Course Description:
A required three course sequence designed to provide students opportunities to communicate, deliver patient care, and develop drug information skills. Emphasis will be placed on the changing needs of patients and ensuring continuity of care. These courses will not only provide students opportunities to apply didactic knowledge to patients, but will also cultivate their affective attributes necessary to becoming a caring pharmacist.

Class Schedule:

<table>
<thead>
<tr>
<th>Class</th>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture &amp; workshop</td>
<td>Wednesday Sept 5, 2018</td>
<td>2:10pm to 5:00pm (All students)</td>
<td>Cardinal B</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Tuesday Sept 11, 2018</td>
<td>8am to 12pm (1/2 of class)</td>
<td>Science Hall OMM lab</td>
</tr>
<tr>
<td>Lecture</td>
<td>Wednesday Sept 12, 2018</td>
<td>2:10pm to 5:00pm (All students)</td>
<td>Cardinal B</td>
</tr>
<tr>
<td>Lecture</td>
<td>Thursday Sept 13, 2018</td>
<td>2:10pm to 5:00pm (All students)</td>
<td>Cardinal C</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Tuesday Sept 18, 2018</td>
<td>8am to 2pm (1/2 of class)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Wednesday Sept 19, 2018</td>
<td>2:10pm to 5:00pm (1/2 of class) (non IPPE-2 &amp; IPPE-2 students)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Lecture &amp; workshop</td>
<td>Wednesday Oct 3, 2018</td>
<td>2:10pm to 4:00pm (All students)</td>
<td>Cardinal B</td>
</tr>
<tr>
<td>Lecture &amp; workshop</td>
<td>Wednesday Oct 10, 2018</td>
<td>2:10pm to 4:00pm (All students)</td>
<td>Cardinal B</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Tuesday Oct 23, 2018</td>
<td>9am to 3pm (1/2 of class)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Wednesday Oct 24, 2018</td>
<td>2:10pm to 5:00pm (1/2 of class) (non IPPE-2 &amp; IPPE-2 students)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Preceptor meetings</td>
<td>See Assignment Table. (last page of this syllabus)</td>
<td>To be determined by the preceptor &amp; student</td>
<td>To be determined by the preceptor &amp; student</td>
</tr>
<tr>
<td>Patient meetings</td>
<td>See Assignment Table. (last page of this syllabus)</td>
<td>To be determined by the patient &amp; student</td>
<td>To be determined by the patient &amp; student</td>
</tr>
</tbody>
</table>

ATTENDANCE IS MANDATORY

Disclaimer:
This syllabus is published for the convenience of students at Midwestern University. It is intended to be effective as of September 6, 2017. 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 2017)
Course Director:
Susan Cornell, BS, PharmD, CDE, FAPhA, FAADE
Associate Director of Experience Education
Associate Professor of Pharmacy Practice
Phone (630) 515-6191
Fax: (630) 515-6103
E-mail: scorne@midwestern.edu
Office: Alumni Hall South, Room 350
Office hours: Wednesday’s from 11am to 12pm or by scheduled appointment.

*Please note that email is the best way to contact me. I am not in the office everyday.

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: vchiap@midwestern.edu
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.

Instructors:
Several different instructors teach in this course. Students are encouraged to speak directly with the instructors for clarification of lecture material. Please keep in mind that your instructors have numerous obligations during the quarter in addition to teaching courses. While everyone will do their best to respond to your questions in a timely manner, please understand that there may be times when it may take up to 1-3 days to respond to your question (particularly if you ask on an evening or weekend).

Faculty Name Office #/Phone # E-Mail
Dr. Sheri Stensland CH 200/ 630-515-7295 sstens@midwestern.edu
Dr. Kathy Komperda AH 350/ 630-515-6168 kkompe@midwestern.edu
Dr. Jennifer Phillips AH 350/ 630-515-7167 jphillips@midwestern.edu
Dr. Julio Rebolledo AH 203/ 630-515-7377 jrebol@midwestern.edu

**Please use your MWU email when contacting faculty/staff. Faculty/staff WILL NOT reply to personal email accounts.

Required Workbook:
Introductory Pharmacy Practice Experience – Longitudinal. 2nd Edition
(Available on Canvas)

Required Readings:
Required readings will be assigned throughout the course. These readings will enhance material presented during lecture and should be read prior to topic discussion and patient visits. Booklet(s) and articles required for IPPE-L1 will be posted on Canvas under the assigned topic title.
Course Objectives and Curricular outcomes
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. Specifically the student will be able to:

