PHRM 620
Advanced Institutional APPE
4 Credit Hours

Manchester University
COLLEGE of PHARMACY, NATURAL & HEALTH SCIENCES

2022-2023

Course Description and Rationale

This Advanced Institutional Pharmacy Practice Experience focuses on the day-to-day operations of an institutional environment, including but not limited to providing general care to patients and procurement and distribution of medications.

The overarching goal of this rotation builds 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 developing a complete understanding of an institutional/hospital pharmacist's role in the healthcare system.

Class Meeting Times and Locations

Rotation times and locations are at the discretion of the preceptor. Students should work with their preceptor to ensure expectations for attendance are appropriately met.

Prerequisites

Successful completion of the P1 through P3 curriculum.

Faculty

Course Coordinator
Ryan S. Ades, PharmD, BCPS
Director of Experiential Education
Assistant Professor of Pharmacy Practice
Office Hours: by appointment
Tel: 260-470-4075
Email: rades@manchester.edu
Preferred Communication: e-mail

Textbooks and Other Required and Recommended Learning Resources

No required textbooks. Students should refer to learning resources provided through the Funderburg Library and any other resources provided by the preceptor.

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Course Outcomes

By the end of this course, students will be able to:

Outcome	EPA	CAPE Outcome	ACPE Appendix 1
1. Consistently and independently apply principles of civil, state and federal laws and regulations to the practice of pharmacy	5B	2.2, 4.4	23, 31
2. Communicate effectively with patients, healthcare providers, caregivers and colleagues and act in a manner that conveys empathy, honesty and integrity.	1A, 1C, 1D, 2A, 4A	2.1, 3.2, 3.3, 3.4, 3.6	25, 33
3. Demonstrate effective, professional and independent performance in daily activities	5B	2.2, 3.1	24, 31
4. Safely and accurately dispense medications within a medication-use system.	3B, 5B	2.2, 2.3	30, 31, 34
5. Assess and investigate ways to optimize a medication use system.	3B, 3C, 5A	2.1, 2.2, 3.1, 4.3	19, 24, 31
6. Communicate relevant information to patients and other members of an interprofessional healthcare team as the medication expert.	1A, 1C, 1D, 2A, 4A	3.2, 3.4, 3.6	25, 26
7. Describe the relationship between management and pharmacy personnel necessary to accomplish efficient workflow with appropriate priorities.	5A	2.2, 4.2, 4.3	19, 24, 25

ACPE: Accreditation Council for Pharmacy Education; CAPE: Center for the Advancement of Pharmacy Education; EPA: Entrustable Professional Activity

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Weekly Schedule

Schedules for the experience will be set at the discretion of the preceptor at the beginning of the experience, and may be adjusted throughout the course of the experience as needed to meet the courses expectations. Students are required to complete a minimum of 160 hours over the course of the APPE.

Attendance, Assessment and Grading

Attendance

Expectations for attendance will be communicated to the student from the preceptor at the beginning of the APPE experience. Students are responsible for meeting the expectations of the schedule developed by the preceptor. Any student absences must be recorded in CORE ELMS along with a brief description of the circumstances which led to the absence. Students are required to make up any hours missed at the discretion of their preceptor.

Assessment and Grading

This course is graded Pass/No Pass. In order to receive a Pass for this course, students are required to complete all of the requirements listed below and receive a recommendation of Pass from their preceptor.

Midpoint Evaluation:

- The student will complete a self-evaluation and share with preceptor on the second Wednesday of the rotation.
- The preceptor will review the student's self-evaluation and complete a midpoint evaluation by the second Friday of the rotation
- The preceptor will discuss the midpoint evaluation with the student and indicate whether the student is on track to pass rotation.
    - **On track –** The student is proficient and consistently performs at or above expectations. The student displays attribute that are consistent with readiness to enter pharmacy practice.
    - **Not on track** – The student performs below expectations consistently and requires significant improvement, does not display attributes consistent with readiness to enter pharmacy practice (Preceptor to provide comments on areas of needed improvement).

