



South Carolina College of Pharmacy

Experiential Education Manual

Advanced Pharmacy Practice Experience

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

- A. An APPE is conducted outside the classroom in the clinical setting.
- B. An APPE involves experience in patient care and drug therapy.
- C. An APPE is supervised by a pharmacist or other healthcare provider, but involves other healthcare disciplines. The instructor : student ratio is often 1:1 or 1:2, but may be greater.
- D. An APPE is a component of the college curriculum for which academic credit is given utilizing a letter grade.

GENERAL CONSIDERATIONS

The **APPE**-Education portion of the curriculum is scheduled over 12 calendar months. Students will complete 9 rotations during the academic year. Each rotation begins on the 1st day and ends on the last day of each month. Preceptors are encouraged to allow the student to begin on the 1st Monday of the month **ONLY** if the 1st day of the month is on a Saturday or Sunday. Preceptors are also encouraged to conclude the rotation on the last Friday of the month **ONLY** if the last day of the month is on the following Saturday or Sunday.

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

APPE rotations for the 2015 – 2016 academic year begin in May 2015 and conclude in April 2016. Each APPE is worth 4 credit hours.

Preceptors should allow students to attend any of the following events during the APPE year:

- Pharmacy Career Days (in the Fall)
- Professional Pharmacy Meetings
- Grand Rounds/Seminar
- Residency Track Seminars

POLICIES PERTAINING TO THE GRADING PROCESS

- A. Grades in the APPE program will be assigned automatically via E*Value by preceptor utilization of SCCP evaluation. All rotations are 4 credit hours. A “C” student completes all assignments as asked, but does not go above and beyond the rotation requirements. A “B” or “A” student exceeds or substantially exceeds rotation expectations (completes assignments in advance of deadlines; seeks additional learning activities; is an asset to the team). Grades may not be petitioned. The Scholastic Standing and Petitions Committee does not have the authority to change grades assigned by faculty or preceptors.
- B. All APPE requirements including: rotation hours, self-evaluations (mid-point and final), reflections, My Folio (Student Introduction, CV or Education History, and all assignments), PxDx (Conditions Tracking), and preceptor/site evaluations must be accessible via E*Value by the Director of Experiential Education by the last day of rotation.
- C. Grades will not be entered until all required assignments are complete and uploaded into E*Value.
- D. Students who fail to complete site-specific pre-rotation requirements (drug screen, HR paperwork, etc.) **by the deadline** given by the Experiential office will receive a half letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor.
- E. All required rotation administrative assignments (pre- and post-rotation reflections, midpoint and final self-evaluations, preceptor/site evaluation, attendance log) must be fully and accurately completed in E-Value **by the last day of the rotation**. Compliance reports will be run one week following the last day of each rotation month. Students NOT in compliance will receive a half letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor.
- F. Students who are noncompliant with both pre-rotation requirements and rotation administrative assignments will receive a full letter grade deduction assigned by the experiential department following assignment of the final rotation grade by the preceptor and be reported to their Campus Assistant Dean for Student Affairs as a professional violation. Students who remain non-compliant more than two weeks past the last day of the rotation will **FAIL** the APPE rotation. The student will be required to complete a make-up rotation **at their expense** when a replacement rotation is available.
- G. Plagiarism is considered an Honor Code Violation. Preceptors report any instances of plagiarism to the Experiential Coordinators. The Experiential Coordinator will refer the case to the Honor Council of the student’s home campus for investigation. Potential sanctions include failure of the rotation.
- H. Per the SCCP Academic Bulletin, Students with a deficiency in more than one APPE rotation will be dismissed from the program.
- I. A failure or dismissal from an APPE will result in an additional tuition charge to remediate a practice experience.

UNIVERSITY POLICY ON SEXUAL HARASSMENT

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

Please find detailed policies at the following locations:

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

http://academicdepartments.musc.edu/genderequity/student_policy.htm - MUSC Campus

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

SCCP PROFESSIONALISM POLICY

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

Professional Standards

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

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

1. Student attendance for rotations, lectures, laboratory sessions, and meetings is expected and student must adhere to attendance policies enacted by the course syllabus. Students are expected to be punctual and to remain present until the conclusion of the activity.
2. In all academic and professional settings, students are expected to be alert and prepared to handle all assigned tasks and duties. When students are assigned to work with others, it is expected that the student will participate and complete their responsibilities with regard to the project.
3. In all academic, professional, and social settings, it is expected that students will be, courteous, respectful, non-disruptive, and display positive demeanor.
4. The expression of criticism or issues, either in person, in writing (letter or email), or telephone will be done in a non-threatening, non-abusive, and positive manner. Students should follow the SCCP Student Grievance Policies in regards to individual or class issues.
5. In professional settings, students will always dress in accordance with the SCCP Dress Code.
6. In all academic, professional, and public settings, it is expected that students will display the highest level of honesty and ethics. If a student suspects that another student has committed a form of academic dishonesty, there is an obligation on the student to report the violation in accordance with the campus Honor Code.

