Course Description:
Students in IPPE-II will explore the philosophy and practice of hospital (health systems) pharmacy through didactic lectures, workshop assignments and on site experience at an assigned practice site under the guidance of a preceptor. Students will be introduced to technical pharmacy skills, hospital pharmacy management, distributive systems, quality assurance and the role of the pharmacist in the health care team. Students will explore career options within health care systems.

Class Schedule: For groups 2, 3, 4, 6, 7, 9, 15, 20, 21 & 22

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<tr>
<th>Lecture/workshops</th>
<th>Day/Dates</th>
<th>Time</th>
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<td>Tuesdays:</td>
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<td>12/02/14</td>
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<td>02/17/15</td>
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<tr>
<th>Pharmacy visit</th>
<th>Day/Dates</th>
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<td>Tuesdays:</td>
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<td></td>
<td>01/13/15</td>
<td>Will be on site</td>
<td>At your assigned hospital pharmacy site</td>
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<td>01/20/15</td>
<td>for 4hrs between</td>
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<td>01/27/15</td>
<td>hours of 7am-9pm. (Site specific-</td>
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<td>02/03/15</td>
<td>check with your</td>
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<td>preceptor) **or alternate</td>
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<td>preceptor</td>
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<th>Final Exam</th>
<th>Day/Dates</th>
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<td>Tuesday</td>
<td>2:30-4:30pm</td>
<td>Testing Center</td>
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<td>02/24/15</td>
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Course Co-Directors:

<table>
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<tr>
<th>Name</th>
<th>Title and Contact Information</th>
</tr>
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</table>
| Amy Lullo, BPharm, RPh | Interim Director of Experiential Education  
<p>|                   | Assistant Professor of Pharmacy Practice             |
|                   | Phone: (630) 515-6043                                |
|                   | Fax: (630) 515-6103                                  |
|                   | E-mail: <a href="mailto:alullo@midwestern.edu">alullo@midwestern.edu</a>                        |</p>
<table>
<thead>
<tr>
<th></th>
<th>Office: Alumni Hall Room 350</th>
</tr>
</thead>
</table>
| Kati Kwasiborski, BPharm, RPh | Experiential Education Site Specialist  
|                   | Adjunct Assistant Professor Pharmacy Practice        |
|                   | Phone: (630) 515-6477 (OEE office)                   |
|                   | Fax: (630) 515-6103                                  |
|                   | E-mail: kkwasi@midwestern.edu                        |
|                   | Office: Alumni Hall Room 350                         |

Office hours: By appointment.
Please email Ms. Karen Bridges (kbridges@midwestern.edu) to schedule an appointment.

*Please note that email is the best way to contact us. We are not in the office every day.*

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:
Mr. Frank Hesser
Administrative Teaching Assistant
E-mail: fhesse@midwestern.edu
Phone: (630) 515-6268 May leave message on voice mail; though email is preferred
Office: Alumni Hall Room 201 (please email to schedule an appointment).
It is best to contact him via email.

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 Blackboard documents for this course, and other organizational tasks.

Instructors:
Several different instructors teach in this course. Students are encouraged to speak directly with the instructors for clarification of lecture or workshop material. Non-campus based instructors may be reached by contacting the Course Director.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Office #/Phone #</th>
</tr>
</thead>
</table>
| Prof. Amy Lullo  | E-mail: alullo@midwestern.edu  
|                  | Room AH 350/ phone 515-6043           |
| Prof. Kwasiborski| Email: kkwasi@midwestern.edu          |
| Prof. Gould      | Email: kgould@midwestern.edu          |
| Dr. Phillips     | Email: jphillips@midwestern.edu       |
| Prof. Thompson   | Email through Prof Kwasiborski         |
**REQUIRED BOOKS:**

**Workbook:**
Introductory Pharmacy Practice Experience II: Health System Pharmacy, 16th Edition
*(Available at the MWU bookstore)*

**Textbook:**

**Selected chapters will be used in this course**

**COURSE OBJECTIVES:**

1. **Discuss the role of the pharmacist in the health care team**
   
   **Curricular Goal 4A-D:** Participate effectively in interdisciplinary healthcare teams – 4A. Identify the pharmacist’s role for a given health care setting; 4B. Identify the roles and utility of other health care professionals; 4C. Evaluate the pharmacist’s contributions to the health care team; 4D. Demonstrate contribution to group situations and systems.
   
