



South Carolina College of Pharmacy

Experiential Education Manual

Introductory Pharmacy Practice Experience
SCCP 699 Introductory Community

A Guide for Students and Preceptors

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Mission Statement

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

GOALS

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



General Policies, Resources, and Guidelines

General Policies for Experiential Education

DEFINITIONS

An *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 / 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:student ratio, but may be greater.
- 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 SCCP College of Pharmacy's curriculum is scheduled for eight weeks. Students spend four weeks completing the "SCCP 699 Introductory Pharmacy Practice Experience in Community Pharmacy" course and four weeks completing the "SCCP 798 Introductory Pharmacy Practice Experience in Institutional Pharmacy" course.

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 SCCP 699 Introductory Community Pharmacy Practice Experience are to expose the student to the environment of community 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 for the 2012 summer are held during three blocks in the summer prior to the next academic year. Block 1 is held during May 7 – June 1, Block 2 is held during June 4 – June 29, and Block 3 is held during July 2 – July 27. Each IPPE is worth 4 credit hours.

POLICIES PERTAINING TO THE GRADING PROCESS

- A. Grades in the IPPE program (SCCP 699 & 798) will be assigned automatically by preceptor utilization of the SCCP evaluation via E*Value on a Pass/Fail basis. This grade counts towards completed hours but not towards GPA.
- B. All IPPE rotation requirements including: rotation hours, self assessments (mid-point and final), reflections, My Folio (Student Introduction, CV or Education History, and all assignments), 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 entered until all required assignments are complete and uploaded into E*Value.

D. 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.

UNIVERSITY POLICY ON SEXUAL HARASSMENT

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

Please find detailed policies at the following locations:

www.sc.edu/eop/sexharassment.html - USC Campus

www.musc.edu/genderequity/policy - MUSC Campus

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

SCCP PROFESSIONALISM POLICY

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

Professional Standards

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

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

1. Student attendance for rotations, lectures, laboratory sessions, and meetings is expected and 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 the SCCP Student Grievance Policies in regards to individual or class issues.
5. In professional settings, students will always dress in accordance with the SCCP Dress Code.
6. In all academic, professional, and public settings, it is expected that students will display the highest level of honesty and ethics. If a student suspects that another student has committed a form of academic dishonesty, there is an obligation on the student to report the violation in accordance with the campus Honor Code.
7. A pharmacy student is required to uphold the dignity and honor of the profession, and to accept its ethical principles. Students shall not engage in any activity that will discredit the profession. Students are expected to follow and uphold all local, state and federal laws at all times.

Procedures

Any student, faculty, staff member, or individual associated with the College's academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. Under usual circumstances, the incident should have been brought to the student's attention and resolution attempted before reporting the incident to the Assistant Dean. Upon receiving a report regarding unprofessional behavior, the Assistant Dean will determine the legitimacy of the report in accordance with his/her understanding of professional standards for behavior, the severity of the incident, and the urgency by which it needs to be addressed. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait to act until he/she receives multiple reports of unprofessional behavior on a student. In cases where the Assistant Dean makes the decision to delay formal action, he/she should inform the student of the complaint of unprofessional behavior and that future complaints will result in formal action. Once the Assistant Dean determines that administrative action is warranted, each case will be addressed in the following manner:

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

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

2. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Scholastic Standing Committee. After meeting with the student, the committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy upon further problems with unprofessional behavior.

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

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

CONFIDENTIALITY/HIPAA

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

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

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

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

Self: The student may not access confidential medical information pertaining to self unless proper channels and paperwork have been used.

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

PROCEDURES IN THE EVENT OF SEVERE WEATHER

USC and MUSC University procedures in the event of severe weather do not apply during 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 and Preceptors

1. Getting Started as a Pharmacy Preceptor
Randell E. Doty
2. From Student to Pharmacist: Making the Transition
Jennifer P. Askew
3. Peripheral Brain for the Pharmacist
American Pharmacists Association
4. Pharmacy Practice Experiences: A Student's Handbook
Paul J. Setlak

****Students**:** Remember to utilize tertiary drug resources that are available to you through SCCP and your respective campus libraries.

****Preceptors**:** If you do not have access to our online Drug Library and you have submitted availability for the 2012-2013 rotation year, please sign-up for your complimentary access at:

<http://www.sccp.sc.edu/programs/experiential/forms/Preceptors/Application%20for%20Access%20to%20Online%20Libraries.pdf>



Student Policies, Resources, and Guidelines

Student Tips for a successful practice experience:

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

Policies Pertaining to the Student

REQUIREMENTS

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

ATTENDANCE

- A. Participate in practice experience a minimum of 20 days per rotation block, 40 hours per week, 8.5 hours per day (including lunch break), and 160 hours per four-week rotation unless preapproved by your Experiential Coordinator. 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.

SOUTH CAROLINA COLLEGE OF PHARMACY DRESS CODE

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

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

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

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

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

GENERAL INFORMATION

1. Obey all laws, rules, policies and regulations governing the practice of pharmacy and the Experiential Education program and seek clarification from the preceptor regarding any professional, legal, or ethical issues.
2. Complete any unique administrative details required by certain sites before beginning a rotation at that site. Complete required paperwork as directed by the experiential education office/site including, but not limited to: substance testing (drugs and alcohol test), and criminal background checks.
3. Complete all required assignments by the last day of rotation. Detailed assignment descriptions can be found under Required EValue 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. Blackberry, iPhones, 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, MySpace, 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.

