Introductory Community Pharmacy Practice Experience
Manual and Syllabus
PHAR 5493

A Guide for Students

Office of Experiential Programs
The University of Houston
College of Pharmacy
4849 Calhoun Road
Houston, Texas 77204
(832) 842-8337

Summer 2019
(New Curriculum)
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Preface

This document represents a guide and syllabus for Introductory Community Pharmacy Experience, which is a structured, professional introductory pharmacy practice experience (IPPE) in the University of Houston College of Pharmacy curriculum.

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

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The mission of Pharmacy is to serve society as the profession responsible for the appropriate use of medications, devices and services to achieve optimal therapeutic outcomes.
SECTION 1

GENERAL INFORMATION AND REQUIREMENTS

Introduction: Pharmacy practice experiences are designed to apply principles learned in the classroom to real practice settings, under the supervision of a licensed, practicing pharmacist. Practice experiences serve a dual purpose of satisfying the experiential component of the University of Houston College of Pharmacy (UHCOP) curriculum, while also meeting experiential (internship) requirements for licensure by the Texas State Board of Pharmacy. During practice experiences, students participate in a wide range of activities in ambulatory and institutional settings, so they will be prepared to practice pharmacy in any setting.

Experiential Course Requirements for PHAR 5493:

1. Second year standing
2. Attend the mandatory introductory community experience orientation
3. Complete all school and site related paperwork
4. **Registration as a Pharmacist-Intern:** Must be registered as a pharmacy 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.
5. **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). If students fail to obtain health insurance, they will not be eligible to start their IPPEs or APPEs or be removed from site.
6. **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.
7. **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. Tetanus/diphtheria within the last ten years – Tdap or Td booster if received Tdap already
   vi. Influenza vaccination each year
   vii. Any vaccination required during the internship year, due to pandemics.
   viii. Hepatitis C testing as required by site
   ix. 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 on EValue.

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

9. **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.

10. **Liability Insurance Provided:** The College of Pharmacy is enrolled in a malpractice insurance policy, which covers students and faculty.
SECTION 2
POLICIES AND PROCEDURES

ATTENDANCE:

Attendance Requirements for PHAR 5493: Each student who has met the prerequisites is assigned to a preceptor for a four-week (minimum of 160 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 hours/day will provide the minimum 160 hours. The 160 hours received for the Introductory Community Pharmacy 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:

1. 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 were 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.

2. 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 tardies. 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.

3. 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 Experiential Director are notified in advance with an acceptable reason and both the Preceptor and Experiential 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
• **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 Leave Hours for Professional Meetings:** Attendance at professional meetings is encouraged, but due to the short time frame of PHAR 5493 Introductory Community Pharmacy Practice Experience course, professional leave hours will not be given.

**Internship Hours Definition**

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

• **Special Activities Hours:** Due to the short nature of the Introductory Pharmacy Practice Experiences, there will be no Special Activities Hours awarded for PHAR 5493.

• **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.
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
- 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.
- Closing: “Sincerely”, “Respectfully”, Regards”
- Signature Line:
  - Full Name
  - Year in Pharmacy Program (P1 or P2, or P3 or P4)
  - Contact Information (email and phone number)

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 three weeks or more notice prior to the beginning of experiential course 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

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

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 and experiential sites 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. 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.

**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 h so be sure to submit the last draft up to 24 h before the due date to make changes). For courses for 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 are also located in the *University of Houston College of Pharmacy Student Handbook*. An electronic version of the *Student Handbook* can be found on the College of Pharmacy’s website ([www.uh.edu/pharmacy](http://www.uh.edu/pharmacy)) under “Current Students” > “Pharm.D. Overview” > “Policies and Procedures”.

8. **Electronic exams:**
   a. 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 h 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.
   b. During the exam, should a student encounter technical difficulties, please signal to the instructor, TA or IT personnel. Students 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. Students should notify an instructor or TA if an additional sheet of paper is required.

9. **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 *Student Handbook*. 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 *Student Handbook* can be found on the College of Pharmacy’s website ([www.uh.edu/pharmacy](http://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.

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

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

1. 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

2. 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. 

