



AUBURN

UNIVERSITY

HARRISON

SCHOOL OF PHARMACY

**Office of Experiential
Learning**

**Manual for Experiential
Education**

Contents:

- Information for Preceptors page 3
- Information for Student Pharmacists page 10
- Office of Experiential Learning Policies & Standards page 18
- State Board of Pharmacy and Intern/Extern Hours Information page 28

Information for Preceptors

Harrison School of Pharmacy Office of Experiential Learning

Mission and Faculty Role

The mission of Harrison School of Pharmacy is to prepare highly competent primary care practitioners who deliver pharmacy care to Alabama citizens either independently or in collaboration with other healthcare providers. The purpose of the Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are to give student pharmacists opportunities to develop and demonstrate achievement of this endpoint by practicing with pharmacist preceptors who serve as role models. As a student progresses through the practice experiences, he/she will develop the ability to independently resolve both routine and complex patient care problems and accomplish this by adapting to and functioning within the practice setting's pharmacy and medication use system. Special emphasis is given on developing the student's ability to resolve pharmaceutical-related problems with professional character, confidence and decisiveness.

Pharmacists interested in offering training for student pharmacists must express a willingness to be a preceptor and be able to provide direct supervision and guidance of student pharmacists.

Overview of the Practice Experiences

The Introductory Pharmacy Practice Experiences (IPPEs) consist of longitudinal patient care experiences (Pharmacy Practice Experiences, aka PPE) in 6 courses throughout the P1-P3 years as well as training in community and institutional pharmacy settings. These later practice experiences occur in the summers between the P1 and P2 years (community pharmacy) and the P2 and P3 years (institutional pharmacy). Each student completes 80 hours (2 weeks) of practice activities in these settings under the supervision of a licensed pharmacist preceptor.

The Advanced Pharmacy Practice Experiences (APPEs) are the final phase of the Harrison School of Pharmacy Doctor of Pharmacy curriculum. During this rotation sequence, the student pharmacist will complete 8, five-week rotation blocks that involve direct patient care; identification, prevention, and resolution of drug-related problems; and achievement of positive patient outcomes.

About Our Program- IPPE Rotations

Student pharmacists are required to complete both community and institutional IPPEs. These IPPE rotations are set up as follows:

- IPPE Community-2 weeks (80 hours) in the summer between the P1-P2 years
- IPPE Institutional-2 weeks (80 hours) in the summer between the P2-P3 years

These IPPEs are an important first introduction into pharmacy practice in the two most common pharmacy practice settings. Students should begin to learn the operational/distributive aspects of pharmacy practice as well as other practice activities at the training site.

About Our Program- Which APPE Rotation can you offer?

Primary Care

- Experiences occur in an acute medical care or ambulatory care setting in which patients initially access the healthcare system.

- Although both inpatient and outpatient experiences may be integrated, students must be able to spend at least 40% of their time in an outpatient/clinic environment.
- Students should be an active participant on a healthcare team.

Medicine

- Acute Care/Medicine experiences focus on hospitalized patients with diseases of the major organ systems.
- May involve medicine specialty areas such as cardiology, neurology, infectious disease, pediatrics/neonatology, or pulmonary medicine.

Selective-Drug Information or Medicine

- Additional experiences in Acute Care/Medicine as listed above or Drug Information.
- Drug Information experiences occur in a drug information center that routinely answers drug information questions from healthcare providers and/or the public. Students must have access to primary, secondary, and tertiary pharmacy and medical literature resources. Experiences include use of information technology.

Community Pharmaceutical Care

- Experiences occur in a chain or independent pharmacy.
- Experiences include pharmacy operations as well as pharmacy care services such as medication therapy management and disease state management.
- Experiences allow the student to manage patients and document patient care interventions and outcomes in profiles.
- The student should also be involved in any projects or new pharmacy care services that will help the pharmacy expand its direct patient care services.

Health System Pharmacy (HSP)

- Experiences occur in an institutional pharmacy setting.
- Experiences include pharmacy operations, medication distribution, and automation and may also include clinical activities such as medication reviews, antibiotic surveillance programs, pharmacokinetic monitoring, etc.
- Experiences allow the student to manage patients and document patient care interventions and outcomes in profiles.

Electives

- Experiences may be rotations that meet the criteria established for the above core rotations.
- Experiences also involve unique professional practice opportunities such as: public health/Indian Health Service, pharmaceutical industry, pharmacy management, managed healthcare, consulting/long-term care, home healthcare, professional associations, academic pharmacy, clinical research, cardiology, community pharmacy management, critical care, infectious diseases, international experiences, leadership, legislative/CO-OP, nuclear, neurology, nutrition support, oncology, pediatrics/neonatology, pediatric hematology/oncology, psychiatry and others

Description of Rotations

Doctor of Pharmacy students complete eight 5 week rotation blocks and must demonstrate achievement of the following ability-based outcomes by the end of the APPE sequence:

- Evaluate pharmacotherapy of individual patients
- Provide appropriate pharmacotherapy interventions to individual patients
- Maintain and enhance competence through self-directed learning
- Participate in public health and professional initiatives and policies
- Ensure appropriate drug distribution to individual patients
- Manage the pharmacy within the organization's business plan
- Develop practice and leadership
- Advance the profession

As the student progresses through the APPE sequence, he/she will develop the ability to independently resolve both routine and complex patient care problems and accomplish this by adapting to and functioning within the practice setting's pharmacy and medication use system. Special emphasis is placed on learning to resolve pharmaceutical-related problems with professional character, confidence, and decisiveness. The APPE sequence consists of the following rotations:

- Primary Care (2 blocks)
- Medicine/Acute Care (1 block)
- Community Pharmaceutical Care (1 block)
- Health Systems Practice (1 block)
- Electives (2 blocks)
- Selective-either Acute Care/Medicine or Drug Information (1 block)

We recommend the students work the preceptor's schedule, which may not always be the traditional hours Monday through Friday. Student pharmacists are expected to be at the training site for a minimum of 40 hours per week.

How do I become a Preceptor for Harrison School of Pharmacy?

Pharmacists interested in becoming a preceptor in our program should contact the Director of Experiential Learning. In order to become a preceptor you must receive an appointment as an Affiliate Clinical Faculty by Auburn University. In order to receive this appointment you must complete a Faculty Appointment Profile, and provide an updated copy of your CV/resume and a copy of your pharmacy school transcript. An affiliation agreement between your site and Auburn University must also be completed.

Once official paperwork is in place, the Office of Experiential Learning will work with you to develop a syllabus for your rotation. The Accreditation Council for Pharmacy Education (ACPE) requires that each student receive a syllabus for each APPE. Syllabi templates and examples are available to you through the Office of Experiential Learning. All preceptors should complete a preceptor development program prior to training students in the APPEs. Preceptor development programs are available from the Southeastern Pharmacy Experiential Education Consortium (SPEEC) through the University of Georgia College of Pharmacy CE & Outreach Program, The Pharmacist's Letter and seminars offered by schools of pharmacy or professional organizations.