SCCP PHARMACY COURSE NUMBERS AND DESCRIPTIONS

SCCP 699 – Introductory Community Practice – first year summer 4-week rotation

Introduction to the practice of pharmacy in the community pharmacy setting. Forty hours of directed experience per week for four weeks.



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

Log-on Information

The website for E*Value is: www.e-value.net . You will receive an automated email with your username and password information. To change this information, under the “Home” category, choose “Change password”. If you forget your username or password, choose the “Forgot Password” link on the E*Value homepage.

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 “User Menu” – “Evaluations”. 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 “User Menu” – “Rotation Hours”. Your preceptor must approve hours you entered at the end of your rotation.

My Folio

My Folio can be found under “User Menu” – “My Folio” – “View My Folio”. Items expected to be completed under “My Folio” include: “Student Introduction,” Curriculum Vitae” OR completed categories of “Education History”, pre- and post- “Reflections” uploaded, and all other assignments completed on rotation uploaded. Curriculum Vitae (or Education History) are living documents. These items are expected to change on a regular basis as students progress through the Pharmacy curriculum.

Rotation Schedule

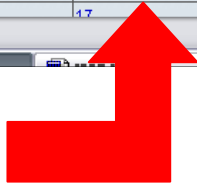
Student rotation schedules can be found under “Reports” – “Schedules” – “Rosters”.

ROTATION HOURS EXAMPLE

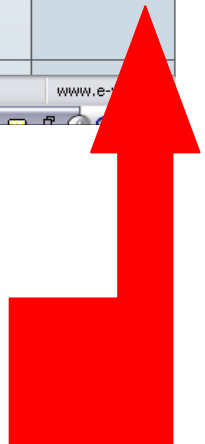
Needs to be approved by Supervisor: !

April		June		May 2010				Rotation Hours for: TESTSTUDENT, Beth-P4	
				Date: 05/21/2010 <input type="button" value="Go To Date"/>					
SUN	MON	TUE	WED	THU	FRI	SAT	Totals		
25	26	27	28	29	30	1			
2	3	4	5	6	7	8			
9	10 Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 7:00 A - 12:00 P Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 12:30 P - 4:00 P	11 Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 8:00 A - 12:00 P Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 1:00 P - 5:00 P	12 Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 8:00 A - 12:00 P Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 1:00 P - 5:00 P	13 Rotation ⚠ 7:30 A - 11:30 A Rotation ⚠ 12:00 P - 4:00 P	14 Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 8:00 A - 12:00 P Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 12:30 P - 5:00 P	15		41.00 hours Total: 41.00 hours	
16	17	18	19	20	21	22			

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



Total number of hours
logged per week



South Carolina College of Pharmacy
College of Pharmacy

16	17 Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 8:00 A - 12:00 P Rotation ✓ [Req. Ambulatory Care Ambulatory Care] 1:00 P - 5:00 P	18	19	20	21	22	8.00 hours Total: 8.00 hours
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	
							49.00 hours Total: 49.00 hours (Non-Rotation Hours Task Types are not included in the Total calculations.)

Please specify the desired date range and click on the "View Rotation Hours Statistics" button below to run a Rotation Hours Violation

Total number
of hours
logged for rotation

Rotation Hours should be completed throughout the rotation.
Your preceptor should approve the Rotation Hours **AFTER**
all hours are entered by the student.

PRECEPTOR/SITE EVALUATION EXAMPLE

E*Value™ South Carolina College of Pharmacy
College of Pharmacy

HOME
USER MENU
+ Evaluations
Pending
Completed
On-The-Fly
+ Documents
Rotation Hours
+ PxDx
+ MyFolio
REPORTS
+ Performance
+ Evaluations
+ Miscellaneous
+ Schedules
+ PxDx
+ Sites
LOG OUT

Courses/Rotations: Req. Ambulatory Care Ambulatory Care
Site: Aiken Regional Medical Center
Period: P4 2010-2011 Test
Time Period: 03/01/2010 - 03/31/2010
Request Date: 04/09/2010
Evaluation Type: Student Evaluation of Preceptor and Site
Evaluator: Beth-P4 TESTSTUDENT
Participation Dates: 03/01/2010 - 03/31/2010

Subject: Jane TESTPRECEPTOR, Preceptor
Subject Participation Dates: 03/01/2010 - 03/31/2010

Do you want to use auto-scrolling on this evaluation? Yes No

Click this link to mark this evaluation as not applicable: [Suspend](#)

