



**Pharmacy Practice Experience
Rotations Manual
2017-2018**



**Manchester
University**
College of Pharmacy

To improve the human condition by preparing graduates of ability and conviction to provide patient-centered care at individual, local, and global levels; and by advancing pharmacy education, service, practice, and scholarship

Office of Experiential Education Team

Ahmed Abdelmageed, Pharm.D.
*Assistant Dean of Experiential Education
and Community Engagement*
Office: 260-470-2676
aabdelmageed@manchester.edu

Sara Trovinger, Pharm.D.
*Assistant Director of Experiential Education
Assistant Professor of Pharmacy Practice*
Office: 260-470-2654
sntrovinger@manchester.edu

Michelle Kibiger
Operations Specialist
Office: 260-470-2746
mjcordova-kibiger@manchester.edu

Jane Shick
Administrative Assistant
Office: 260-470-2715
ejshick@manchester.edu

Office Mission

“To advance the field of Experiential Education through innovation, collaboration, advocacy, and assessment of experiential opportunities that promotes the growth and development of student pharmacists and preceptors”

The Office of Experiential Education is located on the first floor of
Manchester University College of Pharmacy, Natural and Health Sciences
10627 Diebold Road, Fort Wayne, IN 46845

Disclaimer: The policies and procedures set forth in this manual are in effect for the academic year 2016-17. The policies and procedures described in this manual are subject to change. The College reserves the right to change the provisions outlined in this manual with or without notice.

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Preface

This manual is a guide for experiential education at Manchester University's Pharmacy Program. It is meant to complement the guidelines outlined in the Student Handbook and expound on the principles of experiential education. It is also intended to be used as a planning tool, guide, and reference. Through the collaborative efforts of preceptors, students, the Office of Experiential Education, administrative team, and faculty, an academically sound, experiential education that facilitates achievement of the introductory and advanced competencies can be provided.

The Experiential Education program is designed to provide experiential learning opportunities through supervised participation in pharmacy practice. The rotations were developed in accordance with the mission and vision of Manchester University's Pharmacy Program, the mandates of the Indiana Board of Pharmacy regarding Internship requirements, and the guidelines set forth by the Accreditation Council for Pharmacy Education (ACPE). You will receive both academic credit and Internship hours toward the 1,500 hours required for licensure by the Indiana Board of Pharmacy.

One of the primary purposes of the experiential curricular components is to facilitate your transition from a didactic learner to a competent, caring, professional who provides patient-centered care and assures optimal patient outcomes. During this transition, you will be expected to acquire the knowledge, skills, attitudes, and values that are important to the pharmacy profession. You will work under the direct supervision of selected preceptors who are expected to guide and mentor you in applying knowledge learned in the classroom, techniques learned in the laboratory, and compassion learned through life experiences, with the ultimate goal of improving the health of your patients.

Comments and suggestions are always welcome. Please feel free to contact the Office of Experiential Education with any ideas, questions, or concerns.

General Information

Manchester University Pharmacy Program provides a balanced curriculum that interfaces didactic teaching with structured experiential training throughout its professional pharmacy program. Classroom teaching, labs, and experiential practice sites continually build knowledge and skills that will prepare you to practice pharmacy. You will learn by applying your newly earned knowledge and skills in real practice settings. Pharmacy practitioners from many different practice settings have

been actively participating in our Experiential Education Advisory Council. Their excellent input has helped, and continues to help, enable us to develop experiences that will prepare you to become their colleagues now and in the ever changing future.

The primary goal of the Pharmacy Practice Experience is to make the transition to become ardent practitioners in a safe and effective manner under the guidance and mentorship of a preceptor. This transition is not a passive process but rather requires active participation and communication. You should recognize that the preceptor's responsibility is to guide your thought process through real life situations and to pass on to you critical thinking techniques used in making a sound decision. It should also be recognized that the optimum learning experience requires mutual respect and courtesy between both preceptor and student. You must accept the responsibility for learning and seek to be engaged in situations that would facilitate learning.

The experiential component of the curriculum consists of introductory experiences beginning in the first professional year, cumulating in the final professional year consisting of 10 four-week advanced pharmacy practice experiences. You will be exposed, under the direct supervision of an approved pharmacy preceptor, to a variety of settings through a multitude of required and elective options. We hope you enjoy your journey on the path to a fulfilling career.

Types of Rotations

Introductory Pharmacy Practice Experience (IPPE)

One of the primary purposes of the IPPE curricular components is to initiate your transition from a didactic learner to a competent, caring professional, who provides patient-centered care and assures optimal patient outcomes. During these experiences, you will be expected to acquire knowledge, skills, attitudes, and values that are important to the pharmacy profession. Please bear in mind that competence at a mastery level in all areas is not to be expected at this stage of your education.

