



**Intermediate Experiential Education  
Preceptor/Student Handbook**

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## *Experience Programs at South University School of Pharmacy*

### **OVERVIEW**

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The purpose of the experiential training portion of the curriculum is to provide pharmacy students with practical experience in various aspects of the profession of pharmacy. Students gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. A pharmacist preceptor directs the majority of practice experiences, however, in some special cases; a licensed medical professional (e.g. physician) may be the preceptor for that site. The student should view each experience as an opportunity to incorporate learned didactic information into the development of the skills necessary to be a competent pharmacy practitioner.

The experiential education is divided into two parts, the early Service-Learning (Longitudinal) and Intermediate Pharmacy Practice Experience (IPPE) comprise the Early Pharmacy Practice Experience (EPPE), and Advanced Pharmacy Practice Experience (APPE). The early Introductory Experience Practice is comprised of two phases. The Intermediate Practice Experience will consist of two full time four week rotations, one in community and one in institutional practice. These will begin the second quarter of the second professional year. The Advanced Practice Experience rotations will be offered the Fall, Winter, Spring, and Summer Quarters of the fourth professional year (third calendar year). The experiential rotations are designed to provide students the opportunity to focus on the traditional and the clinical aspects of pharmacy practice. The Advanced Professional Practice Experience is comprised of six experiential rotations to allow the student to be directly involved in pharmacy operations and direct patient care in a specific clinical area (internal medicine, oncology, cardiology, pediatrics, etc.). Some of these rotations may not have direct patient care (drug information, pharmaceutical industry, research, etc.) but have interaction with other health care professionals. Each professional rotation consists of five weeks in each area of practice.

## **PROGRAM DESCRIPTION**

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The Professional Experiential Education Program (PEEP) provides entry level Doctor of Pharmacy students a structured, supervised program of participation in the practice of pharmacy. Students gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. Through the PEEP, the student continues to mature while moving through the continuum from student to practitioner. Under the supervision of faculty and selected preceptors, the student learns to make decisions based on professional knowledge and judgment. Broad exposure to as many pharmacy activities as possible, as well as significant personal study and reflection, facilitates this transition.

The PEEP requires four quarters of full-time precepted practice: one quarter with intermediate experience in the PY2 year, followed by three quarters of experience in the PY4 year. These include:

### PY2 Experience (fifth quarter)

Introductory Community/Hospital Pharmacy Practice Experience  
(four weeks of eight hours per day, five days per week)

### PY4 Year (beginning in the fall quarter, 36 weeks in duration)

Advanced Community  
Inpatient Medicine (Internal Medicine)  
Medicine Specialty  
Ambulatory Care  
Elective (1)  
1 week APPE D1 (Applied Drug Information and Scholarly Endeavors  
Pharmacy Practice Experience)

## **POLICIES AND PROCEDURES**

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**Assignment** - The Doctor of Pharmacy Student are assigned to the appropriate experiential rotation site as determined by their level of education (e.g. P2, P4). This placement determines the type of experience the student will have. All students must complete all rotations assigned: there are no exemptions, regardless of previous experience. **Students are NOT ALLOWED to contact Preceptors with regard to setting up a rotation.** If you have a specific place or Preceptor in mind, give that information to the Experiential Education Department along with your request. Anyone who disregards this rule will be sent directly to the Scholastic and Professional Standards Committee and this will be viewed as an academic misconduct.

Using the Pharmacy Education Management System (PEMs), students are allowed to choose three preferences for each rotation. Assignments are chosen by the PEMs program in a randomized fashion. Special considerations may be given to those students who can show hardship situations (such as single parent, military spouse, military commitments, chronic illness of self or other family member, primary caregiver to a sick person, etc.).

**Compensation for Students** - Students are not compensated financially for experience training, but do receive academic credit towards graduation and intern hour credit for each training period. Pharm.D. candidates who complete all experiential rotations will receive 1000 hours of credit toward the 1500 hours required in Georgia to take the licensing exam. At the completion of all rotations, the School of Pharmacy shall notify the Georgia State Board of Pharmacy of the appropriate number of earned credit hours. In order to receive the full 1000 hours of credit, the student is required to work a minimum of 40 hours each week. The Georgia State Board of Pharmacy prohibits concurrent enrollment in any additional coursework while participating in clinical training.

**Concurrent Employment** - Students, from time to time, may have to work while in school; however, employment during clinical experiences should not interfere with the attendance and performance on rotation sites. Some rotations may involve evening and/or weekends. Outside employment shall not interfere with such requirements.

**Insurance and Licensure** - Before starting any rotation, students must provide proof of the liability insurance provided by the School (minimum limits of \$1,000,000 per occurrence / \$3,000,000 aggregate), health insurance and a current Georgia Intern License. These must be maintained throughout the training period. Any student going out of state for rotations must obtain an intern license for that particular state at least 60 days in advanced of the rotation and furnish the School with a copy of the license for that state.

**Background Checks / Drug Screens** - From time to time, the student may be required to have a background check and/or a drug screen prior to beginning rotations at various sites. Students are responsible for obtaining such background / drug screen and making sure that the requesting facility receives the final report **prior to starting** the rotation. **It is also the student's responsibility for any and ALL financial obligations for such screenings.** The pertinent information for each site/preceptor is posted on the practice site's webpage in PEMS. It is each student's responsibility to check the site's webpage for any necessary documentation that is required 30 days prior to the beginning of the

experience. If for any reason, the required documentation is not completed and submitted, the student will be re-assigned.