1. Establish meaningful relationships with patients and/or their caregivers.
2. Demonstrate effective communication skills when interacting with patients and/or their caregivers.
3. Retrieve appropriate patient and medication data to identify potential medication therapy problems.
4. Accurately and completely reconcile medications across the continuum of care.
5. Evaluate health and medication related events found in a SOAP note.
6. Display professional behavior when interacting with patients and/or their caregivers.
7. Discuss safe medication use.
8. Given a clinical query, select appropriate primary, secondary, and tertiary information resources.
9. Demonstrate appropriate CPR and immunization skills necessary to promote health and wellness to
   patients.

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. 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
    B. Apply information to patient-specific decisions

V. Practice patient-centered care
    A. Establish relationships with patients, healthcare professionals, and other individuals
    B. Design a patient care plan to address therapeutic issues and promote health and wellness
    C. Evaluate patient adherence and response to therapeutic recommendations and adjust the care
       plan as needed
    D. Document all types of patient care encounters by appropriate means

VI. Promote health and wellness
    A. Contribute to interventions designed to prevent disease and promote health and wellness in
       individuals
    B. Contribute to interventions designed to prevent disease and promote health and wellness in
       communities or populations
    C. Identify health disparities and inequities in access to quality care, as well as reduction strategies
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.
   - **Flu Shot:** Yearly seasonal influenza 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.
     - 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.
   - **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, 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 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-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. 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 – Dr. Teresa Dombrowski as soon as possible by email (tdombr@midwestern.edu) or in the Student Services Office in the Commons. 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

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, Dr. Cornell, prior to the orientation/lecture/workshop/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 (90 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-L1 dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.

Preceptor and Patient Meetings:
Since preceptor and patient meetings are to be scheduled at your and their convenience; it will be the student’s responsibility to reschedule any missed meetings and complete the required hours within the quarter. All hours MUST be completed within the 2018 Fall quarter.
**Course Requirements:**

**In order to pass this course the student MUST:**

1. Work with a preceptor approved by OEE
   - If at anytime over the 3 course sequence the preceptor needs to step down, the student should promptly complete the preceptor change request form with current preceptor’s signature and submit to OEE; then the student can search for a new preceptor and complete the approval process for the new preceptor. Preceptor changes are preceptor driven; unless extenuating circumstances exist.

2. Work with four patients which meet the criteria and are approved by the Course Director.
   - If at anytime over the 3 course sequence a patient is unable or no longer willing to participate, the student should promptly notify OEE, search for a new patient and complete the approval process for the new patient.

3. Complete an **accumulative** of four 1-hour visits with each patient and four 1-hour meetings with the preceptor each quarter.
   - **ALL** Fall meetings are to be completed between Sept 4 and Nov 5, 2018 for IPPE-L1
   - Have preceptor verify time spent between student and preceptor through use of a time log. On the time log the preceptor documents that the student has proof (via documentation in the patient charts) of meetings with their patients
   - This must be submitted to OEE by **Monday, November 5, 2018 for IPPE-L1**
   - Students that do not submit a time log may fail the course, since the required rotation hours cannot be verified.

4. Receive a passing score from the preceptor
   - The preceptor is responsible for reviewing and evaluating the patient charts and workbook activities and assigning a score at the end of the quarter.

5. Attend, arrive on time and participate in all course lectures, workshops and simulation activities.
   - Any IPPE-L class missed without a prior approved absence given by Dr. Cornell will result in failure of the course.
   - Any tardy arrival without a prior approval given by Dr. Cornell will result in zero points for the class activities and a 10% reduction in total course points.

6. Successfully complete the APhA Immunization Certificate Training program and CPR training by the assigned due dates.
   - Students must successfully complete and submit their Immunization self-study CPE monitor statement no later than **Tuesday, September 11, 2018** in order to continue onto the live-study part of Immunization training on Wednesday, September 12 and Thursday, September 13, 2018.
   - Student must successfully prepare and administer immunizations during the practical assessment.
   - Students must successfully complete the Immunization final exam, print and submit (to OEE) their certificate of completion no later than **Tuesday, September 25, 2018**.
   - Students that do not submit their CPR card, self-study, final completion certificate or have a medication misfill or error (in preparation or administration) during the practical assessment will receive a 10% reduction in assignment points for each faction.

