

**Introductory Pharmacy Practice Experience (IPPE)
and
Advanced Pharmacy Practice Experience (APPE)
Manual**

**The University of Georgia
College of Pharmacy**

2017-2018



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**Introductory Pharmacy Practice Experience (IPPE) and
Advanced Pharmacy Practice Experience (APPE) Manual
The University of Georgia College of Pharmacy**

Overview

The purpose of the experiential training portion of the curriculum is to provide pharmacy students with practical experience in various aspects of the profession of pharmacy. Students gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. A pharmacist preceptor directs the majority of practice experiences. Students should view each experience as an opportunity to incorporate learned didactic information into the development of the skills necessary to be a competent pharmacy practitioner.

IPPEs are designed to begin early in the curriculum and continue in a progressive manner to prepare students for Advanced Pharmacy Practice Experiences (APPEs) in the fourth year. These experiences provide an introduction to the practice of pharmacy in a variety of settings beginning with community pharmacy in the first year. IPPEs permit students, under appropriate supervision and as permitted by practice regulations, to assume direct patient care responsibilities.

APPEs are designed to provide students the opportunity to focus on clinical aspects of pharmacy practice. These experiences usually involve direct patient care in a specific clinical area (e.g., cardiology, oncology, pediatrics, etc.). However, some experiences may not have direct patient care (e.g., drug information, pharmaceutical industry, research, etc.). Assignments are for a minimum of five weeks.

College of Pharmacy Staff Structure for the Experience Programs

Contact Information

Name/Title	Location	Telephone Number	Fax Number
Lori Duke, Pharm.D. Asst Dean Experience Programs lduke@rx.uga.edu	UGA College of Pharmacy Athens, GA	706-542-5315	706-542-6022
Lindsey Welch, Pharm.D. APPE Director Regional Coordinator: NEGA, Columbus Interim Regional Coordinator: Savannah lhwelch@uga.edu	UGA College of Pharmacy Athens, GA	706-542-5280	706-542-6022
Dianne May, Pharm.D., BCPS Augusta Campus Pharmacy Practice Experience Coordinator dimay@augusta.edu	Augusta, GA	706-721-4450	706-721-3994
Mindi Miller, Pharm.D., BCPS Regional Coordinator – Atlanta mmiller@rx.uga.edu	Atlanta, GA	770-551-7021	770-396-9361
Melody Sheffield, Pharm.D., BCPS Southwest Georgia Campus Pharmacy Practice Experience Coordinator msheffie@rx.uga.edu	Albany, GA	229-312-0110	229-312-0153

Name/Title	Location	Telephone Number	Fax Number
Erik Dennison Program Coordinator erikdeni@uga.edu	UGA College of Pharmacy Athens, GA	706-542-7101	706-542-6022
Kay Brooks, M.Ed., R.Ph. Associate IPPE Director-Community KLbrooks@uga.edu	UGA College of Pharmacy Athens, GA	706-542-1402	706-542-6022
Ashley Hannings, Pharm.D., BCACP Associate IPPE Coordinator-Ambulatory Care ahanning@uga.edu	UGA College of Pharmacy Athens, GA	706-542-0732	706-542-6022
Andrew Darley, Pharm.D., BCPS Associate IPPE Director-Health System badarley@uga.edu	UGA College of Pharmacy Athens, GA	706-583-0223	706-542-6022
Linda Logan, Pharm.D., BCPS, BCACP 3rd year IPPE Faculty LDLogan@uga.edu	UGA College of Pharmacy Athens, GA	706-542-2153	706-542-6022
Janet Fowler Administrative Associate II jfowler@mail.rx.uga.edu	UGA College of Pharmacy Athens, GA	706-542-5328	706-542-6022
Pattie Holly Program Specialist II pholly@rx.uga.edu	UGA College of Pharmacy Athens, GA	706-542-8755	706-542-6022
Monica Williams Administrative Specialist I mwilliams@rx.uga.edu	UGA College of Pharmacy Athens, GA	706-542-3893	706-542-6022

In the above structure, Dr. Duke is responsible for the overall management of the Division of Experience Programs. Drs. May, Miller, and Sheffield coordinate, develop, and precept experiences within their assigned geographic location. Dr. Welch serves as the APPE Director. Ms. Kay Brooks serves as the Associate IPPE Director for early community practice experiences. Dr. Hannings serves as the Associate IPPE Director for ambulatory care practice experiences. Dr. Andrew Darley serves as the Associate IPPE Director for health systems practice experiences. Dr. Logan assists in the 3rd year experiential programs. Mr. Dennison is our database liaison and is responsible for assisting Dr. Welch in student and advanced practice site communications. Ms. Williams is primarily responsible for communicating with students and preceptors related to IPPEs. Mrs. Fowler is primarily responsible for the daily office operations and communicating with students regarding immunizations. Ms. Holly is our agreements manager.

Policies and Procedures

Assignment

First, Second and Third year Pharm.D. students will be assigned to various IPPE sites based on student location requests and availability of sites/preceptors. First year Pharm.D. students will be assigned one 3-week community IPPE (PHRM 3950) beginning in April. Summer experiences will occur between the first and second professional years and between the second and third professional years. These IPPEs will be assigned before the completion of the academic year.

Fourth year Pharm.D. students will be assigned eight 5-week APPEs; one advanced community APPE, one advanced institutional APPE, two acute care APPEs (one of which must be in an adult population), one outpatient care APPE, and three elective APPEs. No more than two APPEs can be in indirect or non-patient care areas. Program exemptions will not be granted, regardless of previous experience. Students will also have one “off” 5- week block during the Fall semester.