Final Evaluation:

- The preceptor will complete a final evaluation by the last Friday of the rotation.
- The preceptor will discuss the evaluation with the student to indicate whether the student has met the criteria to receive a recommendation to pass the rotation

- **Pass –** The student is proficient and consistently performs at or above expectations. The student displays attributes that are consistent with readiness to enter pharmacy practice.
- **No Pass –** The student performs below expectations consistently and requires significant improvement. The student does not display attributes consistent with readiness to enter pharmacy practice (Preceptor to provide comments on areas of needed improvement).

Preceptor/Site Evaluation:

- The student will complete a preceptor/site evaluation at the conclusion of each rotation. The student and preceptor may discuss the evaluation after the student's grade recommendation has been submitted by the preceptor.

Interprofessional Education Assessment

- The student will complete an assessment of exposure to interprofessional experience and learning with non-pharmacy healthcare students, non-pharmacy healthcare practitioners, and physicians over the course of their experience.

Remediation

A student who receives a No Pass grade for their experience will be required to conduct another experience in the same discipline at a later date. A student who receives two No Pass grades in this course will be dismissed from the pharmacy program for failing a required course two times.

Grade Checks

Any student who receives a Not on Track grade from a preceptor on the Midpoint Evaluation is required to supply a written plan to a member of the Office of Experiential Education, approved by their preceptor, regarding the approach they will take to position themselves for successful completion of this rotation. This is required to be completed not more than 3 business days from receipt of the Midpoint Evaluation.

Rotation Policies

Please refer to the Pharmacy Practice Experience Rotation Manual for a complete discussion of the pertinent policies and procedures associated with this experience.

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Class Responsibilities

Responsibilities of the student:

Professionalism: All students are expected to act as professionals and treat all other students and preceptors with respect in this course. The use of electronic devices, including laptop computers and smart phones, is permitted as long as the content viewed is directly related to the topic being discussed.

Communication: Students are expected to introduce themselves to preceptors at least two weeks prior to the start of the experience, and to identify and complete any site specific requirements in advance of their experience as directed by the site and/or preceptor. Students are expected to routinely monitor their Manchester email for communications from the preceptor, Office of Experiential Education, and other Manchester faculty and staff over the course of their experience.

Responsibilities of the preceptor:

Attendance: Preceptors facilitating this course will arrive and begin all scheduled experiences on time. If an experience needs to be cancelled or rescheduled for any reason, preceptors will notify students of adjustments to the experience at least 24 hours in advance. In the case of an emergency on part of a preceptor, students will be informed of cancelled experience as soon as possible.

Class Preparation: Preceptors facilitating this course are expected to use teaching methods that will facilitate your learning. Please recognize that "facilitating your learning" does not always mean giving you the answers but might instead involve challenging you to think more deeply on issues or helping you identify other sources that can provide information.

Availability: The course coordinator will be available by appointment to meet in person or virtually.

Professionalism: Faculty and preceptors will act professionally and treat all students with respect. This includes notifying students in advance of changes to experiences and expectations. Faculty and the Office of Experiential Education encourage you to come to us with any questions or concerns.

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Academic Integrity

It is the goal of the Manchester University Pharmacy Program to uphold the highest levels of academic honesty and integrity. The Pharmacy Program has a firm policy concerning academic dishonesty that includes, but is not limited to, cheating, plagiarism, or any other action that misrepresents academic work as being one's own. Students are expected to demonstrate academic honesty in all coursework, whether completed in-class or not, individually, or as part of a group project. All students are expected to be familiar with the Program' policies on Academic Integrity and the Student Honor Code, which are found in the current Student Handbook and the Pharmacy Bulletin.

