; acts in a manner that shows recognition that he/she is a guest at the practice site as a professional student.
- Student demonstrates accountability, i.e., holds oneself liable for tasks/duties/responsibilities for which he/she is responsible; does not blame others for mistakes or mishaps, nor avoids responsibilities.
- Student accepts and applies constructive criticism, i.e., responds openly and positively to feedback; modifies behavior if necessary.
- Student wears appropriate attire, i.e., adheres to dress code (written or unwritten); attire is acceptable to practice setting.
- Student demonstrates confidence, i.e., acts and communicates in a self-assured manner, yet with modesty and humility.

Pre-APPE Learning Outcomes and Competencies

- Accurately dispense medication or order fulfillment (patient safety element):
 - Demonstrate a commitment to and a valuing of patient safety by assuring accurate preparation, labeling, dispensing and distribution of prescriptions and medication orders.
- Basic Patient Assessment
 - Collect, record, and assess subjective and objective patient data to define health and medication-related problems. Patient information must be collected in a manner demonstrating knowledge of patient education level, the unique cultural and socioeconomic situations of patients, and comply with requirements for patient privacy.
- Medication Information
 - Demonstrate knowledge of and accept responsibility for that knowledge of commonly used medications, formulation and drug products.
- Identification and Assessment of Drug related Problems
 - Correlate drug related variable and patient related variables to identify and assess drug related problems. Evaluate how the unique characteristics of patients and patient populations impact on manifestations of drug-related problems.
- Mathematics applied to pharmaceutical calculations, compounded medications, dose calculations, and applications of pharmacokinetic calculations
 - Utilize pharmaceutical and pharmacokinetics mathematics to perform accurate medication calculations. Value the importance of total accuracy in performing and applying these calculations.
- Ethical, Professional, and Legal Behavior
 - In all healthcare activities, demonstrate knowledge of and sensitivity towards the unique characteristics of each patient. Comply with all federal, state and local laws related to pharmacy practice. Demonstrate ethical and professional behavior in all practice activities.
- General Communication Abilities
 - Demonstrate effective communication abilities in interactions with patients, their families and caregivers, and other healthcare providers. Communication should be consistent with education level, cultural issues, and be empathetic. Elicit feedback validating understanding of communication.

- Patient Interaction and Education
 - Provide effective health and medication information to patients and/or caregivers and confirm patients and/or caregiver understanding of the information being provided.
- Drug Information Analysis and Literature Research
 - Assess information needs of patients and health providers and apply knowledge of study design and literature analysis and retrieval to provide accurate, evidence-based drug information.
- Health and Wellness – Public Health
 - Know and apply principles of health and wellness in the provision of individual and population-based health and wellness information. Integrate unique characteristics of individuals and populations in the design of health and wellness information.
- Insurance/Prescription Drug Coverage
 - Utilizing knowledge of a wide array of private and public health insurance options, assist patients and caregivers to obtain their medication and related para-pharmaceuticals in an affordable manner that meets their healthcare needs.
- Inter-professional Healthcare Team
 - Understand the roles and responsibilities of the healthcare team and interact appropriately with all members.
- Medication Use System
 - Understand the various medication use systems across practices of pharmacy.

APPE Learning Outcomes and Competencies

- The Northwest Pharmacy Experiential Consortium (NWPEC) learning outcomes and competencies were derived from the School's Mission and Vision Statements, Ability Based Outcomes, Accreditation Council for Pharmacy Education (ACPE) and the Center for the Advancement of Pharmaceutical Education, Educational Outcomes (CAPE 2013). These competencies should be attained upon completion of seven experiences. Preceptors and students are encouraged to contact the Director of Experiential Education if clarification is required for a particular competency.