IPPE I Community (PHRM-370) 3 Cr. Hr.

The introductory community pharmacy practice experience (IPPE I) course will be offered in your first professional year (P1) to help you develop basic knowledge, professional identity and self-confidence in the area of community pharmacy. Under the supervision and guidance of pharmacy professionals, you will gain familiarity with all aspects of pharmacy practice in the community setting. You are expected to build on knowledge and skills gained during your first professional year of the program, achieving standard

competencies for the practice of pharmacy in the community setting.

The course is structured so that you will complete a two week focused learning experience in either December or January, at an assigned Community Pharmacy and under the direction and supervision of an assigned Preceptor. During the spring semester, you will combine 1 hour of interactive weekly lecture with a 4 hour longitudinal experience at the same Community Pharmacy where your focused learning experience occurred. **(Total 140 hours)**

Please refer to course syllabus for further detail

IPPE II Institutional (PHRM-470) 3 Cr. Hr.

The introductory institutional pharmacy practice experience (IPPE II) course will be offered in your second professional year (P2) to develop your basic knowledge, professional identity and self-confidence in the area of institutional pharmacy. Under the supervision and guidance of pharmacy professionals, you will gain familiarity with aspects of pharmacy practice in the institutional setting. You will be expected to build on knowledge and skills gained during your first and second professional years of the program, achieving standard competencies for the practice of pharmacy in the institutional setting.

The course is structured so that you will complete a two week focused learning experience in either December or January, at an assigned Institutional Pharmacy and under the direction and supervision of an assigned Preceptor. **(Total 80 hours)**

Please refer to course syllabus for further detail

IPPE Service

The introductory pharmacy practice experience service (IPPE Service) course will be offered throughout your professional years in the pharmacy program (P1-P4). This service component is required as a portion of your IPPE hours and will help you meet overall program outcomes. The hours designated for each year constitute a progression requirement.

In the P1 year, you will complete one shadowing experience with an assigned P4 student during the academic year. You will spend a minimum of three hours at the practice site with the P4 student with an additional hour spent reflecting on the experience.

In your P2 and P3 years, you will complete one, 4 hour, service experience each semester. You will also write two reflections during the P2 year and two reflections during the P3 year on your experiences.

In your P4 year, you will work with your preceptor and P1 assigned students to identify one time during the year that your P1 student can come and shadow you. You are also responsible for working with your preceptor to see what documentation is required by the

site for the P1 student to be present. A reflection of the experience must be completed.

(Total 20 hours) *Please refer to course syllabus for further detail*

Advanced Pharmacy Practice Experiences (APPEs)

Once you have successfully completed all the required didactic, introductory experiential learning as well as all other program requirements, you will be eligible to begin APPE rotations. These advanced rotations are designed for active participation in the provision of pharmacy services including direct patient care during 6 core and 4 elective rotations in the fourth and final year (P4). These rotations will build upon the didactic learning, labs, and introductory experiences to help you master knowledge and skills that will allow you to competently enter the pharmacy profession. Each rotation year begins in June and ends in the following April. You are expected to complete various field encounters demonstrating your continued learning and professional development as you progress through the year. These items will vary depending on the rotation.

Please refer to course syllabi for further detail

Advanced Community Pharmacy (PHRM-610) 4 Cr. Hr.

The Advanced Community Rotation focuses on the day-to-day operations of a community pharmacy such as counseling and monitoring ambulatory patients, communicating with various caregivers and healthcare providers along with medication procurement and dispensing.

The overarching goal of this rotation is to prepare student pharmacists to think and act as a professional. Steps to achieving this goal include exploring as many experiences as possible, being confident in the performance of daily tasks, finding value and application in the rotation for your future career, and having a complete understanding of a community pharmacist's role in the healthcare system.

(Total 160 hours)

Advanced Institutional Pharmacy (PHRM-620) 4 Cr.Hr.

The Advanced Institutional Rotation focuses on the day-to-day operations of pharmacy in an institutional environment, such as providing general care to patients and procurement and distribution of medications.

The overarching goal of this rotation is to build upon the knowledge and skills previously learned in order to fully participate in hospital pharmacy operations and services. Steps to achieving this goal include exploring as many experiences as possible, being confident in the performance of daily tasks, finding value and application in the rotation for your future career, and having a complete understanding of an institutional pharmacist's role in the healthcare system.

(Total 160 hours)

Ambulatory Care (PHRM-630) 4 Cr. Hr.

The Ambulatory Care Rotation focuses on the ambulatory patients and their long term medical needs and care.

The overarching goal of this rotation is to provide pharmaceutical care in an ambulatory care setting. Steps to achieving this goal include exploring as many experiences as possible, being confident in the performance of daily tasks, finding value and application in the rotation for your future career, and having a complete understanding of an ambulatory care pharmacist's role in the healthcare system.

