COURSE DESCRIPTION:
Pharmacy students under the supervision of an adjunct faculty member or fulltime clinical faculty will gain experience in hospital pharmacy practice. The student will gain experience in practice management, and interactions with other health care providers. The student will participate in drug therapy assessment, patient care activities and monitor outcomes in various patient populations. The student will complete case presentations and other assignments. 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>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Each rotation block is 6 weeks.</strong></td>
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<tr>
<td>Block 1: June 4 thru July 13, 2018 <strong>(Holiday: 7-4-18)</strong></td>
<td></td>
<td>Daily start and finish times will be set by the preceptor</td>
<td>Assigned APPE rotation site</td>
</tr>
<tr>
<td>Block 2: July 16 thru Aug 24, 2018</td>
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<td>Block 4: Oct 8 thru Nov 16, 2018</td>
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<td>Block 6: Jan 14 thru Feb 22, 2019</td>
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<td>Block 7: Feb 25 thru April 5, 2019</td>
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<tr>
<td>Block 8: April 8 thru May 17, 2019</td>
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<tr>
<td><strong>PharmD Seminar course</strong></td>
<td><strong>Last Friday of the rotation</strong></td>
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<tr>
<td>PPRAD 1810</td>
<td></td>
<td>TBA</td>
<td>Midwestern University campus Room - TBA</td>
</tr>
<tr>
<td>Local students will return to campus the last Friday of each rotation.</td>
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<tr>
<td>Students more than 100 miles from campus will report to their rotation site.</td>
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<tr>
<td>COURSE DIRECTORS:</td>
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</tr>
<tr>
<td>Carrie Sincak, PharmD, BCPS, FASHP</td>
<td>Amy Lullo, BPharm, RPh</td>
<td>Susan Cornell, PharmD, CDE, FAPhA</td>
<td></td>
</tr>
<tr>
<td>Associate Dean for Clinical Affairs</td>
<td>Director, Experiential Education</td>
<td>Associate Director, Experiential Education</td>
<td></td>
</tr>
<tr>
<td>630-515-7658</td>
<td>630-515-6043</td>
<td>630-515-6191</td>
<td></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>
<td></td>
</tr>
</tbody>
</table>

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

Hospital Pharmacy Rotation Goals:
The student under the supervision of an adjunct faculty member working with assigned professional and/or technical staff of the hospital pharmacy site will gain skill and experience in hospital pharmacy practice including drug distribution systems, automation/computerization, sterile product preparation, patient safety, medication reconciliation, performance improvement and practice management. The student will assess patient drug therapy, monitor clinical interventions, complete case presentations and selected projects. The student will develop a philosophy of practice regarding the role of the pharmacist as a member of the health care team.

Hospital Rotation Objectives:
At the end of this rotation, the student will be able to:
1. Develop and articulate the philosophy of hospital pharmacy practice
2. Demonstrate professional behaviors deemed necessary for practice in this setting
   ➢ Identify the differences with providing patient centered care to patients in the hospital setting vs. the ambulatory care and community pharmacy settings.
3. Demonstrate effective communication skills (written and verbal) with patients and other health care providers.
4. Demonstrate critical thinking skills.
5. Demonstrate knowledge and performance skills in drug distribution and sterile product preparation.
   ➢ Appropriate product selection, preparation, calculation and delivery
   ➢ Automation utilized at site, including automated dispensing cabinets, computerized pharmacy system
5. Appropriately retrieve, interpret, intervene and monitor patient/lab/medication related data for the optimal medication management of the hospitalized patient. Students should be able to verbalize the rational for these interventions. Including but not limited to:
   ➢ Identify drug related problems
   ➢ Medications requiring age or renal function dosing adjustment
   ➢ Drug-drug, drug-disease, and/or drug-food interactions
   ➢ IV to PO substitution
   ➢ Therapeutic interchange
   ➢ Medication history/medication reconciliation
   ➢ Adverse Drug Reactions
   ➢ Pharmacist run protocols (eg, anticoagulants, antibiotics, TPN)
6. Demonstrate understanding/purpose and pharmacy’s role in quality improvement, including but not limited to
   ➢ CORE measures
   ➢ Medication errors
   ➢ Clinical guidelines
7. Demonstrate knowledge and practice application of pharmacy regulations, including accreditation standards, National Patient Safety goals and other patient safety practices as it applies to the institutional setting.
8. Understand the role of the pharmacy in the hospital setting
   ➢ Committee membership
   ➢ Medication management policies, procedures
9. Demonstrate knowledge of pharmacy law as it applies to hospital practice
10. 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 & titers 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, titers, 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 June 2018 – Law Room
Copy of your OSHA training certificate updated June 2018 - Law Room
Copy of your Universal Precautions training certificate updated June 2018 - 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 anticipated throughout the course of the rotation.

Student MWU Responsibilities/Requirements:
1. Case Presentation: Student will complete 1 presentation on a patient followed during the rotation. Student is expected to expand on a topic of interest pertaining to the patients and medication therapy (both prescribed and administered) and answer questions at the end. Handouts are required and should include pertinent lab values and interventions. Length of time of the presentation and additional instructions will be determined by the preceptor.
2. Project: Complete 1 project as assigned by preceptor. Project may include journal club presentation, in-service, newsletter, quality improvement, DUE, ADR or patient safety project, drug monograph or other pertinent topic/project as determined by preceptor. Format, including handouts, will be determined by type/scope of project and as required by preceptor. If a Journal club is selected, article will be approved by preceptor and copies of the articles must be provided for all attendees on day of presentation along with the handout.
3. Worksheets: Completed worksheets (antibiotics, anticoagulants, antihyper/hypotensives, chemotherapy, calculations and TPN) to be discussed and signed by preceptor or designated pharmacist.
4. Be prepared! Students are expected to complete required readings prior to the start of rotation and follow their calendar assignments.
5. Topic discussions on disease state management and current guidelines, as well as, additional projects may be assigned by the preceptor. These may be done with other rotation students.
6. Additional projects that may be completed by the student will be rotation specific.