All Alabama preceptors in our program are strongly encouraged to be a licensed preceptor with the Alabama State Board of Pharmacy in order for the preceptor to be able to sign Board required hours for student pharmacist licensure. More information about becoming a licensed preceptor is available at www.albop.com.

Student pharmacists are not allowed to receive remuneration for any of the practice experiences required in the HSOP curriculum. The Office of Experiential Learning recommends that students not attempt to work a separate job while in the APPE sequence because of the time commitment required to successfully complete each APPE. Rotation assignments are scheduled so that students do not train under a preceptor at any site they may have previously worked.

Pharmacists interested in learning more about our APPE program should contact the Director of Experiential Learning at 334-844-4329 or the APPE Coordinator at 334-844-4195.

Preceptor Qualifications

To become a preceptor for Harrison School of Pharmacy, a pharmacist must express a desire and willingness to educate and train student pharmacists within the pharmacist's practice setting. The pharmacist must be licensed in the state in which he/she practices and must be in good standing with the State Board of Pharmacy. He/She should be a positive role model for students, adhere to the pharmacist's code of ethical conduct and show a caring attitude toward patients. The preceptor should be able to provide appropriate feedback to students to ensure optimal growth of the student during the experience.

Requirements to become a Preceptor

Pharmacists interested in becoming a preceptor should contact the Director of Experiential Learning to discuss what opportunities are possible for student training within the practice setting. Preceptors must complete paperwork for an affiliate faculty appointment with Auburn University and submit a copy of college transcripts. This paperwork and the transcripts are forwarded to the Office of Provost for review and approval. Preceptors are expected to be competent practitioners who are committed to pharmacy education. The following are additional expectations:

- Adhere to the highest levels of ethical conduct and legal practice
- Have a license in good standing with all Boards of Pharmacy in the states in which you are licensed
- Complete an orientation to the program with the Director of Experiential Learning prior to having students assigned to them
- Complete at least 3 preceptor development modules prior to student assignment (these modules have been developed by the Southeastern Pharmacy Experiential Education Consortium specifically for preceptors of the schools/colleges of pharmacy in Alabama and Georgia; additional information about these modules will be provided once the affiliate faculty appointment has been completed)
- Abide by all program guidelines for student training and evaluation
- Be a licensed practitioner for at least 12 months in pharmacy practice (includes residency training)
- Be a licensed preceptor with the Alabama Board of Pharmacy if practicing in Alabama
- Demonstrate appropriate interpersonal and interprofessional communication and relationships
- Develop and provide a syllabus to each student for each training experience (syllabus templates are available from the Director of Experiential Learning; the Director is also available to assist with syllabus development)
- Have sufficient time to spend with student, providing one-on-one training and assessment in the specific area of pharmacy practice; communicate expectations to the student at the beginning of the rotation block
- Communicate with the Director of Experiential Learning if the preceptor is going to miss 5 or more consecutive days of a training period due to vacation, professional meetings, illness, etc.

The preceptor and Director will confirm and agree upon training activities for the students during the preceptor's extended absence. Full-time faculty must have the approval of the Department Head of Pharmacy Practice for time away from the practice site. A licensed pharmacist approved by the Director of Experiential Learning and/or the Department Head of Pharmacy Practice must supervise student pharmacists during any absence of the preceptor.

- Allow the student to assume responsibilities of pharmacists' functions under the supervision of a licensed pharmacist where permitted by law
- Provide feedback to student both verbally and written throughout the training period
- Be available to the student to answer questions and provide guidance throughout the training period
- Serve as a role model with regards to continual professional development and life-long learning; participate in professional organizations
- Participate in preceptor development modules and training

Harrison School of Pharmacy is interested in preceptors who:

- Provide direct patient care to diverse patient populations
- Possess appropriate clinical and teaching skills
- Counsel patients on medication therapy and disease states
- Provide medication therapy management services
- Interact with other health care professionals while providing pharmacy care
- Have access to medical and drug information resources

The training site should have adequate staff to support student training. Each site should also meet or exceed all standards set by accrediting bodies or governmental agencies and be in compliance with all state and federal laws pertaining to pharmacy practice. There should be one primary preceptor for any given practice experience who assumes the responsibility of student orientation, training and assessment.

Preceptors are evaluated by the Director of Experiential Learning and students. The Director will periodically conduct site visits with the preceptor to assess student training opportunities and discuss student experiences with the preceptor. Students are also required to complete a formal assessment of the preceptor and training experience at the end of each rotation block. This evaluation form can be viewed on the OEL website (http://www.pharmacy.auburn.edu/oel/pdf/students_feedback_form.pdf).

Description of the Curriculum and Sequence

The Doctor of Pharmacy curriculum allows student pharmacists to achieve ability-based outcomes as they matriculate through the program's coursework. Each of these outcome statements describes an activity or function that requires the integration of a set of knowledge, skills, attitudes, and values. The Pharmaceutical Care Ability Profile (PCAP) provides a mechanism for assessing the ability-based outcomes that a Doctor of Pharmacy candidate must demonstrate during the APPEs in order to graduate. Therefore, in this final year the student pharmacist will make the final steps towards graduation by demonstrating these abilities in the actual practice setting. Specifically, the student pharmacist will achieve the ability to resolve both routine and complex pharmaceutical-related problems without instructor/practitioner intervention.

Consistent with the goal of preparing primary care practitioners who can successfully practice within any settings where Alabama citizens need access to health care, the Department of Pharmacy Practice has established Primary Care as its focus. The Department has fortified a theme of Primary Care by establishing a faculty in which most all of them have post-graduate training/expertise in family practice, ambulatory care, internal medicine, and pediatrics. These faculty members practice at regional sites across Alabama and in Columbus, Georgia, that are affiliated with medical residency programs, primary

care clinics, ambulatory care clinics, and local or regional medical centers that provide citizens with initial access to health care. Therefore, the majority of practice experiences occur in primary care settings and other health system environments that immediately support primary care practitioners in the community.

The type and sequence of practice experiences has also been established for the purpose of preparing primary care practitioners who can provide pharmacy care.

Regional placement of Student Pharmacists for the IPPE and APPE rotations:

Students are placed in one of 4 clinical education centers for the IPPE rotations and APPEs.

- Auburn-Montgomery, AL-Columbus, GA
- Birmingham-Tuscaloosa, AL
- Huntsville/North Alabama
- Mobile-Biloxi, MS-Pensacola, FL

Student pharmacists may also elect to complete up to two APPE rotations at sites outside of the above regions. Student pharmacists who desire more than 2 rotations will be given special consideration; however, they must have demonstrated both academic and professional excellence during the first 3 years of pharmacy school.