7. Complete a portion (part 1) of a written drug information paper by **Monday, October 22, 2018**

8. Submit (via Canvas) all 4 patient charts (with completed assignments for the current quarter) on **Monday November 5, 2018 for IPPE-L1**
   - Patient charts (inclusive of quarterly assignments) will be randomly audited each quarter after the submission date.
   - Minor corrections to the chart will be noted and student will be required to complete these and resubmit the chart for another review. Major corrections to the chart or failure to resubmit the chart on time will result in the loss of 10% of total course points (90 points deduction).

9. Submit (via RMS) a complete experience summary on **Monday, November 5, 2018 for IPPE-L1**
Grading:
Evaluation in this course will come from your preceptor, required course assignments and activities.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Possible points</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor evaluation</td>
<td>400</td>
<td>45%</td>
</tr>
<tr>
<td>IPPE-L Rotation Evaluation</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>NOTE: a score of ≤ 279.9 or a score of “1” in the professionalism section of the evaluation will result in failure of the PPRAD 1651 course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPPE-L1 time log</td>
<td>5</td>
<td>6%</td>
</tr>
<tr>
<td>Drug Information paper assignment</td>
<td>135</td>
<td>15%</td>
</tr>
<tr>
<td>Immunization &amp; CPR</td>
<td>90</td>
<td>10%</td>
</tr>
<tr>
<td>Workshop assignments</td>
<td>40</td>
<td>10%</td>
</tr>
<tr>
<td>Experience summary</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CSC Activity</td>
<td>180</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total Points Possible/Final Grade</strong></td>
<td>900</td>
<td><strong>A</strong> 900-810</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>B</strong> 809.9-720</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>C</strong> 719.9-630</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>F</strong> &lt;630</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Final Grades will be calculated using the above scale and grades will NOT be rounded (for example, a score of 809.9% will be a “B”).

Late assignments:
Assignments and IPPE-L documentation (e.g. immunization self-study completion documentation, immunization final certificate documentation, D.I. paper assignment, patient chart submission, experience summary, time log, student self-evaluation, etc.) is due on the date stated in this syllabus, lecture handout and/or your workbook. Assignments or documentation received after the due date and time will be subject to a 10% loss of points for each day that it is late. As an example, the experience summary assignment is worth 50 points, so each day the assignment is late will result in a loss of 5 points.

Algorithm for Handling Course-Related Issues:
Questions or 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 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 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.
Recap of Course Assignment Due Dates:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Submission format</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient criteria form</td>
<td>Paper copy</td>
<td>Monday, August 20, 2018</td>
</tr>
<tr>
<td>Immunization self-study completion certificate</td>
<td>Paper copy</td>
<td>Tuesday, September 11, 2018</td>
</tr>
<tr>
<td>Immunization certification certificate</td>
<td>Paper copy</td>
<td>Tuesday, September 25, 2018</td>
</tr>
<tr>
<td>CPR certification card</td>
<td>Paper copy</td>
<td>Tuesday, September 25, 2018</td>
</tr>
<tr>
<td>Drug Information paper assignment</td>
<td>Online: Canvas</td>
<td>Monday, October 22, 2018</td>
</tr>
<tr>
<td>Patient charts</td>
<td>Online: Canvas</td>
<td>Monday, November 5, 2018</td>
</tr>
<tr>
<td>Experience Summary</td>
<td>Online: RMS</td>
<td>Monday, November 5, 2018</td>
</tr>
<tr>
<td>Time Log</td>
<td>Paper copy</td>
<td>Monday, November 5, 2018</td>
</tr>
<tr>
<td>Self-evaluation</td>
<td>Online: RMS</td>
<td>Monday, November 5, 2018</td>
</tr>
<tr>
<td>Final evaluation (from preceptor)</td>
<td>Online: RMS or paper</td>
<td>Monday, November 5, 2018</td>
</tr>
</tbody>
</table>
Course, Assignments and Schedule Overview for IPPE-L1 Fall 2018

Complete your meetings with your preceptor and patients between September 5 and November 5, 2018.