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 and education.

**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.

Portfolio
For successful completion of Reflective Portfolio IV (PPRAD 1801), please remember you will need to complete five progressive achievement entries and one capstone form by the end of rotation 6 (02/22/2019, midnight CST). Please consider if you will be using any of your experiences from this APPE as evidence for any of your portfolio entries. If you need to get an activity form signed by your preceptor to serve as evidence, then you will need to do this PRIOR to the end of this rotation. Remember confidential information or patient information CANNOT be used as evidence. Any HIPAA violations or use of proprietary material will be grounds for an automatic FAILURE in Reflective Portfolio IV (PPRAD 1801). Please review the syllabus from PPRAD 1801 for additional information or contact Dr. Kathy Komperda (kkompe@midwestern.edu) with any questions.

Student end of rotation submission of forms:
For each APPE rotation students will complete an Experience Summary, Self-evaluation 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

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 organization of the site.

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 will 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.**

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.
APPE Hospital

CCP Curricular Outcomes
Successful completion of this APPE rotation, will aide in your progressive achievement of the following curricular outcomes and outcome components.

I. Demonstrate professionalism

A. Maintain professional responsibility and advocate such action in others
   1. Self-assess knowledge, skills, beliefs, biases, values, motivations, and emotions to develop a plan that enhances professional growth and continued competence
   2. Develop the skills necessary to confidently take the lead in initiating and/or achieving a shared goal
   3. Incorporate new knowledge into your practice of pharmacy
   4. Make and defend rational, ethical decisions within the context of professional values
   5. Identify and report unethical and unprofessional behavior to appropriate individuals and authorities

B. Demonstrate professional behavior in all interactions with patients, caregivers, and other healthcare professionals
   1. Demonstrate confidentiality, sensitivity and tolerance in all interactions

C. Represent and advance the profession of pharmacy
   1. Educate individuals, groups, organizations, and oneself to enable self-advocacy
   2. Educate policymakers and other stakeholders to inform their healthcare position
   3. Identify innovations that support the goals of the profession

II. Demonstrate critical thinking and problem solving skills

A. Examine problems systematically and completely

B. Demonstrate rational and reflective consideration of current knowledge, skills, attitudes, and beliefs necessary to formulate an informed decision

C. Develop strategies to solve problems
   1. Identify a problem
   2. Develop innovative and/or logical thinking strategies to acquire, evaluate, integrate, and synthesize knowledge
   3. Demonstrate appropriate judgment when making decisions

D. Create and implement the recommendation or solution appropriate for a given patient or situation

E. Monitor and evaluate the effectiveness of the solution implemented, revising as appropriate

III. Communicate effectively

A. Obtain relevant information necessary to facilitate healthcare decision-making
   1. Assess the health literacy of the target audience
   2. Identify appropriate methods (e.g., active listening) for gathering information
   3. Use effective interpersonal skills to establish and maintain relevant relationships

B. Convey appropriate information by verbal and/or non-verbal means to the target audience
   1. Communicate clearly, responsibly, willingly, purposefully, and respectfully
   2. Choose strategies and media appropriate to the purpose of the interaction and to meet the audience’s expectations and educational needs
   3. Demonstrate the ability to use a variety of communication strategies and media

C. Develop professionally written communication strategies to meet the target audience’s needs

D. Evaluate the effectiveness of any communication encounter, modifying as necessary
IV. Practice evidence-based decision-making

A. Retrieve and evaluate drug information and literature
   1. Select appropriate information from relevant and reliable sources
   2. Analyze and interpret published literature based on safety, effectiveness, and economic considerations of drug products, medical devices, and pharmacy services

B. Apply information to patient-specific decisions
   1. Integrate evidence from relevant and reliable sources to form conclusions or recommendations for an individual patient

C. Apply information to population-specific decisions
   1. Integrate evidence from relevant and reliable sources to form conclusions or recommendations for a patient population

V. Practice patient-centered care

A. Establish relationships with patients, healthcare professionals, and other individuals
   1. Demonstrate the ability to engage patients in their own plan of care
   2. Participate in a shared decision-making process to ensure that the patients’ best interests are represented

B. Design a patient care plan to address therapeutic issues and promote health and wellness
   1. Obtain a patient history and review patient records, including laboratory and other relevant data
   2. Conduct relevant physical assessment
   3. Identify and prioritize a problem
   4. Design a plan using a patient’s cultural beliefs and practices, as well as knowledge from the biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences

C. Implement a patient care plan
   1. Communicate a care plan to appropriate healthcare professionals, patients, and other appropriate caregivers
   2. Select and dispense the appropriate medication and/or device, including accurate preparation, compounding, storage, and packaging
   3. Counsel patients on the purpose, use, and effects of prescription and nonprescription medications
   4. Refer patients to appropriate medical and social services

D. Evaluate patient adherence and response to therapeutic recommendations and adjust the care plan as needed

E. Document all types of patient care encounters by appropriate means

VI. Promote health and wellness

A. Contribute to interventions designed to prevent disease and promote health and wellness in individuals

B. Contribute to interventions designed to prevent disease and promote health and wellness in communities or populations

C. Identify health disparities and inequities in access to quality care, as well as reduction strategies

VII. Manage medication use systems

A. Practice in compliance with federal and state pharmacy laws and regulations, institutional policies, and professional guidelines, while taking into consideration ethical, cultural, and economic factors

B. Identify medication use processes that align with patients’ and providers’ needs

C. Identify and resolve issues related to the distribution and use of medications and related devices

D. Participate in the management of formulary, purchasing, and procurement systems

E. Participate in the development, implementation, and/or evaluation of quality improvement and quality assurance activities to identify, report, and minimize medication errors and adverse drug events
   1. Perform a medication use evaluation and recommend actions to improve medication use
   2. Conduct healthcare failure mode and effects analysis to identify and address potential points of error in the medication use process
   3. Review adverse drug event reports and identify areas needing improvement or further evaluation
   4. Perform a root cause analysis for a medication error
VIII. Manage a pharmacy practice