7. A pharmacy student is required to uphold the dignity and honor of the profession, and to accept its ethical principles. Students shall not engage in any activity that will discredit the profession. Students are expected to follow and uphold all local, state and federal laws at all times.

Procedures

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

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

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

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

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

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

4. In some instances, policies for individual university campuses may override or carry more stringent

penalties based on the violation than the policies stated in this document. University policies will be enforced in these cases.

CONFIDENTIALITY/HIPAA

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

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

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

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

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

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

PROCEDURES IN THE EVENT OF SEVERE WEATHER

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

Helpful References for Students 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
5. The APhA Complete Review for Pharmacy
Edited by Dick R. Gourley and James C. Eoff III
6. Comprehensive Pharmacy Review
Edited by Leon Shargel, Larry N. Swanson, Alan H. Mutnick, and Paul F. Souney
7. Comprehensive Pharmacy Review: Practice Exams
Alan H. Mutnick, Paul F. Souney, and Leon Shargel



Student Policies, Resources, and Guidelines

Student Tips for a successful practice experience:

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

Policies Pertaining to the Student

REQUIREMENTS

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

ATTENDANCE

- A. Participate in practice experience a minimum of 20 days per month, 40 hours per week (8.5 hours including lunch break per day unless preapproved by your Experiential Coordinator) and a minimum of 160 hours per calendar month rotation. All rotations are calendar month unless pre-approved by your Experiential Coordinator. Rotations are **NOT** complete once 160 hours are reached if days remain in the calendar month. Rotation hours vary depending on the number of working days in the month. (For example: July 2015 has 23 working days, so the minimum number of rotation hours would be 184.) Students are expected to be on rotation every working day of the month. The preceptor may require the student to be present at the site during an evening, night, or weekend shift to experience the difference in situations, workload and pace. Failure to meet these minimum requirements will result in failure of the rotation.
- B. The number of days each month that students are required to be on rotation varies month to month. The chart below identifies the number of days a student should be on rotation as well as the total number of hours for that month (days and hours will be less if a student has approved travel days or excused absences).

Month	Rotation Days	Rotation Hours	Month	Rotation Days	Rotation Hours
May	21	168	November	21	168
June	22	176	December	23	184
July	23	184	January	21	168
August	21	168	February	21	168
September	22	176	March	23	184
October	22	176	April	21	168

- C. All students must contact the preceptor for their rotation **at least 2 weeks** prior to the planned rotation start date. Failure to do so means that the student may be penalized by starting the rotation at the preceptor's discretion and the student's grade may be penalized to reflect an unauthorized absence.
- D. Attend their rotation in accordance to the schedule that has been developed by the preceptor. The holiday policy followed by the preceptor shall be the holiday policy followed by the student. Students have a maximum of five excused absences for the P4 year. No more than 2 days in any month may be missed. These days may NOT be saved until the end of the rotation in order to end early. Discuss planned absences with preceptor prior to or on the first day of rotation. Excused absence forms **MUST** be turned in to campus Experiential Office for all planned absences **IN ADVANCE**. Examples of unplanned absences include: sickness (physician excuse required for absences > 2 days), family emergency, and vehicle collision. In these instances, an excused absence form must be turned in immediately upon return to rotation. An excess of absences can result in **FAILURE** of a rotation.
- E. Tardiness (arriving late, returning late from breaks, lunch, and Grand Rounds/Seminar) is inexcusable. If tardiness is unavoidable due to family emergency or motor vehicle accident, the student will contact the preceptor immediately (prior to arriving late) to explain the circumstance. Your lack of planning ahead (i.e. traffic, parking) is **NOT** an excuse for tardiness. Two incidences of tardiness equals one day of unexcused absence that is required to be made up.
- F. Travel time to rotations outside of SC need to be discussed on an individual basis with your campus Experiential Coordinator. **DO NOT** make travel plans before meeting with your Experiential Coordinator. Schedule meeting before the beginning of the P4 year (April 2015).
- G. Students are encouraged to attend professional meetings. An absence of more than 2 days on any rotation must be made up. The preceptor may require you to make up all days missed depending on your rotation performance/preceptor preference. Days off for professional meetings will **NOT** count towards your 5 absences/year. These absences **MUST** be pre-approved by your preceptor and campus Experiential Coordinator. Discuss planned absences with preceptor prior to or on the first day of rotation. An excused absence form **MUST** be turned in to campus Experiential Office for all planned absences **IN ADVANCE**. If absence will exceed 2 days, a plan to make up the additional days missed **MUST** be submitted with the excused absence form. You will be required to write a reflection paper about your meeting experience that will be due one week after your return from the meeting. This reflection paper **MUST** be uploaded into My Folio.
- C. Students must prioritize rotation requirements over outside commitments, including work. Students are expected to be at the practice site as scheduled by the preceptor. Unacceptable behavior includes informing your preceptor you need to leave rotation at a certain time to attend work or asking Experiential Coordinators to switch rotation due to employment commitments.