For any IPPE or APPE, the student may not work with a preceptor if they are related in any way or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern. In limited situations, students employed by a facility may complete an IPPE or APPE at that facility as long as the experience differs from their job description. If a student is assigned to a facility or preceptor in which there is a potential conflict, he/she must notify the appropriate IPPE Director or APPE Director by email regarding the potential conflict. If a Director is not notified and discovers the situation and determines that a conflict exists, the student will be withdrawn from the site and will receive a failing grade for the experience.

Attendance

Schedule:

Students are required to participate in IPPE hours as outlined by the type of activity and APPE activities at the site a minimum of 40 hours each week of the five week course. It is suggested that the instructor divide the time into five 8-hour days. Students are expected to be present at the site during the times established by their instructor. Although the majority of IPPEs and APPEs have scheduled hours between 8am and 6pm, there are some IPPEs and APPEs that are primarily evening shift experiences. Regardless of the general hours, the preceptor may require the student to be present at the site during a day, evening, night, or weekend to experience the difference in workload and pace. Scheduled break times (lunch, etc.) are to be determined by the preceptor, and students should have permission from their preceptor prior to leaving the patient care area for any reason, including scheduled breaks.

Should patient care responsibilities extend beyond the set hours, students are expected to remain onsite until all patient care activities are completed. In order to be prepared for morning patient care duties, students may find that they need to arrive early or come in over the weekend.

Students who leave the experience site during established hours for outside activities (either employment or personal matters) could be withdrawn from the site immediately and may receive a failing grade for the IPPE or APPE. If a student needs to leave the site to go to the library or another learning site, they must first have permission from the instructor.

Absences:

Students do not have excused absences from IPPEs or APPEs unless there is a College-sponsored event for which their presence is requested. If a holiday occurs which closes the training site, the student should coordinate a time with the preceptor to make up that day. If the site is open on a holiday, the student is expected to be onsite unless otherwise notified by their instructor.

In case of illness or other emergency necessitating a student’s absence from the IPPE or APPE, the preceptor

should be notified by phone as early as possible. Additional follow up should be attempted if a voicemail message is left for the preceptor. When multiple days are missed, the student must contact the preceptor as early as possible each day the student is unable to be present at the site unless both the student and preceptor have agreed on the day of return.

If the absence is due to sickness and the illness causes the student to miss more than two consecutive days of the experience, the student must provide the preceptor a letter from his / her physician confirming the illness. This letter must be provided to the preceptor the first day the student returns to the site. A copy of the letter must also be provided to the appropriate UGA Experience Faculty (i.e. APPE or IPPE Director or IPPE Course Coordinator).

If the absence is due to an emergency situation, and the situation causes the student to miss more than two consecutive days of the experience, the student must provide the preceptor appropriate documentation of the emergency. This letter must be provided to the preceptor the first day the student returns to the site. A copy of the documentation must also be provided to the appropriate UGA Experience Faculty (i.e. APPE or IPPE Director or IPPE Course Coordinator).

Regardless of the situation, APPE students must also contact their assigned regional coordinator if more than 2 days are missed during a five week APPE. This allows the coordinator to contact the site and student to ensure that an adequate plan has been developed to address the missed days.

ALL absences are required to be made up at the discretion of the instructor, except those due to attendance at a state or national professional pharmacy meeting (see below). If a student misses 25% or more of an APPE course, he/she will be required to repeat the entire course.

For 1st and 4th year practice experiences, the following policy applies. Each unexcused absence from either IPPE or APPE experiences will result in the loss of one full letter grade (e.g. B+ to C+) from the final IPPE or APPE grade. This includes, but is not limited to absences for which the student fails to notify the preceptor at the time of an absence.

For 2nd and 3rd year IPPEs, the following policy applies. Unexcused absences (20 minutes or more after the designated meeting time and/or complete absence from the activity) will be handled in the following manner:

- 1st offense: Student will receive 20% off of the grade for this component, must complete a written assignment on a topic designated by the course coordinator, and will be responsible for making up missed IPPE time at the discretion of the course coordinator.
- 2nd offense: Student will receive a zero for the component. Missed components will not be rescheduled.

Professional Meeting Attendance:

The Georgia State Board of Pharmacy has ruled that students may receive up to 24 hours of APPE credit for attendance at a state or national pharmaceutical meeting. This equates to three 8 hour days during the APPE year. Preceptors must approve all such requests and may require that the time be made up. The student must inform the assigned Regional Coordinator by email, a minimum of three days prior to the absence that he/she is planning to attend such a meeting. Proper documentation of attendance by the sponsoring organization is required.

Residency/Job Interviews:

All time off for residency/job interviews must be approved in advance by the student's preceptor. Every effort must be made to minimize the time missed from the experience. This includes such options as traveling in the evening hours or scheduling such events at the beginning or end of the week, so travel can occur on weekends. All time missed for this type event must be made up. The student must also inform the assigned Regional Coordinator by email, at least three days prior to the absence.

Tardiness:

Students are expected to make necessary allowances (traffic, parking, etc) to arrive at a time that allows them to begin the workday at their scheduled time. If a situation occurs that will result in the student arriving late (either at the beginning of work or returning from a scheduled break), the instructor should be contacted by phone immediately. If the preceptor cannot be contacted, the student must discuss the situation with the preceptor as soon as he/she arrives at the experience site.

For 1st and 4th year practice experiences, the following policy applies. If a student arrives late on two occasions, the Division of Experience Programs or Preceptor will lower the final grade by a full letter grade (e.g. B+ to C+). If the student continues to arrive late, additional penalties can include further grade deductions (one full letter grade for each 2 days the student is tardy) or immediate withdrawal from the site. If a preceptor and/or site requests that a student be withdrawn from the site, the student will be assigned a failing grade (F).

