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I. PREFACE

This manual represents a guide for the Advanced Pharmacy Practice Experiences (APPE) at the University of South Florida College of Pharmacy. It is intended to be used as a planning tool, guide, form repository, and reference for preceptors and students.

Comments and suggestions are welcomed from preceptors and students who utilize this manual. Through the collaborative efforts of the Office of Experiential Education, faculty, preceptors, and students, an academically sound practice experience can be provided that facilitates achievement of the introductory competencies expected in pharmacy practice.

Please contact the Office of Experiential Education (OEE) at 813-974-6122 with any questions or suggestions. Thank you.

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II. Welcome Letter

Welcome to Advanced Pharmacy Practice Experiences (APPE)

Dear Class of 2016 and Preceptors,

Congratulations to our students for reaching this milestone in their academic career and to the preceptors who continuously help mentor our students to reach higher professional goals. The purpose of the APPE is to provide active participation and in-depth experiences to acquire the practice skills and judgment needed for independent and collaborative practice. Advanced practice experiences should enhance communication and collaborative skills with patients and other professionals, including the ability to work and communicate effectively with diverse colleagues and patients. We encourage our preceptors to emphasize the importance of these skills and be positive role models for our profession.

To help us reach our goals we have developed this APPE Rotation Manual which contains pertinent information for both our students and preceptors. We have included our expectations as well as policies and procedures. Again, congratulations to our students and thank you to our dedicated preceptors. We look forward to your feedback and do our best to support you during the rotations.

Thank you!

Melissa Ruble

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III. INTRODUCTION

Mission
The mission of the University of South Florida College of Pharmacy is to revolutionize health by:
- Innovation of patient centered healthcare through education, research, and service.
- Empowerment of students, professionals, and patients as catalysts for change at all levels of health.

Vision
The University of South Florida College of Pharmacy will achieve interprofessional excellence in:
- Geriatrics
- Personalized Medicine
- Informatics
- Leadership

Values
The University of South Florida College of Pharmacy (what we hold in high esteem):
- Innovation
- Leadership
- Diversity
- Interprofessional collaboration
- Interdisciplinary research
- Evidence-based applications
- Teamwork
- Life-long learning

IV. USF EXPECTATIONS OF OUR STUDENTS

Each student is responsible for ensuring successful completion of the rotation by emphasizing the following: Students should
- Be knowledgeable of and compliant with the material in this manual as well as the USF COP Student Handbook and course syllabus
Hold an active Pharmacist Intern License(s) available at all times for review by site, preceptor, or OEE

Fulfill all prerequisites specific to the rotation including immunizations, background checks, fingerprinting, drug screening, HIPPA/OSHA training, and anything additional as requested by site

Follow all laws and regulations that govern the pharmacy profession

Fully engage in the experience provided by the preceptor and the rotation site

Submit all assignments and evaluations in a timely fashion

Positively accept feedback and constructive criticism and recognize its intended purpose (helping the student grow professionally)

Provide consistent and punctual attendance

Express willingness and enthusiasm for learning

Always have courteous, respectful and non-judgmental communication with preceptors, patients, students, and staff

Follow all confidentiality laws and requirements

Be responsible for contacting the preceptor at least two weeks (some sites require 4 weeks) prior to the start of each experiential rotation to introduce themselves and obtain necessary information before the start of their rotation

Be knowledgeable of the scope of practice when licensed as a pharmacy intern

Understand that all expenses, fees and/or fares incurred during the experience are the responsibility of the student

Be present at the practice site a minimum of 40 hours per week

Behave professionally and respectfully at all times

Be proactive with their experiential education, which necessitates active participation, communication, and independent learning opportunities at each site

Never be hesitant to admit they do not know something and should seek help when necessary

Never publicly question the advice or directions of the preceptor; these issues should be discussed in private. The student and the preceptor are encouraged to discuss differences or conflicts with the APPE Coordinator

Abide by the laws and regulations that govern pharmacy practice and seek clarification from the preceptor when necessary

A. Professionalism

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients we serve. For pharmacy students, this does not begin with graduation, but rather with his/her
membership in this professional community. Therefore each student must strive to uphold standards of professionalism as they advance toward full membership in the profession of pharmacy. The primary attributes of a professional include:

