**Course Description:**
Students in IPPE-II will explore the philosophy and practice of hospital (health systems) pharmacy through 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.

**Attendance is Mandatory**

<table>
<thead>
<tr>
<th>Day/Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/workshops</td>
<td>Wednesday June 2, 2021</td>
<td>12:10pm-2:00pm</td>
</tr>
</tbody>
</table>

**Course Director:**
Linda Haase BPharm, RPh
Experiential Education Specialist/Adjunct Asst. Professor
Phone: 630-515-6100/Fax 630-515-6103
Email: haase@midwestern.edu
Office: Alumni Hall Room 352
Office hours: Mondays from 11am to 12pm. Please email me to schedule an appointment for any other days/times.

Please note that email is the best way to contact me.

**Role of the Course Director:**
The role of the course director is to handle and organize exam questions, course grading, medical absences, rotation site placement, overall format of the class and other related administrative issues.
**REQUIRED BOOKS:**

**Workbook:** Introductory Pharmacy Practice Experience II: Health System Pharmacy, 2nd Edition


**Selected chapters will be used in this course**
PPRAD 1656: IPPE-2 Health Systems – Summer Course Outline

**All reading assignments are posted on Canvas**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE/ TIME</th>
<th>TOPIC</th>
<th>SPEAKER</th>
<th>ASSIGNMENT</th>
<th>PHARMACY VISIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Wednesday, 6/2/21 12:10-2:00pm</td>
<td>Course Orientation</td>
<td>Prof. Haase</td>
<td></td>
<td>NO SITE VISIT</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

Site Visit times are determined by the preceptor & will be a 8-hour time block between 7am and 9pm each site visit.

| #1   | 6/1/21 | Orientation to site/project planning | | Site visit #1 |
| #2   | 6/8/21 | Workbook Unit One/ Drug Review Cards 1-3  
Project work  
See Appendix A if you are at a home infusion site | See Canvas for any pre-visit assignments | Site visit #2 |
| #3   | 6/15/21 | Workbook Unit Two/ Drug Review Cards 4-6/Project | See Canvas for any pre-visit assignments | Site visit #3 |
| #4   | 6/22/21 | Workbook Unit Three/Drug Review Cards 7-9/  
Project work  
*Drug Cards 1-9 due 6/23/21 on Canvas by 4pm | See Canvas for any pre-visit assignments | Site visit #4 |
| #5   | 6/29/21 | Workbook Unit Four/ Drug Review Cards /Project Work  
**CALCULATION PACKET DUE 6/30/21 on Canvas by 4pm** | See Canvas for any pre-visit assignments | Site visit #5 |
| #6   | 7/6/21 | Workbook Unit Five/ Drug Review Cards / Mid-rotation Evaluation due Project work | See Canvas for any pre-visit assignments | Site visit #6 |
| #7   | 7/13/21 | Workbook Completion-/Catch Up/ Drug Review Cards / Project work  
**Workbooks due on Canvas 7/14/21 by 4pm OR PER PRECEPTOR** | See Canvas for any pre-visit assignments | Site visit #7 |
| #8   | 7/20/21 | Drug Review Cards /Project work/  
**Drug Review Cards 10-18 due 7/21/21 on Canvas by 4pm** | See Canvas for any pre-visit assignments | Site visit #8 |
| #9   | 7/27/21 | Project Presentation | See Canvas for any pre-visit assignments | Site visit #9 |
| #10  | 8/3/21 | Site Visit Wrap Up | | Site visit #10 |
Onboarding and Site Requirements for IPPE Rotations:

The following requirements must be met prior to starting and throughout your IPPE rotations:

You are required to bring your workbook in your binder with all required documentation to each of your site visits. Directions for setting up your binder and the list of required documents are in the checklist packet on page 6. Please set up your binder prior to your first site visit.

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 attending pharmacy site visits 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 site visits.
     ○ The wallet size copy of your technician license MUST be with you at all times while at your pharmacy site.
     ○ Students are required to renew their Illinois Pharmacy Technician license each year and provide a copy of the new license to OEE by March 1st each year.

   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.

   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.

University Health Requirements:

   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.

   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 Titors are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B.
e) Meningococcal vaccine, only required for students less than 22 years of age
f) Completion of a physical exam prior to matriculation

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.

2. 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.

3. 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 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 requirements will NOT be allowed to go their rotation site and this will result in the loss of 10% of their total course points.

