Doctor of Pharmacy

Advanced Practice Rotations
Resource Manual

2014-2015
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The current APPE Manuals, preceptor application, and other documents can also be found on The University of Findlay website at: http://www.findlay.edu/academics/pharmacy/Pages/Experiential%20Education.aspx

1
DOCTOR OF PHARMACY EXPERIENTIAL PROGRAM
The University of Findlay

MISSION STATEMENT:
“To prepare pharmacists dedicated to improving patients' lives through practice, service, and research.”

Vision

The College of Pharmacy supports a vision of the future of the profession that includes the recognition by all persons of the value of pharmacist provided comprehensive patient care. Pharmacy practice of the future will focus on direct patient care. Our faculty will pursue research and other scholarly activity designed to enhance the education of our students and to help define the therapies of the future and the pharmacist’s role in monitoring therapy.

Our graduates will be leaders as we transition from a medication dispensing focus to prominence in the pharmacotherapy of practitioner diagnosed conditions. These new roles require that our graduates are trained with other health professionals to provide patient care services as a team. The strategies and goals in this plan are meant to support the mission statement and vision of the College of Pharmacy

Context of the Mission Statement

The mission of The University of Findlay is to equip students for meaningful lives and productive careers. The core values identified in the University’s 2005-2015 strategic plan included - acknowledgment that our graduates are the primary contribution the university provides to local and national communities, a commitment to excellence in performance when compared to national standards, and a commitment to collaborative initiatives that improve the quality of and accessibility to the services which the University and its graduates provide. The College of Pharmacy’s mission and vision are fully aligned with both the institution’s mission and these core values. Its goals also mirror the mission of other health and human services programs in the University’s colleges of Education and Health Professions.

The College of Pharmacy endeavors to provide pharmacy education to students within a diverse, supportive, student-centered environment. The curriculum emphasizes the collaborative practice of pharmacy care and related healthcare disciplines, continuous professional development, critical thinking, evidence-based medicine, research and service to the community.

In support of this mission, our faculty and students pursue scholarly activity to advance the care of patients and our faculty members provide teaching and learning environments for our students to develop critical thinking skills. Our faculty members also participate in various service activities as part of their professional responsibilities. Through this capacity, they serve as role models for our students

GOAL:

To educate students to apply problem-solving skills to assess patient parameters, optimize drug therapy and provide quality patient care in various practice settings.

Advanced Pharmacy Practice Experiences (APPEs) will provide practical, supervised, intellectually stimulating professional experiences, which will enable students to develop fundamental capabilities to become self-motivated, self-directed, ethically minded professionals with the mission and skills to advance pharmacy practice in any desired practice setting. Competency in clinical skills, knowledge, judgment, and communication provide the basis for the achievement of this fundamental goal.
COURSE DESCRIPTION:

A series of Advanced Pharmacy Practice Experiences (APPEs) comprise a full-time experiential program emphasizing delivery of patient care in various practice settings. The rotations are experiential-based, integrated problem-solving courses designed to train the student to use their foundation of knowledge to become an active participant in providing patient care. The student, under the direction of the hub site coordinator and various faculty and preceptors, will integrate their knowledge of physical assessment, pharmacology, pharmacotherapy, pathophysiology, pharmaceutics, pharmacokinetics, and pharmacodynamics in assessing therapeutic plans and in evaluating the drug regimen for patients. During this experiential curriculum, students will learn recommendations and participate in decisions regarding drug therapy. At each practice site, the student is expected to become a functioning component of the ongoing collaborative interprofessional team based patient care services through preceptor instruction and self-learning to develop both personally and professionally.

HUB SITE MODEL:

Students preparing to enter their P6 (fourth professional) year are assigned to one of approximately 30-35 Hub Sites for the completion of their required APPEs. Each Hub Site has a Hub Site Coordinator (chosen by the site and approved by the UF College of Pharmacy) who is responsible for scheduling student rotations at their site, activities and projects, ensuring all objectives are met and all evaluations are completed, as well as coordinating and training preceptors. This model assures that all students are exposed to core pharmacy related experiences.

A Hub Site may be a large health-system or a geographic area with several small sites working together. Hub Sites must have opportunities for students to fulfill the core required rotations as well as elective rotations. Some of the Hub Sites may provide an inpatient focus while others, an outpatient. Students are informed prior to ranking their Hub Site preference which electives and special populations a site can offer. This way, students who desire a certain experience will know which sites are most likely to fit their interest. Students are first matched to a Hub Site and then work with the Hub Site Coordinator to schedule individual rotations with various preceptors.

The Hub Site model offers several advantages over traditional APPE placement: one-time orientation, opportunities for recruitment, completion of longitudinal projects and flexibility in student scheduling, among others. The advantages in this model of training are similar to a post-graduate residency program.

INSTRUCTORS: Faculty, Adjunct Faculty, Hub Site Coordinator (Affiliate Professor of Pharmacy Practice) and other approved preceptors.

PREREQUISITES:

P-6 standing

- Successful completion of all didactic pharmacy courses
- Graduate grade point average ≥ 3.0
- Meet Pharmacy Technical Standards

Valid Ohio intern license
Current professional liability insurance
Proof of health insurance
Completed record of physical examination
Current influenza vaccine- November
TB testing
Updated immunizations as required by UF, clinical teaching site and/or state and federal regulatory agencies
Criminal background check(s) as required by UF and/or specific clinical sites
Current American Heart Association Basic Life Support for Health Care Providers Certification
Current American Heart Association Advanced Cardiac Life Support Certification
Site-specific requirements (drug testing, additional background checks, out of state intern licenses etc.)
Specific requirements are at the cost of student unless otherwise agreed upon.
# University of Findlay College of Pharmacy Curriculum

The following is the suggested outline for the UF Pharmacy program. Not all students follow this exact path, but it is meant as a guide. Please use this to get a better idea of where your APPE students took certain classes. Example: “cardiology P4 fall = 2 years ago”.

## FALL SEMESTERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHARM 555 Pharmacoeconomics</td>
<td>3</td>
<td>PHARM 556 Pharmacy Administration</td>
<td>5</td>
</tr>
<tr>
<td>PHARM 560 PP &amp; T of Neurologic Diseases</td>
<td>4</td>
<td>PHARM 561 Pharmacy Research</td>
<td>2</td>
</tr>
<tr>
<td>PHARM 563 PP &amp; T of Hematology/Oncology</td>
<td>4</td>
<td>PHARM 569 Intermediate Practice Experience 1</td>
<td>1</td>
</tr>
<tr>
<td>PHARM 569 PP &amp; T of Gastrointestinal/Oncology</td>
<td>4</td>
<td>PHARM 599 Application of Pharmacy Practice</td>
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</tr>
<tr>
<td>PHARM 591 Intermediate Practice Experience 1</td>
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## SPRING SEMESTERS

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<td>PHARM 575 Pharmacy Administration</td>
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<td>PHARM 576 Pharmacy Research</td>
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<td>PHARM 592 Intermediate Practice Experience 2</td>
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<td>PHARM 599 Application of Pharmacy Practice</td>
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## Pharmacy First Year (P1) - Undergraduate Student Status

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<tbody>
<tr>
<td>CHEM 130 General Chemistry 1 &amp; Lab</td>
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<tr>
<td>CHEM 131 General Chemistry 2 &amp; Lab</td>
<td>4</td>
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<tr>
<td>MATH 141 Calculus 1</td>
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<tr>
<td>MATH 142 Calculus 2</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 152 Intro to Cell &amp; Molecular Biology &amp; Lab</td>
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<tr>
<td>BIOL 310 Human Genetics &amp; Lab</td>
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<tr>
<td>ENGL 106 College Writing 2</td>
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<tr>
<td>HPE 100</td>
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<tr>
<td>ENGL 272 or ENGL 282 Technical Communications</td>
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<td>PHAR 150 Oilier Pharmacy</td>
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<td>Total Hours</td>
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## Pharmacy Second Year (P2) - Undergraduate Student Status

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<tr>
<td>CHEM 310 Organic Chemistry 1 &amp; Lab</td>
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<tr>
<td>CHEM 311 Organic Chemistry 2 &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 322 Human Anatomy &amp; Physiology 1 &amp; Lab</td>
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</tr>
<tr>
<td>BIOL 323 Human Anatomy &amp; Physiology 2 &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 223 Applied Statistics and Data Analysis</td>
<td>3</td>
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<tr>
<td>PHIL 221 Health Care Ethics (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 260 Physics for Health Sciences (fall only)</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
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<tr>
<td>General Education</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 251 Prof Practice Development (spring only)</td>
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## Pharmacy Third Year (P3) - Undergraduate Student Status – This is considered the first professional year.

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<tr>
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<tr>
<td>PHAR 361 Pharmaceutics and Pharmacokinetics 1</td>
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</tr>
<tr>
<td>PHAR 412 Microbiology &amp; Lab</td>
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</tr>
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<td>PHAR 370 Physical Assessment for Pharmacy</td>
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</tr>
<tr>
<td>NSCI 323 Epidemiology</td>
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</tr>
<tr>
<td>CHEM 400 Biochemistry</td>
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<tr>
<td>BIOL 302 Cell Biology</td>
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## Pharmacy Fourth Year (P4) - Undergraduate Student Status

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<tr>
<td>PHAR 463 PP &amp; T of Respiratory Diseases</td>
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</tr>
<tr>
<td>PHAR 466 PP &amp; T of Cardiovascular Diseases</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 476 PP &amp; T of Renal Diseases</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 491 Early Practice Experience 1</td>
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<tr>
<td>Pharmacy Electives</td>
<td>4</td>
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<tr>
<td>Total Hours</td>
<td>18</td>
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</tbody>
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## Pharmacy Fifth Year (P5) - Graduate Student Status

GPA starts over/3 C Rule goes into effect /Undergraduate scholarships end

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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHAR 553 Pharmacoeconomics</td>
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<tr>
<td>PHAR 550 Pharmacy Administration</td>
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<tr>
<td>PHAR 560 PP &amp; T of Neurologic Diseases</td>
<td>4</td>
</tr>
<tr>
<td>PHARM 590 Pharmacy Research</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 563 PP &amp; T of Hematology/Oncology</td>
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</tr>
<tr>
<td>PHAR 592 Intermediate Practice Experience 2</td>
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<tr>
<td>PHAR 569 PP &amp; T of Gastrointestinal/Oncology</td>
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<tr>
<td>PHAR 599 Application of Pharmacy Practice</td>
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<tr>
<td>PHAR 591 Intermediate Practice Experience 1</td>
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<tr>
<td>Pharmacy Electives</td>
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<td>Pharmacy Electives</td>
<td>2</td>
</tr>
<tr>
<td>Total Hours</td>
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## Pharmacy Sixth Year (P6) - Graduate Student Status

**Advanced Experience Rotations 36 hours for the year (9 months)**

- 2 months in Advanced Institutional/General Medicine
- 2 months in Ambulatory/Advanced Community Pharmacy
- 2 months in Special Populations Advanced Experience
- 3 months of elective rotations

* Based on placement tests. Should a student not place into this course, additional courses will be required.
RECOMMENDED TEXTS:

- See course syllabi

PERFORMANCE STANDARDS Pharm 701-709:

To have successfully completed the rotation sequence, the student must accomplish the following:

1. Successfully complete six (6) core rotations meeting all rotation-specific learning objectives and site-specific responsibilities and/or activities and receive a final grade of B- or higher.
2. Successfully complete three (3) elective rotations meeting all rotation-specific learning objectives and site-specific responsibilities and/or activities and receive a final grade of B- or higher.
3. Successfully complete eight (8) core case reviews.
4. Successfully complete the P6 core competency exam.
5. Successfully complete patient communication exercises documented using the form.
6. Successfully complete all competencies listed on the Longitudinal Assessment Form.
7. Attend (3) online professional development webinars during the rotation sequence and must successfully complete all assignments associated with the webinar.
8. Successfully complete online competency material and quizzes as assigned.
9. Attend Career Day and Residency Meeting (unless excused by D.O.E.E.)

Core Experiential Objectives for the following rotation types:

1. Advanced Practice Community Pharmacy/Ambulatory Care
2. Advanced Practice Hospital Pharmacy/General Medicine
3. Advanced Practice Special Population

Rotation Specific Objectives:

Additional objectives for each specific elective rotation may be requested from the Experiential Education Office or the site. Outlined below are core objectives for the required rotations; it is the student’s responsibility to meet outlined objectives as well as site-specific objectives.
Advanced Practice Community Pharmacy/Ambulatory Care Objectives

The goal of Advanced Practice Community Pharmacy Experiences is to provide the opportunity for the student to build upon information acquired in his/her didactic education and apply the knowledge and skills in direct patient care activities in community pharmacy/ambulatory care settings. The student will complete all activities in a professional manner under the facilitation of a preceptor. Given the opportunity, a student who is not able to meet all 10 objectives is subject to failure of the rotation. Upon completion of the experience, the student shall be able to:

1. Demonstrate the ability to appropriately assess patients, which shall include, but not be limited to, obtaining or discussing the following information: (Outcomes: 1 & 2) (CAPE: 2.1, & 3.1)
   a. Signs and symptoms of patient complaint or disease
   b. Patient profile (CAPE: 2.2)
   c. Medication history (including previous treatments)
   d. Available past medical, family, social, and surgical history
   e. Adherence to medication regimen
   f. Physical assessment
      i. Measure basic physical assessment data (i.e. BP, lipid panel, glucose, weight, height, etc.) where available and when appropriate
      ii. Obtain physical assessment data from patient chart/medical record when chart/record is available
   g. Healthcare coverage
   h. Bioterrorism and disaster preparedness and management

2. Demonstrate the ability to analyze treatment options (both prescription and non-prescription) for each disease, incorporating: (Outcomes: 1, 2, 3, 4 & 6) (CAPE: 1.1, 2.1, & 3.5)
   a. Pathophysiology
   b. Etiology (especially drug-related causes)
   c. Dosing based on practical pharmacokinetic principles
   d. Guidelines of treatment (AACP/CHEST, JNC7, NCEP ADA, IDSA etc)
   e. Culture/ health literacy
   f. Cost
   g. Benefit of therapy versus risk

3. For each therapeutic option, discuss: (Outcomes: 2, 3, 4, 5 & 9) (CAPE 1.1, 2.1 & 2.2)
   a. Pharmacology
   b. Dosing
   c. Pharmacokinetics
   d. Routes of administration
   e. Contraindications/precautions
   f. Adverse drug reactions
   g. Interactions (drugs, dietary supplements, food, laboratory)
   h. Monitoring parameters for efficacy and toxicity