1. Adhering to the norms of the profession
2. Altruism
3. Patient confidentiality
4. Commitment to quality and responsibilities
5. Support for diversity and social justice
6. Respect for self and others
7. Competence
8. Commitment to independent learning

B. PHARMACIST CODE OF ETHICS
*Adopted from the American Pharmacists Association, October 27, 1994.*

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

a. **A pharmacist respects the covenantal relationship between the patient and pharmacist.**
   Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

b. **A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.**
   A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

c. **A pharmacist respects the autonomy and dignity of each patient.**
   A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A
pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

d. **A pharmacist acts with honesty and integrity in professional relationships.**
   A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

e. **A pharmacist maintains professional competence.**
   A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

f. **A pharmacist respects the values and abilities of colleagues and other health professionals.**
   When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

g. **A pharmacist serves individual, community, and societal needs.**
   The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

h. **A pharmacist seeks justice in the distribution of health resources.**
   When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

C. **PLEDGE OF PROFESSIONALISM**

*Adapted from the American Pharmaceutical Association, Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans, Committee on Professional Development, 1994.*

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor.

This development, a vital process in my education, will help ensure that I am true to the professional relationship between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I as a student of pharmacy should:
a. **DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

b. **FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

c. **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics set forth by the profession.

d. **INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

e. **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve.

As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community.

Therefore, I will strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

**D. OATH OF A PHARMACIST**

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association. AACP member institutions should plan to use the revised Oath of a Pharmacist during the 2008-09 academic year and with spring 2009 graduates.

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

I will consider the welfare of humanity and relief of suffering my primary concerns.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.

I will respect and protect all personal and health information entrusted to me.
I will accept the lifelong obligation to improve my professional knowledge and competence.

I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.

I will embrace and advocate changes that improve patient care.

I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.”

V. PRECEPTOR REQUIREMENTS AND EXPECTATIONS

The USF COP greatly values the time and dedication of preceptors and their critical role in the education of the Doctor of Pharmacy students. The USF COP requires that all preceptors:

- Be willing and enthused to be a role model and mentor students
- Be responsible for fostering an environment of mutual learning
- Participate in orientation programming provided by the USF COP when applicable (Pharmacist letter, continuing education programs, online resources)
- Be willing to assist students in achieving stated objectives of rotation
- Be licensed pharmacists or healthcare providers in good standing
- Be knowledgeable of and compliant with the material contained in the APPE manual
- Utilize clinical and scientific publications in clinical care decision making and evidence-based practice
- Instill and demonstrate principles of professionalism and ethics with compassion for patients
- Accept personal responsibility for patient outcomes
- Have adequate professional training, experience, and competence commensurate with their position
- Have an aptitude to facilitate learning
- Be committed to their organization, professional societies, and the community
• Be respectful of fellow practitioners and allied health professionals, in as much as the preceptor is a role model to the student
• Be responsible for communicating student expectations regarding performance, appearance, attitude and method of practice
• Be responsible for scheduling an orientation session with their students
• Be responsible for identifying an acceptable replacement to supervise students during absence
• Be expected to provide constructive criticism that is conveyed in private and in an appropriate manner
• Be responsible for submitting a midpoint and final assessment by the prescribed due date
• Inform the student of any areas requiring improvement as early as possible.
• Have submitted a completed the Preceptor appointment process with the office of faculty affairs. Please refer to RxPreceptor and/or contact the OEE for additional information

**Additional Preceptor Expectations:**

• The preceptor should always be in communication with the APPE Coordinator in regards to any foreseeable questions, issues, or concerns (e.g. scheduling conflicts, student performance, etc.)
• The preceptor should explain his/her expectations to students and ensure that the student is in compliance with the site’s specific requirements (e.g. HIPAA requirements, professional appearance, responsibilities, parking, etc.)
• The preceptor must document and notify the APPE Coordinator of serious issues immediately, which include, but are not limited to:
  o Repetitive tardiness
  o Any unexcused absences
  o Improper or unprofessional behavior
  o Deliberate HIPAA violation

**VI. BENCHMARKS OF EXCELLENCE FOR PRACTICE SITES**

The USF COP will evaluate potential experiential sites using the Benchmarks of Excellence for Exemplary Pharmacy Practice Sites as outlined by the AACP (Smith, Byrd, Olin, and Staton, 2005). ([http://www.aacp.org/resources/education/appi/documents/exemplaryppes.pdf](http://www.aacp.org/resources/education/appi/documents/exemplaryppes.pdf))
same guidelines will be used to evaluate preceptors in order to ensure the best and most comprehensive learning experience for each experiential setting.

