



**Pharmacy Practice Experience
Rotations Manual
2018-2019**



**Manchester
University**

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

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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. 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 for by the Accreditation Council for Pharmacy Education (ACPE). Students 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 goals of the experiential curricular components is to facilitate student transition from didactic learner to a competent, caring, professional who provides patient-centered care and assures optimal patient outcomes. During this transition, students will be expected to acquire the knowledge, skills, attitudes, and values that are important to the pharmacy profession. Students will work under the direct supervision of selected preceptors who are expected to guide and mentor the student in applying knowledge learned in the classroom, techniques learned in the laboratory, and compassion learned through life experience, with the ultimate goal of improving the health of the patient.

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 the student to practice pharmacy. Students will learn by applying the

newly learned knowledge and skills in real practice settings. Pharmacy practitioners from many different practice settings actively participate in our Experiential Education Advisory Council to develop experiences that will prepare students to become their colleagues now and in the ever-changing future.

Another goal of the Pharmacy Practice Experience is to make the student transition to ardent practitioners in a safe and effective manner under the guidance and mentorship of a preceptor. The transition from learner to practitioner is not a passive process but rather requires active participation and communication. Students should recognize that the preceptor's responsibility is to guide their thought process through real life situations and to pass on critical thinking techniques used in making a sound decision. Students should also recognize that the optimum learning experience requires mutual respect and courtesy between both preceptor and student. Students must accept the responsibility for learning and seek engagement in situations that facilitate learning.

The experiential component of the curriculum consists of introductory experiences beginning in the first professional year and culminating in the final professional year with 10 four-week advanced pharmacy practice experiences. Students will be under the direct supervision of an approved pharmacy preceptor and will be exposed to a variety of settings through a multitude of required and elective options. It is our hope that students will enjoy their 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 student transition from a didactic learner to a competent, caring professional who provides patient-centered care and assures optimal patient outcomes. During these experiences, students will be expected to acquire knowledge, skills, attitudes, and values that are important to the pharmacy profession. Bear in mind that competence at a mastery level in all areas is not to be expected at this stage of education.

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

The introductory community pharmacy practice experience (IPPE) course is offered during the first professional year (P1) to help develop basic knowledge, professional identity and self-confidence in the area of community pharmacy. Under the supervision and guidance of pharmacy professionals, students will

gain familiarity with all aspects of pharmacy practice in the community setting. Students are expected to build on knowledge and skills gained during the first professional year of the program, achieving standard competencies for the practice of pharmacy in the community setting.

The course is structured for completion of 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, students will combine 1 hour of interactive weekly lecture with a 4 hour longitudinal experience at the same Community Pharmacy where the 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 the second professional year (P2) to develop basic knowledge, professional identity and self-confidence in the area of institutional pharmacy. Under the supervision and guidance of pharmacy professionals, students will gain familiarity with aspects of pharmacy practice in the institutional setting. Students will be expected to build on knowledge and skills gained during the first and second professional years of the program, achieving standard competencies for the practice of pharmacy in the institutional setting.

The course is structured for completion of 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 the professional years in the program (P1-P4). This service component is required as a portion of the IPPE hours and helps meet overall program outcomes. The hours designated for each year constitute a progression requirement.

In the P1 year, students will complete one shadowing experience with an assigned P4 student during the academic year, spending a minimum of three hours at the practice site with the P4 student, and an additional hour spent writing a reflection on the experience.

In the P2 and P3 years, students will complete one 4 hour service experience each semester. Students will

also write two reflections during the P2 year and two reflections during the P3 year on the experiences.

In the P4 year, students will work with a preceptor and an assigned P1 student to identify one time during the year that the P1 student can shadow the P4 student at their rotation site. P4 students are also responsible for working with the preceptor to see what documentation is required by the site for the P1 student to be present. An evaluation of the P1 student and a reflection of the experience must be completed. **(Total 20 hours)**
Please refer to course syllabus for further detail

Advanced Pharmacy Practice Experiences (APPEs)

When students have successfully completed all the required didactic and introductory experiential learning as well as all other progression requirements, they 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 rotation in the 4th and final year (P4). These rotations will build upon the didactic learning, labs, and introductory experiences to help master knowledge and skills that will facilitate competent entrance into the pharmacy profession. Each rotation year begins in June and ends in the following April. Students are expected to complete various field encounters demonstrating continued learning and professional development while progressing 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 students 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 a 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 learned in the previous 4 years 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 a 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 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 a future career, and having a complete understanding of an ambulatory care pharmacist's role in the healthcare system. **(2 rotations for a total of 320 hours)**

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

The Acute Care Rotation focuses on enhancing student ability to observe and provide patient specific comprehensive medication therapy management for the acutely ill in an institutional setting. Students 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. Students will master disease states and drug related issues to the level of an entry-level pharmacist. **(2 rotations for a total of 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 of 640 hours)**

General Policies

Students 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 completing a rotation.