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

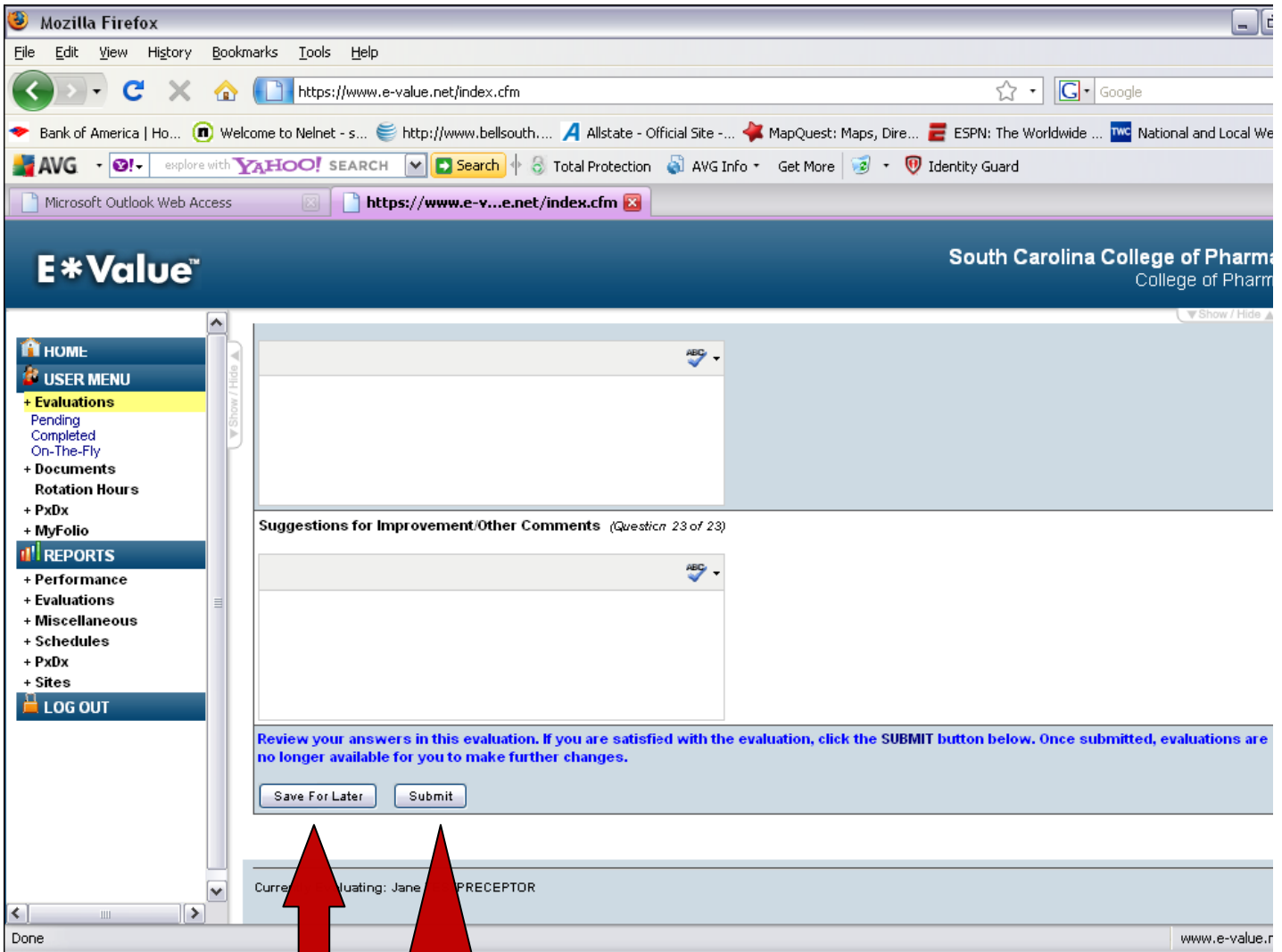
PRECEPTOR (or preceptor designee) EVALUATION

I was adequately oriented to the site, resources, and personnel. (Question 1 of 23 - Mandatory)

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

Currently Evaluating: Jane TESTPRECEPTOR

**Questions 1-33 are MANDATORY. Comment boxes contained within the 33 questions are optional. 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.



Use this button if you are interrupted and cannot complete your evaluation at one sitting.

Use this button once your evaluation is complete. Changes cannot be made once you submit.

GUIDELINES FOR STUDENTS

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



Preceptor Policies, Resources, and Guidelines

Preceptor Tips for delivering “Instructive Feedback” to the student(s):

- *Base comments on direct observation*
- *Give feedback immediately after performance*
- *Choose an appropriate & private setting*
- *Focus on specific behaviors, skills, or words*
- *Link to expectations, goals or objectives*
- *Use positive rewards for good performance*
- *Give instructions to correct errors*
- *Check for comprehension and understanding*



Dear Preceptor:

Thank you for your interest in precepting our students. We appreciate your interest and are delighted to work with you. This letter will describe our program and what we desire from a potential preceptor.

We have a group of eager PharmD students who are anxious to begin their Introductory Community Pharmacy Practice Experience. Our students are required to complete a four-week introductory rotation in both a community pharmacy and an institutional pharmacy setting prior to the last year of advanced practice rotations.

For those of you who are taking students for the first time, we welcome you to the SCCP family. For the last year of our program, students are required to do nine (9) one-month advanced practice rotations (2 acute care, 1 ambulatory care, 1 (advanced-practice) community pharmacy, 1 hospital pharmacy, 1 health care team and 3 electives). Some of the electives are long term care, nursing home consulting, regulatory (SC DHEC/DEA/Board of Pharmacy), association administration (APhA, SCPhA, USP, etc.), other specialty rotations, as well as community or hospital pharmacy.