4. For each prescription, assess appropriate: (Outcomes: 2, 3 & 5) (CAPE: 1.1, & 4.4)
   a. Indication
   b. Legality
   c. Completeness
   d. Dose
   e. Dosage form
   f. Duration of therapy
5. Demonstrate the ability to make appropriate recommendations to patients regarding self care. (Outcomes: 2, 3, 5 & 9) (CAPE 1.1 & 2.1)
   a. Recommend nonprescription medications
   b. Dietary Supplements
   c. Home diagnostic devices
6. Communicate information about the disease and drug therapy to the physician, nurse, other healthcare professionals and the patient, which shall include, but not be limited to: (Outcomes: 3, 4, 5 & 9) (CAPE: 3.5, 3.6, & 4.4)
   a. Assessment of patient’s health beliefs
   b. Assessment of patient’s health literacy
   c. Effective verbal communication when advising, counseling, and educating patients about their medications
   d. Prescription – The Student shall demonstrate ability to:
      i. Establish a dialogue with patients concerning medications to:
         1. Clarify proper medication dosing
         2. Clarify length of therapy
         3. Review potential medication side effects and action(s) by patient when they occur
         4. Handle difficult patients and/or difficult situations (e.g., misfiled prescriptions)
         5. Counsel patients on sensitive issues
         6. Able to apply cultural and social factors to communication and plan development
   e. Non-Prescription – The student shall demonstrate the ability to
      i. Respond to patient’s questions
      ii. Assist patients with the selection of an appropriate medication for self use
      iii. Effective, concise written communication
      iv. Demonstration and assessment of appropriate use of medications and related devices
7. Participate in promoting healthcare awareness to prevent and improve health (Outcomes: 4, 5, 7, 8 & 10) (CAPE: 2.3 & 3.3)
   a. Administering medications where practical and consistent with the practice environment and legal
      i. Example: identify immunization protocol and provide administration
      ii. Example: provide disease state education to empower patients to
   b. Ensure patients obtain resources and care required in an efficient and cost-effective manner
   c. Assist patients in navigating the complex healthcare system
8. Use the most appropriate resources to respond to drug information questions from patients and health care providers (Outcomes: 4 & 5) (CAPE: 3.4)
9. Present organized (formal and informal) case presentations (Outcomes: 2, 3, 4, 5, 6, 7, 8 & 10) (CAPE: 3.2)
10. Discuss the policies and procedures for managing the pharmacist’s role in providing patient care (Outcomes: 7, 8, 9 & 10) (CAPE: 2.3, 4.3 & 4.4)
    a. General orientation process for all pharmacy employees
    b. Joint Commission on Healthcare Accreditation (JCAHO)/institutional ambulatory care rotations
    c. Medication delivery
    d. Legal compliance for the site and activities performed
    e. Adverse Drug Reactions Reporting and prevention
    f. Medication Error Reporting and Prevention
    g. Quality Assurance, especially patient safety
    h. Pharmacy and Therapeutics/Insurance formularies
    i. Healthcare Insurance Portability and Accountability Act (HIPAA)
    j. Non-sterile and sterile compounding
    k. Reimbursement for services (if appropriate)
Advanced Practice Hospital Pharmacy/General Medicine Objectives

The goal of Advanced Practice Hospital/General Medicine Pharmacy Experiences is to provide the opportunity for the student to build upon information acquired in his/her didactic education and apply the knowledge and skills in direct patient care activities in Hospital Pharmacy. The student will complete all activities in a professional manner under the facilitation of a preceptor. Upon completion of the experience, the student shall be able to:

1. Demonstrate the ability to appropriately assess patients, which shall include, but not be limited to, obtaining or discussing the following information: (Outcomes: 1 & 2) (CAPE: 2.1, 3.1)
   a. Signs and symptoms of patient complaint or disease
   b. Medical Record (CAPE: 2.2)
   c. Medication history (including previous treatments)
   d. Available past medical, family, social, and surgical history
   e. Medication administration review
   f. Physical assessment
      i. Obtain data from patient chart/medical record and/or patient, i.e. including but not limited to:
         1. Blood pressure
         2. Height/weight
         3. Culture and sensitivity
         4. Laboratory tests, e.g. chemistry and drug levels
         5. Other tests

2. Demonstrate the ability to analyze treatment options (both prescription and non-prescription) for each disease, incorporating: (Outcomes: 1,2,3,4 & 6) (CAPE: 1.1, 2.1, & 3.5)
   a. Pathophysiology
   b. Etiology (especially drug-related causes)
   c. Guidelines of treatment (AACP/ CHEST, JNC7, NCEP ADA, IDSA etc..)
   d. Cost
   e. Benefit of therapy versus risk
   f. Formulary
   g. Bioterrorism and disaster preparedness and management

3. For each therapeutic option, discuss: (Outcomes: 2,3,4,5 & 9) (CAPE 1.1, 2.1 & 2.2)
   a. Pharmacology
   b. Dosing
   c. Pharmacokinetics
   d. Routes of Administration
   e. Contraindications/Precautions
   f. Adverse drug reactions
   g. Interactions (drugs, dietary supplements, food, laboratory)
   h. Monitoring parameters for efficacy and toxicity
4. For each medication order, assess appropriate: (Outcomes: 2,3,4 & 5) (CAPE: 1.1, 4.4)
   a. Indication
   b. Legality
   c. Completeness
   d. Dose/pharmacokinetics
   e. If injectable:
      i. IV compatibility
      ii. Stability
      iii. Administration Rate
      iv. IM/SQ
      v. Reconstitution
   f. Dosage form
   g. Duration of therapy

5. Communicate information about the disease and drug therapy to the physician, nurse, other healthcare professionals and the patient, which shall include, but not be limited to: (Outcomes: 3,4,5 & 9) (CAPE: 3.1, 3.2, 3.4, 3.5, & 3.6)
   a. Effective, concise written communication
   b. Demonstration and assessment of appropriate use of medications and related devices
   c. Demonstrate methods used to provide continuum of care
   d. Effective communication with physicians, nurses and other health care professionals concerning point 1-4 above

6. Participate in promoting healthcare awareness (Outcomes: 4,5,7,8, & 9) (CAPE: 3.3, 3.4, 3.5, & 3.6)

7. Use the most appropriate resources to respond to drug information questions from patients and health care providers and patients (Outcomes: 4&5) (CAPE: 3.4, 3.6, & 4.4)

8. Present organized (formal and informal) case presentations (Outcomes: 2,3,4,5,6,7,8 &10) (CAPE: 3.2)

9. Discuss the policies and procedures and health care informatics managing the pharmacy’s role in providing patient care including, but not limited to: (Outcomes: 7,8,9 & 10) (CAPE: 2.3, 4.3 & 4.4)
   a. General orientation process for all pharmacy employees
   b. Joint Commission on Healthcare Accreditation (JCAHO)
   c. Medication delivery
   d. Legal compliance for the site and activities performed
   e. Adverse Drug Reactions Reporting and prevention
   f. Medication Error Reporting and Prevention
   g. Quality Assurance, especially patient safety
   h. Pharmacy and Therapeutics/ formulary
   i. Healthcare Insurance Portability and Accountability Act (HIPAA)
   j. Sterile and non-sterile compounding
   k. Reimbursement for services (if appropriate)

10. Demonstrates Personal and Professional Development (CAPE: 4.1, 4.2, 4.3,4.4)
    a. Examine and reflects on personal knowledge, skills, abilities, motivation and emotions that could enhance or limit personal professional groups.
    b. Demonstrates responsibility for creating and achieving shared goals, regardless of positions,
    c. Engages in innovative activities by using creative thinking to envision better ways of accomplishing professional goals
    d. Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other provides and society.
Advanced Practice Special Population Care Objectives

The goal of Advanced Practice Community Pharmacy Experiences is to provide the opportunity for the student to build upon information acquired in his/her didactic education and apply the knowledge and skills in direct patient care activities towards a special population patient group (this may include but not limited to pediatrics, geriatrics, indigent, diabetics, heart failure, neurology, etc.) The student will complete all activities in a professional manner under the facilitation of a preceptor. Upon completion of the experience, the student shall be able to:

1. Demonstrate the ability to appropriately assess patients of a special population, which shall include, but not be limited to, obtaining or discussing the following information: (Outcomes: 1 & 2) (CAPE: 2.1, 2.4, & 3.1)
   a. Signs and symptoms of patient complaint or disease
   b. Medical Record
   c. Medication history (including previous treatments)
   d. Available past medical, family, social, and surgical history
   e. Medication administration review
   f. Physical assessment
      i. Obtain data from patient chart/medical record and/or patient, i.e. including but not limited to:
         1. Blood pressure
         2. Height/weight
         3. Culture and sensitivity
         4. Laboratory tests, e.g. chemistry and drug levels
         5. Other tests

2. Demonstrate the ability to analyze treatment options (both prescription and non-prescription with a focus on the special population group and for each disease, incorporating: (Outcomes: 1, 2, 3, 4 & 6) (CAPE: 1.1, 2.1, & 3.5)
   a. Pathophysiology
   b. Etiology (especially drug-related causes)
   c. Guidelines of treatment (AACP/CHEST, JNC7, NCEP ADA, IDSA etc.)
   d. Cost
   e. Benefit of therapy versus risk
   f. Formulary

3. For each therapeutic option, discuss: (Outcomes: 2, 3, 4, 5 & 9) (CAPE 1.1, 2.1 & 2.2)
   a. Pharmacology
   b. Dosing
   c. Pharmacokinetics
   d. Routes of Administration
   e. Contraindications/Precautions
   f. Adverse drug reactions
   g. Interactions (drugs, dietary supplements, food, laboratory)
   h. Monitoring parameters for efficacy and toxicity
4. For each medication order, assess appropriate: (Outcomes: 2, 3, 4 & 5) (CAPE: 1.1, 4.4)
   a. Indication
   b. Legality
   c. Completeness
   d. Dose/pharmacokinetics
   e. If injectable:
      i. IV compatibility
      ii. Stability
      iii. Administration Rate
      iv. IM/SQ
      v. Reconstitution
   f. Dosage form
   g. Duration of therapy

5. Communicate information about the disease and drug therapy to the physician, nurse, other healthcare professionals and the patient, which shall include, but not be limited to: (Outcomes: 3,4,5 &9) (CAPE: 3.1, 3.2, 3.4, 3.5, & 3.6)
   a. Effective, concise written communication
   b. Demonstration and assessment of appropriate use of medications and related devices
   c. Effective communication with physicians, nurses and other health care professionals concerning point 1-4 above.

6. Participate in promoting healthcare awareness (Outcomes: 4,5,7,8 &9) (CAPE: 3.3, 3.4, 3.5, & 3.6)

7. Use the most appropriate resources to respond to drug information questions from patients and health care providers and patients (Outcomes: 4&5) (CAPE: 3.4, 3.6, & 4.4)

8. Present organized (formal and informal) case presentations (Outcomes: 2,3,4,5,6,7,8 &10) (CAPE: 3.2)

9. Discuss the policies and procedures and health care informatics managing the pharmacy’s role in providing patient care including, but not limited to: (Outcomes: 7,8,9 &10) (CAPE: 2.3, 4.3 & 4.4)
   a. General orientation process for all pharmacy employees
   b. Joint Commission on Healthcare Accreditation (JCAHO)
   c. Medication delivery
   d. Legal compliance for the site and activities performed
   e. Adverse Drug Reactions Reporting and prevention
   f. Medication Error Reporting and Prevention
   g. Quality Assurance, especially patient safety
   h. Pharmacy and Therapeutics/ formulary
   i. Healthcare Insurance Portability and Accountability Act (HIPAA)
   j. Sterile and non-sterile compounding
   k. Reimbursement for services (if appropriate)

10. Demonstrates Personal and Professional Development (CAPE: 4.1, 4.2, 4.3, & 4.4)
    a. Examine and reflects on personal knowledge, skills, abilities, motivation and emotions that could enhance or limit personal professional groups.
    b. Demonstrates responsibility for creating and achieving shared goals, regardless of positions,
    c. Engages in innovative activities by using creative thinking to envision better ways of accomplishing professional goals
    d. Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other provides and society.
DESCRIPTION OF CORE LEARNING OBJECTIVES (for all required patient care rotations):
These objectives are to be the minimal learning experiences to be accomplished during the core rotations in additional to any other site-specific objectives and requirements. (Pages 5-13)

Patient Care Assessment and Plan: (pages 42-47)

I. The student will demonstrate his or her ability to enhance patient medication therapy when making pharmacy related assessments by utilizing all components of patient care subjective and objective information including History and Physical.

II. Student will use the following to develop an appropriate Assessment and Plan for patient care.

   A. Subjective Findings (S)
      For each assigned patient, the student shall utilize the History and Physical and other appropriate sources to identify pertinent subjective findings for each listed disease state for the patient.

   B. Objective Findings (O)
      For each assigned patient, the student shall utilize the History and Physical and other appropriate sources to identify the pertinent objective findings for each listed disease state for the patient.

   C. Assessment (A)
      For each assigned patient, the student shall utilize the subjective and objective data to fully assess all drug therapy and identify drug-related problems. This assessment should include the etiology of the problem, whether drug therapy is necessary, and whether current drug therapy is efficacious and appropriate.

   D. Plan (P)
      For each assigned patient, the student shall utilize the subjective and objective data in conjunction with the assessment to formulate a plan to resolve drug-related problems, optimize drug therapy, specify an appropriate monitoring plan (evaluating efficacy, side effects, toxicity, etc.), and maximize outcomes. The plan should always include goals of therapy and appropriate counseling. Students shall also identify situations where pharmacokinetic parameters are necessary to optimize drug therapy and thus implement appropriate pharmacokinetic monitoring plans.

Professional Communications

I. Interdisciplinary Patient Care
   The student will learn to participate as a pharmacist in an interdisciplinary patient care environment, under the preceptor’s supervision and/or direction, in providing patient care.

II. Drug Information
   The student will identify drug-therapy related questions, interact with health care professionals to clarify the question, efficiently formulate a response using appropriate resources, and communicate this response effectively in both written and verbal formats.

III. Professional Writing
   The student will identify topics, write professional documents on these topics and communicate with other health care professionals concerning those documents. Communication will occur in timely manner.

IV. Educational Presentations
   The student will identify, prepare and present topics for the purpose of education within the practice environment.
Practice Management/Clinical Administration

I. Documentation of Pharmacist Recommendations
   The student shall explain the need for and participate in the documentation of pharmacists’ patient care related activities.

II. Drug Use Evaluation (DUE)
    The student will explain the process of DUE and, if applicable, participate in the site's DUE system.

III. Adverse Drug Reaction (ADR) Monitoring & other Safety Programs
    The student shall understand the process of ADR monitoring and, if applicable, participate in the federal and institution-specific ADR system. The student shall participate in safety program to improve patient outcomes.

IV. Health Care Informatics
    The student shall participate in various forms of health care informatics and understand the process, outcomes and the value of the system in place.

