Course Description

This course will allow students to gain an appreciation of the knowledge, skills, and socialization needed to practice in the community setting. Students will meet weekly to observe and discuss the role of the community pharmacist and participate in daily operations that focus on the distributive aspects of practice. Guided exercises and an introduction to the basics of community practice will serve as a foundation for advanced pharmacy practice experiences.

<table>
<thead>
<tr>
<th>Class Schedule</th>
<th>Attendance is Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation</strong></td>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>Pharmacy visit</td>
<td><strong>Thursday</strong></td>
</tr>
<tr>
<td>Canvas™ Quiz 1*</td>
<td></td>
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<tr>
<td>Canvas™ Quiz 2+</td>
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<tr>
<td>Canvas™ Quiz 3+</td>
<td></td>
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<tr>
<td>IPPE-L Planning Meeting/CSC Prep</td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>Clinical Simulation Center Lab Activity</td>
<td><strong>Wednesday</strong></td>
</tr>
<tr>
<td>Workbook Check</td>
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<td></td>
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<tr>
<td>Calculations Packet Due</td>
<td><strong>Monday</strong></td>
</tr>
<tr>
<td>Course wrap-up workshop</td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>Final Exam</td>
<td><strong>Monday</strong></td>
</tr>
</tbody>
</table>

* It is your responsibility to make sure your Respondus™ software is updated prior to the quiz date. For problems with Respondus™ contact the Information Technology Helpdesk at 630-515-7361.
Role of the Course Director
The role of the course director is to handle and organize exam questions, course grading, medical absences, overall format of the class and other related administrative issues.

Administrative Teaching Assistant
Ms. Valerie Chiapetta
Administrative Teaching Assistant
E-mail: Phone: (630) 515-6269
May leave message on voice mail; though email is preferred
Office: Alumni Hall Room 201 (please email to schedule an appointment).

Role of Administrative Teaching Assistant
The administrative teaching assistant will be in charge of scheduling times for students to review their exams, checking attendance and student IDs at orientation, workshop and examinations, management of Canvas™ documents for this course, and other organizational tasks.

Required Workbook
PS-1 Introductory Pharmacy Practice Experience 1: Community, 21st Edition (Available at the bookstore)

Required Reading
Required readings will be assigned throughout the course. These readings will aid in completing the workbook and will reinforce concepts from other courses. The articles required for IPPE-Community will be posted on Canvas™.

Rotation Binders
You are required to bring your workbook and all required documentation to each of your site visits. Directions for setting up your rotation binder and the list of required documents are in the workbook. Please purchase the workbook and set up your rotation binder prior to your first class orientation.
Course Objectives and Curricular Outcomes

The student will leave the course with the understanding of the profession of pharmacy in the community setting. The student will be introduced to the principles of patient-centered care and community pharmacy practice.

The Chicago College of Pharmacy PharmD curriculum provides students with a variety of opportunities to gain knowledge, skills, and attitudes associated with the successful practice of pharmacy, as described by our learning objectives listed below. The student will be able to:

- Discuss job responsibilities of various community pharmacy personnel
- Describe the workflow process at a community pharmacy
- Demonstrate the medication dispensing process
- Demonstrate how to appropriately take a patient medication history
- Determine appropriateness of prescription, OTC drug use and self-care for the patient(s)
- Develop pharmacological and non-pharmacological recommendation(s) for a patient who is a candidate for selfcare
- Describe third party processing of prescriptions
- Discuss incident or error reporting and safety measures practiced in pharmacy
- Discuss legal prescription requirements in community practice
- Demonstrate basic patient counseling skills
- Describe the ordering, delivery, and return processes in community pharmacy

The course activities (lectures, workshops, assignments, pharmacy visits, etc.) are designed to contribute to the student’s progressive achievement of a number of curricular outcomes. The activities in this course contribute to the following CCP curricular global outcomes:

I. Demonstrate professionalism
   A. Demonstrate professional behavior in all interactions with patients, caregivers, and other healthcare professionals.

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

III. Communicate effectively
   A. Obtain relevant information necessary to facilitate healthcare decision-making
   B. Convey appropriate information by verbal and/or non-verbal means to the target audience
   C. Evaluate the effectiveness of any communication encounter, modifying as necessary

IV. Practice evidence-based decision-making
   A. Retrieve and evaluate drug information and literature

V. Practice patient-centered care
   A. Establish relationships with patients, healthcare professionals, and other individuals
   B. Continually collaborate, document, and communicate with health care professionals and patients to provide safe, effective and coordinated patient-centered care.