For 2nd and 3rd year IPPEs, the following policy applies. Unexcused tardiness (5 minutes or more after the designated meeting time) will be handled in the following manner:

- 1st offense: Student must complete a written assignment on a topic designated by the course coordinator.
- 2nd offense: Student will receive 10% off of the grade for this component and must complete a written assignment on a topic designated by the course coordinator.
- 3rd offense: Student will receive a zero for this component

Background Checks / Drug Screens

Students will be responsible for all costs associated with site clearance processes. Students may be required to submit to background checks (in general: assessing felony / misdemeanor charges for a period of 7 years) and drug screens as required by institutions in which they are assigned to complete experiential training. The costs associated with these requirements are the student's responsibility. Repeat background checks and drug screens may be required throughout the Doctor of Pharmacy program based upon site policies. Students may be prevented from completing training at a site if the site deems the results of clearance items to be unacceptable.

Communication with Experience Programs Faculty / Staff

Students are required to update contact information regularly in the UGA College of Pharmacy Experience Programs database system (<https://www.e-value.net>) and check their College of Pharmacy email account and / or UGA email account at least daily during the academic year. The UGA College of Pharmacy email address and/or UGA email address are the preferred methods of communication during scheduled breaks. Students are required to check these email accounts at least on a weekly basis. If correspondence is sent from a personal email account, there is not guarantee it will be received by the Division of Experience Programs.

If a student plans to be out of the area or unable to access email prior to a scheduled experience, the student must contact the appropriate experience programs faculty / staff to ensure in advance that all clearance documents have been completed as required for their upcoming experience.

Students are expected to adhere to all deadlines and respond in a timely manner when contacted by the experience site or the Division of Experience Programs. Any student who fails to comply with a deadline or request for information from either the experience site or the Division of Experience Programs on three or more occasions will receive a professionalism violation. This policy includes any requests for clearance items, immunizations or certifications, orientation requirements, emails or phone calls, or pre-experience contacting of preceptor/site, as outlined in Communication with Instructor below. Students are expected to respond to all requests within 24 hours. This policy does not apply to completion of self-evaluations or evaluations of site/preceptor/course. These items are addressed under grading procedures for PHRM 5901-5909.

Communication with Instructor:

Students are expected to contact their instructor, by phone, 21 days (3 weeks) in advance of their community IPPE (PHRM 3950) or any APPE start date. Students not able to reach their instructor with the initial phone call should try again several times during the week. The assigned Experience Programs faculty or APPE regional coordinator (if applicable) must be notified no later than 7 days in advance of the experience start date, if the student is unable to reach their instructor. Please refer to paragraph three of Communication with experience programs faculty/staff above for consequences of failure to follow this policy.

During the initial conversation with the instructor, the student should obtain the following information:

- (1) Time they are expected to arrive
- (2) Location where they should arrive (office / department)
- (3) Special traffic concerns (Minimize travel delays)
- (4) If parking is available. If so, where they should attempt to park.
- (5) Special dress requirements (research / nuclear / etc)
- (6) Information that they should read prior to beginning the experience
- (7) Any requirements that need to be completed prior to starting the experience

Some institutions require students to complete a variety of requirements prior to beginning the scheduled experience. Examples of requirements include orientations, background checks, drug screens, health forms, confidentiality statements, and computer access forms. The student is responsible for ensuring that all requirements are completed prior to the deadline designated by the site. Students not meeting the deadline will be withdrawn from the experience, which can result in delay of graduation.

Communicating Recommendations with Patients or Healthcare Professionals

The student is responsible for reviewing with the instructor all patient care recommendations or drug information responses **prior** to communicating them to patients or healthcare professionals.

Compensation for Students

Students are not compensated financially for experience training, but receive academic credit plus intern hour credit for each training period. Pharm.D. candidates who complete the IPPE program and eight required APPEs will receive all 1500 hours of credit needed to take the State of Georgia licensing exam. Once the entire pharmacy program is complete, the College will notify the Georgia State Board of Pharmacy of the appropriate number of earned credit hours.

Concurrent Employment

Concurrent employment during experiences is permitted as long as it does not interfere with performance at the site. Some experiences may involve time on evening or weekends. Outside employment must not interfere with such requests.

Students leaving their experience site during established work hours for outside employment could be withdrawn from the site immediately. Students withdrawn from the site will receive a failing grade for the experience.

Concurrent Enrollment in Educational Coursework

The Georgia State Board of Pharmacy prohibits concurrent enrollment in any additional coursework while participating in APPEs.

Conduct and Dress Code

During the first year of pharmacy school, all students must sign a copy of the UGA College of Pharmacy

Experience Conduct Statement. This statement covers college policy regarding professional conduct, dress, and confidentiality. A copy of this statement can be found in the “Forms and Documents” Section of the website. **As noted on the conduct statement, failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.** Students withdrawn from the site will receive a failing grade for the experience. Students should also be aware that the Conduct Policy is also enforced throughout the Doctor of Pharmacy program.

Students should be ever mindful of the impact their appearance can have on both themselves and the University of Georgia College of Pharmacy. The following guidelines represent minimum standards with regard to dress and appearance and should be adhered to when participating in IPPEs or APPEs:

General appearance guidelines:

1. All students must wear a neat, clean, pressed short white lab jacket with a University of Georgia College of Pharmacy patch on the left shoulder as well as a University-issued photo ID badge. This distinguishes you as a University of Georgia College of Pharmacy student and is an expectation during pharmacy practice experiences.
2. All students must maintain good personal hygiene at all times. This includes, but is not limited to, the cleanliness of both body and clothes. Perfumes and cologne should not be worn during patient care experiences.