V. Research and Scholarly Activity
    The student shall explain the need for research and scholarly activity as it pertains to professional growth.

VI. Legal Compliance
    The student will be able to explain and apply specific DEA and state regulations and laws as it pertains to maintaining a compliant site and pharmacy license.

Personal and Professional Development and Attributes

I. Social Interaction and Citizenship
   The student shall demonstrate effective interpersonal behaviors in a variety of situations and circumstances.

II. Self-Learning Abilities and Habits
   The student shall effectively self-assess and satisfy learning needs on an ongoing basis.

III. Social Awareness and Social Responsibility
    The student shall adapt their professional practice to the dynamic health care system.

IV. The student shall demonstrate leadership by creating and achieving shared goals and engage in innovative pharmacy practice activities
PHARMACY PROGRAM OUTCOMES
Upon successful completion of the APPE program, students will have gained practical experiences that address each of the following educational outcomes outlined by the Center for the Advancement of Pharmacy Education (CAPE):

Domain 1 – Foundational Knowledge

1.1. Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient centered care.

Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

2.4 Population- based care (Provider) - Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based practices.

Domain 3 - Approach to Practice and Care

3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3. Patient Advocacy (Advocate) - Assure that patients” best interests are represented.

3.4. Interprofessional collaboration (Collaborator) - Actively participate and engage as healthcare team member by demonstrating mutual respect, understanding, and values to meeting

3.5. Cultural sensitivity (Includer) - Recognize social determinants of health to diminish disparities and inequities in access to quality care.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Domain 4 – Personal and Professional Development

4.1. Self-awareness (Self-aware) - Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3. Innovation and Entrepreneurship (Innovator)- Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

DESIRED COURSE (701-709) OUTCOMES:

Upon completion of each rotation, the student should be able to:

1. Utilize a systematic problem-solving approach to patient care. (CAPE: 1.0. 2.0. & 3.0)
2. Utilize the acquired knowledge base to assess the patient and formulate a therapeutic plan. (CAPE: 1.0. 2.0 & 3.0)
3. Demonstrate proficiency in recommending and implementing a therapeutic plan. (CAPE: 2.0 & 3.0)
4. Identify and evaluate the current literature and apply this information to patient care. (CAPE: 2.0 & 3.0)
5. Effectively communicate, both verbally and in writing, with patients and other healthcare providers. (CAPE: 3.0)
6. Demonstrate self-learning and self-assessment abilities and habits. (CAPE: 4.0)
7. Demonstrate leadership abilities. (CAPE: 4.0)
8. Demonstrate professionalism. (CAPE: 2.0 & 4.0)
9. Demonstrate proficiency in the role of the pharmacy practitioner, as a member of the healthcare team, in provision of quality patient care. (CAPE: 2.0, 3.0, & 4.0)
10. Demonstrate ability to conduct further research and/or improving pharmacy services in the future. (CAPE: 2.0, 3.0, & 4.0)

- Outcomes 1-6 are mapped to the following curriculum courses: Phar 251, 350, 351, 361, 362, 363, 370, 460, 463, 466, 469, 473, 476, 560, 563, 569, & 599.
- Other outcomes are mapped to the noted course number as indicated

ADVANCED PHARMACY PRACTICE EXPERIENCE REQUIREMENTS:

COURSE POLICIES:

Students must register for six, one month core rotations and three, one month elective rotations. One month rotation refers to one calendar month unless otherwise specified. One month of rotation is equal to four academic credit hours. Students may not register for any other didactic courses during Advanced Practice Rotations, without the prior approval from the Director of Experiential and the Dean of the College of Pharmacy. Rotations are scheduled July through November and January through April.

Students are not permitted to start rotations in May or June. May, June and December months are considered non-student months for faculty, preceptors, and Hub-Site Coordinators. These months provide educators the opportunity for vacation, participation in on campus events, professional and curricular development, continuing education, scholarly commitment, and reflection and didactic preparation time. In some cases the months of May, June and/or December may be used for unique rotations, such as an international rotation, or may be used for students with unusual circumstances. Situations that may qualify a student to be scheduled during May, June or December are unplanned medical issues, student rotation failure, and military obligations. The scheduling of student rotations
during the month of May, June and/or December will be evaluated on a case-by-case basis. The Director of Experiential Education must approve the rotation. Once approved by the Director of Experiential Education, the Department Chair of Pharmacy Practice must also approve of the rotation. These approvals are rarely granted.

<table>
<thead>
<tr>
<th>Semester</th>
<th>APPE Rotation Scheduled</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>July</td>
<td>PHAR 701</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>August</td>
<td>PHAR 702</td>
<td>4</td>
</tr>
<tr>
<td>Fall</td>
<td>September</td>
<td>PHAR 703</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>PHAR 704</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>PHAR 705</td>
<td>4</td>
</tr>
<tr>
<td>Spring</td>
<td>January</td>
<td>PHAR 706</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>PHAR 707</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>PHAR 708</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td>PHAR 709</td>
<td>4</td>
</tr>
</tbody>
</table>

*Longitudinal pharmacy practice experiences may be selected as one of the 9 months of rotations and may be registered in any available month.

**The student’s schedule may follow a slightly different pattern for the year however; the transcript will reflect the sequence listed above.

A student is required complete six (6) one-month core advanced practice rotations as follows:

- **Advanced Community Pharmacy / Ambulatory Medicine 1**
- **Advanced Community Pharmacy / Ambulatory Medicine 2**
- **Advanced Institutional Pharmacy / General Medicine 1**
- **Advanced Institutional Pharmacy / General Medicine 2**
- **Special Populations 1 (e.g. Geriatrics, Pediatrics, Critical Care, Hospice)**
  **Students may choose any one or two special populations during the two-month requirement**
- **Special Populations 2**
  **Students may choose any one or two special populations during the two-month requirement**
A student is required to complete three (3) one-month elective advanced practice rotations from the following list, pending availability to the college (rotations are listed alphabetically):

<table>
<thead>
<tr>
<th>Academic Pharmacy</th>
<th>Health Informatics</th>
<th>Pain Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Institutional</td>
<td>Heart Failure Clinic</td>
<td>Patient Safety</td>
</tr>
<tr>
<td>AIDS/HIV Pharmacy</td>
<td>Home Health Care/ Home Infusion</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Alternative/ Complementary Medicine</td>
<td>Hospice / Palliative Care</td>
<td>Pharmaceutical Industry</td>
</tr>
<tr>
<td>Ambulatory Care (various- focus)</td>
<td>Hyperlipidemia Clinic</td>
<td>Pharmacokinetics</td>
</tr>
<tr>
<td>Anticoagulation Clinic</td>
<td>Hypertension Clinic</td>
<td>Pharmacy Education</td>
</tr>
<tr>
<td>Asthma Clinic</td>
<td>Indian Health Service</td>
<td>Pharmacy Organization Management</td>
</tr>
<tr>
<td>Burn Management</td>
<td>Infectious Disease (I.D.)</td>
<td>Poison Control (Toxicology)</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Informatics</td>
<td>Preventative Medicine</td>
</tr>
<tr>
<td>Community Practice</td>
<td>Institutional Administration</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Community Administration</td>
<td>Intensive Care (Critical Care)</td>
<td>Regulatory &amp; Licensing</td>
</tr>
<tr>
<td>Compounding Practice</td>
<td>Internal Medicine</td>
<td>Public Health Service</td>
</tr>
<tr>
<td>Corporate Management</td>
<td>International Medicine</td>
<td>Pulmonary Medicine</td>
</tr>
<tr>
<td>Critical Care Medicine</td>
<td>Long Term Care</td>
<td>Pharmacy Organization Management</td>
</tr>
<tr>
<td>Diabetes Clinic</td>
<td>Mail Order Pharmacy</td>
<td>Research</td>
</tr>
<tr>
<td>Disaster Training/ or Pre-Disaster Mgt.</td>
<td>Managed Care</td>
<td>Regulatory &amp; Licensing</td>
</tr>
<tr>
<td>Drug Abuse &amp; Prevention</td>
<td>Medical Publishing</td>
<td>Substance Abuse</td>
</tr>
<tr>
<td>Drug Information Services</td>
<td>Medication Therapy Management</td>
<td>Surgical Care (Surgery)</td>
</tr>
<tr>
<td>Entrepreneurial</td>
<td>Neonatology</td>
<td>Transplantation- various</td>
</tr>
<tr>
<td>Emergency Medicine/ Trauma</td>
<td>Nephrology</td>
<td>Patient Safety</td>
</tr>
<tr>
<td>Epilepsy Clinic</td>
<td>Neurology</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Family Medicine/Family Practice</td>
<td>Nuclear Pharmacy</td>
<td>Veterinary Medicine</td>
</tr>
<tr>
<td>Food &amp; Drug Administration</td>
<td>Nutrition</td>
<td>Wound Care</td>
</tr>
<tr>
<td>Gastroenterology (G.I.)</td>
<td>Obstetrics/Gynecology (OB/GYN)</td>
<td></td>
</tr>
<tr>
<td>General Medicine</td>
<td>Oncology / Hematology/Pain</td>
<td></td>
</tr>
<tr>
<td>Geriatrics</td>
<td>Outcomes Research</td>
<td></td>
</tr>
</tbody>
</table>

Students are placed into Hub Sites (or Co-Hub Sites) for the completion of all six months of core required rotations. Up to two elective rotations may be completed outside of the hub network. Students must receive approval from the Director of Experiential Education and communicate this information with their assigned Hub Site Coordinator for out of network elective rotations. See pages 18 & 19 for policies and procedures regarding out of network electives.
POLICIES REGARDING STUDENT PLACEMENT IN THE HUB NETWORK

The placement of students into Hub Sites is a collaborative process involving the student, Director of Experiential Education, Assistant Director of Experiential Education, Education Specialist and the Hub Site Coordinators. The Director and Assistant Director of Experiential Education assign student placements using the following process. Student preference is considered however, placement based on preference or rank is not guaranteed due to limited Hub Site availability and conditional acceptance by the Hub Site Coordinator. A student is NOT permitted to work (receive compensation) at a site where he or she is completing a rotation for the duration of the scheduled rotation(s). If approved, the student must ask his or her employer for a leave of absence during the time he/she will be on site during clinical rotations. Students must report their place of employment to the experiential office if it appears that there may be an issue with this policy. Failure to comply or report work/academic site conflicts may result in failure of a rotation/course.

1. Hub Site promo packets are posted for P5 students during the fall semester on RxPreceptor.
2. Students submit their rank order preference for their top seven sites on RxPreceptor.
3. Students are matched to sites based on the following criteria:
   a. Student Rank
      i. Pharmacy GPA
   b. Student site preference
   c. Discretion of the Director of Experiential Education based on hub site contracts and/or affiliation agreements.
4. Students and sites are notified of their initial match. Students must submit their updated electronic portfolio to Hub Site as directed during the month of October. Failure to do so may result in forfeiting their assigned site.
5. Hub Sites will have the option to:
   a. Approve/Disapprove student placements based on portfolio. OR
   b. Approve/Disapprove student placements pending interview.
      i. Interviews may take place over the phone, on campus or at the site depending on the preference of the site.
      ii. Sites will contact students to arrange interview times and places, if necessary.
6. Students, who are not approved by their first site and go unmatched, will be placed by the Director of Experiential Education.
7. Students and sites are notified of final placement during the spring semester of their P5 year
   a. Students must submit electronic portfolio to final site, if different from initial match.

POLICIES REGARDING ELECTIVE ROTATIONS OUTSIDE OF THE HUB NETWORK

Elective rotations are one-month assignments chosen based on interest of the student and availability. Elective rotations are offered at each of the Hub Sites and their respective affiliates; however, electives may also be completed outside of the Hub Network. An elective rotation should fit the description of any of those listed on the table on page 17. If an elective rotation is desired that is not on this list, a waiver must be granted from the Director of Experiential Education. A student is NOT permitted to work at the same site he or she is completing a rotation. The student must request a leave of absence from his or her employer during the time he or she will be on site during clinical rotations. (See policy as noted above)

If students choose to take an elective rotation outside of their assigned Hub Site, the following process must be completed and all documents must be in place before December 8, 2014.
1. Students must submit elective request for approval from the Director or Assistant Director of Experiential Education for a potential out of hub site rotation. This must be done in writing using the elective request form.

2. Students shall search RxPreceptor to identify elective preceptors and sites currently affiliated with our program.

3. Students requesting a rotation site not currently affiliated with UF shall provide:
   a. Site name
   b. Preceptor name & contact information
      i. Phone
      ii. Email

4. If approved upon by Experiential Office, the E.O. will:
   a. Initiate an Affiliation Agreement with the organization.
      i. This may take a lengthy period of time, so plan ahead.
   b. Experiential office will send preceptor application to preceptor.

5. Once the preceptor application and affiliation agreement are in place, written affirmation from the preceptor to the Experiential Director/Program must be obtained.
   a. Affirmation may be provided in an e-mail or phone. The preceptor must, in some written form, affirm that they will be precepting the named student for an elective rotation. He or she must indicate the site, type of elective and agreed month in the affirmation. Once the written affirmation is received, the rotation may not be changed.

- The Director and Assistant Director of Experiential Education reserve the right to deny any student approval for an elective rotation outside the Hub Site.
- Students may not complete elective rotations out of the Hub Site during the months of July or August. Students may petition the Director of Experiential Education for special consideration.
- Once an elective rotation is scheduled, changes will not be permitted. In the case of extreme personal reasons, changes will be considered by the Director of Experiential Education and the Hub Site Coordinator. Extreme personal reasons do not include changes in student interest, failure to secure housing or a desire to move closer to family or friends. These items should be considered prior to committing to an out of network elective rotation. Elective rotation changes impact the relationship with the school, the site and other pharmacy schools utilizing the site. Each change requires additional administrative work by the school and hub site and may affect payment to the site.
- Some rotation sites may require the completion of prerequisite rotations, additional background checks, illicit drug screening, and/or other testing or screening. It is the student's responsibility to identify any of these prerequisites with the preceptor and to pay for any additional costs that may be associated with the requirements. Failure to comply with these additional requirements once a rotation is scheduled may result in delay of graduation.
EVALUATION:

At the completion of each rotation, the preceptor will complete a “PharmD Student Rotation Evaluation Form” (pgs. 28-29) using RxPreceptor, the online program. Rotation letter grades may be assigned by the preceptor, Hub Site Coordinator, or Director of Experiential Education. The student will be assigned a letter grade (A,B,F) by the preceptor for each rotation based on the following:

a. Successful completion of core learning objectives.
b. Successful completion of rotation specific learning objectives.
c. Successful completion of site-specific responsibilities and/or activities.
d. Appropriate ethical, professional and academic conduct.

