COURSE DESCRIPTION:
Pharmacy students may select from a list of electives with a variety of non-patient care foci or an additional clinical specialty pharmacy practice experience. Pharmacy students under the supervision of an adjunct faculty or fulltime faculty member will gain experience in their chosen elective area. The student will complete 2 major projects with focus applicable to the site. The student will develop a philosophy of practice regarding the role of the pharmacist as a member of the health care team.

SCHEDULE:

<table>
<thead>
<tr>
<th>APPE Rotation</th>
<th>Each rotation block is 6 weeks</th>
<th>Daily start and finish times will be set by the preceptor</th>
<th>Assigned APPE rotation site</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Each block will begin on a Monday and end on a Friday unless noted otherwise. **For the noted holidays, the students will not be at the site.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 1: April 15 thru May 24, 2019</td>
<td>Students are required to be at the site 8 hours each day, 40 hours each week for a total of 240 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Block 2: May 28 (Tuesday) thru July 3 (Wednesday), 2019</td>
<td>Completion of all 240 hours is required for this rotation. These hours are reported to the State Board of Pharmacy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3: July 8 thru Aug 16, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 4: Aug 19 thru Sept 27, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**(Labor Day September 2, 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 5: Sept 30 thru Nov 8, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 6: Nov 11 thru Dec 20, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**(Thanksgiving Day November 28, 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 7: Jan 6 thru Feb 14, 2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PharmD Seminar course</th>
<th>Last Friday of the rotation</th>
<th>TBA</th>
<th>Midwestern University campus Room - TBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local students will return to campus the last Friday of each rotation.</td>
<td>Attendance is mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students more than 100 miles from campus should report to their site.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Office of Experiential Education main phone: 630-515-7677. OEE staff available Mon. thru Fri. 8am to 4:30pm

ROLE OF THE COURSE DIRECTORS:
The role of the course directors is to handle and organize exam questions, course grading, medical absences, overall format of the class and other related administrative issues.
COURSE INFORMATION

ELECTIVE ROTATION GOALS:
The student will develop an understanding of the role of the pharmacist, and gain knowledge and skills to manage resources and daily operations applicable to the specific elective rotation site.

ELECTIVE ROTATION OBJECTIVES:
1. Develop and articulate a philosophy of pharmacy practice
2. Demonstrate professional behaviors deemed necessary for practice in this setting
3. Demonstrate effective communication skills (written and verbal) with patients and other health care providers
4. Demonstrate critical thinking skills
5. Demonstrate knowledge and ability to manage resources and daily operations
6. Demonstrate competency with site specific objectives
7. Complete two major projects specific to the site
8. Maintain a professional experience binder and experience summary

STUDENT RESPONSIBILITIES AND GUIDELINES:

Student APPE Course Prerequisites:
The following is required for participation in each APPE course:
- Current resume or CV uploaded to RMS
- Current IL Pharmacy Technician Student license
- For rotations outside of Illinois: Each student must comply with all requirements for technician or intern licensure and registration of internship hours in the state where they are doing their rotation(s).
- Current immunizations & titters per MWU CCP policy
- Current seasonal flu vaccine per MWU CCP policy
- Current TB per MWU CCP policy
- Complete special site specific requirements as directed by OEE. May include but not limited to site forms, additional immunizations, titters, or TB
- Printed list of rotations (will be given to you)
- Copy of CPR Card
- Copy of your Immunization Training Certificate from APhA
- Copy of your HIPAA compliance training certificate updated Spring 2019– Law Room
- Copy of your OSHA training certificate updated Spring 2019- Law Room
- Copy of your Universal Precautions training certificate updated Spring 2019- Law Room

Students may not participate in any APPE rotation if any of the above is not met.

Student Site Responsibilities:
1. Attendance and punctuality are required. Plan appropriately for weather, traffic delays, etc.
2. Dress professionally. Refer to MWU guidelines for professional dress. A white lab coat displaying MWU ID (and specific site ID badge if required) is to be worn during rotation hours.
3. Students are expected to display enthusiasm, professionalism, and confidentiality with regard to patients.
4. Students will need to comply with site’s policy on the use of personal cell phones.
5. Courtesy counts! Please be respectful to the property of the rotation site and their belongings as well.
6. Please know that HIPAA violations will result in failure of the rotation. HIPAA and site specific confidentiality guidelines are to be followed at all times.
7. Students may be assigned to work with various department personnel as assigned by preceptor to complete course objectives.
8. Progress is expected throughout the course of the rotation.
**Student MWU Responsibilities/Requirements:**

1. **Two site specific projects:**
   - The student will complete 2 main projects to be completed over the 6-week rotation.
   - The topic and structure of each project will be determined by the preceptor.
2. **Other site specific objectives, projects and assignments will be determined by the preceptor.**

**Patient interaction/monitoring:** when working with healthcare staff, patients and their medical records, students must be certain to:

- Identify yourself and your role at the site, explaining the information collected will help the healthcare team optimally treat them.
- Always address a patient and healthcare staff as Mr., Mrs., Ms., Dr. unless instructed by the patient/healthcare member to do otherwise.
- Always thank them for their time and information.
- When contacting patients, you must document this in the chart indicating date, summary of discussion, co-signature of preceptor if intervention made.
- Conduct a medication review/reconciliation on appropriate patients. Make sure that they have a list of their medications to carry with them, including current doses, schedule, and allergies.

**Rotation Assignments:**

Assignments must be submitted on time. At the preceptor’s discretion, late assignments will result in a deduction of points.

**Patient Care and Confidentiality:**

Patients are to be respected at all times. Follow adherence (patient and health care provider come to mutual understanding of treatment and goals) rather than compliance (patient is expected to do what health care provider dictates) model. Students will maintain the patient’s right to confidentiality at all times. Under no circumstances shall the student discuss a patient with anyone unless that person has a medically-defined “need to know”. Therefore, it is appropriate to discuss patients only with other health care workers directly involved in the patient’s care. Discussion of patients in public areas is not permitted and is grounds for immediate removal from the site with a failing grade.

**Students must at all times adhere to the MWU HIPAA policy and all site HIPAA policies.**

**Violation of HIPAA is unacceptable and is grounds for immediate removal from the site with a failing grade.**

Examples of HIPAA compliance include, but are not limited to:

- Medical charts or any printed patient data/information with patient identifiers are not to leave the site under any circumstances.
- Patient data is to be accessed and disclosed only as needed for the treatment of a patient
- No discussion of patients in public areas
- No taking pictures of patients
- No posting pictures of patients online

**Documentation:**

Complete and proper documentation is a very important part of the job. Attorneys claim that if an encounter or conversation was not documented, it did not occur. Discuss with your preceptor for guidance on documentation. Always use black ink (not blue) in medical records.

**Teaching:**

- There will be no formal lectures during the course of this rotation; learning will be in the form of active participation. There will be discussions in which students are expected to participate, not just listen and take notes. The instructors and the students both can initiate such discussions.
If students have questions concerning patient-specific issues and there is not time to address them at that moment or it would be inappropriate to discuss in front of the patient, the student should make a note and discuss with an instructor later in the day or week.

If supplemental information on specific disease states is needed, students may initiate discussions after reviewing disease state guidelines, textbooks, etc. unless there is an immediate need for the information for reasons of patient safety. Students should inform the preceptors if help is needed in identifying up-to-date, credible sources of information.