COURSE OBJECTIVES AND CURRICULAR OUTCOMES

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

Specifically, the student will be able to:
1. Discuss the role of the pharmacist in the health care team
2. Develop and articulate a philosophy of pharmacy practice
3. Interpret and process medication orders
4. Explain processes in place to maintain quality assurance and continuity of care
5. Describe the role of technology in the hospital setting
6. Appropriately use and interpret a medical chart
7. Explain the process and purpose of medication reconciliation
8. Describe career options in health care systems
9. Understand the purpose of a drug monograph
10. Demonstrate the medication reconciliation process
11. Apply the Pharmacists’ Patient Care Process in hospital practice
Our course activities (lectures, workshops, assignments, simulations, etc.) are designed to contribute to the student’s progressive achievement of a number of curricular outcome components. The activities in PPRAD 1656 contribute to the following CCP curricular global outcomes:

I. **Demonstrate professionalism**
   A. Maintain professional responsibility and advocate such action in others
   B. Demonstrate professional behavior in all interactions with patients, caregivers, and other healthcare professionals
   C. Represent and advance the profession of pharmacy

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. 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

V. **Practice patient-centered care**
   A. Establish relationships with patients, healthcare professionals, and other individuals

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

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
B. Evaluate the pharmacist’s contributions to the healthcare team

DRESS CODE:

As stated in the MWU Student Handbook-
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 (e.g., scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc., that, based on societal norms, can be construed to be vulgar, offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective college Dean.

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

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (e.g., 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 discreetly covered.
- Scrub suits are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab.
- Scrub suits are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat.)
- Hair is to be neat, clean, and properly maintained, and a natural hair color.

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

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 630-515-7232.

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;
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 **48 hours** send a copy of the injury and treatment forms to their preceptor and clinical coordinator. When making out an injury report for an exposure incident, the student and/or preceptor 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:**

**Attendance is mandatory at orientation and pharmacy site visits.** Attendance will be taken before the start of orientation. On WebEx, attendance will be taken and the student is responsible for ensuring that their presence on the platform was confirmed.

To receive an approved absence from orientation the student must notify (via email) the course director, Professor Haase, **prior** to the orientation.

To receive an approved absence from a pharmacy site visit the student must:

1. notify the preceptor before the scheduled site visit,
2. call the CPDG OEE office at 630-515-7677 (before the scheduled site visit) and
3. email cpdgooe@midwestern.edu (before the scheduled site visit) to explain the reason for being absent from the rotation that day.
4. The student must make-up the hours missed on a date/time approved by the preceptor and the course director. The student must notify (via email) the course director the date/time of the make-up visit.

PPRAD 1656 2021/2022
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 before the site visit or the Course Director before the orientation will be considered grounds for failure.

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 absence will result in the loss of 10% of total course points (47 points deduction) for the orientation and/or site visit missed and possible failure of the course.
- Unexcused tardiness will result in the loss of 5% of total course points (23.5 points deduction) for the orientation and/or site visit missed and possible failure of the course.
- Unexcused absence for more than 1 orientation or site visit 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.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (orientation or site visit). Oversleeping, traffic delays, returning back to campus late from summer/fall/winter/spring break, forgetting to add or misreading IPPE-2 class dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.

**IN-PERSON ATTENDANCE POLICIES FOR ACADEMIC ACTIVITIES INCLUDING ETIQUETTE, COVID-19 ABSENCES AND QUARANTINES**

Policy for In-Person Attendance to Academic Activities (Site Visits, Lectures, Laboratory Sessions, and Workshops): Students who attend site visits, lecture(s) and other academic activities in-person must adhere to the following:

- Wear face covering/mask that covers the mouth and nose at all times while in the lecture hall, classroom, laboratory space or at a site visit.
- Maintain social distancing between yourself and others by only sitting in designated seats.
- In order to maintain proper social distancing, please do not approach the faculty member at the lectern before and after class. If your questions need to be addressed outside of lecture time, please make an appointment via email.
- Always follow signage when entering and exiting a lecture hall, classroom, laboratory, or any other common area. Designated entry and exit points have been marked by Campus Facilities and must be observed at all times.
- Do not come to campus or go to your site if you are ill, have symptoms of, have a known or possible exposure, or test positive for COVID-19.