**Site-Specific Criteria of Excellence**

The site/practice must:

- Have the ability to provide experiences that meet the educational outcomes for the College of Pharmacy’s experiential programs
- Be patient-centered and have evidence based pharmaceutical care as the focus of practice
- Be adequately staffed to provide quality pharmaceutical care to patients
- Have an adequate number and sufficient variety of patients
- Provide opportunities for students to learn:
  - specific disease therapy management
  - provider-patient communication skills
  - ethical behavior related to the provision of pharmaceutical care
- Have the pharmacist as part of a multidisciplinary team of healthcare providers
- Utilize technology (informatics) sufficiently to support the pharmaceutical care mission of pharmacy
- Have necessary learning resources sufficient to support optimum patient care
- Display a professional image
- Ensure patient privacy and confidentiality issues are protected via structural design of pharmacy and is in compliance with all HIPAA requirements
- Meet or exceed all state and federal laws related to the practice of pharmacy
- Receive support from the site ownership or administration for providing student pharmacist learning experiences
- Have site ownership or administration that encourages quality improvement programs

**VII. PRECEPTOR RESOURCES**

The USF COP values preceptor contribution to experiential education. In an effort to make the experience more beneficial to both preceptors and students, the following resources are available to the preceptor:

- RXPreceptor (scheduling and additional preceptor references/site specific requirements)
- Access to the USF Health Medical Library dependent upon faculty appointment
- Access and discounts to continuing education (CE) programs provided by the USF COP
- Pharmacist’s Letter with supplemental preceptor development webinars and materials
- Examples of journal club and rubrics can be found on the Pharmacist’s Letter webpage

Please refer to the information on RxPreceptor, which provides instructions on how to obtain this information. If you have any questions regarding this process please don’t hesitate to contact the OEE at 813-974-6122. Preceptors will be emailed information regarding live preceptor development CE’s and can also access dates and times on the USF COP website.

**VIII. STUDENT REQUIREMENTS**

**A. Immunizations & PPD Testing**

Students are required to provide proof of immunization prior to beginning the first semester enrollment at the University of South Florida. Proof of immunization will be submitted to the Office of Student Affairs. Required immunizations include MMR, polio, tetanus/diphtheria, varicella (chicken pox), influenza, and completion of the hepatitis B vaccine series. Vaccinations are at the student’s expense. Students are required to obtain the yearly influenza vaccination or must wear a mask deemed acceptable per practice site. In addition, the results of annual tuberculosis (TB) skin testing are required by the first day of rotations for the P4 year. If a student has a positive skin test, additional diagnostic steps are required. Contact the Office of Student Affairs for more information. Students who fail to submit documentation of the required immunizations will not be permitted to participate in the Advanced Pharmacy Practice Experiences (APPE).

Additional exams and/or immunizations may be required depending on experiential placement. These immunizations are at the student’s expense. Students failing to submit documentation of such exams or immunizations will not be permitted to participate in APPE.

**B. CPR Training**

All Doctor of Pharmacy students are required to obtain and maintain CPR certification prior to beginning the APPE sequence. The American Heart Association Basic Life Support (BLS) for Health Care Providers course is offered at the beginning of the Fall semester of the first professional year. If the BLS/CPR certification expires before the
student completes the program, they must recertify and send in documentation of completion. Students will be required to maintain the original CPR certification card and have it accessible while on experiential learning experiences.