   **Curricular Goal 5A, D:** Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
   
   **Curricular Goal 7A-C:** Act in a professionally responsible manner and promote such action in others - 7A. Make and defend rational, ethical decisions within the context of professional values 7B. Maintain professional responsibility in self and promote such action in others; 7C. Represent and advance the profession of pharmacy.
   
   **Curricular Goal 10A-B:** Demonstrate self-assessment and self-directed learning – 10A. Design, implement and evaluate strategies to promote continued professional competence; 10B. Incorporate new knowledge into your practice of pharmacy.

2. **Develop and articulate a philosophy of pharmacy practice**
   
   **Curricular Goal 4A-D:** Participate effectively in interdisciplinary healthcare teams – 4A. Identify the pharmacist’s role for a given health care setting; 4B. Identify the roles and utility of other health care professionals; 4C. Evaluate the pharmacist’s contributions to the health care team; 4D. Demonstrate contribution to group situations and systems.
   
   **Curricular Goal 5A, D:** Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
   
   **Curricular Goal 7A-C:** Act in a professionally responsible manner and promote such action in others - 7A. Make and defend rational, ethical decisions within the context of professional values 7B. Maintain professional responsibility in self and promote such action in others; 7C. Represent and advance the profession of pharmacy.
   
   **Curricular Goal 10A-B:** Demonstrate self-assessment and self-directed learning – 10A. Design, implement and evaluate strategies to promote continued professional competence; 10B. Incorporate new knowledge into your practice of pharmacy.
3. Interpret and process medication orders
Curricular Goal 1B, C: Practice patient-centered care – 1B. Design a patient care plan 1C. Implement a patient care plan.
Curricular Goal 4A-D: Participate effectively in interdisciplinary healthcare teams – 4A. Identify the pharmacist’s role for a given health care setting; 4B. Identify the roles and utility of other health care professionals; 4C. Evaluate the pharmacist’s contributions to the health care team; 4D. Demonstrate contribution to group situations and systems.
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
Curricular Goal 6A-C: Demonstrate critical thinking and problem solving skills- 6A. Identify a problem; 6B. Develop thinking strategies to acquire, evaluate and synthesize knowledge; 6C. Demonstrate appropriate judgment when making decisions.
Curricular Goal 8A, B: Develop and manage a pharmacy practice – 8A. Perform pharmacy management functions using appropriate data and procedures; 8B. Evaluate and modify a health system’s formulary

4. Explain processes in place to maintain quality assurance and continuity of care
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
Curricular Goal 8A, B: Develop and manage a pharmacy practice – Perform pharmacy management functions using appropriate data and procedures; 8B. Evaluate and modify a health system’s formulary

5. Describe the role of technology in the hospital setting
Curricular Goal 4A-D: Participate effectively in interdisciplinary healthcare teams – 4A. Identify the pharmacist’s role for a given health care setting; 4B. Identify the roles and utility of other health care professionals; 4C. Evaluate the pharmacist’s contributions to the health care team; 4D. Demonstrate contribution to group situations and systems.
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
Curricular Goal 8A, C: Develop and manage a pharmacy practice – 8A. Perform pharmacy management functions using appropriate data and procedures; 8C Use and assess a method for reporting and managing medication misadventures.

6. Appropriately use and interpret a medical chart
Curricular Goal 1B, D: Practice patient-centered care – 1B. Design a patient care plan; 1D. Document all patient care related activities
Curricular Goal 6A-C: Demonstrate critical thinking and problem solving skills- 6A. Identify a problem; 6B. Develop thinking strategies to acquire, evaluate and synthesize knowledge; 6C. Demonstrate appropriate judgment when making decisions.