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

VIII. Manage a pharmacy practice
A. Perform pharmacy management functions using appropriate data and procedures

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

Grading
Evaluation in this course will come from your rotation preceptor, required course assignments and activities and a final exam.

**Please note:** Passing this course is contingent upon receiving a passing score by your preceptor for your site visits. A final grade of "1" in any item in the professionalism section will result in failure of the PPRAD 1530 course.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Possible points</th>
<th>Description</th>
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<tbody>
<tr>
<td>Preceptor evaluation</td>
<td>400</td>
<td>Rotation Site Evaluation must be a score between 400-280 to pass the course. NOTE: a score of &lt; 279.9 or a score of &quot;1&quot; in the professionalism section of the evaluation will result in failure of the PPRAD 1530 course</td>
</tr>
</tbody>
</table>
| Rotation Time Log, Observation Checklist & IPPE-L Preceptor Form | 20              | All forms must be turned in to pass the course:
  - Site Information Form (with preceptor email)
  - Rotation Time Log
  - Observation Checklist
  - IPPE-L Preceptor Form |
| Class assignments                                      | 50              | Includes the goals (10 points) and calculations (40 points) assignments     |
| Workbook                                              | 95              | Site visit (30 points) and on campus workbook check (65 points)             |
| Quizzes                                               | 75              | 3 Quizzes (25 points each)                                                  |
| Experience summary                                    | 20              |                                                                              |
| CSC Activity                                          | 120             |                                                                              |
| Final Exam                                             | 220             |                                                                              |
| **Total Points Possible/Final Grade**                  | **1000**        | **A** 1000-900 **B** 899.9-800 **C** 799.9-700 **F** <700                   |

The final exam will cover material from the workbook, course assignments and relevant material from PPRAD 1530. Final Grades will be calculated using the above scale and grades will NOT be rounded (for example, a score of 899.9 will be a "B").
Late Assignments
Assignments and IPPE documentation (e.g. site information form, workbook check, experience summary, student self-evaluation, and time log) are due on the date stated in this syllabus or your workbook. Assignments or documentation received after the due date and time will be subject to a 20% loss of points for each day that it is late.

Appeal of Non-Failing Course Grades
A student who wishes to appeal a non-failing course grade must make the appeal to the course director within one week following the posting of the grade.

Algorithm for Handling Course-Related Issues:
Algorithm for handling course-related issues
Complaints about content, organization, grading, due dates for assignments and faculty (preceptors) 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 --> Director of Experiential Education -->Deans Office

Onboarding and Site Requirements for IPPE Rotations
The following requirements must be met prior to starting and throughout your IPPE rotations:
1. State of Illinois Pharmacy (Student) Technician License
   All students MUST have a valid (in date) State of Illinois Pharmacy technician (Student) license. A copy of this license MUST be kept on file with the Office of Experiential Education. A copy of this license MUST be kept in your rotation binder and the binder MUST be with you at all pharmacy or preceptor meetings. The wallet size copy of your technician license MUST be with you at all times while at your pharmacy or preceptor meetings.

   NOTE: Students with an expired or no license while at the pharmacy will be asked to leave the site until resolved. This will be considered an unexcused absence resulting in the loss of 10% of total course points.

2. Immunizations:
   Compliance and documentation of immunizations are requirements of the University, the Office of Experiential Education, and the sites assigned to you for IPPE and advanced rotations.
   a) Flu Shot: Yearly seasonal influenza vaccine is required by MWU.
   b) TB Test: The University requires that you submit documented laboratory proof of the absence of tuberculosis (updated yearly) by having a 2-step TB test. This must be a Mantoux test. Prescriber must report:
      1. Date placed
      2. Date read
      3. Results must be reported in millimeters (mm)
      If you experience 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.
   c) Proof of immunization against measles, mumps, rubella, varicella (chicken pox), diphtheria/tetanus/pertussis (Tdap) (updated every 10 years), and hepatitis is required prior to matriculation.
   d) Quantitative Titers are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B.
      There may be some immunization exceptions depending on the student’s particular health status and some site requirements may be more stringent. Any immunization exceptions must be documented by a primary healthcare prescriber. Please refer to the University Certificate of Immunity for exact details. This can be found on the Wellness Center website. You will be notified via MWU email of missing immunization documentation.
3. **Special Site Requirements**
   Some sites also may require the following:
   - Signature on a confidentiality agreement
   - Drug screen
   - Additional background check
   You will be notified via MWU email if you need to complete any special requirements prior to going to your pharmacy site visits.

