Midwestern University Chicago College of Pharmacy
Office of Experiential Education (OEE)
Advanced Pharmacy Practice Experience (APPE) Preceptor Guidelines 2020-2021

GUIDELINES TO A SUCCESSFUL ROTATION EXPERIENCE FOR THE PRECEPTOR & STUDENT

Reminders for the Class of 2021:

- On the last Friday of each APPE block the students will attend their PharmD Seminar course which is focused around a prep for NAPLEX and MPJE.
- For the Gen Med and Am Care APPEs a project may be done in lieu of the DI paper. See the assignment table on the last page of this document for details.

APPE COURSE SYLLABUS:
We have updated the syllabus for each APPE course to reflect current dates, assignments and policies for the 2020-2021 APPE rotation blocks. A table with an overview the assignments for each APPE can be found on the last page of this document. As a reminder, we no longer mail paper copies of the syllabi. The updated version of each course syllabus will be available on our website by late April 2020 via the link below:

www.midwestern.edu/ccppreceptors

All APPE course syllabi, skills sheets, evaluation forms & directions for using our online Rotation Management System (RMS) may be found at this site.

If you would like to request a paper or electronic copy of the syllabus, final evaluation form, or other forms for your APPE rotation, please email: ccpoe@gmail.com. Please indicate the syllabus or form needed, and the APPE rotation type (Elective, Community, Hospital, General Medicine, Ambulatory Care, or Clinical Specialty) along with the email or mailing address to which it may be sent.

SUMMARY OF OEE APPE ROTATION POLICIES

ROTATION ATTENDANCE:

- Students are required to be on site 5 days a week for a minimum of 8 hours each day.
- Daily start and end times will be set by the preceptor.
- Students are required to complete a minimum of 240 hours for each APPE rotation.
- Proper documentation of APPE hours is required. The APPE hours are reported to the Illinois State Board of Pharmacy and other BOPs for licensure.
- Preceptors should inform OEE, if a minimum of 240 hours has not or cannot been completed by the student during the 6-week rotation block.
**PLANNED TIME OFF:**
Planned absences are strongly discouraged and will only be approved for extraordinary circumstances. All requests are handled on a case-by-case basis. Students may not miss more than 1 or 2 days on any rotation and this time MUST be made up before completion of the rotation.

All planned absences must be approved first by one of the OEE Directors, and then by the preceptor. The student must email a request to OEE first. Once OEE has approved the day off, the student will receive an email noting the approval. The student may then request permission from the preceptor and discuss a plan for making up the missed hours.

**SICK DAYS:**
If the student is absent due to illness, the student MUST call the preceptor **AND** the OEE staff within the first two hours of the start time for that rotation day.
Preceptors should call OEE main phone number 630-515-7677 if the student is a no-call, no-show.
There are no sick days built into the rotation. Anytime missed due to illness MUST be made up **before the end of the rotation.**

**KEY INFORMATION AND TIPS FOR PRECEPTORS**

**Rotation Management System (RMS):**
This is our online database system.
It allows preceptors to:
- View rotation schedules
- View students assigned to you
- View student contact information and resume
- Complete mid and final rotation evaluations

**Before the Rotation Begins:**
You should expect a call or email from the student(s) approximately 10-15 days prior to the first day of rotation to discuss where to park, where to meet the first day and any site or rotation specific logistics, and/or pre-reading assignments if applicable.
Let your staff know that a pharmacy student is coming before the student arrives.

**The First Week of Rotation:**
Welcome the student and introduce him/her to the staff.
Let the student know who to report to in your absence and how to contact you if they need to report that they are sick or running late.
Discuss rotation specific expectations, assignments, and due dates. CCP Course requirements are detailed in the syllabus for each APPE.

**Weekly Activities:**
Supervise rotation activities.
Share experiences with the student.
Encourage independent discovery.
Provide ongoing guidance and feedback.
THE SKILLS/OBSERVATION/DISCUSSION FORM:
A separate Skills/Observation/Discussion form was created for each of the 4 core APPE rotations: Community, Hospital, Ambulatory Care and General Medicine.
This form outlines skills to be achieved by the student.
This is to be completed over the course of the 6-week rotation experience.
***If any activities are not applicable to your site, or are unavailable to students please disregard.

EVALUATIONS:
Please print out and review the mid-rotation and final evaluations with the students, discussing their strengths and weaknesses, as well as strategies for improvement. The students will not automatically receive your online submissions.

MID-ROTATION PROGRESS NOTE:
Complete a Mid-Rotation Progress note in RMS or as paper copy, and review with the student.
Ideally this should be done late in week 3, or early in week 4 of the rotation block.
Please notify OEE if the student is failing at the mid-rotation review or at any time during the rotation.

THE FINAL DAY OF ROTATION:

1. Final rotation evaluation of student
   a. Complete the final evaluation form online in RMS
   OR
   b. Complete a paper copy evaluation form. You may return the form to us:
      -Via fax to 630-515-6103
      -Via email to ccpoe@midwestern.edu
      -Give the signed form to the student to submit to us

2. Discuss the final evaluation and grade with your student(s).

THE LAST FRIDAY OF EACH ROTATION:
Local students will return to CCP for the PharmD Seminar NAPLEX prep course.
Students more than 100 miles from campus should report to their rotation site.