**Therapeutic Decision Making:**
Students can be given increasing freedom to make decisions concerning medication related issues as determined appropriate by the preceptor. However, due to legal reasons, all decisions must be submitted to the preceptor before implementation. Only the preceptors have final authority on therapeutic decisions.

**Workload:**
This is a true clinical site (not “fabricated” site for student placement). As such, patient care must always come first. This should not be seen as a lack of interest in the students, but certain discussions and activities will be secondary to immediate patient care issues.

**Student end of rotation submission of forms:**
For each APPE rotation students will complete an Experience Summary and a Preceptor/Site evaluation. The Community, Hospital, Gen Med and Am Care rotations also require submission of a Skills sheet.

- Please refer to the evaluation section for more details.
- These are to be completed and submitted by **11:59pm CST on the last Friday of each rotation**.
- If forms are submitted late, the student's final rotation grade will be penalized by 5% for each business day that the form or forms are late.

**Preceptor Guidelines/Responsibilities:**
Are outlined in the APPE Preceptor Guideline document:
- Provides preceptors with a brief overview of the APPE rotations
- Is mailed to each preceptor in May of each year
- Is available on the preceptor web page at: [www.midwestern.edu/ccppreceptors](http://www.midwestern.edu/ccppreceptors)

**EVALUATIONS AND GRADING:**
Evaluation in this course will come from your preceptor:
- Mid-rotation evaluation
- Final rotation evaluation

While the experience will be coordinated by the primary preceptor, additional preceptors may be called upon to teach certain skills or supervise projects, depending on the interest of the student.

There will be one primary preceptor who will be responsible for the mid-rotation progress report, final evaluation, and grade of the student. However, additional preceptors may provide information for the primary preceptor to draw a final grade from.

The University assessment form will be used. The student will have a formal midpoint and final evaluation. Both the student and the preceptor will assess performance at mid-term, with the preceptor assigning the final grade. Informal evaluation may be done on a daily or as needed basis.

**Preceptors MUST notify a course director of any student that is below minimum competence at the mid-rotation evaluation or anytime during the rotation.**

Remember all grades are earned, not given. If students are having difficulties with any of the material, ask the preceptor for help immediately. Do not wait until the 4th or 5th week of the rotation to ask for assistance.
Elective APPE Rotation
Assignments

1. Project one- transfer grade to final evaluation form
   Student is to complete the project proposal and present to the preceptor for review & approval.
   Preceptor should use the evaluation provided to grade the project & transfer the scores to the final evaluation form on RMS.

2. Project two- transfer grade to final evaluation form
   Student is to complete the project proposal and present to the preceptor for review & approval.
   Preceptor should use the evaluation provided to grade the project & transfer the scores to the final evaluation form on RMS.

3. Experience Summary- to be submitted to OEE
   To be submitted to OEE by the student on the last Friday of the rotation.
   Complete online via RMS
MWU Chicago College of Pharmacy APPE 2020
ELECTIVE APPE (PPRAD 1807) Project # 1
PROJECT PROPOSAL FORM- TO BE COMPLETED BY THE STUDENT

Project #1:

Student Name: ___________________________ Date: ____________________
Preceptor Name: ________________________ Site Name: __________________

Directions:
1. Provide a brief description of the project (attach any supporting documents):
2. Review the proposed project with your preceptor and have your preceptor sign at the bottom.

Project name: ________________________________________________________________________
Project goal: ________________________________________________
Details:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Resources required:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Intended audience: ________________________________________________________________

Expected date of completion: ________________________________________________________

Preceptor signature: __________________________ Date: ________________
MWU Chicago College of Pharmacy APPE 2020
Elective APPE (PPRAD 1807) Project #1 Evaluation Form

Student Name: _____________________ Date: ____________________
Preceptor Name: _____________________ Site Name: ________________________

USE THE FOLLOWING 4-POINT SCALE TO ANSWER THE FOLLOWING QUESTIONS.
**ONLY WHOLE NUMBERS MAY BE USED; NO FRACTIONS OR DECIMALS

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student was outstanding in effectiveness and consistency leading only to rare interventions. Student exhibits knowledge and/or skills well above minimum competency.</td>
<td>Student was above average in effectiveness and consistency leading to occasional intervention. Student exhibits knowledge and/or skills above minimum competency.</td>
<td>Student was usually effective and consistent leading to consistent intervention. Student exhibits knowledge and/or skills at minimum competency.</td>
<td>Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency.</td>
</tr>
</tbody>
</table>

1. The completed project was appropriate for the intended audience and well-received by the community, patients and/or other health care professionals. 4 3 2 1
2. The student met the intended goal of the project. 4 3 2 1
3. The student did the necessary researching of the project. 4 3 2 1
4. The student demonstrated the ability to follow-through with the project from conception to conclusion and used effective time management in completing the project. 4 3 2 1
5. The project and supporting materials were of a professional quality. All educational materials were properly referenced. 4 3 2 1
6. The student accurately answered questions regarding the project. 4 3 2 1

Comments:
________________________________________________________________________________________________________
 Government supports,  
________________________________________________________________________________________________________
 Government supports,  
________________________________________________________________________________________________________
 Government supports,  
________________________________________________________________________________________________________
 Government supports,  
________________________________________________________________________________________________________

Grading = Total points for all sections (maximum points = 24) Final Score: ___________

**Transfer the student’s final score to the Final Evaluation Form Section III: Rotation Specific Assignments when completing the final evaluation.

Preceptor signature: ___________________________________________ Date: ____________________
Project #2:

Student Name: ___________________________  Date: ______________
Preceptor Name: ___________________________ Site Name: ___________________________

Directions:
1. Provide a brief description of the project (attach any supporting documents):
2. Review the proposed project with your preceptor and have your preceptor sign at the bottom.

Project name: ________________________________________________________________________
Project goal: ________________________________________________________________________
Details:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Resources required:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Intended audience: ________________________________________________________________
Expected date of completion: _____________________________________________________________

Preceptor signature: ______________________________________  Date: ______________
Student Name: ______________________  Date: ______________________
Preceptor Name: _______________________ Site Name: ______________________

USE THE FOLLOWING 4-POINT SCALE TO ANSWER THE FOLLOWING QUESTIONS.
**ONLY WHOLE NUMBERS MAY BE USED; NO FRACTIONS OR DECIMALS

<table>
<thead>
<tr>
<th>4</th>
<th>Excellent</th>
<th>3</th>
<th>Very Good</th>
<th>2</th>
<th>Satisfactory</th>
<th>1</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student was outstanding in effectiveness and consistency leading only to rare interventions. Student exhibits knowledge and/or skills well above minimum competency.</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The completed project was appropriate for the intended audience and well-received by the community, patients and/or other health care professionals. 4 3 2 1
2. The student met the intended goal of the project. 4 3 2 1
3. The student did the necessary researching of the project. 4 3 2 1
4. The student demonstrated the ability to follow-through with the project from conception to conclusion and used effective time management in completing the project. 4 3 2 1
5. The project and supporting materials were of a professional quality. All educational materials were properly referenced. 4 3 2 1
6. The student accurately answered questions regarding the project. 4 3 2 1

Comments:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Grading = Total points for all sections (maximum points = 24) Final Score: _____________

**Transfer the student's final score to the Final Evaluation Form Section III: Rotation Specific Assignments when completing the final evaluation online.