Student Assessment

The assessment and evaluation processes have been specifically designed using an outcomes-based model. Since the purpose of an abilities-based outcome curriculum is to prepare student pharmacists who can "do" what they "know", the format of the assessment and evaluation methods involve direct observation in the actual practice setting, evaluation of documents that provide evidence of patient care activities (e.g., SOAP notes and other documentations), and clinical simulations using standardized patients (milestone exams). For example, preceptors observe and evaluate a student pharmacist's daily performance using a scale with a continuum, where, at the lowest level the student pharmacist requires instructor intervention in order to correctly perform a task and at the highest level is able to independently perform the task. For the 8 APPE rotation blocks, student pharmacists must demonstrate growth along this continuum as they progress through these practice experiences. In order to successfully pass, the student pharmacist must be able to correctly perform both routine and complex tasks without the instructor having to use interventions such as directed questioning or pointing out errors. Preceptors are required to complete the evaluation forms for both IPPEs and APPEs in E*Value (www.e-value.net). Additional information is also available on the Office of Experiential Learning website (www.pharmacy.auburn.edu/oel/index.aspx) or the home page in E*Value.

Federal Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student educational records. This federal law is very important to education institutions and should be reviewed by faculty and preceptors. More information about FERPA can be obtained from the following website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Information for Student Pharmacists

Advance Pharmacy Practice Experience (APPE) Region and Site Placement

I. Region Assignment

A. Each year a predetermined number of student pharmacists will be assigned to each region based on resource availability. Should resources change student pharmacists may be required to change regions.

B. For scheduling purposes, each student pharmacist will be asked to rank the following 6 regions for placement. Some regions may be combined or further subdivided based on preceptor availability. Regional placement is completed electronically in E*Value.

- Auburn-Montgomery, AL
- Columbus, GA
- Birmingham, AL
- Tuscaloosa, AL
- Mobile, AL- Biloxi, MS-Pensacola, FL
- Huntsville-Decatur, AL

C. Student pharmacists who fail to return their ranked order of region preference will be placed in the last region with availability.

D. Student pharmacists will be notified of region assignments in the early part of Fall semester of the P3 year.

E. After posting of the region assignments, student pharmacists wishing to be in a different region from the one they were assigned, may request via email to be put on a waiting list for a different region if availability develops. All requests for the waiting list will be prioritized based on the time the email is sent to the Office of Experiential Learning APPE Coordinator. A waiting list only means that if there is an additional opening in the region those student pharmacists will be considered for placement.

F. Student pharmacists must be prepared to have rotations in any city in their region. There are no guarantees that students will get all rotations in a certain city or area of their region.

G. Student pharmacists will have several weeks to swap regions with other students before rotation assignments are made. Student pharmacists may "swap" regions if both students sign an affidavit indicating agreement. However, this swap may only occur after all initial region assignments have been posted. Any type of payment for such swaps are not permitted and will result in disciplinary action. After the draft schedule is prepared, student pharmacists may work out swaps for individual rotations with classmates. The final approval of any swaps will be determined by the OEL.

H. Once final rotation assignments are made, no rotation or region swapping is allowed unless resources change.

II. Special Circumstances

Student pharmacists are notified upon admission to pharmacy school that they will likely be required to

relocate in the P4 year. There are some special circumstances where specific student pharmacist or family needs may allow for consideration of placement in specific regional assignment/rotation placements. The following criteria have been established to allow special circumstances to be addressed when possible, while maintaining as much fairness as possible for all student pharmacists. Region assignment priority will generally be considered in the following circumstances:

- Single parent with primary custody of child/children
- Married parent who is the primary caregiver of an infant/child
- Primary caregiver of an adult family member with a disability or serious illness requiring special care
- Parent of a child with special needs
- Parent with a child or children in the local school system

In addition, any student pharmacist with a serious medical illness requiring access to special medical care will be assigned to the necessary region before all other student pharmacists. A physician's letter or documentation from the Office of Student's With Disabilities may be requested to determine eligibility for this special circumstance. Student pharmacists who have a spouse or child with a serious illness may also request placement for this special circumstance.

In addition, the HSOP will attempt to address the following situations:

- An attempt will be made to assign P4 student pharmacists who are married to another P4 student pharmacist to the same region.
- An attempt will be made to place student pharmacists who are married to other HSOP student pharmacists in either the Auburn or Mobile regions (as appropriate).
- An attempt will be made to place student pharmacists who are married to students enrolled at Auburn University or another local university/college to regions in close proximity to where the spouse is located.
- An attempt will be made to place student pharmacists who are married and whose spouse is the primary financial support for the household to regions that will allow maintenance of a single household.

Other circumstances will be evaluated on a case-by-case basis by the Office of Experiential Learning and the Associate Dean for Student Affairs.

Owning a home in a desired region is not a special circumstance for preferred region assignment.

Students requesting special consideration for the Auburn-Montgomery region may be accommodated by being placed in the Columbus, GA region, which is within driving distance from Auburn. Likewise, students requesting special consideration for the Birmingham region or Tuscaloosa region may be accommodated by being placed in either of those regions, which are within driving distance of each other.

Special financial aid may be available to P4 student pharmacists who have specific needs. These student pharmacists should contact the Office of Academic and Student Affairs for further information.

III. Rotation Assignments

A. Student pharmacists will enter their preferences for required rotations in E*Value when the selection period opens in Fall semester of the P3 year. Preferentially students will be placed with full-time faculty members before affiliate faculty.

B. Each student will receive one block off during the P4 year. This off block will be assigned during the rotation scheduling process with program needs and availability dictating student placement for this off block.

C. Each student will complete two electives during the P4 year. Students may not have both electives in a community pharmacy or HSP rotation and only one elective can be in a non-patient care setting.

D. Student pharmacists may request special rotations that are not within the School's established regions. However, the student pharmacist may have no more than two such rotations without special permission of his/her PPE mentor, the Director of Experiential Learning and the Office of Academic Affairs. Sites must provide a learning experience that is not available in any of our current regions. Student pharmacists should also understand that some out-of-area electives have limited availability and there is a risk that placements could be cancelled. Student pharmacists desiring such a site are expected to identify the potential site/preceptor and provide this information to the Advanced Practice Experience Coordinator via email. These sites/preceptors must meet predefined criteria established by the School of Pharmacy.

E. Following initial assignment of required and elective rotations, student pharmacists may request any rotation openings that are still available in their region. A rotation will be substituted for another as long as it can be substituted "rotation block-for-rotation block" (e.g., rotations will not be rescheduled to find the best fit).

F. The goal is to have your P4 schedule completed by the end of Fall semester of the P3 Year. Your schedule will be available online in E*Value.

G. Once all regional rotation assignments are made, student pharmacists may request any rotation openings that are still available in other regions. A rotation will be substituted for another as long as it can be substituted "rotation block-for-rotation block" (e.g., rotations will not be rescheduled to find the best fit).

H. When the OEL has announced that the schedule is closed, no further requests for changes to rotations can be made. Changes to rotation schedules after this point will only be made if preceptor availability changes.

