



*South Carolina College of Pharmacy*

# **Experiential Education Manual**

Introductory Pharmacy Practice Experience  
SCCP 798 Introductory Institutional

**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 798 Introductory Institutional Pharmacy Practice Experience are to expose the student to the environment of institutional pharmacy, as well as to develop the student as a professional, improve student communication skills, and recognize the importance of being part of a healthcare team.

IPPE rotations 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](http://www.sc.edu/eop/sexharassment.html) - USC Campus

[www.musc.edu/genderequity/policy](http://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), active Basic Life Support for the Healthcare Provider certification, immunizations, 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 4<sup>th</sup>). 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 798 – Introductory Institutional Practice – second year summer 4-week rotation

Introduction to the practice of pharmacy in the institutional 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](http://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**

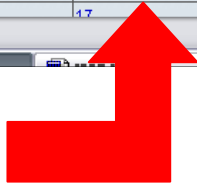
Student rotation schedules can be found under “Reports” – “Schedules” – “Rosters”.

## ROTATION HOURS EXAMPLE

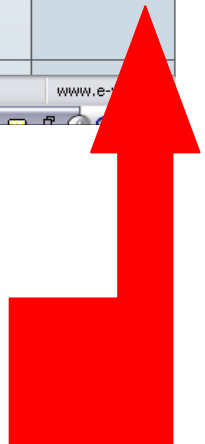
Needs to be approved by Supervisor: !

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

8.00 hours  
Total: 8.00 hours

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.

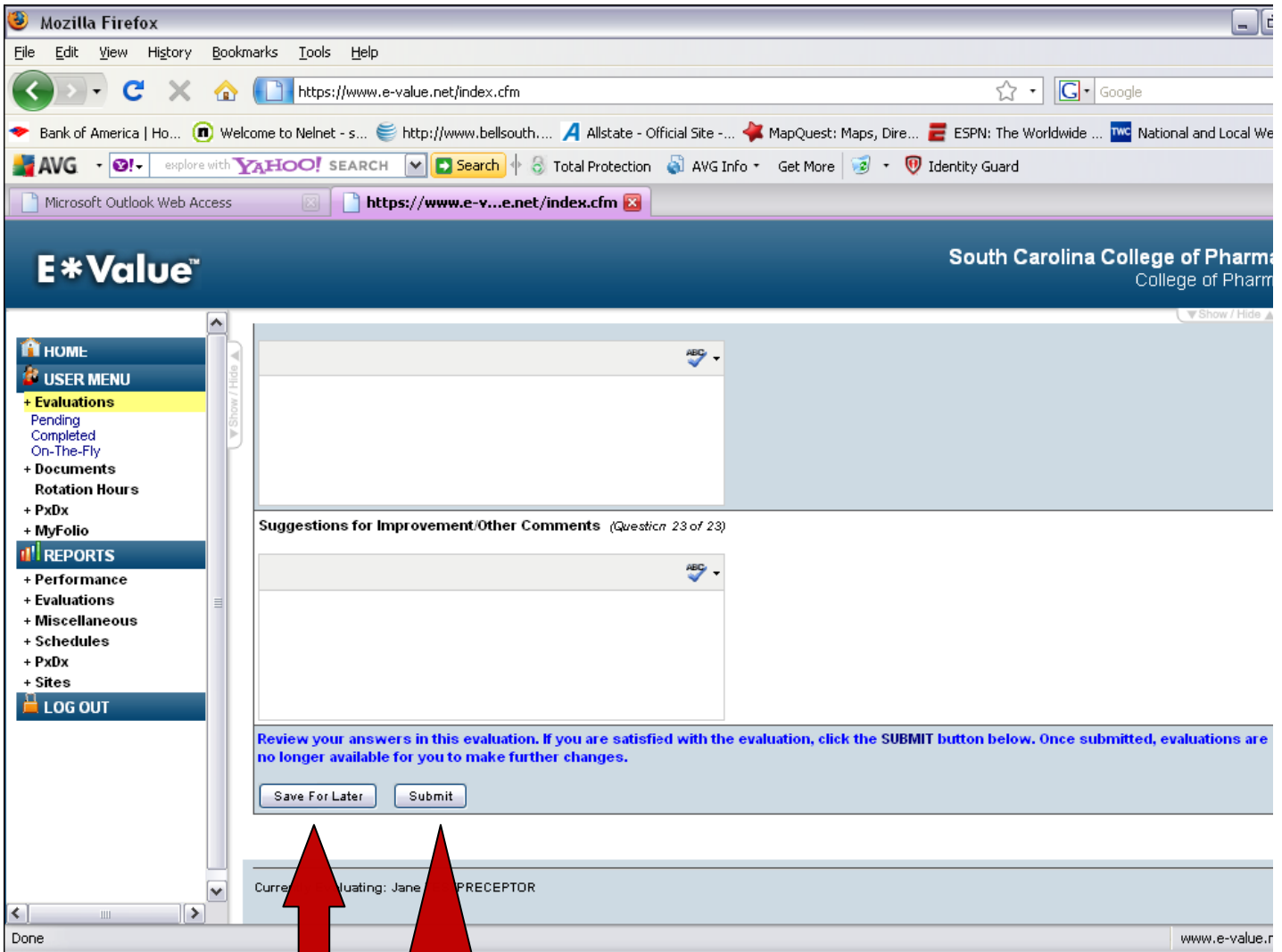
**PRECEPTOR (or preceptor designee) EVALUATION**