Attire: The guidelines below should be considered the minimum appearance standards during pharmacy practice experiences. Sites may have additional dress requirements for pharmacy practice experiences (e.g., no visible tattoos, no piercings other than ears and then no more than 3 per ear, no skirts or dresses above the knee, hospital identification tag to wear). Therefore, check with your preceptor before the first day of the experience to see if there are any special requirements.

General guidelines for attire:

1. Clothes should be neat, clean, pressed and fit appropriately without being revealing.
2. Denim, shorts, athletic shoes, midriiffs, t-shirts, low-riding pants, hospital scrubs, etc. are inappropriate dress and are not allowed. Headwear is not allowed other than for religious purposes.
3. Open-toed shoes are not allowed.

Women’s guidelines:

1. Skirts/dresses should be no more than 3 inches above the knee, including when wearing leggings or other hosiery.
2. Spaghetti straps, tube tops, low cut tops, and halter tops are not allowed.
3. Undergarments, bare backs, and shoulders should be covered at all times.
4. Shoes should be comfortable closed toed, dress shoes conducive to working/standing for long hours (i.e. small heels or flats). Shoes greater than four inches in height are not allowed.

Men’s guidelines:

1. Pants should be slacks (i.e. no denim, shorts, cargo pants, carpenter pants, etc.).
2. Shirts should be collared and tucked in (shirt may be an oxford, polo, or other dress shirt with a collar).
3. Dress shoes should be worn and are defined as shoes other than tennis shoes, sandals, or work boots.
4. Dress socks should be worn at all times.
5. Any facial hair should be neatly trimmed and groomed.

Hair: Hair should be clean, well groomed, and should not obstruct sight. Hair color and style should be conservative and reasonably natural-looking.

Nails: Nails should be kept clean, neatly trimmed, and should not exceed ¼ inch beyond the tip of the finger.

Nail polish should be conservative and should not be chipped.

Confidentiality

Students will have access to privileged information about patients' health, the financial management of the practice site, and other private information that should not be discussed outside of the work environment. The preceptor (and practice site) places considerable trust and confidence in a student. These matters are of such importance that students must sign the UGA College of Pharmacy Experience Conduct Statement (copy enclosed) before starting rotations. **Breaches in confidentiality can result in immediate dismissal from the practice site, failure of the rotation, and dismissal from the program.**

Students are responsible for learning and adhering to HIPAA policies and regulations at each institution they are placed.

Duplication Charges

Students are responsible for the cost of duplicating articles and other printed learning materials. Prior to making copies at the site, the student must first contact their instructor to determine if student copying is permitted and what charges are likely to be incurred.

Inclement Weather:

Students on community or institutional IPPEs or P4 students on APPEs: Regardless of the location of an IPPE or APPE, in the event of hazardous weather conditions, (e.g. ice, snow, tornado, hurricane, etc.) and the roads have been closed, the student is not expected to travel to their experience site. However, the student must immediately notify their instructor and the Division of Experience Programs that they are unable to arrive as scheduled. The instructor will provide assignments or require the time to be made up.

In the event of a mandatory evacuation (e.g., hurricane) within the area, the student is expected to follow the guidelines of the local authorities. The student must immediately contact their instructor and the Division of Experience Programs for further directions/assignments.

In the event of a campus closure affecting the Athens, Augusta, SEGA, and/or SWGA campus(es), students participating in IPPEs or APPEs in these areas or the surrounding areas should follow the announcements provided by the Assistant Dean for Experience Programs, the APPE Director, or the IPPE Director.

Insurance, Licensure and Certification

Throughout the IPPEs and APPEs, students must provide the Division of Experience Programs with proof of current Healthcare Provider CPR certification (online courses not accepted) and valid Georgia intern license. For students completing APPEs in states outside Georgia, valid intern licenses from these states must be obtained and maintained throughout the out-of-state experiences. Students who do not maintain current proof with the Division of Experience programs for any of these will be automatically withdrawn from their experience site and will be assigned a failing grade. If a pharmacy license does not remain active or in good standing, the student will be automatically withdrawn from any IPPE or APPE courses and will receive a failing grade. Students will not be allowed to resume in the pharmacy curriculum until the license is restored to active status and is in good standing with the Georgia Board of Pharmacy as outlined in the UGA College of Pharmacy Handbook.

Liability insurance will be purchased by the College of Pharmacy. 1st and 2nd year students will have a minimum charge added to fall tuition to cover the cost. The College of Pharmacy will cover the cost for 3rd and 4th year students. Verification of coverage can be obtained from the Division of Experience Programs. Please note that this coverage only extends to pharmacy-related activities occurring during

school related practice experiences. Students should refrain from performing activities outside of the scope of pharmacy practice during school related practice experiences since these will not be covered by the malpractice insurance and can result in a request to have you withdrawn from the site / experience.

Immunizations, Testing, and Physical Exam

Infection control policies at area hospitals require that we ensure that students entering their facilities are in good health. In order to comply with these policies it is necessary for us to require proof of the following before a student can begin any IPPE or APPE. Students who do not maintain current proof with the Division of Experience programs for any of the items listed below will be automatically withdrawn from their experience site and will be assigned a failing grade.