SOUTH CAROLINA COLLEGE OF PHARMACY DRESS CODE

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

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

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

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

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

GENERAL INFORMATION

1. Obey all laws, rules, policies and regulations governing the practice of pharmacy and the Experiential Education program and seek clarification from the preceptor regarding any professional, legal, or ethical issues.
2. Complete any unique administrative details required by certain sites before beginning a rotation at that site. Complete required paperwork as directed by the experiential education office/site including, but not limited to; substance testing (drugs and alcohol test), and criminal background checks.
3. Complete all required assignments by the last day of rotation. Detailed assignment descriptions can be found under Required E*Value Activities. **Grades will not be posted until all required assignments have been uploaded, evaluation forms have been completed, and rotation hours have been entered in E*Value.**
4. Students are expected to take an active part in the Experiential Education experience.
5. Follow the professional requirements and policies of the experiential program throughout their practice experiences. The student will be subject to grade sanctions (i.e. failure) or dismissal by preceptor and the College of Pharmacy for failure to follow the policies and requirements of the program & college.
 - a. Use of electronic devices (i.e. smartphones, laptops, etc) must be discussed with the preceptor on Day #1 of rotation. Cell phone use and texting is **NOT** permissible; exceptions (such as critically ill family member or sick child) are to be determined by the preceptor prior to use on a case-by-case basis. Internet surfing is limited to professional activities only (i.e. no Facebook, Instagram, etc.).
6. Understand that this is a living document and policy changes do occur within the program. The students will be expected to comply with any changes made by the College of Pharmacy Experiential program. Students will be notified as soon as possible regarding changes via e-mail, College Portal, and E*Value Program Calendar. Students are required to monitor their **school email DAILY** for any pertinent announcements, and will be expected to follow these changes as they pertain to the experiential program and manual.

7. Be prepared to travel up to one (1) hour each direction to rotation.
8. Keep your campus Experiential Department informed of any changes regarding contact information, specifically: school and permanent mailing address; home phone; and cell phone/pager number via the E*Value database.
9. Certain circumstances may arise during the APPE year that warrant student schedule changes. If these circumstances are student-driven, a request must be made to the campus Experiential Coordinator at a minimum of 1 month prior to the potential rotation switch to be considered. The student will be responsible for obtaining permission from the preceptor to be dropped or the potential rotation switch will NOT occur.

INTERNATIONAL ROTATIONS

Students may choose to complete 1 or more International rotations. Once selected for an International rotation, the student must research completely all costs associated with the rotation (i.e. airfare, accommodations, transportation in foreign country, meals). Students from all campuses are required to submit a written Specialty Rotation Agreement. Penalties for withdrawing from an international rotation may include rotation failure, withdrawal from any remaining specialty rotations, added expense for additional rotation enrollment, and possible delayed graduation date.

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

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

SCCP PHARMACY COURSE NUMBERS AND DESCRIPTION

Can be found in the SCCP Academic Bulletin.



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

Log-on Information

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

Evaluations

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

Rotation Hours

All hours spent on rotation MUST be logged under the “Time Tracking” Icon – “Log 2.0”. Your preceptor must approve hours you entered at the end of your rotation.