IV. Student considerations when making preferences for rotations

- A. If you are planning to pursue a residency or are undecided about a residency, you should consider making preferences for electives that are clinical based practice experiences. Good options for clinical electives include medicine rotations in hospitals or primary care rotations in clinics. Since you already have 2 primary care rotations that are required, it may benefit you to choose a medicine elective in a hospital.
- B. If you are pursuing a residency, you should probably consider requesting a drug information selective rotation.
- C. If you are planning to pursue a career in community/retail pharmacy, you should probably consider a variety of community pharmacy (retail chain vs independent pharmacy) or community pharmacy management electives.
- D. If you have any questions about what electives you should consider, please talk with your PPE mentor(s), the director of OEL or other faculty members.

Harrison School of Pharmacy
Office of Experiential Learning

Frequently Asked Questions for Rotation Selection

How do I know which preceptor to select for a rotation?

In some cases there are only one or two instructors in each region for a course so it may not matter. For other rotations, see which preceptors are available, then look them up in E*Value to learn more about their practice site. Some may have a copy of their current syllabus that you can review.

Can I contact a preceptor to get more information about the rotation before I select rotations?

NO.

Please ask the APPE Coordinator or Director of Experiential Learning for information about a preceptor or site instead of contacting them. Understand that our preceptors/sites have full time practices and if student after student contacted them with questions, they would soon be spending more time answering questions than providing patient care. See our policies about this at http://www.pharmacy.auburn.edu/oel/pdfs/rotation_policies_and_standards.pdf. Please remember to utilize the slide sets that are available on the OEL website, as well as students, currently on rotations.

Can I select a rotation where I have worked at already and can I get paid on rotations?

NO.

Due to ACPE accreditation standards, students are not allowed to have a rotation where they have already worked or with a pharmacist they have worked with/for previously. For example, if you worked at a retail chain store, you cannot have a rotation under the pharmacist you worked for at that store. You could however, have a rotation at that same chain, just in another area. You are not allowed to be paid while on a rotations where you will receive a grade. You can work and get paid during your off blocks.

Can I have a rotation in my hometown if it is not already on Auburn's list of sites?

If you can show that this site is offering something unique that we do not offer in any of our regions, we will evaluate the site. Please do not ask for a community pharmacy or management rotation because we already have these types of rotations available.

How do I get rotations in another region?

Once the first complete draft of the schedule is finalized, OEL will open up any vacant rotations for students from other regions. This will most likely occur in January.

How many rotations can I go to which are outside our regions?

The maximum number of out of area rotations allowed is two rotations. Out of area rotation requests must be approved by your PPE mentors, as well as the Associate Dean for Academic

and Student Affairs. Student pharmacists must realize that out of area rotation assignments may change based on your academic progress during your P3 year. Due to completion of P4 requirements prior to graduation, out of area rotations may not be offered in March and April.

When is the rotation schedule finalized? When do I need to secure housing in my region?

We will do our best to finalize the rotation schedule before the end of Fall semester of your P3 year. Many students start narrowing down housing choices during the December break and finalize housing in January or February when the rotation schedule is complete.

Can my schedule change before or during rotations?

While we would like to say the answer is no, please understand that things may occur before or during the rotation period that will limit or change preceptor availability. We try to reschedule rotations that must be changed to have the least negative impact on the student. Understand however, if your schedule needs to change, you should be as flexible as possible to ensure that you graduate on time.

Can I change my schedule after the schedule is posted as FINAL?

Only rare circumstances allow for changes to the schedule after it is finalized and posted.

Harrison School of Pharmacy
Office of Experiential Learning
Frequently Asked Questions

How do I initially contact my preceptor?

Contact information for all current preceptors is available in E*Value. You are expected to contact your preceptor 2 weeks prior to start of each rotation and confirm that you will be starting the next rotation with that preceptor. At that time, you should find out: 1) what time to arrive, 2) where to meet, 3) directions for getting there, 3) who you should initially meet with, and 4) any special expectations such as dress, parking, etc. Note: For January rotations, you should contact your preceptor before December 15th.

What should I bring on the first day?

You are expected to contact your preceptor before the rotation starts and confirm what to bring. You should bring your white jacket with ID badge, black pen (medical notes can only be written using black ink), calculator, and any handbooks or other resources that may be helpful in preparing patient work ups. Since computers are sometimes hard to access at clinical sites, you should inquire from the preceptor if you should bring your notebook computer or PDA.

What should I be ready to do on the first day?

On the first day, you should sit down with your preceptor and review what you expect to achieve during the rotation. At this time, you should discuss any strengths, weaknesses, and problems that you are having in achieving the program outcomes. Your preceptor may also ask you about your plans following graduation since this may help him/her design a rotation that will help you achieve your personal career plans. At this time, you will also find it beneficial to learn about your preceptor's career path and his/her philosophy of practice. You should also develop a clear understanding about what the preceptor expects for you to achieve on the rotation, and deadlines for specific projects and assignments. By the end of this initial session, you should also have a clear understanding of what your daily responsibilities will be, how you will be evaluated and any special directions for working up and documenting patient care activities. The preceptor should also provide a copy of the rotation syllabus.

What will be the typical daily responsibilities?

This will depend on the type of rotation setting you will be in. Students should expect a **minimum** of 8 hours/day and 40 hours/week. In an **outpatient ambulatory setting**, you will spend most of the day seeing patients who present to the clinic with various medical problems. Initially, your preceptor will explain and role model the procedures for evaluating patients and reviewing your findings with a physician. You will then have an opportunity to see patients and prepare a SOAP note yourself. After performing the patient assessment and work up, you will be expected to review your findings with the preceptor and physician before implementing your plan.

In the **outpatient community pharmacy setting**, you will spend most of your day assessing patient needs and counseling patients who present with new prescriptions. You may also spend time helping to either initiate or maintain a disease screening or management program or other innovative service.

In the **inpatient setting**, the first thing you need to do each morning is review each patient's chart and note changes in medications/medical status that have occurred overnight. You are expected to accomplish this prior to morning rounds so that you are prepared to actively participate in team discussions and can recommend changes that are needed in the patient's drug therapy.

How Will I Be Evaluated During The Rotation?

At the end of each rotation, you will be assigned a letter grade using the criteria established in the rotation syllabus. For all rotations, a major percentage of your grade will be determined based on your preceptor's observations of your daily

performance. The preceptor will accomplish this by completing an evaluation form called, "The Pharmaceutical Care Ability Profile" (PCAP). You should review the evaluation criteria on the PCAP in order to have a clear understanding of how you will be evaluated. The PCAP is available for review in E*Value.

During each rotation, you will also likely have presentations, special projects and/or other assignments. Do not wait to the last minute to complete these activities! Each individual preceptor will determine what percentage of your final grade will consist of these presentations, special projects and/or other assignments.

How Many Presentations and Written Assignments Will I Have To Complete During My Rotations?