If a letter grade of “F” is achieved on any rotation, the student must repeat the rotation and achieve a passing grade prior to graduation.

Depending on the month of rotation, the rotation grade may also be dependent on the following:

e. Successful and timely completion of case studies.
f. Successful and timely completion of P6 competency testing. (dates for testing TBA)
g. Successful and timely completion of RxPortfolio requirements. (monthly updates).
h. Successful and timely completion of online webinar(s). (TBA)
i. Completion of online board review mini courses and quizzes. (TBA)
j. Completion & submission of the longitudinal form. (Nov/April)
k. Completion & submission patient communication form. (Nov/April)

Note: Per the general administration and academic regulations of the College of Pharmacy, a letter grade of a “B-” or better must be obtained to pass each rotation (while maintaining a 3.0 average). At the end of each month if the student’s RxPortfolio and CV are not updated or case studies or webinar assignments and competency tests are not completed or submitted when assigned, the Director of Experiential Education may penalize the student by adjusting the grade earned at the site. Deductions in the grade will be based on the number of items not completed timely and may result in a grade change from A to A- or B; B to B- or Fail) All assignments (case studies, monthly portfolio updates and submissions, P6 competency testing, webinars, longitudinal form, communication form etc.) must be completed in order to successfully graduate.

POLICIES FOR LOGGING HOURS DURING PRACTICE EXPERIENCES:

- Students are expected to be at rotation the first day of the month through the last day of the month.
- Students are required to log the total number of hours APPE hours completed during each rotation by the last scheduled calendar day of the experience using the IPPE/APPE Hour Log on RxPreceptor.
- Hours should be entered as APPE hours and the electronic calendar should be used to enter the dates. Hours must be verified by the preceptor using RxPreceptor ™ in order to be accepted by the College and should be done at the same time the final evaluation and grade are completed (last scheduled calendar day of the experience).
- The expected length of the advanced pharmacy practice experiences (9 months) is not less than 1440 hours.
  - This means that students on rotation should have 40 hrs. /week, 160 hrs per month (20 working days= 160 hrs., 21 working days =168 hrs.) even with approved absences. It is likely that the student will average 50 hrs./week.
POLICIES REGARDING ABSENCE DURING ROTATIONS:

Due to the intensity of each rotation and the need to achieve rotation objectives, it is advised that students avoid taking time away from their rotations. Students completing rotations do not follow the academic calendar for the University and are not allowed vacation time during their rotation schedule. However, it is recognized that students may need time off for residency or job interviews, illness or other unforeseen reasons. The following are the approved guidelines regarding absence from rotations:

1. Students will be allowed no more than **NINE (9) days** of approved absences from their assigned experiences over the entire rotation sequence. Each student is responsible for assuring that the maximum number of days away from the nine month rotation sequence is not exceeded. Students are responsible for logging ALL absences in RxPreceptor using the Absentee Log.

2. Students will be allowed no more than **THREE (3) days** of approved absences during any one rotation (1 month experience.) If days are missed, students may be required to spend additional time at the site, beyond the originally scheduled rotation time, so the student can complete all college and rotation specific objectives.

3. Time off is to be taken only with the **PRIOR** approval of the preceptor at the site. The student should use the "Absentee Log" to facilitate this approval.

4. Requests for more than three days of absences within any one rotation must be approved by the preceptor, Hub Site Coordinator and Director of Experiential Education. If students are granted approved absences for more than three (3) days from the rotation, the time **must be made up** or rescheduled.

5. An excused absence from a site does NOT relieve the student from completion of any of the rotation objectives or responsibilities.

6. Unexcused absences are **NOT** tolerated and jeopardize the student's successful completion of the program. Any unexcused absence may result in failure of the rotation that it occurred in. The preceptor should immediately contact the Office of Experiential Education if such absences occur.

7. Students, whose absences are a result of inpatient medical care, must provide a medical release to the Director of Experiential Education prior to returning to the assigned rotation and/or rotation sequence.

PROFESSIONAL CONDUCT:
Students are guests at each site. If inappropriate behavior or lack of professionalism is noted by the preceptor (or other individuals at the site), the student may be requested to terminate the rotation and leave the site, at the discretion of the Director of Experiential Education. The student may fail the rotation.

**Professional Dress Code**
Appropriate professional appearance shall include, but not be limited to, the following expectations:

- **Fingernails** - Nails must be kept clean and neat with their length to be no longer than 1/4 inch beyond the end of the finger. Artificial nails are not permitted.
- **Piercings** – No visible body piercings, with the exception of ear lobe piercings, will be permitted.
- **Tattoos** - No visible body tattoos. All tattoos potentially visible by patients or other caregivers shall be covered at all times.
- **Shoes** – No open toed shoes will be permitted in patient care areas.
- **Fragrances**- No overpowering fragrances; see site’s policies for details.
- **Clothing** – Clothing should be professional and appropriate for the practice setting. A white lab coat will be expected unless otherwise told. Lab coats must be kept clean and pressed at all times. Skirts and dresses must be at knee length and must fall below the hemline of the white lab coat.
• While completing the Advanced Practice Rotations, students WILL maintain a high standard of professional conduct. Students are expected to dress in appropriate professional attire (as defined by his or her respective preceptor or site), avoid nonprofessional behavior, uphold the strictest patient confidentiality standards, and display a positive, self-motivated attitude. Students failing to comply with these standards will be removed from the site. Additionally, a non-passing grade will be assigned to the student at the discretion of the preceptor and Director of Experiential Education.

• If a preceptor, employee, or patient at a site where the student is working feels that any area of this professional dress code been violated, the preceptor may choose to address the issue directly with the student, or they may file an incident report on RxPreceptor and the issue will be addressed by the Office of Experiential Education.

Social Media & Public Forum Policy
• As a student in the PharmD program, the college trusts and expects students to exercise personal and professional responsibility whenever using social media; which includes not violating the trust of those with whom they are engaging. This includes patients, patient families, other students, sites, preceptors and the university. Any posting in any social media or public forum regarding encounters during experiential education, even if posted in a non-identifiable way, is strictly prohibited. Any infraction of this policy may result in immediate removal from the site and a “failure” of the rotation.

No Smoking Policy
• Pharmacy students shall not smoke during rotation hours, breaks or on the premises of the facility/pharmacy. A student identified breaking this policy is a risk of being removed from the site and failing the rotation.

Use of handheld and cellular devices
• Students are responsible for determining the experiential site’s policy on cellular phones and handheld devices for the purposes of drug information prior to, or during the first day of, a new experience.
• The personal use of cellular phones (personal calls, texting, emailing, or other personal business not related to APPEs) is prohibited during any APPE. Inappropriate use of cell phones is considered unprofessional and may result in the assignment of a failing grade or grade reduction in the corresponding experiential course.

Patient Confidentiality
• The student will abide by HIPAA regulations and uphold the strictest patient confidentiality standards.
• The student is expected not to discuss patient information they have learned from their rotation site outside of their learning environment. Patient names should not be used in any oral and written presentations or assignments.
• Records containing protected health information are NOT to be removed from the health care facility. All records should be placed in the appropriate area as designated by the preceptor. Students may not remove a medical record from the designated area without permission.
• Any violation of the above policy will result in immediate dismissal from the practice site and a failing grade will be assigned.
**Academic Dishonesty**

- In attempt to maintain academic integrity, the College of Pharmacy has outlined a code of conduct (an Honor Code), which describes acceptable behavior for students in all its academic settings. This code has been developed using University and College standards. Full details of The University of Findlay College of Pharmacy’s Honor code can be requested from the experiential office.

- Per the College of Pharmacy’s definition, academic dishonesty includes:
  - **Cheating**: Using or attempting to use unauthorized materials, information, notes, study aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, clinic, assignment, or examination.
  - **Plagiarism**: Representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgment of the source.
  - **Facilitating Academic Dishonesty**: Helping or attempting to help another person commit an act of academic dishonesty.
  - **Abuse of Academic Materials**: Destroying or making inaccessible academic resource materials.
  - **Stealing**: Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession.
  - **Lying**: Making any oral or written statement that the individual knows to be untrue.

Academic dishonesty in any form will not be tolerated. Incidences of confirmed or suspected academic dishonesty should be reported to the Director and/or Assistant Director of Experiential Education immediately. Acts of academic dishonesty will result in immediate dismissal from the practice site and a failing grade. Students will then be referred to the Student Affairs Committee to continue the process of addressing the academic misconduct.

**Employment and Compensation**

- APPEs will not be scheduled around employment and students should NEVER leave a rotation early or miss a requirement due to outside employment or other personal reasons.
- Students may not complete APPE hours at a site where he or she has worked for compensation or at a site where he or she currently works.
- In accordance with ACPE standards, students may NOT be compensated for experiences submitted for academic credit.

**Preceptor Policies**

- An affiliation agreement and preceptor application form must be in place with each site and pharmacist, respectively, prior to the student starting an experience.
- Students may not begin APPE hours at any site until they have been scheduled at the site by the experiential office. Site scheduling or placement is completed when a student is linked to a preceptor in RxPreceptor.
- Students may NOT be precepted by a spouse, parent, grandparent or sibling.
- All experiences must be completed with an approved College of Pharmacy Preceptor.

**Technical Standards**

Pharmacy students must, at all times, maintain their physical and mental health and conduct themselves socially in a manner that will contribute to, and never detract from, a safe patient environment.
The UF College of Pharmacy has the responsibility to protect the patients with whom our graduates will interact, directly or indirectly. In addition, the safety of the student in each of the potential practice environments in which they train must also be considered. It is with both the patients’ safety and the students’ safety in mind that our technical standards have been specified.

Pharmacy Students must be able to meet the technical standards of the program including rotations. Many of these skills develop and or improve during the course of training. It is imperative that student skills have maturated to the level in which the skills represent a early practicing pharmacist.

Please refer to the UF pharmacy student handbook for specific details.

Harassment and Discrimination

- Definition:
  - Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, sexual orientation or any other characteristic protected by applicable federal, state and local laws or that denigrates or shows hostility or aversion toward an individual’s relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (iii) otherwise adversely affects an individual’s opportunities.
  - If there is an allegation of sexual harassment or discrimination that involves a University of Findlay student on experiential rotation, the Director and/or Assistant Director of Experiential Education MUST informed immediately that an incident has occurred so appropriate measures can be enacted.
  - Students who feel they have been a victim of sexual harassment or discrimination should immediately report the incident to the Vice President of Student Affairs OR the Assistant Vice President for Instruction:
    - Vice President of Student Affairs - David Emsweller
      419-434-4578, emsweller@findlay.edu
    - Vice President for Academic Affairs - Dr. Darin Fields
      (419) 434-4633, fieldsd2@findlay.edu
    - The University of Findlay also has a Harassment Hotline. The number is 419-434-6777; calls will be answered confidentially and directed to the appropriate area for help.
  - Preceptors who feel that a student has sexually harassed or discriminated against someone at their institution should report the incident by following the institution’s sexual harassment policy. The Director and/or Assistant Director of Experiential Education should still be informed immediately of the incident so appropriate measures can be enacted.
  - Students and preceptors can refer to page 141 of the 2014 Graduate Student Catalog for The University of Findlay’s full harassment and discrimination policy. The catalog can be found on the University’s website or by following this link: http://www.findlay.edu/offices/academic/registrar/Documents/2014Gradcatalog.pdf

Rotation Changes:

After scheduling rotations, it is difficult for the schedule to be changed due to the following: prior commitment to the preceptors/sites, unavailability of comparable quality rotations, negative effects on other rotations, and changing housing arrangements. Based on experiential program policy, only extreme personal reasons are considered on an individual basis for making any changes in the final rotations schedule. Rotation changes must be approved by both the Hub Site Coordinator and the Director of Experiential Education at The University of Findlay by e-mail. In other words, no phone approvals or approvals based on personal conversation are permitted.
WITHDRAWAL FROM ADVANCED PHARMACY PRACTICE EXPERIENTIAL COURSES:
Withdrawals from an advanced pharmacy practice experiential course will not be granted after the course begins, unless approval is granted by petitioning to the Director of Experiential Education. Either the student or the preceptor may request a withdrawal. Withdrawals may be granted by the Director of Experiential Education for two reasons:

a. Unsatisfactory clinical education experience- According to the Director of Experiential Education, the experience does not meet the educational needs of the student or provide a safe learning environment.
b. Exceptional change to personal circumstances- The student has experienced the birth or adoption of a child, has to care for an ill family member and/or has developed a serious health condition, during the semester of the scheduled experience.

Procedure for Withdrawals from Advanced Pharmacy Practice Experience Courses:
The student is responsible for:
1. Notifying the Director of Experiential Education of any problems with the advanced pharmacy practice experience IMMEDIATELY.
2. Cooperating with the Director of Experiential Education to determine: the problems associated with the experience, possible solutions to change the experience, and the consequences of the request.
3. Notifying the Director of Experiential Education and providing documentation IMMEDIATELY of an exceptional change in personal circumstance.
   • Refer to student handbook for further details

PROFESSIONAL PORTFOLIO (RxPortfolio) REQUIREMENTS:
The student must continue to maintain his or her “Professional Electronic Portfolio” from their early and intermediate practice experiences and will share it with each preceptor prior to beginning each rotation. The completed portfolio MUST be submitted to the Hub Site Coordinator and Director of Experiential Education by November 17, 2014 (this does not include November’s best work) and April 13, 2015 to document satisfactory completion of all objectives and outcomes. RxPortfolios must be reviewed and approved by each student’s Hub Site Coordinator and Director of Experiential Education prior to graduation. Failure to complete the portfolio requirements can impact the rotation grade for each rotation/class that the portfolio is considered incomplete or the month portfolio grading occurs (November and/or April).

The Professional Portfolio shall be organized as outlined:

General Information:

☐ Updated Photo, Contact Information, Personal Biography and Career Objective
☐ Updated Employment History, Honors & Awards, Professional Activities, Licenses & Certifications

CV/Resume Archive:

☐ Updated Curriculum Vitae
   o CVs must be updated each month to reflect the previous month’s experience
   o Most recent CV must be uploaded to RxPortfolio
Experiential Rotations:

- Each APPE rotation month must be entered similarly to IPPE rotations under Experiential Rotations
  - Indicate site, preceptor, time frame
  - Attach projects, presentation, any other pertinent documentation (ie. journal club, case reviews, case presentations, handouts, monographs, etc.)

- Scanned copy of Patient Communication Form (submitted under separate tab in RxPortfolio experiential rotation tab in Nov/April with Longitudinal Assessment Form)

- Scanned copy of the Completed Longitudinal Outcome Measures Assessment Form (pgs. 27-29) must be submitted under separate tab in RxPortfolio in Nov/April with Patient Communication Form.