PLEASE CONTACT US IF ANY OF THE FOLLOWING OCCURS:
Informing OEE as soon as possible when any of the following occurs will allow us to provide guidance to the preceptor, and guidance and due process to the student.
Please call the OEE main phone number 630-515-7677. There is someone available Monday through Friday 8:00am to 4:30pm CST.
• The student does not show up for rotation and has not called to inform you of delay or illness.
• The student has experienced a needle stick, exposure to TB, or any other injury at the site.
• There are behavioral or professional issues with the student.
• The student has violated HIPAA.
• The student is not in compliance with the APPE sick day and/or planned absence policy as described on page one of this document.
If the student is failing at any time during the rotation:

☑ Notify one of the course directors
☑ Document the areas of concern and what improvements are needed to pass the rotation and then discuss with the student. The documentation may be done using the Performance Improvement Plan (PIP) form provided by OEE. This form can be found on the preceptor webpage and on page 5 of this document.

**Office of Experiential Education contact information:**

If you wish to contact one of the Course Directors:

<table>
<thead>
<tr>
<th>Carrie Sincak, PharmD, BCPS, FASHP</th>
<th>Amy Lullo, BPharm, RPh</th>
<th>Susan Cornell, PharmD, CDE, FAPhA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean for Clinical Affairs</td>
<td>Director, Experiential Education</td>
<td>Associate Director, Experiential Education</td>
</tr>
<tr>
<td>630-515-7658</td>
<td>630-515-6043</td>
<td>630-515-6191</td>
</tr>
<tr>
<td><a href="mailto:csinca@midwestern.edu">csinca@midwestern.edu</a></td>
<td><a href="mailto:alullo@midwestern.edu">alullo@midwestern.edu</a></td>
<td><a href="mailto:scorne@midwestern.edu">scorne@midwestern.edu</a></td>
</tr>
</tbody>
</table>

Our office main phone: **630-515-7677**
There is someone available Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

Office fax: **630-515-6103**

Our office email: [ccpoee@midwestern.edu](mailto:ccpoee@midwestern.edu)
This is monitored Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

**RMS Assistance:**
If you need help with RMS or any of the online evaluations, please contact Kathy Price at 630-515-7258 or Amy Lullo 630-515-6043.

**Library Resources:**
If you have questions or need assistance regarding access to the library resources, please contact Linda Haase at [lhaase@midwestern.edu](mailto:lhaase@midwestern.edu) or 630-515-6100.

Here is the link to the newly updated MWU Library “Where to Find It “Guide. [http://library.midwestern.edu/apps](http://library.midwestern.edu/apps)

**Preceptor Resources Website:** [www.midwestern.edu/ccpreceptors](http://www.midwestern.edu/ccpreceptors)

- Link to our online Rotation Management System (RMS)
  - View students assigned to you: access to student phone number & email address
  - Complete rotation evaluations
- Access to all APPE course syllabi, skills sheets, evaluation forms & RMS directions
- Link to MWU Library online resources
- Link to Chicago College of Pharmacy current course catalog
Midwestern University Chicago College of Pharmacy
Office of Experiential Education (OEE)
Preceptor Guidelines for Students Failing Advanced Pharmacy Practice Experience (APPE)
2020-2021

Please notify OEE if the student is at risk of failing at any time during the rotation. Informing OEE as soon as possible will allow us to provide guidance to the preceptor, and guidance and due process to the student.

OEE recommends to create a ‘Performance Improvement Plan’ for any student that is failing or may be approaching a failing grade. This will not only help the student understand areas of deficiency but also outline a plan to improve during the remainder of the APPE period.

**DIRECTIONS FOR PRECEPTORS:**

We have provided a sample Performance Improvement form (attached) for your use. This form will also be available on our preceptor resource page.

1. During the initial meeting with the student:
   - Note and discuss the identified performance issues with the student
   - List and discuss specific performance goals that need to be met
   - Both student and preceptor sign the form
   - Submit the form to OEE

2. Follow up meetings: Add notes from each follow up meeting to the originally created form so that all notes are kept on the same document
   - Discuss improvements in performance and where improvement is still needed
   - If needed, provide guidance for continued improvement
   - Both student and preceptor sign the form
   - Submit the form to OEE

Please submitted this form to anyone listed below:

**COURSE DIRECTORS:**

| Carrie Sincak, PharmD, BCPS, FASHP  
| Associate Dean for Clinical Affairs  
| 630-515-7658  
| csinca@midwestern.edu |
| Amy Lullo, BPharm, RPh  
| Director, Experiential Education  
| 630-515-6043  
| alullo@midwestern.edu |
| Susan Cornell, PharmD, CDE, FAPhA  
| Associate Director, Experiential Education  
| 630-515-6191  
| scorne@midwestern.edu |

If you have any questions, please do not hesitate to contact us.
## Performance Improvement Plan