**Immunizations and Physical Exam** - In order to comply with the Infection Control policies at various sites, the following must be current:

- MMR immunity
- Tetanus vaccine
- Hepatitis-B immunity
- Varicella Zoster (Chicken Pox) immunity
- PPD Testing (annually)

Students must provide proof of immunizations within three months prior to starting the advanced practice experiential portion of their education. PPD testing shall be an annual requirement, unless there are other circumstances requiring more frequent testing. Students with a positive PPD test will be required to show proof of a chest x-ray and a statement from their physician confirming the results of the chest x-ray. Information regarding any necessary treatment must be provided. It is the responsibility of the student to have all immunizations completed and forwarded to the School of Pharmacy prior to matriculation into the School of Pharmacy. Immunization status must be reconfirmed three months prior to beginning their experiential rotations. Current immunization documents must be maintained in the Student's Portfolio at ALL times.

**OSHA Training / Communicable Diseases Guideline / HIPAA Privacy Rules** - Students will be required to receive training in OSHA Regulations (covered in the Integrated Skills Lab Sequence), including guidelines for blood borne pathogens and for proper prevention of communicable disease transmission and in HIPAA privacy rules (online), before they can participate in Pharmacy Practice Rotations. The student is responsible for complying with these policies.

**Attendance** - Students are required to participate a minimum of 40 hours each week at each rotation setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace.

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. In case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting (with permission from the preceptor and the Experiential Education Coordinator). Failure to notify your preceptor at the time of an absence, will result in the loss of one letter grade from the final grade of that clerkship. Missing 25% or more of any clinical rotation will require repeating the entire rotation; regardless of the reason.

The occurrence of unexcused tardiness two times during a rotation will also result in the loss of one letter grade from the final grade of that clerkship. It is the responsibility of each student to make allowances for traffic, parking, etc.

If for any reason a student misses any of their assigned experiences, they must complete the Absentee Form that is located in PEMS under the Documents/Forms link and submit it electronically to the Experiential Education Office and the Preceptor no later than 24 hours after their absence.

**Confidentiality** - During all clinical experiences, students will have access to privileged information about patients' health, insurance information, and financial information, and in some instances, the financial information about the management of the practice site. None of this information is ever to be discussed outside of the work place (or rotation site). **BREACHES IN CONFIDENTIALITY CAN RESULT IN IMMEDIATE DISMISSAL FROM THE PRACTICE SITE, FAILURE OF THE ROTATION, AND/OR DISMISSAL FROM THE DOCTOR OF PHARMACY PROGRAM.**

**Professional Conduct and Dress Code** - All students are expected to continue to adhere to the "Code of Conduct" (as listed in South University's *Student Handbook*) and Dress Code of the School of Pharmacy. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.

The following Dress Code must be adhered to by ALL students:

1. All students must wear a neat, clean short white lab jacket with their name and South University School of Pharmacy embroidered on the jacket and the School of Pharmacy Patch.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor 30 days before reporting for the first day of the rotation to become familiar with any special requirements. Any student who voluntarily leaves a site will receive an automatic "F" for that experience and will be referred to the Professional and Progressions Committee.

It is the responsibility of the student to also check the Preceptor or Preceptor's site in PEMS for any required documentation that must be completed by the student prior to the beginning of the clinical experience. Failure to comply within the specified time may result in that student having their clinical experience changed to another preceptor.

**Preceptor Assignment Restrictions** - A student may not work with a preceptor if they are related in any way or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern. Students that are employed by a facility may complete a rotation at that facility as long as the rotation differs from their job description at work.

**Professional Meeting Attendance** - The Georgia State Board of Pharmacy has ruled that students may receive up to 24 hours of clerkship credit for attendance at a state or national pharmaceutical organization meeting. The student must inform their preceptor (if they are to miss any training days) and the Office of the Experiential Education Coordinator that he/she is planning to attend such a meeting. Both the preceptor and the Experiential Education Coordinator must approve the absence from rotation and proper Documentation of Attendance by the sponsoring organization is required.

**Correspondence** - Students are required to keep the Office of Experiential Education informed of their current address, phone number, and e-mail address at all times. This will allow for the students to be contacted in the case of an emergency, changes to their rotation schedules, upcoming events, reminders, etc.

**Portfolio** - Students will be required to have a portfolio with them while they are on their rotation and while they rotate at other faculty managed sites. Failure to maintain and to turn in the portfolio at the **last** clinic day will impact their final grade (see APPE on back of page 8).

The portfolio should have at the very least the following information in this order:

- A. Verification of Review of Portfolio by Preceptors.
- B. Current Curriculum Vitae. It will be expected that prior to arriving to the rotation you will have updated your CV with all of your current information including contact information.
- C. Vaccine and Certification History: You will be expected to have a copy of **all** immunizations, intern license, and current CPR card in this section of your portfolio.
- D. Current Evaluations: You will have the evaluations from this rotation in this location. They should be in the order of the most recent to the oldest.
- E. Previous Evaluations: All previous rotation evaluations should be in this area. They should be in the order of most recent to oldest with all final evaluations in the front of the weekly or mid-term evaluations.
- F. Patient Notes: Patient notes should be placed here for **each** patient that you see and write a note for. The most recent patient notes should be at the front of this section.
- G. Drug Information: This is the area of the portfolio where all drug information (questions answered, pamphlets created, education provided). They should be in chronological order with the most recent in the front.
- H. Presentations: All presentations (slide sets included) should be placed into this group. Also relevant evaluations to your presentation should be attached to your presentation.