My Folio

My Folio can be found under “My Profile” Icon – “My Folio. Items expected to be completed under “My Folio” include: “Student Introduction”, “Curriculum Vitae”, and all other assignments completed on rotation uploaded. Curriculum Vitae are living documents and are expected to change on a regular basis as students progress through the Pharmacy curriculum.

Reflections in Learning Modules

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

PxDx (Conditions Tracking)

PxDx or Conditions Tracking can be found under “PxDx” Icon – “Add New”. This is a required element for ALL Direct Patient Care rotations. This applies at a minimum to ALL Acute Care and Ambulatory Care rotations. See the Required Assignments section for further examples of rotations that contain direct patient care but are not identified as Acute Care or Ambulatory Care. You will complete **1 entry** for EVERY patient YOU follow. Do NOT complete a record until the patient is discharged from your care (i.e. discharged from the facility, end of rotation). Choose all patient conditions that apply. Remember to push the “Add” button for each patient condition you choose. At the completion of each patient record, push “Save record”.

Rotation Schedule

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

ROTATION HOURS EXAMPLE

The screenshot displays the E-VALUE web application interface. At the top, there are navigation buttons for Schedules, Evaluations, PxDx, Time Tracking, and My Profile. Below this is a 'Log 2.0 Reports' section with a calendar view for June 2012. The calendar shows rotation hours for a student named Beth-P4. The log is organized by day, with columns for SUN, MON, TUE, WED, THU, FRI, and SAT, and a final column for TOTALS. The rotation hours are as follows:

SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS
27	28	29	30	31	1 Rotation Req. Ambulatory Care - Oncology 7:30am-11:30am Rotation Req. Ambulatory Care - Oncology 12:30pm-4:30pm	2	8.00 hours Total: 8.00 hours
3	4 Rotation Req. Ambulatory Care - Oncology 7:30am-11:30am Rotation Req. Ambulatory Care - Oncology 12:30pm-4:30pm	5 Rotation Req. Ambulatory Care - Oncology 7:30am-11:30am Rotation Req. Ambulatory Care - Oncology 12:30pm-4:30pm	6	7	8	9	16.00 hours Total: 16.00 hours
10	11	12	13	14	15	16	

Red arrows in the image point to the individual rotation entries on the calendar and the total hours column.

Two entries for each Day
(pre- & post-lunch)

Total number of hours logged
per week

The screenshot shows the E-VALUE web application interface. At the top, there are navigation buttons for Home, Help, and Log Out. Below these are icons for Schedules, Evaluations, PxDx, Time Tracking, and My Profile. The main content area is titled 'Log 2.0 Reports' and displays a calendar grid. The grid shows dates from 3 to 30. On the right side of the grid, there are two total hour counts: '16.00 hours Total: 16.00 hours' and '24.00 hours Total: 24.00 hours'. A red arrow points to the '24.00 hours' total.

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. It is the student's responsibility to remind the preceptor to approve rotation hours on the last day of rotation. **DO NOT** wait until the end of the month to enter your hours

PRECEPTOR/SITE EVALUATION EXAMPLE

https://www.e-value.net/index.cfm? - Windows Internet Explorer

https://www.e-value.net/index.cfm?

File Edit View Favorites Tools Help

South Carolina College ... https://www.e-value... x

E-VALUE™
Powering Healthcare Education

Home Help Log Out

Site: Baptist Medical Center
Period: P4 2011/2012 July - Summer
Time Period: 07/01/2011 - 07/31/2011
Request Date: 06/22/2012
Evaluation Type: Student Evaluation of Preceptor and Site
Evaluator: Beth-P4 TESTSTUDENT **Subject:** Jane TESTPRECEPTOR, Preceptor

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.