(320 hours)

Acute Care (PHRM-640) 4 Cr. Hr.

The Acute Care Rotation focuses on enhancing your ability to observe and provide comprehensive medication therapy management for acutely ill patients in an institutional setting. You will be able to identify and optimize pharmacotherapy in a hospitalized patient

The overarching goal of this rotation is to learn what pharmacists do in the institutional setting by gaining hands on experience while contributing to patient care. You will master disease states and drug related issues to the level of an entry-level pharmacist.

(320 hours)

Elective APPE Rotations (PHRM-670) 4 Cr. Hr.

Elective advanced pharmacy practice experiences may be selected individually to obtain a broad range of experiences in various settings. These rotations should complement the required experiences and provide adequate and innovative opportunities for students to mature professionally and in accordance with their individual interests. A maximum of 2 elective rotations may be non-patient care.

The program may offer elective advanced pharmacy practice experiences outside the United States and its territories and possessions, provided that they are in accordance with ACPE requirements and support the development of the competencies required of the graduate, and that the program implements policies and procedures to ensure the quality of the site(s) and preceptor(s).

The overarching goal of the elective APPE is for students to broaden their practice experience in pharmacy and pharmacy-related settings while positively contributing to the activities at the site. **(4 rotations for a Total 640 hours)**

General policies

You are expected to abide by the policies established

in this manual, the Pharmacy Student Handbook and any additional requirements stated by the practice site where you are completing a rotation.

Please review these policies carefully then complete and submit the "Student Verification of Understanding" electronic form on CORE.

Mandatory Student Meetings

Student pharmacists are required to participate in mandatory meetings while enrolled in the program. Meetings time, location and further detail will be communicated in advance and each student is responsible for attendance and any travel and accommodation expense they may incur.

Experiential Education Orientation Meetings

Student pharmacists are required to participate in these meetings to ensure successful completion of experiential rotations. These meetings will be scheduled to discuss the many curricular and legal requirements that are vital for a student to complete in a timely fashion and prior to participation in experiential rotations.

Preceptor Showcase

This showcase will highlight APPE rotation opportunities being offered by various affiliated sites and preceptors. This is a mandatory event for all P3 student pharmacists but P1 and P2 students are highly encouraged to attend and participate.

APPE Bootcamp

Student pharmacists are required to participate in this bootcamp to ensure successful completion of experiential rotations. This bootcamp will be scheduled to discuss the many curricular and legal requirements that are vital for a student to complete in a timely fashion and prior to participation in P4 experiential rotations.

Missed Meetings

All missed mandatory meetings must be made up with the Office of Experiential Education. It is the student's responsibility to schedule the make-up time. The second missed meeting, either mandatory or a student scheduled meeting with a member of the office due to an unexcused absence, will result in submission to the honor counsel for a professionalism violation.

Maintenance of Documentations while Enrolled in the Program

There are many curricular, regulatory, and accreditation documents which must be maintained in order to meet program requirements and verify student progress. Documents pertaining to experiential learning will be stored within CORE. Required documents must be

uploaded or submitted within the timelines established. Missing documentation may prevent a student from participating in experiential rotations.

Pharmacy Student Intern Licensure

Each student pharmacist must have an active Indiana Board of Pharmacy intern license prior to the start of experiential rotations. They must also comply with the Board of Pharmacy Rules and Regulations as they pertain to the intern practice of pharmacy. Student pharmacists must carry their current license with them at all times and be ready to furnish it when necessary. All documentation needed for licensure will be coordinated through OEE.

It is essential for students to maintain an “active” license status while enrolled in the program. The OEE will verify “active” license status of each student annually. Any student with a license status other than “active” will not participate in the experiential program and may risk dismissal from the program. For an APPE that takes place outside of the state of Indiana, the student pharmacist requesting such APPE will be responsible for identifying and completing pertinent intern application requirements.

Initial Intern Licensure

First professional year (P1) student pharmacists will receive an application for Indiana intern licensure from the Office of Experiential Education (OEE). It is the student pharmacist’s responsibility to complete the application and submit it along with any pertinent documentation and appropriate payment to the OEE by the established deadline. The OEE will mail all applications as a package to the Indiana Board of Pharmacy but it remains the individual student pharmacist’s responsibility to correspond with the board, if needed, to ensure complete and accurate issuance of their license. Once an “active” intern license is issued, the student pharmacist will need to upload it to CORE. License status can be verified by checking the following link: <https://mylicense.in.gov/everification/Search.aspx>

Intern License Renewal

The Indiana Board of Pharmacy will send each licensee renewal reminders approximately 10 weeks prior to license expiration. It is the student pharmacist’s responsibility to follow the renewal procedure promptly to maintain active status. All documentation needed for renewal will be coordinated through the OEE.

