# UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY

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Advanced pharmacy practice experiences (APPEs) are designed to complete the pharmacy student’s education through supervised participation in pharmacy practice. During these experiences, students participate in a wide range of interprofessional education (IPE) activities, treating patients of diverse ages, cultures, and disease states in a variety of ambulatory and institutional facilities. The primary purpose of APPEs is to assure that each student develops the knowledge, technical skills, professional judgment, values, and competencies needed to obtain licensure for entry level pharmacy practice, in any setting, while ensuring optimal medication therapy and patient safety. Internships are practical experience courses for which the student receives both academic credit and internship hours required for licensure by the Texas State Board of Pharmacy. The American Association of Colleges of Pharmacy, the Accreditation Council for Pharmacy Education, and most academic pharmacy institutions prefer the term “practice experiences;” while the Texas State Board of Pharmacy, and Texas Pharmacy Rules refer to “internships.” Throughout this manual these terms are used interchangeably. Students work under the supervision of selected preceptors, who are either full-time, adjunct, or voluntary faculty members of the College of Pharmacy. As preceptors, they guide and mentor students in applying the scientific knowledge and principles learned in the classroom to the practice of pharmacy.

This manual is intended to serve as a guide for students on APPE experiences at the University of Houston College of Pharmacy. Through cooperative efforts of the Experiential Programs Office, full-time faculty members, preceptors and students, the students will be able to transition from the classroom to the workplace, and work toward becoming pharmacists.
OFFICE OF EXPERIENTIAL PROGRAMS CONTACT INFORMATION

Feel free to contact any of us if you have any questions or problems.

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**ON-CAMPUS DAYS ARE MANDATORY**

Other Events to be scheduled: Law Review, Graduation Reception, OSCEs

***DATES AND TOPICS ARE SUBJECT TO CHANGE***
SECTION 1

General Information and Requirements
EXPERIENTIAL EDUCATION EXPECTATION OF STUDENTS

- The primary goal of experiential training is learning. Learning is not a passive process; it requires active participation and communication. Internships/practice experiences serve as a transition from the classroom to pharmacy practice.
- The student should recognize that the preceptor’s responsibility is to facilitate the student’s learning, not to teach. The student must accept the responsibility for learning.
- The student should recognize that the optimum learning experience requires mutual respect and courtesy between the preceptor and student. All criticism or constructive feedback should be viewed as a means of facilitating learning.
- Students should be encouraged to communicate with all those involved in their training including pharmacists, physicians, other health care professionals, and patients. The student should take the initiative in communicating with physicians and patients in a manner consistent with professional courtesy.
- The student should gain experience in making professional decisions (i.e., evaluating and dispensing prescriptions, counseling patients, making therapeutic decisions, advising patients on the choice of nonprescription drugs). The preceptor should provide positive criticism, allowing the student increasing responsibility as competence and confidence are demonstrated.
- Students should appreciate the time and expertise that preceptors are providing for their education and training. Students should understand that often preceptors will be called upon to provide reference concerning their knowledge, skills, and attitude – even when not requested.
PROFESSIONAL PHARMACY STUDENT LEARNING OUTCOMES

Upon completion of the Doctor of Pharmacy Degree Program, all University of Houston College of Pharmacy Graduates will:

1. Demonstrate communication skills necessary for working in health care (Communication)
   1.1. Communicate with audience-appropriate terminology and tone
   1.2. Compose written communication with correct grammar, spelling, and citations
   1.3. Communicate assertively, persuasively, confidently, and clearly
   1.4. Demonstrate active listening and comprehension skills
   1.5. Display cultural sensitivity, respect and empathy when interacting with others
   1.6. Counsel patients on disease states, therapies, and prevention measures using appropriate methods of education
   1.7. Demonstrate professional presentation skills

2. Demonstrate proficiency in foundational sciences related to health care and pharmacotherapy (Foundational Sciences)
   2.1. Apply knowledge of biomedical and pharmaceutical sciences to treatment and prevention of common disease states
   2.2. Apply principles of pharmacogenomics to predict risk-benefit in individuals and specific patient populations
   2.3. Apply principles of pharmacology for common drugs and therapeutic classes to predict risk-benefit in individuals and specific patient populations
   2.4. Apply principles of pharmacokinetics and pharmacodynamics to predict risk-benefit in individuals and specific patient populations

3. Critically research and analyze a problem and construct an appropriate solution based on a creative and/or rational decision making process (Critical and Innovative Thinking)
   3.1. Assess whether a problem exists, examine relevance of available information, determine needed and missing data, and formulate an optimal solution
   3.2. Propose innovative and/or constructive solutions to overcome barriers in patient care and in the profession
   3.3. Support and defend therapy recommendations with healthcare data and research findings
   3.4. Design and conduct a project to investigate a healthcare topic
4. Retrieve and evaluate health information (Health Information Evaluation)
   4.1. Search and utilize valid health resources
   4.2. Collect and compile accurate, relevant and current health information
   4.3. Interpret health information literature

5. Evaluate, prepare, and dispense a medication or medical device order (Medication Order Evaluation and Preparation)
   5.1. Evaluate the medication order for patient appropriateness and safety
   5.2. Prepare, dispense, administer and/or dispose medications and devices in accordance with federal, state and local rules and regulations
   5.3. Demonstrate drug information knowledge for commonly used medications
   5.4. Demonstrate ability to select and recommend a medical device based upon patient needs
   5.5. Select/recommend medications and determine dose using mathematical, genomic, pharmacokinetic and pharmacodynamic principles to optimize patient therapy and medication safety
   5.6. Accurately calculate, compound and prepare sterile and non-sterile medication products using correct techniques