7. Explain the process and purpose of medication reconciliation
Curricular Goal 1B, D: Practice patient-centered care – 1B. Design a patient care plan; 1D. Document all patient care related activities
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
Curricular Goal 6A-C: Demonstrate critical thinking and problem solving skills- 6A. Identify a problem; 6B. Develop thinking strategies to acquire, evaluate and synthesize knowledge; 6C. Demonstrate appropriate judgment when making decisions.
8. Describe careers options in health care systems
Curricular Goal 4A-C: Participate effectively in interdisciplinary healthcare teams – 4A. Identify the pharmacist’s role for a given health care setting; 4B. Identify the roles and utility of other health care professionals; 4C. Evaluate the pharmacist’s contributions to the health care team.
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.

9. Describe the purpose of a drug monograph
Curricular Goal 2A, B: Practice evidence based clinical decision making - 2A. Retrieve and evaluate drug information and literature; 2B. Apply the information to patient- and population- specific decisions in pharmacy.
Curricular Goal 5A, D: Communicate effectively - 5A. Communicate responsibly, willingly, and purposefully; 5D. Evaluate the effectiveness of any communication encounter, modifying as necessary.
Curricular Goal 6A-C: Demonstrate critical thinking and problem solving skills- 6A. Identify a problem; 6B. Develop thinking strategies to acquire, evaluate and synthesize knowledge; 6C. Demonstrate appropriate judgment when making decisions.
Curricular Goal 8B: Develop and manage a pharmacy practice – 8B. Evaluate and modify a health system’s formulary

Rotation binder:
You are required to bring your workbook and all required documentation to each of your site visits. Directions for setting up your binder and the list of required documents are in the workbook on page 11. Please purchase the workbook and set up your binder prior to your first site visit.

Certificate of HIPAA orientation:
All students must keep a copy of their certificate of HIPAA orientation in their binder and the binder must be with you at all site visits.

Certificate of Universal Precaution Training:
All students must keep a copy of their certificate of Universal Precautions training in their binder and the binder must be with you at all site visits.

State of Illinois Pharmacy Technician License:
- All students attending site visits MUST have a valid State of Illinois Pharmacy Technician License.
- A copy of this license MUST be on file with the Office of Experiential Education.
- A copy of this license MUST be kept in your portfolio and the portfolio must be with you at all site visits.
- The ORIGINAL wallet size copy of your technician license MUST be with you at all times while at your pharmacy site.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**
**IMMUNIZATIONS:**
Compliance and documentation of immunizations are requirements of the University, the Office of Experiential Education, and the sites assigned to you for IPPE site visits and advanced rotations.

**FLU SHOT:** Yearly seasonal flu vaccine is required by MWU.

**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.
- Physician MUST report:
  - Date placed
  - Date read
  - 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.

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.

**QUANTITATIVE TITERS** are required to assess immunity for measles, mumps, rubella, varicella, & 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.
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.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**

**SPECIAL SITE REQUIREMENTS:**
Some sites also may require the following:
- Signature on a confidentiality agreement
- Drug screen

You will be notified via MWU email if you need to complete any special requirements prior to going to your community site visits.

**Students not in compliance with the above requirements will not be allowed to go their rotation site.**
**DRESS CODE AT PHARMACY SITE:**

**Professional dress is mandatory.** This includes a clean, pressed, short, white lab coat and a MWU/CCP name badge to be displayed on the front pocket of the lab coat. Some sites may have a special identification badge that must also be worn by the student and supplemental dress codes, which must be adhered to.

**Dress Code for Rotations:**
Looking good is important! 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. Acceptable footwear: appropriate closed-toed, closed-heeled 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.

The following policy is from the MWU Student Handbook:

**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.

**ATTENDANCE POLICY: FOR PHARMACY SITE VISITS, LECTURES AND WORKSHOPS:**

**Attendance is MANDATORY** at all lectures, workshops & pharmacy site visits.

There will be no make-up lecture/workshop assignments or site visits except for extraordinary situations.  
- The student will be required 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. Required documentation is due to Professor Lullo within 72 hours.

**Lecture/workshop:**
- To be excused from lecture/workshop you must verbally notify Professor Lullo in the Office of Experiential Education **prior** to the pharmacy lecture/workshop or site visit. If after hours, please leave a voice message (preferred) or send an email to alullo@midwestern.edu

**Site Visits:**
- There are no sick days built into the pharmacy visit schedule.
- If you will be absent you must notify your preceptor AND Professor Lullo in the Office of Experiential Education
- You must make-up the hours missed at a time designated by your preceptor and Professor Lullo.
- **Because student IPPE 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 IPPE absence policies must be adhered to by all students.**

**The following policy is from the MWU Student Handbook:**

The Office of Student Services must be informed whenever a student fails to show up for a rotation (pharmacy site visit) and has not notified the Dean’s Office or the Office of Experiential Education in advance. There are no unexcused absences allowed during rotation (pharmacy site visit). **Failure to notify your preceptor and the Office of Experiential Education will be considered grounds for failure of the rotation.**

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required class activity (lecture/workshop or site visit). An unexcused absence will result in a zero for the activity (lecture/workshop or site visit).
Late Assignments: will be subject to a 20% point penalty for each day (counting business days only) that it is past due. No exceptions!

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

Site grade (given by preceptor) 40%

Workshop and workbook assignments 25%

Final Course Examination (1 exam) 35%
Will cover material from:
  ➢ the workbook
  ➢ lectures
  ➢ workshops

Final Grades will be calculated using the following scale and grades will NOT be rounded. (for example, a score of 89.9% will be a "B")

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<th>B</th>
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<td>100-90</td>
<td>89-80</td>
<td>79-70</td>
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⇒ Please note: Passing this course is contingent upon receiving a passing grade for your site visits.
A final grade of an "F" for the site visit will result in failure of the PPRA 1622 course.
A final score of “1” in any item in the professionalism section will result in failure of the PPRA 1622 course.

Appeal of Non-failing Course Grades:
A student who wishes to appeal a non-failing course grade must make a formal written appeal to the Course Director within one week following the Registrar's posting of the grade.

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

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.

CLASSROOM/EXAM 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. If cell phones and pagers 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.

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

Cell phones, pagers and other electronic devices are strictly prohibited from being used during examinations. Students who do not abide by this policy may forfeit their right to sit for an examination.

CLASSROOM CIVILITY
There is increasing national attention to the problem of classroom incivilities at the university level on the part of both students and instructors. Many times students do not realize how some of their activities in the classroom can be distracting or interpreted as rude. Instructors, on the other hand, may not realize how some of their own actions can also be interpreted as rude or inconsiderate.

We ask that you, the students in our class, be considerate of us, as your instructors, as well as your fellow students by refraining from the following when we are lecturing or leading a discussion:

- entering the classroom late or leaving the classroom early. If you must do this, be as unobtrusive as possible and sit in an area that will not require you to climb over or otherwise disrupt other students. Please do not gather your belongings at the end of class until we have announced that the class is over. We will try to give you a little extra time for this at each class session.
- talking or whispering to your classmates about issues unrelated to what is being discussed or presented in class
• reading newspapers or other non-course materials
• eating, drinking or chewing gum in a manner that is distracting to others
• sleeping
• being unprepared for and/or inattentive to the discussion or lecture

We do expect you to:
• be fully attentive during class until the class is declared to be over
• be adequately prepared prior to class
• schedule visits with us (one-on-one or in groups) to clarify areas of confusion as soon as they occur, rather than waiting until right before an exam or quiz
• be timely in appointments that you have scheduled with us; call as far in advance of the appointment as possible if you must cancel
• provide constructive, respectful feedback on what is working or not working in the course either personally or through PS1 liaisons, or on the various evaluation forms we will provide during the course

We will work hard by:
• beginning and ending class on time
• using class time to stimulate learning in ways that cannot be obtained just by reading the handouts or workbook
• giving practical assignments with clear instructions
• preparing exams based on learning objectives
• giving timely, constructive, and respectful feedback
• being "in tune" with the overall level of understanding, and willing to back-track when necessary to improve understanding
• being accessible outside of class and responsive to your questions
• being encouraging, respectful, and fair

Communication
It is the responsibility of the student to check their e-mail, RMS and Blackboard™ (http://midwestern.blackboard.com) daily for class announcements. Since students will be at their pharmacy practice rotation site 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, RMS or on Blackboard™. Not checking your e-mail, RMS or Blackboard™ will not be accepted as an excuse for having missed important class information.