By the end of your P4 year, you must also successfully complete a minimum 7 presentations for the Professional Communications Course (PYPP 5690). These presentations will consist of **2 In-service Presentations, 2 Patient Presentations, 2 Journal Club Presentations and 1 selective presentation (either a patient presentation or journal club). Two written assignments are also required for this course. These written assignments may include newsletter articles, formal drug information request write-ups, formulary reviews, medication/drug usage evaluation, manuscript, and poster at a national meeting. To successfully complete this course**, you must achieve an average score of 85 on all patient presentations, an average score of 85 on all journal clubs, an average score of 85 on all in-services and an average score of 85 on all written assignments. If you and your preceptor decide to make these a part of your rotation activities, a portion of your grade will be based on your performance during these presentations. Note that you may have more than the minimum number of presentations and/or writing assignments depending on how many of your preceptors require them as part of rotations responsibilities. Please make sure that you review the outline you are expected to follow when preparing for these presentations. A good grade is more easily achieved if you follow the established guidelines. These guidelines can be found on the OEL website (http://www.pharmacy.auburn.edu/oel/syllabi_forms.htm). The evaluation forms for presentation is available on the OEL website. The evaluation form for written assignments is available on the E*Value home page.

Office of Experiential Learning

Policies and Standards

Harrison School of Pharmacy
Office of Experiential Learning
Rotation Policies and Standards

Introduction

The following standards have been established for the Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) sequence of the Doctor of Pharmacy curriculum so that student pharmacists will perform in a manner that is consistent with what is expected of a professional. These standards apply at all sites where the student pharmacist is assigned or approved to be during the rotation months. Questions about these policies should be directed to the Office of Experiential Learning (334-844-4195). These policies are periodically updated and students should reference them frequently.

Policies

Liability Insurance*

All student pharmacists must obtain and maintain professional liability insurance. Student pharmacists who already carry personal liability insurance must provide a copy of their policy to the Office of Experiential Learning (OEL). Student pharmacists not having liability insurance will be dropped from the class rolls.

Immunizations*

All student pharmacists are required to provide proof of the following immunizations to the Office of Experiential Learning (OEL):

- Measles, mumps, rubella (MMR)
- Varicella (chicken pox)
- Hepatitis B; vaccine series and documentation of antibody titer required
- Tetanus, diphtheria, pertussis (Tdap); Booster with tetanus/diphtheria (Td) required every 10 years

Proof of immunity, as appropriate, may be provided in lieu of vaccination records

Additional information regarding immunizations can be found on the Center for Disease Control and Prevention website at www.cdc.gov under *Health Topics A-Z*.

TB Skin Testing*

All student pharmacists are required to obtain a TB skin test (ppd) annually. Proof of a negative test or appropriate medical follow-up and treatment for a positive test must be provided to the OEL each year. Students who have had a previous positive TB skin test with appropriate medical evaluation and treatment should complete a symptoms assessment form with OEL annually. Additional information regarding TB skin testing can be found on the Center for Disease Control and Prevention website at www.cdc.gov under *Health Topics A-Z*.

CPR*

All student pharmacists are required to obtain CPR (health care provider) certification and maintain these certifications throughout the P1-P4 years. Proof and updated proof of CPR certification must be provided to the OEL annually.

Health Insurance*

All student pharmacists are required to provide proof of health insurance coverage. This proof of coverage should be provided annually to the OEL by the 5th day of classes each Fall semester.

***These requirements must be maintained throughout your enrollment in Harrison School of Pharmacy. Failure to**

maintain these requirements may prevent successful progression through the program and may delay graduation.

HIPAA and Blood Borne Pathogen Training

All student pharmacists are required to complete training on HIPAA and prevention of exposure to blood borne pathogens annually and prior to beginning of APPE rotations. This training will be available through The Pharmacist's Letter. Students will be provided with more information on this training during orientations sessions at the beginning of Fall semester and again in Spring semester of the P3 year for students beginning the APPEs.

Background Checks and Drug Screens

Student pharmacists will be required to complete an annual background check update before beginning the IPPEs each year or APPEs. Students may also have to complete a drug screen and/or fingerprinting if required by policy of the training site before beginning practice experiences at that training site. The costs of these screenings are the responsibility of the student pharmacist. Background check information obtained may include: felonies and misdemeanors by county, state or federal search, Social Security Number identification, Violent Sexual Offender and Predator Registry search, HHS/OIG List of Excluded Individuals, GSA List of Parties Excluded from federal program, previous employment verification, and/or motor vehicle report.

Drug screens may include a 5-panel, 8-panel or 10-panel drug screen. HSOP's Policy on Chemical Dependence is available at: http://www.pharmacy.auburn.edu/prospective_students/professional_degree/chemical_dependency.htm.

Based upon the results of the background check and/or drug screen, students may be prevented from completing a practice experience(s) at a particular training site. Results of these background checks and drug screens requiring further review will be completed by the Director of Experiential Learning, Associate Dean for Academic and Student Affairs and/or the Dean of the School of Pharmacy. Confidentiality of background check and drug screen results will be maintained at all times.

Policies Pertaining to Rotation Changes

Due to limited personnel and resources, rotation changes will only be made after the start of the P4 year when a change occurs in preceptor availability, the Program Director announces that a new site is available, or extenuating circumstances occur.

When the need for rotation changes arise, student pharmacist preferences will be considered and must be approved by the APPE Coordinator and/or Director. Changes in rotations will be based on preceptor/site availability. Rotation changes must not compromise the overall quality of the rotation sequence that was established at the beginning of the P4 year. The APPE Coordinator and/or the Director are responsible for final review and approval of all rotation changes.

When a change in rotation assignment is necessary, the Program Director or Coordinator will contact a potential site and make the necessary arrangements for student pharmacist placement. Student pharmacists are not to contact a potential individual preceptor/site themselves. If the student pharmacist initiates any such contact, he/she will not be assigned to that site.

When a student pharmacist must be reassigned due to loss of a preceptor/site, the Office of Experiential Learning will assist the student pharmacist in addressing issues such as start and end dates for the rotation.

Student pharmacists will not be allowed to use their "off-months" to make up any rotation unless this is approved by Committee on Academic Requirements and Professionalism (CARP) and/or the Experiential Learning Director and Associate Dean.

If a student pharmacist incurs an "Incomplete" grade due to absences, a contract for completion must be signed so that both the Office and the student pharmacist understand the deadlines by which the incomplete grade must be made up and under what circumstances the incomplete work may result in delayed graduation.

Grade Assignment For Class Withdrawals

No grade penalty shall be assigned for dropping a rotation course on or before the 5th working day of the rotation. A student pharmacist who withdraws on or before the 5th working day will be assigned a course grade of W (Withdrawn Passing).

If the student pharmacist withdraws between day 6 and day 10 of the rotation, the course grade will be assigned at the preceptor's discretion based on the student pharmacist's performance. The grade will be either W (Withdrawn-Passing) or WF

(Withdrawn-Failing).

A rotation may be dropped with a W (Withdrawn-Passing) after day 10 only under unusual circumstances. A grade of W may be assigned only when the preceptor indicates that the student pharmacist is clearly passing the rotation. Graduating on time could be affected if courses are dropped. Graduations at Auburn University are in May, August and December.