6. Provide appropriate patient-centered care (Patient-Centered Care)
   6.1. Obtain a comprehensive and accurate patient history and health information
   6.2. Determine and perform appropriate physical assessment
   6.3. Interpret patient information, physical assessment, and laboratory values to develop a prioritized therapeutic plan of care
   6.4. Determine health literacy level and identify cultural, educational, age-related, socio-economic, and spiritual needs and barriers that could affect the therapeutic plan of care, adherence, and/or health care access
   6.5. Design and implement a therapeutic plan of care based on patient information, health care setting, evidence-based guidelines and current health information literature
   6.6. Monitor and adjust a therapeutic plan of care to achieve optimal health outcomes
   6.7. Evaluate, alleviate, and prevent medication-related problems
   6.8. Demonstrate ability to engage patients in optimizing their own health

7. Exhibit professionalism and work as an effective team member (Professionalism and Teamwork)
   7.1. Collaborate with other professionals to achieve a shared goal, optimize care, and/or advance learning
7.2. Demonstrate accountability and professional behavior
7.3. Recognize individual roles, limitations and expertise to form a highly functioning team
7.4. Employ ethical and legal principles

8. Practice self-awareness and a commitment for professional growth (Personal and Professional Growth)
   8.1. Examine, reflect upon and address strengths and weaknesses concerning personal knowledge, skills, abilities and beliefs
   8.2. Seek personal, professional and/or academic support to address personal limitations
   8.3. Use constructive coping strategies to manage stress
   8.4. Demonstrate leadership capabilities
   8.5. Advocate for the advancement of the profession of pharmacy

9. Coordinate multiple aspects of the healthcare environment (Health Care Management)
   9.1. Demonstrate capabilities to manage physical, financial, and human resources within a pharmacy environment
   9.2. Utilize health information technology in an efficient and secure manner
   9.3. Optimize medication use and payment processes as they relate to current and new models of care
   9.4. Report, track and analyze medication error and patient safety data

10. Address community health needs (Population Based Care)
    10.1. Participate in activities that promote public health, education, and disease prevention
    10.2. Utilize evidence-based prevention, intervention, and/or educational strategies for community health care and wellness initiatives
EXPERIENTIAL COURSE REQUIREMENTS
Advanced Pharmacy Practice Experiences (APPE)

1. Fourth year standing and successfully complete all didactic and experiential courses.

2. Successfully pass the Pharmacy Curriculum Outcomes Assessment (PCOA).

3. Attend the mandatory APPE orientation.

4. Complete all school and site related paperwork.

5. **Registration as a Pharmacist-Intern**: Must be registered as a pharmacist intern with the Texas State Board of Pharmacy and must comply with the Texas State Board of Pharmacy Rules and Regulations including notification to the Texas State Board of Pharmacy of change of mailing address within ten days.

6. **Health Insurance Requirement**: The College does not provide healthcare insurance coverage. It is the policy of the University of Houston College of Pharmacy that students maintain health insurance. Health insurance can be purchased through the Student Health Service, as a part of coverage on their parent’s policy, or other sources. Compliance with this policy is necessary to meet requirements of experiential sites, which require health insurance as a condition for accepting and precepting our students for experiential training (i.e., IPPEs and APPEs). Students that fail to obtain health insurance will not be eligible to start their IPPEs or APPEs or be removed from site.

7. **Background Checks and Drug Screening**: Many experiential training sites require criminal background checks and/or drug screening of their employees and students. As a pre-requisite for practice experiences, students are required to undergo a criminal background check. If required by the assigned site, the student will also be required to submit samples for drug screening. Students are responsible for obtaining and paying for background checks and drug screening, from a third-party vendor contracted by the College. Unless required otherwise by affiliation agreement with a particular site, results will be reported directly by the student to the facility, according to the instructions given by the Practice Programs Office. Failure to receive background check clearance and/or drug screening clearance for any practice experiences will prevent the student from beginning experiential training, and meeting graduation requirements.
8. **Immunization Requirements**
   a. Students are responsible for complying with site policies and state law concerning infection control. Universal Precautions will be observed to prevent contact with blood and other potentially infectious materials.
   b. All students are required to have the following immunizations or immunity documentation:
      i. Hepatitis B vaccination or acceptable proof of immunity
      ii. MMR vaccination or acceptable proof of immunity – (2 MMR vaccination or MMR titer)
      iii. Negative Tuberculosis Skin Test (PPD) or chest X-Ray or blood test (Quantiferon – QFT) – annual basis
      iv. Varicella (chicken pox) vaccination or acceptable proof of immunity (varicella titer)
      v. Tdap – Tetanus, diphtheria, pertussis
      vi. Tetanus/diphtheria within the last ten years – Tdap or Td booster if received Tdap already
      vii. Influenza vaccination each year
      viii. Any vaccination required during the internship year, due to pandemics.
      ix. Hepatitis C testing as required by site
      x. It is the student’s responsibility to provide proof of immunization to the preceptor or practice site, and the College of Pharmacy. Documentation must be uploaded to E-value.

9. **Basic Life Support (BLS)/Cardiopulmonary Resuscitation (CPR) Certification**: All students must have BLS/CPR certification. All students must take the Basic Life Support (American Heart Association BLS) for Healthcare Providers course prior to practice experiences. The CPR certificate must be uploaded to E-value upon completion of the course and before starting your rotation.

10. **Course Registration and Payment of Course**: Students must be registered for the experiential course on PeopleSoft prior to the start of the experiential course. It is the responsibility of the student to register and pay for courses in a timely manner, otherwise, the student will not receive credit for the course or the hours obtained in the experiential course.

11. **Bloodborne Pathogen**: Training is required on annual basis through the University of Houston Environmental Health and Life Safety.

12. **Liability Insurance Provided**: The College of Pharmacy is enrolled in a malpractice insurance policy, which covers students and faculty.

13. **Title IX Training through Equal Opportunity Services**: Students are expected to be familiar with and adhere to the guidelines.
SECTION 2

POLICIES AND PROCEDURES
INTERNERSHIP HOURS: IPPES AND APPES

Fourth year students must complete seven APPEs consisting of a minimum of 240-hours and Clinical Seminar. The student will receive 1680 hours for APPEs, 160 hours for Introductory Community Pharmacy, and 80 hours from Introductory to Health-Systems Pharmacy. The student will accumulate 1920 total internship hours. The hours earned for internship credit will be submitted to the Texas State Board of Pharmacy. Students submitting credit for hours to other boards of pharmacy have the responsibility for checking with the specific board of pharmacy, to determine the maximum number of hours the state will allow for our internship program.