4. **LawRoom™ Course Certificates**
   - Student must have completed the following self-study LawRoom™ courses and have a copy of their certificate of completion for each course in their rotation binder. (You can locate your certificates of completion for the LawRoom™ courses on the portal). These include
     - Certificate of HIPAA Orientation
     - Universal Precautions:
     - Occupational Safety and Health Administration (OSHA)

   **Students not in compliance with the above onboarding requirements will not be allowed to go their rotation site and will result in the loss of 10% of total course points.**

**Dress Code for Rotations:**
Mandatory professional dress includes wearing a clean, pressed, white lab coat and a properly displayed MWU/CCP name badge. Appropriate dress for a man includes dress slacks, shirt and tie, or sweater. For women, skirt or dress (professional length), dress slacks, and a blouse or sweater. Business casual khakis are acceptable for men and women. Scrubs are NOT acceptable. Acceptable footwear: appropriate closed toed, closed-heel shoes. Socks and hosiery must be worn. Some sites may have a special identification badge or mandatory dress code that must be followed. Inappropriate dress includes: blue jeans, spandex, shorts, tee-shirts, sweat pants, sweat shirts, halter or tank tops, midriffs, back-less tops, short skirts or dresses and fatigues. Details on the appropriate dress code are at: [http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43](http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43). In addition, CCP requires students on rotation to remove any visible piercing (e.g. tongue, nose, lip, eyebrow) and discreetly cover any visible tattoos. Pierced earrings are acceptable as long as the site dress code is followed.

**Students with a Disability:**
It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Student Services coordinates accommodations for all eligible students. If you need accommodations for a disability, please contact Student Services. It is the student’s responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. More information regarding available services can be found at [https://www.midwestern.edu/downers_grove-campus/student_services/disability_services.html](https://www.midwestern.edu/downers_grove-campus/student_services/disability_services.html).

**Attendance Policy:**
Attendance is mandatory at all orientations, lectures, workshops and simulation activities.
Attendance will be taken before the start of each class.
To receive an approved absence from orientation/lecture/workshop/simulation activity the student must: notify (via email) the course director, Professor Gould, *prior* to the orientation, lecture, workshop or simulation activity.

The student will be required to provide documentation for claims of personal illness (e.g. a note from the primary healthcare prescriber). Other forms of documentation may be requested for other extenuating claims, at the Course Director’s discretion. Required documentation is due to the course director within 72 hours of the scheduled class.
Unexcused tardiness or absence will result in the loss of 10% of total course points (100 points deduction) for the orientation/lecture/workshop/simulation activity missed and possible failure of the course.

Unexcused absence for more than 1 orientation/lecture/workshop/simulation activity will result in failure of the course.

Students that are tardy or do not attend the orientation session may not be allowed to start or continue on rotation and may need to withdraw from the course. This may result in delay of graduation.

A student who is requested by the preceptor or site administrator to permanently leave the IPPE site for unprofessional behavior or patient safety issues may be issued a failing grade.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (orientation/lecture/workshop/simulation activity). Oversleeping, traffic delays, returning back to campus late from summer/fall/winter/spring break, forgetting to add IPPE dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.

**Academic dishonesty:**
Academic dishonesty is intentional cheating, fabrication, or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on your knowledge and integrity. Academic dishonesty is defined in the MWU Student Handbook as: 1) Cheating: Intentionally copying from another student’s work, using or attempting to use unauthorized materials, information, or study aids during any academic exercise. 2) Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise. 3) Plagiarism: Intentionally or knowingly representing the words or ideas of another person as one’s own in any academic exercise. 4) Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. 5) Computer Misuse: Disruptive or illegal use of computer resources. 6) Knowingly furnishing false information to the University. 7) Malicious obstruction or disruption of teaching, research, or administrative operational procedures. 8) Unauthorized Collaboration: working together on an exam or lab report when expressly prohibited from doing so by an instructor. 9) Forgery, alteration or misuse of University documents, records, identification, etc.

**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 or University.

**EXAM POLICIES FOR PPRAD 1530:**
Examinations in this course may be scheduled in the testing center or in one of the lecture halls on campus. If an exam is scheduled in the testing center, portions of the exam may be electronic. Students are responsible to adhere to testing policies issued by the testing center and by the PPRAD 1530 course director.