- Physical Exam (The certification statement on page 2 of the UGA Physical Exam Form must be signed by the physician completing the exam.) **Must be updated yearly. Note: Institutions can require an additional physical exam as part of routine hospital practices.**
- MMR immunity (2 MMR vaccines or evidence of immunity)
- Tetanus
 - TDAP
 - Tetanus (Td) only needed if it was more recently received than TDAP or if TDAP vaccination was administered more than 10 years ago
- Immunity for Hepatitis B
- Immunity for varicella zoster (chicken pox)
- TST testing

Students must provide proof of a 2 step-tuberculosis test (TST). A 2 step TST is defined as 2 separate TST tests obtained over a 3 week period. Subsequent annual testing only requires one TST test (not a 2 step), unless the previous TST has expired. In that case, a two-step may be required. If you have questions, please contact Ms. Fowler in the Experience Programs office. In rare cases, an institution may require an interval shorter than 12 months for a renewal TST test. Verification of TST testing must contain the date of the initial testing, the date of the test reading, the test results (including the interpretation and the actual reading in millimeters) and the signature of the person verifying the test results. Students testing positive will be required to submit a radiologist report of a subsequent chest x-ray and a statement from their physician indicating if any therapy has been recommended or given. In addition, reports from periodic follow-up chest x-rays may be required. Students completing recommended treatment must provide documentation for the completed treatment. Students should be aware, if recommended therapy for TST positive students is declined, sites may elect to refuse the student.
- Annual influenza vaccinations each Fall (specific date each year to be announced)

OSHA Training / Communicable Diseases Guidelines

Students will be trained yearly in OSHA regulations regarding bloodborne pathogens. Students must complete the OSHA training and pass the required test in order to be eligible to participate in either IPPEs or APPEs. While participating in experiences, students are responsible for knowing the guidelines for proper prevention of communicable disease transmission in each institution and for complying with those regulations.

Patient Records

Students are prohibited from the following activities:

- (1) Removing patient records from their designated storage area – This applies to the actual record or any copy thereof. Students must not copy patient records by using any physical methods such as printers, copy machines, using digital devices such as flash drives, or taking pictures with camera devices. Any patient tracking forms used during the experience must be completely de-identified and returned to the preceptor at the end of the experience.
- (2) Requesting patient records without instructor approval
- (3) Writing medication orders without instructor approval

Since patient records are a legal document, students must gain **prior approval** from their instructor to write recommendations within the patient chart. If allowed, students must be clear on the exact process required (i.e. co-signing by instructor with a specified time period, etc). In most institutions, only individuals appropriately licensed and credentialed are allowed to write within patient charts.

Registration

Students are reminded that they must register for these courses according to the normal registration schedule. Students that are not on the normal APPE schedule should contact the Registrar in the Dean's Office for course number information.

PHRM 3950	Spring Semester, 1 st year
PHRM 4650	Summer between 2 nd and 3 rd year
PHRM 5901, 5902 and 5930	Summer Semester
PHRM 5903, 5904, 5905, 5906 and 5930	Fall Semester
(Note: For Fall; students will only have 3 courses plus PHRM 5930. Course numbers depend on schedule. <u>For Example: if "off" APPE is the 2nd fall time slot, then students will register for PHRM 5903, 5905, 5906 and 5930).</u>	
PHRM 5907, 5908, 5909, and 5930	Spring Semester

Questions about registration should be directed to the Registrar in the Dean's Office.

Rotation Change Policy

Due to limited personnel and resources, IPPE and APPE changes will only be made when a change occurs in preceptor availability or if an administrative error has occurred.

In the event a reassignment is required, student preferences will be considered; however, the appropriate experiential faculty (i.e. Experiential Director, IPPE course coordinator, or APPE Regional Coordinator) will make final decisions on the replacement experience. The appropriate experiential faculty will contact a potential site and make the necessary arrangements for student placement. Students are prohibited from initially contacting a potential preceptor / site themselves. Students initiating such contact will not be assigned to that site / preceptor.

Service Dog

Unless an exemption has been received from EOO, the College of Pharmacy prohibits the presence of service animals in the following areas due to health and safety restrictions, where their presence may compromise the integrity of research or otherwise fundamentally alter a program or activity, or where their presence may lead to violations of government regulations:

- Research Laboratories and Facilities
- Practice/Skills Laboratories
- Patient Care Areas
- Medication Preparation and Storage Areas
- Other Sterile Environments

Students or Faculty with service dogs who have questions as they relate to activities at affiliated training sites should contact the Assistant Dean of Experience Programs to identify the relevant policies or contact individuals at these locations.

Selling of Alcoholic Beverages and Tobacco Products

In accordance with the Georgia State Board of Pharmacy, students are not permitted to sell alcoholic beverages or tobacco products at their sites.

Site Standards, Policies and Procedures

Students must follow all Standards, Policies and Procedures that have been established at each assigned experiential site. Students are responsible for requesting and reviewing a copy of the standards and policies prior to beginning an experience. Preceptors may request immediate removal of any student who breaches the expectations outlined within the Standards, Policies or Procedures. Students withdrawn will be assigned a failing grade.

Student Housing Support

Students are responsible for any costs associated with IPPE or APPE placements. This includes but is not limited to housing, travel, and parking for various experiences. Some limited housing supports are provided by entities outside of the College of Pharmacy and may be used for limited periods of time. If a student uses housing support, including but not limited to AHEC [Area Health Education Centers], institution-provided housing, or any other free or reduced rate housing based on his/her position as a College of Pharmacy student, it is expected that he/she abides by the contractual agreement provided by that entity. In the event a student violates the contractual agreement for any housing support which is available based solely on that student's position as a College of Pharmacy student, a professional violation will be filed within the College.

Telephone / Internet Access

Students must gain instructor approval before making any long distance telephone calls (including sending fax transmittals) that may be charged to the site. Be sure to check with the instructor to determine if cell phones are allowed. If allowed, personal calls and text messaging should be limited to scheduled breaks.

Students are not allowed to use internet access at the site for either personal business or to view inappropriate websites. Internet access should be restricted to activity / sites needed to complete activities related to the IPPE, APPE or PHRM 5930 requirements. Students violating this policy can be immediately withdrawn from the site and can receive a failing grade for the experience.

University Policies, College Policies and Academic Regulations

Students are reminded that they are expected to continue to observe all University policies, College policies and academic regulations during their experiential training. Most documents can be found on the following websites: Board of Regents, UGA Academic Affairs Office, UGA Office of the Vice President for Research, UGA Legal Affairs Office, UGA Human Resources Office and the UGA Center for Teaching and Learning.

Board of Regents

- Regents Guide to Understanding Copyright and Educational Fair Use - <http://www.usg.edu/copyright/>

College of Pharmacy

- Policy on Arrests and Convictions - http://rx.uga.edu/images/pdf/student_handbook.pdf

Office of the Senior Vice President for Academic Affairs and Provost

- Academic Honesty Policy - http://www.uga.edu/honesty/ahpd/culture_honesty.htm

Office of Legal Affairs

- Non-Discrimination and Anti-Harassment Policy - <http://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

- Grievance and Disciplinary Review Policy - http://legal.uga.edu/grievance_and_disciplinary_review_policy
- Dispute Resolution Policy - http://legal.uga.edu/dispute_resolution_policy
- Mediation Project - <http://legal.uga.edu/guidance/mediation-project>

UGA Human Resources Office

- Policy on Alcohol and Other Drugs - http://safeandsecure.uga.edu/policy_drugs-alcohol.html

UGA Police Department

- UGA Weapons Policy - <http://www.policies.uga.edu/FA/nodes/view/1263/Weapons-Prohibited-on-Campus> (note that most sites have individual policies on weapons)

Grading Procedure (PHRM 3950)

A pass / fail grading scale will be used in PHRM 3950. Pass is designated as achieving an overall score of 70 or higher. All assignments will be submitted via E-value and will be reviewed by the course coordinator. The content of the work will be evaluated to determine if the student completed all aspects of the assignment and if quality is acceptable. Resubmissions need to be completed and submitted via E*Value within 1 week of the grade notification. **Any assignment turned in after the predetermined due date will have a deduction of 5 points off the final PCAP grade for each day it is late.**

Evaluations should be submitted online using the UGA College of Pharmacy Experience Programs Website (<https://www.e-value.net>)

Student Documentation

1. Midpoint Evaluation

During the middle of the 2nd week of rotation, students are required to submit a midpoint self evaluation.

At the rotation midpoint (1 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student is required to ask the preceptor for a verbal evaluation.

2. Final Evaluation

At the end of the 3rd week of rotation, students are required to submit a final self evaluation.

3. Student Feedback Form

The student feedback form is designed to provide constructive feedback to the preceptor and site about the IPPE. **For each experience, the form can be accessed and completed from the Friday of the 2nd week through (including the weekend) the Thursday of the 3rd week.** The feedback form must be completed BEFORE you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the IPPE.

Preceptor Documentation

1. Midpoint Evaluation

- Preceptors are strongly encouraged to submit a midpoint evaluation using the available online evaluation form. In the absence of the submission, a verbal midpoint evaluation is required.

2. Final Evaluation

- Preceptors are required to submit a final evaluation using the available online evaluation form.
- **Evaluations must be completed within a 2 week period (Open period: Monday of the last week of the rotation through Friday of the following week).**

Grading Procedure (PHRM 4520/4530 and 5710/5720)

A pass/fail grading scale will be used in PHRM 4520/4530 and 5710/5720. In order to receive a passing grade, the student must pass each of the course components, including the attendance component, with a 70%. If a student receives a failing grade in any of the components, a failing grade will be assigned for the course.

Grading Procedure (PHRM 5901-5909)

For each APPE, the preceptor makes all assignments, evaluates student performance and assigns rotation grades. All evaluations should be submitted online using the UGA College of Pharmacy Experience Programs database E-value (<https://www.e-value.net>).

Student Documentation

1. Midpoint Evaluation

Midpoint Self-Evaluations will be made available to students at the beginning of the third week of each experience. Students are expected to complete these self-evaluations and provide them to their preceptors as quickly as possible. The **deadline** for completing this evaluation is 8 AM on the third Friday of each experience. Please remember that this is deadline. Completing the evaluation as quickly as possible is preferred.

At the rotation midpoint (2 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student is required to ask the preceptor for a verbal evaluation.

2. Final Evaluation

Final Self-Evaluations will be made available to students at the beginning of the fifth week of each experience.. The **deadline** for completing this evaluation is 8 AM on the fifth Friday of each experience. Please remember that this is deadline. Completing the evaluation as quickly as possible is preferred.

3. Student Evaluation of Preceptor, Site, and Course

The Student Evaluation of Preceptor, Site and Course is designed to provide constructive feedback to the preceptor and site about the APPE. **For each experience, the form can be accessed and completed during the final week of the experience.** The feedback form must be completed BEFORE you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the normal APPE year. The **deadline** for completing this evaluation is 8 AM on the Monday following the completion of the experience.

4. Penalties for Missing Evaluation Deadlines

Any student who misses the deadline for midpoint self-evaluation, final self-evaluation or student evaluation of site, preceptor and course will receive a 5 point deduction from the assigned final grade for the current evaluation.

Preceptor Documentation

1. Midpoint Evaluation

- Preceptors are required to submit a midpoint evaluation using the available online evaluation form. In the absence of the submission, a verbal midpoint evaluation is required.