My preceptor was available to facilitate my learning (Question 1 of 17 - Mandatory)

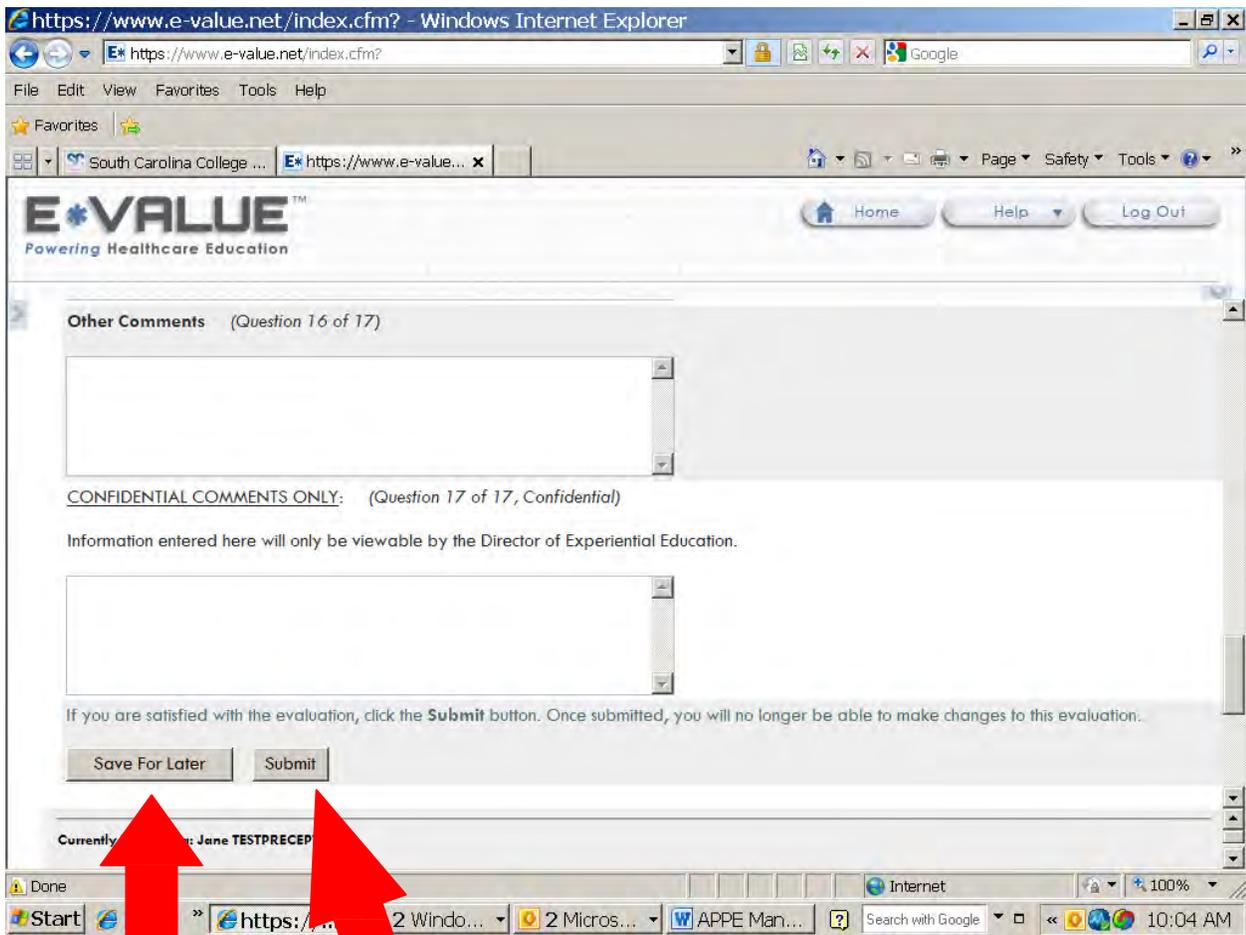
Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

Currently Evaluating: Jane TESTPRECEPTOR

Done Internet 100%

Start https://... 2 Windo... 2 Micros... APPE Man... Search with Google 10:02 AM

**Questions 1-16 are MANDATORY. Comment boxes are required. Utilize the “Confidential Comments”, Question 17 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. Non-compliance will result in penalties.
9. Absences are to be pre-approved and must be made up at a time convenient to the preceptor.
10. Desertion from the rotation site without preceptor approval will result in disciplinary action.
11. Participate in the Liability Insurance coverage available through the College of Pharmacy.
12. Dress to project a professional image and adhere to site specific dress codes when provided.
13. Students are held to the standards of the SCCP code of conduct regarding academic honesty. Observe strict confidentiality. Violations may result in failure of rotation.



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 Advanced Pharmacy Practice Experiences. 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. Some of you have already participated in these early programs.

