Course Purpose:
The primary purpose of the Hospital Pharmacy Introductory Pharmacy Practice Experience (HIPPE) is to facilitate students’ continuing professional development in the context of the hospital pharmacy practice setting. Through structured activities and assignments, students will build upon knowledge and skills developed in the first and second years of the didactic curriculum. Students will continue to explore the concepts of professionalism and shared accountabilities for health care outcomes; formulate a personal philosophy of and approach to professional practice; expand drug and disease knowledge; and develop practical, critical thinking and life-long learning skills. This experience seeks to provide students with direct exposure to the dynamics of the hospital pharmacy workplace and to guide them to a realistic assessment of the challenges and opportunities that exist therein.

Course Faculty and Office Hours (See Appendix A for Who to Contact)

Teaching Partnership Leader: Karen Whalen, BCPS, CDE
Assistant Dean for Clinical Education, Clinical Professor
Email: whalen@cop.ufl.edu
Office: HPNP 3302
Phone: (352) 273-6088
Office Hours: by appointment only

Regional Coordinators:
Gainesville/Panhandle/Out of State
  Vickie Wilt, Pharm.D.   v wilt@cop.ufl.edu   352-294-8769
Jacksonville
  Amber Chaki, Pharm.D.   achaki@cop.ufl.edu   352-294-8122
  Robyn Paglio, Pharm.D.   r.paglio@cop.ufl.edu   352-294-8123
Orlando
  Janel Soucie, Pharm.D.   jsoucie@cop.ufl.edu   352-294-8141
  Lisa Vandervoort, Pharm.D.   lvandervoort@cop.ufl.edu   352-294-8142
St. Petersburg/Tampa
  Carinda Feild, Pharm.D.   cfeild@cop.ufl.edu   727-394-6213
  Patty Taddei-Allen, Pharm.D., BCACP   ptaddei-allen@cop.ufl.edu   352-294-8139
South Florida
  Chris Pantouris, Pharm.D.   jpantouris@cop.ufl.edu   352-294-8143

Administrative Coordinators:
Program Scheduling and Database Coordinator
  Melissa Willingham, BS   Rotation-schedule@cop.ufl.edu   352-273-6228
Program Compliance Coordinator
  Gregg Campbell, BS   Pre-clinical@cop.ufl.edu   352-273-6227
Program Quality Coordinator
  Vacant   Rotation-grades@cop.ufl.edu   352-273-6633
This Course Will Prepare You to Perform the Following Activities, Which the Public Entrusts a Pharmacist to Perform:

AACP’s Core Entrustable Professional Activities for New Pharmacy Graduates:

- **Patient Care Provider Domain:**
  1. Collect information to identify a patient’s medication-related problems and health-related needs.
  2. Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs.
  3. Establish patient-centered goals and create a care plan for a patient in collaboration with the patient, caregiver(s), and other health professionals that is evidence-based and cost-effective.
  4. Implement a care plan in collaboration with the patient, caregivers, and other health professionals.
  5. Follow-up and monitor a care plan.

- **Interprofessional Team Member Domain:**

- **Population Health Promoter Domain:**
  1. Identify patients at risk for prevalent diseases in a population.
  2. Minimize adverse drug events and medication errors.
  3. Maximize the appropriate use of medications in a population.
  4. Ensure that patients have been immunized against vaccine-preventable diseases.

- **Information Master Domain:**
  1. Educate patients and professional colleagues regarding the appropriate use of medications.
  2. Use evidence-based information to advance patient care.

- **Practice Manager Domain:**
  1. Oversee the pharmacy operations for an assigned work shift.
  2. Fulfill a medication order.

- **Self-Developer Domain:**
  1. Create a written plan for continuous professional development.

**Course Objectives**

Activities of the hospital IPPE focus on clarifying distinguishing characteristics of hospital pharmacy practice and developing fundamental skills necessary to practice effectively in the hospital pharmacy setting. Upon completion of this course, the student will be able to:

1. Describe the role of the Pharmacy Department in supporting patient care in the hospital setting including interprofessional committees and its relationship with the Nursing Department.
2. Describe the roles and responsibilities of pharmacy personnel (including pharmacists, pharmacy technicians, and pharmacy leadership) along with the impact of pharmacist involvement on medication safety and quality under accrediting and regulatory organizations.
3. Summarize the selection and procurement process of medications including drug selection, inventory management, backorders, recalls, drug waste, and handling of drug shortages, along with its relationship to safe and effective patient care.
4. Describe the regulatory and accreditation requirements of medication storage including the site’s policies pertaining to controlled substances.
5. Develop a personal order verification process for all medication order types emphasizing safe medication order writing and the hospital’s policies and procedures.