Grade Assignment for Successful Completion of Each Advance Practice Experience

Successful completion of each rotation requires a final grade of $\geq 70\%$ (letter grade of C or higher). Grades of $< 70\%$ (letter grade of D or F) in any rotation require the student pharmacist to repeat that rotation. Assignment for this repeat rotation will be based on preceptor/site availability. Assignment in a student's vacation block is not guaranteed and therefore graduation may be delayed. Student's having to repeat a rotation will be placed with full-time faculty based on availability. Repeat rotations may need to occur in a different region than the student's assigned region.

Student Evaluation of Preceptor and Advanced Pharmacy Practice Experiences

Each student pharmacist must complete a formal evaluation of each APPE and preceptor prior to receiving an official grade assignment for the rotation. This evaluation is done in E*Value and must be completed during the last 5 days of the rotation.

Policies Pertaining to Site Requirements

Students will be required to submit to background checks and/or drug screening as required by sites where students are placed for rotations. All costs associated with these requirements are the student's responsibility. Based upon the results, students may be prevented from completing a rotation(s) at the site.

Immunizations, physical exams and other site specific training may also be a site requirement. Students are responsible for ensuring he/she has met any additional site requirements prior to starting rotations at that site.

Standards - Professional Conduct - Adhering to the norms of the health professional setting and what is expected of a professional

Identification as a Student Pharmacist

All student pharmacists must wear a white, long-sleeved waist-length jacket with their name/ID badge above the left pocket when in any patient care setting.

Professional Attire

Student pharmacists must wear professional attire as established by the Harrison School of Pharmacy Standard of Professional Attire. Standards of professional attire (i.e., dress code) for training sites may differ from the HSOP Standards of Professional Attire Policy. Student pharmacists are expected to adhere to the professional attire criteria established by each assigned rotation site.

Communications and contact information

Student pharmacists are expected to check their Auburn University email at least daily while on rotations. During the off months student pharmacists should check email at least weekly for communication of important information. Student pharmacists are also required to keep their contact information updated with OEL to include current address and contact number.

Schedule

In order to facilitate development of the student pharmacist's patient care responsibilities, the APPE calendar does not follow holidays designated by the University. Student pharmacists may be required to be present at the practice site on weekends, evenings, and holidays. The schedule for the rotation block is developed by the primary preceptor and is not at the discretion of the student pharmacist.

Student pharmacists are required to contact their upcoming preceptor at least 2 weeks before the rotation start date. The student pharmacist is expected to verify with the preceptor the time and place to meet on the first day of the rotation, dress requirements, parking or traffic concerns, any necessary pre-rotation assignments and exchange contact numbers. The student pharmacist is expected to confirm either verbally or via email reply the plans for starting the rotation (i.e., it is not acceptable to

just leave a message for the preceptor via phone). The student pharmacist is also expected to request any absences during the rotation in writing at this time.

All student pharmacists are expected to be present at the rotation site at the times established by the individual preceptor. Student pharmacists who leave the rotation site to go to the library or other learning site must have permission of their primary preceptor before leaving and must be accessible by pager.

Student pharmacists who leave the rotation site to work at an outside job or engage in non-rotation activities will receive a failing grade for the rotation.

Student pharmacists are expected to assist/ follow-up with patient care after the usual rotation hours if needed in order to ensure appropriate care is provided to all patients. Student pharmacists may find it necessary to come in on the weekend in order to accomplish patient care responsibilities for Monday morning in a timely manner.

Absences

Students do not have excused absences from rotations unless there is a school sponsored event in which their presence is required. The student pharmacist is expected to notify the preceptor by phone at least an hour before the scheduled time that the rotation begins if he or she is unable to attend rotation activities.

Any absences may be required to be made up at the preceptor's discretion. Three specific examples are listed below:

- a. **Illnesses**-The student pharmacist may be requested to provide a confirming letter from his/her physician for illnesses greater than 2 days.
- b. **Death in the immediate family**-Immediate family includes spouse, children, parents, grandparents, siblings, aunts, and uncles.
- c. **Medical appointments**-The student pharmacist is expected to schedule such appointments during hours that would least interfere with rotation activities and patient care.

If any of the above absences results in >4 days absence from the rotation, the preceptor has the authority to lower the course grade by one letter. If the student pharmacist misses more than 5 days of a rotation, he/she may be required to repeat the rotation. In both of these instances, the preceptor will confer with the Program Director before making a final decision. Any expected absences for interviews, professional meetings, or personal appointments should be discussed with the preceptor before being scheduled. As stated previously, the preceptor may require the student pharmacist to spend additional time at the rotation site to make-up any absences.

Tardiness

Student pharmacists should allow adequate time for traffic and parking so that they arrive at the rotation site in time to begin rotation activities. If a situation occurs that will result in the student pharmacist arriving late any time during the day, the student must contact the preceptor immediately by phone. The preceptor may lower the course grade by one full letter grade or dismiss the student pharmacist from the rotation if he or she determines that excessive tardiness is a problem.

Personal Counseling Services

Student pharmacists who feel they need personal counseling services may obtain such services through the Office of Academic and Student Affairs (OASA). Please contact the Coordinator of Student Services in the OASA or the Associate Dean of Academic and Student Affairs for more information.

Attendance at professional meetings

The student pharmacist should discuss attendance at professional meetings with preceptors as soon as possible. The preceptor has the discretion to require the student pharmacist to make up any time missed.

Academic Probation and Remediation

Student pharmacists having academic difficulties will meet with the Director of Experiential Learning to develop a plan to address his/her learning needs. If a rotation has to be repeated, the Office of Experiential Learning will attempt to reschedule rotations in that same region. It is possible that depending on faculty availability, the student pharmacist may have to relocate to another region. The Committee on Academic Requirements and Professionalism (CARP) may also be involved with decisions regarding student performance and progression in the APPEs.

Information on plagiarism can be found on the OEL website. Students should review this information and be familiar with how to avoid plagiarism in written documents and presentations required for the completion of the practice experiences.

Site Standards and Policies

The student pharmacist must follow the Department of Pharmacy Standards, Policies and Procedures that have been established at each clinical site. Student pharmacists are responsible for reviewing the standards and policies prior to beginning a rotation at a new rotation site. Student pharmacists who breach the expectations outlined in any Standards, Policies and Procedures may be asked to leave the rotation site immediately and may receive a failing grade.

Intern Licenses

Student pharmacists completing rotations in states other than Alabama are required to obtain necessary intern licenses with the appropriate State Board of Pharmacy. Any expense for these licenses is the responsibility of the student.

Ethical and legal decision-making

The student pharmacist is expected to maintain professional ethics and adhere to practice laws. Student pharmacists who breach this expectation may be asked to leave the rotation site immediately and may receive a failing grade. Student pharmacists may also be brought before the School's Honor Board for academic or professional misconduct.

Academic Grievances

Challenges of rotation grades by student pharmacists must follow the Student Academic Grievance Policy outlined in the Tiger Cub Student Handbook.

Concerns of Harassment or Discrimination

Harassment and discrimination will not be tolerated. Any concerns of harassment or discrimination should be brought to the attention of the preceptor, Director of Experiential Learning, or Associate Dean of Academic and Student Affairs. Auburn University and Harrison School of Pharmacy will not discriminate against any student based on race, color, sex, religion, national origin, age, sexual orientation, disability or veteran status.