ROTFATION EVALUATION FORMS SUMMARY:

PharmD Student Evaluation Form (pgs. 28-29) (complete on RxPreceptor)

The preceptor is to complete the “Midpoint Evaluation” section of this form during the middle week of the rotation; this can be done verbally or submitted online. It is preferred midpoint be done online. The “Final Evaluation” section and final grade should be completed during the last week of the rotation. For eight week rotations, the final evaluation should be completed twice (at the end of each 4 weeks.) During the Midpoint and Final Evaluations of the student, the preceptor will discuss the student’s strengths and weaknesses. Although Midpoint (suggested) and Final Evaluations are required, only the Final Evaluation will be used in determining the student’s grade for the rotation. The Final Evaluation should indicate the student’s level of competence upon completion of the rotation. Preceptors must use RxPreceptor to complete Midpoint (suggested) and Final evaluations and assign student grades. Hard copy evaluations will no longer be accepted.

Student Self-Assessment Form (pg. 30) (complete on RxPreceptor)

The student must complete a self-evaluation at the end of each rotation. This evaluation should be discussed with the preceptor prior to the completion of the rotation. Failure to complete at the end of the rotation may lead to a grade reduction.

Longitudinal Outcome Measures Assessment Form (pgs. 31-33)

During the Advanced Practice Rotations, the student must complete all longitudinal outcome measures. Upon completion of each outcome measure, the preceptor or Hub Site Coordinator shall evaluate the student’s performance. The preceptor should discuss the evaluation with the student. The student must include the original assessment form with the professional portfolio (RxPortfolio) at the end of the rotation sequence. The form should be submitted as a separate tab in November/April.

- Midpoint submission should be attached with the patient communication form as a separate tab and uploaded in RxPortfolio by November 17th.
- The completed form should be attached with the patient communication form and submitted electronically to a separate rotation tab for review by the Director of Experiential Education no later than April 13th. Each student is responsible for completing all activities listed on this form.

Journal Club Evaluation Form (pg. 34)

Many rotation sites require the student to give a verbal journal club presentation. This is a representative copy of the evaluation form the preceptor may choose to utilize. This form is NOT a required form. However, if this form is completed by the preceptor, it should be included as part of the Professional Portfolio.
Preceptor/Rotation Evaluation Form (pgs. 35-36)* (complete on RxPreceptor)
   Students must use RxPreceptor online form to complete the preceptor evaluations no later than the last day of the rotation. Hard copy evaluations will no longer be accepted.

Case Presentation Evaluation Form (pg. 37)
   Many rotation sites require the student to give verbal case presentations. This is a representative copy of the evaluation form the preceptor may choose to utilize. This form is NOT a required form. However, if this form is completed by the preceptor, it should be included as part of the Professional Portfolio.

Patient Communication Evaluation Form (pg. 38)
   Each student must complete TWO (2) Patient Communication Evaluations during the rotation sequence. The preceptor may enact the part of the patient, may assign another colleague to enact the part of the patient, or assign a real patient for the student to interact with. The student should be observed and evaluated based upon the criteria provided on the Patient Communication Evaluation Form at least twice during their rotational experiences. One completed form is to be submitted under a separate tab by November 17th with the longitudinal form. The second form should be submitted as part of the Professional Portfolio (RxPortfolio) at the completion of the rotation sequence in a separate tab for review by the Director of Experiential Education no later than April 13th (It should be submitted with the longitudinal form). It is imperative that students write a brief narrative regarding their reflection of the experience and use this as an opportunity for self guidance for future counseling and patient communication.
Pharm.D. Student Rotation Evaluation Form  
The University of Findlay College of Pharmacy

Student Name: ________________________________  
Rotation & Site: ________________________________

Preceptor: ________________________________  
Dates of Rotation: ________________________________

Please evaluate the student in the following areas. Use the following scale for evaluation (N/A = Not Applicable):

| 1 | Unsatisfactory Performance |
| 2 | Needs Improvement |
| 3 | Progressing Satisfactorily |
| 4 | Exceeds Expectations |

Unsatisfactory Performance: Student does not meet requirements. Student is unable to complete basic/routine tasks despite guidance and prompting.

Needs Improvement: Student meets some minimum requirements. Student frequently requires guidance and/or prompting to complete basic or routine tasks.

Progressing Satisfactorily: Student consistently meets requirements. Student completes basic and some complex tasks independently with minimal or no guidance and/or prompting.

Exceeds Expectations: Student exceeds requirements. Student consistently and independently completes all basic and complex tasks going beyond what is required.

### Desired Outcomes & Examples of Performance

<table>
<thead>
<tr>
<th>Desired Outcomes &amp; Examples of Performance</th>
<th>Midpoint Evaluation</th>
<th>Final Evaluation</th>
<th>Midpoint and Final Evaluation Comments</th>
</tr>
</thead>
</table>
| 1. Utilize a systematic problem-solving approach to patient care.  
  - Is able to obtain a complete drug history for assigned patients by collecting relevant information and establishing patient rapport.  
  - Clearly identifies clinical status of patient and severity of illness to serve as baseline for later assessment of efficacy/toxicity.  
  - Consistently & accurately identifies all drug-related problems.  
  - Phar 251, 350, 351, 362, 363, 370, 460, 463, 466, 469, 473, 476, 560, 563, 569, & 599. | 1 2 3 4 | 1 2 3 4 | N/A |
| 2. Utilize the acquired knowledge base to assess the patient and formulate a therapeutic plan.  
  - Constructs an appropriate treatment and monitoring plan for all identified problems.  
  - Involves the patient in the therapy decision-making process when possible.  
  - Includes therapeutic endpoints and potential toxic effects with a given drug and dosage regimen.  
  - Selects appropriate monitoring parameters.  
  - Phar 251, 350, 351, 362, 363, 370, 460, 463, 466, 469, 473, 476, 560, 563, 569, & 599. | 1 2 3 4 | 1 2 3 4 | N/A |
| 3. Demonstrate proficiency in recommending and implementing a therapeutic plan.  
  - Consistently develops and presents appropriate therapy options with rationale(s).  
  - Prioritizes problems depending on significance and addresses appropriately.  
  - Identifies adverse drug events with treatment and prevention strategies.  
  - Takes into account continuity of pharmaceutical care  
  - Takes into account relevant differences in cultural, social, economic, political, and scientific viewpoints between the practitioner and patient.  
  - Phar 251, 350, 351, 362, 363, 370, 460, 463, 466, 469, 473, 476, 560, 563, 569, & 599. | 1 2 3 4 | 1 2 3 4 | N/A |
| 4. Identify and evaluate the current literature and apply this information to patient care.  
  - Identifies and clarifies drug information questions.  
  - Literature search is thorough with sources identified.  
  - Synthesizes response from available sources and accurately conveys information.  
  - Phar 251, 350, 351, 362, 363, 370, 460, 463, 466, 469, 473, 476, 560, 563, 569, & 599. | 1 2 3 4 | 1 2 3 4 | N/A |
5. Effectively communicate, both verbally and in writing, with patients and other health care providers (HCPs).
   - Effectively counsels patients without prompting.
   - Presentations are consistently well organized and progress in a logical manner.
   - Effective group presentation skills.
   - Effectively communicates with other HCPs to enhance patient outcomes

   - Understands the need for, and development of, lifelong learning habits to maintain professional competence and personal growth.
   - Regularly self-assess learning needs and engages in self-imposed learning activities to further his/her ongoing personal/professional growth.
   - Recognizes the importance of research and the role of the pharmacist in research.

7. Demonstrate leadership abilities.
   - Student uses appropriate interpersonal and inter-group behaviors during interactions with patients, healthcare providers, and the public.
   - Phar 350, 491, 492, 591, 592, 590

8. Demonstrate professionalism
   - Demonstrates professional behavior & appearance, interest and motivation, and shows respect towards others and maintains confidential material.
   - Arrives on time and prepared for daily activities
   - Displays cultural competence
   - Accurately completes assignments in a timely manner.
   - Phar 251, 350, 491, 492, 591, 592.

9. Demonstrate proficiency in the role of the pharmacy practitioner, as a member of the health care team, in provision of quality patient care.
   - Volunteers, questions, and comments frequently without distracting from patient discussion.
   - Is able to independently identify activities, completes documentation, and discusses the impact of those actions on patient outcomes.
   - Phar 550, 553, 591, 592, 599

10. Demonstrate ability to conduct further research and/or improving pharmacy services in the future.
    - Pursues answers to research questions to improve patient care.
    - Identifies methods to enhance pharmacy services.
    - Uses computer generated pharmacy data to analyze medication or patient safety issues
    - Phar 550, 553, 590

☐ YES, I have reviewed the Student’s Professional Portfolio and Self Evaluation
☐ YES, I have documented/verified student rotation hours completed in RxPreceptor under Additional Modules “IPPE/APPE hours”

Additional Comments: (Presentations, Journal Clubs, Projects, Research, Publications, etc.)

Overall Performance (Circle Grade)

<table>
<thead>
<tr>
<th>Suggestion Grading Scale:</th>
<th>A (Pass with Honors)</th>
<th>B (Pass)</th>
<th>F (Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td></td>
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<tr>
<td>B:</td>
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<tr>
<td>F:</td>
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</table>

Midpoint Evaluation: Preceptor Signature __________________________ Date __________________ Student Initials ____________
Final Evaluation: Preceptor Signature __________________________ Date __________________ Student Initials ____________
### Student Self-Evaluation Form

**The University of Findlay College of Pharmacy**

<table>
<thead>
<tr>
<th>Student Name __________________________</th>
<th>Site Name ____________________________</th>
</tr>
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<tbody>
<tr>
<td><strong>Preceptor Name</strong> ____________________</td>
<td><strong>Dates of Rotation</strong> __________________</td>
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</table>

4= Exceeds Expectations 3= Progressing Satisfactorily 2= Needs Improvement 1= Unsatisfactory Performance

Please evaluate yourself on each desired outcome. This form should be discussed with your preceptor and included in your RxPortfolio.

<table>
<thead>
<tr>
<th>Desired Outcomes</th>
<th>Evaluation (Circle)</th>
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<tr>
<td><strong>1. Utilize a systematic problem-solving approach to patient care.</strong></td>
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<td>• Is able to obtain a complete drug history for assigned patients by collecting relevant information and establishing patient rapport.</td>
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<td>• Consistently &amp; accurately identifies all drug-related problems.</td>
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<td><strong>2. Utilize the acquired knowledge base to assess the patient and formulate a therapeutic plan.</strong></td>
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<td>• Constructs an appropriate treatment and monitoring plan for all identified problems.</td>
<td>1 2 3 4 N/A</td>
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<td>• Involves the patient in the therapy decision-making process when possible.</td>
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<td><strong>6. Demonstrate self-learning and self-assessment abilities and habits.</strong></td>
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<td>• Understands the need for, and development of, lifelong learning habits to maintain professional competence and personal growth.</td>
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<td>• Regularly self-assess learning needs and engages in self-imposed learning activities to further his/her ongoing personal/professional growth.</td>
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<td>• Recognizes the importance of research and the role of the pharmacist in research.</td>
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</tr>
<tr>
<td>• Identifies methods to enhance pharmacy services.</td>
<td></td>
</tr>
<tr>
<td>• Uses computer generated pharmacy data to analyze medication or patient safety issues</td>
<td></td>
</tr>
</tbody>
</table>
Student Name:___________________________________________________________________________________________________

The preceptor or Hub Site Coordinator should complete the following assessment form once the student has demonstrated competence in each of the following patient care activities, assessments or interventions or education/research activities. The student is responsible for sharing this form with his or her preceptor or Hub Site Coordinator on a regular basis to document completion.

A. Patient Care Activities and Professional Practice Activities (Each outcome must be completed at least TWICE during the nine month sequence)

<table>
<thead>
<tr>
<th>Patient Care Activity</th>
<th>Preceptor / Date</th>
<th>Preceptor / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and collect appropriate drug-related monitoring parameters for each assigned patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain an adequate patient database for each assigned patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and prioritize drug-related problems for each assigned patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess the appropriateness of each assigned patient’s drug therapy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construct a detailed pharmacotherapeutic plan for each assigned patient (Must include: assessment and proper drug monitoring parameters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present all patient data in a concise and meaningful fashion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain and write-up a patient medication history</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform medication reconciliation process to improve continuity of pharmaceutical care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare a written pharmacokinetic consultation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare a written pharmacotherapeutic plan for a specific patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide a verbal therapeutic plan recommendation to another health-care professional (i.e. physician)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a patient’s blood pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a patient’s pulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a patient’s temperature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a patient’s respiratory rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess a patient’s peripheral edema</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess an ECG (EKG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess one radiographic image</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observe a physician perform a full physical examination and assess results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Preparation and Dispensing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In a community setting: Accurately Prepares and dispenses medications and appropriately considers ADRs, drug interactions and storage (under supervision of a pharmacist)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In a institutional setting: Accurately Prepares and dispenses medications and appropriately considers ADRs, drug interactions, infusion rate and storage (Must include IVs and oral medications (under supervision of a pharmacist)

In a community setting: demonstrates knowledge in the management for storing, preparing and dispensing medications based on policies and application.

In an institutional setting: demonstrates knowledge in the management for storing, preparing and dispensing medications based on policies and application

In two different settings student discusses bioterrorism and disaster preparedness and management plan.