**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 Institutional 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 1<sup>st</sup>, 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](mailto: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](mailto: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 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 2nd-year SCCP 798 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](mailto: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](mailto:taylorja@sccp.sc.edu)

# FINAL EVALUATION EXAMPLE

The screenshot displays the E\*Value web application interface within a Windows Internet Explorer browser window. 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:

<b>Site:</b>	SC Pharmacy Association SCPhA	<b>Subject:</b>	
<b>Period:</b>	P1 2010-2011 Test	<b>Participation Dates:</b>	03/01/2010 - 03/31/2010
<b>Time Period:</b>	03/01/2010 - 03/31/2010		
<b>Request Date:</b>	04/09/2010		
<b>Evaluation Type:</b>	Preceptor Evaluation of Student Final - Introductory Practice		
<b>Evaluator:</b>	Jane TESTPRECEPTOR		
<b>Evaluator</b>			
<b>Participation Dates:</b>	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 "Suspend" is provided to mark the evaluation as not applicable.

### 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%".

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\*\**

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Week 1</b>					
<b>Week 2</b>					
<b>Week 3</b>					
<b>Week 4</b>					

## 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 1 years as a Pharmacy Technician and 1 year as an Intern at local hospital
  - c. Discuss any previous experiences you have had working with other health care professionals (other than pharmacists) or with interprofessional teams in this practice setting
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 senior center or church offering senior programming about medication safety.
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/8PB2W23>
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 1<sup>st</sup> or 2<sup>nd</sup> week upon returning to campus for the 2012-2013 academic year.

## **INTRODUCTORY INSTITUTIONAL PRACTICE OBJECTIVES AND TASKS**

Using select institutional pharmacies and competency based objectives, students will gain an appreciation for the profession of pharmacy as practiced in the institutional setting and develop professional attitudes, judgment and skills needed to function in that setting. This introductory practice experience has been designed to (1) provide students with hands-on practice in a real institutional pharmacy during the early phases of their training, (2) expose students to the dynamics of the institutional pharmacy workplace and guide them to a realistic assessment of the challenges and opportunities that exist, and (3) facilitate the student's professional development including life-long learning, pharmaceutical care, respect for others, accountability and responsibility. 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 institutional practice rotation** should be able to:*

### **A. Interpret the appropriateness of a medication order and prepare / dispense controlled and noncontrolled medications in compliance with existing standards of practice and the health system's policies and procedures**