- I. Journal Presentations: Include any handouts that were presented along with a copy of the article being presented. The most recent presentation should be first.

**Grading Procedures** - From each rotation site, the Office of Experiential Education should receive for each student the following:

1. Student's grade (from the preceptor) completed on PEMs
2. Student's evaluation of the preceptor (from the student) completed on PEMs (Grades will be held until completed).
3. Verification from the Preceptor of the Total number of hours completed (on PEMs).

Students **MUST** enter no less than three (3) Daily Activities in PEMs and the Preceptors **MUST** review and verify that the activity was done. Each student and preceptor **MUST** complete a Mid-Point and a Final Evaluation in a timely manner. If the Final grade is not received by the due date, the student will receive an "T" for that rotation until the grade is received by the Office of Experiential Education.

**University Policies and Academic Regulations** - Students are expected to continue to observe the University's policies and academic regulations during their Introductory Practice Experience and Advanced Practice Experiences.

## **PHARMACY EDUCATION MANAGEMENT SYSTEM (PEMS)**

The PEMs program is a software program that is used by the Experiential Education Program to assist in the maintenance of all information necessary to assign students to preceptors, sites and allow the Office of Experiential Education to monitor the progress of the students while on rotations. The preceptors are able to see which students have been assigned to their site and what type of practice experience they are to have (e.g. Internal Medicine). The preceptor will also complete the mid-term and final evaluation online therefore not requiring them to be faxed or mailed.

Students will not only be able to enter their preferences for clinical sites and preceptors, but also will be able to enter daily activity logs for Intermediate and Advance Practice, enter the preceptor/site evaluations and communicate directly to the Office of Experiential Education. They will also be able to obtain directions to their respective practice sites and communicate with the preceptor prior to the start of their rotation. In some cases, students will have access to the syllabus for a particular preceptor and their rotation.

## **BASIC STUDENT COMPETENCIES FOR INTERMEDIATE PRACTICE EXPERIENCE: COMMUNITY AND INSTITUTIONAL**

**Intermediate Community Practice** - The following is a list of required skills and activities for which each student will be able demonstrate competency.

1. The following will be reviewed with the student within 3 working days of the start date:
  - job description/performance appraisal items
  - infection control
  - fire, safety, security, HIPAA
  - emergency (disaster plans, etc.)
  - hazardous waste, personal protective equipment, etc.
  - equipment/utilities management, as appropriate
  
2. The Preceptor or a designee will be responsible for orienting new pharmacy students to the following:
  - A. Introduction
    - job descriptions
    - policies and procedures pertinent to the Pharmacy
    - tour of the Pharmacy
  
  - B. Pharmacy Forms
    - medication profile
    - prescription files
    - Other forms
  
  - C. Dispensing
    - policy for filling prescription
    - process for filling prescription (including legal and ethical considerations)
    - patient consultation
    - other
  
  - D. Computer Procedures
    - hardware
    - profiling orders
    - charge/credits
    - reports
    - special functions
  
  - E. Ordering
    - want book system
    - prime vendor
    - direct orders
  
  - F. Audits
  
  - G. Drug Information Resource Materials
  
  - H. Controlled Substances
    - forms
    - dispensing procedure—stock items vs. patient-specific
    - outdate control
    - physical inventories

- I. Incident Reporting
  - J. Adverse Drug Reaction and Drug Product Defect Reporting
  - K. Drug Utilization Review
  - L. Inservice Education/Continuing Education
  - M. Quality Assurance Program
  - N. Productivity System Procedures
  - O. Security
3. At the end of the rotation, all items on the orientation list will be reviewed for completion or need for further discussion/review.

**Intermediate Practice Institutional** - The following is a list of required skills and activities for which each student will be able demonstrate competency.

1. The following will be reviewed with the student within 3 working days of the start date:
  - job description/performance appraisal items
  - infection control (hospital and departmental)
  - fire, safety, security, HIPAA
  - emergency (disaster plans, etc.)
  - hazardous waste, personal protective equipment, etc.
  - equipment/utilities management, as appropriate
  
2. The Preceptor or a designee will be responsible for orienting new pharmacy students to the following:
  - A. Introduction
    - job descriptions
    - policies pertinent to Pharmacy Department
    - policies pertinent to hospital
    - tour of department and hospital
  
  - B. Pharmacy Forms
    - medication profile
    - physician order form
    - TPN order form
    - other medication order forms
      - protocols, cancer chemotherapy, GP IIb/IIIa receptor antagonists, investigational drugs
    - floor stock requisitions
    - central supply requisitions
    - Other forms
  
  - C. Unit Dose
    - understand U.D. concept
    - exchange of cassettes on nursing units
    - fill U.D. cassette and orders correctly
    - The role and function of Pyxis MedStation Rx, or any other such equipment
  
  - D. Computer Procedures
    - hardware
    - profiling orders
    - charge/credits
    - reports
    - special functions
  
  - E. Ordering
    - want book system
    - prime vendor
    - direct orders
    - hospital storeroom, central supply, etc.
  
  - F. Floor Stock
    - patient charge items
    - no charge items (cost transfers)
    - packaging/labeling

- G. Audits
    - monthly nursing unit inspections
  - H Automatic Stop Order Procedure
  - I Drug Information Resource Materials
  - J Intravenous Admixtures
    - procedures
    - forms
    - proper aseptic technique
    - reference materials
    - specialty items (e.g., epidural fentanyl, etc.)
  - K. Controlled Substances
    - forms
    - dispensing procedure—stock items vs. patient-specific
    - outdate control
    - physical inventories
  - L. Incident Reporting
  - M. Adverse Drug Reaction and Drug Product Defect Reporting
  - N. Drug Utilization Review
  - O. Inservice Education/Continuing Education
  - P. Quality Assurance Program
  - Q. Productivity System Procedures
  - R. Crash Carts and Ambulance Boxes
  - S. Security
3. At the end of the rotation, all items on the orientation list will be reviewed for completion or need for further discussion/review.

## **INTERMEDIATE PHARMACY PRACTICE EXPERIENCE: SYLLABUS TEMPLATE**

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Each preceptor or site may develop their own syllabus for the respective experience, or they can use the ones below by adding in the preceptor's information, schedule, and drug information resources used at the site. Students should request and receive a copy of the syllabus prior to arriving on site.

### **SITE NAME Intermediate Pharmacy Experience Community Syllabus**

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

#### **Course Description**

The community practice rotation is designed to expose the student to a variety of patient care services in the community pharmacy practice site. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to patient care as an independent practitioner in an outpatient pharmacy setting.

Students are likely to encounter a wide variety of patients and illnesses. Emphasis is placed on direct patient involvement in providing pharmacy services such as assessment of the accuracy, legality, and appropriateness of a prescription; evaluation of drug regimens; patient education and compliance counseling; provision of drug information; taking a medication history; and therapeutic interventions which effectively individualize drug therapy.

#### **Course Goals and Objectives**

- A. The student will gain the experience necessary to function as a practicing pharmacist in the community pharmacy setting and drawing on the basic knowledge base acquired in the didactic portion of the curriculum plus assigned readings will demonstrate the ability to discuss these concepts.
- B. The student will be able to determine the accuracy and appropriateness of a prescription based on diagnosis, past medical and allergic history, drug history and profile, legal requirements of the state board of pharmacy, and any other unique needs of the particular situation.
- C. The student will demonstrate the ability to effectively and appropriately recommend OTC (non-prescription) medications for the treatment of minor ailments.
- D. The student will demonstrate the ability to accurately compound prescription and non-prescription products using proper technique and equipment when available.
- E. Utilization of available resources to provide accurate drug information to physicians, nurses, pharmacists, and other health care providers.
- F. The student will demonstrate competence in educating patients about their medications including route, side effects, drug-drug/-disease/-food/-herbal interactions, dose and duration of therapy, safe storage, and compliance.

- G. The student will demonstrate effective verbal and written communication skills and will tailor information appropriately for the audience, e.g., physician or pharmacist vs. patient.
- H. The student will demonstrate knowledge, problem-solving skills, and data synthesis skills acquired during this rotation building on any previous rotations.
- I. The student will demonstrate knowledge of any DME equipment that is available at the site.
- J. The student will demonstrate basic knowledge and understanding regarding inventory management, including proper storage of all medications.

**Preceptors**

List them

**Schedule**

Daily; Weekly; One-time events

**Required Projects and Presentations**

The student will be required to complete at least one project to successfully meet the requirements of this rotation:

*Clinical Project:* The student will complete one of the three clinical project options (the preceptor will make the final decision after discussion the rational with the student).

- 1. Presentation of a new medication, new indication, innovative medication or indication or an innovative topic in pharmacy
- 2. Drug information project, (e.g., newsletter, etc.)
- 3. Research project on a pharmacy related topic

*Disease Management Project:* The student will provide an educational program to patients or the public. Potential topics include...

- 1. Asthma education
- 2. Blood pressure screening
- 3. Immunizations
- 4. Diabetes education
- 5. Smoking cessation program
- 6. Stroke prevention program
- 7. Medication education for children
- 8. Arthritis education

**Suggested Reading**

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**Contact Information**

Contact \_\_\_\_\_, Preceptor by phone or in person Monday through Friday between the hours of 9:00am and 5:00pm during the week before the rotation is scheduled to start. The telephone number \_\_\_\_\_.

## **Course Policies**

Students are expected to adhere to the same standards of professional conduct, ethics, and company policies as pharmacists on the staff. Any violation of ethical conduct will result in an immediate removal from the practice site, and a failing grade for the rotation.

## **Attendance**

Students are required to participate a minimum of 40 hours each week at each clerkship setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace.

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. In case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting (with permission from the Preceptor and the Experiential Education Coordinator). Failure to notify your Preceptor at the time of an absence will result in the loss of one letter grade from the final grade of that clerkship. Missing 25% or more of any clinical rotation will require repeating the entire rotation; regardless of the reason.

The occurrence of unexcused tardiness two times during a rotation will also result in the loss of one letter grade from the final grade of that clerkship. It is the responsibility of each student to make allowances for traffic, parking, etc.

## **Tardiness**

Tardiness is considered to be an unexcused absence.

## **Dress Code**

All students are expected to continue to adhere to the "Code of Conduct" (as listed in the *South University Student Handbook*) and Dress Code of the School of Pharmacy. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.