In order to participate as a preceptor either in the introductory or advanced practice rotations or both, we need several things from you:

- Current Affiliation Agreement with the South Carolina College of Pharmacy
- Course/Rotation Syllabus and a description of your rotation's activities
- Rotation Blocks and calendar months you can take students and the number of students per rotation
- Curriculum vitae (CV) or resume (including special training or additional qualifications such as Disease State Management, Board Certification, special training in Immunizations, Compounding, Home IV, etc.)

Although students have their rotation experiences assigned soon after January 1st, we frequently have to make schedule changes for a variety of reasons. A prompt response would be greatly appreciated.

We look forward to working with you, and if you should have any questions, please call me at (803) 777-5123 or email me at grantad@sccp.sc.edu.

Sincerely,

Amy D. Grant

Amy D. Grant, PharmD
Director, Experiential Education Program

South Carolina College of Pharmacy – Columbia Campus
715 Sumter Street Columbia, SC 29208 Ph. (803)777-5123 grantad@sccp.sc.edu

Policies Pertaining to the Education Site

EDUCATION SITE REQUIREMENTS

- A. Be a community pharmacy licensed by the South Carolina (or another state's) Board of Pharmaceutical Examiners or a hospital or other health care facility that is certified by the South Carolina Department of Health and Environmental Control and/or a federal agency and is accredited by the Joint Commission on the Accreditation of Health Care Organizations or other appropriate accrediting body.
- B. Each site must allow a qualified pharmacist preceptor to supervise the student assigned. Sites may have more than one student assigned to a preceptor.
- C. Student education and professional training must significantly outweigh the service benefits to the site.
- D. IPPE sites must carry out a broad scope of pharmaceutical activities to include but not be limited to:
 - 1. The continued application of the laws, rules, and regulations governing the practice of pharmacy to ongoing pharmacy activities
 - 2. The preparation and dispensing of prescriptions and medication orders
 - 3. An ongoing program to monitor and evaluate drug therapy
 - 4. A practice that encourages communication between pharmacists, patients, and other health professionals
 - 5. An effective program to manage pharmacy operations

Policies Pertaining to the Preceptors

PRECEPTOR REQUIREMENTS

- A. Be a professionally competent, legally qualified pharmacist.
- B. Be willing to accept the responsibilities for the guidance and training of the students and devote the time necessary for their instruction.
- C. Review the evaluation tool and student expectations at the beginning of the rotation, as utilized from the evaluations provided on the E*Value database.
- D. The preceptor, at a minimum, **MUST** provide a written mid-point (at 2 weeks) and written final evaluation to the student. The student should receive, via E*Value, an evaluation at each of these times to self-evaluate. The student is required to bring a written copy of the self-evaluation to the midpoint and final evaluation periods. The preceptor should discuss the student's perception of their rotation performance compared to the preceptor's perception of student performance. Suggestions for improvement should be provided during both evaluation periods. The preceptor must also verbally discuss the pre- and post-reflection that the student provides the preceptor with on Day #1 and Day #20, respectively. The preceptor will check the appropriate box on the midpoint and final evaluations stating whether the student completed the pre- and post-rotation

reflections. The preceptor must also approve, electronically through E-Value, student Rotation Hours on the last day of rotations. If a student is not successfully passing a rotation at the mid-point, the campus Experiential Coordinator must be notified. (Amy Grant, PharmD, USC campus 803- 777-5123 or Cathy Worrall, PharmD, MUSC campus 843-792-8451, or Alissa Smith, PharmD, Greenville campus 864-455-7034).

E. Be willing to provide an optimal professional practice environment.

F. Allow adequate time for communication and be willing to discuss all aspects of professional practice in accordance with ethical, moral, and legal standards.

G. Not reimburse the student for services rendered, either directly or indirectly.

NOTE: SCCP Pharmacy preceptors are not to send their assigned pharmacy students to other facilities as pharmacy technicians. If there is a desire by a preceptor to send a student to another store or facility, then this arrangement must be between co-preceptors and should have prior approval from the appropriate Experiential Coordinator. Although it is generally understood that these 1st-year SCCP 699 students will often times be in a pharmacy technician's role, they are students first and foremost – they are there to learn and to complete specific learning goals and objectives, as outlined in this Experiential Education manual.

SAMPLE RESUME FORMAT

Preceptors who have yet to file a CV or resume with the SCCP Director of Experiential Education:

Please see and complete the form accessible via the experiential page at

** See **SCCP website:** <http://www.sccp.sc.edu/programs/experiential/forms.aspx> under Preceptors **



E*Value Rotation Management System **Instructions for Preceptors**

Log-on Information

Please bookmark this site <https://www.e-value.net> or you can locate the E*Value link at the South Carolina College of Pharmacy website: <http://www.sccp.sc.edu/programs/experiential/index.aspx>.

You will receive an automated email with your username and password information. To change this information, under the “Home” category, choose “Change password”. If you forget your username or password, choose the “Forgot Password” link on the E*Value homepage.