Background Checks and Drug Screening

Student pharmacists are required to undergo a criminal background check and drug screen prior to the start of their first academic year. Manchester University will utilize CastleBranch® to conduct the following checks:

- 7-Year County Criminal Search
- Nationwide Record Indicator with Sex Offender

Index – Alias Names Included.

- Nationwide Healthcare Fraud & Abuse Scan
- Nationwide Patriot Act
- Social Security Alert
- Residency History
- 10 Panel – Certified Drug Test – Urine – LabCorp
 - o Drugs Included:
 - Amphetamine, Barbiturates, Cocaine Metabolite, Opiates, Oxycodone, Benzodiazepines, Cannabinoid, PCP, Propoxyphene, and Methadone.

Some test results may go under review by a CastleBranch® Medical Review Officer (MRO). The MRO will contact the donor directly to verify if there is a valid medical explanation, such as a prescription drug. If a student pharmacist believe the MRO review results to be inaccurate then they must notify the Assistant Dean of Experiential Education and Community Engagement and a retest within 2 business days will be arranged at the student’s expense.

A background recheck and drug screen must be done annually while the student pharmacist is actively enrolled at Manchester University Pharmacy Program. Per the Honor Code, students are required to self-report any new violations since the previous screen.

The cost for this background check and drug test is borne by the student pharmacist. The results of the background check and drug test belong to the student pharmacist directly and are shared with the program. Student pharmacists cannot begin experiential rotations until the background check and drug test have been completed, verified by the College, and the results do not jeopardize their completion of the program and/or state licensure. Some sites may require copies of the results and it is the student’s responsibility to provide proper documentation upon request.

Some practice sites may require additional background checks and/or drug screens and it is the student pharmacist’s responsibility to comply with such requirements. The OEE will maintain records of such requirements, as they become available, and inform student pharmacists prior to start of rotation.

Information obtained in background checks may inhibit student pharmacists from starting or completing experiential rotations and may have ramifications for student progression through the program.

The College cannot guarantee that students with misdemeanor or felony convictions will be able to successfully complete the Pharmacy Program. Students with such convictions may incur additional costs in order to travel to sites that may allow them to complete their experiential rotations.

Health Information Records

Admissions Requirements

Student pharmacists are required to have completed a Health Information form which includes; personal history, physical and immunization records.

The immunization records (with all supporting documentation) will be reviewed and verified by the Fort Wayne-Allen County Department of Health (DOH). Students will be responsible for completing any requirements deemed insufficient within the timeline provided by DOH. Student pharmacists who do not comply with the recommended timelines will not be allowed to start or continue in experiential rotations.

Annual Requirements

Student pharmacists must annually provide documentation of a physical, TB testing and Flu vaccination and upload into CORE by the established deadline to allow verification by the OEE. Students not providing these documentations by the established deadline will not be able to participate in experiential rotations.

Site Specific Requirements

It is the student pharmacist's responsibility to comply with each site's policies, the guidelines set forth by the Pharmacy Program and state law concerning infection control. Student pharmacists should have a copy of their immunization records readily available and must be able to provide this information upon the request of proof of immunization status by site, clinical coordinator, or preceptor. Any additional expenses will be the student's responsibility.

Health Insurance

The College of Pharmacy, Health and Natural Sciences requires all student pharmacists to maintain active health insurance coverage while they are enrolled in the Pharmacy Program. Confirmation of active health insurance must be submitted to the OEE annually. Health expenses incurred as a result of urgent care provided by an experiential rotation site will be the responsibility of the student.

Please refer to the Pharmacy Student handbook for further detail.

Required Certifications

Student pharmacists will need to complete the following certificates, and renew accordingly, to be able to successfully complete the experiential portion of the curriculum. It is the responsibility of the student to upload proper documentation of completed certifications and renewals into CORE by the established deadlines.

Health Information Portability and Accountability Act (HIPAA) Annual Certification

By law, students and faculty must comply with HIPAA regulations. Confidential information covered by HIPAA

includes (but not limited to) information from patient medical records, pharmacy records, and fee systems. Patient names, medical record numbers, social security numbers, dates of birth, and other patient identifiers will not be used in any and all forms of communication or discussion of cases outside the private setting of the practice site.

In order to ensure knowledge and compliance with HIPAA related information, each student pharmacist must successfully complete the HIPAA-Privacy and HIPAA-Security learning modules as assigned in CEI. Students will need to recertify these HIPAA related modules annually.

Blood Borne Pathogens (BBP) Annual Certification

Student pharmacists must protect patients being served, other healthcare workers and themselves by comprehending and adhering to best practices when working in an environment where infectious diseases may be encountered. To ensure knowledge and compliance with appropriate infection control practices, each student must successfully complete the Blood Borne Pathogen module assigned in CEI annually.

