

PHRM 470
IPPE II Institutional
4 Credit Hour(s)



Manchester
University

COLLEGE of PHARMACY,
NATURAL & HEALTH SCIENCES

Spring 2022

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
40 hours/week – 160 hours total	January 3-28, 2022	June 6 – July 1, 2022

Faculty

Course Coordinator and Instructor

Sara Trovinger, PharmD, MEd
Visiting Associate Professor of Pharmacy Practice
127B
Office Hours: By Appointment
Email: sntrovinger@manchester.edu

Textbooks and Other Required and Recommended Learning Resources

Required: IPPE II Institutional Workbook (Canvas)

Prerequisites

1. P2 standing

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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. Inform and support patient-care decisions through the proper use of drug literature.	4B	C1.1, C2.1, C3.1	A30
2. Describe and use pharmacy medication use systems and technology that improve patient safety, pharmacy inventory management, drug / product storage, and medication distribution.	3B, 5B	C2.2, C2.4	A19, A31
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.	4A	C3.3, C4.4	A18, A23
4. Perform any pharmaceutical calculations needed to accurately dispense a prescription or medication order.	1B, 1C, 5B	C3.1	A11
5. Understand the key components and differences of sterile and non-sterile compounding of medication preparation.	5A, 5B	C2.2	A09, A31

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

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Course Schedule

Students will complete a minimum of 160 hours at their assigned rotation site over four weeks in either the January or June/July sections. Exact daily start and stop times are to be arranged with the preceptor. See IPPE II Institutional Workbook for details.

Description of Experience

This course will be an experiential on-site practice comprised of a four week focused learning session within an Institutional Pharmacy system.

Each student will be expected to actively participate within the institutional or hospital pharmacy team as well as complete targeted questions in the workbook designed to maximize learning and achieve the basic course ability based outcomes and skills.

Description of Teaching/Learning Methods

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.

Assessment, Grading, Attendance, and Student Responsibilities

IPPE II Institutional is pass / no pass course. To pass, students must receive a pass recommendation from their preceptor, as well as complete and turn in all required assignments, evaluations, and forms listed below.

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Workbook assignments

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

Assignment	Due in Canvas
1. Student Pre-rotation reflection	First Day of Rotation
2. Workbook	Last Friday of Rotation
3. Student Post-rotation reflection	Last Friday of Rotation

The student pre-rotation reflection needs to be completed **prior** to the first day and shared with the preceptor during orientation.

Evaluations

The following must be completed in CORE ELMS and discussed with preceptor:

Rotation Evaluations	Due in CORE ELMS
1. Student Self Evaluation (Midpoint)	Second Wednesday of Rotation
2. Preceptor Evaluation of Student (Midpoint)	Second Friday of Rotation
3. Preceptor Evaluation of Student (Final)	Last Friday of Rotation
4. Evaluation of Site/Preceptor	Last Friday of 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.

You must submit an affidavit of experience signed by your preceptor with at least 160 hours documented and the IPE field encounter in CORE to pass this class.

Attendance

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 or study time outside of the practice site. 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 sign the affidavit of experience at the end of the experience.

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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

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.

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 Experiential Education Manual 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.
- (iv) Students are to adhere to wearing a mask appropriately when on site

Responsibilities of the faculty:

Faculty will notify students in advance of changes to syllabus. In addition, not only will faculty be open to your authentic inquiries, but we encourage you to come to us with any questions or concerns.

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

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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'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 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).

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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.

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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>

Fort Wayne Counseling Services

Fwcounselingservices@manchester.edu

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.