Blackboard™
All handouts will be posted on the site.

RMS™ Experience Summary will be posted under Evaluations tab.

E-Mail:
Students missing any documentation or immunizations required for site visits will be notified via email. Cancellations or changes to site visit assignments will be sent via e-mail.

Photocopying Materials:
It is not within the scope of CCP staff members to photocopy or print materials related to the course for you, such as handouts, notes, or old exams, at your request; 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.
**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 is 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.

**EXAM POLICIES FOR PPRA 1622:**

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, then portions of the exam may be electronic. Students are responsible to adhere to testing policies issued by the testing center and by the PPRA 1622 course directors.

**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 PDA’s, cell phones, or media players** (incl.-MP3, Zoom, earphones of any kind, etc) in the Testing Center, OR in your pockets.
4. **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.
5. **Only closed water bottles** are allowed at the testing stations. No food, candy, or other beverages are permitted.
6. 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. If a student requires a rest room break during an exam, the student must raise his/her hand and the proctor will monitor the time of departure and return.

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.

**ADDITIONAL PPRA 1622 COURSE DIRECTORS’ EXAM POLICIES**

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 Blackboard™. **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 Lullo 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.
There will be **no make-up exams** except for extraordinary situations (including personal illness, personal emergency, personal incapacitation, or critical illness/death in the family), in which case Professor Lullo must be contacted **before** the exam.  
****Oversleeping and traffic delays are NOT considered valid excuses.****

Please note that make-up exams may consist of a different format than the original exam; such as “fill-in the blank” responses in which correct spelling and grammar will be required.
# IPPE II: (PPRA 1622) Winter Course Outline

***All reading assignments are posted on Blackboard

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE/TIME</th>
<th>LECTURE/WORKSHOP TOPIC</th>
<th>SPEAKER</th>
<th>WORKBOOK/HOMEWORK ASSIGNMENT</th>
<th>PHARMACY VISIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>12/02/15 1:10p-5p</td>
<td>Course Intro Intro to Health Systems Assessing the patient in the acute care setting Active learning opportunities</td>
<td>Prof. Kwasiborski Prof. Lullo Prof. Gould</td>
<td></td>
<td>NO SITE VISIT</td>
</tr>
<tr>
<td>#2</td>
<td>12/09/14 1:10p-5p</td>
<td>Health Systems Distribution Order Set Review Active learning opportunities</td>
<td>Prof. Kwasiborski Prof. Lullo Prof. Gould</td>
<td></td>
<td>NO SITE VISIT</td>
</tr>
<tr>
<td>#3</td>
<td>12/16/14 1:10p-5p</td>
<td>Medical Charts Intro to Home Health Pharmacy Active learning opportunities</td>
<td>Prof Gould Prof Thompson Prof. Lullo</td>
<td></td>
<td>NO SITE VISIT</td>
</tr>
<tr>
<td>#4</td>
<td>01/06/15 1:10p-5p</td>
<td>Drug Monograph Medication Reconciliation Presenting patients in the acute care setting Active learning opportunities</td>
<td>Dr. Phillips Prof. Kwasiborski</td>
<td>CALL YOUR PRECEPTOR BY 01/06/15</td>
<td>NO SITE VISIT</td>
</tr>
</tbody>
</table>

Site visits times are determined by the preceptor & will be a 4 hour time block between 7am and 9pm each day. With OEE approval, some sites have adapted an alternate schedule. Please refer to your site assignment letter.

| #5   | 01/13/15 | Workbook - select one section to complete depending on your site description Section A: for hospitals with sterile compounding Section B: for hospitals without sterile compounding Section C: for Home Infusion settings | See intro page for any pre-visit assignments | Site visit #1 |
| #6   | 01/20/15 | Workbook Unit Two | See intro page for any pre-visit assignments | Site visit #2 |
| #7   | 01/27/15 | Workbook Unit Three | See intro page for any pre-visit assignments | Site visit #3 |
| #8   | 02/03/15 | Workbook Unit Four | See intro page for any pre-visit assignments | Site visit #4 |
| #9   | 02/10/15 | Workbook Unit Five | See intro page for any pre-visit assignments | Site visit #5 |