**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.

3. **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.
SECTION 3

Community Introductory Pharmacy Practice Experience
(PHAR 5493, 4 Credit Hours) SUMMER SEMESTER, 2019
COURSE INFORMATION

(1) Day, Lecture Times and Location: Off Campus 4-week experiential block assignments

(2) Course Coordinator(s): Catherine L. Hatfield, Pharm.D.
Clinical Associate Professor
chatfield@uh.edu
832-842-8377

(3) Additional Contacts: Nancy D. Ordonez, Pharm.D
Assistant Dean for Experiential Programs
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E-mail: nordonez@uh.edu

Dmitry Vishnevetsky
Program Manager
713-743-6229
dgvishnevetsky2@uh.edu

Lupita Curiel
Program Coordinator II, Office of Experiential Programs
832-842-8337
grcuriel@uh.edu

(4) Faculty Office Hours: Schedule via email to course coordinator

(5) Pre and/or Co-Requisite:
Pre-Requisite: Successful completion of all P1 courses; P2 standing
Co-Requisite: None

(6) Required Textbooks or Materials:
None

(7) Recommended References and/or Textbook:
Top 200 Drug Cards
OTC Handbook
TSBP Rules and Regulations
www.ASHP.org

(8) Course Goal: Introductory Community Pharmacy Practice Experience is a 4 week experience for students to apply and reinforce knowledge, skills and attitudes in a direct patient care community setting.
Course Description: The goal of the Introductory Community Pharmacy Practice Experiences (IPPE) is to provide opportunities for students to integrate, apply, reinforce the knowledge, skills, attitudes, abilities, and behaviors acquired through didactic education and apply them in direct patient care activities in the community setting. Through the Community IPPE, preceptors facilitate student learning by guiding students in the achievement of course proficiencies, which are designed to make the student competent in all technical and dispensing activities, while also introducing them to higher level patient-oriented practice in a community pharmacy setting. Using the Joint Commission of Pharmacy Practitioners (JCPP) Pharmacist Patient Care Process, students will actively participate in direct patient care, including but not limited to drug distribution process, collaborate with other healthcare professionals in making patient care decisions, and ensure appropriate medication therapy administration process.

Interprofessional Experience: The pharmacist is a member of an interprofessional team that advocates for the patient’s interest above all other concerns. Team members may include pharmacists, physicians, physician assistants, nurse practitioners, nurses, and other healthcare providers. This experience may be directed and evaluated by one or more preceptors.

Patient Population(s) Exposed To: Students will be exposed to patients in the community pharmacy setting. This includes pediatrics, adults and geriatrics.

(9) Course Proficiencies (PPSLO):
The student will be able to perform the following in the community pharmacy practice setting:
1. Understands foundational knowledge to deliver patient-centered care. (5.3)
2. Appropriately prepare, dispense, and administer medications to a diverse patient population. (5.2)
3. Identify and document medication safety issues. (5.1)
4. Consult and advise patients and caregivers on prescription medications, self-care products, alternative therapies, devices, dietary supplements, and complementary medications. (1.6)
5. Understand the medication use system. (9.3)
6. Participate in the promotion of public health. (10.1)
7. Understand pharmacy practice medication resources, pharmacy data systems, and pharmacy workload. (9.2)
8. Communicate with a diverse patient population, caregiver, and health care professionals to reach optimal outcomes in culturally competent manner. (6.4)
9. Display professional behavior, self-awareness, advocacy, and commitment to the profession. (7.2)
10. Recognizes the need to work with interprofessional healthcare members to optimize patient health and medication outcomes. (7.1)

(10) Course Requirements:

All of the Following are required:
1. Community IPPE exam
2. Practice Experience Director Grade
3. Continuing education completed (2 hr CE)
4. Interventions submitted (8 submissions)
5. Hours logged and verified by preceptor (160 hours minimum)
6. Attend on-campus day
7. Experience Checklist completed by preceptor
8. Evaluations
   a. Week 1 Student Self-Evaluation update
   b. Intern Start of Rotation Self-Evaluation
c. Intern Mid Rotation Self-Evaluation
d. Intern End of Rotation Self-Evaluation
e. Student of Site Evaluation
f. Student of Preceptor Evaluation
g. Preceptor Mid Rotation Evaluation
h. Preceptor End of rotation Evaluation

(11) Grading

Final Exam: The final exam will contain questions on the Top 200 drugs, OTC drugs, errors & omissions, pharmacy law and calculations.

Proficiency Assessments: The final exam will primarily assess proficiency #1 in a multiple choice or short answer format. The evaluations done by the preceptor will be the primary assessment for proficiencies #2-#10.