Evaluations

You will receive automated emails from E*Value with links to your pending evaluations when these evaluations are due. This allows preceptors to simply click on the link instead of having to log onto a separate site. These evaluations can also be found under “User Menu” – “Evaluations”. All evaluations not yet completed will be marked “Pending”. Student evaluations of the Preceptor and site will be sent separately to preceptors at specified times during the year.

Rotation Hours

The student is required to be on rotation a minimum of 40 hours per week. You must approve these hours on the last day of the rotation (one-time only). You may choose the “Validate All” link in the top left-hand corner of the calendar if you agree with the student’s hours.

My Folio

You will have the opportunity to view the Student Introduction for each student you have on rotation. This is a short statement that the student chooses to share with preceptors. The “Student Introduction” can be found under “User Menu” – “My Folio” – “View Shared MyFolios”. A pop-up screen will then appear in which you choose “South Carolina College of Pharmacy” from the “Program” drop-down box. You will then type in your student’s last name and search.

This information is present strictly for your benefit. There are no approvals that you must complete for this section.

Rotation Schedule

Your rotation schedule for the academic year can be found under “Reports” – “Schedules” – “Roster Reports”. You will then change dates in which you would like to see your schedule, leave all other field as populated, and choose “Next”.

Assignments

You will not have to grade assignments students complete. Each rotation, the student should present to you the following: Pre-rotation Reflection, Post-Rotation Reflection, Mid-Point Self Assessment, and Final Self Assessment. If you do not see all of these items, the midpoint and final evaluations should reflect this information (i.e. check boxes for reflections).

Please note: We recommend using the Internet Explorer browser; some other browsers (i.e. Firefox, etc.) have experienced difficulties when trying to complete some of the tasks above. If you have any questions or concerns regarding any aspect of E*Value , please contact:

Joanne Palmer, Administrative Assistant
South Carolina College of Pharmacy
USC Campus
803-777-0490
palmerj@sccp.sc.edu

June Taylor, Student Services Program Coordinator II
South Carolina College of Pharmacy
MUSC Campus
843-792-6427
taylorja@sccp.sc.edu

FINAL EVALUATION EXAMPLE

The screenshot displays the E*Value web application interface within a Windows Internet Explorer browser. The browser's address bar shows the URL <https://www.e-value.net/index.cfm>. The page header features the E*Value logo on the left and the text "South Carolina College of Pharmacy College of Pharmacy" on the right. A navigation menu on the left includes sections for HOME (Calendar, Password Change, Help), USER MENU (Evaluations: Pending, Completed, On-The-Fly; Documents; Rotation Hours; MyFolio), REPORTS (Schedules), and LOG OUT.

The main content area displays evaluation details for a student:

Site:	SC Pharmacy Association SCPhA	Subject:	
Period:	P1 2010-2011 Test	Participation Dates:	03/01/2010 - 03/31/2010
Time Period:	03/01/2010 - 03/31/2010		
Request Date:	04/09/2010		
Evaluation Type:	Preceptor Evaluation of Student Final - Introductory Practice		
Evaluator:	Jane TESTPRECEPTOR		
Evaluator			
Participation Dates:	03/01/2010 - 03/31/2010		

Below the details, there is a question: "Do you want to use auto-scrolling on this evaluation?" with radio buttons for Yes (selected) and No.

A link is provided: "Click this link to mark this evaluation as not applicable: [Suspend](#)".

Introductory Hospital Pharmacy Practice Experience Evaluation

Campus: (Question 1 of 19 - Mandatory)

[Previous Answers](#)

MUSC USC

List others who precepted this student and provided evaluation feedback: (Question 2 of 19)

[Previous Answers](#)

na --

(Question 3 of 19 - Mandatory)

[Show Previous Answers +/-](#)

Currently Evaluating: Caroline-P1 Teststudent

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

The screenshot shows a web browser window displaying the E*Value website. The page title is "South Carolina College of Pharmacy College of Pharmacy". The main content area shows an evaluation titled "Goal 6: Dispensing Skills (Question 18 of 19)". Below the question, there is a section for "Final Grade (Question 19 of 19)" with a pass/fail threshold: "Pass 70.0 - 100% Fail <70.0%". At the bottom of the evaluation section, there are two buttons: "Save For Later" and "Submit". Two large red arrows point upwards from the text below to these two buttons. The browser's address bar shows "https://www.e-value.net/index.cfm". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying "10:18 AM".

Use this button if you
Are interrupted and
Cannot complete your
Evaluation at one sitting.

Use this button once your evaluation is complete.
Changes cannot be made once you submit.

GUIDELINES FOR PRECEPTORS

DEFINITION OF PHARMACY PRECEPTORS: *Preceptors are to serve as mentors to students in a manner that fosters the adoption of high professional aspirations for pharmacy practice, high personal standards of integrity and competence, a commitment to serve humanity, habits of analytical thinking and ethical reasoning, and a commitment to lifelong learning.*

1. Acquaint the student with you, your co-workers, and the practice site.
2. Describe your practice and practice site, its purpose and general operations.
3. Include a thorough review of written and unwritten policies and procedures.
4. Review overall competencies or objectives for the rotation, both initially and throughout the rotation.
5. Preceptors are both clinical instructors and professional role models.
6. Model good practice. Instill the principles of professional ethics by deeds as well as words.
7. Help your student apply his academic knowledge in the practice setting. Determine a student's competence by discussing and reviewing information.
8. Keep the student in your "sphere-of-influence."
9. Be constructive in all criticism. Communicate all criticism privately.
10. Stimulate the student's interest in all areas of pharmacy practice.