Internship Hours Definition

- **Supervised Hours**: Supervised hours are granted only for time at the practice site. Hours are not awarded for lunch, travel to and from the site, study time, or homework.

- **Professional Activity**: Professional activities that enhance professional development and approved by both the preceptor and the APPE Director.

- **Holidays**: Holidays are not observed in any practice experience course and hours will not be awarded for holidays. The UH College of Pharmacy Experiential Programs schedule does not follow holidays designated by the University. Students may be required to be present at their practice site on weekends, evening, and holidays. Any time missed from site will be required to be made-up.
• **Documentation of internship hours**: Students are required to complete the internship hour documentation as designated by the Office of Experiential Programs. The form must be verified by the preceptor.

**ATTENDANCE POLICIES AND DEFINITIONS**

**Attendance Requirements**: Each student who has met the prerequisites is assigned to a preceptor for a six-week (minimum of 240 hours) practice experience. The College of Pharmacy attempts to assign students to their preferred location; however, the student must be prepared to accept assignments to experiential sites outside of preferred location. An average of 8.5 hours/day will provide the minimum 240 hours. The 240 hours received per APPE for a total of 1680 hours are hours eligible for internship credit towards pharmacy licensure and will be submitted to the Texas State Board of Pharmacy.

Students are expected to be on site during the time established by the preceptor which may not be limited to weekday hours and can occur during evening, night or weekend hours. Outside employment should not interfere with practice experience activities.

**Student Schedule:**

a) The student should be punctual in meeting the schedule, and must adhere to the internship schedule agreed upon with the preceptor. For the student's benefit, it may be necessary to devote more than the scheduled time. Patient care responsibilities are priority and if the patient care responsibilities extend beyond the determined schedule, students are to remain at the practice site until all patient care responsibilities are completed in a satisfactory manner. Students will follow a schedule as if they are employees. UH College of Pharmacy Experiential Programs schedule does not follow holidays designated by the University. Students may be required to be present at their practice site on weekends, evenings, and holidays. It is essential that students experience practice workload and pace during different times.

b) If the student will be absent or late, he/she must notify the preceptor as soon as possible. In addition, the student must notify the designated Experiential Director if he/she will be absent/late from the site. **BOTH** the preceptor and the Experiential Director must be notified of any absences and tardiness. Failure to do so will result in deduction of Responsibility Points. Students are required to check in and check out with their preceptor every day.

c) Students are responsible for maintaining a record of their internship hours through documentation designated by the Office of Experiential Programs. The internship hours document must be completed by the student and verified by the preceptor at the completion of the course or no grade will be assigned. The internship hours document is a legal document. Falsifying information on this form is an honor code violation and the student will be referred to the Board of
Ethical and Professional Conduct for deliberation of the case.

**Attendance Definitions:**

- **Excused Absence:** An absence is excused when the Preceptor and Director are notified in advance with an acceptable reason and both the Preceptor and Director give approval. The missed time from an excused absence must be made up at a time acceptable to the Preceptor. After three (3) excused absences, the student must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. **All absences must be made up.**

- **Illnesses:** The student will be required to submit documentation of illness from physician. In addition, documentation of clearance to return to site will also be required in cases where the Experiential Programs Office deems necessary.

- **Unexcused Absence:** This is an absence from the assigned site (whether it is not coming in to the practice site or leaving early without permission) without advanced notification to the Preceptor and Experiential Director, or advanced approval by the Preceptor and Experiential Director or without acceptable reason. The student must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs to determine need for corrective action.
  
  o **Students will lose 1 letter grade for each unexcused absence from the final grade.**

- **Tardiness:** A student who is tardy on 3 occasions will earn an **unexcused absence,** and must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. Continued tardiness will result in a failing the course.

- **Leaving Site Early:** A student who leaves site early on 3 occasions will earn an **unexcused absence,** and must make an appointment with the Experiential Director and/or Assistant Dean for Experiential Programs. Students who leave the experiential site to work at an outside job fall in the **unexcused category.**

- **Dismissal from a site:** Students are expected to behave in a courteous and professional manner. If for any reason a preceptor asks that a student be removed from the site, the student will be required to make an appointment with the Experiential Director and Assistant Dean for Experiential Programs for further evaluation of the problem. A student dismissed from the site will be referred to the Board of Ethical and Professional Conduct for deliberation of the case.

- **Professional Activities:** Attendance at professional meetings is encouraged. Professional leave must be requested (form submitted to preceptor) on the first day of the practice experience. Approval of the preceptor and then the Experiential Director is required. A maximum of **4 days** (34 hours) per APPE may contribute toward experiential hours during a practice experience not
to exceed a total of 8 days (68 hours) for the year. The Professional Leave form must be signed by the preceptor and submitted to the Office of Experiential Programs as directed. Upon completion of the APPE, the completed original form must be submitted to Blackboard Learn. Credit may be awarded only for hours spent in professional or organizational activities.