Basic Life Support (BLS) Certification

Student pharmacists will become certified in the American Heart Association Basic Life Support (BLS) for Healthcare Providers during a pharmacy practice lab (PHRM-330) within their P1 year. This BLS certification is a curricular requirement that must be maintained throughout the remainder of their time as a student of Manchester University Pharmacy Program. Students will be recertified in their P3 year.

Please refer to PHRM330 PPL1 syllabus for details.

Immunizer Certification

Student pharmacists will become certified in the American Pharmacists Association (APhA) Immunization certification during their P1 fall semester. This immunization certification is a co-curricular requirement that will allow student pharmacists to actively participate in the immunization process available during their IPPE I Community rotation and other immunization opportunities moving forward, with appropriate supervision according to Indiana code.

Please refer to the curricular requirements for the APhA Immunization Certification for details.

Site Specific Requirements

Each site or preceptor reserves the right to add additional requirements, policies and/or procedures while a student pharmacist is completing a rotation at their facilities. The OEE will keep such requirements up to date as much as possible but it is ultimately the student pharmacist's responsibility to communicate with their preceptor about any such requirements and be in compliance with them.

Rotation Scheduling

The Office of Experiential Education will utilize CORE to offer the choices of available sites and preceptors for IPPE and APPE rotations. The steps for the selection process will be discussed during the mandatory Experiential Education Orientation meetings. Each student pharmacist will have the ability to rank their preferences and those preferences will be honored when possible. However, the Assistant Dean of Experiential Education and Community Engagement will make the final rotation scheduling decisions based upon many factors including programmatic requirements and needs, availability, including new preceptor and site opportunities or changes, and previous student performance and learning needs. The following are requirements to keep in mind when ranking preferences:

- For IPPE I or APPE Community, a student pharmacist may not complete a rotation at a site where they are currently employed.
- For IPPE II, APPE Ambulatory Care, APPE Acute Care, APPE Institutional or APPE Electives, a student pharmacist may not select a site where a potential preceptor is also their employment supervisor. If the assigned preceptor is not the student pharmacist's employment supervisor, then they can complete a rotation in an institution where they are currently employed.
- Some APPE rotations may require the completion of a separate application process.
- There will be no APPE rotations offered in May.
- A student pharmacist can take one rotation OFF but in order to qualify for financial aid you cannot take an OFF rotation in either the first or second rotation.
- A minimum of two core APPE rotations must be completed with faculty
- For certificate programs, the OEE will work with certificate faculty coordinators to ensure that the experiential components of the certificate program are met.

Hardship Waiver

Students must participate in the rotation matching process. In those situations where matched rotation assignments would create a hardship, students may request hardship consideration for experiential rotations by completing a Hardship Application and submitting the completed form to the Office of Experiential Education no later than the application deadline date which will be set and announced by the Office. Since no single policy can address every situation each request will be addressed on its own merits by the Assistant Dean of Experiential Education and Community Engagement and the Assistant Director of Experiential Education.

No guarantee can be made that options which fully address the student's situation can be identified. All students must comply with Experiential Education

curricular requirements and cannot skip a requirement if the only option for completion is in a location unsatisfactory to the student.

Schedule Review Request

A student pharmacist may request a schedule review if there is a perceived conflict of interest or an unforeseen circumstance presents itself after schedules have been set. The Schedule Request Review form must be submitted to the Office of Experiential Education within a week of knowledge of the event or circumstance. The office will review the request and let the student know of the outcome as soon as possible.

Withdrawal from Advanced Pharmacy Practice Experiential Courses

Withdrawals from an advanced pharmacy practice experiential course will not be granted unless approval is granted by petitioning to the Assistant Dean of Experiential Education and Community Engagement. The Assistant Dean of Experiential Education and Community Engagement will review all requests for withdrawal on a student-by- student basis and determine if the request is approved or denied. All other withdrawals will be considered unauthorized and the student will receive a NP grade for the rotation.

Out of State Elective APPE Rotations

The Office of Experiential Education may offer some elective APPE rotations outside the state of Indiana. For an APPE that takes place outside the state of Indiana, the student pharmacist will be responsible for identifying and completing pertinent intern and/or any application requirements.

The Office of Experiential Education will consider suggestions for elective rotations to be completed outside of the state of Indiana. Requests will be evaluated by the Office of Experiential Education but approval is not guaranteed. Evaluation of these requests will be based, at a minimum, upon programmatic needs, whether the site provides a unique experience that is currently unavailable to Manchester Pharmacy Program students, the site is willing to accept Manchester Pharmacy Program students each year, and an acceptable affiliation agreement is completed in a timely manner.