2. Final Evaluation (PCAP)

- Preceptors are required to submit a final evaluation using the available online evaluation form.
- **Evaluations must be completed within a 2 week period (Final Evaluation Forms are made available to preceptors on Monday of the final week of each experience).**

PHRM 5901-5909 Final PCAP Grade Rubric

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	<65

Patient Care and Professionalism Portfolios (PHRM 5930)

Professionalism Portfolio (Summer / Fall / Spring)

Each student must complete and document activities listed within the professionalism portfolio during the Summer, Fall, and Spring Semesters of the fourth year. Please refer to the specific instructions listed within the course syllabus.

Patient Portfolio (Summer / Fall / Spring)

During the summer, fall and spring semesters of the fourth curricular year, each student will develop a portfolio that includes documentation of pharmaceutical care activities on 5 patients with different disease states. Please refer to the specific instructions located in the course syllabus.

Grade Appeals – Division of Experience Programs Courses:

1. Grounds for an Appeal of the Final Course Grade:
A student's final grade in this course must reflect his or her performance in the course. The grading standards in this course are the responsibility of the preceptor and are not proper grounds to appeal the final grade. If a student feels that academic standards were not applied fairly in his or her case, or that the information used by the preceptor to determine the grade was erroneous, the student may seek to have the final grade changed in accordance with the procedure outlined below.
2. The Responsibility of the Student:
 - a. The student is encouraged to discuss the grade with the preceptor before leaving the site. However, once the student leaves the site, all discussions concerning the grade must be conducted with the appropriate UGA Experiential Faculty (i.e. APPE Director, IPPE Director or IPPE Course Coordinator). The student is not to contact the preceptor concerning grade changes once the experience is finished. The discussions with the appropriate Experiential Faculty member must occur within 30 days of the grade being posted to the E-Value database. Grade appeals must be based on a perceived unfair or erroneous application of academic standards as listed in item 1 above. The student's previous performance in other courses will not be considered.
 - b. If the appeal to the appropriate UGA Experiential Faculty member above is denied and the student believes that he or she has a grievance, the student may file a written appeal with the Assistant Dean for Experience Programs. The letter of appeal must be filed within one semester of the grade assignment. The letter must clearly state the grounds for the appeal.
 - c. The Assistant Dean for Experience Programs will investigate the assignment of the grade

- and inform the student in writing of the outcome of his/her appeal.
- d. If the Assistant Dean for Experience Programs supports the ruling of the appropriate UGA Experiential Faculty member, and the student continues to believe that he/she has a grievance, the student may file a written appeal to the Dean of the College of Pharmacy. This appeal must be submitted within 30 days of the Assistant Dean for Experience Program's decision.
 - e. Any further appeals will be handled by the Educational Affairs Committee of the University Council in accordance to Section 4.05-03 of their policy manual.

Experience Conduct Statement

I, _____, (print name) as a participant in the University of Georgia College of Pharmacy Experience Programs, do hereby agree to abide by all rules of conduct listed below. I realize that failure to follow these conduct rules will result in disciplinary action which could include failure of the course or dismissal from the program.

Conduct Rules:

I will obey all ethical instructions of my preceptor.

I will recognize my preceptor as the authority for all rules, regulations, and expectations.

I will be courteous and professional at all times.

I will arrive on time to all experience sites.

I will wear professional attire, including a white lab coat and name tag, as directed told by my preceptor.

I will be attentive and alert to patient needs and care at all times.

I will perform all assigned duties in a timely manner.

I will not enter an unauthorized work area at any time.

I will not interfere with the work performance of another student or employee.

I will not steal, willfully damage equipment or property, or falsify official reports or information while directly participating in College of Pharmacy Experience Programs.

I will not use or possess intoxicating or illegal substances at any experience related setting.

I will not divulge any patient information gathered through conversations, medical charts, pharmacy records, medical rounds, and any other interprofessional involvement.

I will not divulge any company / institutional confidences revealed while completing experience training including pharmacy records, pricing systems, professional policies, and patient records.

In addition to the conduct rules above, I understand and agree that I may be immediately withdrawn from the Facility's educational training program based upon a perceived lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue.

By signing this form, I acknowledge that I fully understand the policy listed above and agree to abide by these rules. Furthermore, I understand the potential penalties involved if I fail to follow one or more of these conduct rules.

Signature _____

Date _____

UGA College of Pharmacy Academic Professionalism Policy

Professional behavior is expected among all students of the COP in order to fulfill curricular requirements for graduation. Professional attitudes/behaviors, as well as examples of unprofessional behavior, are discussed with students during Orientation, stated in various course syllabi, and reinforced at selected points throughout the academic year. Students who exhibit appropriate behaviors/attitudes progress in the professional components of the curriculum, whereas students who do not display professional behaviors and attitudes are subject to informal and/or formal corrective action.

In a professional school, the curriculum of study consists of knowledge, skills, abilities and attitudes/behaviors. The curricular goals and objectives of the Doctor of Pharmacy program at the University of Georgia College of Pharmacy (COP) are articulated in the document entitled, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program. Procedures for addressing academic competency and progression associated with students' knowledge, skills, and abilities are addressed in the College's Progression Policy.

The College's accepted definition for professionalism is embodied in the Rx DAWGS pledge of professional behavior:

As a student pharmacist in the College of Pharmacy at the University of Georgia,

I am **R**espectful. I hold my patients, colleagues, and collaborators in esteem and value their knowledge and experiences regardless of their culture, ethnicity, geographical location, or income. I recognize and heed the authority of my professors and preceptors.