<table>
<thead>
<tr>
<th>B. Assessment/Intervention Activities (Each outcome must be completed at least TWICE during the nine rotation sequence)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Activities</strong></td>
</tr>
<tr>
<td>Assess a creatinine clearance for an adult</td>
</tr>
<tr>
<td>Assess a creatinine clearance for a child/infant</td>
</tr>
<tr>
<td>Assess a creatinine clearance for a renally insufficient patient</td>
</tr>
<tr>
<td>Assess a body surface area (BSA) for an adult</td>
</tr>
<tr>
<td>Assess an ideal body weight (IBW) for an adult</td>
</tr>
<tr>
<td><strong>Intervention Activities</strong></td>
</tr>
<tr>
<td>Make a warfarin dosage adjustment based on patient parameters (e.g. INR)</td>
</tr>
<tr>
<td>Recommend empiric antibiotic therapy using an antibiogram</td>
</tr>
<tr>
<td>Recommend and consult a patient regarding a self care nonprescription product</td>
</tr>
<tr>
<td>Recommend a nonprescription dietary supplement, or herbal product</td>
</tr>
<tr>
<td>Recommend antibiotic therapy based upon a culture and sensitivity</td>
</tr>
<tr>
<td>Determine monitoring parameters for a patient being treated for an infectious disease</td>
</tr>
<tr>
<td>Adjust a drug dose in a patient with renal insufficiency</td>
</tr>
<tr>
<td>Assess the significance of a drug-drug interaction</td>
</tr>
<tr>
<td>Identify and report a medication error or adverse drug reaction and develop a plan for correction</td>
</tr>
<tr>
<td>Utilizes medication reconciliation process to ensure continuity of care among health care settings (e.g. institutional to home or LTC or home care)</td>
</tr>
<tr>
<td>Complete one patient communication evaluation form (see page 38 of manual)-submit in Nov/April with Longitudinal form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Education/Research Activities (Each outcome must be completed at least ONCE during the rotation sequence)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational/Research Activities</strong></td>
</tr>
<tr>
<td>Prepare a handout for case presentation</td>
</tr>
<tr>
<td>Prepare an article for a newsletter or publication</td>
</tr>
<tr>
<td>Task</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prepare a patient education sheet</td>
</tr>
<tr>
<td>Prepare a written drug information response in a practice setting</td>
</tr>
<tr>
<td>Use computer generated pharmacy data to analyze a medication or</td>
</tr>
<tr>
<td>patient safety issue and develop a plan to improve patient outcomes.</td>
</tr>
<tr>
<td>(health care informatics)</td>
</tr>
<tr>
<td>Participate in a discussion regarding compliance with accreditation</td>
</tr>
<tr>
<td>legal, regulatory/legislative or safety requirements.</td>
</tr>
<tr>
<td>Participates in a discussion regarding compliance, policy</td>
</tr>
<tr>
<td>and or use of investigational drugs products at the site.</td>
</tr>
<tr>
<td>Create a business plan to support a patient care service.</td>
</tr>
<tr>
<td>(must include: feasibility, need, resources, marketing &amp; reimbursement)</td>
</tr>
<tr>
<td>Provide a formal case presentation</td>
</tr>
<tr>
<td>Provide an education presentation to other health care professionals</td>
</tr>
<tr>
<td>Lead a Journal Club discussion</td>
</tr>
<tr>
<td>Complete a Drug Utilization Project</td>
</tr>
<tr>
<td>Obtains formal review of first 2 academic case studies/presentations</td>
</tr>
<tr>
<td>with HSC or assigned preceptor (see rubric page 46-47 of manual)</td>
</tr>
<tr>
<td>Completess a mock interview with a leader in the pharmacy</td>
</tr>
<tr>
<td>department and completes the form on pages 48-49.</td>
</tr>
</tbody>
</table>

**Hub Site Coordinator & Student Signatures**

Hub Site Coordinator: ________________________________ Date: __________________

Student: ________________________________ Date: __________________
Student Journal Club Evaluations  
The University of Findlay College of Pharmacy

Student: _________________________________________________________________

Article Title: ____________________________________________________________

Evaluator: _______________________________ Date: __________________

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of the Study</td>
<td>______/10 pts</td>
</tr>
<tr>
<td>Objectives, purpose, importance</td>
<td></td>
</tr>
<tr>
<td>Background of study using primary references</td>
<td></td>
</tr>
<tr>
<td>Brief review of studies that lead up to the study, when applicable</td>
<td></td>
</tr>
<tr>
<td>Presentation of Materials &amp; Methods</td>
<td>______/15 pts</td>
</tr>
<tr>
<td>Inclusion and exclusion criteria</td>
<td></td>
</tr>
<tr>
<td>Outcome variables</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>Randomization, sample selection</td>
<td></td>
</tr>
<tr>
<td>Blinding</td>
<td></td>
</tr>
<tr>
<td>Discussion of Results &amp; Conclusions</td>
<td>______/15 pts</td>
</tr>
<tr>
<td>Comparison of results vs. stated conclusions</td>
<td></td>
</tr>
<tr>
<td>Tables vs. text</td>
<td></td>
</tr>
<tr>
<td>Evidence of Literature Evaluation Skills</td>
<td>______/20 pts</td>
</tr>
<tr>
<td>Discussed relevant and pertinent limitations</td>
<td></td>
</tr>
<tr>
<td>Questions answered, questions left unanswered</td>
<td></td>
</tr>
<tr>
<td>Application to clinical practice</td>
<td></td>
</tr>
<tr>
<td>Able to Answer Relevant Questions</td>
<td>______/20 pts</td>
</tr>
<tr>
<td>Overall Communication Skills</td>
<td>______/10 pts</td>
</tr>
<tr>
<td>Formal Write Up</td>
<td>______/10 pts</td>
</tr>
<tr>
<td>Organized, complete, accurate, concise</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staying within time limit (if necessary)</td>
<td>______/ 0 to - 5 pts</td>
</tr>
<tr>
<td>Appropriate citation of additional references used</td>
<td>______/ 0 to - 5 pts</td>
</tr>
</tbody>
</table>

| Total                                            | ______/100 pts |
| Comments:                                        |        |
Preceptor Evaluation Form  
The University of Findlay College of Pharmacy

Rotation Site: _____________________________

Rotation Preceptor: _______________________ Rotation type: _________________________

Name/Signature of Student: ___________________________ Date: _________________________

Please read each of the statements carefully, and then indicate your level of agreement or disagreement:

<table>
<thead>
<tr>
<th>Orientation to the rotation - Preceptor/Mentor/Instructor:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicated clearly goals and objectives of the rotation</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Reviewed the college expectations with me (e.g. longitudinal outcomes, portfolio, patient communication evaluation form)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Introduced me to the other personnel, provided directions for facilities at the site, and contact information</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Assessed my abilities, needs, and career goals</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Gave me specific assignments</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Provided a monthly calendar for specific tasks (i.e., scheduled meetings and presentations)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Emphasized to me performance standards (i.e., my daily responsibilities, reporting medication-related problems, patient history, physical assessment, therapeutic regimen modification, journal club)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completion of the rotation objectives:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The site provided sufficient opportunity for me to meet all the general objectives</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>The site provided sufficient opportunity for me to meet all of the site-specific objectives</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>The site provided an opportunity to collaborate with other professionals</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Strongly Agree</td>
<td>Neutral</td>
<td>Disagree</td>
<td>Strongly disagree</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>----------------</td>
<td>---------</td>
<td>----------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Resources were adequate to complete the rotation objectives</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Resources were readily available to complete the rotation objectives</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>My preceptor or mentor was sufficiently accessible to facilitate attainment</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>My preceptor or mentor spent sufficient time with me to guide me (please specify contact hrs/wk)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Stimulated problem solving through interaction</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Had an organized approach to precepting</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Treated me with respect</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Promoted an environment conducive for independent learning</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Providing feedback – Preceptor/Mentor/Instructor:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided me with feedback on my performance frequently and in a timely manner</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Acknowledged my strengths and worked with me to fortify my areas of weakness</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Rated my performance based on interactions and feedback from other professionals</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Gave me remarks that were concise</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Focused on my performance and not only my intentions</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
</tbody>
</table>

In the space provided, please identify the primary strengths and suggestions for enhancement of the rotation site and the instructor.

**Site Strengths and Suggestions for Enhancement:**

**Preceptor Strengths and Suggestions for Enhancement:**
Case Presentation Evaluation Form
The University of Findlay College of Pharmacy

Student: ________________________________ Evaluator: ________________________________ Date: __________

Rotation Title/Number ____________________ Topic: ________________________________

<table>
<thead>
<tr>
<th>1 = Improvement mandatory; substantially below performance expectation</th>
<th>2 = improvement needed: below expectations</th>
<th>3 = meets expectations</th>
<th>4 = exceeds expectations</th>
<th>5 = superior: significantly exceeds expectations</th>
</tr>
</thead>
</table>

Organization

- Topic was relevant to practice 1 2 3 4 5
- Logical information sequence 1 2 3 4 5
- Appropriate continuity of presentation 1 2 3 4 5
- Appropriate balance of emphasis 1 2 3 4 5
- Appropriate utilization of time allotted 1 2 3 4 5

Visual Aids/Handouts

- Well organized handouts presented to audience 1 2 3 4 5
- Clear and legible 1 2 3 4 5
- Complemented the presentation; not used to read directly 1 2 3 4 5
- References in correct format and complete 1 2 3 4 5

Verbal Presentation/Delivery

- Clear, audible speech (rate was easy to understand) 1 2 3 4 5
- No distracting mannerisms 1 2 3 4 5
- Eye contact with audience 1 2 3 4 5
- Ability to handle questions 1 2 3 4 5
- Clear explanation/articulation of concepts 1 2 3 4 5
- Minimal use of space fillers (e.g. “umm”, “yea”) 1 2 3 4 5

Comments and Suggestions for Improvement

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Average Score/Grade: ____________________________________________________________

Signature of Evaluator: _______________________________________________________

37
Patient Communication Evaluation Form
The University of Findlay College of Pharmacy

Student Name: ____________________ Date: ____________________

<table>
<thead>
<tr>
<th>General Intro/Opening</th>
<th>Not Done</th>
<th>Done Poorly</th>
<th>Average</th>
<th>Well</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduces him/herself</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. Greets patient by name</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. Elicits patient’s reason for visit using open-ended questions</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Comments: ____________________________________________________________

<table>
<thead>
<tr>
<th>Specific Case-Related Questions:</th>
<th>Not Done</th>
<th>Done Poorly</th>
<th>Average</th>
<th>Well</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtained patient’s medication history (Rx, OTC, Herbal)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. Obtained patient’s medical conditions</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. How well did the student communicate?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. Was the student able to generate a specific drug question?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. Did the student respond satisfactorily to the needs and problems presented by the patient?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Comments: ____________________________________________________________

<table>
<thead>
<tr>
<th>Overall Impression</th>
<th>Not Done</th>
<th>Done Poorly</th>
<th>Average</th>
<th>Well</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rate the extent to which the student demonstrated an organized approach to the patient.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. Rate the extent to which the student showed a courteous and compassionate toward the patient</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. Did the student utilize his/her time well?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. Rate the content of the interaction.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. Rate the overall communication process.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Comments: ____________________________________________________________

Examiner: ____________________________________________________________ Overall Score: __________________________

Student Reflection: (This should be one paragraph-please use extra paper and attach) ____________________________________________________________
Absence Request Form

The University of Findlay College of Pharmacy

This should be completed on RxPreceptor (www.rxpreceptor.com)

Student ________________________________________________________________

APPE Site/Rotation __________________________________________________________

Number of days of absence included in this request: ________________________________

_____ Approval is requested for absence from rotation activities on ___/___/___ for the reason indicated below:

_____ Approval is requested for absence from rotation activities from ___/___/___ through ___/___/___ for the reason indicated below:

REASON FOR ABSENCE

_____ Illness

_____ Death in Family

_____ Residency Interview

_____ Attend Professional Meeting

_____ Personal Reason

REASON FOR ABSENCE

FURTHER REASON FOR ABSENCE CAN BE GIVEN HERE IF EXPLANATION IS REQUIRED.

________________________________________________________

Approval requested _________________________________________                _______/_______/_______

(Student) (Date)

Approval _____________________________________________                _______/_______/_______

(Hub Site Coordinator/Preceptor) (Date)

Received _____________________________________________                _______/_______/_______

(Director of Experiential Programs) (Date)

This form should be sent to the Director of Experiential Programs. A copy should be kept on file with the preceptor.
Rotation Helpful Hints and Notes

The following suggestions are in response to questions and issues that have been raised by previous students.

1. Approximately two (2) weeks prior to each of your rotations, contact your next preceptor to obtain such information as:

   - What day do you start?
   - Where do you meet?
   - Where do you park?
   - What should you wear (especially with respect to lab coats)?
   - What do you need to bring with you?
   - When are you generally expected to arrive/leave each day; what evening/weekend commitments do you have?
   - What are your options for lunch?
   - Do I need any additional paperwork completed before I start? (e.g.: Government, VA’s typically require a background check-3 weeks before you start)
   - Do I need to complete any 797 testing prior to my start date?
   - Do I need to do a drug screen or background check prior to starting?

2. Your responsibilities for your rotation on holidays are determined by the preceptor you have during that particular month. Do not assume anything (such as you will have the Friday after Thanksgiving off or the Friday before Easter off) without talking to your preceptor. Generally, discussing these items at the beginning of the rotation will avoid any conflicts.

3. **Realize that your rotation commitments take priority over any outside employment commitments, even during evenings.** In some instances, this commitment may include evenings, weekends or holidays. Additionally, each rotation is based on a one or two CALENDAR month rotation. If the first day of the month falls on a Friday or Saturday, do NOT assume your rotation will begin on the following Monday.

4. If you see a potential conflict occurring (e.g. interview), make arrangements with your preceptor as soon as possible, preferably prior to the start of the rotation.

5. Keep in contact with the Office of Experiential Education on course registration procedures. The address you provide the University must be an address that you can access on a regular basis. You are responsible for all information mailed to you. Your university e-mail account may be forwarded to your personal e-mail account (i.e. yahoo.com, hotmail.com, etc.) by notifying the Information Technology Services Department.

6. **Remember** - Your Advanced Practice Rotations Manual has many specific policy and procedure details. You are responsible for knowing and abiding by these policies and procedures.

7. If you are reporting rotation hours as internship hours for an out of state Board of Pharmacy, the Academic Experience Affidavit must be completed and signed by each preceptor at the end of each rotation. This form must be turned in to the Ohio State Board of Pharmacy after the last rotation. All hours may be reported on the same form. The form is available at http://pharmacy.ohio.gov.

8. A short, white lab coat with an attached “The University of Findlay” patch and nametag is required for your Advanced Practice Rotations.
Student Checklist for Completion of Paperwork and Coursework

First Week

- Student to provide preceptor the RxPortfolio for review
- Student to review objectives for the rotation and be familiar with requirements of the rotation
- Student to discuss rotation schedule and identify any potential absences from the site
- Student to review requirements for projects, readings, and other assignments for the rotation
- Student to identify opportunities for completion of “Longitudinal Outcome Measures” and discuss with preceptor
- Verify current preceptor is linked in RxPreceptor, and inform Experiential Office if changes need to be made

Middle weeks of rotation

- If rotation scheduled subsequently to current rotation, make contact with preceptor for next rotation
- First Evaluation to be completed by Preceptor and reviewed with student
- Preceptor to review progress of student's assignments and projects
- Student approaching completion of all assignments and projects
- Verify with next site if any extra paperwork/testing is required, and if so, make time to complete this.

Last Weeks of rotation

- Student to complete all projects and assignments
- Preceptor to complete final evaluation form
- Preceptor to complete internship hours affidavit (if necessary)
- Preceptor to evaluate student's performance on respective Longitudinal Outcome Measures
- Student to complete Preceptor Evaluation Form
- Student to complete Self Evaluation Form
- Student to enter all hours into RxPreceptor as APPE HOURS and request that the preceptor confirm all hours before the student leaves the rotation site.
- All paperwork to be uploaded into RxPortfolio (bestwork, Longitudinal form and Communication form in Nov/April)
- Update all sections of RxPortfolio prior to starting next month.