**COMMUNICATION**

Communication: Students
1. Contact Information: Students should update their contact information on E*Value.
2. Phone: Students should have a cellphone with texting capabilities.
3. Email: Students should have an appropriate email address, and should check their email account on a daily basis. The preferred email address is the UHCOP email address.
Email Format: Please utilize the following format when sending emails and be professional in all emails

- **Subject Line** – Be Concise and Specific
  - If addressing Experiential Faculty and Staff, include course name, site and preceptor
- **Salutation/Greeting:** “Dear Dr., Mr., Ms., “
- **Body:** You may want to introduce yourself as UH College of Pharmacy student. Utilize proper grammar, complete sentences, and appropriate language.
  - Include pertinent information
- **Closing:** “Sincerely”, “Respectfully”, Regards"
- **Signature Line:**
  - Full Name
  - College of Pharmacy name, Year in Pharmacy Program (P1 or P2, or P3 or P4)
  - Contact Information (email and phone number)
  - Example:
    - Sincerely,
    - Jane Doe
    - University of Houston College of Pharmacy
    - Pharm.D. Candidate, Class of 2020
    - Phone: 713-555-5555
    - Email: jdoe@central.uh.edu

Communication with Experiential Programs Faculty and Staff:
Students are expected to communicate with the Experiential Programs faculty and staff in a professional manner both verbally and written communication including electronic media. Students are expected to respond to communication from UHCOP in a timely manner. Please leave a voicemail stating name, year in pharmacy program, experiential course, brief message, and callback contact information.

Communication with Preceptor:
Unless otherwise instructed, students must contact their preceptor at least two weeks prior to the beginning of the experience. In some cases, certain sites will require more than 2 weeks’ notice prior to the beginning of experiential course (some may be longer) due to paperwork requirements. The student should get confirmation from the preceptor either verbally or by email for plans for the experiential course.

The following information should be obtained during the initial conversation with the preceptor.
1) Time for arrival on first day of practice experience
2) Location for meeting on first day (also determine orientation location if different from meeting location with preceptor)
3) Logistics – traffic/parking
4) Special dress requirements (scrubs, for example)
5) Information/requirements/assignments/readings required prior to start of practice experience
6) Additional items to bring to site (calculator, notebook, pocket references, etc.)

COMPENSATION

Students may not be compensated for experiential training per ACPE guidelines.

TRANSPORTATION

Students need access to a car or public transportation to participate in experiential activities. Students are responsible for their own transportation to and from site.

DRESS CODE REQUIREMENTS

The student must exhibit a professional appearance in manner and dress. Internship time lost due to inappropriate attire must be made up. The student MUST conform to the following dress code:

- General Guidelines:
  1. All students must maintain good hygiene, and wear neat, clean, college-approved white laboratory jackets of appropriate length with embroidered school logo. White coats will be worn for all experiential activities at sites and at the College of Pharmacy facilities.
  2. All students must have a University of Houston College of Pharmacy student nametag. Preceptors may require an alternate dress code and nametags. Nametags from places of employment as sole form of identification are unacceptable. UHCOP nametags will be worn in the UHCOP building at all times.
  3. Students not complying with the dress code will be sent home. Time must be made up and accountability/Directors points will be deducted from grade.
  4. Jeans/denim, shorts, mini-skirts, T-shirts, jogging suits, hats, caps, athletic attire, sandals, low-riding pants, open-toed shoes are inappropriate.

- Female students:
  1. May wear skirts, dresses, or dress slacks of appropriate length with appropriate hosiery and shoes. Leggings are not permissible.

- Male students:
  1. Must wear dress slacks, collared shirts, ties, socks and appropriate shoes.

SITE-SPECIFIC REQUIREMENTS

1. Parking: If parking is not free at the site, the student is responsible for parking fees. It is not the responsibility of the College to cover these fees.
2. **Room and Board:** Student is responsible for room and board.

3. **Medical Services:** Students should not seek medical advice or treatment for themselves or family members through medical staff or other personnel at assigned sites. A student should not ask for a discount to purchase prescription or nonprescription medications, or services.

4. **Financial Obligations:** All financial obligations associated with the student’s APPE education are the responsibility of the student.

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**ACADEMIC INTEGRITY**

1. Students will abide by both College and facility policies. If the student displays egregious unprofessional conduct or violates the site’s policies and procedures, a preceptor may expel a student from the site. Expulsion from the site will result in referral to the Board of Ethical and Professional Conduct for deliberation according to the Code of Ethical and Professional Conduct (http://www.uh.edu/pharmacy/_documents/students/pharmd/uhcop-code-of-ethical-and-professional-conduct.pdf).

2. The student will obey the laws and regulations that govern pharmacy practice, and seek clarification of any issues that are not clear.

3. Students at the practice site are recognized by patients and other professionals as part of the College of Pharmacy. The student also represents the practice site. Students must be courteous and professional at all times. Students not complying with policies may be expelled from the experiential site.

4. Neither plagiarism nor cheating in any form will be tolerated. This form of dishonesty is an honor code violation as stated in the Code of Ethical and Professional Conduct. In compliance with the instructions of the Practice Experience Directors or the Assistant Dean for Experiential Programs, students will be required to submit papers and written forms of presentations to turnitin.com or to other sites for screening by plagiarism-checking software. Please refer to the UHCOP TurnItIn Policy.

5. **TurnItIn Policy:** All written assignments should be submitted or checked for originality using TurnItIn (check with individual instructors as to whether or not you must submit the final report via TurnItIn by a particular date). The TurnItIn icon will appear in Blackboard for each course in which there is a graded, written assignment. For courses in which the instructors require students to submit their work on or by a
specific date, drafts may be checked for originality up to the due date (note: originality checks may take up to 24 hours, so be sure to submit the last draft up to 24 hours before the due date to make changes). For courses in which the instructor will not be using TurnItIn, the TurnItIn icon will appear on Blackboard and have an “open” date (no due date). Unlimited drafts may be submitted and checked for originality.

6. Academic Dishonesty and Misconduct during examinations and assignments:
a. Students are expected to perform independently on all examinations and assignments unless otherwise indicated by the professor. Any student engaging in academic or professional misconduct will be referred to the College’s Board of Ethical and Professional Conduct. This could result in sanctions up to and including suspension from the PharmD program.

7. The College’s Code of Ethical and Professional Conduct and Grievance Policy and Procedure is located in the current Student Handbook. An electronic version of the current Student Handbook can be found on the College of Pharmacy’s website (www.uh.edu/pharmacy) under “Current Students” > “Pharm.D. Overview” > “Policies and Procedures”.