### **The following Dress Code must be adhered to by ALL students:**

1. All students must wear a neat, clean short white lab jacket with your name and school name embroidered on it at all times.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless otherwise indicated) are **not** acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor approximately one week before reporting for the first day of the rotation to become familiar with any special requirements.

### **Academic Honesty**

Dishonesty will not be tolerated. This will be considered a breach of the Honor Code of the School of Pharmacy and may lead to dismissal.

### **Confidentiality**

While you are at this site, your access to patient information will be unrestricted. There are stringent policies protecting the confidentiality of patient information. You should not discuss any patient information with anyone other than your preceptor under any circumstances. You are expected to adhere to **all** HIPAA policies.

### **Grading**

Grading is based on the Intermediate PCAP Evaluation form that is online.

Students **MUST** enter no fewer than three (3) Daily Activities in PEMs and the Preceptors **MUST** review and verify that the activity was done. Each student and preceptor **MUST** complete a Mid-Point and a Final Evaluation in a timely manner. If the Final grade is not received by the due date, the student will receive an “I” for that rotation until the grade is received by the Office of Experiential Education.

### **Other**

You will need proof you have had a PPD within the past 12 months as well as all other required immunizations. You will need your Georgia Intern license. You should have a copy on file with the School of Pharmacy and a copy with you at **all times**.

# INTERMEDIATE INSTITUTIONAL PHARMACY EXPERIENCE SYLLABUS TEMPLATE

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**SITE NAME**  
**Intermediate**  
**Institutional Pharmacy Experience**  
**Syllabus**

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

The intermediate hospital pharmacy practice rotation is designed to expose the student to the inpatient drug distribution facility of a hospital or other institutional health care setting. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to pharmacy practice in the inpatient setting and to provide a basic understanding of how distributive, clinical, and administrative aspects of pharmacy practice are intertwined.

Emphasis is placed on the operational aspects of inpatient pharmacy practice such as:

- Assessment of the accuracy, legality, and appropriateness of a medication order;
- understanding the modern inpatient medication use cycle, evaluation of drug regimens;
- provision of drug information;
- IV/TPN/Chemotherapy and other compounding;
- interacting as a part of a multidisciplinary health care team, administrative activities including pharmacy and therapeutics committee, ADR, Medication errors, formulary, JCAHO and other accrediting/licensing bodies, hospital organization, computer systems, and front line supervision of support staff.

## **Course Goals and Objectives**

- A. The student will gain the experience necessary to function as a practicing pharmacist in an inpatient pharmacy setting, drawing on the knowledge base acquired in the didactic portion of the curriculum. Assigned readings and discussions will supplement these concepts.
- B. The student will be able to determine the accuracy and appropriateness of a medication order based on past medical and allergic history, medication history and profile, legal and other regulatory requirements (State Board, JCAHO, etc.), and any other unique needs of the practice setting.
- C. The student will describe and demonstrate the complete medication use cycle from initial patient evaluation through the provision of pharmaceutical care and administration of the dose to post-dose monitoring and documentation.
- D. The student will demonstrate the ability to correctly evaluate and profile a medication order, identify any problems and make recommendations for correcting any errors before dispensing the medication.
- E. The student will demonstrate the ability to correctly and accurately compound IV medications using proper technique, equipment, and diluents/fluids/additives.

- F. The student demonstrates the ability to find the information available in the medical record and pharmacy patient profile.
- G. The student demonstrates the ability to utilize available resources to provide accurate drug information to physicians, nurses, pharmacists, and other health care providers, (e.g., Micromedex, textbooks, Medline, and others).
- H. The student will be able to describe the roles of the various hospital departments and their relationship and interaction with one another.
- I. The student will demonstrate effective verbal and written communication.
- J. The student will be able to intelligently discuss the organizational structure of the practice site.
- K. The student will demonstrate an understanding of the administrative and operational concerns of department Managers.
- M. The student will demonstrate knowledge, problem-solving skills, and data synthesis skills acquired during this rotation building on any previous rotations.
- N. The student will demonstrate mature, professional attitudes, values, and behaviors.

### **Preceptors**

All pharmacists working in the main pharmacy should be considered Preceptors.

### **Schedule**

#### Daily Events

- Reading: JCAHO, policies and procedures
- Meet for pharmacy practice discussion with a different pharmacy staff member daily
- Work in an assigned dispensing area, becoming familiar with all aspect of that area (will rotate through as many areas as possible)

#### Weekly Events

- Main dispensing area
- IV Room
- Department Administration
- Automation (e.g. Pyxis), Controlled Substances
- Work in satellites and decentralized areas
- Meeting with preceptor and weekly evaluation

#### One Time Events

- Orientation to hospital and pharmacy
- Follow a medication order from its genesis to post-administration monitoring
- IV Room: orientation, videotapes on sterile technique, dosage calculation, determination of diluent/volume/dose/etc., large volume fluids with and without additives, piggybacks, cassettes. TPN, chemotherapy, various protocols, investigational drugs, etc.
- Pharmacy and Therapeutics Committee Meeting, if possible
- Infection Control Meeting, if possible
- Any other meetings appropriate for the student to attend.
- Pharmacy Department Meeting, of possible
- Complete and present project

## **Required Projects and Presentations**

The student will be required to complete a major project to successfully meet the requirements of this rotation:

**Clinical Project:** The student will complete one of the clinical project options below (the preceptor will make the final decision after discussing the rationale with the student).