Plagiarism is the presentation of information (either written or oral) as one's own when some or all of the information was derived from some other source. Specific types of plagiarism encountered in written and oral assignments include the following:

- Sources have been properly identified, but excerpts have been quoted without proper use of quotation marks; or the material has been slightly modified or rephrased rather than restated in the student's own words.
- Key ideas or items of information derived from specific sources that present material that is not common knowledge have been presented without proper identification of the source or sources.
- Unidentified excerpts from other sources have been woven into the student's own presentation.
- A paper or speech may be a mosaic of excerpts from several sources and presented as the student's own.
- An entire paper or speech has been obtained from some other source and presented as the student's own.
- Texts in another language are translated into English and presented as the student's own.

Cheating consists of any unpermitted use of notes, texts or other sources so as to give an unfair advantage to a student in completing a class assignment or an examination. Intentionally aiding another student engaged in academic dishonesty is also considered cheating.
Violations of academic integrity may result in academic sanctions, including failure of an assignment, course failure, or disqualification from the College.

Student Disability and Reasonable Accommodations Policy

Manchester University, in compliance with federal guidelines, is committed to assuring students with disabilities equal access to programs and activities that are provided to students without disabilities. Any student who feels she or he may need an accommodation based on the impact of a disability should contact support services for students with disabilities, to establish eligibility and to coordinate reasonable accommodations. It is the student's responsibility to self-disclose the disability. Students

whose accommodation requests are approved will be provided with confidential letters to deliver to their professors which verify the nature of the student's disability and document the need for auxiliary aids and services and/or academic adjustments/accommodations. Students are encouraged to meet with each professor early in the semester to discuss the academic implications of the disability as they relate to the specific course and to request appropriate accommodations. The Disabilities Office is located in the Success Center (second floor of the Switzer Center on the North Manchester Campus). Students may call 982-5076 or 982-5888 to schedule an appointment. For more information on the Fort Wayne campus, please see the Academic and Student Affairs Coordinator.

Medical Emergency/Evacuation Assistance Statement

Students should speak to the instructor immediately if (1) they may require medical attention during class, or (2) they have a disability, chronic condition, or a temporary injury that may limit or affect their ability to evacuate the classroom/building in an emergency. The student and the instructor should discuss the student's specific needs and the types of precautions that should be made in advance of such an event. In the event of a fire or other situation requiring emergency evacuation, students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff will assist with evacuation management efforts until such time as the Campus Safety and/or Police and Fire Departments arrive on the scene to assist in student evacuation from the building. Elevators are not to be used for evacuation by any persons.

Students who need special arrangements in the event of an evacuation should also register with support services for students with disabilities as early as possible in the semester to help facilitate the provision of needed emergency assistance.

Title IX Student Conduct Reporting Requirement

While students should feel comfortable approaching the professor with issues they may be struggling with or concerns they may be having, students should be aware that faculty members have some reporting requirements that are part of their job duties at Manchester University.

For example, if a student informs a faculty member of an issue of sexual harassment, sexual assault, or discrimination, the faculty member will keep the information as private as possible, but the faculty member is required to bring it to the attention of the institution's Title IX Coordinator (via Report It) or the Human Resources office (ext. 5038). Additionally, students can report incidents or complaints to Campus Safety (ext. 5999 or in Fort Wayne: 260-266-1800). Students can also obtain support from the University Counseling Services (260-982-5306).

Finally, students should know that if, for some reason, the interaction between a student and faculty member involves a disruptive behavior or potential violation of policy, the faculty member will inform the appropriate student experience staff, even when the student and faculty member may have reached

an informal resolution to the incident. The purpose of this is to keep University leaders apprised of any behaviors and what was done to resolve them.

Campus resources
Health services
260-982-5306
Health Services

Counseling center
260-982-5306
Counseling Services

Fort Wayne Counseling Services
Fwcounselingservices@manchester.edu

Safety
NM: 260-982-5999; FW: 260-266-1800
University Safety

Issues not addressed here or in other official course documents will be resolved at the discretion of the course coordinator.