### Course Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>DATE</th>
<th>Topic and time allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Wednesday, Sept 5, 2018</td>
<td>Orientation to IPPE-L1 Medical/medication history taking lecture and workshop 3 hours (All students)</td>
</tr>
<tr>
<td>Lecture/Workshop</td>
<td>Tuesday, Sept 11, 2018</td>
<td>CPR workshop 4 hours (All students)</td>
</tr>
<tr>
<td>Dr. Cornell</td>
<td>Wednesday, Sept 12, 2018</td>
<td>Immunization Training 3 hours (All students)</td>
</tr>
<tr>
<td>Lecture</td>
<td>Thursday, Sept 13, 2018</td>
<td>Immunization Training 3 hours (All students)</td>
</tr>
<tr>
<td>Dr. Stensland</td>
<td>Tuesday, Sept 18, 2018</td>
<td>Immunization practical 1 hour (non-IPPE-2 students)</td>
</tr>
<tr>
<td>Workshop</td>
<td>Wednesday, Sept 19, 2018</td>
<td>Immunization practical 1 hour (non-IPPE-L and IPPE-2 students)</td>
</tr>
<tr>
<td>Dr. Stensland</td>
<td>Wednesday, Oct. 3, 2018</td>
<td>SOAP notes and PPCP 2 hours (All students)</td>
</tr>
<tr>
<td>Lecture/workshop</td>
<td>Wednesday, Oct. 10, 2018</td>
<td>Medical writing/Drug information paper CSC preparation 2 hours (All students)</td>
</tr>
<tr>
<td>Drs. Phillips Dr. Cornell</td>
<td>Tuesday, Oct. 23, 2018</td>
<td>Patient simulation activity – Medical history taking 30 minutes (non-IPPE-2 students)</td>
</tr>
<tr>
<td>Clinical Skills Center Dr. Cornell</td>
<td>Wednesday, Oct. 24, 2018</td>
<td>Patient simulation activity – Medical history taking 30 minutes (non-IPPE-L and IPPE-2 students)</td>
</tr>
</tbody>
</table>

### ASSIGNMENT

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Suggested Schedule</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting one with preceptor</td>
<td>Week of 9-5-18</td>
<td>Review course assignments and set dates for meetings 2, 3 &amp; 4 Have time log signed</td>
</tr>
<tr>
<td>Meeting one with patients</td>
<td>Week of 9-10-18</td>
<td>Collect patient history/data using the patient chart form provided Build rapport with patient</td>
</tr>
<tr>
<td>Meeting two with preceptor</td>
<td>Week of 9-24-18</td>
<td>Review the patient history/data collected Have time log signed</td>
</tr>
<tr>
<td>Meeting two with patients</td>
<td>Week of 10-1-18</td>
<td>Make any updates to the patient chart, including missed information from the first visit. Complete the self-care assignment and the progress note section</td>
</tr>
<tr>
<td>Meeting three with preceptor</td>
<td>Week of 10-8-18</td>
<td>Review any new patient information/data Review the self-care assignment Have time log signed</td>
</tr>
<tr>
<td>Meeting three with patients</td>
<td>Week of 10-15-18</td>
<td>Complete the patient views assignment and the progress note section.</td>
</tr>
<tr>
<td>Meeting four with patients</td>
<td>Week of 10-22-18</td>
<td>Make any updates to the patient chart, including missed information from the second/third visit. Complete any assignments not yet done for the Fall quarter.</td>
</tr>
<tr>
<td>Meeting four with preceptor</td>
<td>Week of 10-29-18</td>
<td>Review any new patient information/data Review the patient views assignment Have time log signed</td>
</tr>
</tbody>
</table>

### ASSIGNMENT

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time log</td>
<td>Nov 5, 2018</td>
<td>Student to submit to OEE (Paper Copy)</td>
</tr>
<tr>
<td>Patient Charts</td>
<td>Nov 5, 2018</td>
<td>Student to submit to OEE (on Canvas)</td>
</tr>
<tr>
<td>Experience summary</td>
<td>Nov 5, 2018</td>
<td>TO BE DONE BY STUDENT (online via RMS)</td>
</tr>
<tr>
<td>Final Self Evaluation</td>
<td>Nov 5, 2018</td>
<td>TO BE DONE BY STUDENT (online via RMS)</td>
</tr>
<tr>
<td>Final Preceptor Evaluation</td>
<td>Monday, Nov 5, 2018</td>
<td>Preceptor can submit online via RMS or a paper copy either by giving a copy to the student, or email (<a href="mailto:CCPOEE@midwestern.edu">CCPOEE@midwestern.edu</a>) or fax to OEE at 630-515-6103.</td>
</tr>
</tbody>
</table>

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