1. Presentation of a new medication, new indication, innovative medication or indication or an innovative topic in pharmacy suitable for pharmacy technicians: This in-service education program will be appropriate for pharmacy technicians
2. Drug information project, (e.g., newsletter, formulary monograph, etc).

**OR**

**Administrative Project:** The student will research and complete an assignment from pharmacy administration of a quality suitable for presentation at a management level organization meeting. Potential topics include...

1. P&T project: Formulary monograph, Medical Error Analysis, Adverse Drug Reaction Analysis, Protocol, MUE/DUE, JCAHO QM.
2. Proposal and justification for a program change including financial analysis – or feasibility analysis of a program at risk for elimination.
3. Another project decided on by pharmacy administration that meets a need of the department and falls within the scope of this rotation.

## **Contact Information**

Contact \_\_\_\_\_(Preceptor) by phone or in person Monday through Friday between the hours of \_\_\_\_\_AM and \_\_\_\_\_PM during the week before the rotation is scheduled to start. The telephone number is \_\_\_\_\_.

## **Course Policies**

Students are expected to adhere to the same standards of professional conduct, ethics, and hospital/department policies as pharmacists on the staff. Any violation of ethical conduct will result in an immediate failing grade for the rotation.

## **Attendance**

Students are required to participate a minimum of 40 hours each week at each clerkship setting. The preceptor at each experiential site will inform the student as to the time and place for that rotation. The preceptor may require the student to be present at the site during an evening, night, or weekend to experience the difference in workload and pace.

Students do not have excused absences from rotation sites unless their presence is requested by the School of Pharmacy. If while on rotation, a holiday occurs which closes the rotation site, the student is to coordinate a time with the preceptor to make up that day. In case of illness or other emergency necessitating a student's absence, the preceptor is to be notified as early as possible. If the situation will cause the student to miss more than two consecutive days, the student is to contact the Office of the Experiential Education Coordinator. ALL absences are required to be made up at the discretion of the preceptor, except for those absences that are due to the attendance of a state or national pharmacy meeting (with permission from the preceptor and the Experiential Education Coordinator).

Failure to notify your preceptor at the time of an absence will result in the loss of one letter grade from the final grade of that clerkship. Missing 25% or more of any clinical rotation will require repeating the entire rotation; regardless of the reason.

The occurrence of unexcused tardiness two times during a rotation will also result in the loss of one letter grade from the final grade of that clerkship. It is the responsibility of each student to make allowances for traffic, parking, etc.

### **Tardiness**

Tardiness is considered to be an unexcused absence.

### **Dress Code**

All students are expected to continue to adhere to the “Code of Conduct ” (as listed in South University’s *Student Handbook*) and Dress Code of the School of Pharmacy. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.

The following Dress Code must be adhered to by **ALL** students:

1. All students must wear a neat, clean short white lab jacket with your name and school name embroidered on it at all times.
2. Female students may wear skirts, dresses, or dress slacks with appropriate shoes.
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes.
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are **not** allowed.
5. All students must maintain good personal hygiene at all times.

Each clinical site may have additional dress requirements that must be adhered to while on rotation. Each student should check with their preceptor approximately one week before reporting for the first day of the rotation to become familiar with any special requirements.

### **Academic Honesty**

Dishonesty will not be tolerated. This will be considered a breach of the Honor Code of the School of Pharmacy and may lead to dismissal.

### **Confidentiality**

While you are at this site, your access to patient information will be unrestricted. There are stringent policies protecting the confidentiality of patient information. You should not discuss any patient information with anyone outside of your preceptor under any circumstances. You are expected to adhere to **all** HIPAA policies.

### **Grading**

Grading is based on the Intermediate PCAP Evaluation form that is online.

Students **MUST** enter no fewer than three (3) Daily Activities in PEMs and the Preceptors **MUST** review and verify that the activity was done. Each student and preceptor **MUST** complete a Mid-Point and a Final Evaluation in a timely manner.

If the Final grade is not received by the due date, the student will receive an “I” for that rotation until the grade is received by the Office of Experiential Education.

**Other**

You will need proof you have had a PPD and all other required immunizations within the past 12 months. You will need your Georgia Intern license. You are required to maintain a current copy with the School of Pharmacy as well as for your records (you should have a copy of all immunizations and Intern Licenses with you at **all times**).

## **EXPERIENTIAL EDUCATION SITE AND PRECEPTOR EXPECTATIONS / REQUIREMENTS**

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The site in which the preceptor practices must meet certain standards to allow for appropriate educational experiences for the student. The site must offer the opportunity for the student to obtain excellence in Pharmacy Practice and allow for the advancement of knowledge in the profession.

### **The following represent minimal qualifications for an acceptable site:**

1. Maintain adequate staffing to allow the student a meaningful educational experience.
2. Meet all standards set by governmental agencies and accrediting bodies.
3. Be free of any violations of state and/or federal laws.
4. Reflect a professional image.
5. All staff at the site must maintain an outstanding ethical and legal compliance record.
6. Be suitable to provide a rich learning environment. This should include a well rounded scope of services and volume of activities to allow the student to experience as varied an education as possible.
7. Where applicable, the student must be permitted to perform a pharmacist's function while under direct supervision of a pharmacist.
8. Where applicable, the student must be permitted to interview patients, make recommendations to other medical personnel on the care of their patients, and maintain patient profiles.
9. Sufficient reference materials should be available for the provision of information to patients, pharmacists, and other health professionals.
10. Each student shall be assigned one primary preceptor for that rotation site (there may be more than one primary preceptor per site). All pharmacists at a given site who are willing to precept students may become co-preceptors if they meet the minimal requirements.

### **Experiential Course Faculty should:**

1. Have a formalized relationship with the School of Pharmacy through the submission and approval of documents for an academic clinical appointment in the University.
2. The primary preceptor for any rotation site must have practiced in their discipline (pharmacy, medicine, nursing) as a licensed practitioner for at least the past 12 months.
3. The preceptor(s) must adhere to all guidelines of the program.
4. The preceptor(s) must be licensed and in good standing by their State Board.
5. Possess a high degree of professional competency and motivation, common sense, good judgment, and an unquestionable standard of ethics.
6. Reflect an attitude, professional stature, and character that is suitable to serve as a role model for students.

7. Spend one-on-one time with the student assessing and communicating the student's progress. It is expected that the preceptor shall thoroughly communicate all expectations of that rotation to the student at the beginning of the experience. The preceptor shall verbally evaluate the student's performance weekly, and have written evaluations at the mid-point and the end of the rotation.
8. Meet with key healthcare personnel (physicians, chief resident, charge nurse) that the student may interact with to explain the role of pharmacy students in the clinical setting, the duration of their rotation, and who to call if problems arise.
9. Unless otherwise assigned, the preceptor should be available at all times to the student while at that site.
10. Communicate at regular intervals with other community-based and campus-based faculty and the experiential education coordinator to exchange teaching experiences and to discuss, design, and implement ways of improving the learning experiences of the students.
11. Engage in professional growth and life-long learning through active participation in professional organizations, preceptor training, and continuing education in the pursuit of new knowledge, attitudes, and skills related to enhancing professional practice.
12. Provide learning experiences that stress the responsible provision of pharmaceutical care and the optimization of patient medication outcomes.
13. Foster student outcomes that are consistent with experiential education objectives.
14. Be receptive to new ideas for the provision of patient care services.
15. Properly orient the student to the rotation site (tour of the site, discussion of expectations, review of syllabus and schedule, introduction to key personnel, computer access and basic training including proper facility name tags if needed).
16. It is strongly recommended that the preceptor has access to the internet and e-mail.

All preceptors will be evaluated by the students assigned to them at the end of the rotation. Feedback shall be communicated to the preceptor, on a routine basis, in order to allow them to make appropriate changes, if necessary, to their syllabus. See page 16 of the APPE Handbook.



South University School of Pharmacy  
Preceptor Profile

Date \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_ Last Name \_\_\_\_\_

Site Name \_\_\_\_\_

Maiden Name if Applicable \_\_\_\_\_

Job Title \_\_\_\_\_ Gender \_\_\_ M \_\_\_ F

Office Phone \_\_\_\_\_ FAX \_\_\_\_\_

Pager \_\_\_\_\_ PIN \_\_\_\_\_ Cell \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Alternate Email Address \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ /19 \_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Type of practice (e.g. Community, Primary Care, Inpatient, etc) \_\_\_\_\_

Specialty (Community, Oncology, Critical Care, etc) \_\_\_\_\_

**Education/Degrees**

| Institution Attended | City and State | Dates Attended | Degree |
|----------------------|----------------|----------------|--------|
|                      |                |                |        |
|                      |                |                |        |
|                      |                |                |        |
|                      |                |                |        |

**Post Graduate Training (Residency, Fellowship, etc)**

| Post-Graduate Program | Dates Attended | Completion Date |
|-----------------------|----------------|-----------------|
|                       |                |                 |
|                       |                |                 |
|                       |                |                 |
|                       |                |                 |

**Employment History**

| Position | Employer | Dates |
|----------|----------|-------|
|          |          |       |
|          |          |       |
|          |          |       |
|          |          |       |

**Professional Licensure**

| State Where Licensed to Practice | License Number | Expiration Date |
|----------------------------------|----------------|-----------------|
|                                  |                |                 |
|                                  |                |                 |
|                                  |                |                 |

**Site Information**

Does your site have internet access?  Yes  No

Are you a preceptor for other schools or colleges of Pharmacy?  Yes  No

If yes, which schools or colleges? \_\_\_\_\_

Time the student is expected to be at the site (e.g. Mon-Fri- 7:00-5:00)\_\_\_\_\_

Do you provide a work/study area for the student?  Yes  No

Do you provide an area for the students to store belongings?  Yes  No

Average amount of time you have to spend with the student on a daily basis.\_\_\_\_\_

**Please provide descriptive information about your practice site so students can make informed choices about rotation assignments. Briefly describe the type of experience a student would have at your site and indicate any special features that make your rotation experience unique.**

List 3 major learning objectives that your rotation can provide students.

**Skip this section if your site already has our students on rotations**

|   |                             |                      |
|---|-----------------------------|----------------------|
| Personnel with whom student will rotate on your rotation.<br>Check all that apply | _____BS Pharmacist          | _____Pharm Techs     |
|   | _____Pharm D                | _____Clerks          |
|   | _____Pharm Resident/Fellows | _____MD              |
|   | _____MS                     | _____PA or NP        |
|   | _____PhD                    | _____Others -specify |

|  |  |   |
|--|--|---|
| <p>Clinical/Professional Services<br/>Check the area(s) that you provide service in:</p> | <input type="checkbox"/> Ambulatory care clinic<br><input type="checkbox"/> Community Hospital<br><input type="checkbox"/> Teaching Hospital<br><input type="checkbox"/> Tertiary Hospital<br><input type="checkbox"/> Chain Pharmacy<br><input type="checkbox"/> Independent Pharmacy<br><input type="checkbox"/> Long term care facility<br><input type="checkbox"/> Clinical research<br><input type="checkbox"/> Drug information center<br><input type="checkbox"/> Drug utilization reviews<br><input type="checkbox"/> Health screening clinic<br><input type="checkbox"/> Patient discharge consult<br><input type="checkbox"/> Pharmacist involved on code teams<br><input type="checkbox"/> Pharmacist involved on daily rounds<br><input type="checkbox"/> Pediatrics- inpatient<br><input type="checkbox"/> Pediatrics- outpatient<br><input type="checkbox"/> Medicine service<br><input type="checkbox"/> Primary Care | <input type="checkbox"/> Pharmaceutical Industry<br><input type="checkbox"/> Critical Care Unit<br><input type="checkbox"/> Health Department<br><input type="checkbox"/> Physician's office<br><input type="checkbox"/> Government<br><input type="checkbox"/> Mental Health Facility<br><input type="checkbox"/> Pharmacokinetic monitoring<br><input type="checkbox"/> P&T Committee functioning<br><input type="checkbox"/> Pharmacy newsletter<br><input type="checkbox"/> Poison Control Center<br><input type="checkbox"/> OTC counseling<br><input type="checkbox"/> Disease state management<br><input type="checkbox"/> Immunizations<br><input type="checkbox"/> Nutrition support<br><input type="checkbox"/> Oncology<br><input type="checkbox"/> Cardiology<br><input type="checkbox"/> Consultant Rx<br><input type="checkbox"/> Nuclear<br><input type="checkbox"/> Other services: |
| <p>IV Admixture Programs</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to this site<br>Computer supported <input type="checkbox"/> Yes <input type="checkbox"/> No<br>TPN Compounding <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Approximate # Units/Day<br><input type="checkbox"/> <50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100-200 <input type="checkbox"/> 200-300 <input type="checkbox"/> >300  |   |
| <p>Approximate # of orders/prescriptions filled per/day If applicable</p>                | <input type="checkbox"/> <50 <input type="checkbox"/> 301-500<br><input type="checkbox"/> 50-100 <input type="checkbox"/> >500<br><input type="checkbox"/> 101-300 <input type="checkbox"/> N/A  |   |
| <p>Number of RPh's per shift responsible for the above orders/prescriptions:</p>         |  |   |
| <p>Number of techs per shift responsible for the above orders/prescriptions:</p>         |  |   |
| <p>Distribution Systems<br/>Check all that apply</p>                                     | <input type="checkbox"/> Computer supported<br><input type="checkbox"/> Unit Dose<br><input type="checkbox"/> Floor stock<br><input type="checkbox"/> Robotics<br><input type="checkbox"/> Bulk packaged, multiple days supply sent to nursing unit for each patient   |   |

**South University - School of Pharmacy  
Advanced Practice Experience (APE) Program  
Preceptor of the Year Nomination Form**

|                 |                            |
|-----------------|----------------------------|
| Student:        | Test Student               |
| Rotation Dates: | 2/20/2006 - 3/24/2006      |
| Preceptor:      | Savannah Medical Specialty |
| Site:           |                            |

**Selection Criteria:**

The preceptor...

- Instills, in the student, principles of professional ethics by both deeds & words
- Explains, in detail, what is expected of a student regarding appearance, attitude and method of practice and assures that both the preceptor and his/her associates adhere to the same standards
- Maintains communication with the student at all times and is willing to discuss any aspect of professional practice that does not violate the preceptor's responsibility to their employer or employees
- Serves in the roles of teacher and mentor, not co-worker
- Affords the student mutual respect and patience
- Never assumes a student's competency but determines it by reviewing the student's work profile and by discussion and experience
- Provides constructive criticism which is empathetically conveyed to the student privately, whenever possible
- Stimulates a positive attitude in all aspects of professional practice
- Promotes a constructive and positive attitude toward fellow practitioners and other members of the health professions
- Does not discuss personal matters with the student unless they relate to professional practice
- Understands that fair and constructive evaluation of the student's performance is a serious responsibility which affects the student's progress and performance as a future practitioner

Brief recommendation narrative (with examples):

**Nomination Procedure**

1. Using selection criteria below, submit your nomination by completing this form. Full time faculties are not eligible for nomination.
2. You may submit a nomination form for more than one preceptor.
3. **Nominations must be submitted by the last day of the final Spring Semester rotation**
4. The Experiential Education faculty will review all nominations and make the final selections.



**South University**  
**School of Pharmacy**  
**Preceptor Contact Information**

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**James “Rusty” Fetterman, PharmD.**

*Experiential Education Coordinator & Associate Professor*

South University School of Pharmacy

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Savannah, GA 31406

Phone: 912-201-8128

e-mail: [jfetterman@southuniversity.edu](mailto:jfetterman@southuniversity.edu)

Web site: [www.southuniversity.edu/pharmacy](http://www.southuniversity.edu/pharmacy)

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**Lindsey L. McKinney**

*Assistant to the Experiential Education Coordinator*

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