Required Assignments and Activities

4-week Student & Preceptor Calendar Template
(can be filled in by Preceptor to organize student activities)

TOOL ONLY – NOT to be sent to Experiential Office

	Mon	Tues	Wed	Thurs	Fri
Week 1					
Week 2					
Week 3					
Week 4					

REQUIRED E*VALUE ACTIVITIES

TOOL ONLY – NOT to be sent to Experiential Office

Items to be Completed	Due Date
Student Introduction*	Day #1
Pre-rotation Reflection*	Day #1
Mid-Point Self- Evaluation*	Day #10-11
Rotation Hours**	Day #20
Post-rotation reflection*	Day #20
Preceptor/Site Evaluation*	Day #20
Final Self-Evaluation*	Day #20
Upload assignments into My Folio	Day #20
Update Education History or CV	Day #20

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

***Preceptor Review AND approval in E*Value required the last day of rotation*

A. Student Introduction

Short paragraph(s) describing yourself; include items such as pharmacy fields that interest you, reason for choosing pharmacy as a career, goals and aspirations, personal information you'd like the preceptor to know about you

B. 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. Failure to submit the written copy or complete the verbal discussion will result in a deduction of 5 points off the student's midpoint and final grade.
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 3 years as a Pharmacy Technician and 1 year as an Intern at CVS
5. Discuss any previous experiences you have had working with other health care professionals (other than pharmacists) or with interprofessional teams in this practice setting

6. No required length to reflection; just needs to cover objectives fully
7. Must be uploaded into MyFolio in EValue.

C. 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 EValue is sent to student at due date to complete the evaluation.

D. Rotation Hours

1. Must include minimum of 40 hours/week
 - a. Do NOT include lunch break
 - b. Do NOT include time working on "homework assignments"
2. Record at least weekly in Evalue.
3. Student is responsible for preceptor approving hours on final day of rotation.

E. 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. Failure to submit the written copy or complete the verbal discussion will result in a deduction of 5 points off the student's final grade.
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. Discuss 2 items that you liked most about the rotation site/preceptor and 2 items that you think could be improved
 - d. Describe your experiences working with other health care professionals (other than pharmacists) or with an interprofessional team during this rotation. Describe your role and your perceptions of interprofessional teamwork during your rotation. Also explain whether you felt like an integral member of the team. Include any other information you feel is pertinent to explain your experience.
5. Must be uploaded into MyFolio in EValue.

F. Preceptor/Site Evaluation

1. Purpose: to provide Experiential Dept. data concerning particular sites & preceptors
2. All evaluations are de-identified and sent as compiled averaged data to preceptors. Confidential comments are not included in these evaluations.
3. An automatic link from EValue is sent to student at due date to complete the evaluation.

G. Final Self-Evaluation

1. Student will complete and BRING paper copy with them to rotation and verbally discuss with preceptor during final evaluation

H. Upload assignments into My Folio

1. The following assignments will be uploaded by the last day of rotation:
 - a. Reflections
 - b. Presentations
 - c. Inservices
 - d. Journal Clubs
 - e. Written assignments

I. Update Education History or CV

1. Students should update their CV or Education History as assignments are completed on rotations

J. Service Learning Project

1. Students will complete a service learning project in a daycare center teaching young children about poisons.
2. Students will receive 4 hours of rotation time to prepare for, schedule, complete, and travel to and from the service learning project.
 - A. This time should be logged as rotation hours in E-Value and the preceptor must approve it.
 - B. Students must understand that some preceptors may require the student to make-up time missed for the service learning project dependent upon student progress in the rotation.
3. The student must return the designated service learning materials to the Experiential Office AND complete the evaluation of the project prior to a grade being posted for the rotation.
 - A. The evaluation for the service learning project can be found at:
<http://www.surveymonkey.com/s/P5DLZ52>
4. Time frame to complete the project
 - A. The service learning project is to be completed during the assigned rotation block for all students completing the rotation in the state of SC.
 - B. Students completing their rotation outside of SC will complete the project during the 1st or 2nd week upon returning to campus for the 2012-2013 academic year.

INTRODUCTORY COMMUNITY PRACTICE OBJECTIVES AND TASKS

The major practice objectives outlined in this section of the manual identify those tasks that should be accomplished during a student's IPPEs. It is not expected that all the tasks identified will be accomplished at every rotation site. Some of these tasks are accomplished infrequently and a discussion of how the task is accomplished may be the only teaching method available. During the initial interview with the student, the preceptor should try to determine which tasks the student needs more experience in performing to be able to master each practice objective. If the experience is not readily available at the practice site, a discussion of how this task is accomplished at other sites should take place.