APPE Track Rotations

The Manchester University Pharmacy Program offers a variety of hospital and community pharmacy track options. These are track or block groupings of different APPE rotations within the same pharmacy system. Student pharmacists may opt to complete an application for a desired APPE Track Program and submit all required information to the OEE. Admission into a track program will be contingent upon approval

of both the OEE and the practice site. Decisions will be directly communicated with the applicant.

Attendance and Documentation of Hours

Attendance is a grading criterion as well as a requirement for certification of experiential hours to the Indiana State Board of Pharmacy. In order to achieve stated experiential rotations outcomes and to maximize learning, students should avoid taking time away from their experiential rotations. However, it is recognized that students may need time off for personal business, job interviews and other valid reasons.

Each student pharmacist is to discuss, and agree upon, a rotation schedule with their preceptor.

IPPE two weeks focus

- The typical daily schedule should be in 8 hour shifts.
- A schedule of 10 hour shifts may be allowed in special circumstances and must be preapproved by the preceptor.
- Shifts longer than 10 hours are not acceptable.

IPPE I Community

- Each student pharmacist will complete 4 hours per week on an assigned day throughout the spring semester.

IPPE Service

- P1 student pharmacists will need to complete one three hour experience with their assigned P4 student pharmacist during the year.
 - The student pharmacists should work together to agree on a time that is available for both parties.
 - Hours must be documented in CORE.
- P2 and P3 student pharmacists must complete one four hour service experience during each semester (2 per year, 4 total).
 - Hours are set through the Office of Experiential Education.
 - Hours must be documented in CORE.

APPE

- It is mandatory for the student pharmacist to be in attendance at the site and/or completing rotation activities at least 40 hours per week for 4 weeks (\geq 160 total hours) for each rotation.

Absence

All absences during regularly scheduled hours must be requested, in advance, and approved by the preceptor.

- Time missed from a rotation is to be made up.
- The format for make-up hours will be dictated by the preceptor and may include time on weekends, evenings and or additional projects.
- No more than four days of excused absence will

be allowed during a four week rotation without prior approval by the Office of Experiential Education and the preceptor. If a student knows in advance that they will be absent for more than four days, the following process will occur:

- The student will contact the preceptor to seek approval for the requested time off and to discuss a make-up plan.
- The student must complete the absence request form at least one month in advance of the requested time off and submit it to the Office of Experiential Education (except in the case of extended illness or personal emergencies).
- The absence request form must include justification for taking the time off and a plan for make-up of hours that is approved by the preceptor.
- Approval of the requested time off is up to the discretion of the Assistant Dean of Experiential Education and Community Engagement.

In the event of inclement weather conditions, the student pharmacist should contact their preceptor to determine the need for reporting to the site and to develop a plan to make up the hours. This absence needs to be documented via CORE.

In case of an emergency please make sure to contact the preceptor as soon as the opportunity presents itself. You will discuss with your preceptor a plan to make up the hours. This absence needs to be documented via CORE.

Unexcused absence

- Defined as an absence from an assigned site without notification and approval from the preceptor. Individual preceptors should log the occurrence into CORE and immediately contact the office of EE if such absences occur.
- Unexcused absences are not tolerated and could jeopardize the student pharmacist's successful completion of the rotation and/or program.

Affidavit of Experience

The Indiana Board of Pharmacy requires an Affidavit of Experience to be completed by the licensed pharmacist of a student pharmacist's training period. One affidavit with preceptor's signature must be obtained for each rotation (i.e., one for IPPE Community, one for IPPE Institutional and one for each of the ten APPE rotations).

- Affidavits will be available in CORE for the student to complete, print and secure the preceptor's signature on the completed affidavit.
- IPPE I and IPPE II affidavits must be submitted, electronically or in person, to the OEE for recordkeeping.

- APPE affidavits must be uploaded to CORE or submitted to OEE. The Office of Experiential Education will secure the signature of the Assistant Dean/Assistant Director of Experiential Education.

APPE Academic Progression and Continuous Assessment

Academic Progression

All students will receive their performance evaluations from their preceptors at the midpoint and end of each APPE. These evaluations will be completed and housed in CORE for their use and the use of subsequent preceptors. CORE is used to submit and monitor evaluations of each student's APPEs.

Students are responsible for ensuring that all their evaluations are submitted by the established deadlines.

At the midpoint evaluation

- If a student receives a "Not on Track" recommendation then the student will provide, within three business days, to the Assistant Dean/Assistant Director of Experiential Education, a written plan, approved by the preceptor, regarding an approach that will position the student for successful completion of the rotation.