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/general medicine, 1 ambulatory care, 1 (advanced-practice) community pharmacy, 1 hospital pharmacy, and 4 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 Site Affiliation Agreement with the South Carolina College of Pharmacy
- Course/Rotation Syllabus and a description of your rotation's activities (templates are available)
- 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 jbaker@sccp.sc.edu.

Sincerely,

Jennifer L. Baker, PharmD
Director, Experiential Education Program

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

Policies Pertaining to the Education Site

EDUCATION SITE REQUIREMENTS

- A. Be a pharmacy licensed by the South Carolina (or another state's) Board of Pharmacy 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 or other healthcare provider 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. APPE sites must participate in a broad scope of pharmaceutical activities, which include frequent interactions with patients, physicians, and other health care professionals. The individual preceptor determines the specific objectives of an advanced practice rotation unless otherwise indicated by Experiential Program of the South Carolina College of Pharmacy.

Policies Pertaining to the Preceptor

PRECEPTOR REQUIREMENTS

- A. Be a professionally competent, legally qualified pharmacist or other healthcare provider.
- B. Be willing to accept the responsibilities for the guidance and training of the students and devote the time necessary for their instruction.
- C. Reviews 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 the student's performance. Suggestions for improvement should be provided during both evaluation periods. If a student is not successfully passing a rotation at the mid-point, the Experiential Coordinator must be notified. (Jennifer L. Baker, Pharm.D, USC campus 803-777-5123; Cathy Worrall, PharmD, MUSC campus 843-792-8451; or Whitney Maxwell, Pharm.D, Upstate 803-777-4715).
- 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.

H. Complete the student evaluation forms via E*Value, review them with the student, and submit via E*Value. Preceptor must also approve, electronically via E*Value, student Rotation Hours on the last day of rotation.



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 “My Profile” Icon, choose “Password Change”. If you forget your username or password, choose the “Forgot Password” link on the E*Value homepage. You can also contact the Experiential office to request this information to be emailed to you. Please note that MUSC-based preceptors will use their NetID and password at <http://evaluate.musc.edu/>.

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 the “Evaluations” Icon. All evaluations not yet completed will be marked “Pending”. Student evaluations of the Preceptor and site can be viewed on E*Value once the final evaluation of the student has been completed and submitted. An aggregate report is available in E*Value for previously released reports. Please find these under Preceptor Reports.

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) under the Time Tracking icon. You may click the “Validate All” button to verify all hours for the rotation next to your student’s name under the calendar month (top-center) 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 the “My Profile” Icon – MyFolio - 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. The Student Introduction is presented 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 the “Schedules” Icon – “Reports” – “Rosters”. You will then change dates in which you would like to see your schedule, leave all other field as populated, and choose “Next”.

Assignments

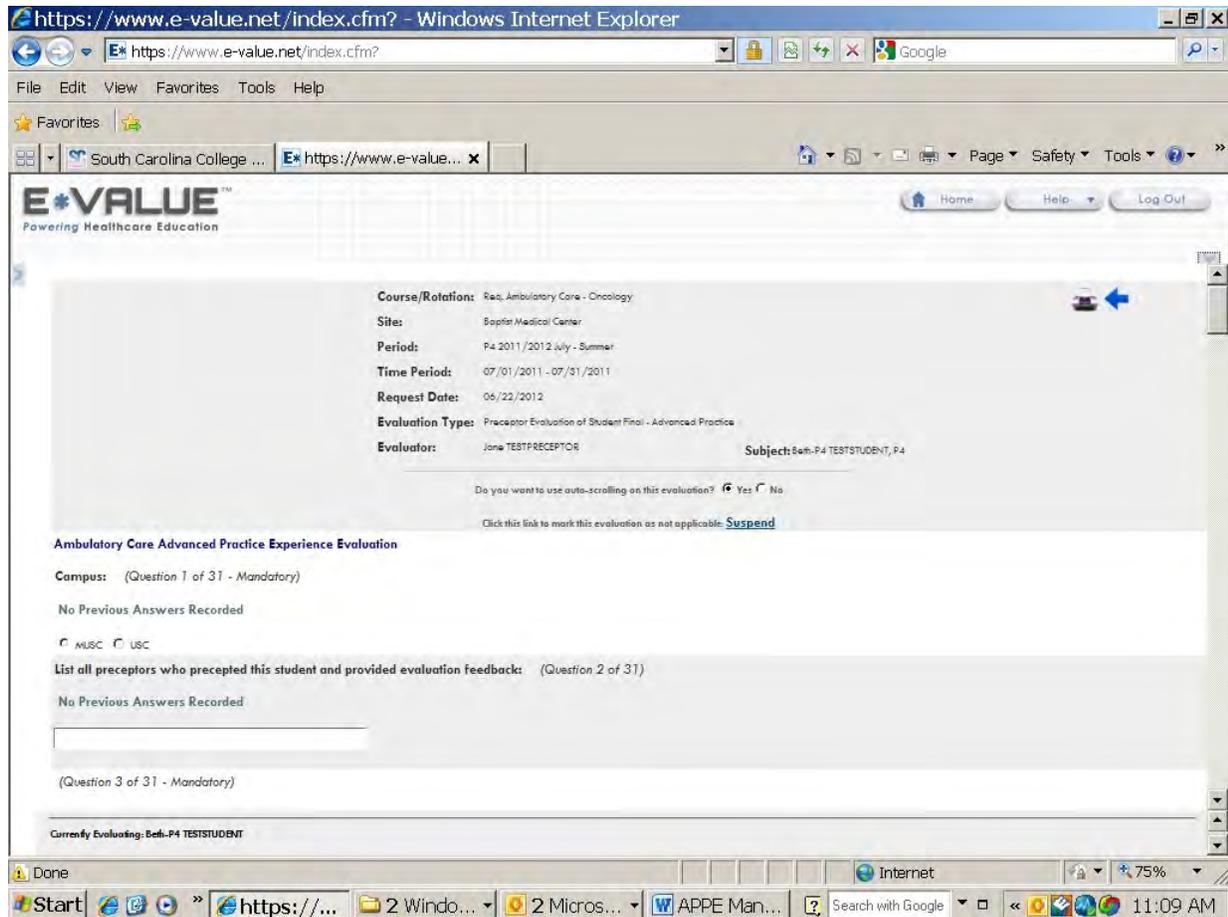
You will not have to grade assignments students completed in E*Value. Each rotation, the student should present to you the following: Pre-rotation Reflection, Post-Rotation Reflection, Mid-Point Self Assessment, and Final Self Assessment. If you do not see all of these items, the midpoint and final evaluations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

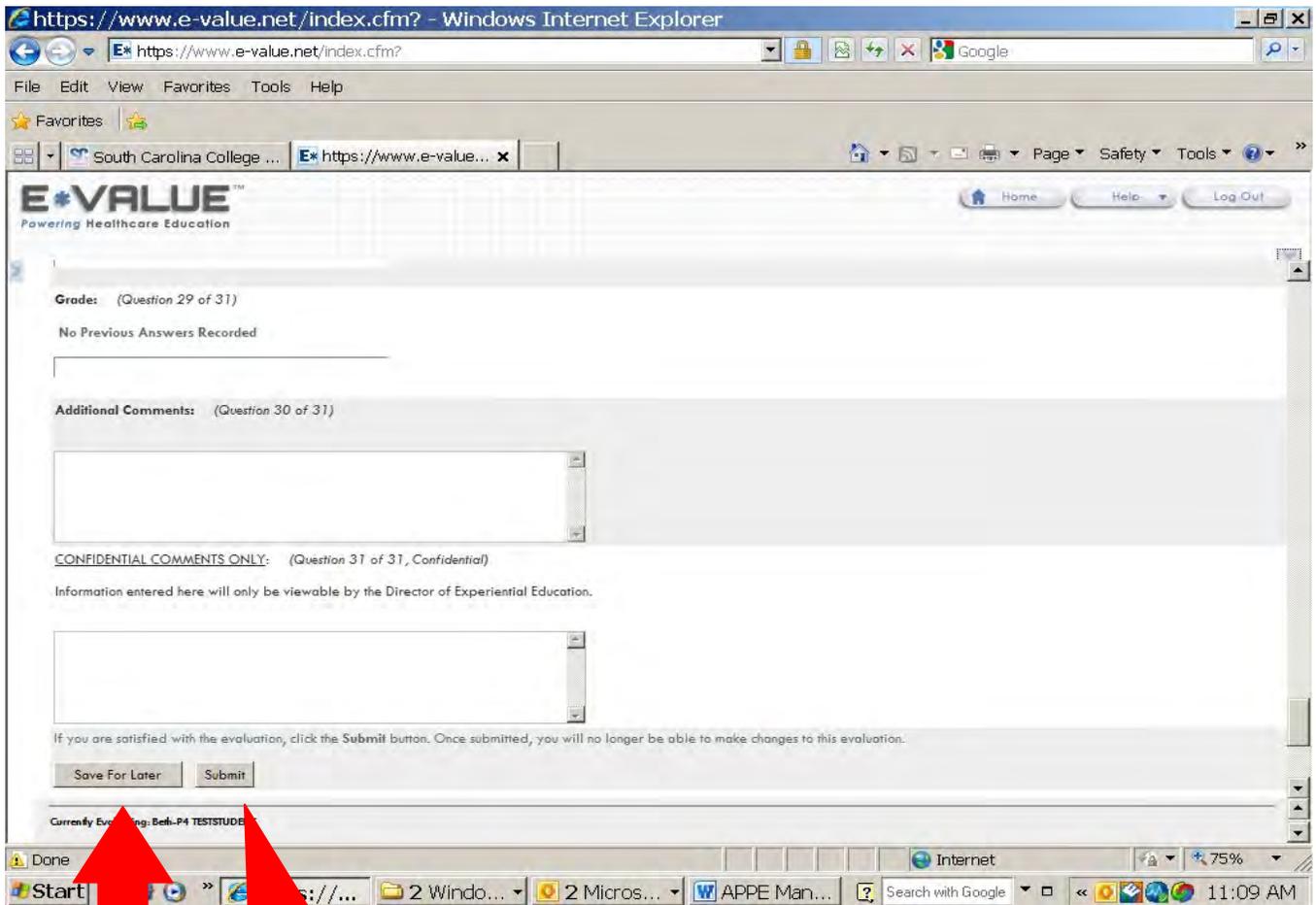
Please note: We recommend using the Internet Explorer, Google Chrome or Mozilla browser; some other browsers (i.e. Firefox, etc.) have experienced difficulties when trying to complete some of the tasks above. If you have any questions or concerns regarding any aspect of E*Value, please contact:

Kathryn Kenard, Administrative Assistant
South Carolina College of Pharmacy
USC Campus
803-777-0490
kenard@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





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 competency 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

REQUIRED E*VALUE ACTIVITIES

TOOL ONLY – NOT to be sent to Experiential Office

Items to be Completed	Due Date
Student Introduction*	April 30, 2015
Update CV and upload to E*Value	May 31, 2015
Pre-rotation Reflection*	Day #1
Mid-Point Self- Evaluation*	Day #14-15
Rotation Hours**	Last Day
Post-rotation reflection*	Last Day
PxDx (Conditions Tracking)	Last Day
Preceptor/Site Evaluation	Last Day
Final Self-Evaluation*	Last Day
Upload assignments into My Folio	Last Day

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

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

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 evaluations 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. Pre-rotation objectives
 - a. List and/or describe three (3) goals you want to achieve during the rotation
 - b. List and/or describe any experience you have that may impact your rotation experience
 1. Example: beginning an Advanced Community rotation and have worked x 3 years as an Intern at CVS and completed 1 community rotation during P4 year
 - c. Discuss any previous experiences you have had working with other health care professionals (other than pharmacists) or with interprofessional teams in this practice setting
5. No required length to reflection; just needs to cover objectives fully.
6. Must be completed through Coursework/Learning Modules in E*Value.

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 verbally discuss with preceptor during midpoint evaluation.
3. Automatic link from EValue is sent to student at due date to complete the evaluation. Comments are required in each field.

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 rotation 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 share with preceptor.
3. After obtaining a written copy and verbal discussion of the post-rotation reflection, the preceptor will indicate on the midpoint and final evaluations whether this occurred. 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. 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.
 - d. Discuss 2 items that you liked most about the rotation site/preceptor and 2 items that you think could be improved.
5. Must be completed through Coursework/Learning Modules in E*Value.

F. PxDx (Conditions Tracking)

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

pharmacist

- d. May include Advanced Community rotations in which you are following MTM patients that you are seeing face-to-face

3. Complete 1 entry for EVERY patient YOU follow
4. Do NOT complete until patient is discharged from your care
5. Must be completed in E*Value under “PxDx”

G. Preceptor/Site Evaluation

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

G. Final Self-Evaluation

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

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 CV

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

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

ADVANCED PRACTICE OBJECTIVES & TASKS

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

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

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

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

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

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

Additional activities in which students should be able to participate during

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

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



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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