Upon Completion of the last rotation, the following must be submitted in addition to those items listed above:

- RxPortfolio
- Longitudinal Outcome Measures Assessment Form (separate tab created in RxPortfolio and submitted with patient communication form)
- All Rotation Evaluation Forms
- Preceptor Evaluation Forms
- Patient Communication Form (submitted under separate tab in RxPortfolio with longitudinal form)
CASE STUDIES

Students are expected to complete 8 case studies while on rotation. Case studies must be uploaded into RxPreceptor for grading by the assigned due date. The first two case studies should be reviewed by a HSC or another preceptor at the site where the cases were completed, prior to the October 31st deadline. Two of the eight cases are to be completed by **October 31, 2014**. (The student may choose any two) Case studies 3, 4 and 5 are to be completed by **November 30, 2014**, 6 and 7 are to be completed by **February 27, 2015**. The final case study is to be completed by **March 20, 2015**. These are not to be used as best work.

It is mandatory that each student complete a case study of the following disease related states. A patient with more than one disease state may only be used one time.

1. Diabetes  
2. Hyperlipidemia  
3. Hypertension  
4. Infectious Disease  
5. Neurologic Disorder  
6. Heart Failure  
7. Stroke  
8. COPD/Asthma

The ultimate goal of the patient case presentations is to promote uniform basic clinical experience and competency in seven clinical areas. This experience will provide you with exposure, practical application and self-review. The areas are hyperlipidemia, hypertension, diabetes, congestive heart failure, infectious disease, neurologic disorder, stroke & asthma/COPD. You should review basic text books, current literature, and evidence based practice guidelines as a guide for the case presentation and recommendations. The general format we suggest to begin this process is SOAP notes (subjective, objective, assessment, plan). You will need to incorporate a pharmacy focused plan into your notes, to be achieved by integrating the FARM process into your presentation as well. The FARM notes will allow you to focus on pharmacy related issues. FARM format (F: Findings A: Assessment R: Recommendation/Resolution and M: follow-up Monitoring.)

I. **Subjective Information/FINDINGS:**
   This information is obtained from the patient & or caregiver and so is not directly observed or measured by the SOAP writer. This information is descriptive and cannot be confirmed by diagnostic test or procedures. The follow items should be reviewed and considered when available, the specific of each item listed is not conclusive but to be used a guide in writing your case presentation. You may other pertinent findings in your case review that are not listed below, be sure to include the findings & explain the significance in the assessment section.

- **Chief Complaint** (layman’s terms of why the patient is seeking medical advice)
- **HPI** (history of present illness)
  - Date of onset
  - Precise location
  - Nature of onset, severity and duration
  - Presence of exacerbations, and remissions
  - Effect of any treatment given
  - Relationship to other symptoms, bodily functions, or activities
  - Degree of interference with daily activities
- **PMH**- (past medical history)
  - Serious illnesses
  - Surgical procedures
  - Injuries that patient has experienced
  - Minor complaints only if they are applicable

42
• **FMH** (family medical history)
• **SH** (social history) Social & environmental factors that may contribute to the development of disease. (The following may be applicable)
  - Marital status
  - # children
  - Educational background
  - Occupation
  - Physical activity
  - Dietary habits
  - Alcohol/ Tobacco & Recreational drug use
• **MEDICATIONS** (This information can be provided by patient or caregiver. Once the information is confirmed via medical records or pharmacy records it may be transposed into the objective section of the case)
  - Accurate & Current medication records
  - Prescription
  - OTC
  - Herbal/alternative therapy
  - Name
  - Doses
  - Frequency
  - Duration of therapy
• **Allergies**
• **ROS** (review of systems)
  - In this section the examiner will ask questions to the patient about each body system. For the purpose of this assignment only the positive & negative findings are recorded. The ROS serves to evaluate each body system & to prevent the omission of pertinent information. Information that was not noted in the HPI should be noted in this section.

II. **Objective Information/FINDINGS**
This information is detailed data that is obtained and recorded by the examiner or another health care provider.

**Items that are commonly listed here are:**
1. Vital Signs:
2. Height:
3. Weight:
4. Cardiac Findings:
5. Chest:
6. HEENT
7. Extremities: (e.g. 2+ bilateral pedal edema)
8. Neurologic Findings:
9. Radiographic Findings
10. Labs:
11. Medications: (drug dose frequency; confirmed by physician/pharmacy/medical records)
III. ASSESSMENT
Identify the real or potential drug therapy problems using a patient-focused approach and assess the situation(s). You will **prioritize** your patient’s problems with the focus area of the case study. It is expected to address all problem areas. You will support your problem identification with subjective & objective data.

<table>
<thead>
<tr>
<th>Type of Problem</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correlation between drug therapy &amp; medical problems</td>
<td>1. Are there medications listed without a diagnosis?</td>
</tr>
<tr>
<td></td>
<td>2. Are there any diagnoses that are not treated?</td>
</tr>
<tr>
<td></td>
<td>3. Are there any medications that are physically present that cannot be identified? (ambulatory care setting drug review)</td>
</tr>
<tr>
<td>Appropriate Drug Selection</td>
<td>1. What is the comparative efficacy of the chosen medications?</td>
</tr>
<tr>
<td></td>
<td>2. Are there any safety issues with current medications?</td>
</tr>
<tr>
<td></td>
<td>3. Has the therapy been tailored to this individual?</td>
</tr>
<tr>
<td></td>
<td>(consider liver/renal/dietary/schedule of medications)</td>
</tr>
<tr>
<td>Drug Regimen</td>
<td>1. Are doses &amp; dosing frequencies appropriate for this patient</td>
</tr>
<tr>
<td></td>
<td>2. Is PRN use appropriate for those medications appropriate?</td>
</tr>
<tr>
<td></td>
<td>3. Is the route and dosage form appropriate?</td>
</tr>
<tr>
<td>Therapeutic Duplication</td>
<td>1. Is there any duplication in therapy?</td>
</tr>
<tr>
<td></td>
<td>2. If so do you need to make a recommendation?</td>
</tr>
<tr>
<td>Drug Allergy or Intolerance</td>
<td>1. Is the patient allergic to or intolerant of any medications currently being taken?</td>
</tr>
<tr>
<td></td>
<td>2. Is the patient allergy to or intolerant of any chemically-related medications?</td>
</tr>
<tr>
<td>Interactions</td>
<td>1. Are there any drug-drug interactions?</td>
</tr>
<tr>
<td></td>
<td>2. Are any medications contraindicated given patient characteristics &amp; current/past disease states?</td>
</tr>
<tr>
<td></td>
<td>3. Are there any drug lab test interactions?</td>
</tr>
<tr>
<td></td>
<td>4. Are there any drug-nutrient interactions?</td>
</tr>
<tr>
<td>Social and Recreational Drug Use</td>
<td>1. Can patient’s social drug use history be obtained and does it impact current situation?</td>
</tr>
<tr>
<td></td>
<td>2. Could the use of social drugs be related to patient symptoms/problems?</td>
</tr>
<tr>
<td></td>
<td>3. Could the sudden decrease or discontinuation of social drugs be related to patient symptoms?</td>
</tr>
<tr>
<td>Failure to Receive Therapy</td>
<td>1. Identify why patient has not received or not complied with drug therapy</td>
</tr>
<tr>
<td>Financial Reasons</td>
<td>2. Is the medication chosen cost effective?</td>
</tr>
<tr>
<td></td>
<td>3. Does the cost of drug therapy represent a financial hardship for the patient?</td>
</tr>
</tbody>
</table>
### Patient’s Drug Therapy Awareness

| 1. Does the patient know the purpose of the medication? |
| 2. Does the patient understand how to take all medications? |
| 3. Does the patient have knowledge of side effects of each medication? |
| 4. Are there opportunities to provide education? |

### IV. Plan/RECOMMENDATION/MONITORING

In this section you will develop an optimal individualized pharmacotherapy plan for your case presentation minimally following the guidelines below:

1. The Pharm. D. candidate will select a drug, dosage form, dose, schedule and duration of therapy that is best for your patient.
2. The Pharm. D. candidate will describe the reason for drug therapy selection. **Document evidence based practice guidelines and or drug references.**
3. The Pharm. D. candidate will develop a monitoring protocol that is **well defined and measurable** (parameters stated) for patient’s therapy, including labs, physical monitoring and adverse effects.
4. The Pharm. D. candidate should consider allergies, economic, psychosocial and ethical factors that are applicable to the patient.
5. The Pharm. D. candidate shall define how this plan is to be executed and who will implement the recommendation/plan.
6. The Pharm. D. candidate will outline the patient/nursing/physician education that will be provided.
7. The Pharm. D. candidate will also provide an alternative plan if the initial therapy fails or cannot be used.
### Advanced Practice Academic Case Studies

**Written SOAP Note Rubric**

<table>
<thead>
<tr>
<th>Subjective Information</th>
<th>NOT ACCEPTABLE (0 points)</th>
<th>NEEDS IMPROVEMENT (3 points)</th>
<th>COMPETENT (4 points)</th>
<th>EXCELLENT (5 points)</th>
<th>Score</th>
<th>Multiplier</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pt initials, sex, age, CC, HPI, date of onset, nature of onset, degree of QOL &amp; DA issues, PMH, FMH, SH, Medications, Allergies, ROS</td>
<td>Not addressed, grossly incomplete and/or inaccurate</td>
<td>Poorly organized and/or limited summary of pertinent information.</td>
<td>Well organized; partial but accurate summary of pertinent information (&gt;80%).</td>
<td>Complete and concise summary of pertinent information.</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>1</td>
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</table>

**Objective/Findings Information**

| Vitals, Ht, Wt, Physical Exam, labs, confirmed medications (dose & frequency, home vs. inpatient medications), Calculations (CrCl, corrected calcium etc.) | Not addressed, grossly incomplete and/or inaccurate. | Poorly organized and/or limited summary of pertinent information. | Partial but accurate summary of pertinent information (>80%). | Complete and concise summary of pertinent information. | 1 | 1 | 5 | 1 |

### Problem Identification

- **Addresses** all problem areas (focus on topic area)
  - Htn or diabetes
  - Low health care literacy
- **Prioritizes** patient’s problems using subjective & objective information
- Few problems identified, main problem missed, and/or identified nonexistent problems.
- Identifies the “primary” problem for the case, but misses more than one key secondary problem.
- Identifies the “primary” problem, but misses one key secondary problem.
- Complete problem list generated; no extraneous issues listed.

### Problem Assessment

- Identifies and explains pertinent subjective information for each problem (e.g., CC, ROS, etc.)
- Identifies and explains pertinent objective information for each problem (e.g., Vitals, HPI, PE, labs, etc.)
- Complete assessment of appropriateness of current drug therapy for each problem (matches medications to diagnosis/disease state and thoroughly assess treatment)
- No problem assessment, grossly incomplete and/or inaccurate.
- Poorly organized; limited summary of subjective and/or objective information.
- Well organized; partial summary of pertinent subjective and objective information for most problems.
- Complete and concise summary of pertinent subjective and objective information and drug therapy for all problems.

### Treatment Goals

- Short term and long-term goals
- No assessment of treatment goals or inappropriate goals listed.
- Incomplete and/or failure to provide short or long-term goals for problems.
- Appropriate short and long-term therapeutic goals for most identified problems.
- Appropriate short and long-term therapeutic goals for all identified problems.

### Treatment Plan for Primary Problem (Include Rationale)

- Selects a proper monitoring tool with rationale
- Selects drug, dosage form, dose, schedule and duration of therapy that is best for the patient.
- Describes rationale for drug therapy selection (documents evidence based practice guidelines and or drug references)
- Considers patient specific drug allergies, economic, psychosocial & ethical factors, when applicable
- Provides non-pharmacological treatment options when appropriate
- Provides an alternative plan if the initial therapy fails.
- Grossly incomplete treatment plan and/or potential harm to patient.
- Incomplete and/or inappropriate treatment plan (e.g., misses more than 2 objectives)
- Partially complete treatment and/or poorly organized plan (e.g., misses one or two objectives)
- Complete and concise recommendation including all 5 objectives with rationale.
<table>
<thead>
<tr>
<th>Treatment Plan for Secondary Problem(s) (Include Rationale)</th>
<th>NOT ACCEPTABLE (0 points)</th>
<th>NEEDS IMPROVEMENT (3 points)</th>
<th>COMPETENT (4 points)</th>
<th>EXCELLENT (5 points)</th>
<th>Score</th>
<th>Multiplier</th>
<th>Value</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>• Selects a drug, dosage form, dose, schedule and duration of therapy that is best for the patient.</td>
<td>Grossly incomplete treatment plan and/or potential harm to patient.</td>
<td>Incomplete and/or inappropriate treatment plan (e.g., misses more than 2 objectives)</td>
<td>Partially complete treatment and/or poorly organized plan (e.g., misses one or two objectives)</td>
<td>Complete and concise recommendation including all 5 objectives with rationale.</td>
<td>3</td>
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<tr>
<td>• Describes rationale for drug therapy selection (documents evidence based practice guidelines and or drug references)</td>
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<td>• Provides an alternative plan if the initial therapy fails.</td>
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<th>Counseling, Monitoring and Follow-up</th>
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<tr>
<td>Monitoring/follow-up protocol is well defined and measurable including, including what to monitor and when to obtain:</td>
<td>Not addressed or inappropriate counseling, monitoring, and/or follow-up plan.</td>
<td>Poorly organized; incomplete monitoring parameters and follow-up plan for the &quot;primary&quot; problem and/or multiple secondary problems.</td>
<td>Well organized; partially complete monitoring parameter and follow-up plan for the &quot;primary&quot; problem and/or more than one secondary problem.</td>
<td>Complete and specific monitoring parameters (including what and when) for disease and drug therapy for the &quot;primary&quot; problem and secondary problems.</td>
<td>3.0</td>
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<tr>
<td>• Labs &amp; vitals appropriate to monitor problems</td>
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<tr>
<td>• Assessment of effectiveness &amp; adverse effects of drug therapy</td>
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<tr>
<td>• Outlines patient/nursing/physician education that will be provided</td>
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<table>
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<tr>
<th>References: documented end of case.</th>
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<tbody>
<tr>
<td></td>
<td>No references listed or tertiary references listed inappropriate</td>
<td>Only has tertiary references listed.</td>
<td>Primary references used and listed but may be missing some sources</td>
<td>Uses complete primary literature/guidelines and documents at end of case</td>
<td>2</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Case Submitted on time ________
Appropriate case selection based on University of Findlay College of Pharmacy standards ________
Please provide additional comments below

Total Score out of 100
## Mock Interview Rubric/Feedback

**Candidate’s Name / Date:** 

**Interviewer’s Name / Signature:** 

### First Impressions:
Professional Appearance (appropriate business attire), Greetings (good eye contact, firm handshake, confident posture), Conversation (enthusiastic and engaging); Punctual (on time or early).