Grading Procedures:
A total of 500 points may be achieved upon completion of the PHAR 5493 Community IPPE rotation. These points are composed of scores from the pharmacy practice examination, the Preceptor’s grades and evaluation, and the Practice Experience Director’s points. Assignment(s) may also be required. The following maximum point values may be achieved in each of the areas:

<table>
<thead>
<tr>
<th>Evaluation Area</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community IPPE On-campus Day Examination</td>
<td>200</td>
</tr>
<tr>
<td>End of Rotation Evaluation by Preceptor</td>
<td>200</td>
</tr>
<tr>
<td>Practice Experience Director Grade ^</td>
<td>100</td>
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<tr>
<td>TOTAL</td>
<td>500</td>
</tr>
</tbody>
</table>

^ Practice Experience Director Grade is determined by whether the student submits all required documents on time. This includes:

i. Site paperwork
ii. Continuing education, Interventions, etc.
iii. E-Value uploads (CPR, immunizations, etc.)
iv. Professional dress and on-time arrival at on-campus day

Grading Scale:
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 IPPE
F = <325 points (<65%) – repeat IPPE

** To obtain a grade of C or better the student must:
a. Follow honor code and guideline of the Internship and Attendance Policies.
b. Complete all required course evaluations (preceptor, site, intern).
c. Complete all assignments.
d. Submit all required rotation paperwork by the appropriate deadlines.

In order to receive a passing grade for the rotation, the intern:
1. Must NOT receive four or more “NI – Needs improvement” ratings on any of the proficiencies at the end of rotation evaluation.
2. Must not receive two or more “SD – Significant Deficit Exists” on any of the proficiencies at the end of rotation evaluation.
Students receiving a grade of “D or F” must repeat this experiential course after the end of an academic year (i.e., not before the following summer semester). There will be no retake or remediation during the academic year.

**Exam Retake:** At the discretion of the Assistant Dean for Experiential Programs and the Practice Experience Director, a retake exam may be given to students who have failed the pharmacy practice exam for IPPE. If a student passes the retake, the maximum grade earned on the retake is a 70%. If the student fails the retake exam, then a grade of “F” will be assigned and the student will repeat the course. Exam retakes must be taken on the on-campus day of the next block or in the case of Block C, the exam retake will be taken before classes start in the fall.
Calendar
Summer 2019

May 13-14……………………………………………………………………………Orientation at UHCOP

Block 1A    May 20 through June 14, 2019

May 20…………………………………………………………………………………Start at Site
May 27…………………………………………………………………………………Week 1 Check-in (on E-value)
June 3…………………………………Due: Preceptor’s Midterm Evaluation of Student
June 14…………………………… On Campus Day (Exams, Evaluation, Document Submission)
July 12…………………………………………………..Make-up final exam (if necessary)

Block 1B    June 17 through July 12, 2019

June 17…………………………………………………………………………………Start at Site
June 24…………………………………………………………………………………Week 1 Check-in (on Evalue)
July 1…………………………………………………..Due: Preceptor’s Midterm Evaluation of Student
July 12…………………………… On Campus Day (Exams, Evaluation, Document Submission)
August 12…………………………………………………………..Make-up final exam (if necessary)

Block 1C    July 15 through August 9, 2019

July 15…………………………………………………………………………………Start at Site
July 19…………………………………………………………………………………Week 1 Check-in (on Evalue)
July 29…………………………………………………..Due: Preceptor’s Midterm Evaluation of Student
August 9…………………………… On Campus Day (Exams, Evaluation, Document Submission)
August 16…………………………………………………………..Make-up final exam (if necessary)

ON CAMPUS DAY IS MANDATORY ATTENDANCE

***DATES/TOPICS ARE SUBJECT TO CHANGE***
The University of Houston College of Pharmacy

Intern Rotation Evaluation Form (Introductory Community IPPE PHAR 5493)

Name of Intern: (Last Name, First Name) ___________________________________________

IPPE Course Name: __________________________________________________________

Dates of IPPE: From ___________ To ___________

Name of Preceptor: ___________________________________________________________

Name of Site __________________________________________________________________

Site Address __________________________________________________________________

Preceptor Contact Information: Phone___________________________________________

E-mail __________________________________________

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>Task 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 four or more “NI – Needs Improvement” ratings on any of the proficiencies at the end of rotation evaluation.

2. Must not receive two or more “SD – Significant Deficit Exists” on any of the proficiencies at the end of rotation evaluation.

Please evaluate the student according to the proficiencies stated by placing a check (✔) under the scale.