EXAMINATION POLICY

Electronic exams:
The College has adopted electronic, computer-based testing. In order for these exams to run smoothly, provide the maximum time for the student to take the exam and the fastest grading, it is important that each student follow the procedure as described below and bring the necessary equipment on exam days. Exams should be downloaded to your personal laptop computer no later than 2 hours prior to the exam. Students who do not download exams when requested may require exam download immediately prior to the exam. Downloading exams immediately prior to exam start may result in shortening the amount of time a student has to take your exam. Students will not be given extra time should the student require download at the time of the exam. Students should carry his/her own ethernet dongle to exams. During the exam, should a student encounter technical difficulties, they must signal to the instructor, TA or IT personnel. The student will be given one sheet of paper to help organize his/her thoughts, work problems or draw diagrams. This sheet should be labeled with the student’s name and PeopleSoft number. This sheet will be turned in prior to check-out of the exam and will not be returned. The student should notify an instructor or TA if an additional sheet of paper is required.

College Examination Policy:
For general college exam protocol (make-up exams, late arrival on exam day, question challenges, etc.) please review the College’s Exam Administration Policy located in the current Student Handbook posted in the College of Pharmacy.
The College’s Code of Ethical and Professional Conduct and Grievance Policy and Procedure are also located in the handbook. An electronic version of the current Student Handbook can be found on the College of Pharmacy’s website (www.uh.edu/pharmacy) under “Current Students” > “Pharm.D. Overview” > “Policies and Procedures”.

1. Each instructor may implement quizzes between examinations.
2. The lecture materials covered in each examination are listed in the syllabus and course schedule.
3. Examinations will be in objective, computer-graded format unless otherwise indicated by the professor.
4. Students are responsible for taking all examinations, as scheduled. No make-up exam will be given to any student for a missed exam, except for circumstances where there is an excused absence.
5. An approved make-up exam resulting from an excused absence may consist of multiple choice, essay, or oral format.
6. Excuses for religious practice should be discussed with the course coordinator during the first week of classes.
7. Students should arrive and be seated before or on time for examinations, as specified in the syllabus by the course coordinator. No student will be admitted 20 minutes after the exam has started or after the first student has finished the exam and left the room. No extra time will be given for the lost time.
8. All instructions and any corrections to the exam will be announced and written on the board at the beginning of the examination period and will not be repeated.
9. Students are not allowed to leave the room during the exam.
10. During the examination period, no books, notes, other learning aids and small electronic communicative devices (other than laptops for electronic exams) are allowed. Programmable calculators may or may not be prohibited.
11. Personal belongings should be kept to a minimum on exam days. All coats, purses, backpacks, etc. must be placed at the front of the room before the examination begins. Hats, caps, sunglasses, and visors must be removed before beginning the examination. All cell phones, pagers, or other noise emitting devices must be turned off.
12. Inquiries regarding questions or other examination materials during the exam are at the discretion of the course coordinator or instructors present.
13. Individualized exam papers (excluding the finals), if returned, will be returned to each student within a reasonable time. All exam scores and course grades will be posted on Blackboard Learn within a reasonable time.
14. For paper exams, examination scores of multiple choice questions are based on the Scantron sheets turned in by the student and not based on answers written on the exam paper. No credit will be given for missed questions or improper marking of the Scantron sheets.
15. Exams will not be handed back unless otherwise specified by the coordinator/instructor. The coordinator/instructor may schedule class time after the exams are graded for a review of exam material or may offer viewing of individual exams by appointment. If the coordinator/instructor offers time for several students to examine their tests simultaneously, notebooks, computers and personal items such as phones, bags, pagers, papers, etc. will be placed at the front of the classroom. Each exam is thoroughly evaluated by the course coordinators and instructors prior to the grades being distributed to verify accuracy of exam questions.

EXPERIENTIAL EXAM PROCEDURES
APPE Exams will follow the PharmD Examination Administration policy as listed in the University of Houston College of Pharmacy Student Handbook (posted on the UHCOP website). The PharmD Exam Administration Policy is enforced during all exams.

PREPARATION PRIOR TO EXAM
Make sure you have completed any computer maintenance issues before downloading the exam. Here are some simple things you can do to help prevent most of these issues:
1. Do all important computer and software (ExamSoft/Examplify) updates before downloading exams.
2. If you have updated your antivirus software since taking your last exam on ExamSoft/Examplify, please disable your antivirus software before testing, as this is where a lot of the computer issues arise.
3. Make sure you have the most updated ExamSoft/Examplify on your computer. If you are asked for an institution code, it is uhpharm.
4. Be sure to know your cougarnet password. You must update passwords 24 hours before exam starts. Any late updates will lock you out of the exam.
5. Make sure you have adequate cord length to plug in.
6. If you have any computer questions/issues, please contact UHCOP Information Technology Support department (Room 3010).

DAY OF EXAM
The exam will start at the designated time sharp. You must be in the exam room 15 minutes before exam start time to ensure you find your designated seat, get your laptop ready, and are logged in up to the password point. Any late arrivals will lose the amount of time they were late. Exams will end exactly at the designated time. No extra time will be allowed.
When you arrive, put all your belongings in the front of the room or designated area and proceed to your seat.
HIPAA

Patient Confidentiality and Compliance with the Health Information Portability and Accountability Act (HIPAA) and Other Medical Records
1. Out of respect for patients and in compliance with the Health Information Portability and Accountability Act (HIPAA), the student will respect confidences revealed during his/her assignment including patient medical records, pharmacy records, fee systems, etc.
2. Patient names, medical record numbers, social security numbers, date 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.
3. 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.
4. Proprietary information of the site, including fees and special formulations, must also be kept confidential.
5. The use of cameras and other photographic devices in patient areas is strictly forbidden. Taking a photograph in a patient area, whether or not a patient is photographed, will result in dismissal from the site, assignment of a failing grade for the practice experience, and possible suspension from the College.
6. Students should not view their own health records without obtaining proper consent of the facility.
7. Students must take care handling patient monitoring forms and students must follow policies of the facilities with regards to patient monitoring forms.