- Complete the **MWU Daily Health Screen Questionnaire** prior to attending any site visit or class activity (lecture, workshop or exam). **If you fail the screening, the Student Services COVID Response Team** will be alerted and contact you with further instructions. Do not attend site visits or in person class activities unless you have received confirmation that you successfully completed and passed the daily self-health screening

- Contact Prof Haase ([haase@midwestern.edu](mailto:haase@midwestern.edu)) **BEFORE** missing a site visit or orientation, even if you have not heard back from the Student Services COVID Response Team.
• During your illness and/or quarantine, you are required to stay in communication with Prof Haase. Let me know how you are feeling. I will work on a plan to make up the site visit(s) you missed with your preceptor.
• **Once you receive your quarantine end date from the Student Services COVID Response Team, please forward that information to Prof Haase** (lhaase@midwestern.edu).
• If you have any other questions or concerns, please email Dr. Sincak (csinca@midwestern.edu) and also the Student Services COVID Response Team (StudentCOVIDTeam@midwestern.edu).

**Accurate Reporting of IPPE hours:**
In accordance with all CPDG IPPE and APPE courses, ACPE guidelines and CPDG graduation requirements all experience hours must be completed by each student and documented accordingly by the preceptor. **Completion of all 80 IPPE-2 hours is required for all students in this IPPE-2 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 CPDG Experiential Program. Failure to complete any required IPPE course hours may result in course failure and delay of the student’s planned graduation. Falsification of any required IPPE 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 IPPE-2 time log. The time log is submitted to OEE no later than the set due date. Any hours missed MUST be reported to the Office of Experiential Education (OEE) by contacting the one of the Course Directors.

**Patient Care and Confidentiality:**
Patients are to be respected at all times. Follow the 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 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
- No recording patient conversations or responses

A student who is requested by the preceptor or site administrator to permanently leave the IPPE-2 site for unprofessional behavior or patient safety issues may be issued a failing grade.

<table>
<thead>
<tr>
<th>Preceptor Evaluation of Student</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Mid-Rotation Evaluation in RMS</td>
<td>July 6th</td>
</tr>
<tr>
<td>Final Rotation Evaluation in RMS</td>
<td>Thursday, August 5th</td>
</tr>
</tbody>
</table>

PPRAD 1656 2021/2022
Course Requirements:
In order to pass this course the student MUST:

1. Receive a passing score from the preceptor: The preceptor is responsible for reviewing and evaluating the performance and workbook activities and assigning a score at the end of the quarter.

2. Complete the calculations packet and turn into OEE (via Canvas) by **Wednesday, June 30, 2021**. Students that receive a score < 70% on the calculations assignment will receive a full letter grade reduction to their final course grade. For example, if a student scores < 14 points for the calculations assignment and received a final total of course points < 423 points, their final letter grade will be a B.

3. Submit completed workbook on **Wednesday, July 14, 2021 or per preceptor. Email me if your preceptor wants to work on the workbook past this date. I will adjust your due date.**

4. Submit (via Canvas) 2 separate sets of the drug review cards on **Wednesday, June 23, 2021** and **Wednesday, July 21, 2021**. You should complete a total of 18 drug cards during the rotation.

5. Submit via Canvas a complete experience summary by **Thursday, August 5, 2021**. Submit your self-evaluation and preceptor/site evaluation via RMS by midnight on **Thursday, August 5, 2021**. Submit (via Canvas) time logs by **4pm on Thursday, August 5, 2021**.

### Assignment/Evaluation due dates-

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Drug Review Cards 1-9 (online: Canvas)</td>
<td>6/23/21</td>
</tr>
<tr>
<td>Mid-rotation evaluation (online: RMS)</td>
<td>7/6/21</td>
</tr>
<tr>
<td>Calculation Packet (online: Canvas)</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Workbook due (online: Canvas)</td>
<td>7/14/2021 or per preceptor</td>
</tr>
<tr>
<td>Drug Review Cards 10-18 (online: Canvas)</td>
<td>7/21/21</td>
</tr>
<tr>
<td>Time Log (online: Canvas)</td>
<td>8/5/21</td>
</tr>
<tr>
<td>Self-Evaluation (online: RMS)</td>
<td>8/5/21</td>
</tr>
<tr>
<td>Site/Preceptor Evaluation (online: RMS)</td>
<td>8/5/21</td>
</tr>
<tr>
<td>Experience Summary (online: Canvas)</td>
<td>8/5/21</td>
</tr>
<tr>
<td>Final rotation evaluation/preceptor grade (online: RMS or paper)</td>
<td>8/5/21</td>
</tr>
</tbody>
</table>
**Grading Policies:**
Evaluation in this course will come from your rotation preceptor and required course assignments.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Possible points</th>
<th>% of total points</th>
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</thead>
<tbody>
<tr>
<td>Preceptor evaluation</td>
<td>400</td>
<td>85%</td>
</tr>
<tr>
<td>Workbook</td>
<td>20</td>
<td>15%</td>
</tr>
<tr>
<td>Drug Review Cards (18)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Calculations</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Experience Summary</td>
<td>25</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>470</strong></td>
<td><strong>100 %</strong></td>
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<tr>
<td><strong>Possible/Final Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>470-423</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>422.9-376</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>375.9-329</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt;328.9</td>
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</tbody>
</table>

Final grades will be calculated using the above scale and grades will NOT be rounded.