Mandatory Student Meetings

Students are required to participate in mandatory meetings while enrolled in the program. Meetings time, location and further detail will be communicated in advance. Each student is responsible for attendance and any travel and accommodation expense incurred.

Experiential Education Orientation Meetings

Students are required to participate in these meetings to ensure successful completion of experiential rotations. These meetings will 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 students but P1 and P2 students are highly encouraged to attend and participate.

Missed Meetings

All missed mandatory meetings must be made up with the Office of Experiential Education. It is the responsibility of the student to schedule the make-up time. The second missed meeting, either a mandatory meeting or a student scheduled meeting with a member of the office due to an unexcused absence, will result in a submission to the Honor Council 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 in CORE, our experiential learning management

system. Required documents must be submitted within the timelines established. Missing documentation may prevent a student from participating in experiential rotations.

Pharmacy Student Intern License

Each student 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. Students must carry their current license with them at all times and be ready to furnish it when necessary. All documentation needed for license will be coordinated through the OEE (office of experiential education).

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 students 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 requesting such APPE will be responsible for identifying and completing pertinent intern application requirements.

Initial Intern Licensure

First professional year (P1) students will receive an application for Indiana intern licensure from the OEE. It is the student’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’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 will upload it in 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 ten weeks prior to license expiration. It is the student’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

Students are required to undergo a criminal background check and drug screen prior to the start of their first academic year. Manchester University will

utilize Certiphi Screening® to conduct the criminal background check and drug screen requirements.

The Criminal Background Investigation consists of the search components listed below. All records are searched by primary name and all AKAs. A student’s primary address, and all addresses lived within the past seven years.

- **Social Security Number Validation and Verification** – (including analyzed social security number search analyzed for names, SSN’s and addresses history)
- **Federal, State, and County Criminal Records Search**
- **National Criminal Database Search**
- **Sanctions Screen** – (proprietary search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIG, OFAC, terrorist watch lists and more)
- **OIG / SAM (Formerly GSA) EPLS Search** – (search covers the federally-mandated HHS Office of Inspector General’s (OIG) List of Excluded Individuals/Entities (LEIE), and the System for Awards Management (SAM)- Excluded Parties List (EPLA))

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, students will receive an email from Certiphi Screening, studentedition@certiphi.com. Follow the link in the email to view the completed background investigation. Application Station includes instructions for filing a dispute should the student feel anything in the investigation is incorrect.

10 Panel – Certified Drug Test – Urine – LabCorp

- 10-panel urine drug screen tests for the following drugs:
 - o Amphetamines, cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, & MDMA/Ecstasy.

Please do not drink coffee or too many fluids prior to your lab visit. If your results are a negative dilute, the facility will require a second drug screen to be completed. Should a negative dilute occur, please contact your school administrator.

If the initial drug screen is reported as positive/non-negative, the student will receive a call from Certiphi Screening’s Medical review Officer (MRO). The MRO will obtain medical proof as to why the student tests positive. If the student is taking any form of prescription medicine, it is wise to proactively obtain proof from our

physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

If a student believes the MRO review results to be inaccurate, then they must notify the Assistant Dean of Experiential Education and a retest within two business days will be arranged at the student's expense.

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

The cost for the background check and drug test is borne by the student. The results of the background check and drug test belong to the student directly and are shared with the program. Students 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 students responsibility to provide proper documentation upon request.

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

Information obtained in background checks may inhibit students 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. Student 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

Admission Requirements

Students are required to complete a Health Information form, which includes personal history, physical, and immunization records. The immunization records (with all supporting documentation) will be reviewed. Students will be responsible for completing any requirements deemed insufficient within the timeline provided. Student pharmacists who do not comply

with the recommended timelines may not be allowed to start or continue in experiential rotations.

Annual Requirements

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

Site Specific Requirements

It is the student's responsibility to comply with each site's policies. Students should have a copy of their immunizations 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 students 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

Students 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 is not limited to, information from patient medical records, pharmacy records, and fee systems. Patient names, medical records numbers, social security numbers, dates of birth, and other patient identifiers will not be used in any/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 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

Students 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

Students 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 PHRM 330 PPL1 syllabus for details.

Immunizer Certification

Students will become certified in the American Pharmacists Association (APhA) Immunization certification during their P1 fall semester. This immunization certification is a progression requirement that will allow students to actively participate in the immunization process available during their IPPE I Community rotation and other immunizations opportunities moving forward with appropriate supervision according to Indiana code. Please refer to the curricular requirements for the APhA Immunization Certification for details.