UNIVERSITY-WIDE POLICIES

Tobacco:
All University of Houston buildings are smoke-free environments. This restriction extends to all forms of tobacco.

Accommodations for Students with Disabilities:

The University of Houston and College of Pharmacy are committed to providing reasonable accommodations for eligible students with disabilities, including students who have learning disabilities, health impairments, psychiatric disabilities, and/or other disabilities.
Students who have disabilities are encouraged to contact the College of Pharmacy Office of the Assistant Dean of Student and Professional Affairs as early as possible in their academic careers. The student services personnel will assist students and professors with the necessary accommodations. In addition, “the UH system requires that each instructor/course coordinator announce to her/his classes at the beginning of each semester the instructor’s willingness to reasonably assist Students with Disabilities. The instructor will provide the class with the contact information of the University’s student disability service center. Furthermore, the System requires that all course syllabi contain the following statement:

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact your University’s student disability services center (713-743-5400)” (official UH system policy)

For additional information and accommodations contact the student services office or visit the University’s website at http://www.uh.edu/csd

Additional Information from the University:
Additional information from the University relating to academic honesty, academic calendar, students with disabilities, and religious holy days may be found at http://www.uh.edu/provost/stu/stu_syllabsuppl.html

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus.
http://www.uh.edu/caps/outreach/lets_talk.html

Additional Information from the University:
Additional information from the University relating to academic honesty, academic calendar, students with disabilities, and religious holy days may be found at http://www.uh.edu/provost/stu/stu_syllabsuppl.html
Title IX Statement:

Sexual Misconduct
The University of Houston is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. Sexual misconduct and relationship violence in any form are antithetical to the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct to the University’s Title IX Coordinator, Dr. Richard Anthony Baker at (713) 743-8835 or at rabaker4@uh.edu. If you or someone you know has been impacted by sexual assault, sexual harassment, intimate partner violence, sexual intimidation, sexual exploitation or any other form of sexual harassment, please visit UHS sexual misconduct prevention and awareness website, Salutations (http://uhsystem.edu/students/salutations/), to access information about university support and resources.
1. **Course grades:** Advanced Practice Experiences will be graded like all other university practicum courses: A, B, C, D, and F. Successful completion of the practice experience requires a grade of A, B, or C.

2. **Grading Scale:**

   A letter grade is assigned based on the total points earned.
   - A = 450 - 500 points (90 - 100%)
   - B = 400 - 449 points (80 - 89%)
   - C = 350 - 399 points (70 - 79%)
   - D = 325 - 349 points (65 - 69%) – repeat APPE
   - F = <325 points (< 65%) – repeat APPE

   **In order to receive a passing grade for the rotation the intern, each of the following criteria must be met:**
   a. Must NOT receive three or “NI – Needs Improvement” ratings on the end on rotation evaluation
   b. Must NOT receive any “SD – Significant Deficit Exists” rating on the end on rotation evaluation on dimensions.
   c. Must earn points for a passing grade of “C” or above.
   d. Must pass rotation exams during respective rotations (PHAR 5690 Internal Medicine, PHAR 5692 Advanced Hospital Pharmacy, PHAR 5693 Advanced Community Pharmacy)

3. **Exams:** There are exams for PHAR 5692 Advanced Hospital Pharmacy, PHAR 5693 Advanced Community Pharmacy, PHAR 5690 Internal Medicine.

   a. **Failure to achieve a passing exam score:** Students who did not attain a passing exam score must contact the APPE Director to discuss the student’s performance on the exam.

4. **Exam Retake:** At the discretion of the Assistant Dean for Experiential and APPE Experiential Director, a retake exam may be given to students who have failed an exam. Exam retake must be scheduled with the APPE Director and completed by the following semester. The highest grade a student may earn during the retake exam is 70% and will replace the previous exam score. If the student does not earn a 70% on the retake exam, the student will earn a letter grade of F for the course and will repeat the APPE course.

5. **Failing a Course:** Students receiving a grade of “D” or “F” for a core APPE rotation (PHAR 5692 Advanced Hospital Pharmacy, PHAR 5693 Advanced Community Pharmacy, PHAR 5690 Internal Medicine, PHAR 5675 Ambulatory Care Disease State Management) must make up that experience after the end
of the internship year (i.e., not before the following summer semester). Students receiving a grade of “D” or “F” for an elective APPE rotation will require to repeat an elective rotation after the end of the internship year (i.e., not before the following summer semester).

6. **Grading Criteria**: Grading criteria are fully described in the syllabus of each experiential course. Students will be given a portion of the practice experience grade by their preceptor at the end of the course. Preceptors will submit their students’ grades on E*Value and the Experiential Director will tabulate the final APPE Grade. Faculty will assign the students a grade on E*Value, and the Faculty will tabulate the final APPE grade with input from the APPE Director. The Faculty will submit final grades on PeopleSoft. All other grades will be submitted by the Experiential Director. Students cannot be awarded a grade until all necessary documents, evaluations, and other items deemed necessary for completion of the experiential course have been submitted to the Office of Experiential Programs.

7. **Practice Experience Director Grade** – Accountability points – The purpose of the points is to make sure students are accountable for their responsibilities and to promote professionalism throughout their experiential training. The professionalism points will be deducted from Practice Experiential Director Grade (see Experiential Director Points System 2019 Document in Section 3).
Process of Evaluation of Pharmacy Practice Experiences

Students have the responsibility to assist in their progress during their practice experiences and to ensure communication between the practice experience director, preceptor and themselves. Students will evaluate themselves at the start, middle, and end of each practice experience.

Proficiencies will be specific for each APPE courses. Evaluations will be generated by Evalue.