A. Perform pharmacy management functions using appropriate data and procedures
   1. Apply appropriate federal and state pharmacy laws and regulations
   2. Identify human resources management principles to manage pharmacists, technicians, and other personnel as appropriate
   3. Identify financial management principles needed to manage resources
   4. Evaluate the potential value of incorporating technologic advancements
   5. Create a plan to market services to patients and relevant stakeholders
   6. Apply principles of quality management to continually improve pharmacy practice

B. Evaluate the economic, clinical, and humanistic outcomes associated with the provision of pharmacy services
   1. Propose appropriate changes in practice to improve outcomes

C. Modify existing and/or develop new pharmacy services as appropriate
   1. Propose changes to services based on updates to treatment guidelines, recently published literature, or generally accepted best practices
   2. Create a new or revised pharmacy service proposal based on the results from a patient or provider population needs assessment

IX. Contribute to the interprofessional healthcare environment

A. Identify the roles and responsibilities of pharmacists and other healthcare professionals as well as their different approaches to patient care and problem solving

B. Actively participate in the interprofessional healthcare environment to improve quality, continuity, and patient-centered care

C. Evaluate the pharmacist’s contributions to the healthcare team
Hospital APPE Rotation
Assignments

1. Skills/Observation/Discussion checklist:
   To be signed by the preceptor
   To be submitted to OEE by the student on the last Friday of the rotation

2. Case Presentation:
   Use the evaluation form provided & transfer the scores to the final evaluation form on RMS

3. Rotation Specific Project:
   Use the evaluation provided & transfer the scores to the final evaluation form on RMS
   This is reviewed & graded by the preceptor
   Do not submit to OEE

4. Medication Worksheets:
   Student must complete all worksheets over the 6 weeks
   These are reviewed by the preceptor
   Do not submit to OEE

5. Experience Summary:
   To be submitted to OEE by the student on the last Friday of the rotation
   To be done via RMS
Skills/Observation/Discussion Checklist

Student name: _____________________________________________________________

Preceptor name: __________________________________________________________

Rotation site: ____________________________ Rotation start & end date: ____________

Bed size________ Distribution Model: centralized, decentralized, hybrid (circle applicable model)

Identify ADC (automated dispensing cabinet) model at site__________________________

Automation present at site: ___________________________________________________

Risk Level of Compounded Sterile Products made______________________________

**Instructions for preceptor and student:**
1. Student to train with preceptor and other staff members and then show return demonstration of proficiency for items listed. **Level of independent proficiencies will be used in final grade. Asterisked (*) items are minimum required skills for this rotation.**
2. If the skill at the site is not available for student to gain independent proficiency, student is to observe staff and discuss understanding of process with preceptor.
3. If the skill is not available at the site, the students are to gain knowledge and understanding in the areas designated through discussion only.
4. The preceptor should sign or initial a box for each skill as it is completed.

<table>
<thead>
<tr>
<th>Skill Demonstrated</th>
<th>Skill Observed &amp; Discussed</th>
<th>Discussion only</th>
<th>Skill not available at site</th>
</tr>
</thead>
</table>

**1. Distribution**
Demonstrated skill to include accuracy of product selection and calculations, timeliness, and completed documentation

*a. stock replenishment process ADC*

*b. manual stock replacement process*

*c. medication cart fill list*

*d. patient specific doses, including liquids*

*e. delivery of medications to units*

*f. cart exchange*

*g. stat meds*

*h. packaging/repackaging of unit dose meds, including proper expiration dating*

*i. automation in distribution process including robot, packager, carousel, bar coding, etc*

*j. process for patient to use their own medications from home*
<table>
<thead>
<tr>
<th>Skill Demonstrated</th>
<th>Skill Observed &amp; Discussed</th>
<th>Discussion only</th>
<th>Skill not available at site</th>
</tr>
</thead>
</table>

### 2. Controlled Substances

Demonstrated skill to include accuracy of product selection and calculations, timeliness, and completed documentation

- a. distribution from pharmacy
- b. documentation on nursing unit
- c. waste and return processes
- d. discrepancy resolution documentation

### 3. Order entry

- a. process for order to be sent to pharmacy
- b. order prioritization process
- c. order entry/verification process
- d. Student able to read physician orders
- e. Student to identify and rectify medication orders with required pharmacist interventions
  - *Possible duplicate order
  - *Possible medication allergy
  - *Possible drug/drug interactions
  - *Incomplete/inappropriate orders
  - *Therapeutic substitute
  - *Renal dose adjustment
  - *IV to PO protocol
  - Titration orders
  - *Request for non-formulary medications
  - *Automatic stop order
  - *Standard Admin Time
  - Other interventions (please list in weekly updates)
- f. Review MAR and administration documentation, (including bedside barcoding)
<table>
<thead>
<tr>
<th>4. Compounded sterile products, including processes and required documentation</th>
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<tbody>
<tr>
<td>a. complies with sterile room protocol, including proper gowning, hood cleaning</td>
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<tr>
<td>b. compound small volume parenterals</td>
</tr>
<tr>
<td>c. compound large volume parenterals</td>
</tr>
<tr>
<td>d. preparation of TPNs</td>
</tr>
<tr>
<td>e. preparation of pediatric CSP</td>
</tr>
<tr>
<td>f. preparation of epidurals, PCA and other misc preps</td>
</tr>
<tr>
<td>g. Chemotherapy product preparation</td>
</tr>
<tr>
<td>h. complies with proper waste requirements, including sharps, biohazard, chemo and medicinal hazards</td>
</tr>
<tr>
<td>i. determines and rectifies any compatibility or stability issues</td>
</tr>
<tr>
<td>j. Review MAR and administration documentation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Clinical, Quality Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Assess appropriateness of medication order for patient condition</td>
</tr>
<tr>
<td>b. ADR (identification, documentation, reporting)</td>
</tr>
<tr>
<td>c. Medication Reconciliation/Drug History</td>
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<tr>
<td>d. Patient counseling</td>
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<tr>
<td>e. Patient Care Rounds</td>
</tr>
<tr>
<td>f. Core Measure - pharmacist responsibilities</td>
</tr>
<tr>
<td>g. Medication Error reporting</td>
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<tr>
<td>h. Patient Safety initiatives including NPSG</td>
</tr>
<tr>
<td>Antibiotic monitoring/stewardship</td>
</tr>
<tr>
<td>j. Pharmacist run dosing regimens (vanco, warfarin, heparin etc)</td>
</tr>
<tr>
<td>k. Attend hospital or department meeting</td>
</tr>
<tr>
<td>l. Drug Information</td>
</tr>
</tbody>
</table>
Student Name_____________________________________   Date________________________________