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 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/needs, preceptor availability, 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 that rotation may not be either in the June or July rotations.
- A minimum of two core APPE rotations must be completed with faculty.
- For track programs, the OEE will work with the track faculty coordinator to ensure that the experiential components of the track program are met.

Hardship Waiver

All 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 options for completion is 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 notify the student of the outcome as soon as possible.

Withdrawal from Advanced Pharmacy Practice Experiential Courses

Withdrawal from an advanced pharmacy practice experiential course will not be granted unless approval is granted by petitioning 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 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 will be responsible for identifying and completing pertinent intern and/or any application requirements.

The Office of Experiential Education will consider suggestions for the elective rotations to be completed outside of the state of Indiana. Requests will be evaluated by the Office, but approval is not guaranteed. Evaluation of these requests will be based upon assessment of programmatic needs and other criteria. Final decisions are at the discretion of the Office.

APPE Block Rotations

The Manchester University Pharmacy Program offers a variety of hospital, community, and long-term care pharmacy block options. These are block groupings of different APPE rotations within the same pharmacy system. Students may opt to complete an application for a desired APPE Block Program and submit all required information to the OEE. Admission into a block program will be contingent upon approval by both the OEE and the practice site. Decisions will be directly communicated to 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 is to discuss and agree upon a rotation schedule with their preceptor.

IPPE two-week focus

- The typical daily schedule should be in eight 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 will complete four 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.
 - o The student pharmacists should work together to agree upon a time that is available for both parties.
 - o Hours must be documented in CORE.
- P2 and P3 student pharmacists must complete one four-hour service experience during each semester (two per year, four total).
 - o Hours are set through the Office of Experiential Education.
 - o 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 four weeks (≥160 hours) for each rotation.

Absence

Excused

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

- APPE hours missed due to site holidays may be made up at the discretion of the preceptor
- IPPE hours must 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 must occur:
 - o The student must contact the preceptor to seek approval for the requested time off and to discuss a make-up plan.
 - o The student must complete the absence request form at least one month in advance of the requested time off and

submit it to the OEE (except in the case of extended illness of personal emergencies).

- o 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.
- o Approval of the requested time off is up to the discretion of the Assistant Dean of Experiential Education and Community Engagement.

Inclement Weather

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

Emergency Situations

- In case of an emergency situation, 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 in 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 Experiential Education.
- Unexcused absences are not tolerated and could jeopardize the student'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 student pharmacist and signed by the licensed pharmacist at a student's training site. 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 uploaded to CORE for recordkeeping.
- APPE affidavits must be uploaded to CORE.
- The Office of Experiential Education will secure the signature of the Assistant Dean of Experiential Education and Community Engagement or the Assistant Director of Experiential Education.

APPE Academic Progression and Continuous Assessment

Academic Progression

Preceptors will complete performance evaluations of students at the midpoint and end of each rotation. These evaluations will be completed and housed in CORE by the preceptors for their use and the use of subsequent preceptors.

CORE is used to submit and monitor evaluations of each student's APPEs.

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 Experiential Education and Community Engagement or the 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 complete all rotation requirements and receive a grade from the preceptor 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 The repeated rotation plan may result in an alternate APPE schedule for the student.
 - o The student has the right to appeal a No Pass recommendation per the appeal policy.

- o If a student receives a Not on Track recommendation during any midpoint evaluation following a failed rotation, the student will meet with the Assistant Dean of Experiential Education and Community Engagement 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 of Experiential Education and Community Engagement 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 a field encounter item that falls within the same CAPE outcome category, will meet with the Assistant Dean of Experiential Education and Community Engagement 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 of Academic Affairs with an updated progress report on the student and a summation of plans.

Site Specific Assignments

Each site or preceptor reserves the right to add additional requirements, assignments, policies and/or procedures while a student is completing a rotation at their facilities. It is ultimately the student's

responsibility to communicate with their preceptor about any such requirements and be in compliance with them.

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.
- Any dismissal may result in submission to the Honor Council.
- Dismissal from an IPPE I 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 may 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.

Academic Appeal Process

Students may appeal rotation grades. Any student who appeals must initiate this appeal first with the Assistant Dean of Experiential Education and Community Engagement. In the 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 of the course grade by the registrar, whichever occurs.

A student will continue on rotations until the appeal process is complete unless there is a documentable concern for the patient safety, unprofessional student behavior, charges of criminal misconduct are pending, or if otherwise requested not to by the preceptor.

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.

Professional Appearance

Student pharmacists will be recognized by patients and professionals as both a representative of Manchester University and the profession of pharmacy.

Therefore, students are expected to conduct themselves in a courteous and professional manner and to dress professionally while at a pharmacy practice site.