Preceptor signature: _______________________ Date: ______________________
Midwestern University Chicago College of Pharmacy
Advanced Pharmacy Practice Experience
Experience Summary / Class of 2020

✓ Students to submit online via RMS
✓ Due the last day of the rotation

Student name: ________________________________________________________________

APPE course number: _____________________________ Rotation Date: _________________

Preceptor: ___________________________________________________________________

1. **ROTATION GOALS: DISCUSS WITH YOUR PRECEPTOR WEEK ONE OF THE ROTATION.**

   ★ Goals for professionalism:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

   ★ Goals for patient care and practice management:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

   ★ Goals specific to the rotation site:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

2. **WEEKLY REVIEW:**

Use this section each week to summarize the following:

✓ Daily rotation activities & responsibilities
✓ What you learned and/or accomplished
✓ What you need to review

<table>
<thead>
<tr>
<th>Week</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td></td>
</tr>
</tbody>
</table>
### 3. **Self-Assessment:**

**Section I: Professionalism Assessment**

<table>
<thead>
<tr>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very Good</strong></td>
<td><strong>Good</strong></td>
<td><strong>Needs Improvement</strong></td>
<td><strong>Significant Deficit</strong></td>
</tr>
<tr>
<td>Student has performed very well for professional &amp; social behaviors.</td>
<td>Student has performed above minimum requirements for professional &amp; social behaviors.</td>
<td>Student has met some minimum requirements for professional &amp; social behaviors.</td>
<td>Student has not met minimum requirements for professional &amp; social behaviors.</td>
</tr>
<tr>
<td>Functions in an independent manner. (&gt; 80% of time)</td>
<td>Functions in an independent manner. (&gt; 70% of time)</td>
<td>Functions in an independent manner. (&gt; 50% of time)</td>
<td>Cannot function independently.</td>
</tr>
</tbody>
</table>

1. **Student is punctual:** arrives at practice site, meetings, activities & rounds on or before the designated time; completes all assignments, tasks & responsibilities on time as required by the preceptor.  
2. **Student is ethical:** behaves in an ethical manner, i.e., acts in patients’ best interests; acts in accord with the profession’s and/or practice site’s code of ethics.  
3. **Student maintains confidentiality:** maintains confidentiality of patient and/or site specific data and documents; strictly follows HIPAA guidelines.  
4. **Student does not plagiarize:** avoids plagiarism (copying another person’s idea or written work and claiming it as their own); clearly and correctly acknowledges other’s ideas or works (i.e., uses proper citations).  
5. **Student is respectful:** professional in interactions with preceptor, patients, other health care professionals, administrators & colleagues; communicates in a respectful, professional, and nonjudgmental style using appropriate body language; avoids inappropriate comments & gestures.  
6. **Student adheres to site policies:** strictly follows policies established by the site & preceptor, such as use of personal electronic devices, and site materials, equipment or devices; dress code required by the site.  
7. **Student is self-directed, reliable & accountable:** for all tasks, duties, & responsibilities; responds maturely to feedback and constructive criticism; learns independently.  
8. **Student is motivated, engaged, & involved:** actively listens to others, is motivated to learn and apply new knowledge and skills; involved in daily operations of the rotation site; volunteers for or seeks out additional opportunities to apply new knowledge and skills.
### Section II: Patient Care and Practice Management Competency Assessment

<table>
<thead>
<tr>
<th>4 Very Good</th>
<th>3 Good</th>
<th>2 Needs Improvement</th>
<th>1 Significant Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has performed very well for patient care and practice management. Functions in an independent manner. (&gt; 80% of time)</td>
<td>Student has performed above minimum requirements for patient care and practice management. Functions in an independent manner. (&gt; 70% of time)</td>
<td>Student has met some minimum requirements for patient care and practice management. Functions in an independent manner. (&gt; 50% of time)</td>
<td>Student has not met minimum requirements for patient care and practice management. Cannot function independently.</td>
</tr>
</tbody>
</table>

1. **Communication Skills (Verbal):** Effectively communicates and articulates relevant information through oral communications.  
4 | 3 | 2 | 1

2. **Communication Skills (Written):** Effectively communicates and documents professional knowledge to patients and health care providers. Documents patient care activities and outcomes appropriately.  
4 | 3 | 2 | 1

3. **Critical Thinking:** In problem solving: identifies, retrieves, analyzes, and evaluates information needed to make informed, rational and ethical decisions appropriate for a given patient or situation.  
4 | 3 | 2 | 1

4. **Practice Management:** Demonstrates the knowledge and abilities to function in accordance with pharmacy laws and regulations.  
4 | 3 | 2 | 1

5. **Practice Management:** Demonstrates the knowledge and abilities to manage the resources, personnel, and technology of a practice site. Organizes daily operations to function efficiently in the practice setting.  
4 | 3 | 2 | 1

6. **Drug therapy knowledge:** Exhibits knowledge of drug therapies and ability to recall brand/generic, common FDA indications, drug class, mechanism of action, renal dosing adjustments, available dosage forms, dosing, common side effects, serious side effects, monitoring parameters, counseling points, drug interactions, black box warnings, and contraindications.  
4 | 3 | 2 | 1

### Section III: Rotation Specific Assignments and Assessment

<table>
<thead>
<tr>
<th>4 Excellent</th>
<th>3 Very Good</th>
<th>2 Satisfactory</th>
<th>1 Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student was outstanding in effectiveness and consistency leading only to rare interventions. Student exhibits knowledge and/or skills well above minimum competency.</td>
<td>Student was above average in effectiveness and consistency leading to occasional intervention. Student exhibits knowledge and/or skills above minimum competency.</td>
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<td>Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency.</td>
</tr>
</tbody>
</table>

**Rotation assignments:**  
Assignments specific to the APPE course  
4 | 3 | 2 | 1
INTERPROFESSIONAL EDUCATION OPPORTUNITIES:

1. During this rotation did the student have the opportunity to work with an interprofessional health care team?
   □ Yes       □ No
   If yes, please also reply to items 2-4 below.

2. The student had interactions with the following health care professionals. Check all that apply.
   □ Physicians/medical students
   □ Mid-level practitioner (PA, NP)/mid-level students
   □ Dentists/dental students
   □ Nurses/nursing students
   □ Speech therapy
   □ Physical therapy
   □ Occupational therapy
   □ Respiratory therapy
   □ Social workers
   □ Other ____________________________

3. Select the deepest level of student interactions with the health care professionals noted in #2.

   □ Passive professional interaction (observation/shadowing) □ Active professional interaction (actively participating, making recommendations) □ Collaborative professional interaction (integrated, shared decision making)

4. Select the frequency of student interactions with the health care professionals noted in #2.

   □ 1-2 times per week □ 3-4 times per week □ Daily

Additional reflections/experiences of this APPE rotation:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________
Elective APPE Rotation Evaluations

How to Complete Evaluations

Preceptors:
Please complete the following forms:
A paper copy of each evaluation form is attached.

1. Mid-rotation progress note- to be completed by the end of week 3
   a. May be completed on RMS.
   b. If a paper copy is preferred, please fax or email to:
      ✓ Fax number: 630-515-6103.
      ✓ Email: ccpoe@midwestern.edu

2. Final rotation evaluation- to be completed by the last day of the rotation
   a. Please insert your own objectives under Section II of the final evaluation form
   b. Submit the final evaluation form via fax or email to OEE. *Must be done as a paper copy
      ✓ Fax number: 630-515-6103.
      ✓ Email ccpoe@midwestern.edu

Students:
Please: complete the following forms:

1. Preceptor and site evaluation- due by 11:59pm CST on the last day of the rotation
   a. Must be done on RMS

2. Experience Summary- due by 11:59pm CST on the last day of the rotation
   a. Must be done on RMS
**MWU Chicago College of Pharmacy**  
**APPE Mid-Rotation Progress Note**

**Student Name:** ______________________________  
**Rotation:** __________________________

**Preceptor Name:** ______________________________

**Site Name:** ______________________________

**DIRECTIONS:**  
*The preceptor MUST complete a mid-rotation progress note for each student by the end of week three or no later than the Wednesday of week four.*  
*This form must be presented to the student and their progress discussed; including their strengths and accomplishments along with areas that need improvement and suggestions for improvement.*

<table>
<thead>
<tr>
<th>Goal/Objective</th>
</tr>
</thead>
</table>
| **Professionalism:**  
Punctual, ethical, diplomatic, respectful, accountable |

**Comments:**

| Patient Care & Practice Management:  
Communication skills, critical thinking skills  
Patient assessment, drug therapy assessment  
Efficiently functions in the practice setting  
Functions in accordance with laws and regulations |

**Comments:**

| Rotation assignments:  
Assignments to date completed on time  
Assignments to date are complete, accurate & of professional quality  
Adequate progress made on upcoming assignments |

**Comments:**

Evaluate the students overall performance to date as either:  
- □ PASS - at or above minimum competency  
- □ FAIL - below minimum competency  

**Preceptor signature** ______________________________  
**Date** ____________
DIRECTIONS:
For each item listed below, please select the value which best describes the student’s typical performance.
Please note: The 4, 3, 2, 1 on the rubric do not correspond to a final grade of A, B, C or F. The student’s final rotation grade is based on points earned out of a total 400 possible points.

Section I: Professionalism Assessment

PLEASE USE THIS 4-POINT SCALE TO ASSESS THE FOLLOWING:
**ONLY WHOLE NUMBERS MAY BE USED; NO FRACTIONS OR DECIMALS

<table>
<thead>
<tr>
<th>4 Very Good</th>
<th>3 Good</th>
<th>2 Needs Improvement</th>
<th>1 Significant Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student has performed very well for professional &amp; social behaviors.</strong> Functions in an independent manner. (&gt; 80% of time)</td>
<td><strong>Student has performed above minimum requirements for professional &amp; social behaviors.</strong> Functions in an independent manner. (&gt; 70% of time)</td>
<td><strong>Student has met some minimum requirements for professional &amp; social behaviors.</strong> Functions in an independent manner. (&gt; 50% of time)</td>
<td><strong>Student has not met minimum requirements for professional &amp; social behaviors.</strong> Cannot function independently.</td>
</tr>
</tbody>
</table>

Please Note: A final score of 1 in any item numbered 1 – 8 will result in failure of the rotation

1. **Student is punctual:** arrives at practice site, meetings, activities & rounds on or before the designated time; completes all assignments, tasks & responsibilities on time as required by the preceptor.

2. **Student is ethical:** behaves in an ethical manner, i.e., acts in patients’ best interests; acts in accord with the profession’s and/or practice site’s code of ethics.

3. **Student maintains confidentiality:** maintains confidentiality of patient and/or site specific data and documents; strictly follows HIPAA guidelines.

4. **Student does not plagiarize:** avoids plagiarism (copying another person’s idea or written work and claiming it as their own); clearly and correctly acknowledges other’s ideas or works (i.e., uses proper citations).

5. **Student is respectful:** professional in interactions with preceptor, patients, other health care professionals, administrators & colleagues; communicates in a respectful, professional, and nonjudgmental style using appropriate body language; avoids inappropriate comments & gestures.

6. **Student adheres to site policies:** strictly follows policies established by the site & preceptor, such as use of personal electronic devices, and site materials, equipment or devices; dress code required by the site.

7. **Student is self-directed, reliable & accountable:** for all tasks, duties, & responsibilities; responds maturely to feedback and constructive criticism; learns independently.

8. **Student is motivated, engaged, & involved:** actively listens to others, is motivated to learn and apply new knowledge and skills; involved in daily operations of the rotation site; volunteers for or seeks out additional opportunities to apply new knowledge and skills.
**Section II: Patient Care and Practice Management Competency Assessment**

Preceptor Directions:
1. Use the blank objectives, items 7 through 12, to insert your own site specific objectives for the student.
2. Adjust the divisor in the calculation of the final grade (see next page- Manual Grade Calculation)

**USE THE FOLLOWING 4-POINT SCALE TO ANSWER THE FOLLOWING QUESTIONS.**
**ONLY WHOLE NUMBERS MAY BE USED; NO FRACTIONS OR DECIMALS**

<table>
<thead>
<tr>
<th>4 Very Good</th>
<th>3 Good</th>
<th>2 Needs Improvement</th>
<th>1 Significant Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has performed very well for patient care and practice management. Functions in an independent manner. (&gt; 80% of time)</td>
<td>Student has performed above minimum requirements for patient care and practice management. Functions in an independent manner. (&gt; 70% of time)</td>
<td>Student has met some minimum requirements for patient care and practice management. Functions in an independent manner. (&gt; 50% of time)</td>
<td>Student has not met minimum requirements for patient care and practice management. Cannot function independently.</td>
</tr>
</tbody>
</table>

1. **Communication Skills (Verbal):** Effectively communicates and articulates relevant information through oral communications.  
   4 3 2 1

2. **Communication Skills (Written):** Effectively communicates and documents professional knowledge to patients and healthcare providers. Documents patient care activities and outcomes appropriately.  
   4 3 2 1

3. **Critical Thinking:** In problem solving: identifies, retrieves, analyzes, and evaluates information needed to make informed, rational and ethical decisions appropriate for a given patient or situation.  
   4 3 2 1

4. **Practice Management:** Demonstrates the knowledge and abilities to function in accordance with pharmacy laws and regulations.  
   4 3 2 1

5. **Practice Management:** Demonstrates the knowledge and abilities to manage the resources, personnel, and technology of a practice site. Organizes daily operations to function efficiently in the practice setting.  
   4 3 2 1

6. **Drug therapy knowledge:** Exhibits knowledge of drug therapies and ability to recall brand/generic, common FDA indications, drug class, mechanism of action, renal dosing adjustments, available dosage forms, dosing, common side effects, serious side effects, monitoring parameters, counseling points, drug interactions, black box warnings, and contraindications.  
   4 3 2 1

7. Site specific objective: (to be added by preceptor)  
   4 3 2 1

8. Site specific objective: (to be added by preceptor)  
   4 3 2 1

9. Site specific objective: (to be added by preceptor)  
   4 3 2 1

10. Site specific objective: (to be added by preceptor)  
    4 3 2 1

11. Site specific objective: (to be added by preceptor)  
    4 3 2 1

12. Site specific objective: (to be added by preceptor)  
    4 3 2 1
Section III: Rotation Specific Assignments and Assessment

USE THE FOLLOWING 4-POINT SCALE TO ANSWER THE FOLLOWING QUESTIONS.  
**ONLY WHOLE NUMBERS MAY BE USED; NO FRACTIONS OR DECIMALS**

<table>
<thead>
<tr>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Very Good</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Student was outstanding in effectiveness and consistency leading only to rare interventions. Student exhibits knowledge and/or skills well above minimum competency.</td>
<td>Student was above average in effectiveness and consistency leading to occasional intervention. Student exhibits knowledge and/or skills above minimum competency.</td>
<td>Student was usually effective and consistent leading to consistent intervention. Student exhibits knowledge and/or skills at minimum competency.</td>
<td>Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency.</td>
</tr>
</tbody>
</table>

Please Note: A final score of 1 in any item numbered 1 – 2 will result in failure of the rotation

<table>
<thead>
<tr>
<th>1. Project 1: transfer score from hard copy project evaluation form</th>
</tr>
</thead>
<tbody>
<tr>
<td>The completed project was appropriate for the intended audience and well-received by the community, patients and/or other health care professionals.</td>
</tr>
<tr>
<td>The student met the intended goal of the project.</td>
</tr>
<tr>
<td>The student did the necessary researching of the project.</td>
</tr>
<tr>
<td>The student demonstrated the ability to follow-through with the project from conception to conclusion and used effective time management in completing the project.</td>
</tr>
<tr>
<td>The project and supporting materials were of a professional quality. All educational materials were properly referenced.</td>
</tr>
<tr>
<td>The student accurately answered questions regarding the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Project 2: transfer score from hard copy project evaluation form</th>
</tr>
</thead>
<tbody>
<tr>
<td>The completed project was appropriate for the intended audience and well-received by the community, patients and/or other health care professionals.</td>
</tr>
<tr>
<td>The student met the intended goal of the project.</td>
</tr>
<tr>
<td>The student did the necessary researching of the project.</td>
</tr>
<tr>
<td>The student demonstrated the ability to follow-through with the project from conception to conclusion and used effective time management in completing the project.</td>
</tr>
<tr>
<td>The project and supporting materials were of a professional quality. All educational materials were properly referenced.</td>
</tr>
<tr>
<td>The student accurately answered questions regarding the project.</td>
</tr>
</tbody>
</table>

**Interprofessional education opportunities:**

1. During this rotation did the student have the opportunity to work with an interprofessional health care team?
   - [ ] Yes
   - [ ] No

   If yes, please also reply to items 2-4 below.

2. The student had interactions with the following health care professionals. Check all that apply.
   - [ ] Physicians/medical students
   - [ ] Mid-level practitioner (PA, NP)/mid-level students
   - [ ] Dentists/dental students
   - [ ] Nurses/nursing students
   - [ ] Speech therapy
   - [ ] Physical therapy
   - [ ] Occupational therapy
   - [ ] Respiratory therapy
   - [ ] Social workers
   - [ ] Other _____________________________
3. Select the deepest level of student interactions with the health care professionals noted in #2.

- Passive professional interaction (observation/shadowing)
- Active professional interaction (actively participating, making recommendations)
- Collaborative professional interaction (integrated, shared decision making)

4. Select the frequency of student interactions with the health care professionals noted in #2.

- 1-2 times per week
- 3-4 times per week
- Daily

---

**MANUAL GRADE CALCULATION**

1. Section I Grade Calculation: Total all dimensions from Section I and divide by 8 = _____ , multiply x 0.30 = ______, multiply by 100 __________

2. Section II Grade Calculation: Total all dimensions from Section II and divide by ______ (adjust based on total number of objectives) = _____ , multiply x 0.40 = ______, multiply by 100 __________

3. Section III Grade Calculation: Total all dimensions form Section III and divide by 12 = _____ , multiply x 0.30 = ______, multiply by 100 __________

4. Final grade: Sum of sections 1 + 2 + 3 = __________

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>400-350</td>
<td>349-310</td>
<td>309-270</td>
<td>≤ 269</td>
</tr>
</tbody>
</table>

Final Letter Grade = __________

The student has completed a minimum of 240 hours on this rotation.  □ Yes  □ No

******Proper documentation of student APPE rotation hours is required. These hours are reported to the IL State Board of Pharmacy. Preceptors are required to inform Professor Lullo if a minimum of 240 hours has not been completed by the student.

Preceptor Signature ____________________________ Date ____________

If you are completing a hard copy evaluation form, please fax to OEE at 630/515-6103, OR email to ccopee@midwestern.edu
EXPERIENTIAL EDUCATION APPE POLICIES

APPE ROTATION PREREQUISITES:

Communication of required prerequisites:
Students are required to check their MWU email daily for notifications from the OEE or any of the sites to which they are assigned. It is the student’s responsibility to keep their MWU email account active and open so that new emails may be delivered.

All correspondence regarding:
- missing immunization records,
- the need to meet special site requirements,
- rotation cancellations or changes,
- evaluations, rotation forms
will be sent via MWU email. **This email will serve as official notice.** Failure to read and follow instructions in the email regarding cancellation of rotation(s), missing immunization records and special site requirements will not constitute an excuse for non-compliance.

If a student plans to be away or will be unable to access email prior to a scheduled rotation, the student must contact Ms. Mees well in advance to ensure that all onboarding is completed for their upcoming rotation.

Ms. Mees will begin to email students with any onboarding requirements 10 to 12 weeks prior to the start of each APPE. These emails will contain specific instructions and due dates which must be followed.

- Students who fail to have all MWU and/or site requirements completed by the due date for each APPE rotation are at risk of having that rotation cancelled. If this occurs, there is no guarantee that a replacement rotation will be available for the same block. The replacement rotation may be scheduled for the spring 2020 quarter and this will delay your planned date of graduation.
- **If the student fails to complete special site requirements on time, the site may cancel the rotation. OEE cannot override this decision by the site.** If this occurs, there is no guarantee that a replacement rotation will be available for the same block. The replacement rotation may be scheduled for the spring 2020 quarter and this will delay your planned date of graduation.

Rotation Binder:
The binder will serve as a tool to help students review what has been accomplished so far, and what remains to be accomplished in order to successfully meet all the requirements for experiential education. Preceptors will also be able to get a “snapshot” of the student’s skills and abilities, and project topics completed as they progress through their rotations.

How to set up the binder:
- Purchase a 2 to 3 inch 3-ring binder
- Place your name on the outside of the binder
- The first section of the binder must have the following in the order listed below:
  - Resume or C.V.
  - Printed list of rotations (will be given to you)
  - Copy of student technician/intern license
  - Copy of CPR Card
  - Copy of Immunization Training Certificate from APhA
  - Copy of HIPAA training certificate (Law Room spring 2019)
  - Copy of Universal Precautions training certificate (Law Room spring 2019)
  - Copy of OSHA training certificate (Law Room spring 2019)
  - Copy of up-to-date immunization record (will be given to you)
  - Pledge of Professional Conduct on Rotations (will be given to you)
o Insert divider tabs for each APPE rotation:
  ➢ Community PPRAD 1802
  ➢ Hospital PPRAD 1803
  ➢ General Medicine PPRAD 1804
  ➢ Ambulatory Care PPRAD 1805
  ➢ Clinical Specialty PPRAD 1806
  ➢ Elective PPRAD 1807

o Keep paper copies of all required assignments for rotations in addition to any work completed “above and beyond” the minimum.

**What does NOT go into the binder?**
ANY PATIENT IDENTIFYING MATERIAL THAT WOULD CONSTITUTE A BREACH OF PATIENT CONFIDENTIALITY ACCORDING TO THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

**How to use the binder:**
- Students will be expected to have their binder with them AT ALL TIMES while at each rotation site.
- At the start of each rotation, students should present their portfolio to the preceptor as part of setting the rotation expectations, goals and assignments.
- Binders will be randomly checked for completeness and general appearance.
  o This may be done:
    ▪ During the on campus meeting the last Friday of each rotation
    ▪ You will be notified if you need to bring it with you that day
    ▪ By an OEE site visitor during a visit to the site

**Licensure:**
**Illinois Pharmacy Technician Student license**
Students must have a valid Illinois Pharmacy Student Technician license in the state of Illinois to be allowed in the experiential program of the curriculum. Students without a current Pharmacy Technician Student license will not be allowed to start rotations. A copy of the student’s current license must be kept in their rotation binder.

- Students are required to renew their Illinois Pharmacy Technician Student license and provide a copy of the new license to OEE by **March 15, 2019 FINAL DUE DATE**
- Students are required to maintain their Illinois Pharmacy Student technician license even while on rotations in another state.

For rotations outside of Illinois: Students must comply with all requirements for technician or intern licensure and registration of internship hours in the state where they are doing their rotation(s). Students must consult the Board of Pharmacy of the state for details on requirements for students doing rotations in that state.

Students must submit proof (copy of the license) to the OEE to show that they are in compliance with state specific regulations. A copy of the license must be kept in the student’s rotation binder.

**Please note:** Students must provide the Director of Experiential Education any information regarding disciplinary actions taken by the Department of Financial and Professional Regulation against their Technician license, including the date(s) of discipline and a brief synopsis of the case. A student who has their technician license revoked or suspended will result in the student being withdrawn from the experiential program.

**Immunizations and Site-Specific Requirements:**
The University requires that students submit documented laboratory proof of the absence of tuberculosis (updated yearly) by having a 2-step TB test. It is recommended that students obtain a 2-step test at the time of their yearly TB test renewal. For students with a positive skin test, absence of disease via chest x-ray is required, and must be updated every 2 years. Some sites may require a yearly chest x-ray. Proof of immunization against measles,
mumps rubella, varicella (chicken pox), Tdap (updated every 10 years), and hepatitis is required prior to matriculation. QUANTITATIVE TITERS are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B. There may be some exceptions depending on the student’s particular health status and some site requirements may be more stringent. Any exceptions must be documented by a physician.

Seasonal Flu Vaccine:
All CCP students will be required to receive an annual flu vaccine and provide documentation to the Wellness Center. APPE students must plan to have their updated flu shot vaccine by **September 20, 2019**.

It is the student’s responsibility to check and monitor the immunizations, titters and TB dates on file with the MWU Wellness Center. This can be checked by going to [http://online.midwestern.edu/](http://online.midwestern.edu/) Please note: Students may not start a rotation with a TB that will expire during the rotation. For example if a student’s TB will expire on 4-20-19, they are required to renew it before the start of APPE block 1 and meet the due date given by OEE via email.

Dress Code:
As stated in the MWU Student Handbook
[http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43](http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43)

Students are expected to dress in an appropriately professional manner. Some departments may establish a dress code for particular activities (eg., scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc, that, based on societal norms, can be construed to be vulgar, offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective college Dean.

If a student is in a facility participating in patient care—no matter how briefly—he or she must comply with the following dress code:

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (eg., scrub suits in surgery, obstetrics or dental labs/clinics).
- Male students are encouraged to wear a tie. When they do not wear a tie, only the top button of their shirt should be open at the neck.
- T-shirts, sweat shirts, halter tops, tank and tube tops, and backless or midriff-baring tops are not allowed.
- Casual slacks, blue jeans, fatigues, white trousers, short skirts, short dresses and shorts are not permitted.
- Dress shoes with socks/stockings are required, except in the dental clinic/simulation lab, surgery or obstetrics, where clean athletic shoes may be allowed.
- Sandals are not acceptable.
- Any visible body piercing, except ears, must be removed.
- Visible tattoos should be discretely covered.
- Scrub suits are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab.
- Scrub suits are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat.)
• Hair is to be neat, clean, and properly maintained, and a natural hair color.

Failure to observe these dress code policies may result in the student being asked to leave the premises. Habitual violators are subject to disciplinary action. Individual sites may have dress code requirements that are more stringent than those outlined above. Students must also comply with the dress code of the facility in which they are rotating.

BEFORE THE ROTATION BEGINS:
• Students should contact the preceptor 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.
• It is best to use the preceptor’s business email address. If the preceptor is a CCP grad, do not use their MWU email account. The preceptors typically do not check that email on a regular basis.

THE FIRST WEEK OF ROTATION:
• Discuss rotation specific expectations, goals, assignments, and due dates. CCP course requirements are detailed in the syllabus for each APPE rotation.
• Inquire who to report to if your preceptor is not onsite or unavailable.
• Inquire what is the best way to contact your preceptor if you need to report that you are sick or running late

ROTATION ATTENDANCE:
• Students are expected to be at the rotation site for a minimum of 40 contact hours per week; a minimum of 8 hours per day; a minimum of 240 hours for each APPE rotation.
• Additional time will likely be necessary to complete assignments and care for patients.
• Daily start and end times will be set by the preceptor.
• Proper documentation of APPE hours is required. The APPE hours are reported to the Illinois State Board of Pharmacy and to other BOPs by request.
• Preceptors should inform an OEE Director if a minimum of 240 hours has not been completed by the student during the 6-week rotation block.

Please note: Work, social functions, and/or school social activities are NOT to be scheduled during this time period. Daily starting and stopping times are site-dependent, and determined by the preceptor. Based on patient care needs or other needs at the site, start and end times may vary from day to day.

APPE ROTATION ATTENDANCE:
Because student APPE rotation hours are reported to the IL State Board of Pharmacy, it is essential that all hours are completed and accounted for. Consequently, the OEE APPE attendance policies must be adhered to by all students.

NO CALL/NO SHOW:
The Office of Student Services must be informed whenever a student fails to show up for a rotation and has not notified the preceptor and the OEE. No unexcused absences are allowed during the rotation and may constitute grounds for rotation failure.

Sick days:
• If students are absent due to illness the student MUST call the preceptor AND OEE within the first two hours of the start of the rotation day.
• The student will be required, at the Course Director’s discretion, to provide a note from the physician for claims of personal illness. Other forms of documentation may be requested for other extenuating claims, at the Course Director’s discretion.
• Failure to notify your preceptor and the Office of Experiential Education will be considered grounds for failure of the rotation.
• There are no sick days built into the rotation. Anytime missed due to illness MUST be made up before the end of the rotation.
• Life events such as marriage, pregnancy, hospitalization, or a personal emergency requiring the student to miss more than 2 days from any given rotation may result in withdrawal from that rotation.
• Situations in which students miss more than 2 days due to extraordinary circumstances will be considered on a case-by-case basis.

**PLANNED ABSENCES:**

- Because daily rotation attendance is required, planned absences are strongly discouraged.
- Planned absences will be approved for extenuating circumstances only.
- Approval is handled on a case-by-case basis
- **DO NOT** purchase airline tickets until after you have approval
- **All planned absences must be approved FIRST by OEE and then by the preceptor.**
- Students may not miss more than 1 day on any rotation and this time MUST be made up before completion of the rotation. If a student knows they will require more than 1 day for a planned absence, the student should arrange to take that rotation block off.

**How to proceed:**
1. Email Professor Lullo with your request (**alullo@midwestern.edu**) for approval
2. She will reply back to let the student know if their request is approved or denied
3. If you receive approval from OEE; then ask your preceptor for approval
4. Reply back to Professor Lullo to let her know:
   a. If your preceptor approved
   b. How the missed hours will be made-up

**COLLEGE DESIGNATED EXCUSED ABSENCES**

✓ College designated excused absences do not require the student to make up the time at the site.
✓ Students should not have more than 2 days of excused absences within one rotation block

**For Professional meetings that require travel:**

- Students are allowed 2 days over the course of all 6 rotations to attend a distant professional meeting.
- This does not apply to a local meeting that requires evening attendance only.
- Time missed beyond 2 days, will need to be made up. Work with your preceptor to set up a plan to make up the hours by working longer days, or working the weekend.

**How to proceed:**
1. **DO NOT** purchase airline tickets until after you have approval to attend!
2. Email Professor Lullo with your request (**alullo@midwestern.edu**) for approval
3. She will reply back to let the student know if their request is approved or denied
4. If you receive approval from OEE, then ask your preceptor for approval
5. Reply back to Professor Lullo to let her know if your preceptor approved
6. To be eligible, students must be in good academic standing and obtain the preceptor's signature, and a signature from the OEE Office. Use the CONFERENCE TRAVEL & ABSENCE REQUEST/APPROVAL FORM online and on Blackboard. Once completed, return to the OEE for approval. You may email to ccpoeed@midwestern.edu

**For Residency interviews:**

- Students are allowed 3 days over the course of all 6 rotations to attend residency interviews.
- Time missed beyond 3 days, will need to be made up. Work with your preceptor to set up a plan to make up the hours by working longer days, or working the weekend.

**How to proceed:**
1. **DO NOT** purchase airline tickets until after you have approval to attend!
2. Email Professor Lullo with your request (**alullo@midwestern.edu**) for approval
3. She will reply back to let the student know if their request is approved or denied
4. If you receive approval from OEE, then ask your preceptor for approval
5. Reply back to Professor Lullo to let her know if your preceptor approved

**Accurate Reporting of APPE hours:**
In accordance with all CCP IPPE and APPE courses, ACPE guidelines and CCP graduation requirements all experience hours must be completed by each student and documented accordingly by the preceptor. Completion of all 240 APPE hours is required for all students in this APPE course.

The experience hours from this course series are counted and reported to the Illinois State Board of Pharmacy as part of the total required IPPE and APPE hours for the CCP Experiential Program. Failure to complete any required APPE course hours may result in course failure and delay of the student’s planned graduation. Falsification of any required APPE course hours will result in academic misconduct proceedings and may cause professional licensure disciplinary actions, as described in the Illinois Pharmacy Practice Act (225 ILCS 85/30 from Ch. 111, par. 4150).

Complete and accurate reporting of experience hours must be done by the preceptor by notation on the final evaluation form. The final evaluation form is submitted to OEE on the last day of the APPE rotation. Any hours missed MUST be reported to the Office of Experiential Education (OEE) by contacting the one of the Course Directors.

**HOLIDAYS:**
Most MWU holidays are considered "off" days for Advanced Pharmacy Practice Experience students. These include:
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Thanksgiving Day (the day after Thanksgiving is not a holiday for APPE students)

All APPE holidays are noted on the front page of each syllabus. Occasionally, additional holidays may occur at the site. The preceptor will clarify any scheduling changes as needed.

**NEEDLE STICK/EXPOSURES OR INJURY ON CLINICAL ROTATION**
Contact one of the OEE Directors and follow the directions per the MWU Student Handbook provided below.

**Needle stick/Exposures or Injury on Clinical Rotation (as stated in the MWU Student handbook)**

**Procedure for Needle stick/Exposure Incident:**
http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#94

**Procedure for Needlestick/Exposure Incident**
Students should always contact Risk Management at 630-515-7252 for exposures, needle sticks, or other types of injuries incurred while on clinical rotations. Students exposed to a patient via blood or potentially infectious body fluid should:
1. Immediately cleanse the affected area in accordance with medical standards;
2. Once the patient is stable (if applicable), notify the preceptor or supervisor of the occurrence and immediately seek evaluation and treatment following established medical guidelines and the protocols of the medical facility;
3. If the facility does not provide guidelines for treatment, go promptly to an urgent care facility, medical provider’s office or emergency room. Keep copies of all documentation;
4. Fill out injury and treatment forms following the protocol of the rotational facility or physician's office where they are assigned;
5. Students who incur expenses related to treatment of an accidental needle stick should seek reimbursement first through their health insurance company.

Please note that expenses incurred due to a needle stick or injury while on clinical rotation are not covered through Worker's Compensation, unless otherwise provided by law. Any expenses that are not covered through a student's own health insurance company thereafter should be referred to the Director of Risk Management.

Students shall within 48 hours send a copy of the injury and treatment forms to their preceptor and clinical coordinator. When making out an injury report for an exposure incident, the student and/or preceptor should give the name of the source individual and medical record number, if known or feasible. If an exposure occurs, the following information should be recorded in the student's confidential medical record:

1. Date and time of exposure;
2. Duty being performed by student;
3. Whether protective equipment (gowns, gloves, masks, protective eyewear) or engineering controls were used (i.e., recapping device or a needle disposal device or mechanical pipette);
4. Details of exposure, including amount and type of fluid or material, and severity (e.g., depth of percutaneous exposure and whether fluid was injected; extent and duration of skin or mucous membrane contact);
5. Description of source material, including HIV, HBV, HCV status if known. In the event the source individual is a dialysis patient, a current HBsAg report should be used.

Student Consent:
The consent of the student must be given, according to the directives of the rotation hospital/clinic and/or physician's office, before collection of his/her blood and before serologic testing can be done.

Source Individual:
The source individual is defined as any individual whose blood or other potentially infectious materials may be a source of exposure to the health care worker. Illinois and Arizona state statutes generally provides that “when a health care provider or employee of a health care facility is involved in an accidental direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, written informed consent of the source individual (patient) to perform an HIV test is not required.” The source individual should be identified by the student. Situations when it is not feasible to identify the source individual include incidents of needlesticks or cuts from Sharps of unknown sources, e.g., unmarked needle or blood sample. The source individual should be tested for hepatitis B, hepatitis C, and HIV in accordance with the directives of the rotation hospital/clinic or physician's office where exposure occurred. Nondiscrimination Policy Midwestern University maintains a policy of nondiscrimination for all students regard

TB Exposure:
Contact one of the APPE Course Directors immediately to report the possible exposure.

The CDC protocol is to have a TB test (one step TB test or Quantiferon) done ASAP and then again in 12 weeks. Results of each TB test must be sent to Professor Lullo ASAP.

Please note the following:

- Students should always contact Risk Management at 630-515-7232 for exposures, needle sticks, or other types of injuries incurred while on clinical rotations.
- Students who incur expenses related to treatment of needle sticks, or other types of exposure or injuries, should seek reimbursement first through their health insurance company.
- Any expenses that are not covered through a student's own health insurance company thereafter should be referred to Risk Management.
**SITE VISITS:**
OEE Site Specialists randomly visit all rotation sites affiliated with MWU CCP. These pharmacists ensure the quality measures of experiential education are being met. They will review and grade student binders, meet with preceptors and answer any questions the students or preceptors may have.

**COMMUNICATION WITH OEE & RESOURCES FOR PRECEPTORS AND STUDENTS:**
It is the responsibility of the student to check their Midwestern e-mail and Canvas daily for announcements. Because students will be working independently and off campus for this course, e-mail is often used to communicate information from the course director to the students in a timely manner. Students are responsible for information contained in these e-mails or on Canvas. Not checking your e-mail or Canvas will not be accepted as an excuse for having missed important rotation information.