Foundational Knowledge

<table>
<thead>
<tr>
<th>1. Utilizes drug and health information effectively (7)</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Selects and interprets best resource</td>
<td>Start</td>
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<tr>
<td>b. Applies current guidelines and trials to prescription dispensing</td>
<td>Mid</td>
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<td></td>
<td>End</td>
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</table>

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<thead>
<tr>
<th>2. Complies with all Federal, State, and Local laws (1)</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Displays thorough understanding of all schedules of drugs and associated laws</td>
<td>Start</td>
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<tr>
<td></td>
<td>Mid</td>
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<td></td>
<td>End</td>
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</tr>
</tbody>
</table>
3. Understands pharmacotherapy principles in patient care decisions (1)

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pharmacy Practice Skills</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Interprets and dispenses prescriptions and device orders for a diverse patient population (2)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Accurately assesses appropriateness of prescription by obtaining complete medication and medical history</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
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<tr>
<td>b. Accurately obtains all necessary patient-related factors including third party insurance</td>
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<tr>
<td>c. Identify pharmacokinetic and pharmacodynamic properties that ensure product/prescription accuracy</td>
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<tr>
<td>5. Prepares medications accurately (2)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
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<tr>
<td>a. Utilized proper non-sterile and sterile techniques</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
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<tr>
<td>b. Identifies appropriate ingredients</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
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<tr>
<td>c. Performs appropriate calculations for applicable compounded products</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
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<tr>
<td>6. Recognize drug-related problems (3)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Detects, assesses and prevents drug-related problems</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Participates in management of medication distribution systems (5)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Utilizes appropriate drug security, storage, and control procedures</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
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<tr>
<td>b. Maintains facilities and equipment</td>
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<td>c. Purchases and monitors inventory</td>
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<tr>
<td>8. Works competently with technology (7)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
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</tr>
<tr>
<td>a. Displays adequate knowledge of dispensing software</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
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<tr>
<td>b. Utilizes automation and robotics effectively</td>
<td></td>
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<tr>
<td>9. Administers medications safely (2)</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
<td></td>
<td></td>
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<tr>
<td>a. Follows established legal procedures</td>
<td>Start</td>
<td>Mid</td>
<td>End</td>
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</tbody>
</table>
10. Engage in public health promotion activities (6)
   a. Participate in health fairs

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pharmacy Practice Management Skills</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Participates in human resources management (7)</td>
<td>Start</td>
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<tr>
<td>a. Discusses human resources management including allocation of resources and supervision of technicians</td>
<td>Mid</td>
<td></td>
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<tr>
<td>b. Discusses pharmacy workload issues</td>
<td>End</td>
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<tr>
<td>c. Discusses financial performance</td>
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</table>

| 12. Review the systems approach to medication safety activities (3) | Start | | | | |
| a. Identifies and reports medication errors | Mid | | | | |
| b. Reviews medication safety reports | End | | | | |

<table>
<thead>
<tr>
<th>Comments:</th>
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</table>

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Educates a diverse patient population and/or caregivers about prescription drugs, self-care products, devices, and diagnostics with different communication modalities (8)</td>
<td>Start</td>
<td></td>
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<tr>
<td>a. Uses culturally competent oral, written, and nonverbal language at the appropriate health literacy level</td>
<td>Mid</td>
<td></td>
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<tr>
<td>b. Explains policies on fees and services</td>
<td>End</td>
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<tr>
<td>c. Interacts to confirm understanding in face-to-face and/or electronic mediums</td>
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</tbody>
</table>

<p>| 14. Communicates with health professionals (10) | Start | | | | |
| a. Discusses appropriateness of therapy regimen including dosage forms and routes of administration | Mid | | | | |
| End | | | | | |</p>
<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Significant Deficit</th>
<th>N/A</th>
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<tbody>
<tr>
<td>15. Displays professional behavior (9)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a. Displays appropriate attitude, dress, and appearance</td>
<td>Start</td>
<td></td>
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<tr>
<td>b. Displays empathy and assertiveness</td>
<td>Mid</td>
<td></td>
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<tr>
<td>c. Displays initiative and enthusiasm for assigned tasks</td>
<td>End</td>
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<tr>
<td>16. Practices self-awareness and commitment for personal and professional growth (9)</td>
<td>Start</td>
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<tr>
<td>a. Use constructive coping skills to manage stress</td>
<td>Mid</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>b. Recognizes individual roles and responsibilities</td>
<td>End</td>
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<tr>
<td>c. Advocates for the profession</td>
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</table>

Comments:

Intern Start of Rotation Comments:
_________________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Intern Mid Rotation Comments:
_________________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Intern End of Rotation Comments:
_________________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Intern Signature/Date: