Belmont College of Pharmacy
Experiential Policies and Procedures Manual
Office of Experiential Education

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Introductory Pharmacy Practice Experience (IPPE)

IPPE I Rotation (Community or Institutional):

This Introductory Pharmacy Practice Experience is designed to give our P1 students a miniature introduction to either the community or institutional practice setting as well as incorporate some of the basic skills and vocabulary necessary to be successful. As this is a very introductory experience, most of the tasks will be basic technician related duties. This rotation takes place in two separate terms. Term 1 takes place during the spring semester of the P1 year. These students will meet on site one day a week throughout the semester for a minimum of 6 hours a week and a maximum of 8 hours a week for up to 13 weeks to acquire 80 hours of onsite experience. Term 2 takes place during the 2 weeks immediately preceding the conclusion of the spring semester. These students will spend 40 hours per week for 2 weeks for a total of 80 hours on site.

IPPE II Rotation (Community or Institutional):

This Introductory Pharmacy Practice Experience mirrors the IPPE I experience, and takes place in the opposite setting as IPPE I. It is designed to give our P2 students a miniature introduction to either the community or institutional practice setting. As this is a very introductory experience, most of the tasks will be basic technician related duties. This rotation takes place in two separate terms. Term 1 takes place in the 2 weeks prior to classes starting in the fall of the P2 year. These students will spend 40 hours per week for 2 weeks for a total of 80 hours on site. The students scheduled in Term 2 will meet on site one day a week throughout the fall semester for a minimum of 6 hours a week and a maximum of 8 hours a week for up to 13 weeks to acquire 80 hours of onsite experience.

IPPE III Rotation (Communication):

This Introductory Pharmacy Practice Experience is designed to give our P2 students an introduction to communication and patient counseling. This rotation builds on and applies the skills learned in the Communications courses that took place in the fall. This rotation may take place in the community setting through patient counseling and Medication Therapy Management opportunities or in the institutional setting through medication reconciliation and discharge counseling. Each student spends six hours per week for 13 weeks to acquire 70 hours of onsite experience.

IPPE IV Rotation (Focus Track Project):

This Introductory Pharmacy Practice Experience is designed to give our P3 students an experiential experience focused within the students chosen concentration area. This rotation builds on and applies the skills learned in their concentration specific didactic electives courses that have been taken thus far. The four concentration areas are Public Health/Pharmacy Missions, Information Management, Pharmacy Management, and Advanced Pharmacotherapy. This rotation centers around the students involvement in a site specific project focused on an aspect of the student’s concentration that would be of benefit to the site. This rotation will consist of no more than 10% dispensing functions, and should primarily involve the student in project design, data collection, data analysis, and project outcome.
delivery (oral presentation). Each student spends 6 hours per week for 13 weeks at the site for a total of 70 hours of on site experience.

The rotation will take place in one of the concentrations indicated below:

**Public Health/Pharmacy Missions:** This practice site should expose the student to the underserved population or provide service to prevent disease, promote health, and prolong life.

**Information Management:** This practice site should expose the student to a focus on medication-related data and information, including its acquisition, storage, and dissemination, in the delivery of optimal medication-related patient care and health outcomes.

**Pharmacy Management:** This practice site should expose the student to the organization and coordination of the activities of a business in order to achieve defined objectives.

**Advanced Pharmacotherapy:** This practice site should expose the student to a focus on an advanced experience related to the treatment of disease through the administration of medications.
Advanced Pharmacy Practice Experience (APPE)

Purpose:

Upon successful completion of all requirements of the P3 year, Student Pharmacists complete advanced pharmacy practice experience (APPE) rotations. These experiences expound on a student’s classroom activities and foster their growth to become a competent entry-level practitioner. Student Pharmacists on rotation will be responsible for developing and monitoring patient’s medication regimens in a variety of healthcare settings. As required by the Accreditation Council for Pharmacy Education (ACPE), APPE rotations must “integrate, apply, reinforce, and advance the knowledge, skills, attitudes, abilities, and behaviors developed in the Pre-APPE curriculum”.

General Information:

This course sequence is an eleven month program consisting of ten experiences; six are required and four are elective, two of which must be within the student’s focus track. These rotations are a curricular requirement therefore; no student shall receive monetary compensation for experiential hours.

Required APPE:
- PHM 6400 Ambulatory Care
- PHM 6410 Community Pharmacy
- PHM 6420 General Medicine I
- PHM 6415 Health Systems
- PHM XXXX Inpatient Care Selective
- PHM XXXX Medication Management

Elective APPE (four total with two from student’s focus track):

<table>
<thead>
<tr>
<th>Anticoagulation</th>
<th>Cardiology</th>
<th>Community Pharmacy Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Pharmacy Management</td>
<td>Compounding</td>
<td>Drug Information</td>
</tr>
<tr>
<td>Drug Research</td>
<td>Emergency Medicine</td>
<td>Endocrinology</td>
</tr>
<tr>
<td>Geriatrics</td>
<td>Home Infusion</td>
<td>Hospice</td>
</tr>
<tr>
<td>Hospital Pharmacy Management</td>
<td>Industry</td>
<td>Informatics</td>
</tr>
<tr>
<td>Managed Care</td>
<td>Medical Missions</td>
<td>Medication Safety</td>
</tr>
<tr>
<td>Nephrology</td>
<td>Nuclear</td>
<td>Nutritional Support</td>
</tr>
<tr>
<td>Oncology</td>
<td>Organizational Management and Regulatory Affairs</td>
<td>Pain Management</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Pharmacokinetics</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Transplant</td>
<td>Trauma</td>
<td>Veterinary Medicine</td>
</tr>
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Rotation Dates 2017-2018

<table>
<thead>
<tr>
<th>Month</th>
<th>Rotation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May (23 days)</td>
<td>05/01/17-05/31/17</td>
</tr>
<tr>
<td>June (22 days)</td>
<td>06/01/2017-06/30/2017</td>
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<tr>
<td>July (21 days)</td>
<td>07/03/2017-07/31/2017</td>
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<tr>
<td>August (23 days)</td>
<td>08/01/2017-08/31/2017</td>
</tr>
<tr>
<td>September (21 days)</td>
<td>09/01/2017-09/29/2017</td>
</tr>
<tr>
<td>October (22 days)</td>
<td>10/02/2017-10/31/2017</td>
</tr>
<tr>
<td>*November (20 days)</td>
<td>11/01/2017-11/30/2017</td>
</tr>
<tr>
<td>*December (20 days)</td>
<td>12/01/2017-12/29/2017</td>
</tr>
<tr>
<td>February (20 days)</td>
<td>02/01/2018-02/28/2018</td>
</tr>
<tr>
<td>March (22 days)</td>
<td>03/01/2018-03/30/2018</td>
</tr>
</tbody>
</table>

* contains an observed holiday (dates below) on which the students are excused from rotation
**Vanderbilt orientation occurs on May 1, 2017

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 23 and Friday November 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Monday, December 25</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 1</td>
</tr>
</tbody>
</table>
**APPE Rotation Scheduling:**
The APPE rotation scheduling process begins in the fall of the P3 year. There are many steps in this process. Student Pharmacist must check their email regularly and attend rotation information sessions. The process is designed to provide Student Pharmacist with placement in Experiential Education sites with the primary focus on educational needs. Student Pharmacist preferences for sites and site locations will be considered as a part of the process but such preferences will not supersede faculty availability or curricular requirements.

The process for assigning sites is known as the “Lottery”. Site assignments will be made using the Experiential Learning Management System (RxPreceptor) which assigns sites in a random order to ensure fairness. The generated schedule will be reviewed several times by the Department of Experiential Education to ensure that all requirements are met and that the schedule compliments the Student Pharmacist desired career path.

For class sizes up to a maximum of 85 students, all students are required to have a minimum of 2 faculty members for rotations that are categorized as Required (Community Practice, Ambulatory Care, General Medicine, Inpatient Care Selective, Medication Management, and Health System) or Focus Track (Health Care Informatics, Advanced Pharmacotherapy, Management, or Public Health/Missions). Extenuating circumstances will be reviewed on a case-by-case basis by the Director of Experiential Education, the Pharmacy Practice Chair, and the Assistant Dean of Student Affairs.

No more than 2 rotations may be completed out of state. Each one month experience counts as one rotation. The following rotation types that may be completed out of state include: Community Practice, Health Systems, General Electives, Focus Track Electives, Inpatient Care Selective, and Ambulatory Care located at an Indian Health Service (Sells, AZ) or Veterans Affairs facilities only. The following rotations may not be completed out of state: General Medicine, Ambulatory Care (except for VA and IHS), and Medication Management. Extenuating circumstances will be reviewed on a case-by-case basis by the Director of Experiential Education and the Assistant Dean of Student Affairs.

No more than four rotations may be completed at any one site (physical location) or with any one preceptor. Each rotation must be a different type and must be able to offer a unique and different experience (cannot be the same rotation experience with a different name).

Student pharmacists are expected to abide by the rotation schedule devised by the Director of Experiential Education. Student Pharmacist are NOT ALLOWED to initiate change to the starting and ending dates of rotation, regardless of contact with the preceptor about such change, without contacting the Director of Experiential Education.

In the instance where a scheduled rotation month requires modification, the procedure and policy is explained under “Rotation Change” in this manual.

**Potential Conflicts:**
Any conflict with Belmont University or BUCOP policy and procedures and those of the practice site should be reported to the Director of Experiential Education in writing for review. These reports will be considered by the Director of Experiential Education in conjunction with other appropriate members of
the college or university administration. A determination regarding such concerns and any action deemed necessary from this review will be provided to Student Pharmacists by the Director of Experiential Education after consulting with the appropriate college or professional authority, if necessary. All such requests for review will be held confidential excluding discussions with necessary individuals for assessment or resolution.

Student Pharmacists are prohibited from receiving any compensation of any type for practice experience hours or for any time spent practicing for which BUCOP academic credit is received. However, Student Pharmacists may receive compensation for time worked that is not part of course work. If a student chooses to work during the rotation year, the rotation responsibilities and requirements will come first. Rotations will not be scheduled around work hours, and Student Pharmacists are not to ask a preceptor to leave a rotation for the purpose of going to work. As the rotation day can be somewhat unpredictable, working on a day that the rotation occurs is discouraged.

Student Pharmacists will not be allowed to take experiential rotations at any specific site (as defined by site physical location address) in which they are also employed or have been employed. This does not preclude site rotations for any company which may have multiple sites or health systems with multiple practice areas.

Family members may not serve as preceptors for Student Pharmacists at experiential practice sites.

**Accident, Injury or Adverse Events Reporting Process**
Any accident, injury, or incident that may occur at an experiential education practice site or when Student Pharmacists are engaged in an official experiential education activity regardless of location, shall be immediately reported to the Director of Experiential Education. Student Pharmacists should also use good judgment in determining if notification should be made to other individuals and if verbal or email communication should also be made prior to reporting the incident to the Director of Experiential Education. The Director of Experiential Education should be notified within 24 hours of the occurrence.

Student Pharmacists are also required to report any such incidents if required to the practice site director in a manner consistent with policies and procedures of the site. A copy of any such site specific reports should be submitted to the Director of Experiential Education. Student Pharmacists are strongly encouraged to maintain a personal copy of all such reports.