**STUDENT SELF-EVALUATION**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Start of Rotation</strong></td>
<td>• Student complete Intern Start of Rotation Evaluation - share with preceptor</td>
</tr>
<tr>
<td><strong>Mid Rotation</strong></td>
<td>• Student complete Intern Mid-Rotation Evaluation - share with preceptor</td>
</tr>
<tr>
<td><strong>End of Rotation</strong></td>
<td>• 1) Student complete Intern End of Rotation Evaluation - share with preceptor • 2) Student complete Student of Site • Student complete Student of Preceptor Evaluation</td>
</tr>
</tbody>
</table>

**Start of the Practice Experience**

Before the first day of the practice experience, the student will complete the **Intern Start of Rotation** self-evaluation. This information may be shared in the first meeting with the student’s preceptor. This is the baseline for measuring progress during the practice experience.

**Mid-Practice Experience**

During the third week of the practice experience, the student will complete the **Intern Mid-Rotation** self-evaluation. The student will ask the preceptor to review the mid-practice experience self-evaluation and complete the preceptor’s mid-practice experience evaluation. All items must be rated or marked N/A. The student is encouraged to share with the preceptor. The **Intern Evaluation Form** will be reviewed.
jointly by the student and preceptor. All evaluation forms are to be submitted via Evalue for the APPE Director to review. The APPE Director must receive the evaluation by the end of the third week of the practice experience.

**End of Practice Experience**

During the final week of the practice experience, the student will complete the Intern End of Rotation experience self-evaluation. The student is encouraged to share with the preceptor. The Intern Evaluation Form will be reviewed jointly by the student and preceptor. The student will ask the preceptor to review the end of practice experience self-evaluation and complete the preceptor's end of practice experience evaluation online. All evaluation forms are to be submitted via Evalue for the APPE Director to review. All items must be rated or marked N/A.

**Student Evaluation of Site and Preceptor**

Student must also complete the evaluation of the preceptor – “Student of Preceptor” and evaluation of the site – “Student of Site” on E*Value. This is vitally important to the continuous quality assurance of the experiential programs.

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**PRECEPTOR EVALUATION OF STUDENTS**

- **Mid Rotation**
  - Preceptor complete Preceptor Mid-Rotation Evaluation
  - Discuss with student in person
  - Formative feedback

- **End of Rotation**
  - Preceptor will complete Preceptor End of Rotation Evaluation
  - Discuss with student in person
  - Assign grade for assignments and overall rotation grade
  - Summative evaluation

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**Start of the Practice Experience**

The preceptor will review the student’s self-evaluation with the student. The preceptor will provide the student with practice experience expectations.

**Mid-Practice Experience**
During the third week of the practice experience, the preceptor will complete the **Intern Mid-Rotation** self-evaluation. The student will ask the preceptor to review the **mid-practice experience** self-evaluation and complete the preceptor’s **mid-practice experience** evaluation. All items must be rated or marked N/A. The student is encouraged to share with the preceptor. The *Intern Evaluation Form* will be reviewed jointly by the student and preceptor. All evaluation forms are to be submitted via Evalue for the APPE Director to review. The APPE Director must receive the evaluation by the end of the third week of the practice experience.

**End of Practice Experience**

During the final week of the practice experience, the student will complete the **Intern End of Rotation experience** self-evaluation. The student is encouraged to share with the preceptor. The *Intern Evaluation Form* will be reviewed jointly by the student and preceptor. The student will ask the preceptor to review the **end of practice experience** self-evaluation and complete the preceptor’s end of practice experience evaluation online. All evaluation forms are to be submitted via Evalue for the APPE Director to review. All items must be rated or marked N/A.
GUIDELINES FOR PAPERS

The following are guidelines for submission of papers if preceptor chooses this as an assignment during advanced practice experiences. Deviation from these guidelines may occur. Preceptors may allow a project in lieu of a paper. In such cases, the same guidelines of reference should be followed. Topics must be selected or approved by the preceptor. The preceptor’s decision will be final. Papers must be submitted one week prior to the end of the practice experience, to allow the preceptor time to review the paper and the student time for editing. Papers must also be submitted to turnitin.com under the class assigned by the Experiential Director.

**Manuscript**

Type double-spaced, including a title page, text, acknowledgements, references, and any tables or legends for illustrations. Number the pages consecutively, beginning with the title page. Type the page number in the lower center of each page.

**Title Page**

1. The title of the paper
2. The first and last name of the author with the highest academic degree and institutional affiliation (ex: John Doe, Pharm.D. Candidate, University of Houston College of Pharmacy)
3. The name of the internship and institution where the internship was conducted

**Text**

The text is usually divided into sections with the headings: Introduction, Methods, Results or Findings, Discussion, and Conclusion. Based on the type of article, other sections may substitute for these sections, or be added.

**References**

References must be cited using superscript numerals after the period ending the sentence being cited. Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and figures or illustrations by Arabic numerals.

Reference titles of journals with abbreviations according to the style used in the AMA (American Medical Association) Citation style: [http://www.lib.jmu.edu/citation/amaguide.pdf](http://www.lib.jmu.edu/citation/amaguide.pdf)

Adhere to the following guidelines for references:

1. There must be a minimum of five references cited.
2. No more than 10% may be secondary, or tertiary (including review articles) literature.
3. No more than 10% may be internet citations.
4. If a quote from an article is used verbatim, the author must be cited in the text, and the article referenced. Such quotes should be limited to less than 1% of the paper.

5. If information from an article or other written or internet source is used, it must be paraphrased or reworded such that the student is not copying the writing of the original author, but explaining or relaying the concepts of the original paper.
SECTION 3

FORMS, DOCUMENTS and COURSE LIST
Forms Available Online

1) Evaluations: available on E*Value
   1. Student Self-Evaluation - Intern Start, Mid, and End of Rotation Evaluation
   2. Preceptor’s Evaluation of Intern – Preceptor Mid and Preceptor End of Rotation Evaluation
   3. Student’s Evaluation of Preceptor– “Student of Preceptor”
   4. Student’s Evaluation of Site - “Student of Site”

2) Professional Leave Request Form – available online - Blackboard Course – Experiential Program 2020

3) APPE Student Biographical Information Form – available online - Blackboard Course – Experiential Program 2020

4) Monitoring Form – available online - Blackboard Course – Experiential Program 2020
EVALUATION RUBRIC (AVAILABLE ONLINE)

Performance Criteria: (This competency assessment rubric was developed by the Texas Consortium of Experiential Programs - TCEP.)