*The student who completes an **introductory community practice rotation** should be able to:*

A. Follow laws, professional standards and pharmacy policies when practicing in a community environment including:

1. federal laws regarding controlled substances and misbranding
2. state laws and regulations regarding community pharmacy operations
3. state laws and regulations regarding the sale of OTC schedule substances
4. state laws and regulations regarding the sale of needles and syringes
5. state laws and regulations regarding the sale of poisons

B. Determine a patient's eligibility for service and use references, patient profiles or professional knowledge to evaluate written or oral prescription instructions for completeness, correctness, and therapeutic problems.

1. Determine a patient's eligibility for services by properly checking:
 - a. third party authorization cards when needed
 - b. other identification cards as appropriate
 - c. patient profiles when needed
2. Check a prescription for completeness by:
 - a. insuring patients' names and addresses are correctly and legibly on the prescriptions
 - b. insuring drug names, strengths, dosage forms, and units are legible & complete
 - c. insuring the directions to the patients are legible and complete
 - d. insuring that prescriptions are properly signed in accordance with state laws
 - e. correctly interpreting physicians' names from their signatures
 - f. correctly verifying that the medication is in stock
 - g. correctly verifying the DEA number of the physician if necessary
 - h. clarifying or obtaining needed information from the patient
 - i. clarifying or obtaining needed information from the prescriber
3. Verify the therapeutic appropriateness of prescriptions by ability to:
 - a. use needed references to clarify questions
 - b. verify doses as being safe and non toxic
 - c. verify doses as being practical to measure and administer
 - d. select correct patient profiles for review
 - e. use patient profiles to determine if specific brands were previously used
 - f. use patient profiles to identify any drug duplication
 - g. use patient profiles to identify any possible drug incompatibilities

- h. use patient profiles to verify authorized refills
 - i. clarify therapeutic questions with patients if possible
 - j. clarify therapeutic questions with prescriber if necessary
4. Use effective communication skills when needed as evidenced by an ability to:
- a. properly receive prescription or refill information from a prescriber by phone
 - b. properly receive prescription or refill information from a patient by phone
 - c. properly document telephoned prescriptions or information

C. Extemporaneously compound prescriptions (if applicable).

1. Select the appropriate equipment
2. Properly clean the equipment before and after compounding.
3. Select the appropriate ingredients.
4. Check the ingredients and discard any showing signs of deterioration.
5. Calculate the amounts of ingredients to use.
6. Correctly measure or weigh the ingredients.
7. Combine the ingredients in proper sequence.
8. Perform the steps needed to produce a pharmaceutically elegant product.
9. Properly package the final product.
10. Correctly note all calculations or special instructions on the prescription.

D. Fill, label and file prescriptions.

1. Fill prescriptions as evidenced by ability to correctly:
 - a. create and update patient profiles
 - b. select the proper ingredients
 - c. substitute generically where permitted or indicated
 - d. use or maintain automated dispensing equipment
 - e. dispense proper quantities of drugs based on basic dosing principles
 - f. identify brand drugs with their manufacturers
 - g. find medications on the stock shelves
 - h. price prescriptions
 - i. bill third parties for pharmacy services
 - j. record medication information in patient profiles
 - k. record refill information in patient profiles
2. Label prescriptions as evidenced by ability to correctly:
 - a. prepare labels that are legally correct
 - b. prepare labels that are professionally elegant
 - c. select and attach proper auxiliary labels where indicated
3. File prescriptions as evidenced by ability to correctly:
 - a. identify and properly annotate prescriptions in various schedules
 - b. file prescriptions for schedule substances
 - c. check filled prescriptions for accuracy and completeness

4. Perform calculations required to:
 - a. Compound medications
 - b. Dispense medications
 - c. Administer medications

E. Dispense prescriptions and advise patients on dosage, side effects and other problems that could be anticipated with their therapy.

1. Communicate with patients or their representatives as evidenced by ability to:
 - a. greet patients in a pleasant and concerned manner
 - b. communicate at the patient's level of understanding (level of literacy)
 - c. use professional knowledge to answer questions concerning drug therapy
 - d. use appropriate references to answer questions concerning drug therapy
 - e. interpret and evaluate information that patients provide in regards to drug therapy
 - f. triage patients according to need for self-treatment or referral to physician office
 - g. perform basic physical assessments to determine severity of condition
2. Counsel patients (or their representatives) about the following items for each medication in patients' drug regimen:
 - a. trade, generic, common or descriptive names for drugs
 - b. intended use and expected action
 - c. routes, dosage forms, dosages, and administration schedules
 - d. special directions for preparation
 - e. special directions for administration
 - f. precautions to be observed during administration
 - g. expected side effects and methods to avoid them
 - h. techniques for self-monitoring therapy
 - i. proper storage
 - j. potential drug/drug or drug/food interactions or other contraindications
 - k. refill information
 - l. actions to be taken in the event of a missed dose
 - m. any information peculiar to the drug or patients' condition
3. Conduct patient interviews to obtain patient information upon receipt of new or refilled prescription:
 - a. drug allergies
 - b. concurrent medications
 - c. any OTC or herbal medicines being used
 - d. family and personal health history
 - e. lifestyle activities that may affect health, pharmacotherapy, and/or disease state management
 - f. compliance of medication directions
4. Respond to drug information inquiries from patients and other healthcare professionals
 - a. Use appropriate drug references for the inquiry

F. Exhibit knowledge of OTC items and surgical devices, which is sufficient to assist patients in selecting and/or using these items.