**Contacting Preceptors:**
The student is expected to contact the preceptor and site’s education coordinator (if applicable) no less than 4 weeks but no more than 8 weeks prior to the first day of the scheduled experience. Site specific instructions contained on RxPreceptor regarding preceptor contact supersedes those guidelines established by the Department of Experiential Education. Contact with the preceptor includes a telephone conversation, or email. Student Pharmacists should provide the preceptor with a letter/email of introduction, updated copy of CV, and a document containing desired learning outcomes for that specific rotation. The submission of paperwork to the site education coordinator DOES NOT take the place of directly contacting the preceptor. Failure to contact the preceptor 4 weeks prior to the rotation start date may lead to cancelation of the rotation.

**Site Expectations:**
Student Pharmacists are expected to be at the site at all scheduled times. The student should be aware that some practice sites operate outside of what would be considered normal business hours. Some rotations might require the student to be present during the morning, afternoon, evening, and/or weekend. All of these are acceptable requirements for the student. Rotations requiring student pharmacist presence overnight are scheduled on a volunteer basis. Student Pharmacists will be notified of this requirement in advance.

The student shall devote the necessary amount of time required to complete the APPE objectives and carry out the assigned rotation functions and responsibilities. Generally, this will require a minimum of 40 hours per week at the practice site and 10 to 20 hours per week at home. Student Pharmacists are expected to be at the site for a period of 8 hours/day (40 hours/week). This eight hour period can occur anywhere between the hours of 6 am and 10 pm unless an overnight experience was specifically requested by the student or the rotation typically occurs during unusual hours (Nuclear Pharmacy). The 40 hour per week minimum expectation does not include time spent on projects and assignments. A student may only work four-10 hour days if approved by the Director of Experiential Education in advance of the rotation.

The student is expected to be in attendance at the APPE site for all regularly scheduled activities associated with the rotation, which may require some evening and weekend commitments, depending on the site location.

**Failure to be at the rotation site during the scheduled time may result in a cancelation and failure of the rotation.**

*Rotation Assignments:*
Student Pharmacists are expected to complete and submit all assignments for that particular rotation on time. Required assignments include the end of rotation reflection. Other assignments are at the discretion of the preceptor.

*Transportation*
Student Pharmacists are responsible to provide, at their own cost, a means of reliable transportation to and from all rotation sites. Due to the number of Student Pharmacists and APPE rotations, a lack of transportation will not be taken into consideration when planning a student’s APPE schedule.

In the instance that as a part of the rotation, the student must be at several locations, it is the student’s responsibility to drive to each location. Due to liability reasons, students are not to ride in their preceptor’s personal vehicle.

*Financial Responsibilities*
Student Pharmacists are responsible for all costs incurred while traveling to and from experiential sites and all costs while at sites.

*Out of State Rotations and Licensure:*
Student Pharmacists are responsible to research licensing (intern or pharmacist) requirements for any state outside of Tennessee if a rotation is to be completed in another state. In addition, if a student plans to work in another state after graduation some states require specific paperwork and a certain number of rotation hours that may differ from Tennessee. It is the student’s responsibility to notify the Director of Experiential Education about specific requirements prior to rotation scheduling so there is sufficient time to address any differences in state licensure hour requirements.
Student Pharmacists are allowed to complete a maximum of two rotations out of state. **Out of state** rotations are defined as those located in another state and more than 70 miles from Belmont University. While Student Pharmacists may do rotations in Kentucky on the border between Tennessee and Kentucky, those Student Pharmacists will require a Kentucky pharmacist intern license.

**Out of area** rotations are those sites located within the state of Tennessee, but are located further than 70 miles from Belmont University. There is no limit in the number of rotations that may be completed out of the area, but the parameters for new site set up apply.

**New Site Set Up Process:**
Student Pharmacists are encouraged to start the process for setting up a new site in the summer between the P2 and P3 year. P2 students will be notified and given information about the process in the spring of the P2 year. The process is outlined in Appendix C: New Site Set Up Form.

**Student Requirements:**
Student Pharmacists are required to keep the following contact information up to date **AT ALL TIMES** in the Experiential Learning Management System (RxPreceptor).

- Primary address – main residence (usually a local address)
- Secondary address – permanent address (could be your parents’ home, may be omitted if the same as primary address)
- Phone numbers – **BOTH** home and cellular phone numbers
- Email address – **BOTH** primary and secondary email addresses should be listed in the instance that a student is not able to be reached via the primary email address. The Belmont school email MUST be listed as either the primary or secondary email.

Student Pharmacists are responsible for checking and maintaining their Belmont email account or other account listed as primary on RxPreceptor on a **weekly basis** during the summer months, and **daily** during the school year and APPE rotations as this is the experiential office’s primary and sometimes only method of communication.

Student Pharmacists are required to electronically submit a Site and Preceptor Evaluation via the Experiential Learning Management System within **one week** of completing an IPPE or APPE rotation.

The student should never hesitate to admit that he/she does not know something, and should seek help whenever needed. Student Pharmacists are expected to look up the answers to drug information questions themselves. Personnel in the drug information center are to be used **only** as a last resort and with the preceptor’s permission. The student should review the response with his/her instructor **prior** to replying to the requestor. This is especially important when the request is for dosing information.

Student Pharmacists should not make professional decisions without first discussing alternatives with the preceptor. The student should take the initiative in communicating with physicians and patients, but should not step beyond the realm of professional courtesy or common sense.

Student Pharmacists may use smartphones or other electronic devices as a means and at the discretion of the site for the purpose of researching drug information questions or medical information. Site
specific policies regarding the use of electronic devices will supersede all guidelines described here. Yet the use of such devices while on rounds or during professional meetings or interactions should be kept to a minimum. **Personal texting and/or telephone calls should be reserved for breaks or after rotation hours.**

The student should never represent him/herself as anything other than a student/intern.