Telephone Access

The student pharmacist must gain preceptor approval before making any long distance telephone calls that may be charged to the health care facility. Be sure to check with the preceptor to determine if cell phones are allowed. Some sites have strict policies about cell phones as they may interfere with biomedical equipment and compromise patient care. Cell phones should never be used in patient care areas while on rotation.

Photocopying/Duplication Charges

Student pharmacists should contact the individual site coordinator concerning charges for duplication (photocopying) of articles, etc. In general, the student pharmacist is responsible for the cost of duplicating articles and other printed material related to experiential learning.

Standards - Altruism- Doing what is in the best interest of the patient rather than yourself

Priority for Patient Care

During the established rotation hours, patient care takes precedence over preparation for presentations or any rotation projects.

Patient Care is a Full-time Responsibility

During rotations, employment is strongly discouraged. Rotations and patient care are considered to be a full-time responsibility.

In addition, some preceptors may require the student pharmacist to be on-call or complete rotation activities outside the usual 7:00AM to 5:00PM work day. Student pharmacists who leave the rotation site for purposes of employment may receive a failing grade for the rotation.

Post-Graduate/Career Interviews

The student pharmacist may be allowed up to 4 days of the total rotation sequence to interview for prospective residencies, fellowships and jobs. Student pharmacists who find they need more time in order to complete all interviews for residencies/fellowships may obtain approval by contacting the APPE Coordinator and/or Program Director. The student pharmacist must assure that all patients have their needs met before leaving or that someone will follow up with patient care needs during the student pharmacist's absence. These interviews should be scheduled at a time so that they do not negatively impact the provision of patient care or practice experience and should be coordinated with the preceptor as early as possible. Whenever possible, interviews should be arranged at the very beginning or end of a rotation. The preceptor may outline additional time at the rotation site or assignments to compensate for these absences.

Attendance at Conferences / Meetings

Student pharmacists are usually encouraged and may be excused to attend approved major professional meetings or conferences. The student pharmacist must assure that all patients he/she is responsible for have their needs met before leaving or that someone will follow up with patient care needs during the student pharmacist's absence. Attendance at professional meetings should be approved and coordinated with the preceptor and Program Director prior to the beginning of the rotation. The preceptor may outline additional time or work to compensate for these absences.

Standards - Patient Confidentiality

Confidentiality

The student pharmacist must maintain confidentiality related to all patients, the preceptor's practice, and other protected information at all times. Patients are not to be discussed outside patient care areas such as in the elevators, halls and cafeterias. Student pharmacists should follow HIPAA procedures at all sites and should review and be familiar with the information on the OEL website regarding HIPAA and patient confidentiality prior to beginning rotations. Student pharmacists will be required to complete HIPAA training prior to beginning rotations and complete this training at the training site if required by policy to do so at the training site.

Patient Records

Patient records are not to be removed from any nursing unit, clinic or medical facility. In addition, student pharmacists are not allowed to request a chart from medical records without preceptor approval. Photocopying or printing of any patient chart/electronic medical record is not permitted.

Standards - Commitment to Improving Quality of Patient Care and Professional Responsibilities- Working collaboratively with colleagues to identify and prevent practice errors; accountable to colleagues

Drug Information

The student pharmacist is responsible for reviewing with the preceptor any drug information responses and other patient care recommendations prior to communicating them to a physician or other health care professional.

Patient Care Recommendations

The student pharmacist must obtain preceptor/ physician approval before making any recommendations directly to the patient.

Standards - Professional Responsibilities- Student pharmacists are expected to be reliable, dependable, punctual, and conscientious, demonstrate commitment to excellence, be accountable to patients and colleagues, follow-through on all responsibilities and go above and beyond the call of duty

Accountability When Illness Occurs

When illness or a family emergency occurs, the student pharmacist is expected to contact the preceptor by phone. This contact should be made immediately during the usual work day or at least one hour before the rotation is scheduled to start if the event occurs during the night.

Accountability to Colleagues in Attending Presentations

The student pharmacist is required to attend all platforms, patient presentations, and journal club presentations of fellow students unless instructed not to so by the preceptor because of patient care responsibilities. Unapproved absence from these presentations may result in the rotation grade being lowered one letter grade.

Presentation Responsibilities

Student pharmacists who fail to present a scheduled in-service, patient presentation or journal club (without an excused absence) are subject to receive a failing grade for the rotation.

Punctuality

It will be considered a day of unexcused absence if the student pharmacist does not arrive at the rotation site or rotation activities at the time designated by the preceptor. If the student pharmacist encounters a situation that will cause him/her to arrive late, the preceptor should be contacted immediately and/or the student pharmacist must discuss the situation with the preceptor as soon as he/she arrives at the rotation site or activity. The preceptor may assign a failing grade for any unexcused absences.

Standards - Diversity and Cultural Competence

Student pharmacists are expected to be respectful of the culture, social status, and lifestyle of all individuals they meet at the clinical training sites. If the preceptor witnesses non-adherence with this policy or believes these expectations are not being met, he/she may request that the student pharmacist be removed from the site immediately. The preceptor may assign a failing grade in such situations.

Standards - Respect

Respect for Colleagues

The student pharmacist must exhibit respect for peers and other professional colleagues such as pharmacy residents, medical residents, physicians, nurses and pharmacy technicians when at the rotation site. Pharmacy residents are affiliate faculty members and student pharmacists are expected to provide them the same level of respect as other faculty. If personnel at the site or the preceptor believe these expectations are not being met, he/she may request that the student pharmacist be removed from the site immediately. The preceptor may assign a failing grade in such situations.

Respect for Patients

The student pharmacist must exhibit respect for all patients at all times. If personnel at the site or the preceptor believe these expectations are not being met, he/she may request that the student pharmacist be removed from the site immediately. The preceptor may assign a failing grade in such situations.

Standards – Competence- Excellence in quality of work (accuracy, completeness), uses appropriate decision-making and problem solving abilities and able to prioritize tasks

Expectations

The site and preceptor expect the student pharmacist to demonstrate excellence in quality of work and other aspects of functioning within the practice setting. Student pharmacists who do not maintain this expectation are a liability to the site and may compromise the quality of patient care. If the preceptor or other professional personnel at the site believe these expectations are not being met, he/she may request that the student pharmacist be removed from the site immediately. The

Director of Experiential Learning may also initiate removal of a student pharmacist from a site in cases where there is evidence that patient care may be compromised, and must approve any decision to remove a student from a practice site. A failing grade may be assigned in such situations.

Standards - Commitment to Independent Learning-Ability to learn in a self directed manner as a personal responsibility

Expectations

The student pharmacist is expected to assume responsibility for his/her own learning and complete all daily activities and assignments without prompting or reminding. For example, student pharmacists are expected to have done background readings and primary literature reviews about the patient's illness and drug-related problems before patient care discussions are held with the preceptor. Student pharmacists are expected to routinely use primary literature to support recommendations in an evidence-based manner. This will require initiative and self-directed learning abilities. The preceptor may assign a failing grade or recommend an assessment for remediation if the student pharmacist demonstrates a lack of commitment to independent, self-directed learning.

