

PHRM 470
IPPE II Institutional
3 Credit Hours



Manchester
University

COLLEGE of PHARMACY,
NATURAL & HEALTH SCIENCES

Spring 2018

Course Description and Rationale

This introductory institutional pharmacy practice experience (IPPE II) course will develop students’ 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 selected institutional settings. Students will be expected to build on knowledge and skills gained during their first and second professional year of school, achieving standard competencies for the practice of pharmacy in the institutional setting bearing in mind that competence at a mastery level in all areas is not to be expected at this stage of the student’s education.

Class Meeting Times and Locations

	Section 1	Section 2
Part A: Focused Experience 40 hours/week – 80 hours total	December 4-15, 2017	January 1-12, 2018
Class meeting	Fridays 11:00 – 11:50 AM Room 136	

Faculty

Course Coordinator

Sara Trovinger, Pharm.D.
 Assistant Director Experiential Education
 Assistant Professor Pharmacy Practice
 10627 Diebold Road, Fort Wayne IN 46845
 Office 127B
 Office hours See Office
 Office Phone: 260-470-2654
 sntrovinger@manchester.edu

A primary purpose of the IPPE curricular design 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 continue to develop the knowledge, skills, attitudes, and values that are important to the pharmacy profession.

Student pharmacists taking part in the IPPE courses will work under the direct supervision of selected preceptors. This does not mean that you will be with your preceptor the entire time. Students will need to incorporate the best approaches to care demonstrated by each healthcare practitioner encountered especially other pharmacists and pharmacy technicians. Preceptors are expected to guide and mentor students 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 their patients. This is not your preceptor's rotation to complete, it is yours. Students need to be fully engaged in rotation activities and are to utilize these experiential opportunities to identify possible pathways within the profession that would allow them to achieve their personal and professional goals.

Textbooks and Other Required and Recommended Learning Resources

Required: IPPE II Institutional Workbook (Canvas)
Access to professional pharmacy references and databases

Prerequisites

1. P2 standing.

Course Outcomes

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

1. Inform and support patient-care decisions through the proper use of drug literature. [EPA B1]
2. Describe and use pharmacy medication use systems and technology that improve patient safety, pharmacy inventory management, drug / product storage, and medication distribution. [EPA F1, G1]
3. Demonstrate professionalism, ethical and responsible behavior and show concern for patient welfare at all times while complying with all state and federal legal requirements. [EPA E2]
4. Collaborate with another student/group of students to analyze a simulated patient case, propose a patient care plan, and present this information to a simulated interprofessional team. [EPA A1, A2, E1]
5. Contribute to a professional portfolio that reflects self-assessment. [EPA F2]
6. Perform any pharmaceutical calculations needed to accurately dispense a prescription or medication order. [EPA A1, A2, G1]

Course Schedule

Part A: Focused two-week experience

Students will complete a minimum of 80 hours at their assigned rotation site over two weeks in either the December or January sections. Exact daily start and stop times are to be arranged with the preceptor. See IPPE II Institutional Workbook for details.

Part B: (Spring Semester)

The first 5 minutes of every class will involve the completion of a calculations quiz. The quiz will contain only one question directly from the optional worksheet for the week. Students who arrive after the quiz has started will not be allowed to take the quiz. The two lowest quiz scores will be dropped.

Classroom Team Assignments

Week	Date	Presenting Team	Patient Assigned
1	1/19		Introduction
2	1/26	1 & Burns	Gordon Land
3	2/2	2 & Schreiber	Tony Griffin
4	2/9	3 & Rizkalla	Gladys Conn
5	2/16	4 & Omar	Abby Jackson
6	2/23	5 & Stump	Pearl Homan
7	3/2	6 & Mustafa	William Pryce
8	3/9	7 & Nadrous	Charles Bishop
9	3/16	8 & Schashei	Susan Bowers
10	4/6	9	William Pryce
11	4/13	10	Jacqueline Jones
12	4/20	11	Alan Abdullahi
13	4/27	12	Dahuili Wang
14	5/4	13	Hunter Jackson
15	5/11	14	James Norris

Description of Teaching/Learning Methods

This course will integrate didactic and interactive classroom sessions, group discussions, projects, self-reflections, and an experiential on-site practice component comprised of a two week focused learning session within an Institutional Pharmacy system.

Each student will need to actively participate with the institutional or hospital pharmacy team as well as complete targeted assignments designed to maximize learning and achieve the basic course ability based outcomes and skills.

Assessment and Grading

- IPPE II Institutional will be pass / no pass course with “pass” based on attaining a minimum of 80% overall.