**Student Pharmacists are responsible for their own housing and travel arrangements.**
Student Responsibilities and Expectations

Special Requirements*:

- Documentation of all required immunizations and health screenings
- Documentation of health insurance coverage
- Current background check (Pre-matriculation requirement)
- Current drug screen (Pre-matriculation requirement)
- Current CPR Certification (BLS certification)
- HIPAA certification from most recent year
- OSHA certification from most recent year
- Reliable transportation to and from assigned experiential education site (and affiliated off-campus activities)

NOTE: Students deficient in any of the above will not be allowed to begin rotations.

*Additional requirements may be placed on student by the practice site or by affiliate faculty.
Rotation Changes

Once the rotation schedule has been released to the preceptors, this signifies a commitment that the college has made with the preceptor to provide rotation Student Pharmacists for the time period(s) specified. As such, frivolous changes to the rotation schedule will not be accommodated once the schedules are deemed final. This usually occurs in early January, and will be preceded by an announcement of such. Student Pharmacists may NOT approach preceptors to request that a preceptor accept them for an experience or offer an experience not scheduled. Any such requests should be forwarded to the Director of Experiential Education utilizing the Rotation Change Petition form, outlined below.

A rotation may be changed for any of the following reasons:

- Initiated by Director of Experiential Education and/or preceptor
  - Situations arise that are beyond the control of the experiential office that may necessitate a modification of a rotation. The experiential team will review the student’s schedule and all attempts will be made to reschedule the rotation during the original time block based on preceptor availability.

- Student request for APPE elective change
  - Student Pharmacists may request a rotation change by completing the “Rotation Change Petition Form” (See APPENDIX A). All rotation change requests initiated after the schedule is deemed final is at the discretion of the Director of Experiential Education. No changes will be processed without completion of the form.
    - Requests must be initiated no less than 60 days prior to the start of the rotation to be modified.
    - Pre-scheduled or site development rotations are NOT subject to change.

BUCOP reserves the right to change assigned site rotations at any time and without notice based on academic needs, site management issues, or other relevant cause. In the case of such a change, all efforts will be made to make this reassignment in a manner consistent with the profile of the original site contingent on availability.
Academic Performance Evaluations

Experiential Education is graded according to the same scale as all other course work at BUCOP and subject to all of the standards, requirements, policies and procedures covering all aspects of evaluations and academic progression. There will be two formal assessment periods during each rotation, one at the midpoint and one at the conclusion of the experience. Student Pharmacists should refer to the Belmont University Graduate Catalog for a comprehensive listing of policies governing academic performance.

Final Grade Breakdown:

Final Evaluation = preceptor’s evaluation of student performance based on the knowledge, skills and behaviors demonstrated by the student’s completion of site-specific activities reflective of the course objectives

- Professionalism = 10% of the final evaluation (includes professionalism, attendance, engagement in activities, adherence to dress code, and behavior). If a student receives a total of ≥ 7 “unsatisfactory” ratings for Professionalism, Organization, and Conduct he/she will fail the rotation.

Assignments: Assignments will be site and course specific and will be designed by the preceptor taking into account the global and practice-specific performance objectives. Sample assignment descriptions are given in the rotation syllabus. An end of rotation reflection is required for each rotation, and it should be uploaded to Field Experiences in RxPreceptor.

Course evaluations: Student Pharmacists are expected to complete a course evaluation within 7 days of the end of the rotation. Course evaluations may be accessed via RxPreceptor. In addition, the student’s final grade will be withheld until the preceptor/site evaluation is submitted.

Grade Disputes

To dispute any grade or evaluation for Experiential Education programs, the student should first contact the Director of Experiential Education, who will contact the preceptor directly to discuss the rationale behind the evaluation and grade determination. If at that time, the student is not satisfied with the response, the dispute is then escalated in the following order: Chair of Pharmacy Practice, Associate Dean of Academic Affairs, and Dean of the College of Pharmacy.

Grievance Policy

Students have a right to protest any aspect of the course. The chain to be followed is: Preceptor (optional), Director of Experiential Education, Department Chair, Associate Dean, and Dean. Students are expected to adhere to this chain. During the conversation with the Director of Experiential Education, the student may receive coaching to use to discuss their grievance with the preceptor.
Remediation Policy

As Advanced Practice Experiences are entirely experiential in nature, remediation is not available. However, should a student not successfully complete a rotation, the student is encouraged to meet with the Director of Experiential Education to create additional learning activities to enhance their knowledge and performance on subsequent APPEs.
Attendance

Attendance is mandatory at each experiential site as the quality of the learning experience is directly related to the time spent in the clinical environment and tardiness will not be tolerated. Arriving on time means that the student is at the experiential site BEFORE the scheduled time so they are ready to work at the scheduled start time. Tardiness is defined as arriving after the scheduled or expected time. **A student may fail a rotation because of excessive tardiness:**

- 3 occasions of tardiness of 5 minutes or less
- 2 occasions of tardiness of greater than 5 minutes

The lack of planning ahead (e.g. traffic, parking) by a student is NOT an excuse for tardiness. If a student anticipates he/she will be tardy to the rotation site, it is expected that they call their preceptor to make them aware of the situation. However, the tardiness may still be documented, depending on the reason. **Employment and/or completion of school course work (assignments, quizzes, or exams) shall in no way be permitted to interfere with experiential rotations.**

**Excused Absences**

All requests for excused absences must first be authorized by the Director of Experiential Education. Once approved, the request may be submitted to the preceptor for final approval.