At the completion of each rotation

- The preceptor will recommend a grade of "Pass" or "No Pass".
- Students must receive a grade recommendation from preceptor and complete all rotation requirement prior to a formal grade being assigned by the Office of Experiential Education.
- Students who receive a No Pass grade recommendation from a preceptor must repeat the rotation at a time and site determined by the Assistant Dean of Experiential Education and Community Engagement.
 - o The repeated rotation must be of the same type as the failed rotation and must be repeated as soon as feasible, considering site, preceptor, and student schedule.
 - o The plan for the repeated rotation will be submitted by the Assistant Dean of Experiential Education and Community Engagement to the Assistant Dean of Academic Affairs within five business days of the conclusion of the failed rotation. This plan may include additional work designed to remediate areas of concern.
 - o This may result in an alternate APPE schedule for the student.
 - o The student has the right to appeal a No Pass grade per the appeal policy.
 - o If a student receives a not on track evaluation during any midpoint evaluation following

a failed rotation, the student will meet with the Assistant Dean of Experiential Education and the Assistant Dean of Academic Affairs to discuss the rotation. The result of this discussion may involve creating a new remediation plan and/or withdrawal from the current APPE site.

A student who fails two APPE rotations will be dismissed from the program.

Continuous Competency Assessment

The Office of Experiential Education will utilize the assigned field encounters, which have been mapped to Entrustable Professional Activities (EPAs), as a measure of student's progression through the P4 year.

Student pharmacists must **achieve and maintain at least** a "Meets Expectations" on each field encounter item to successfully progress through APPE rotations.

- Students who receive a "Does Not Meet Expectations" or "Fail" on a field encounter item will be contacted by the Office of Experiential Education for a meeting with the Assistant Dean or Assistant Director of Experiential Education. The intent of this meeting is to aid the student in identifying opportunities to demonstrate or strengthen their performance on the remaining field encounter items.
- Students who receive a second "Does Not Meet Expectations" or "Fail" on an field encounter item that falls within the same CAPE outcome category, will meet with the Assistant Dean/Assistant Director of Experiential Education to create a plan of study which will identify further opportunities within the remaining student rotations to complete additional field encounter items.
 - o Additional items must be completed at a "Meets Expectations" level or above.
 - o This may result in an alternate APPE schedule for the student.
 - o The Assistant Dean of Experiential Education and Community Engagement will provide the Assistant Dean for Academic Affairs with an updated progress report on the student and a summation of plans.

Dismissal from a Site

The preceptor and/or site reserves the right to dismiss any student pharmacist from the premises, if the student is believed to be potentially harmful to patients or violates policies and/or procedures of the site.

- If, for any reason, a student pharmacist is dismissed from a facility/site, then the Office of Experiential Education must be immediately notified by the student.
- Dismissal from an IPPE rotation site:
 - o Will result in the student receiving a zero for

the focused/midpoint evaluation.

- o A repeat dismissal will result in failure of the course.
- Dismissal from an APPE rotation site will result in a No Pass grade for the rotation.
- The Assistant Dean of Experiential Education and Community Engagement will discuss each dismissal with the Assistant Dean of Academic Affairs and propose a course of action within five business days.

Professional Appearance

As a student pharmacist, you will be recognized by patients and professionals as both a representative of Manchester University and the profession of pharmacy. Therefore you are expected to conduct yourself in a courteous and professional manner and to dress professionally while at your pharmacy practice site. Compliance with the list below is an expectation of every student pharmacist while on rotation, however a preceptor may require an alternate dress code for their specific rotation (e.g. surgical scrubs) in which case you must comply with such requirements.

- Student pharmacists must maintain good hygiene; wear a bright white, clean and freshly ironed white coat, and a Manchester University student nametag. White coats and name tags will be worn for all rotation activities. If the rotation site requires its own nametag, you will be expected to wear both nametags unless otherwise instructed by the Office of Experiential Education.
- Student pharmacists must refrain from wearing perfume, cologne or strong smelling creams and lotions while at the practice site.
- Female students may wear skirts, dresses, or dress slacks with appropriate hosiery and/or socks and shoes. Leggings are not permissible.
- Male students must wear dress slacks, collared shirts, ties, socks and appropriate shoes.
- Jeans, capris, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, etc., are considered inappropriate dress and are not allowed.
- Open toed shoes are inappropriate and not permitted.
- Tattoos, any body piercing other than the ears, and other forms of body art, are to be covered while at experiential sites.

Compensation and Conflict of Interest

The following are guidelines regarding compensation and/or employment during rotations. The Office of Experiential Education and/or assigned preceptor reserve the right to change site assignment if the possibility of a conflict of interest exists.

- A student pharmacist shall not, under any circumstances, receive financial compensation from an experiential site for participating in either

an IPPE or an APPE rotation at that site.