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor Name:</td>
<td>Rotation:</td>
</tr>
</tbody>
</table>

### Performance Issue(s)
Below list each identified area for improvement.

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

### Action Plan for Improvement
List the performance goals that need to be met.

- ➢
- ➢
- ➢
- ➢
- ➢
- ➢
- ➢

Follow-Up Date #1

<table>
<thead>
<tr>
<th>Student Signature</th>
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<tr>
<th>Preceptor Signature</th>
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<tbody>
<tr>
<td>Follow-Up Assessment #1</td>
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<td>------------------------</td>
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<tr>
<td>Next Follow-up Date</td>
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<tr>
<td>Student Signature</td>
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<tr>
<td>Preceptor Signature</td>
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<thead>
<tr>
<th>Follow-Up Assessment #2</th>
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<td>Next Follow-up Date</td>
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<tr>
<td>Student Signature</td>
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<tr>
<td>Preceptor Signature</td>
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<thead>
<tr>
<th>Follow-Up Assessment #3</th>
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<td>Next Follow-up Date</td>
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<tr>
<td>Student Signature</td>
<td></td>
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<tr>
<td>Preceptor Signature</td>
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</table>
APPE Rotation Schedule for April 2020-February 2021:
May also be found on the front cover of each APPE syllabus

**SCHEDULE:**

<table>
<thead>
<tr>
<th>APPE Rotation</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each rotation block is 6 weeks.</td>
<td>Daily start and finish times will be set by the preceptor</td>
<td>Assigned APPE rotation site</td>
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<tr>
<td></td>
<td>Block 1: April 20 thru May 29, 2020</td>
<td>Students are required to be at the site a minimum of 8 hours each day, 40 hours each week for a total of 240 hours.</td>
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<tr>
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<td>Block 2: June 1 thru July 10, 2020</td>
<td>Completion of all 240 hours is required for this rotation. These hours are reported to the State Board of Pharmacy.</td>
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<td>Block 3: July 13 thru Aug 21, 2020</td>
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<td>Block 5: Oct 5 thru Nov 13, 2020</td>
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<td></td>
<td>Block 6: Nov 16 thru ***Dec 18, 2020 **(Thanksgiving Day November 26, 2020) ***Recent adjustment to schedule</td>
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<td>Block 7: Jan 4 thru Feb 12, 2021</td>
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<table>
<thead>
<tr>
<th>PharmD Seminar course</th>
<th>Last Friday of the rotation</th>
<th>TBA Attendance is mandatory</th>
<th>Midwestern University campus Room - TBA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local students will return to campus the last Friday of each rotation.</td>
<td>TBA Attendance is mandatory</td>
<td>Midwestern University campus Room - TBA</td>
</tr>
<tr>
<td></td>
<td>Students more than 100 miles from campus should report to their site.</td>
<td>TBA Attendance is mandatory</td>
<td>Midwestern University campus Room - TBA</td>
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# CCP Required Assignments for APPE Rotation:

**Pharm D Class of 2021**

<table>
<thead>
<tr>
<th>APPE Rotation Assignments:</th>
<th>Community PPRAD 1802</th>
<th>Hospital PPRAD 1803</th>
<th>Gen Med PPRAD 1804</th>
<th>Am Care PPRAD 1805</th>
<th>Clinical Specialty PPRAD 1806</th>
<th>Elective PPRAD 1807</th>
<th>Extra Clinical for PPRAD 1807 <strong>MUST use PPRA 1806 syllabus</strong></th>
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<tbody>
<tr>
<td>Case Presentation</td>
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<tr>
<td>Journal Club</td>
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<tr>
<td>DI Paper/Drug Monograph</td>
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<td>X* 1</td>
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<tr>
<td>Skills/Observation/Discussion sheet</td>
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<td>Experience Summary</td>
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<td>Project(s)- topic TBD by student &amp; preceptor</td>
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<td>X 2</td>
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<tr>
<td>ADR weekly Journal (2-3 per week)</td>
<td>X 12-18</td>
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<td>Health Promotion Project</td>
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<td>OTC Pharmacotherapy worksheet</td>
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<tr>
<td>Med Worksheet- Antibiotics</td>
<td>X 1</td>
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<tr>
<td>Med Worksheet- Calculations</td>
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<td>Med Worksheet- Chemotherapy</td>
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<td>Med Worksheet- TPN</td>
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<td>Med Worksheet- Anticoagulants</td>
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<tr>
<td>Med Worksheet- hyper &amp; hypotensive agents</td>
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*In lieu of a DI paper or Drug Monograph, an assignment from the list below may be completed.
Examples of projects for the Clinical Specialty APPE:
- ✔ Newsletter
- ✔ In-service presentation
- ✔ Patient education or community awareness presentation
- ✔ Drug Utilization Review (DUE)
- ✔ Case presentation
- ✔ Journal Club
- ✔ DI paper/Drug monograph

This is by no means an exclusive list. Preceptors can assign other projects/activities. Format, including handouts, will be determined by type/scope of project and as required by preceptor.