The **Experiential Absence Request form** (Appendix B) must be completed and submitted **twenty** business days prior to a planned absence and immediately following an unplanned absence. The request form will be submitted to the Director of Experiential Education for approval. Failure to complete this form will result in a rotation grade reduction of 10% for planned and 5% for unplanned absences. Some examples of excused planned absences include attending a professional meeting (not exceeding 3 days), residency or job interviews, or doctor’s appointments not able to be scheduled outside of rotation hours. Unplanned excused absences include illness (more than 1 day requires documentation) or other extenuating circumstances. In the case of emergencies which result in absence from the site, the student should first attempt to contact his/her preceptor to inform him/her of the situation. If this is not possible, the student should contact the Director of Experiential Education.

- If the absence is approved, the form is then forwarded to the preceptor for their information. Once approved by the Director of Experiential, the preceptor may choose to approve or not to approve the request.
- If the request for absence is not approved by the director, the form is returned to the student and the preceptor with no further action needed.
- If the absence is not approved as an excused absence, and the student proceeds with the unexcused absence, the rotation grade will be deducted 20%.

Student Pharmacists are expected to make personal appointments during their time off. Student Pharmacists are expected to report to the site on holidays scheduled during the rotation block except for those listed below or as instructed by the preceptor. Time off for weddings, honeymoons and special vacations should **not be** planned during rotation, and will **NOT** be considered an excused absence. Refer to the Bruin Guide for general procedures on University closures due to weather. If
either the University or College of Pharmacy are closed or the rotation site is closed because of weather, Student Pharmacists have an automatic excused absence. Excused absences due to weather must be made up. It is the obligation of the Student Pharmacist to schedule make up time for this and any absence. Other extenuating circumstances (i.e. extended illnesses) will be reviewed by the preceptor and the Director of Experiential Education on a case-by-case basis.

The following holidays will be observed:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday, September 5</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 24 and Friday, November 25</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, December 23</td>
</tr>
</tbody>
</table>

Absence from the site does not relieve the student of any of the rotation objectives or responsibilities. It is mandatory for Student Pharmacists to make-up the time lost, either with extra hours or additional projects and/or activities, as deemed appropriate by the preceptor. All Student Pharmacists must complete the required hours.

The following are the approved guidelines for excused absences during a rotation:

- No more than **three days** and total rotation must equal a minimum of 160 hours.
- Educational meetings are an important part of being a professional. Attendance is encouraged, but not required. Attendance at a professional meeting during a rotation must be requested ahead of time **(at least 20 business days prior to the rotation start date)** and approved by the Director of Experiential and the rotation preceptor.
- Residency and job interviews likewise are also important for professional advancement but must not be scheduled in time and number to significantly degrade the quality of the ongoing APPE. This should be taken into consideration when they are scheduled. Days missed due to these events follow the same process and policy as excused absences and will be made up at the discretion of the preceptor.

*Unexcused Absences*

Unexcused absences are not tolerated and jeopardize the student's successful completion of the program. Any unexcused absence must be made up at the convenience of the preceptor.

- An unexcused absence will decrease the rotation grade by 20%.
Behavior/Professionalism

Student Pharmacists are expected to conduct themselves in a highly professional manner. Unprofessional behavior will be treated as a serious offense in violation of the Pledge of Professionalism. Blatant acts of unprofessional behavior may result in a failing grade in the rotation or disciplinary action.

In a professional program, the curriculum consists not only in the specialized knowledge, skills, and abilities needed to perform the duties of the profession, but also the attitudes and behaviors which are the foundation upon which the profession defines its character and the character of its' members. Character and professionalism are recognized as fundamental to the development of the student into a competent pharmacist. Student Pharmacists involved in experiential rotations are expected to hold themselves to the highest standards of ethical and professional behavior. Failure to do so will result in disciplinary action. Disciplinary action will be determined by the Director of Experiential Education and/or Assistant Dean for Students.

Examples of unprofessional and/or unethical behavior include but are not limited to:
- failure to contact a preceptor 4 weeks prior to the start of the rotation
- requesting a preceptor offer a rotation
- contacting a preceptor to change rotation dates
- failure to complete required paperwork
- abuse of a controlled substance or drug
- misappropriation or illegal use of drugs or other pharmacologically active agents
- academic dishonesty

Acts of egregious unprofessional behavior are cause for immediate dismissal from the program. Examples of egregious unprofessional behavior include, but are not limited to:
- behavior intended to deceive, defraud, or harm the public and/or profession; falsifying, or through negligence, making incorrect entries or failing to make essential entries in health records
- behavior which may endanger patients or the public, including failure to carry out assigned duties where such failure may endanger the health or well-being of others
- failure to maintain patient confidentiality
- unexcused absences or flagrant tardiness
- flagrant disregard for experiential responsibilities
- disrespect for preceptors and facility staff
- failure to conform to published requirements for dress and professional appearance in the clinical setting

Each student is expected to display the highest ethical conduct and professional demeanor at all times as representatives of the College of Pharmacy and as pharmacy professionals in training.
Dress and Appearance

Professional dress is required of all Student Pharmacists while at experiential sites. In the instance that students meet on campus during their experiential rotation, it is expected that Student Pharmacists will be in professional dress. Student Pharmacists are required to wear their white coat AT ALL TIMES. Men should be in dress shirt with tie and slacks. Women should be in a blouse with slacks or knee length skirt or a knee length dress. Preceptor preference or site requirements may supersede these standards as applicable (i.e. closed toe shoes may be required). If a facility has a more relaxed dress code the student is still required to maintain a professional dress. All questions/concerns about dress code should be addressed to Director of Experiential Education for final decision.