**Canvas™**
All course syllabi and orientation documents will be posted on the site. Site-specific documents will be distributed at the discretion of the preceptor.

**E-Mail:**
Students missing any documentation required for rotations will be notified via Midwestern email. In addition, all notices of rotation cancellations and/or changes will be sent to the student via Midwestern email.

**RMS access:** If students or preceptors need help with access to RMS or any of the online evaluations please contact OEE at 630-515-7677 or email ccpoe@midwestern.edu, or contact Ms. Kathy Price at 630-515-7258.

**Preceptor Resources Website can be found at:**

<table>
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<th><a href="http://www.midwestern.edu/ccppreceptors">www.midwestern.edu/ccppreceptors</a></th>
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- Link to our online Rotation Management System (RMS)
  - View assigned students: access to student phone number, email address, resume or CV
  - 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

**Preceptors should contact OEE 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.

- The student does not show up for rotation and has not called to inform you of delay or illness.
- The student is failing the rotation.
- The student has experienced a needle stick, 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.

Please call the **OEE main phone number 630-515-7677.** There is someone available Monday through Friday 8:00am to 4:30pm CST. Alternatively, you may email one of the Course Directors. Contact information for the Course Directors can be found on page one of this syllabus.
**Failing an APPE Rotation:**

**If the student is failing at any time during the rotation:**

- **Preceptors:** If the student is failing the preceptor should:
  - Notify one of the course directors
  - Document the areas for improvement 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.
  - [www.midwestern.edu/ccppreceptors](http://www.midwestern.edu/ccppreceptors)

- **Students:** If you are told that you are failing or at risk of failing the rotation, please contact one of the course directors ASAP. We will need to speak to you. The purpose of the conversation is to be supportive and offer guidance.

**Per the MWU CCP Course Catalog:**

A withdrawal failure (WF) may only be granted to a student with the approval of the Director of Experiential Education if the student is receiving a failing grade at the time of withdrawal and if the withdrawal is due to extenuating health or personal issues. A student who is requested by the preceptor or site administration to permanently leave the IPPE/APPE site for unprofessional behavior or patient safety issues may be issued a failing grade.

When a student either fails or receives a "WF" in an APPE, he/she must petition the Student Promotion and Graduation Committee within 30 calendar days after the last day of the APPE to retake the same type of APPE. After consideration of the circumstances of the failure or "WF", the Student Promotion and Graduation Committee may exercise any of the following options:

1. Require the student to take coursework;
2. Recommend that the student take coursework;
3. Recommend that the student undergo a period of independent study; or
4. Require the student to wait a defined time period before repeating the APPE.

The Committee's options are not limited to the above and will be determined on a case-by-case basis. The timing of the retake will be as early as possible once the student has satisfied the Committee's requirements, and is subject to availability of sites as determined by the Office of Experiential Education. The retake, if granted, must be completed within 12 calendar months of the date the petition is received by the Dean's Office. If the student fails or receives a "WF" for the APPE on the retake, he/she is dismissed from studies at CCP. Students are allowed only one failed or one "WF" for an APPE and one retake of the failed or "WF" APPE while enrolled at CCP.

**Evaluations:**

Details are outlined on the Rotation Evaluations cover page in this syllabus. Preceptors and students should review the mid and final rotation grade together.

**Directions for Preceptors:**

**Mid-rotation progress note:**

Complete a Mid-Rotation Progress note electronically 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.

**Final rotation evaluation**

a. Complete the final evaluation form online via 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 the Office of Experiential Education
• Discuss and review the final evaluations with your students. Explain their strengths and work with them to problem-solve strategies for areas of improvement.

**Rotation Change Policy:**
Changes to APPE rotations will be made only upon a cancellation by the preceptor or site.
• In the event of a cancellation, OEE will make arrangements for a new rotation. Students must not contact preceptors or sites on their own. Students who initiate such contact will not be assigned to that site or preceptor.
• Student preferences will be considered if possible. However, in order to best accommodate replacement rotations for all students, OEE will make the final decision on the replacement rotation.

**Liability Insurance:**
MWU/CCP students are covered by professional liability insurance. Any other insurance needs (i.e., health, accident, or car insurance) are the student’s responsibility.

**Student Compensation:**
Students will not receive financial or other compensation from the preceptor or Advanced Pharmacy Practice Experience site for services associated with the rotation.

**Parking:**
Arrangements are site-dependent. Ask your preceptor about parking prior to the start of the rotation. Any cost for parking or transportation will be the student's responsibility.

**Work Space:**
Student work space, computer access, copy machine, and phone use are all site-dependent. Students must check with the preceptor for availability and approved use. Computer-assisted literature searches and copying needs related to assignments can be done through the campus library. No personal calls are permitted on Advanced Practice Experience site phones.

**Library Time and/or “Project Days”:**
There is NO mandatory requirement or allotment for time away from the site to work on projects or use the library. Any time devoted to such activities is completely at the discretion of the preceptor and is not built into the rotation schedule.

**Photocopying Materials:**
It is not within the scope of CCP staff members to photocopy or print materials related to the rotation for students, such as handouts, notes; so please do not ask them to do it. Photocopying or printing of any course materials beyond those provided by the instructor is done at the expense of the student at facilities provided elsewhere.

**Algorithm for Handling Course-Related Issues:**
Students with concerns regarding the rotation should follow the algorithm listed below. If the issue is not resolved by the preceptor or the course director the student should proceed with successive steps in the algorithm as appropriate.

Student --> Preceptor --> Course Director --> Deans Office

**Academic Dishonesty:**
Academic dishonesty is defined in the MWU Student Handbook as: 1) Cheating: Unauthorized use of a text, notes, or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration. 2) Computer misuse: Disruptive or illegal use of computer resources. 3) Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise. 4) Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty. 5) Forgery, alteration, or misuse of University documents, records, identification, etc. 6) Knowingly furnishing false information to the University. 7) Intentional obstruction or disruption of teaching, research, or administrative operational procedures. 8) Plagiarism: Presenting as one’s own the work of another without proper acknowledgment; deceitful practice, utilizing a substitute or acting as a substitute in any academic evaluation, of knowingly permitting one’s work to be submitted by another person without the instructor’s authorization. 9) Unauthorized collaboration: Working together on an exam or lab report when expressly prohibited from doing so by an instructor.
Acts of academic dishonesty are absolutely forbidden in this course. Academic dishonesty by students should be discouraged by peers as not being appropriate professional conduct. Every effort is made to prevent occurrences of academic dishonesty. Actions that will be taken in the event that a student is caught in a dishonest act include, but are not limited to: a failing grade for the work involved; suspension from the course which may result in a failing grade for the course; automatic failure in the course; and/or expulsion from the program.

Students with a Disability:
It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Student Services coordinates accommodations for all eligible students. If you need accommodations for a disability, please contact Student Services. It is the student’s responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. More information regarding available services can be found at https://www.midwestern.edu/downers_grove_campus/student_services/disability_services.html.
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<td>Final Student eval due by preceptor</td>
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<td>Students at CCP for PharmD Seminar course</td>
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Elective APPE Calendar
Required assignments per Elective APPE syllabus:

✓ Project 1:
  Topic: ________________________________________________________________
  Due date: ________________________________

✓ Project 2:
  Topic: _____________________________________________________________________________________________________________
  Due date: ________________________________

Projects assigned by preceptor:
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
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