- The five learning outcome categories are:
 1. Knowledge Application
 2. Professionalism
 3. Communication
 4. Patient Care
 5. Management of Systems

Grading

- Provision of feedback is encouraged throughout the experiences.
- Failure to achieve a passing grade may result in ineligibility to enroll in the subsequent Introductory Pharmacy Practice Experiences or Advance Pharmacy Practice Experiences and thus delay your progression in the professional program.
- IPPEs: The grading for IPPEs is specific for each IPPE course and is outlined within the respective course's syllabus. Although preceptors make a recommendation for a student to receive either a "Pass"/ "No Pass"/ "Incomplete", it remains to Pacific University School of Pharmacy to award a final grade for each experience.
- APPEs: The grading for the final year of the PharmD program is a "Pass" / "No Pass"/ "Incomplete" system. Each student must be evaluated against five learning outcome categories at the midpoint and conclusion of each APPE. Although preceptors make a recommendation for a student to receive either a "Pass"/ "No Pass"/ "Incomplete", it remains to Pacific University School of Pharmacy to award a final grade for each experience.

Student Assessment of Preceptor and Site/Experience

- Students are required to complete the Site/Experience Assessment and the Preceptor Assessment online, at the completion of each IPPE and APPE Course. All assessment forms must be completed and submitted no later than three business days after the completion of the experience. If the assessment is not received within three business days of the completion of the rotation, an incomplete will be assigned which may result in a delay in your financial aid and academic progress.

Self-Assessments/Reflections

IPPE

- During introductory experiences, self-reflections occur after each site visit or as directed by the syllabus.

APPE

- During advanced experiences, students must complete APPE Course Objectives at the start of each rotation, as outlined in the syllabus.
- During advanced experiences, students must complete one summative self-reflection at the end of each block (i.e., 6 week rotation). This self-reflection should assess the student's strengths, weaknesses and achievements for that entire experience.

Student Progression Committee (SPC) Procedure for Academic, Professional, and Experiential Unsatisfactory Progress

- Please see Pacific University School of Pharmacy Student Handbook.

Consequences of Unsatisfactory Achievement of Academic, Professional, and or Experiential Standards

- Please see Pacific University School of Pharmacy Student Handbook.

Appendices

Confidentiality Agreement



I acknowledge and agree to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any current and future regulations promulgated hereunder including without limitation the federal privacy regulations, federal security standards and the federal standards for electronic transactions. Confidential Information specifically includes, but is not limited to, employee information, patient information, computer or access password(s)

issued to me, financial information, business activity information, details about the computer systems and software, displayed and printed information, and proprietary vendor information.

I will:

1. Use confidential information strictly in connection with, and for the sole purpose of, performing my assigned educational and patient care responsibilities.
2. Not disclose or communicate any confidential information to any person or entity whatsoever, except in performance of assigned educational and patient care responsibilities at the site or in the classroom.
3. Not disclose to any other person or entity, password(s) issued to me.
4. Always clear confidential information from my terminal screen and sign off the system when my tasks are completed.
5. Report immediately to my preceptor any unauthorized use, duplication, disclosure, or dissemination of confidential information by any person, including other students.
6. Mask the identity of the patient or employee, and site when presenting confidential information orally or in writing, as part of my assigned educational and/or patient care duties.

My failure to fulfill any of the obligations set forth in this confidentiality agreement or my violation of any of the terms of this agreement may result in:

- I. Disciplinary action by the Pacific University School of Pharmacy, including but not limited to, action taken under the School's Standards of Professional Conduct.
- II. Disciplinary action by the site, according to the site's policies and procedures, including removal from the site.
- III. Appropriate legal action (state and/or federal), including, but not limited to, civil or criminal prosecution.

Print Name: _____

Signature: _____

Date: _____

Student Affidavit Experiential Education Manual



I acknowledge that I have received a copy of the Experiential Education Manual. By signing my experiential policies and procedures form I acknowledge that I have read this Manual and understand it. I accept all student responsibilities within this Manual. In the event that a University policy is in conflict with a College/Program policy, the more strict policy will apply.