**TESTING CENTER POLICIES AND PROCEDURES FOR STUDENTS**

Students are bound by the University Code of Responsibilities and Rights of Students (MWU Student Handbook, appendix 1). For purposes of the Testing Center, the following are considered acts of academic dishonesty:
1. Copying from another person’s work during an examination.
2. Allowing someone to copy from you during an examination.
3. Using unauthorized materials or media players during an examination. (including cell phones, PDAs, MP3s, Zoom, etc.)
4. Taking an examination for another or permitting another to take an exam for you.
5. Photographing a test with a cell phone or camera.
6. Obtaining or providing to another a copy of a test or answers to a test.
7. Removing, or attempting to remove a test, its answers, or any portion thereof from the Testing Center.
8. Disclosing, reproducing, disseminating information about an exam.

Please also note:
1. No brimmed hats allowed (Unless worn for religious purposes, any other hat or head gear worn should ensure that the ears are visible.)
2. No sunglasses or mirrored glasses may be worn during testing.
3. No watches of any kind, Fitbits or athletic devices.
4. No PDA’s, cell phones, or media players (including MP3, Zoom, earphones of any kind, etc.)
5. No electronic devices capable of sending or receiving alphanumeric data or that have a calculator function.
6. Jackets designated as outdoor or outerwear, including fleece jackets or vests
7. No personal items are allowed in the room (i.e. bags, backpacks, purses, etc.). Pencils, calculators, and scratch paper will be provided by the Testing Center, if needed.
8. Only closed water bottles with labels removed are allowed at the testing stations. No food, candy, or other beverages are permitted.
9. Students may leave upon completion of the exam if at least 15 minutes has passed since the exam started. Once a student leaves the room, re-entry cannot be accommodated.
10. Bathroom breaks are only allowed for students who have received approved accommodations for such breaks from the Dean of Students.

Any violations on the above guidelines may result in an incident report being forwarded to the appropriate College Dean. Students are expected to adhere to all policies/procedures established by the University Testing Center. Updates to these policies may be made throughout the academic year and may be accessed via the Midwestern website.

**STUDENT EXAM DAY GUIDELINES**

1. Please arrive 15 minutes early and allow extra time if you need to place your belongings in a locker. Most exams do not permit late arrivals.
2. **No personal belongings are allowed** – no bags, backpacks, cell phones, PDAs, etc. Place all personal items in lockers provided for Testing Center use.
3. **No food or beverages are allowed** – only closed top water bottles are permitted.
4. Scan your school ID card in the computer located by the door. Go directly to your assigned seat.
5. If taking a **PAPER exam**, you may begin filling in your name and ID number. DO NOT START YOUR EXAM until instructed by the proctor.
6. Questions regarding the content of an exam are not permitted. Questions regarding test station equipment will be answered by a proctor.
7. Upon completion of exam, please push in your chair; bring your exam, scratch paper, pencils, etc. to the front of the room, and scan out. You may then leave, quietly, through the Exit Only door. Please do not congregate outside Testing Center as a courtesy to your fellow classmates.
1. For classroom exams all personal belongings must be placed at the back of the lecture hall.
2. All Testing Center rules also apply to the classroom setting (see above).
3. If a scantron is used for the exam it MUST be filled out completely and accurately. Failure to do so will result in a 5-point deduction for each occurrence.
4. Any written portion of an exam MUST be completed in pen (blue or black ink only). If the student does not complete the written portion of the exam in pen, or does not follow the instructions given during the exam (for example, mistakes should have a single line drawn through them and be initialed, not scratched out and NOT erased by using “white out” or liquid paper) then a grade of zero will be assigned for that portion of the exam, and the student will not be allowed to make up those points.
5. All students must stop writing and immediately place their writing utensils on the desk when the end of the exam period is announced. Faculty are permitted to assess a grading penalty to students who continue to work, as described in the course syllabus.
6. Students must turn in all exam materials before leaving the exam room. Failure to do so will result in a grade of zero for the exam. Portions of the exam may be returned at a later time depending on the policy of the instructor.
7. The proctors are obliged to intervene if a student is suspected of professional misconduct during an examination. Examples of misconduct during an examination include, but are not limited to, a student who:
   a) Appears to be gazing at another student’s work.
   b) Appears to be talking or signaling answers.
   c) Neglects to protect his/her answer sheet from view of other students.
   d) Is sitting near a student who is gazing at their work.
      Such interventions are not of a personal nature. To avoid such interventions, every student must keep their eyes on his/her own work, shield his/her work from the view of others, and otherwise avoid any appearance of suspicious behavior.
8. The scantron forms and hard copy of the exam will not be returned. Students may make an appointment to view a copy of the exam and scantron with the course teaching assistant, within one week of the date the exam grades are posted. Students will be notified when grades are posted via Canvas™. This is the only time to view the scantron and hard copy of the exam.
9. Based on statistical reports for multiple choice questions as well as other information, Professor Gould may drop a question or accept multiple answers. Students who are concerned about certain questions on an exam should therefore wait until they get their grade and/or review their exam before requesting any re-grading or dropping questions.