**Harrison School of Pharmacy
Office of Experiential Learning**

Inclement Weather Policy

Should poor weather conditions (e.g., flooding, ice, snow) occur and the roads have been closed, the student pharmacist is not expected to travel to the rotation site. However, he/she must contact the rotation preceptor for further directions/assignments at or before the time he/she is expected to arrive at the site or assigned learning facility.

Should a mandatory evacuation occur (e.g., disaster, hurricane), the student pharmacist is expected to leave the area as directed by local authorities. Please refer to the **HSOP Hurricane/Disaster Policy on the HSOP Intranet** (http://pharmacy.auburn.edu/intranet/admin/hurricane-disaster_policy.pdf).

The student pharmacist must contact the rotation preceptor for further directions/assignments at or before the time he/she is expected to arrive at the site or assigned learning facility. In addition, the student pharmacist must contact a faculty member in the region to let them know where he/she intends to go to during the evacuation.

If there is a threat of inclement weather, the student pharmacist should exchange contact information with the preceptor and discuss a tentative plan if weather might prevent the student pharmacist from getting to the rotation site the next day.

Students please note the policy states you are to adhere to the directives of local authorities. This includes evacuation and curfews. Failure to do so is a violation of the policy as well as an Honor Code violation.

State Board of Pharmacy and Intern/Extern Hours Information

Alabama Board of Pharmacy General Information

- Lynn Martin—Email Lynn when/if you have any rotation schedule changes; Lmartin@albop.com
- 1500 hours are needed. Of those, 400 must be traditional dispensing hours obtained after the 2nd professional year.
- *Submitting for intern hours is your responsibility*
- You do not have to acquire all the hours before you take the exams- you just have to obtain all hours before you will receive your license.
- Name change in Alabama: you must have a driver's license with your new name to get your name changed with the Board. There is a "Name Change" form on their website.

Submitting Hours-Alabama

- At the end of each rotation, students should complete the Practical Training/Internship Report form (available online (www.albop.com; select Forms, Apps & Publications; Preceptors; Practical Training/Internship Report (pdf)) and give one copy to your preceptor and keep one copy for your records. The preceptor will use this information to submit your hours to the school at the end of each rotation.
- All IPPE hours will be submitted to the school by the preceptors in the final evaluation form for the IPPE rotation. These hours will then be submitted by OEL to the ALBOP at the end of the summer term.
- Community APPE hours will still be submitted by the preceptor directly to the ALBOP using the online form. These hours will not be reported to the ALBOP by the school. These hours must be submitted by the preceptor within 10 days of the end of the rotation. Hours submitted after this 10 day period will not be accepted by the Board. Make sure your preceptor has the completed pdf version of the form on or before the last day of the rotation so that submission online is more easily accomplished within the 10 day deadline
- All other APPE hours will be submitted by the preceptor to the school in the final evaluation form. These hours will then be submitted by OEL to the ALBOP at the end of each semester/term.
- No less than 4 hours per week or more than 40 hours per week will be accepted by the ALBOP. Hours must be submitted in no less than 1 hour increments.
- An email of confirmation of hours submitted should be sent by the ALBOP.
- Be sure to keep all documentation with the Board regarding hours for each rotation. This information will be needed for the licensure application
- There is no charge to transfer hours from Alabama to another state. Just contact the Board and request a transfer.
- All hours completed while on rotations in a state other than Alabama should be submitted to that respective Board of Pharmacy.
- All hours for work completed outside of school rotations should be submitted by the preceptor directly to the ALBOP.
- All students should request that preceptors submit hours for them. Submission of hours is not guaranteed without this request.

Remember: Keeping up with and submitting hours are your responsibility

Submitting Hours—Georgia

- If you are on rotations in Georgia, complete the intern hours form and send one form in per rotation to the Georgia Board of Pharmacy
- You get credit for no fewer than 20 hours and no more than 50 hours per week.
- There is a \$25 charge each time you transfer hours from Georgia to another state.

Georgia Licensure

- In addition to the Naplex/Law exams in Georgia, you must perform a compounding practical (wet lab). In the past, these have been offered in June and September.

- If you plan to have Georgia as your originating state for licensure, you should carefully review their website and call them with specific questions.

Transferring hours to Georgia:

- You should wait until after you have submitted your application for Georgia licensure (P4s complete in late spring) to submit hours to Georgia.
- If you transfer hours before submitting an application for licensure, the hours go into a pending folder and are not associated with your specific application; examination could be delayed unless the hours are submitted with your application.

Transferring hours from Georgia to Alabama:

- OEL will be working with our board and the students doing Georgia rotations to better identify the traditional hours.
- Georgia sends the total # of hours and does not break them down by traditional and clinical hours. This has led to delays because Alabama can't verify which hours were traditional (need 400 traditional hours for licensure in Alabama)
- Be sure to keep separate documentation of traditional and clinical hours for rotations outside of Alabama

General Information

- If you are going to have a name change near graduation, do not change your name with the Board unless you are sure you can get your new driver's license
- YOU WILL NOT BE ALLOWED TO TAKE THE EXAM if the names do not match on your paperwork and picture ID.
- Just remember, whichever state you plan to get your license in, BECOME FAMILIAR WITH THEIR POLICIES!! Be sure to check deadlines when applications are due as they vary from state to state.
- HSOP can provide necessary documents for students who are filling out Board forms and need parts of the application signed or proof of enrollment.

***REMEMEBER: INTERN HOURS ARE YOUR RESPONSIBILITY!! Intern hours are not a requirement for graduation- intern hours are a requirement for LICENSURE**

**Harrison School of Pharmacy
Office of Experiential Learning
Boards of Pharmacy Information**

You are encouraged to work in pharmacy practices during holidays and summers of your P1-P3 years so that you can gain experience and accumulate required intern hours for licensure. Remember to follow the Board of Pharmacy guidelines for submitting intern hours. These additional hours during breaks will not only help you learn about pharmacy but give you a cushion should you not get all the needed hours during rotations. HSOP and the OEL do not guarantee that you will obtain all the needed hours for licensure during rotations in your P4 year because these hours are not a requirement for graduation. Hours for work should be submitted by the preceptor directly to the ALBOP, not to the school.

For more information about guidelines for Alabama and Georgia, click on their links below.

[General Board Information](#)

Alabama Board of Pharmacy

<http://www.albop.com>

Florida Board of Pharmacy

http://www.doh.state.fl.us/Mqa/pharmacy/ph_applications.html

Georgia Board of Pharmacy

<http://www.sos.state.ga.us/plb/pharmacy>

- [Sample Georgia form page1 \(scanned document\)](#)
- [Sample Georgia form page2 \(scanned document\)](#)

Mississippi Board of Pharmacy

<http://www.mbp.state.ms.us>