Site________________________________________

Using your site’s formulary, list 2 parenteral anticoagulants and answer the questions about each one. Have your preceptor or assigned pharmacist verify content and sign___________________________

Attach a non patient specific copy of an anticoagulant protocol order set used at your site

<table>
<thead>
<tr>
<th>Medication #1</th>
<th>Medication #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (Generic/Brand)</td>
<td></td>
</tr>
<tr>
<td>2. Routes of Administration- if IV drip give standard diluent and standard concentration</td>
<td></td>
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<tr>
<td>3. Available Strengths</td>
<td></td>
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<tr>
<td>4. Dose for DVT Prophylaxis (Adult)</td>
<td></td>
</tr>
<tr>
<td>5. Dose for DVT Treatment (Adult)</td>
<td></td>
</tr>
<tr>
<td>6. Dose with renal/hepatic impairment for #4</td>
<td></td>
</tr>
<tr>
<td>7. Dose with renal/hepatic impairment for #5</td>
<td></td>
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<tr>
<td>8. Lab values monitored</td>
<td></td>
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<tr>
<td>9. Reversal Agent available? If so, describe.</td>
<td></td>
</tr>
<tr>
<td>10. Pharmacist dosing/monitoring strategies? If so, list</td>
<td></td>
</tr>
<tr>
<td>11. As a NPSG for Anticoagulants, list 3 strategies used at your site in the Med Use Processes that help ensure safe and accurate use</td>
<td>1 2 3</td>
</tr>
</tbody>
</table>
Using your site’s formulary, list 2 parenteral chemotherapeutic agents and answer the questions about each one. IF your site does not compound chemotherapeutic agents please determine 2 common products and use those. Have your preceptor or assigned pharmacist verify content and sign__________________

<table>
<thead>
<tr>
<th>Medication #1</th>
<th>Medication #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (Generic/Brand)</td>
<td></td>
</tr>
<tr>
<td>2. Routes of Administration  IF IV give compatible diluents and any special preparation requirements)</td>
<td></td>
</tr>
<tr>
<td>3. Available Strengths</td>
<td></td>
</tr>
<tr>
<td>4. Indications for treatment</td>
<td></td>
</tr>
<tr>
<td>5. Common regimes associated with this agent</td>
<td></td>
</tr>
<tr>
<td>6. Dosing for primary indication (either of drug or by use at site)</td>
<td></td>
</tr>
<tr>
<td>7. Dose with renal/hepatic impairment</td>
<td></td>
</tr>
<tr>
<td>8. Lab values monitored</td>
<td></td>
</tr>
<tr>
<td>9. Common side effects- do these agents require pre medication treatment? If so, what</td>
<td></td>
</tr>
<tr>
<td>10. Pharmacist dosing/monitoring strategies? If so, list</td>
<td></td>
</tr>
<tr>
<td>11. As a NPSG for High Alert Medications, list 3 strategies used at your site in the Med Use Processes that help ensure safe and accurate use</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
**Medication Worksheet #3 - Intravenous Antihypertensive/Hypotensive Worksheet**

<table>
<thead>
<tr>
<th>Drug</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using your site's formulary, complete the following selecting a different and appropriate intravenous agent available at your site for each disease state.

Have your preceptor or assigned pharmacy verify content and sign__________________________

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effect on HR</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effect on myocardial contractility</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contraindications</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Onset of action</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Half Life</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elimination</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dosing</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If IV infusion, select standard diluent and standard concentration</th>
<th>Intracerebral Hemorrhage</th>
<th>Eclampsia</th>
<th>Hypotension associated with sepsis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Name_____________________________________   Date______________________
Site________________________________________________________________________
Using your sites formulary complete the following
Have your preceptor or assigned pharmacist verify content and sign__________________________

1. S.A is an AAF who presents to the emergency department with SOB and yellow/green sputum. S.A is diagnosed with community-acquired pneumonia. The physician calls asking for a recommendation for an intravenous medication regimen. Fill out the chart below with agents from different drug classes that are available at this site.