Assessment	Point Value (%)
------------	-----------------

Pre-Rotation	Student Pre-Rotation Reflection	50 points (5%)
Focus Rotation	Focus Workbook	250 points (25%)
	Personal Post-rotation Reflection	50 points (5%)
	Final Evaluation (RxPreceptor)	300 points (30%)
Class	Team Presentation	200 points (20%)
	Calculations Quiz	150 points (15%)
	Total	1000 points (100%)

Focus Rotation Two Week Rotation (80 hours Minimum)

Workbook assignments

Note: All focus assignments must be typed, completed during the two week focus experience, and submitted into Canvas. Details are in the workbook in Canvas.

Focus Assignment

1. Student Pre-rotation reflection
2. Focus Workbook
3. Student Post-rotation reflection

Due in Canvas

- First Day of Focus Rotation
- Last Friday of Focus Rotation
- Last Friday of Focus Rotation

The student pre-rotation reflection needs to be completed **prior** to the first day and shared with the preceptor during orientation, and uploaded into Canvas. Part 1 of the workbook is due the Friday of the second week of the focused rotation.

Focus Evaluations

The following must be completed in RX Preceptor and discussed with preceptor:

FocusRotation Evaluations

4. Student Focus Self-Evaluation
5. Preceptor Focus Evaluation of Student

Due in RX Preceptor

- Last Wednesday of Focus Rotation
- Last Friday of Focus Rotation

You are to meet with your preceptor and discuss your evaluations. Compare your self-evaluation with the preceptor’s evaluation to identify opportunities for growth and improvement.

Class Weekly throughout Spring Semester

Presentations

Each team will present once during the semester on an assigned patient case. Please see the course schedule for each team’s patient case and the workbook for further details on how to present the patient.

Guidelines for presentations:

1. Each presentation must feature all team members actively participating
2. Team presentations should be within a 15 to 20 minute time range
3. A 5 to 10 minute question time will follow to emphasize targeted key concepts
4. **The presenting team must submit (in Canvas) Power point slides prior to their Friday presentation**
5. The following should be included in the presentation:
 - A title slide with topic name and presenters
 - Pertinent patient demographic information
 - Problem list
 - The following for the highlighted problem
 - Subjective evidence
 - Objective evidence
 - Current medications
 - Goals of therapy
 - Evaluation of treatment options
 - Recommended treatment plan
 - Drugs to be avoided
 - Monitoring parameters with frequencies
 - Summary for change (Max of 60 seconds to describe patient and what to change)
6. Students will present in professional dress.
7. See Appendix A for rubric

Class participation

Attendance at each class session is mandatory.

ePortfolio

All students are expected to maintain an e-Portfolio with items demonstrating their continued learning and professional development as they progress through the curriculum. These items include, among other things, certain course assignments, self-evaluations, assessments, and reflections.

For this course, you will need to upload the following to your e-Portfolio:

1. All evaluations and pre-rotation reflection and post-rotation reflection
2. Part 1 of Workbook (completed during focus rotation)
3. PowerPoint team presentation

Class Responsibilities

Responsibilities of the student:

Attendance

At the practice site: Attendance at the rotation site is a requirement for certification of experiential hours to the Indiana State Board of Pharmacy. Experiential hours are to be granted only for time spent at the experiential site and are not awarded for travel to and from the site, study time outside of the practice site, or class time. The Office of Experiential Education and the preceptor must be notified before experiential hours are missed. Experiential hours missed must be made up with authorization and approval of preceptor.

Students are required to contact their preceptor at least two weeks prior to the start of the rotation to determine the time and place to report. Students are expected to be punctual and adhere to the rotation schedule agreed upon with the preceptor and must check-in and check-out with their preceptor, or an identified designee, every experiential day. The preceptor is required to validate hours completed on the Duty Hours Calendar in RX Insider.

In the classroom: Students are expected to attend all officially scheduled classes and examinations. Excused absences must be communicated to the course coordinator prior to the missed class. There is no makeup work of any kind for students with unexcused absences. It is the student's professional responsibility to notify the coordinator of a planned absence, and work with the coordinator to organize makeup work for excused absences.

Communication

Course announcements will be made through the Canvas website and/or Manchester University official e-mail account. All students must regularly check their Manchester University official e-mail account. If the student is not receiving e-mails, it is the responsibility of the student to notify the Office of Student Affairs within one week of starting class. After that time, the instructors will assume all communications are properly being delivered and the student will be held responsible for all e-mailed information.

Professionalism

At the practice site: Professionalism is expected at all times. Any violations of law, trust, integrity or other non-professional activity observed will be considered inappropriate and may result in disciplinary action up to and including failure of the course and dismissal from the program.