Name (printed): _____

Signature: _____ Date: _____

Important Information List

(*Must be carried throughout rotations unless available electronically)

- Intern License
 - School requires a copy of your out-of-state intern license(s)
- Confidentiality Statement (from Experiential manual)
- Drug Screening (must be made available to preceptor/site upon request)
- Background Check (must be made available to preceptor/site upon request)
- Immunizations (take a copy of each result set with you/make available upon request)
 - Tetanus Diphtheria (TD) or Tdap (per site requirements)
 - Two-step TB Skin Test (PPD), immune-assay, or Chest X-Ray (annually)
 - Measles, Mumps, Rubella (MMR)
 - Hepatitis B series
 - Varicella Vaccine (or Titer)
- Training Certificates
 - Immunization
 - BLS
 - ACLS
 - Blood Borne Pathogen
 - HIPAA
- Pacific University Boxer ID Card
- Copy of Health Insurance Card
- Copy of Student Handbook and Experiential Education Manual (electronic copy on E-Value and Moodle)
- Student Self-Reflections
- Syllabi (electronic copy on E-Value and Moodle)
- Curriculum Vitae
- Rotation Hour Logs (for Washington and other state's BOPs)
- Preceptor Correspondence

Communication Tips

Pre-Rotation

- Check in with preceptor three weeks prior to the beginning of rotation
- Determine what needs to be accomplished prior to rotation
 - Pre-rotation requirements
 - Drug Screening
 - Background Check
 - Immunizations
 - HIPAA
 - Bloodborne Pathogen
 - Site specific requirements
 - Pre-rotation readings
 - (If you have questions about pre-rotation requirements, please contact the School.)
- Utilize the orientation checklist
 - Discuss where you are at in your rotations and what you want to get out of the coming rotation
 - Determine what time and where to be on the first day of rotation
 - Discuss other items including:
 - Parking
 - Attire: name badge, white coat, etc.
 - Hours of the rotation
 - Assignments or projects (preceptor may be willing to provide you with a syllabus in advance)

Example Script:

Good Morning Dr./Ms./Mr. Preceptor. My name is _____. I am a Pharmacy Student from Pacific University and I am scheduled to begin my rotation with you in 3 weeks. I wanted to determine what requirements you need me to complete before my rotation begins. Are there any pre-rotation readings you would like me to complete? I have had the following rotations thus far this year ____, ____, ____. I hope to learn about _____ while on rotation at your site. Where should I meet you on the first day? What time should I be there? Is there any additional information you need from me at this time?

During Rotation

- Utilize the orientation checklist as a communication tool and agreement.
- Develop a calendar to schedule required responsibilities (i.e. journal club, topic discussion, project due dates, P & T meetings) while on rotation.
- Keep an open mind about each rotation
- Remember you aren't expected to know everything and it is okay to say I don't know.
- Discuss expectations at the beginning of the IPPE or APPE and throughout the course/rotation.
- Take an active role in your learning.
- Advice or direction from the preceptor should be viewed as a learning experience. Students should never publicly question the advice or directions of the preceptor; these issues should be discussed in private. The student and the preceptor are encouraged to discuss differences or conflicts with the Director of Experiential Education.
- Students should take an active role in communicating with pharmacists, patients, and other healthcare professionals, but only under the direct supervision and authorization of the preceptor. Students should seek advice regarding methods of communication that are appropriate for various types of encounters.

End of Rotation

- Utilize the final evaluation as a time to assess yourself, your growth and areas for improvement; document these and carry throughout your rotations.
- Constructive criticism, provided by your preceptor, regarding your professional interactions and performance at the practice site should be viewed as a means of learning.
- Provide professional, constructive feedback to your preceptor.

Websites for Reference

Oregon Board of Pharmacy

<http://www.pharmacy.state.or.us>

Washington Board of Pharmacy

<http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Pharmacist>