C. Background Checks and Drug Screening

It is becoming common practice for agencies and/or field placement sites to have policies requiring screening and/or background checks for their employees, volunteers, and for students who are assigned to the facility. The USF COP will comply with these requirements in placing students at such facilities or agencies. As a condition for enrollment and continued matriculation in academic programs involving external placements, clinical rotations, internships, or service learning experiences, students are required to submit to drug screening tests and to participate in a criminal background check prior to matriculation and prior to advanced pharmacy practice experiences in the fourth professional year. Additional drug screening tests and criminal background checks may be required for particular sites and/or during the professional curriculum.

USF COP will assist students in understanding and complying with the requirements; however, the responsibility for providing such information is the responsibility of the student. Students have access to this information and are responsible for submitting this to their site as part of their onboarding process. Failure to submit to such testing or to provide such information as required as a condition for admission and clinical placement, may result in disqualification from further study at the College. Similarly, results from the drug screening tests or criminal background check may result in denial of internship licensure and/or disciplinary action on the part of the College, including, but not limited to disqualification from further studies at the University.

Background Checks and Drug Screens Post-Admission Clinical Requirements

IF YOU ARE ARRESTED after this check has been completed, you MUST contact the Office of Student Affairs (OSA) and SELF REPORT.

If you are arrested or charged with anything while on rotations, please contact the Office of Student Affairs immediately. A copy of the entire report should also be provided and maintained, in the event that the site’s preceptor or Human Resource Department request information.

Positive Criminal Background Check Post-Admission:

Students whose background check become positive while on rotations, must contact the Office of Student Affairs immediately and provide all associated documentation, including original police report through the Final Disposition.

Student Drug Screen Process Results and Consequences
• Negative Result:
  • Your rotation site will be notified and your rotation will start on time as normal

• Drug screen NOT completed prior to rotation or within the specified time limit:
  • Investigation by Office of Experiential Education to determine reasons why the drug screen was not completed.
  • Lack of good reason: Referred to Office of Student Affairs.
    • Student will be required to attend a hearing with the ARPSAC.
    • Students may be referred to the Florida Recovery Center (FRC) program

• Drug Screen invalid or adulterated:
  • Student is referred to the Office of Student Affairs for review.

• Consequences for an adulterated, substituted or diluted result:
  • An investigation by the College of Pharmacy about the reasons why the drug screen was not valid or adulterated.
  • Action: Lack of good reason: repeat test will be performed and student referred to the ARPSAC for possible code of conduct violation.

• Consequences for a confirmed positive second consecutive invalid, or adulterated test or refusal to obtain drug screen in a timely manner:
  • A review of the test results for confirmation by the Office of Student Affairs
  • Action: Student is referred to the FRC Program
  • Student is suspended from rotations until approved by the FRC Program.
  • The site and the student will be notified.

D. Health Insurance

As a condition of enrollment, all Doctor of Pharmacy students are required to submit proof of health insurance coverage that includes effective date and renewal date to the Office of Student Affairs at the beginning of each academic year. This requirement can be met by enrolling in the University-sponsored student health insurance plan or by presenting proof to the College of coverage by an alternative health insurance plan. Personal health insurance covers illness and injury in classroom and lab situations as well as any off campus injuries/illnesses.

E. Student Professional Liability Insurance

Students are required to carry student professional liability insurance through the group University policy. This insurance premium is included in tuition and is renewed on an annual basis. This policy covers students during all approved student APPE experiences while in the program. The policy also requires appropriate student supervision while in the
experiential setting. Students must not take on responsibility which is above their capacity in any student experience.

F. Registration as a Pharmacy Intern

Prior to participating in an APPE rotation, all students are required to register as a Pharmacy Intern with the Florida State Board of Pharmacy and provide a copy of the valid Pharmacy Intern license to the APPE Coordinator as soon as the license is received. Students must carry a copy of the intern license with them at all times while on site for experiential rotations. All students must comply with Florida State Board of Pharmacy rules and regulations applicable to pharmacy interns. Florida pharmacy interns are governed by 465.0075, Florida Statutes, and 64B16-26.400 and 64B16-26.2032, Florida Administrative Code. Copies are available from the board website at www.doh.state.fl.us/mqa/pharmacy.

G. Email Policy

Students’ USF email accounts will serve as an official form of communication and students will be held accountable for any information relayed via their USF email account. Faculty, staff, and preceptors will communicate with students through this email account. APPE rotation assignments and schedules are examples of critical information that may be communicated through USF email accounts. Therefore students are expected to check email daily during APPE rotations and at least every 72 hours during any approved breaks.

H. Rotation Requests

Rotations requests should be emailed to the APPE Coordinator and include the site name, preceptor name and contact information, and any additional information that may be helpful in obtaining this practice site. The APPE Coordinator will inform the student of the progress of obtaining the affiliation agreement as needed and once confirmation has occurred. The student will also be notified if the site is not available. Under NO circumstance should the students contact the site coordinator. The student should ONLY be obtaining contact information for the OEE department to use to contact the site.

IX. ROTATION POLICIES AND PROCEDURES

A. Professional Attire and Appearance

Students at their practice site are recognized by patients and other professionals as representatives of both the USF COP and the profession of pharmacy. Therefore each
student must conform to the following dress code, in addition to any required dress codes required by the practice site:

- All students must wear their official University of South Florida College of Pharmacy ID when participating in APPE rotations; if the rotation site requires its own ID badge, the student is expected to wear both badges

- **General Appearance**
  - Hair (including facial hair) is to be neatly trimmed and styled; length may be individualized but extreme looks are not permissible
  - Fingernails are to be neat, clean, and well maintained
  - All visible tattoos need to be covered
  - All visible body piercing/adornments (other than in the ears) are not permitted to be worn during rotation hours, including nail, tongue, eyebrow, nose, lip or other facial piercing/adornments. Visible ear adornments are limited to three per ear. Jewelry and other accessories need to be conservative/moderate style and not excessive. Headgear and other accessories worn for bona fide religious or medical purposes are permissible.
  - All students must maintain good hygiene and avoid overly strong colognes/perfumes; offensive body odor is not permissible

- **Clothing and Shoes**
  - At all times clothing should be neat and clean, moderate in style and color, and should fit properly and be loose enough to allow performance of experiential activities
    - White coats must be worn for all rotation activities; white coats must be clean and freshly ironed
    - Female students must wear skirts, dresses, or dress slacks with appropriate hosiery and shoes unless the site’s dress code states otherwise. Skirt lengths must be of a conservative nature.
    - Male students must wear dress slacks, collared shirts, ties, socks, and appropriate shoes unless the site’s dress code states otherwise.
  - Unacceptable dress includes, but is not limited to:
    - Shorts, carpenter pants, mini-skirts, capris, shorts, leggings, stirrup pants, t-shirts, sweats or jogging suits, hats/caps;
    - Jeans or any pants made to be or to resemble jeans, regardless of color or fabric;
    - Denim material shirts, skirts, or dresses;
    - Halter tops, tank tops/camisoles (unless worn under a jacket), midriff tops, thermal or flannel shirts;
• Lycra or other tight-fitting attire;
• Any clothing where cleavage, bras, or briefs/underwear are consistently visible; and
• Flip-flops, tennis shoes, sandals, and open-toed shoes

Students will not be allowed to participate if not dressed in appropriate attire and WILL be required to make up any APPE hours missed due to inappropriate dress.

B. Student Compensation

Students shall not, under any circumstances, receive financial remuneration from the experiential site while participating in an APPE. Failure to adhere to this policy will result in suspension and removal of the student from the rotation and receipt of a failing grade in the course.

C. Transportation and Other Financial Obligations

Students need access to a car or public transportation to participate in experiential and service learning activities. Automobile transportation is preferred. All financial obligations associated with the student’s APPE education are the responsibility of the student. These responsibilities include transportation, gas, parking, food, lodging, and other incidental costs related to off-site assignments. It is acceptable for a student to utilize discounts if provided by the site that are not requested/solicited by the student.

D. Attendance and Required Hours

Attendance at experiential site(s) is mandatory to receive credit for the Advanced Pharmacy Practice Experience (APPE) courses. Attendance is a grading criterion as well as a requirement for certification of experiential hours to the Florida State Board of Pharmacy. Experiential hours are to be granted only for time spent at the experiential site and are not awarded for travel to and from the site.

Students are required to contact their preceptor at least two weeks prior to the start of the rotation to determine the time and place to report. The APPE Coordinator will also be in contact with the preceptor throughout the year. Students will be expected to be punctual, adhere to the rotation schedule, and check in and out with their preceptor (or an identified designee) every experiential day. If for any reason the student is unable to attend, the preceptor must be contacted as soon as possible. In the event that the preceptor cannot be reached directly, it is important to leave a message on the preceptor’s voicemail and contact the APPE Coordinator or OEE. The student MUST speak directly with a member of the OEE.
If a student is scheduled at an APPE site on a school-observed holiday (i.e. Labor Day, Thanksgiving, etc.), and the site is open on that holiday, the student is expected to be on site if required by the preceptor. However, if the site is closed in observance of the holiday, it is at the preceptor’s discretion if the student will be required to make up the holiday (i.e. the preceptor may request the student to make up the time missed for Labor Day on Friday of that week).

E. Absentee and Tardiness Policies

1. **Tardiness**: Attendance is mandatory. Punctuality is expected and tardiness will not be tolerated. For any tardiness occurrences, the student is to contact the preceptor. Any student who is tardy, delayed beyond the expected or proper time, on any **two** occasions will be considered as earning an unexcused absence and must contact the APPE Coordinator within 24 hours to make an appointment to discuss this behavior. **Four** such occurrences will be considered excessive tardiness and will equate to two unexcused absences, which may result in the student being dropped from the course and/or assigned a failing grade. The student must adhere to the schedule agreed upon with the preceptor. For the student’s benefit, it may be necessary to devote more than the scheduled time.

2. **Excused Absences**: Absence from an assigned APPE site is considered “excused” if both the preceptor and the APPE Coordinator (or designee) were notified in advance and the preceptor and/or APPE Coordinator approves this absence. Absence request forms can be found on the RxPreceptor website. If the student is unable to reach the APPE Coordinator the student must notify and reach someone in the OEE. Students must complete an absentee form as soon as possible (within 24 hours) of contacting their preceptor/APPE Coordinator and submit it to the APPE Coordinator for approval. The time missed must be made up on an hour-per-hour basis at a time agreeable to the preceptor. If a student accumulates three or more excused absences, the student must make an appointment with the APPE Coordinator and/or the Director of Experiential Education to discuss the circumstances surrounding such absences. Students must keep in mind that attendance at rotation sites is mandatory. If leadership obligations at the USF COP are during rotation hours it is up to the preceptor to excuse this absence. Students should use their judgment when applying for such leadership positions and be aware of the requirements of the rotation.
3. **Unexcused Absences**: Absence from an assigned APPE site is considered “unexcused” if the absence occurs without any notification. The student will be required to make an appointment with the APPE Coordinator to discuss the situation and to determine the need for corrective action. Students are required to submit documentation for the absence to the APPE Coordinator. After the second unexcused absence, the student may be dropped from the course and/or assigned a failing grade. All absences must be made up on an hour-per-hour basis at a time agreeable to the preceptor.

4. **Adverse Weather Policy**: In the event of adverse weather, students should call their preceptor and follow the instructions of their preceptor. The student is responsible for notifying the APPE Coordinator or the OEE of this decision. If there is concern about the preceptor’s instructions, students should contact the OEE immediately. In light of adverse weather conditions, preceptors will be asked to take student absences from rotation under advisement and allow students to make up the time missed. Properly documented adverse weather absences are considered an excused absence. Students are still required to fill out the absentee form and submit to OEE.

5. **Pregnancy/Prolonged Illness**: Students are responsible for contacting the APPE Coordinator as soon as possible once pregnancy/prolonged illness is known. Students will be granted an excused absence if an absence form is completed and turned into the APPE Coordinator and a physician has provided documentation of such absence. Students must also provide documentation that states the date they are able to return to rotations. Any absence longer than one week will automatically deem the student unable to complete the rotation and the student will receive an incomplete. The student will be granted an opportunity to make up a total of one rotation either during a break or at the end of the rotation schedule and will graduate with their class provided they are in good academic standing and have not failed a rotation previously. If the pregnancy/illness affects more than one rotation the student will not be able to graduate with their class and the student must make the missed rotations. Once the student is able to restart rotations, they will do so based upon their original schedule. Rotation schedules will continue to follow the assigned scheduled times. Students will NOT be able to change rotations nor will they be able to start rotations early or late as rotation dates are not to be changed.
6. Rotation Failure

Academic policy has the final say over ARPSAC regarding a student’s failure to complete a rotation due to academics. If a student is dismissed from a site due to a lack of professionalism the student will then be sent to ARPSAC and sentenced accordingly.

For sites that have more stringent criteria than provided in this handbook, the more stringent criteria will be followed.

7. Site Selection/ Site Audits

a. Students are not authorized to perform their rotations at the same site where a co-existing or previous employer/employee relationship exits or under the direct supervision of a family member. Students may complete more than two rotations at the same location (including both IPPE and APPE) as long as a substantial difference in the learning experience can be demonstrated.

b. Rotation dates are firm and CANNOT be changed except for extreme hardships and must be approved by both the APPE Coordinator and Director of Experiential Education. Rotations are set and matched to allow for optimal pharmacy experience and learning opportunities. Circumstances that are NOT considered extreme hardships include but are not limited to; convenience for the student, location, and ease of the rotation.

8. Dismissal from a Site

Students are expected to behave in a courteous and professional manner. If, for any reason, a preceptor requests that a student be removed from the practice site, the student will be required to make an appointment with the APPE Coordinator and the Director of Experiential Education for further evaluation of the situation. A preceptor has the authority, according to their professional judgment and in keeping with standards of professionalism and patient safety, to remove a student from the practice site immediately. Should the situation require permanent removal, the APPE Coordinator and Director of Experiential Education will meet with the preceptor and present the situation to the Academic Review and Professional Student Affairs Committee (ARPSAC). Please refer to the student handbook found on the USF COP homepage for additional information.
9. **Contentious Objection**

If a pharmacy student finds certain drug therapies or procedures morally, religiously, or ethically troubling, he/she may refuse to assist the preceptor in medication distribution to patients who are receiving such drug therapies or procedures. “Medication distribution” includes, but is not limited to dispensing of the medication at issue and counseling of patients with respect to the use of said medication. The student understands however, that patients have the right to obtain any legally prescribed and medically indicated treatments. Additionally, it is the student's responsibility to inform his/her preceptor at the beginning of each practice experience of any objectionable areas.

**E. Information Confidentiality**

Out of respect for patients and in compliance with the Health Information Portability and Accountability Act (HIPAA), all students will respect confidences revealed during their APPE assignments including patient medical records, pharmacy records, fee systems, etc. Patient names, medical record numbers, social security numbers, dates of birth, and other patient identifiers will not be used in discussion of cases or experiences outside the responsibilities at the site. Furthermore, no other information will be used that would provide a “statistical disclosure” of the patient’s identity. In addition, students will not discuss patient care or patient cases with anyone, including other healthcare providers, who are not participating in the patient’s care, except for permissible communication on behalf of the patient’s continuity of care or for permissible educational purposes. Students must be careful to discuss permissible case information in private areas only. Proprietary information of the site, including fees and special formulations, must also be kept confidential. Students must pass an annual HIPAA compliance exam each year.

**F. Incident Reporting**

In the event of an injury at the rotation site, the Director of Experiential Education is to be notified within 24 hours of such incident. An incident report form detailing the incident is to be filled and sent back to the Director of Experiential Education within one week of such incident.
G. Substance Abuse

Pharmacy student involvement with the misuse of drugs including alcohol is among the most serious offenses.


However, the College of Pharmacy recognizes chemical dependence as a disease and provides compassionate assistance for chemically impaired students in a manner that protects the rights of the impaired individual to receive treatment in the strictest confidence. The Pharmacy Student Impairment Program has been approved by the faculty of the College of Pharmacy to provide regulations that any student known by the USF College of Pharmacy to have a substance abuse dependency; or legal, social, or educational problems as a result of substance abuse; or exhibits behaviors that indicate substance abuse must abide by in order to continue as a student in The College.

Please refer to the Substance Abuse/Impairment Policy and Procedures in the USF COP Student Handbook for information on the Pharmacy Student Impairment Program to obtain assistance and treatment.