In the classroom: All students are expected to be professional and treat all other students and instructors with respect in this course. Unprofessionalism/disruption of the class by talking to your classmates, leaving and re-entering the class repeatedly, and using technology in a disruptive manner will not be tolerated. All acts of unprofessionalism will be reported to the Honor Council with no notice to the student. If there are disruptions during class that are affecting your or others learning, please report such disruptions to the Honor Council. It is expected that everyone will be considerate of each other.

Professional Dress

You will be recognized by professionals and patients as representatives of Manchester University College of Pharmacy and the profession of pharmacy at the practice site.

Professional dress as defined in the College of Pharmacy student handbook is expected on all rotations at all times. In addition, the following policies apply:

- (i) Students must maintain good hygiene; wear a bright white, clean and freshly ironed laboratory jacket, and a Manchester University College of Pharmacy student nametag. If the rotation site requires its own student nametag, you will be expected to wear both nametags unless otherwise directed by the Director of Experiential Education or designee.
- (ii) Some sites or preceptors may require an alternate dress code in targeted areas to be compliant with standards for special areas of practice (e.g. psychiatry, surgery).
- (iii) Students who are not dressed in appropriate attire will be sent home and asked to comply with the appropriate dress code. Rotation time missed due to inappropriate attire must be made up at a time determined by your preceptor.

Responsibilities of the faculty:

Availability

The instructor will be present and begin all scheduled classes on time. The instructors will be present and accessible during the stated office hours. If the student would like to meet with an instructor on a one-on-one basis outside of office hours, this communication can be made via Manchester University e-mail. Instructors will respond to e-mails as soon as possible.

Communication

Course announcements will be made through the Canvas website and/or Manchester University e-mail. Pre-class assignments will be posted at least one week prior to the class in which they will be discussed or assessed. The instructor will notify the students in class, on the Canvas website and/or via e-mail two weeks in advance of changes to the syllabus involving an examination or assignment due dates. However, during the course, adjustments to the course schedule may need to be made emergently due to campus emergencies, inclement weather or other unforeseen circumstances; notification will be sent via Canvas and/or Manchester University e-mail regarding such adjustments.

Professionalism

All instructors are expected to be professional and treat all students with respect in this course. This includes *notifying students in advance of changes to the syllabus involving tests or assignment due dates*. In addition, *not only will the instructor be open to your authentic inquiries, but we encourage you to come with us with any questions or concerns*.

Course Evaluation

The College of Pharmacy depends on feedback from all students to improve the educational experience and to meet the requirements for our accreditation. Students' professional, constructive feedback of faculty will help us make adjustments to teaching styles and course content to better suit student needs. Student confidentiality to course faculty will be assured; however, the assistant/associate dean for assessment and accreditation has access to student authorship if necessary. Students who make inappropriate comments that contain intimidating, threatening, unprofessional, and/or abusive language

will be identified and may be referred to the Honor Council. All students are required to complete course and instructor evaluations; course and instructor evaluations are due on the last day of the semester. Evaluations for the course will be available prior to the end of the course. Students will be notified via e-mail when course evaluations become available.

Evaluations for each faculty member who teaches in the course will be available immediately after their participation in the course ends. Although students may complete the evaluation of these faculty members at any time prior to the end of the semester, we recommend that students submit these evaluations while memory of contact with those faculty members is still fresh. Students will be notified via e-mail when faculty evaluations become available. For instructors teaching in the integrated pharmacotherapy (IPT) sequence, one teaching evaluation will be provided for each semester.

Students who have not completed all evaluations (course and all faculty) by the deadline (11:59 p.m. on the Wednesday before finals week) will lose the opportunity to complete such evaluations and will be reported to Honor Council.

Academic Integrity

It is the goal of the Manchester University College of Pharmacy to uphold the highest levels of academic honesty and integrity. The College 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 College's 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 Accommodation 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). Students may call 982-5076 or 982-5888 to schedule an appointment.

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 (x. 5052 ajmachielson@manchester.edu) 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

<http://www.manchester.edu/OSD/Health/Index.htm>

Counseling center

260-982-5306

<http://www.manchester.edu/OSD/Counseling/Index.htm>

Safety

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

<http://www.manchester.edu/OSD/Security/index.shtml>

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

Appendix A – PowerPoint Presentation Evaluation

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Content: is appropriate and information is presented in a logical order. Appropriate literature resources included with proper citations.			
Slide Creation: Presentation flows well and logically. Graphics used to illustrate topic of slide in an effective manner			
Presentation Style: Looks at audience while talking, doesn't read from slides. Speaks loudly and clearly. Presentation reflects lots of practice and segues from one slide to the next			
Mechanics: No spelling errors. No grammar errors. Text is in authors' own words			
Timing: Used allotted time effectively and delivered material within time allotted			