I **eX**ceed expectations in all that I do in the classroom, the laboratory, and in the professional arena. I am self-aware and committed to self-improvement, exhibiting leadership through my motivation and work ethic. I am **D**ependable, virtuous, and discerning. I hold myself to the highest principles of ethical and legal conduct. I exercise sound judgment regarding my own self-image, and I protect the privacy of my patients.

I am an **A**gent of change. Through my flexibility and adaptability, I accept and promote innovations that improve patient care.

I am **W**ise and reflective. I consider the ways in which my skills, knowledge, and experience impact my colleagues and patients. I seek to apply my learning in authentic contexts and adjust my practice according to the diverse needs of those I serve.

I am **G**enuine in conversation and correspondence with faculty, staff, patients, and other healthcare professionals. My communication is effective because it is clear, honest, respectful, and considers the diversity of those I serve.

I am **S**ervice-oriented. The welfare of others is my utmost concern. I am compassionate and empathetic; I promote and practice volunteerism to better serve my community and constituency.

Together, we are Rx DAWGS, and we accept our obligation to continually improve our professional knowledge and competence in order to provide the best possible care for all our patients and to make positive contributions to our communities and our healthcare system.

Procedures for addressing attitudes/behaviors (i.e. professional competency), or situations that could potentially endanger the public are addressed by this policy. This policy applies to all students accepted for admission or actively enrolled in the College of Pharmacy.

Academic Honesty

Suspected violations of academic honesty must be handled per the University's Academic Honesty Process (<http://honesty.uga.edu>) and cannot be processed through the Academic Professionalism policy below.

Disciplinary Actions from UGA Office of Student Conduct or Georgia State Board of Pharmacy

Within UGA, policies are available to handle all violations of the UGA student code of conduct

(http://www.conduct.uga.edu/code_of_conduct/index.html). In addition, the Georgia Board of Pharmacy has the right and responsibility to review the licensure status of pharmacy interns. In the event that a pharmacy intern license is deemed to be either “expired” or “inactive” or “not in good standing” the student’s progression will be handled as outlined in the UGA College of Pharmacy Student Handbook.

All disciplinary decisions made by the UGA Office of Student Conduct or the Georgia Board of Pharmacy will be reviewed by the Academic and Professionalism Committee. Sanctions by either the UGA Office of Student Conduct or the Georgia Board of Pharmacy, however, do not preclude additional disciplinary actions within the UGA College of Pharmacy given our responsibility to ensure public safety related to the practice of pharmacy. The Academic and Professionalism committee will make recommendations based on the severity of the infraction as outlined below under tier 2 or tier 3.

Reports of Professionalism Violations

Any student, faculty, staff member, or other individual associated with the COP’s academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. For minor violations, the incident should be brought to the student’s attention and resolution attempted before reporting the incident to the Assistant Dean for Student Affairs (hereafter known as the Assistant Dean).

Upon receiving a report regarding unprofessional behavior the Assistant Dean will determine the legitimacy of the report. Further action will be taken in accordance with Competency Statement 10 (in the College’s document on educational outcomes, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Programs), the severity of the incident, the risk for public endangerment, and the need for urgent administrative action. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait until multiple reports of unprofessional behavior on a student are received. Once the Assistant Dean determines that administrative action is warranted, the action chosen will be based upon the severity of the infraction(s). If the action is greater than tier 1, the Academic and Professionalism Committee will determine the appropriate course of action (i.e. tier 2 or tier 3).

Tier 1 (Minor) Infractions: (including, but not limited to situations involving lapses in meeting required deadlines, communicating appropriately using either verbal or written formats, and arriving on time to scheduled classes or experiences)

1. For the first report of unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the COP for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student’s behavior and his/her awareness of potential consequences for similar behavior in the future. The Assistant Dean will notify the person(s) who initiated the complaint that the student has been counseled.
2. For the next reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the COP and/or issue a final warning of the consequences of a third offense.
3. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.

4. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 2 (Moderate) Infractions: (including, but not limited to, arrests associated with alcohol).

1. For the first reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend any one of the following sanctions depending on the severity of the infraction: professional probation in the College of Pharmacy (with a warning of the consequences of a subsequent offense) or suspension from the Doctor of Pharmacy program for up to one year. In the event of a DUI arrest, students must report the arrest to the Georgia State Board of Pharmacy within 10 days of the arrest via certified letter or equivalent and provide documentation of the report to the Assistant Dean for Students Affairs, who will forward the information to the Academic and Professionalism Committee.

2. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavioral problem or continuation of an ongoing problem. Possible outcomes will be continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy.

For a second DUI arrest, students must report the arrest to the Georgia State Board of Pharmacy within 10 days of the arrest via certified letter or equivalent and provide documentation of the report to the Assistant Dean for Student Affairs, who will forward the information to the Academic and Professionalism Committee.

Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.

3. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 3 (Major) Infractions: (including, but not limited to, documented theft of medications including illicit and/or controlled substances; illegal use or possession of illicit and/or controlled substances; convictions related to illicit and/or controlled substances, physical endangerment, second DUI conviction, or any felony conviction). Tier 3 violations are grounds for dismissal from the College of Pharmacy.

1. Subsequent to the reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee will review the case and recommend an appropriate course of action. This recommendation will be forwarded to the Associate Dean. (Note: If, prior to a reported offense involving an illicit and/or controlled substance, marijuana, or a dangerous drug, a student notifies the Office of Student Affairs that he or she illegally uses an illicit and/or controlled substance, marijuana, or a dangerous drug and agrees to abide by the College of Pharmacy Wellness Policy no further administrative action will be taken.)

2. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of the notification of dismissal.