**You MUST wear your MWU ID badge for every exam and it must be worn in a conspicuous place above the waist. ID badges will be checked at each exam.**

**MAKE-UP EXAMS**

Make-up exams for excused absences will be given only if the student has contacted Professor Gould prior to the absence by email (kgould@midwestern.edu) or by leaving a voice mail (Professor Gould 630-515-6397 and/or the OEE office 630-515-7677) and supplied Professor Gould (within 3 days of the missed exam) valid documentation that explains the reason for the absence (such as a doctor’s note) along with a typewritten request to make up the exam. Otherwise, the student will receive a zero for the exam and no make-up will be allowed.

The make-up exam date is Tuesday, May 14, 2019 at 2:00 p.m. in Alumni Hall 258.

The make-up exam may be essay, short answer, multiple choice, matching, or any other format, including oral examination by the course director and/or instructor(s). It is appropriate to assume that the make-up exam will require a greater understanding of the material than the original exam.

**Oversleeping and traffic delays are NOT considered valid excuses.**
**Classroom Etiquette:**
In order to maintain an appropriate classroom/exam environment that is most conducive to teaching, learning and performing one’s best on exams, students are expected to behave in a manner that is not disruptive or disrespectful to any person and that does not adversely affect teaching, learning or examination performance of any person. Students arriving late to lectures are asked to sit in the back of the room so as to provide minimal disruption. If cell phones need to be turned on during classroom time, then they must be set to the vibrate mode. All calls must be made/received outside of the classroom as this type of activity is disruptive to the teaching/learning environment and is disrespectful to others in the classroom. Students who do not abide by this policy may be asked to leave the classroom and continued abuse of this policy will result in disciplinary procedures. Any concerns or questions regarding this policy, please discuss with the course director.

Students are expected to bring their laptops to all class sessions on campus to access materials for in class activities and related references. Use of laptops for purposes unrelated to the course during class sessions is considered unprofessional and will not be tolerated.

Children are not allowed in the classroom. Students who have an unforeseen temporary need to bring a child into the lecture must receive prior approval from the lecturer AND the course director.

In keeping with MWU policy, all students are required to wear their ID badge at all lectures, training and exams. The ID should be worn above the waist in clear view to instructors and teaching assistants.

**Communication:**
It is the responsibility of the student to check their e-mail and Canvas™ daily for class announcements. Since students will be working independently for this course, e-mail is often used to communicate information from the course director or teaching assistant 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 class information.

Canvas™
All orientation handouts, assignments, required reading, and other course related documents will be posted on the site.

**E-Mail:**
Students missing any documentation required for IPPE will be notified via email.

**Student Evaluations:**
Midwestern University recognizes the value of faculty and course evaluations by students. Voluntary and confidential feedback from students regarding courses and faculty provide critical information to faculty for course and self-improvement. These data also play an essential role in the annual faculty evaluation process. The ability to provide constructive feedback is an essential skill for professionals. Midwestern University views that one of your responsibilities as a student is to complete faculty and course evaluations and this a step in your development as a professional. Midwestern University is constantly striving to improve its educational experiences for students. Please complete the faculty and course evaluations as directed.

**Disclaimer:**
This syllabus is published for the convenience of students at Midwestern University. It is intended to be effective as of January 1, 2019. Midwestern University reserves the right to make changes in any or all specifications contained herein and to apply to such revision to registered and accepted students as well as to new admissions. No contractual rights between Midwestern University and any student are intended and none may be deemed to be created by issuance of this syllabus. Midwestern University provides equality of opportunity in is educational programs for all persons, maintains nondiscriminatory admission policies, and considers for admission all qualified students regardless of race, color, sex, sexual orientation, religion, national or ethnic origin, disability, status as a veteran, ages, or marital status. Midwestern University is not responsible for loss of or damage to a student's personal property on premises owned or operated by the University, regardless of cause. (© Copyright Midwestern University 2019)