- A student pharmacist shall not seek free medical advice or treatment for self or family members through medical staff or other personnel at their assigned sites while on rotation; nor shall they ask for a discount to purchase prescription or nonprescription medications or services. It is however acceptable to utilize discounts if provided by the site and are not requested/solicited by the student pharmacist.
- A student pharmacist may not have a first degree close relative (parent, sibling, cousin, uncle, aunt, grandparent) as a preceptor.
- For IPPE I or APPE Community, a student pharmacist may not participate in a rotation where the student is currently actively working.
- For IPPE II, APPE Ambulatory Care, APPE Acute Care, APPE Institutional or APPE Electives, a student pharmacist may not select a site where their primary preceptor is also their employment supervisor.

Transportation and Other Financial Obligations

All financial obligations associated with IPPE and/or APPE education, and mandatory meetings, are the student pharmacist's responsibility. These responsibilities may include transportation, parking, food, lodging, and any other incidental costs related to off-campus assignments.

Academic Appeal Process

Students may appeal a rotation grade. Any student who appeals must initiate this appeal first with the Assistant Dean of Experiential Education and Community Engagement. In this appeal, the student must provide clear and convincing evidence that one or more of the following have occurred, resulting in a negative impact on the student's grade:

- Arbitrary, bias, or capricious grading
- Procedural or clerical error

All appeals must be made in writing within three working days of communication of the grade, which may occur via the learning management gradebook, communications from the course coordinator, preceptor, or posting the course grade by the registrar, whichever occurs first.

A student will continue on rotations until the appeal process is complete unless there is documentable concern for patient safety, unprofessional student behavior, or if charges of criminal misconduct are pending.

Appeals may be made to the next higher level of appeal, in the following order: Assistant Dean of Academic Affairs, the Dean of the College of Pharmacy, Natural and Health Sciences. Each reviewing body will review the merits of the appeal and respond to

the student in writing within three working days of receiving the appeal. The decision of the Dean will be final.

Appeals regarding dismissal from the program must be made directly to the Dean of the College of Pharmacy, Natural and Health Sciences in writing within three working days of communication of the decision of dismissal from the Assistant Dean of Academic Affairs. The Dean will review the merits of the appeal and respond to the student in writing within three working days of receiving the appeal. The decision of the Dean will be final.

Complaints

Manchester University College of Pharmacy, Natural and Health Sciences has established, implemented, and maintains a student complaint procedure. Any person may file a formal written complaint to the Manchester University College of Pharmacy, Natural and Health Sciences regarding its Doctor of Pharmacy Program. Complaints may also include, but are not limited to, experiential education policies, grading issues, inappropriate student or preceptor conduct or failure to comply with University or College policies.

Student pharmacists on rotation can utilize the CORE Incident Report function to contact the Office of Experiential Education with regards to any issues or complaints while on rotation.

Accidents Reporting

If a student pharmacist experiences an accident while on rotation (e.g. needle stick or biohazard exposure or a fall), the following steps shall be taken:

1. Contact the preceptor immediately and determine what procedures or treatments exist at that site to provide the necessary medical attention
2. Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol to address the issue. The student will be responsible for any costs associated with testing provided by the site.
3. If the site does not have the capability to provide the needed care, the student and preceptor will determine where the nearest emergency clinic is located so the appropriate follow-up will be available. Again, any procedures deemed necessary will be at the student's expense.
4. The Experiential Office shall be informed, as soon as possible, about all accidental situations via phone and documented via CORE.

Sexual Harassment

Manchester University is an institution of higher learning that respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. As such, Manchester University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U. S. C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and Sexual Misconduct – in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

More information on Sexual Harassment and how to report it can be found on the Manchester University website by searching Title IX.

Cell Phone and Other Electronic Devices Policy

The use of cell phones and other electronic devices for personal phone calls, text messaging or web surfing while on rotation is not allowed. Each site may have an individual policy on the use of cell phones and electronic devices for drug information and other patient care related activities. Students are to follow the policies of each site in accordance with the directions of their preceptor in regards to the use of electronic devices.

Assistance for Students with Disability

All accommodation requests must be made as outlined in the Student Handbook under Americans with Disabilities Act (ADA) and Students with Disabilities. The Assistant Dean of Academic Affairs will work directly with the Assistant Dean of Experiential Education and Community Engagement in cases related to clinical rotations. Please note that although accommodations may be granted dependent on the specific disability, accommodations during clinical experiences are often limited.

Substance Abuse

It is the policy of the College to provide a drug-free, healthy, safe and secure educational environment. Employees and students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The College prohibits the unlawful and unauthorized manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Educational setting means College operated buildings and grounds or while conducting College business away from the College premises, including experiential or service-learning sites.

Substance abuse is a violation of the College of Pharmacy Honor Code and will warrant the completion of an Honor Code complaint form by any student, faculty member, staff member, or preceptor. **Please refer to the college's Student handbook for further detail.**

Academic Integrity

Academic integrity consists of six violation categories: cheating, plagiarism, facilitating academic dishonesty, abuse of academic materials, stealing, and lying.

Please refer to the college's Student handbook for further detail.