<table>
<thead>
<tr>
<th>10 = Exceeds Expectations (EE)</th>
<th>8.7 = Meets Expectations (ME)</th>
<th>7 = Needs Improvement (NI)</th>
<th>5 = Significant Deficits Exist (SD)</th>
<th>Not Applicable (N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has excelled in performing competency</td>
<td>Student performed the competency at an acceptable level</td>
<td>Student has not consistently demonstrated the competency at an acceptable level</td>
<td>Student has rarely demonstrated the competency at an acceptable level</td>
<td>Does not apply to this particular rotation.</td>
</tr>
<tr>
<td>Student performs above expectations and requires minimal guidance from preceptor</td>
<td>Student has met expectations but requires occasional guidance from preceptor</td>
<td>Student requires frequent guidance from preceptor</td>
<td>Student requires continual guidance from preceptor and often does not complete tasks</td>
<td></td>
</tr>
</tbody>
</table>

In order to receive a passing grade for the rotation, the intern:

1. Must NOT receive three or more “NI – Needs Improvement” ratings on any of the proficiencies at the end of rotation evaluation.

2. Must not receive any “SD – Significant Deficits Exist” on any of the proficiencies at the end of rotation evaluation.
Experiential Director Points System 2019-2020

The purpose of the points is to ensure that students are accountable for their responsibilities and to promote professionalism throughout their experiential training. The professionalism points will be deducted from Practice Experiential Director Grade (points vary according to the APPE or IPPE course). Points will be deducted in the following manner:

<table>
<thead>
<tr>
<th>Issues</th>
<th>% Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paperwork</strong></td>
<td></td>
</tr>
<tr>
<td>1) Changed sites due to noncompliance with onboarding paperwork requirements</td>
<td>50%</td>
</tr>
<tr>
<td>2) Late onboarding paperwork submission</td>
<td>25%</td>
</tr>
<tr>
<td>3) Professional Leave Request Form – submitted after first week - (Applies to APPEs only - email to the APPE Director)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Self-Evaluations – Student</strong></td>
<td></td>
</tr>
<tr>
<td>Intern Start of Rotation Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td>Intern Mid Rotation Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td>Intern End of Rotation Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Site and Preceptor Evaluations</strong></td>
<td></td>
</tr>
<tr>
<td>Student of Site</td>
<td>10%</td>
</tr>
<tr>
<td>Student of Preceptor</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Other assignments</strong></td>
<td></td>
</tr>
<tr>
<td>Week 2 Check-in</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td></td>
</tr>
<tr>
<td>Absence or Tardiness: No notification to BOTH preceptor and Experiential Director</td>
<td>10%</td>
</tr>
<tr>
<td>Tardiness to site – for each event</td>
<td>10%</td>
</tr>
<tr>
<td>Tardiness to required on-campus day events - for each event</td>
<td>10%</td>
</tr>
<tr>
<td>Preceptor initiated contact to address issues regarding attendance</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Rotation Assignments</strong></td>
<td></td>
</tr>
<tr>
<td>Interventions - Case Logs on EValue - Late submission (Wednesday of Week 6)</td>
<td>20%</td>
</tr>
<tr>
<td>Late submission of assignments specific to each rotation</td>
<td>10% each</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Late submission of introductory email and biographical information to preceptor</td>
<td>10%</td>
</tr>
<tr>
<td>Other Professionalism issues deemed inappropriate by Experiential Directors (Policies and Procedures supercede this depending on the nature of professional issues)</td>
<td>10%</td>
</tr>
</tbody>
</table>
ADVANCED PHARMACY PRACTICE EXPERIENCES (APPES) LIST BY DIRECTOR

AMBULATORY CARE APPES

PHAR 5644 - Ambulatory Care – MTM
PHAR 5658 – Association Management
PHAR 5659 – Specialized/Unique Pharmacy
PHAR 5662 – Academic Scholarship
PHAR 5663 - Pharmacy Management (community)
PHAR 5664 - Legal and Regulatory
PHAR 5668 – Managed Care Pharmacy
PHAR 5670 – Community Pharmaceutical Care
PHAR 5672 – Clinical Pharmaceutical Research
PHAR 5673 – Veterinary Pharmaceutical Care
PHAR 5675 – Ambulatory Care - Disease State Management (HIV, Pediatrics, Lipids, Cardiology included)
PHAR 5686 – Psychiatry - Outpatient
PHAR 5687 – Nuclear Medicine
PHAR 5688 – Home Care
PHAR 5691 – Drug Information (PCCA)
PHAR 5693 – Advanced Community Pharmacy
PHAR 5695 – Geriatrics – (Outpatient, Long-term care, and VA)
PHAR 5696 – Ambulatory Care - Primary Care
PHAR 5696 – Ambulatory Care – Managed Care

INSTITUTIONAL APPES

PHAR 5642 - Emergency Medicine
PHAR 5643 - Neurology
PHAR 5645 - Pharmacy Informatics
PHAR 5646 - Medication Safety
PHAR 5663 - Pharmacy Management (hospital)
PHAR 5674 - Nutritional Support
PHAR 5678 - Transplant Therapeutics
PHAR 5679 - Women’s Health Therapeutics
PHAR 5680 - Oncology
PHAR 5680 - Oncology – Pain and Palliative
PHAR 5681 - Infectious Diseases (includes Antimicrobial Stewardship)
PHAR 5683 - Cardiology
PHAR 5685 - Critical Care
PHAR 5690 - Internal Medicine
PHAR 5691 - Drug Information
PHAR 5692 - Advanced Hospital Pharmacy
PHAR 5694 – Pediatrics
PHAR 5695 – Geriatrics Inpatient