The following are considered inappropriate:

- Denim pants or skirts (in any color)
- Tight fitting pants or skirts
- Skirts or dresses which are tight or shorter than one inch above the knee. Skirts with splits up to one inch above the knee
- Revealing tops such as midriff, halter, spaghetti strap, tank, swim, and tube tops.
- More than one pair of earrings for women. No earrings allowed for men
- Any body piercing (including tongue rings)
- Any body art which is visible
- Any underwear showing in a standing, sitting, or bending position
- Casual shoes and casual sandals; (women should consider shoes with a low heel due to the amount of time spent standing)
- Any hat or cap

Student Pharmacists who dress inappropriately shall expect to be sent home and will need to make up the time lost at the site. There will be a grade penalty on the professionalism assessment on the experiential evaluation.
Expectations at Training Site

Student Pharmacists will be expected to comply with all Tennessee State laws and regulations and abide by the policies and procedures of each training site, including respect for the individual institution’s policy and procedures in regards to privacy of health information for patients. Please note that all practice sites are covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), but the specific policies and procedures across sites with respect to protected health information (PHI) may differ and Student Pharmacists are expected to adhere to the site-specific policies and procedures for each of their rotations.

Student Pharmacists are expected to follow all directions from the preceptor. Remember, they are the teacher for the experience and the student is working under their license.

The student must get the permission of his/her instructor before performing any of the following as charges may be incurred to the healthcare facility:

- long distance phone calls
- photocopies
- Internet use on company computers

Student Pharmacists should recognize that optimum learning experiences require mutual respect and courtesy between the preceptor and student. Each preceptor is a faculty member and should receive the same respect and courtesy shown to any other faculty member of the Gregory School of Pharmacy.

The relationship between the student and preceptor should always be that of student-teacher. The lines of communication between the student and his/her preceptor should be open at all times. The student should encourage communication with all persons involved in the training, including the pharmacist, physicians, other health professionals and patients. In public, he/she should never question the advice or directions of his/her preceptor, but discuss such matters in private. All criticism by the preceptor should be viewed as a constructive means of learning and not an attempt to embarrass.

Problems or concerns that the student may have should be addressed with the preceptor early on during that rotation. Guidelines on how to resolve issues can be found under the conflict resolution section of the manual. However, the student is expected to be sensitive to the preceptor's daily schedule and time commitments. Each preceptor has responsibilities not only to the student, but also to his/her institution, practice roles, and research projects. Blocks of time are often required to fulfill these activities and untimely distractions can adversely affect the instructor's productivity. It is suggested that the student attempt to schedule specific times to meet with his/her preceptor and keep other interruptions to a minimum. Of course, urgent questions and concerns should be handled as soon as possible.

The student must keep in mind, at all times, that the primary objective of any experiential pharmacy practice experience is learning, and learning is not a passive process. Learning is an active commitment on the student’s part. Student Pharmacists while on rotation are expected to work independently as needed. IPPE and APPE are such that you get out of the experience what you put into them. YOU ARE RESPONSIBLE FOR YOUR LEARNING!
Mandatory Paperwork

CPR certification:

Student Pharmacists must have current certification in basic cardiac life support by either the American Red Cross or the American Heart Association. Student Pharmacists with an expired certification will not be allowed to participate in IPPE or APPE rotations. Student Pharmacists are required to maintain the original certificate and be able to present upon request at the rotation site.

Immunizer Certification

Insurance Policy:

Consistent with policy described in the official Student Manual, all Student Pharmacists are required to maintain and to show evidence of health insurance. All BUCOP Student Pharmacists are provided malpractice insurance as part of the Belmont University group insurance plan. However, because of the complexities of professional practice litigation, all BUCOP Student Pharmacists are required to maintain, in force, prior to beginning their first semester of Experiential Education (Semester 2) and through the last day of their Experiential Education, an individual professional malpractice insurance policy in their own name. This policy must provide coverage for the student in the amount of $1,000,000 US per occurrence and $3,000,000 US aggregate. BUCOP has arranged for a substantially discounted group rate to purchase a qualifying individual professional malpractice insurance policy. The cost for this policy will be paid for by the Student Pharmacist.

Health records:

Student Pharmacists are required to maintain up-to-date health records, including required immunizations. Student Pharmacists with missing or incomplete records will not be allowed to participate in APPE rotations. A complete health record includes, but is not limited to, the following:

- Written evidence of a two-step TB skin test upon admission to the College of Pharmacy; i.e. after the initial TB skin test another TB skin test will be performed within two (2) to three (3) weeks. If the second TB skin test is positive, a baseline chest X-ray will be required. Thereafter, a one-step TB test will be performed annually. Keep in mind certain institutional facilities may require more than one annual TB skin test to which the student must comply with their specific regulations to participate at that site.
- If born on or after January 1, 1989, provide written documentation of two (2) live measles (rubeola) vaccines given no less than one month apart, after the first birthday or written documentation of physician diagnosed rubeola infection, and written documentation of laboratory evidence of immunity to rubeola, date and result.
- Provide written documentation of positive varicella (chicken pox) titer drawn from a reputable laboratory, date and result, or written documentation of two (2) varicella vaccines given no less than one month apart and a titer showing post vaccination immunity status.
• Provide written documentation of a completed series of Hepatitis B vaccines within requisite time period, and provide written documentation of positive surface antibodies to Hepatitis B, or documentation of an approved informed refusal of the vaccine. Approval can be obtained from the Director of Experiential Education.

• Provide written documentation of vaccination and laboratory evidence of immunity to rubella (German measles) and mumps, date and result.

• Provide written documentation of a tetanus/diphtheria booster given within the last ten (10) years that will not expire while enrolled in the College of Pharmacy.

• Provide written evidence of an annual influenza vaccination administered during flu season (typically September through March). Student Pharmacists unable to receive the vaccination will provide written documentation from a licensed medical provider describing the circumstance.