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Medication #1</th>
<th>Medication #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indication(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanism of Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dosing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dosing adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diluent and volume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infusion time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration of Therapy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. After receiving one dose of a cephalosporin, S.A goes into anaphylaxis. List another agent that can be used in place of a cephalosporin for the treatment of community-acquired pneumonia.
P.D is an 87 yo male who comes to the ED with complaints of increase urinary frequency and a burning sensation with urination. Patient was started on cephalexin 500mg q12hrs empirically until sensitivities return. A few days later the sensitivities return and are as follows

**ANTIBIOTIC SUSCEPTIBILITY TEST RESULTS:**
**CITROBACTER KOSERI (DIVERSUS)**

<table>
<thead>
<tr>
<th>Antibiotic</th>
<th>Susceptibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMIKACIN</td>
<td>S</td>
</tr>
<tr>
<td>AMPICILLIN</td>
<td>R</td>
</tr>
<tr>
<td>AMP/SULBACTAM</td>
<td>S</td>
</tr>
<tr>
<td>AZTREONAM</td>
<td>S</td>
</tr>
<tr>
<td>CEFAZOLIN</td>
<td>S</td>
</tr>
<tr>
<td>CEFEPIME</td>
<td>S</td>
</tr>
<tr>
<td>CEFTAZIDIME</td>
<td>S</td>
</tr>
<tr>
<td>CEFTRIAXONE</td>
<td>S</td>
</tr>
<tr>
<td>CIPROFLOXACIN</td>
<td>S</td>
</tr>
<tr>
<td>ERTAPENEM</td>
<td>S</td>
</tr>
<tr>
<td>GENTAMICIN</td>
<td>S</td>
</tr>
<tr>
<td>IMIPENEM</td>
<td>S</td>
</tr>
<tr>
<td>PIP/TAZOBACTAM</td>
<td>S</td>
</tr>
<tr>
<td>TOBRAMYCIN</td>
<td>S</td>
</tr>
<tr>
<td>TRIMETH/SULFAM</td>
<td>S</td>
</tr>
</tbody>
</table>

1. Is cephalexin an appropriate choice for this patient? If yes, is the dose appropriate and what is the recommended duration of therapy? If no, give an alternative treatment option including dose and duration.

2. Patient returns in 3 weeks with complaints of similar symptoms. Should cephalexin be restarted? If yes, give the dose and duration of therapy. If no, why and give an alternative treatment option including dose and duration.
1. A 70kg surgical patient with normal renal function has been initiated on the following parenteral nutrition. The total volume for 24 hours is 2000ml (83ml/hr)

   Amino Acids  4.25%
   Dextrose  20%
   Sodium chloride  50mEq/l
   Potassium chloride  20mEq/l
   Calcium Gluconate  8mEq/l
   Magnesium Sulfate  8mEq/l
   Sodium Phosphate 20mmol/l
   Potassium Acetate 20mEq/l
   MVI adult daily - standard package
   Trace elements adult daily - standard package
   Selenium 60mcg/day
   Fat emulsion 20% 250ml to run over 12 hours daily IVPB into PN

   a. Venous Access. Is this formulation appropriate for peripheral or central access or is either appropriate? State your reasons/show calculation.

   b. What is the total protein in grams the patient is receiving daily?

   c. What is the total Kcal/day the patient is receiving?

   d. Is there a concern for calcium/phosphate solubility compatibility in this formulation?

   e. Besides the calcium and phosphate concentrations, list 3 other factors that influence ca/phos compatibility.
f. List 4 lab values you would monitor while patient is receiving this PN.

g. What is the formula used to calculate corrected serum calcium?

h. On day 4 the triglyceride level = 425. What are your recommendations, if any?

2. A neonate requires a 12.5% Dextrose/water solution for IV infusion. It is not commercially available. Using the concentrations of IV Dextrose available at your site, please show how you would prepare 250ml of 12.5%D5W solution.
Please show all calculations. Review and discuss with preceptor. When completed preceptor’s signature ________________________________

1. You receive an order for Ranitidine po 2mg/kg/day divided every 12 hours for a term infant boy weight = 7lbs 8ounces.
   a. What is the dose in mg?
   b. What is the dose in ml you would draw up in an oral syringe using Ranitidine Syrup?

2. MD writes an order for L.P. 88y/o female, 145lbs, 5ft6in with Serum Creatinine of 1.4 for Bactrim IVPB 5mg/kg q6hr.
   b. What is each dose in mg (based on trimethoprim)?
   c. Based on crcl, is this order correct or do you need to make an intervention/dose adjustment? Please describe why or why not. If an intervention is needed, what is your recommendation to MD?

3. Pharmacy to dose Vancomycin IVPB with target trough of 15mcg/ml. for 59y/o male 5’8” 235lbs. Current SrCr= 1.1.
   a. What initial dose would you recommend?
   b. What is the volume of diluent you would use for this dose? Why?
   c. What infusion time would you have the nurse run this dose over?

4. Pharmacy receives order to begin Dopamine infusion 6mcg/kg/min for K.L. 70y/o female in the ICCU. Pt weight is 153lbs.
   a. The nurse calls down to double check how to set her pump in ml/hr. Using your site’s standard concentration which is ____________________________, what is your answer to her?
5. Your pre op surgery area uses Midazolam oral syrup for preoperative sedation. A 3y/o boy weighing 28 lbs is to be given 0.5mg/kg.

   a. What is the dose in mg?

   b. Using oral syrup, what is the dose in ml?

6. Norepinephrine infusion is started at 0.5mcg/min for T.J. 65y/o male weight = 218lbs.

   a. What is your site’s standard concentration?

   b. How does the RN at your site set the pump in ml/hr for this starting dose?
## MWU Chicago College of Pharmacy APPE

### Case Presentation 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>4 =</th>
<th>3 =</th>
<th>2 =</th>
<th>1 =</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>

**Please Note:** A final score of 1 in any item numbered 1 – 3 will result in failure of the rotation

### 1. Patient Presentation
- Accurately states the patient’s problem list (CC, HPI, ROS, PE), reports relevant lab/tests as available.
- Details chronological course effectively.
- Provides data needed for accurate assessment.

### 2. Knowledge
- Discusses pathophysiology including signs and symptoms and pertinent sequelae for the disease or clinical issue.
- Discusses appropriate drug therapy for the disease state based on current practice guidelines or standards of care.
- Effectively summarizes and applies information from the primary literature as it relates to the patient case.
- Discusses the patient’s current drug therapy, including appropriateness, potential ADR’s, and dosing and pharmacokinetic parameters.
- Uses appropriate parameters to assess endpoints of therapy including drug efficacy and/or toxicity.
- Provides important counseling points for the patient (purpose, dosing, adverse effects, monitoring).