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Comments:</td>
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</table>

### Confidence:
Poise and confidence displayed in voice and body language; excellent eye contact with no staring.

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<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Comments:</td>
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</table>

### Politeness:
Demonstrated good behavior and speech manners; courteous, friendly, poised, and polished.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Comments:</td>
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</table>

### Interview Skills:
Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Comments:</td>
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</table>

### Articulation:
Questions and answers were articulated clearly, relevant to the profession and kept concise; expressed ideas clearly and concisely; used appropriate grammar and effectively organized his/her thoughts.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</table>

### Comprehension:
Provided an understanding of the questions; was not necessary for the interviewer to redirect questions.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</table>

### Enthusiasm:
Demonstrated enthusiasm or excitement in his/her answers as well as enthusiasm for the work and opportunity to learn.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Fully Acceptable</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>
Interest: Asked follow up questions appropriate to the position, company or topics discussed in the interview.

- [ ] Needs Improvement
- [ ] Fully Acceptable
- [ ] Outstanding
- [ ] N/A

Comments: ____________________________

Work Ethic and Attitude: Excellent attitude; expressed willingness to do whatever is necessary to get job done; indicated flexibility in schedule and ways of working.

- [ ] Needs Improvement
- [ ] Fully Acceptable
- [ ] Outstanding
- [ ] N/A

Comments: ____________________________

Professional Ethics: Quickly identified ethical dilemmas; offered solutions that provide greatest benefit to all stakeholders; indicated no tolerance for breaking law or clearly established ethical standards.

- [ ] Needs Improvement
- [ ] Fully Acceptable
- [ ] Outstanding
- [ ] N/A

Comments: ____________________________

Skill Set Demonstration: Indicated possession of all or most skills required by the position; used specific examples and appeared knowledgeable and appropriately experienced.

- [ ] Needs Improvement
- [ ] Fully Acceptable
- [ ] Outstanding
- [ ] N/A

Comments: ____________________________

Professional CV: Professional CV with career objective, experiential rotations, employment history, licenses and certifications, professional memberships, honors and awards.

- [ ] Needs Improvement
- [ ] Fully Acceptable
- [ ] Outstanding
- [ ] N/A

Comments: ____________________________

Additional Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Final Recommendation:

- [ ] Recommend for position without reservation.

- [ ] Recommend for position with some reservation.
  
  Please explain:

- [ ] Cannot recommend for position.
  
  Please explain:
Bloodborne Pathogen Exposure Procedure

Background:
Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Student and Health Care Providers (HCP) exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses. All healthcare providers and students should use appropriate practices for handling and disposing of contaminated sharps or specimens. In the event an exposure does occur, the following should be followed.

Purpose:
To establish a clear set of directives in the event a student or faculty/staff member is exposed to a possible bloodborne pathogen (BBP) and to provide the proper precautions and steps to be carried out if exposure to any BBP occurs to any student or faculty/staff member.

Procedure:
1. **Treat Exposure Site**
   a. The student or faculty/staff member should take immediate action to clean the affected area following any needle stick, injury, or other incident that causes the student or faculty/staff member to be exposed to a source patient’s blood or other body fluid.
      i. Skin exposures
         1. The area should be washed thoroughly with soap and water
         2. Wounds or punctures may be cleaned with an antiseptic such as an alcohol-based hand hygiene agent
      ii. Mucosal surfaces (mouth, nose and eye exposure)
         1. These areas should be flushed with large amounts of water or normal saline for at least 10 minutes
   b. Follow the site’s policy, if applicable, to obtain care as soon as possible
      i. Employee or student to seek medical attention within the first hour of exposure of potential BBP

2. **Report and Document Exposure**
   a. Inform clinic supervisor of the incident immediately as well as The University of Findlay Experiential Director
   b. Source to complete the “Source Individual Consent Form”
      i. This can be performed by clinic supervisor or other qualified HCP
   c. Source to have testing at site (if hospital) or other medical facility agreed upon
d. The following information should be documented regarding the recipient and incident using the “Bloodborne Pathogen Exposure Documentation” form:
   i. Date and time of exposure
   ii. Details of the procedure being performed, including where and how the procedure was performed
   iii. Details of the exposure, including the type and amount of fluid or material and the severity of the exposure
   iv. Details about the infection status of the source (i.e. HIV positive, hepatitis B, hepatitis C or unknown.
      - A note should also state if the source status is unknown
   v. Details about the recipient’s health including: hepatitis B vaccination response status, medical conditions, allergies, pregnancy or breastfeeding etc.

e. Faculty/Staff must provide documentation of any counseling, post-exposure management and follow-up to The University.

3. **Determine Need for Post exposure Prophylaxis (PEP)**
   This will be determined by your medical provider as he or she will have the most up-to-date information regarding the following:
   a. The need for PEP is determined by the type of injury and the status of the recipient
      i. Type of exposure
         1. Percutaneous injury
         2. Mucous membrane exposure
         3. Non-intact skin exposure
         4. Bites resulting in blood exposure to either person involved
      ii. Type and amount of fluid/tissue
         1. Blood
         2. Fluids containing blood
         3. Potentially infectious fluid or tissue (semen; vaginal secretions; and cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids)
         4. Direct contact with concentrated virus
      iii. Infectious status of source
         1. Presence of HBsAg
         2. Presence of HCV antibody
         3. Presence of HIV antibody
         4. In the instance of an unknown source, evaluate the likelihood of exposure to a source at high risk for infection. Collect information about where and under what circumstances the exposure occurred to be assessed epidemiologically for the likelihood of transmission of HBV, HCV, or HIV.
iv. Susceptibility of exposed person
   1. Hepatitis B vaccine and vaccine response status
   2. HBV, HCV, and HIV immune status
v. If any party is unsure whether to start PEP or not, they may call the PEP line for up-to-the-minute advice on managing occupational exposures to bloodborne pathogens at 888-448-4911.

b. According to the CDC, HBIG, hepatitis B vaccine and HIV PEP are most likely to be effective if administered as soon after the exposure as possible.
   i. HBIG – within 24 hours
   ii. HBV vaccine – within 24 hours
   1. Can be administered simultaneously with HBIG at different sites
   iii. HIV PEP
   1. The interval within which PEP should be initiated for optimal efficacy is not known.
   2. Animal studies suggest that PEP is less effective when started more than 24-36 hours after exposure; however, the interval after which no benefit is gained from PEP in humans is undefined. Therefore, PEP should be started even if the interval since exposure exceeds 36 hours.
   3. Exact regimens and recommendations for disease-specific PEP management should be provided by the CDC and are available at Updated U.S. Public Health Service Guidelines for the Management of Occupation Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. http://www.cdc.gov/niosh/topics/bbp/

4. Financial Responsibility
   a. When a student is exposed to a potentially infectious agent during the course of regular educational activities for the University, the University will not be responsible for costs incurred by the student for treatment and follow-up of this exposure.
   b. The “source” testing will be paid for by the college.
   c. Any personal financial obligation incurred by an exposure is the student’s responsibility.

Please refer to the most current information located on the Center for Disease Control and Prevention website: www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html

Resources:
CDC. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. MMWR: Recommendations and Reports; June 29, 2001 / 50(RR11);1-42.

CDC. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis. MMWR: Recommendations and Reports; September 30, 2005 / 54(RR09);1-17.
Bloodborne Pathogen Exposure Documentation
The University of Findlay – College of Pharmacy

The recipient is the employee or student exposed to a potential bloodborne pathogen. The source is the person whose blood or body fluids were exposed to the healthcare provider/student.

Recipient Information
Name: _______________________________________
UF Department or Program: _______________________________________

Recipient Health Information
Hepatitis B vaccination response status: _________________________________
Current medical conditions: ___________________________________________
Allergies: __________________________________________________________

Incident Information
Date of Exposure: ___________________________________________________
Time of Exposure ___________________________________________________
Detail of procedure being performed at the time of exposure (including where and how the procedure was performed) _________________________________________________________________

Type (blood, plasma, etc) and amount (in mL) of fluid or material exposed: ________________
Area exposed (skin, eyes, mucosal, etc.): _________________________________
Severity of exposure: ________________________________________________
Provide a brief description what occurred: ____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Treatment Information
For Skin Exposure:
Was the site thoroughly washed with soap and water? Circle one: Yes / No
Were wounds and punctures cleaned with an antiseptic agent? Circle one: Yes / No

For Mucosal Exposure:
Was the site flushed with water or saline for at least 10 minutes? Circle one: Yes / No
Did the recipient receive medical attention within the first hour of exposure? Circle one: Yes / No

If no, please describe why not and when medical attention was obtained and where it was obtained _____________________________________________________________
If yes, please describe when and where medical attention was obtained __________________________
_____________________________________________________________________
_____________________________________________________________________

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Testing
Did the source know details of his/her infection status (HIV, HCV, HBV)? Circle one: Yes / No
   If yes, what was the status? ____________________________________________________________

Was the source asked for testing? Circle one: Yes / No
   If so, did they consent to testing? Circle one: Yes / No
   If not, why was the source not asked for testing? ____________________________________________

Where did the source individual seek medical attention? ________________________________________
                                                                                               
Exposed/injured Individual’s signature: ____________________________________________ Date:

UF Supervisor’s signature: ____________________________________________ Date:
Source Individual’s Consent Form
HIV, HBV, and HCV Testing
The University of Findlay – College of Pharmacy

The “Source Individual” is the person whose blood or body fluids were exposed to the healthcare provider/student.

Source Individual’s Information
Name (please print): ________________________________________________
Address: __________________________________________________________
Telephone Number: _________________________________________________
Exposure Date: _____________________________________________________

Source Individual’s Statement of Understanding
I understand that employers/sites are required by law to attempt to obtain consent for HIV, HBV, and HCV testing each time an employee or student is exposed to the blood or bodily fluids of any individual. I understand that a University of Findlay employee or student has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV, and HCV is requested. I am not required to give my consent, but in doing so I am allowing the healthcare provider to receive proper preventative care. I recognize my blood will be tested for these viruses at no expense to me.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed healthcare provider for his or her medical benefit only, and to others only as required by law.

Please INITIAL next to the appropriate line:
I hereby consent to: 
HIV Testing _____ 
HBV Testing _____ 
HCV Testing _____ 

I hereby refuse consent to: 
HIV Testing _____ 
HBV Testing _____ 
HCV Testing _____ 

Source Individual’s signature: ________________________________________
Legal guardian name (please print): ___________________________________
If source is under 18 years of age
Legal guardian signature: _____________________________________________
If source is under 18 years of age
Date: ____________________
Name of Medical Facility/ER where the source individual will receive testing: ____________________________________________________________
Contact information of testing site: _____________________________________
Ohio Preceptor Standards

- The pharmacist shall possess a current pharmacist license from the boards of pharmacy for all states in which the pharmacist practices, and shall be in good standing before all such boards of pharmacy.
- The pharmacist shall present a professional image to the patient at all times. This image shall include neat, professional attire and the open display of the pharmacist’s license.
- The pharmacist shall keep all patient records in strictest confidence and make such records available only to the patient or persons authorized by the patient or by federal or state law.
- The pharmacist shall be a health information provider who engages with patients in an effort to optimize education, prevention and early detection of disease.
- The pharmacist shall maintain current drug information resources to optimally practice as a medication consultant and problem solver to patients and other health care professionals.
- The pharmacist must be able to evaluate the signs and symptoms of common acute self-limiting illness and refer to another health care professional when necessary.
- The pharmacist shall promote only quality products and advise or recommend proper use based upon published reports in the applicable pharmacological or medical literature.
- The pharmacist shall consult with prescriber about the proper medication regimen for each patient.
- The pharmacist shall actively offer and engage in consultation with patients on prescription medications, health-related products and health-related problems.
- The pharmacist shall assure that each prescription is monitored for drug-related problems, including, but not limited to, appropriate indications, contraindications, drug-drug/drug-food interactions, dosing, etc.
- The pharmacist shall monitor each patient’s response to the medication regimen to achieve optimal patient outcomes.
- The pharmacist must provide patients with all information concerning services and fees related to professional programs administered by the pharmacist.
- Within the scope of pharmacy practice, the pharmacist shall retain and exercise the ultimate decision making authority for all patient-related decisions.
- The pharmacist shall demonstrate a desire for professional growth and advancement of the profession.
- The pharmacist must maintain adequate patient records for each patient, including profiles, charts and other documentation necessary to demonstrate compliance with the accepted standards of practice.
- The pharmacist shall have a sincere interest in education, especially the teaching and mentoring of pharmacy students.
- The pharmacist shall demonstrate standards of professional practice.
- The pharmacist must cooperate with the Colleges of Pharmacy faculty and positively support the teaching missions of the Colleges.
- The preceptor should be aware that his/her relationship with the student is one of student teacher rather than employer-employee, or coworkers.
- The student-teacher relationship must be built on mutual respect, trust, communication and understanding.
- The preceptor is responsible for the professional and legal supervision of the student during the experience.
- The preceptor should instill in the student the principles of professional ethics.
- The student should be given a thorough orientation to the site early in the rotation to facilitate a smooth transition into the site and optimize the use of available resources.
- The preceptor should explain to the student his/her expectations, particularly in the areas of dress, conduct, scheduling of hours, and general characteristics of practice.
- The preceptor should afford the student the time and patience needed for an optimal learning experience.
- The preceptor should not assume the student’s level of competence but should determine it by reviewing the student's profile, discussing previous experience with the student, and observing performance of basic skills.
- The preceptor should expose the student to all aspects of practice consistent with the student's ability, needs, and interests as determined by the preceptor and guided by the course syllabi.
• The preceptor, in consultation with the student, should establish a **mutually agreeable schedule** of student activities for the rotation. If the schedule includes experiences with other practitioners, the preceptor should clearly communicate with these individuals and make arrangements for introductions, time and place to meet.

• Criticism should be constructive and conveyed to the student privately whenever possible.

• The preceptor should **familiarize all personnel with the experiential program** objectives to avoid misunderstanding and confusion about the student's role during the rotation.

• The preceptor shall complete the evaluation materials required by the College in an accurate and objective manner. **The preceptor shall review each evaluation with the student.**

• Have established relationships with allied health professionals who may provide patients with services beyond the pharmacist’s scope of practice (e.g. dieticians)

• Have a working knowledge of the process for billing insurance programs for patient care services (e.g. accurate ICD-9 codes, CMN forms, CPT codes, HCFA 1500 claim forms).

• Actively participate in local, state, and/or national pharmacy organizations (i.e. demonstrated by meeting attendance and participation in organizational committees or the like).