1. Exhibit a knowledge of OTC medications and assist patients in selecting OTC products by:
 - a. the therapeutic class of the product
 - b. questions to ask patients before any product in this class is recommended
 - c. questions to ask patients before this specific product is recommended
 - d. the ingredients in the product
 - e. the composition of the product compared to other products in the therapeutic class
 - f. the recommended daily dose of the product
 - g. the cost effectiveness of using the product compared to other products in the class
 - h. the common side effects associated with the product
 - i. the expected side effects of the product compared to other products in the class
 - j. the warnings or cautions that should be given to a patient
 - k. the overdose or abuse potential of the product
2. Exhibit knowledge of health aid devices sufficient enough to state for five general practice items and five specialty practice items:
 - a. how the appropriate device or aid for a patient can be determined
 - b. how the device is accurately measured or fitted
 - c. the directions for using a device
 - d. precautions with or limitations of the device
 - e. proper storage and care for the device
 - f. the differences between differently priced devices of the same type

G. Perform basic administrative and management functions associated with a community pharmacy operation.

1. Perform proper supply and inventory control functions as evidenced by ability to:
 - a. differentiate between items to be ordered direct or through a wholesaler
 - b. determine quantities of items to be ordered
 - c. place a pharmacy order for prescription and OTC items
 - d. place an order for schedule III through V controlled substances
 - e. place an order for schedule II controlled substances
 - f. check in prescription and OTC drug items
 - g. check in schedule III through V controlled substances
 - h. check in schedule II controlled substances
 - i. properly file receipts for all scheduled substances
 - j. properly rotate and store all stock checked in
 - k. receive manufacturers' or wholesalers' authorization to return goods
 - l. return goods to manufacturers or wholesalers
2. Perform all actions necessary to receive payment from third party payers as evidenced by ability to:
 - a. correctly complete all actions needed to receive payment on MEDICAID prescription
 - b. correctly complete all actions needed to receive payment from other third party plans
 - c. correctly resolve credit statements from MEDICAID
 - d. correctly resolve credit statements from other third party payers
 - e. understand and follow the mechanisms of payments for all plans

3. Possess basic management and administrative skills as demonstrated by ability to:
 - a. open the pharmacy operation
 - b. bill for customer charges
 - c. credit for customer charge payments
 - d. set up a delivery schedule for drugs
 - e. clear and resolve cash register readings
 - f. close the pharmacy
 - g. discuss basic overhead costs associated with pharmacy operations
 - h. discuss methods of fixing prescription charges
4. Provide point-of-care and patient-centered services (student may shadow the following activities):
 - a. Pharmacist completing MTM
 - b. Pharmacist administering vaccines
 - c. Pharmacist completing point-of-care testing (i.e. glucose or cholesterol testing)
5. Document interventions in patient records according to site-specific policies
 - a. Information should be concise and able to be understood by other staff

H. Utilize professional knowledge and judgment to analyze and solve typical and atypical practice problems encountered in daily pharmacy practice.

1. Present patient cases in an organized format to pharmacist and/or staff
 - a. Must cover all pertinent information
2. Participate in any educational offerings designed to benefit the health of the general public
 - a. Examples may include: Flu Clinic, Health Fair, etc

I. Interact with other healthcare professionals encountered on a daily basis in the community setting.

1. Nurses contacted for prescription refills
2. Physicians contacted for drug interactions, alternate therapy recommendation, or drug allergy
3. Utilize appropriate medical terminology when speaking to healthcare professional
4. Pharmacy technicians in the delivery of pharmacy services

REQUIRED TOPIC CHECKLIST

Student required to print copy and bring to rotation on Day #1. Student will discuss on Day #1 with preceptor as topics appear on Student Evaluation.

TOOL ONLY – NOT to be sent to Experiential Office

Required Topic	Examples of Items To Address
Federal/State Laws Pertaining to daily pharmacy activities	Pharmacy Practice Act/ Controlled Substance Act (i.e. no refills on C-2 prescription)
Mathematical Calculations/ Problem Solving Pertaining to Daily activities	Conversions, Antibiotic quantity, etc. (i.e. how many mg in 1 grain?)
Legend Drug Product Knowledge (Brand & Generic names, category & use)	Baseline “Top 200” knowledge assessment; compare & contrast to end-of-rotation assessment
Prescription Processing	Understand necessary information on a prescription and patient information needed to be gathered (i.e. allergies, drug name /strength/ dosage form etc.)
Compounding and preparation of dosage forms (if applicable)	Understand and utilize principles of compounding (i.e. utilizing calculations to determine appropriate dilutions and compounding ratios)
Third Party Issues	Understand different tier strategy (i.e. 2–tier formulary vs. non-formulary), understand laws regarding Medicaid overrides and their importance
Patient/Professional Communication	Counsel patients, resolve patient issues, provide OTC recommendations, communicate with other health care providers



The South Carolina College of Pharmacy (SCCP) would like to thank all of its students and preceptors for their support, time, talent, and expertise to aid in the superior education of our students.

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

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