H. Sexual Harassment and Discrimination

Students have the right to learn in an environment free from any type of discrimination, including harassment and hazing. Under no circumstances will USF COP tolerate any form of harassment or hazing, which includes, but is not limited to: threatening, offensive, or intimidating behavior or remarks; demands for sexual favors; or behavior which creates a hostile or intimidating atmosphere, because of someone’s gender, age, race, color, national origin, religion, creed, disability, or other characteristic protected by law. For a more detailed description of what constitutes sexual harassment, please refer to the USF COP Student Handbook. If a student believes he or she has been subject to sexual harassment or any other form of discrimination during an APPE rotation, he/she should contact the APPE Coordinator immediately. After discussion of the incident with the student, an attempt to resolve the complaint on an informal basis will be made if deemed
appropriate. In all cases every possible effort will be made to ensure confidentiality and to protect the rights of all parties involved. If resolution of a complaint cannot be reached informally the student will be advised about formal grievance procedures. No student will be retaliated against on the basis of having asserted a complaint of harassment. Following the investigation, USF COP will take appropriate measures as soon as possible to redress harms done. APPE rotation sites may be reassigned pursuant to the investigation when deemed appropriate by the Director of Experiential Education.

I. Academic Misconduct

According to the Student Handbook, neither plagiarism nor cheating in any form will be tolerated. Academic dishonesty involving APPE rotation assignments is treated analogously to didactic examinations and assignments, and may result in the student receiving a failing grade for the APPE rotation. Procedures and potential consequences of academic misconduct are outlined in further detail in the Student Handbook. In compliance with the instructions of the Associate Dean of Academic Affairs, Chair of the Department of Pharmacotherapeutics and Clinical Research or the Director of Experiential Education, students may be required to submit their assignments, presentations, and writings in electronic format. Any item submitted as part of an APPE course may be run through anti-plagiarism software to validate the student’s individual effort.

X. Professional Forum

Professional Forum is a longitudinal didactic course that provides the opportunity for students to present journal clubs, grand rounds, and research projects in addition to a comprehensive NAPLEX review. These classes are held every other Thursday afternoon from 4 – 8 pm. A schedule of the classes will be posted on RxPreceptor. Please provide the students with ample time for transportation, as students are required to attend ALL Professional Forum classes as a requirement for graduation unless notified of excused absence. Students will be responsible for submitting absentee forms to the course coordinator if unable to attend a session. Remote students will be able to access the forums online and will be responsible for completing ALL assignments given during or after the forum. All required information and syllabus will be posted on CANVAS.
XI. STUDENT RESOURCES – Please refer to the most current version of the USF College of Pharmacy Student Handbook.

XII. ASSESSMENTS
Assessment of student progress is based on the SUCCESS objectives provided by the preceptor.

- Preceptors should review the objectives for the rotation during their orientation period.
- Students will receive midterm and final performance assessments from their justified preceptor for each rotation.
- Students will submit site and preceptor evaluations at the end of each rotation through RXPreceptor.
- Preceptors must submit student SUCCESS evaluations online within one week after the rotation is complete.
- Students will be objectively graded by their preceptor using a letter system through SUCCESS.
- In the event that RXPreceptor is unavailable or inoperative, assignments will be emailed to the APPE Coordinator. It is the student’s responsibility to proactively complete any assignments due if RXPreceptor is unavailable or inoperative.

RxPreceptor® is a web-based platform for the USF COP education management system. Important information about procedures, and the schedule is available to authorized users 24 hours a day from any computer with Internet access. A temporary Login Name and Password for access to Rx Preceptor® will be sent via email addresses for students and preceptors. Rx Preceptor® web address https://www.rxpreceptor.com

XIII. APPE Rotation Schedule
Students will have seven (7) rotations to complete. Each rotation will be five (5) or six (6) weeks in length:

Core Rotations (5):
- Adult Medicine
- Advanced Community
- Advanced Hospital Practice
- Ambulatory Care
- Geriatrics

Electives (2)
Holidays

USF College of Pharmacy observes the following holiday calendar; however the justified preceptor/site may require students to be in attendance on these days. Students must coordinate attendance with their preceptor to be off during these holidays. The attendance policy applies to holidays.

New Year’s Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after
Christmas Day