1. Describe inventory control and purchasing procedures for controlled and non-controlled medications in the institutional setting
2. Describe the process of dispensing controlled and non-controlled medications in an institutional setting following the health system's policies and procedures
3. Interpret the appropriateness of a medication order (drug, dose, route, frequency, etc) before preparing or permitting the distribution of the first dose
  - a. Use patient-specific parameters for basic dosing (i.e. weight, renal function, etc)
4. Follow the health system's policies and procedures to create and maintain the accuracy of the patient's medication profile
5. Understand how technology/automation assists in the medication use process

### **B. Prepare, dispense, and deliver extemporaneous preparations and sterile products following existing standards of practice and the health system's policies and procedure**

1. Interpret the appropriateness of an IV order before preparing or permitting the distribution of the product
2. Develop appropriate aseptic technique in preparing intravenous preparations
3. Describe the differences between preparation of chemotherapeutic and nonchemotherapeutic Agents (if applicable at site)
4. Describe the process for preparing patient controlled analgesia and epidural syringes
5. Perform calculations that are required to compound, dispense, and administer medications
6. If appropriate and directed by preceptor, administer medication to patient (may not be opportunity in this setting)
7. Interact with pharmacy technicians in the delivery of pharmacy services

### **C. Demonstrate the ability to interact verbally and in writing with healthcare providers and patients by gathering, organizing, and appropriately recording information and by consulting and counseling competently**

1. Organize all written or oral information in a logical manner
2. Address all communication at the appropriate level for the audience
3. Appropriately conduct patient medication histories and perform discharge counseling
4. Respond to requests from other healthcare professionals in a timely manner
5. Present patient cases to healthcare professionals in an organized format covering pertinent information

**D. Utilize the primary, secondary, and tertiary references accessible on site while providing pharmaceutical care**

1. Provide concise, applicable, comprehensive and timely responses to requests for drug information
2. Formulate a systematic, efficient and thorough procedure for retrieving drug information
3. Identify appropriate resources utilized by pharmacists to answer drug related questions
4. Communicate the response in language appropriate to the audience (i.e. patient versus physician)

**E. Understand steps that must be taken to ensure departmental compliance with accreditation, legal, regulatory and safety requirements**

1. Describe how the pharmacy department is guided by NCQA, JCAHO requirements, ASHP standards, statements and guidelines, state and federal laws regulating pharmacy practice and OSHA regulations.

**F. Participate in basic administrative activities relevant to the pharmacy department**

1. Participate in any educational offerings that may benefit the health of the general public (i.e. health fairs, etc)

**G. Interpret patient information according to task at hand and available setting.**

1. Obtain accurate patient-specific factors that affect health, pharmacotherapy, and/or disease state management
  - a. Current medications and compliance
  - b. Drug allergies
  - c. Drug-drug and drug-food interactions
  - d. Family history and personal history
2. Determine level of literacy of patient in order to interview and/or counsel on new drug therapy appropriately
3. Determining questions/conditions that pharmacists may address with patient versus those that need to be referred to physician
4. Perform basic physical assessments if directed by preceptor (i.e. check for adverse drug reactions)
5. Document interventions in patient records in a concise, organized format that allows readers to have a clear understanding of the content

**H. Take personal responsibility for attaining excellence in one's own ability to provide pharmaceutical care**

## **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\*\*

<b>Required Topic</b>	<b>Examples of Items To Address</b>
Federal/State Laws/Regulations Pertaining to daily pharmacy activities	Pharmacy Practice Act/ Controlled Substance Act, USP 797, Joint Commission, National Patient Safety Goals
Mathematical Calculations/ Problem Solving Pertaining to Daily activities	Calculate IV preparations, additives in TPNS, PCAs, check drug products and medication administration records for accuracy
Formulary Management	Therapeutic substitutions, P&T Committee, protocols and policies
Prescription Processing	Understand necessary information on a medication administration record/order sheet and patient information needed to be gathered (i.e. allergies, height, weight, drug name /strength/ dosage form, organ function etc.), physician order entry (if applicable)
Compounding and preparation of dosage forms	Understand and utilize principles of compounding (i.e. utilize calculations to determine appropriate dilutions and compounding ratios)
Medication Reconciliation	Home medications, discharge medications, transfer level of care
Patient/Professional Communication	Counsel patients, resolve patient issues, communicate with other health care providers (drug information)



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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