**Late Assignments:**
Any late assignment or experience summary will be subject to a **20%-point penalty** for each day it is past due. For example, if your experience summary is one day late, you will lose 5 points.

**Incomplete/No assignment turned in:**
Students that submit incomplete assignments or no assignment will receive a full letter grade reduction to their **final course grade**.

**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 PPRAD 1656 course.*

*A final score of "1" in any item in the professionalism section will result in failure of the PPRAD 1656 course.*

**Preceptors:**
We ask that the student final evaluations be submitted to the Office of Experiential Education by August 5, 2021.
**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.

**NOTE**-The workbook must be completed on an individual basis and must consist of your own work. You may not combine the work of multiple students at a site to complete one workbook.

**Video Recording**

The College of Pharmacy- Downers Grove believes that student attendance and active participation in course sessions are integral to student learning. The College also recognizes that video recordings of lectures may be a valuable supplemental learning tool. Therefore, as a supplement to live teaching, lectures in required courses will be video recorded and posted on the course Canvas site within one week of the lecture. There may be occasions when the video recording is not available. Video recorded lectures are not intended to be a replacement for live instruction and students are expected to attend and actively participate in class sessions.
Classroom/Exam Etiquette

In order to maintain an appropriate classroom/exam environment that is most conducive to teaching, and learning, students are expected to behave in a manner that is not disruptive or disrespectful to any person and that does not adversely affect the teaching or learning of any person. Students arriving late to the in-person orientation 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 the orientation session on campus to access materials for the upcoming rotations. Use of laptops for purposes unrelated to the course during orientation 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 orientation must receive prior approval from the course director.

In keeping with MWU policy, all students are required to wear their ID badge at orientation. 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, RMS, and Canvas™ (http://midwestern.canvas.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 in a timely manner. Students are responsible for information contained in these e-mails, RMS, or on Canvas™. Not checking your e-mail, RMS, or Canvas™ will not be accepted as an excuse for having missed important class information.

Canvas™: All handouts will be posted on the site.
RMS™: Experience Summary, Self-Evaluation, Site and Preceptor Evaluations 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.

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. This data also plays 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.

Liability Insurance:

MWU/CPDG 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 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 Practice Experience site phones.

**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.

**University’s Disability Statement**

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. In Downers Grove, please contact Associate Dean Dr. Carrie Torgerson (ctorge@midwestern.edu; 630-515-7142) for additional information.

More information regarding available services can be found at [https://www.midwestern.edu/downers_grove_campus/student_services/disability_services.htm](https://www.midwestern.edu/downers_grove_campus/student_services/disability_services.htm).

**Marijuana, Medical and Recreational Use**

Medical Marijuana is now permitted in both the State of Arizona and State of Illinois if prescribed by a physician. Recreational marijuana is now permitted in the State of Illinois. While state laws permit the use of medical marijuana by individuals possessing lawfully issued State medical marijuana cards and Illinois permits the use of recreational marijuana, federal laws prohibit marijuana use, its possession, and/or its cultivation at educational and clinical institutions that receive federal funding. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in or on the premises of any Midwestern University property, including student housing apartments; nor is it allowed at any affiliated clinical sites or University sponsored event or activity. All students sign a Drug-Free Workplace Certification Document prior to matriculation attesting their willingness to abide by the Midwestern University Drug-Free Workplace and Substance Abuse policy. Multiple states including Illinois allow recreational marijuana use. Although students may participate in clinical rotations in those states, regardless of state law, Midwestern University and its affiliated clinical rotation sites prohibit students from the use of drugs, including marijuana, which are...
illegal under the federal Controlled Substances Act (CSA) of 1970. Students testing positive for marijuana use will be subject to University disciplinary procedures irrespective of the state in which the marijuana was used, and will be suspended from clinical rotations until the student tests negative for marijuana on a drug screen.

**DISCLAIMER:**
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Midwestern University provides equality of opportunity in its 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, age 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.

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