### 3. Handout and/or Presentation Quality
- Delivers the presentation in a logical, organized sequence speaking clearly and making eye contact with audience.
- Includes at least 2 primary references.
- Handout is properly referenced, professionally prepared, and free of errors.
- Responds to questions accurately and completely.

**Grading = Total points for all sections (maximum points = 12)**  
**Final Score:** __________

**Transfer the student’s final score to the Final Evaluation Form Section III: Rotation Specific Assignments**  
**Case Presentation dimension when completing the final evaluation online via RMS**

**Comments:**

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

**Preceptor signature:** ____________________________  **Date:** __________
MWU Chicago College of Pharmacy  
Hospital APPE (PPRAD 1887) Project 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**

| 4 | Student was outstanding in effectiveness and consistency leading only to rare interventions. Student exhibits knowledge and/or skills well above minimum competency. |
| 3 | Student was above average in effectiveness and consistency leading to occasional intervention. Student exhibits knowledge and/or skills above minimum competency. |
| 2 | Student was usually effective and consistent leading to consistent intervention. Student exhibits knowledge and/or skills at minimum competency. |
| 1 | Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency. |

1. The completed project met intended purpose, criteria of project.  4 3 2 1
2. The student was familiar with the intended goal of the project.  4 3 2 2
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

Project Description:________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Comments:_______________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Grading = Total points for all sections (maximum points = 20)  Final Score: ______________

**Transfer the student’s final score to the Final Evaluation Form Section III: Rotation Specific Assignments**
Project dimension when completing the final evaluation online via RMS

Preceptor signature: ___________________________________________  Date: ______________
Middlewestern University Chicago College of Pharmacy  
Advanced Pharmacy Practice Experience  
Experience Summary / Class of 2019  

- 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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Three</th>
</tr>
</thead>
</table>
3. **SELF-ASSESSMENT:**

**Section I: Professionalism Assessment**

<table>
<thead>
<tr>
<th>Four</th>
<th>Five</th>
<th>Six</th>
</tr>
</thead>
</table>

| 4 = Student was exceptional in professional behavior leading only to a rare intervention. Student exhibits professional & social behaviors well above minimum competency. | 3 = Student was above average in professional behavior leading to occasional intervention. Student exhibits professional & social behaviors above minimum competency. | 2 = Student was average in professional behavior leading to consistent intervention. Student exhibits professional & social behaviors at minimum competency. | 1 = Student was below average in professional behavior leading to extensive intervention. Student exhibits professional & social behaviors below minimum competency. |

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.
<table>
<thead>
<tr>
<th></th>
<th>Communication Skills (Verbal): Effectively communicates and articulates relevant information through oral communications.</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communication Skills (Written): Effectively communicates and documents professional knowledge to patients and health care providers. Documents patient care activities and outcomes appropriately.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Patient Care Skills: Establishes relationships with patients, care givers, and other health care professionals as necessary to provide patient-centered care; applies the Pharmacist Patient Care Process (PPCP); demonstrates empathy and consideration towards others; attempts to identify with other perspectives.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Patient Assessment: Obtains patient histories, reviews patient records and/or conducts physical assessments appropriately.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Patient Care Plans: Demonstrates the ability to propose reasonable, practical, and sensible solutions to patient problems and develops appropriate patient care plans.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Drug Therapy Assessment: Demonstrates the ability to assess the appropriateness of the patient’s drug therapy in relation to evidence-based practice standards.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Drug Therapy Plans: Demonstrates the ability to formulate appropriate therapeutic care plans: determining therapeutic endpoints, screening for potential adverse drug events and identifying when patient follow-up is warranted.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Implementation of Patient Care Activities: Effectively counsels, communicates, refers, and selects the appropriate medications or care plans for patients.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Evidence Based Clinical Decision Making: Effectively retrieves and evaluates medical literature and is able to analyze and apply information in decision-making.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Interprofessional Experience: Effectively works with other healthcare professionals to foster a team approach to patient care.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Public Health and Wellness: Demonstrates the ability to provide patient education regarding disease prevention and appropriate self-care (including lifestyle modifications and nonprescription therapies).</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Practice Management: Demonstrates the knowledge and abilities to function in accordance with pharmacy laws and regulations.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Formulary and/or Quality Assurance Programs: Demonstrates the knowledge and abilities to evaluate aspects of a health-system formulary or quality assurance program to optimize patient care outcomes and medication delivery.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
### Section III: Rotation Specific Assignments and Assessment

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 =</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>
</tr>
<tr>
<td>3 =</td>
<td>Student was above average in effectiveness and consistency leading to occasional intervention. Student exhibits knowledge and/or skills above minimum competency.</td>
</tr>
<tr>
<td>2 =</td>
<td>Student was usually effective and consistent leading to consistent intervention. Student exhibits knowledge and/or skills at minimum competency.</td>
</tr>
<tr>
<td>1 =</td>
<td>Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency.</td>
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</tbody>
</table>

#### Rotation Assignments:
Assignments specific to the APPE course

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### 4. Interprofessional Education Opportunities:

1. During this rotation did you have the opportunity to work with an interprofessional healthcare team?
   - ☐ Yes
   - ☐ No
   
   If yes, please also reply to items 2 and 3 below.

2. How often did this occur?
   - ☐ Daily
   - ☐ 3-4 times per week
   - ☐ 1-2 times per week

3. With which of the following healthcare professionals did you work?
   - ☐ Physician
   - ☐ Physician Assistant
   - ☐ Nurse Practitioner
   - ☐ Registered Nurse
   - ☐ Other ___________________

Additional reflections/experiences of this APPE rotation:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________
Hospital APPE Rotation Evaluations

How to Complete Evaluations

**Preceptors:**
Please log onto the RMS to complete the following:

1. **Mid-rotation progress note** - to be completed by the end of week 3
2. **Final rotation evaluation** - to be completed by the last day of the rotation

Or submit a paper copy of the mid-rotation progress note and/or the final evaluation form via fax or email to OEE.