• Provide evidence of any other appropriate immunizations or certifications requested by the institution which are necessary to ensure that Student Pharmacists will not be a health hazard or at risk.

**HIPAA and Universal Precautions training:**

Student Pharmacists are required to complete an annual HIPAA and Universal Precautions training prior to IPPE or APPE rotations. Training certificates are required by most experiential sites and Student Pharmacists must be able to provide a proof of completion with rotation paperwork. Failure to complete the training during the allotted time may prevent the student from participating in the IPPE or APPE rotation.

**Background check:**

Background checks will be scheduled as follows:

• During the application process (pre-matriculation)
• Prior to the start of the fourth professional year
• At any point at which additional screening is required by the affiliate training facility

**Drug screening:**

Drug screenings will be scheduled as follows:

• Annually after pre-matriculation screening beginning in the first professional year
• At any point at which additional screening is required by the affiliate training facility
• Upon reasonable suspicion that a substance abuse problem exists

Due to the nature of the drug screening, a window of notification will be no more than 48 hours.

Screening policies and corrective action taken for positive results are outlined in detail in the BUCOP Student Handbook. Student Pharmacists are responsible for all costs incurred for screening requirements.
**Site specific paperwork:**

Student Pharmacists are expected to review the paperwork instructions on the Experiential Learning Management System for each rotation site for which they are scheduled. Paperwork should be submitted to the correct person (i.e.: education coordinator at the site, or experiential records coordinator) by the date specified in the instructions. Failure to submit paperwork on time may result in cancelation of the rotation.

Any additional pre-requisites required by the teaching institution will be the responsibility of the student.
Academic Dishonesty/Plagiarism

Academic dishonesty includes, but is not limited to: copying assignments, using the same project twice on different APPE rotations, using another student’s work and claiming it as your own, fabrication, and plagiarism.

Plagiarism is defined as “a piece of writing that has been copied from someone else and is presented as being your own work.” (http://www.thefreedictionary.com/plagiarism). Looking at it from an integrity standpoint, PLAGIARISM is “the practice of ‘dishonestly’ claiming or implying original authorship of material which one has not actually created, such as when a person incorporates material from someone else’s work into their own work without attributing it. Within academia, plagiarism is seen as academic dishonesty and is a serious and punishable academic offense.” (http://encyclopedia.thefreedictionary.com/Plagarism).

Any submission of written work by a student that is based on information derived from a resource must include appropriate acknowledgement of that resource. If the information has been paraphrased or significantly changed, the acknowledgement should consist of a reference or footnote. Using the ideas or concepts of another person, even without using similar wording, warrants proper referencing of the source. If the information has been taken “word for word,” the acknowledgement must include offsetting the quoted portion with quotation marks.

Student Pharmacists should carefully consider the following guidelines when submitting written work:

1. Any submission of written work, whether or not it is being specifically graded, may be subject to a charge of plagiarism. Copying the work of a classmate, preceptor or faculty member and representing it as your own is plagiarism.
2. A resource must be referenced if you could not have written the material without consulting that resource. Even if you significantly rewrite or paraphrase the material, it must be properly referenced to acknowledge the original author or source. It doesn’t matter if the resource is printed or electronic, a scientific journal or a newspaper. The easiest way to reference internet sources is to include a link to the URL, although inserting a link does not preclude you from adhering to the course instructor’s full referencing guidelines.
3. Copying and pasting from the internet is plagiarism, unless you place the pasted portion in quotation marks and reference the source. Just because information is located in the public domain and is available for all to use, you cannot represent it as your own and you must properly acknowledge the source.
4. According to the policies and procedures outlined in the Professionalism and Honor Code (PHC), acts of plagiarism will be addressed as serious acts of academic and professional dishonesty. Consequences for such actions include, in addition to a failing course grade if applicable, suspension or dismissal from the School of Pharmacy.

Acts of academic dishonesty and/or plagiarism on an APPE rotation will result in a failing grade and/or suspension or expulsion.
Each rotation is considered a separate course in the curriculum, and the student must pass each attempted APPE rotation, required and elective, in order to successfully complete the Doctor of Pharmacy program and graduate from Belmont University College of Pharmacy. Student Pharmacists should be advised that taking a fifth elective rotation increases the requirements for successful completion of the program. Failed fifth elective rotations must be retaken and a passing grade must be awarded prior to graduation requirements being deemed complete.

**Conflict Resolution:**
Student Pharmacists encountering a problem with a preceptor, pharmacist, or other staff member(s) should first approach the preceptor about the issue in a calm, concise, logical, and professional manner. Be assertive, not aggressive. It is also important not to take a passive stance as this will not resolve the problem.

Be specific as to the exact nature of the problem and suggest or ask for alternative solutions.

If the problem persists after having addressed it with the preceptor, contact the Director of Experiential Education for guidance and assistance.

Be proactive. The earlier these issues are brought to light the more chance there is to resolve them without difficulty (i.e. before emotions get elevated).

Finally, be aware that all preceptors have the right to terminate the rotation if, in their judgment, they deem it the most appropriate resolution to the problem. Generally, this constitutes failing the rotation unless, in the judgment of the Director of Experiential Education there is sufficient evidence to justify an exception.

In contrast, be advised that Student Pharmacists may not self-terminate a rotation. Any such action will result in a failing grade in the rotation.
Appendix

A: Experiential Education Absence Request/Report Form

B: Advanced Pharmacy Practice Experience Rotation Change Petition Form

C: Site Development Form
APPENDIX A

Experiential Education Absence Request/Report Form

Except for an unplanned absence, this form must be submitted within ten (10) business days prior to your request. Student Pharmacists who miss more than three (3) days per rotation for any reason may fail the rotation. Any absence NOT documented on this form will result in a deduction of your rotation grade of 10% for planned and 5% for unplanned absences.

