PLEASE NOTE THE FOLLOWING UPDATES TO OUR APPE ROTATIONS:

APPE COURSE SYLLABUS:
We have updated the syllabus for each APPE course to reflect correct dates for the 2015-2016 APPE rotation blocks. As a reminder, we no longer mail paper copies of the syllabi. The updated version of each course syllabus will be available on our website by late May via the link below:

www.midwestern.edu/ccppreceptors

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

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

PORTFOLIO:
As part of the current ACPE Guidelines, the students are now required to complete a Professional Portfolio for all four years of the PharmD curriculum. The preceptor’s role in the portfolio process is minimal. For specific details on the Professional Portfolio, please refer to the enclosed memo.

GUIDELINES TO A SUCCESSFUL ROTATION EXPERIENCE FOR THE STUDENT & PRECEPTOR

ROTATION ATTENDANCE:
- Students are required to be on site 5 days a week for a minimum of 8 hours each day.
- Daily start and end times will be set by the preceptor.
- Students are required to complete a minimum of 240 hours for each APPE rotation.
- Proper documentation of APPE hours is required. The APPE hours are reported to the Illinois State Board of Pharmacy.
- Preceptors should inform OEE, if a minimum of 240 hours has not been completed by the student during the 6 week rotation block.

Planned time off:
Planned absences are discouraged and will only be approved for extraordinary circumstances. All requests are handled on a case-by case basis. Students may not miss more than 1 day on any rotation and this time MUST be made up before completion of the rotation.

All planned absences must be approved first by one of the OEE Directors, and then by the preceptor. The student must email a request to OEE first. Once OEE has approved the day off, the student will receive an email noting the approval. The student may then request permission from the preceptor and discuss a plan for making up the missed hours.
Sick days:
If the student is absent due to illness, the student MUST call the preceptor AND the OEE staff within the first two hours of the start time for that rotation day.
Preceptors should call OEE main phone number 630-515-7677 if the student is no-call, no-show.
There are no sick days built into the rotation. Anytime missed due to illness MUST be made up before the end of the rotation.

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

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

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

Weekly activities:
Supervise rotation activities.
Allow students opportunities to complete activities on the Skills/Observation/Discussion checklist.
Share experiences with the student.
Encourage independent discovery.
Provide ongoing guidance and feedback.

The Skills/Observation/Discussion form:
A separate Skills/Observation/Discussion form was created for each of the 4 core APPE rotations: Community, Hospital, Ambulatory Care and General Medicine.
This form outlines skills to be achieved by the student.
This is to be completed over the course of the 6 week rotation experience.
***If any activities are not applicable to your site, or are unavailable to students please disregard.

Evaluations:
Details are outlined on the Rotation Evaluations cover page in the APPE syllabus.

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

1. Final rotation evaluation of student
   a. Complete the final evaluation form online 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

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

The Last Friday of Each Rotation:
The students within 150 miles of campus will return to CCP for an on campus meeting and activity. The students will not be at their rotation site on this day.

Please 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.
Please call the OEE main phone number 630-515-7677.
- 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 as described on page one of this document.

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APPE Rotation Schedule for June 2015-May 2016: (May also be found on the front cover of each APPE syllabus)
**Indicates APPE rotation holiday; students will not be at rotation site.

<table>
<thead>
<tr>
<th>Each APPE rotation is a six week block:</th>
<th>Daily start and finish times will be set by the preceptor</th>
<th>Students are required to be at the site a minimum of 8 hours each day, 40 hours each week for a total of 240 hours.</th>
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<tbody>
<tr>
<td>Block 1: June 1 thru July 10, 2015</td>
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<td>Completion of all 240 hours is required for each APPE rotation. Upon graduation, these hours are reported to the State Board of Pharmacy.</td>
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<tr>
<td><strong>(Holiday: 7-4-15)</strong></td>
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<tr>
<td>Block 2: July 13 thru Aug 21, 2015</td>
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<td>Block 3: Aug 24 thru Oct 2, 2015**</td>
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<td><strong>(Holiday: 9-7-15)</strong></td>
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<td>Block 4: Oct 5 thru Nov 13, 2015</td>
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<td>Block 5: Nov 16, 2015 thru Jan 8, 2016</td>
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<td><strong>(Holiday: 11-26-15)</strong></td>
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<td>*<strong>-(Winter break 12-21-15 to 1-1-16)</strong></td>
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<td>Block 6: Jan 11 thru Feb 19, 2016</td>
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<td>Block 7: Feb 22 thru April 1, 2016</td>
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<td>Block 8: April 4 thru May 13, 2016</td>
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