Compliance with the list below is an expectation of every student while on rotation. However, a preceptor may require an alternate dress code for their specific rotation (e.g. surgical scrubs). In such cases, students 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 nametags will be worn for all rotation activities. If the rotation site requires its own nametag, students will be expected to wear both nametags unless otherwise instructed by the Office of Experiential education or the preceptor at the site.
- Student pharmacists must refrain from wearing perfume, cologne or strong smelling creams and lotions while at the practice site. This includes essential oils.
- Female students may wear skirts, dresses or dress slacks with appropriate hosiery and/or socks and shoes. Leggings worn as pants are not permissible. Leggings under skirts or dresses is allowed. Skirts must be knee length.
- 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.
- Revealing clothes, such as low-cut, sheer, see-through, or tight/form fitting attire (e.g. tank tops, tube tops and halter-tops are not allowed).
- Specific sites may vary from this policy. It is expected that the student will adhere to the dress code at that site.

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 circumstance, 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.
- 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 he/she 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 or rotation where their primary preceptor is also their employment supervisor.

Transportation and Other Financial Obligations

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

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.

Accident Reporting

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

1. Contact the preceptor immediately and determine what procedures or treatment exist at that site to provide the necessary medical attention.
2. The students should follow the site protocol to address the issue. The student will be responsible for any costs associated with treatment 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 to provide the appropriate care. Any procedures deemed necessary will be at the student's expense.
4. The Office of Experiential Education shall be informed as soon as possible about all accident situations via phone and documentation in 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 bases 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 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. 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 education 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.

Handbook Addendums:

Personnel:

All references to Assistant Dean of Experiential Education and Community Engagement are changed to Director of Experiential Education. Ahmed Abdelmageed is no longer a part of the Experiential Education department. Sara Trovinger is now the Director of Experiential Education.

APPE Self-Evaluations:

APPE students will complete 1 self-evaluation due the Wednesday of the 2nd week of their rotation. There is no longer a final self-evaluation.

APPE Student Appeals:

The current Academic Appeal Process found in the Pharmacy Practice Experience Rotations Manual 2018-2019 is removed and replaced with the following process:

Students may appeal rotation grades. Any student who appeals must initiate this appeal first with the APPE Appeals Committee by e-mailing the APPE Course Coordinator. In the appeal, the student must provide clear and convincing evidence that one or both 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 will occur via communications from the course coordinator or other member of the Office of Experiential Education.

The course coordinator will then convene the APPE appeals committee, consisting of the course coordinator and 2 of the 3 faculty members of Experiential Education Advisory Council. The committee will notify the preceptor that the recommended grade is being challenged and will request them to send over any additional information they have. The appeals committee will review the merits of the appeal, vote on the decision, and respond to the student in writing within three working days of receiving the appeal.

A student will continue on rotations until the appeal process is complete unless there is a documentable concern for the patient safety, unprofessional student behavior, charges of criminal misconduct are pending, or if otherwise requested not to by the preceptor.

Appeals may be made to the next higher level of appeal in the following order: APPE Appeals Committee, Assistant Dean of Academic Affairs and Assessment, the Dean of Pharmacy Programs.

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.

Absences:

All absences must be documented in CORE. This includes absences that have been approved by your preceptor. This also includes if you have requested an altered schedule, for example being at your site for 10 hours on 4 days so you do not need to report on a normally scheduled 5th day. The office of experiential education will contact your preceptor to determine if the absence is excused or unexcused. Examples of excused absences include:

- Illness with a doctor's note
- Attendance of a wedding where you are a member of the wedding party
- Attendance of professional meetings (midyear)
- Job interviews (maximum of 4 days throughout the year)
- Funeral of close family member (parents, siblings, children, grandparents, etc.)
- Personal legal proceedings (court dates)

Other instances may be considered excused. It is the responsibility of the student to contact their preceptor and the office to determine if an absence is excused. Students are expected to take the minimum time away from their site possible for excused absence events.

Examples of unexcused absences include:

- Vacations
- Attendance of a wedding where you are not a member of the wedding party
- Holidays
- Work obligations
- Routine medical and dental check-ups

If you have a medical condition that will require you to miss scheduled rotation time for follow up appointments, you need to contact the office of disabilities services to receive accommodation.

All no call-no shows to a rotation site will result in failure of the rotation. Any unexcused absences may result in repercussions up to and including failure of the rotation.

All absence hours are required to be made up at the discretion of the preceptor.

Students are expected to be present and ready to start at the location and time set by their preceptor. Tardiness (even 1 minute late) is considered unprofessional and is not acceptable in the rotation setting. Tardiness is required to be reported to the office of experiential education by the student. Tardiness of 15 minutes or more may result in consequences up to and including failure of the rotation. Repeated tardiness of any length may result in consequences up to and including failure of the rotation.

Student requests to preceptors to not report absences or tardiness to the office of experiential education will result in failure of the rotation.