Name: _________________________________________________________ Date: _______________

Dates of Rotation: _______________________________________________________________________

Name of Site: _________________________________________________________________________

Address: _____________________________________________________________________________

Preceptor Name: _______________________________________________________________________

Phone: ________________ Email: _________________________________________________________________________

Requested Dates: __________________________________________ Number of Days: __________

Reason for Request:  
☐ Professional Meeting: __________________________________________
☐ Interview for post-graduate job or residency
☐ Other

Please explain: _____________________________________________

For Preceptor and Experiential Use Only

☐ Approved ☐ Not Approved

Director of Experiential Education ___________________________ Date

☐ Approved ☐ Not Approved

Preceptor Signature ___________________________ Date

☐ Time will be made up by working on special projects (1 day only)
☐ Time will be made up on the following dates and times:

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APPENDIX B

Advanced Pharmacy Practice Experience Rotation Change Petition Form

Student Name: ______________________________ Date: ______________

CURRENTLY SCHEDULED ROTATION:

Name of Site:                                                                                                 
City: State:                                                                                                 
Type of Rotation: Date of Rotation:                                                                                     
Preceptor Name: Email:                                                                                             

REQUESTED ROTATION INFORMATION:

Please list a minimum of five elective rotations: Please list available time frames and zones:

1.                                                                                                                    
2.                                                                                                                    
3.                                                                                                                    
4.                                                                                                                    
5.                                                                                                                    

Please indicate the reason for the rotation change request:

☐ Career Goals have changed
☐ Medical Condition has led to the requested change
☐ Other: ______________________________________________________________________

Please describe in detail the reason for the rotation change request:

• No guarantees can be made regarding requests to change site assignments. We will consider your request only due to extreme circumstances.
• Do NOT contact preceptors to discuss this request until directed to do so by the Director of Experiential Education.
• Please submit this form via email to Dr. Clauson at angela.clauson@belmont.edu for review.
• You will receive an email notification of the results of the review.
APPENDIX C

Site Development Form

If you are interested in completing an Advanced Pharmacy Practice Experience (APPE) rotation at a site that is not a current rotation site, we offer the opportunity for your assistance in site development by submitting this form. One guiding principle to be mindful of is our goal in experiential is to provide solid experiences, not necessarily having a site on every corner. We aim to identify the best preceptors for you to elevate your experience.

Please keep in mind site development is a privilege and not a right of the program. This opportunity places a lot of responsibility in your hands. If the Director of Experiential feels this privilege is being abused, this will weight in our decision to offer this option in the future. Therefore, please adhere to the following ground rules when researching a site:

1. Your initial call to a potential preceptor is for fact finding. You MUST contact the site to confirm that they are willing to accommodate you for an APPE rotation.
   a. Example: “I am a pharmacy student at Belmont University College of Pharmacy. I am required to complete rotations during the last year of school. I am interested to know if your pharmacy would be interested in speaking with the experiential director at my school to arrange this opportunity.”

2. Direct all site inquiries to the Experiential Department; Dr. Clauson, Dr. Lefler, or Mr. Stout.

3. Do NOT make any promises or guarantees to the site concerning number of students, time or your placement.

4. If asked, the college does not offer reimbursement to out of state or out of area rotations.

5. Instruct the potential preceptor that the Director of Experiential will be following up with the logistics of the programs and further discuss their interest in precepting beginning in August. Remind them they are not promising anything with your conversation.

6. All Site Development forms must be submitted electronically by the Friday of the first week of class. No submissions will be accepted after that time.

7. All new site developments must have a minimum of two rotations at the newly developed site. This can either be one student completing two rotations, or two students each completing one rotation. No new sites will be developed without this commitment. This requirement does not pertain to new sites that already have a contract in place (Walgreens, CVS, etc.), but the process above does need to be completed.

8. The Experiential Department will review all applications, and will be the final decision on whether a new site is developed.

9. Each student may submit no more than 3 new site requests.

10. The Director of Experiential Education may deny any request based on quality of the site, potential for bias, or other situations as deemed necessary.

Logistics:

- You will be at the rotation site no less than 8 hours a day and no more than 10 hours a day to make up a 40 hour week. It is appropriate for the student to be at the site for an 8
to 10 hour block of time between the hours of 6am to 10pm. Anything outside of these hours would require special permission from the Department of Experiential Education.

- We do not reimburse sites that take students for APPE rotations.
- Please keep the following circumstances in mind:
  - If you are employed by Kroger, Kroger corporate will not allow you to do a rotation at any Kroger location.
  - You may not do a rotation with any family member, or at a location owned by a family member.
  - You may not do a rotation at a location (community site) or area (institutional site) where you are or have been employed.
  - Use this form to document all new sites that you have initiated the set up process for so that we can continue the process.
  - No more than 2 rotations may be completed out of state.
  - The rotation types that may be completed out of state include:
    - Community Practice
    - Health Systems
    - General Electives
    - Focus Track Electives
    - Inpatient Care Selective
    - Ambulatory Care located at an Indian Health Service (Sells, AZ) or Veterans Affairs facilities only.
  - The following rotations may not be completed out of state:
    - General Medicine
    - Ambulatory Care (except for VA and IHS)
    - Medication Management

The link to the google form to use to collect the information that you have collected during your initial interview with a potential site is listed below:

{Insert link to google form}

At a minimum, you must collect the following information from the new site:

- Name of the site
- Site address
- Primary contact name
- Primary contact phone number and email address
- Rotation type
- Preferred rotation month if known
- The student that will also be completing a rotation at the site if applicable