- Fax number: 630-515-6103.
- Email: ccpoee@midwestern.edu

A paper copy of each evaluation form is attached.

**Students:**
Please log onto RMS to complete the following:

1. **Preceptor and site evaluation** - due by 11:59pm on the last day of the rotation
2. **Experience Summary** - due by 11:59pm on the last day of the rotation

Submit to OEE on the last day of the rotation:

1. Completed copy of your Skills/Observation/Discussion check list
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>
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</table>
| **Professionalism:**
  Punctual, ethical, diplomatic, respectful, accountable |
| **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 |

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<th>Comments:</th>
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<tr>
<th>Rotation assignments:</th>
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<tbody>
<tr>
<td>Assignments to date completed on time</td>
</tr>
<tr>
<td>Assignments to date are complete, accurate &amp; of professional quality</td>
</tr>
<tr>
<td>Adequate progress made on upcoming assignments</td>
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</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
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</table>

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

Preceptor signature ___________________________  Date ______________
MWU CHICAGO COLLEGE OF PHARMACY
Updated: Hospital APPE (PPRAD 1887) Final Evaluation by Preceptor - Class of 2019

Student Name________________________________________ Date __________________

Preceptor Name______________________________________________________

Site Name ___________________________________________________________

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**

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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. 4 3 2 1

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. 4 3 2 1

3. **Student maintains confidentiality**: maintains confidentiality of patient and/or site specific data and documents; strictly follows HIPAA guidelines. 4 3 2 1

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). 4 3 2 1

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. 4 3 2 1

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. 4 3 2 1

7. **Student is self-directed, reliable & accountable**: for all tasks, duties, & responsibilities; responds maturely to feedback and constructive criticism; learns independently. 4 3 2 1

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. 4 3 2 1
Section II: Patient Care and Practice Management Competency Assessment

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

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<tr>
<th>4 =</th>
<th>3 =</th>
<th>2 =</th>
<th>1 =</th>
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<tbody>
<tr>
<td>Student was outstanding in effectiveness and consistency leading only to care 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 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>
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</table>

Please Note: A final score of 1 in any item numbered 1 – 11 will result in failure of the rotation


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

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. Patient Care Skills: Establishes relationships with patients, caregivers, and other health care professionals as necessary to provide patient-centered care; applies the Pharmacist Patient Care Process (PPCP); demonstrates empathy and consideration towards others; attempts to identify with other perspectives.

5. Patient Assessment: Obtains patient histories, reviews patient records and/or conducts physical assessments appropriately.

6. Patient Care Plans: Demonstrates the ability to propose reasonable, practical, and sensible solutions to patient problems and develops appropriate patient care plans.

7. 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.

8. Drug Therapy Assessment: Demonstrates the ability to assess the appropriateness of the patient’s drug therapy in relation to evidence-based practice standards.

9. Drug Therapy Plans: Demonstrates the ability to formulate appropriate therapeutic care plans: determining therapeutic endpoints, screening for potential adverse drug events and identifying when patient follow-up is warranted.

10. Implementation of Patient Care Activities: Effectively counsels, communicates, refers, and selects the appropriate medications or care plans for patients.

11. Evidence Based Clinical Decision Making: Effectively retrieves and evaluates medical literature and is able to analyze and apply information in decision-making.

12. Interprofessional Experience: Effectively works with other healthcare professionals to foster a team approach to patient care.

13. Public Health and Wellness: Demonstrates the ability to provide patient education regarding disease prevention and appropriate self-care (including lifestyle modifications and nonprescription therapies).

14. Practice Management: Demonstrates the knowledge and abilities to function in accordance with pharmacy laws and regulations.

15. 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.

16. Formulary and/or Quality Assurance Programs: Demonstrates the knowledge and abilities to evaluate aspects of a health-system formulary or quality assurance program to optimize patient care outcomes and medication delivery.

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**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**

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<tr>
<td>4</td>
<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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<tr>
<td>3</td>
<td>=</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></td>
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<tr>
<td>2</td>
<td>=</td>
<td>Student was usually effective and consistent leading to consistent intervention. Student exhibits knowledge and/or skills at minimum competency.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>=</td>
<td>Student was ineffective and inconsistent leading to extensive intervention. Student exhibits knowledge and/or skills below minimum competency.</td>
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Please Note: A final score of 1 in any item #1 or #2 will result in failure of the rotation

<table>
<thead>
<tr>
<th>1. Case Presentation</th>
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<tbody>
<tr>
<td>Patient presentation</td>
<td>4</td>
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<td>2</td>
</tr>
<tr>
<td>Knowledge</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Handout/presentation quality</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<thead>
<tr>
<th>2. Project:</th>
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<tbody>
<tr>
<td>The completed project met intended purpose, criteria of project.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>The student was familiar with the intended goal of the project.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>The student did the necessary researching of the project.</td>
<td>4</td>
<td>3</td>
<td>2</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>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>The project and supporting materials were of a professional quality. All educational materials were properly referenced.</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<th>4. Worksheets: Student work is independent and accurate in completion of 6 worksheets</th>
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<tr>
<td>4</td>
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</table>

**Interprofessional education opportunities:**

1. During this rotation did the student have the opportunity to work with an interprofessional healthcare team?
   - [ ] Yes
   - [ ] No
   If yes, please also reply to items 2 and 3 below.

2. How often did this occur?
   - [ ] Daily
   - [ ] 3-4 times per week
   - [ ] 1-2 times per week

3. The student was able to work with the following healthcare professionals:
   - [ ] Physician
   - [ ] Physician Assistant
   - [ ] Nurse Practitioner
   - [ ] Registered Nurse
   - [ ] Other _____________
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 16 = _____, multiply x 0.40 = _____, multiply by 100 ________

3. Section III Grade Calculation: Total all dimensions from Section III and divide by 10 = _____, multiply x 0.30 = _____, multiply by 100 ________

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

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

Final Letter Grade = ______________________
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 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 summer 2019 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 summer 2019 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 summer 2017)
  - Copy of Universal Precautions training certificate (Law Room summer 2017)
  - Copy of OSHA training certificate (Law Room summer 2017)
  - 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:
  ➢ Elective PPRAD 1885
  ➢ Community PPRAD 1886
  ➢ Hospital PPRAD 1887
  ➢ General Medicine PPRAD 1888
  ➢ Ambulatory Care PPRAD 1889
  ➢ Clinical Specialty PPRAD 1890

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 1, 2019.
• 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 21, 2018**.

It is the student’s responsibility to check and monitor the immunizations, titers 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 6-15-16, 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 department 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.
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 whom 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 OEE 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 absence 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
• 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:** 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.

**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. 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 if your preceptor approved and how the time will be made up

**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, and a 2-week holiday break covering Christmas and New Year’s Day.
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](http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#94)

Students exposed to a patient via blood or potentially infectious body fluid by needle or other means should abide by the steps listed below. For other types of injuries, please contact Risk Management at 623-572-3940.

1. Seek immediate treatment and follow-up in accordance with appropriate medical standards;
2. Fill out injury and treatment forms following the protocol of the rotational facility or physician's office where they are assigned;
3. Go immediately to an emergency department, urgent care facility, or medical provider's office; and
4. Immediately notify the preceptor and clinical coordinator of the occurrence.
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 5 days 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 must 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. Job duty being performed by student;
3. Whether protective equipment (gowns, gloves, masks, protective eyewear) or engineering controls were used (ie, recapping device or a needle disposal device or mechanical pipette);
4. Details of exposure, including amount and type of fluid or material, and severity (eg, 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.

**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™** (replaced Blackboard)
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 you 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:** www.midwestern.edu/ccpreceptors
- Link to our online Rotation Management System (RMS)
  - View assigned students: 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
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. Please note these are new office hours. 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.

- **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 us

- 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.
## Hospital APPE Calendar

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>Week 1</td>
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<td>Mid-Point Student eval due by preceptor</td>
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<td>Week 4</td>
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<td>Week 5</td>
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<tr>
<td>Week 6</td>
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<td>Final Student eval due by preceptor</td>
<td>Students at CCP for the PharmD Seminar course</td>
</tr>
</tbody>
</table>
**Required assignments per the Hospital APPE syllabus:**

1. **Skills/Observation/Discussion checklist:**
   - To be used over the 6 weeks of the rotation
   - To be signed by the preceptor
   - To be submitted to OEE by the student on the last Friday of the rotation

2. **Case Presentation:**
   - Due date: _______________________
   - Topic: ____________________________
   - ___________________________________________________________________________________

3. **Project:**
   - Due date: _______________________
   - Topic: ____________________________
   - ___________________________________________________________________________________

4. **Medication worksheets 1-6:**
   - Due date: _______________________
   - Due date: _______________________
   - Due date: _______________________
   - Due date: _______________________

5. **Experience Summary:**
   - To be submitted to OEE by the student on the last Friday of the rotation
   - Must complete in RMS

**Projects assigned by preceptor:**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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SAMPLE: Hospital Rotation 6-week calendar
(This is a sample of a hospital rotation calendar that preceptor can customize for site and give to student. Basic topics to be covered are listed under “Sunday” for each week. on-Fri- list location, time and staff assigned to for each day. Blank template is also included)

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
<tr>
<td>Week 1 Distribution Fill meds, prepackage meds, floor stock, ADC, Central tech</td>
<td>Orientation</td>
<td>Dispensing- Central tech</td>
<td>Dispensing- Central tech</td>
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<td>Fill meds, prepackage meds</td>
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<tr>
<td>Week 2 Sterile Products Work with tech in IV room to prepare, compound CSPs</td>
<td>Clean Room</td>
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<tr>
<td>Week 3 Clinical Pharmacist-learn distributive processes of supplying meds to</td>
<td>Central Pharmacy</td>
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<td>Week 4 Clinical, distrib pharmacist As week 3 plus renal dosing, IV/PO</td>
<td>2West Pharmacist</td>
<td>2West Pharmacist</td>
<td>2 East</td>
<td>2 East</td>
<td>OR Satellite</td>
<td>Midterm</td>
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<td></td>
<td>0800-1630</td>
<td>0800-1630</td>
<td>Hemodialysis unit 0800-1630</td>
<td>Hemodialysis unit 0800-1630</td>
<td>0800-1630</td>
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<tr>
<td>Week 5 Clinical distrib pharmacist As in wks 3&amp;4 plus AB review, Core Measure, open</td>
<td>4 West pharmacist</td>
<td>4 West pharmacist</td>
<td>Oncology Pharmacist</td>
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<tr>
<td>Week 6 Clinical distrib pharmacist As wks 3-5</td>
<td>ICU/CCU</td>
<td>ICU/CCU</td>
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<td>ICU/CCU</td>
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### SAMPLE: Hospital Rotation 6 week calendar

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<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
</table>
| **Week 1**  
Distribution  
Fill meds, prepackage meds, floor stock, ADC, and fill answers | | | | | | |
| **Week 2**  
Sterile Products  
Work with tech in IV room to prepare, compound CSPs | | | | | | **Midterm**
| **Week 3**  
Clinical Pharmacist-learn distributive processes of supplying meds to | | | | | | |
| **Week 4**  
Clinical, distrib pharmacist  
As week 3 plus renal dosing, IV/PO | | | | | | |
| **Week 5**  
Clinical distrib pharmacist  
As in wks 3&4 plus AB review, Core Measure, open | | | | | | |
| **Week 6**  
Clinical disbrib pharmacist  
As wks 3-5 | | | | | | **Final**
| | | | | | | **On Campus**
| | | | | | | **On Campus**