6. Summarize the preparation and dispensing of non-IV medications along with the concepts of first fills, cart fills, and batch fills (including ADC, controlled substance, pre-pack).

7. Summarize the preparation and dispensing of IV medications including key aspects of aseptic technique, different types of laminar flow hoods, and quality control procedures.

8. Develop a final product verification process for all medication/batch types.

9. Describe the medication administration process including the nursing unit structure, personnel (roles and responsibilities), and technology employed.

10. Describe how pharmacy identifies and monitors patients including pharmacy clinical services and relevant lab/screening tools.

11. Describe the pharmacy department’s medication safety plan including the National Patient Safety Goals, Continuous Quality Improvement Plans, and the site’s ADR/ADE reporting system.

12. Utilize institutional resources and evidence-based literature to answer drug information questions.

13. Apply the Pharmacists’ Patient Care Process to the care of patients.

14. Communicate in a professional manner in all verbal and written communications.

15. Summarize the medication use process for various medication types in the hospital setting including the role of automation and technology and their role in improving patient safety along with unintended consequences.

Pre-Requisite Knowledge and Skills
Students must have successfully completed all coursework from the first and second academic years of the curriculum.

Description of Teaching/Learning Methods
Experiential learning: applying knowledge, skills and attitudes learned in the classroom to patient care practice.

Self-directed learning: students will engage with course content by independent work and selected course assignments.

Weekly Course Outline
The HIPPE Rotation is a 4-week experiential rotation located at a hospital pharmacy practice site. The experience requires a minimum of 160 hours. The calendar of activities may vary depending on the site and the preceptor. Please refer to the HIPPE Workbook for a sample calendar.

Textbooks

**Preceptors may have a copy of the book on-site. Please check before purchasing.**

Student Evaluation & Grading
Evaluation Methods and How Grades are Determined
The student will be assessed by the preceptor on performance and professionalism using the HIPPE Grading Rubric (see Appendix B). In addition, the student must submit all workbook assignments and requirements via Canvas and complete the associated required activities in order to receive a passing grade (see Course Grade Breakdown for details).
Course Grade Breakdown:

- Submission of the following workbook activities and assignments to Canvas are required to receive a passing grade for this course.
- All workbook activities and assignments are due in Canvas by 8am the Monday immediately following the end of the student’s scheduled rotation.
  - HIPPE Block 1 – ends June 9th, Assignments due in Canvas June 12th at 8am
  - HIPPE Block 2 – ends July 7th, Assignments due in Canvas July 10th at 8am
  - HIPPE Block 3a – ends August 4th, Assignments due in Canvas August 7th at 8am
  - HIPPE Block 3b – ends August 11th, Assignments due in Canvas August 14th at 8am
  - HIPPE Block 3c - ends August 18th, Assignments due in Canvas August 21st at 8am
- Please refer to the Hospital Introductory Pharmacy Practice Experience Workbook for complete assignment details.

<table>
<thead>
<tr>
<th>Activity/Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all required workbook checklist items to be acknowledged by preceptor in PharmAcademic</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Complete all HIPPE workbook activities for objectives 1-15 and submit to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Complete 2 pharmacy notes detailing student’s assessment following medication reconciliation which includes a medication focused assessment and plan and submit to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Complete 1 pharmacy note for a patient with chronic kidney disease (dialysis patient preferred) with an ordered antibiotic detailing student’s assessment of all ordered medications which includes a medication focused assessment and plan and submit to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Complete 1 pharmacy note for a patient with at least 2 disease states covered in didactic curriculum detailing student’s assessment which includes a medication focused assessment and plan and submit to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Conduct and document a minimum of 2 drug information responses and submit to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Complete an ADR report or student-created summary of ADR reporting system to be turned in to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Upload the site’s pharmacy department organizational chart (creating one if one is unavailable) to Canvas</td>
<td>Pass / Fail</td>
</tr>
<tr>
<td>Upload evidence (e.g., slides, handout) from 10-minute educational presentation to preceptor-selected audience to Canvas</td>
<td>Pass / Fail</td>
</tr>
</tbody>
</table>
Incomplete Grade Policy
If a student is unable to complete the HIPPE assignments due to extenuating circumstances (i.e., prolonged illness, unexpected medical procedure required, family emergencies, etc.), then an incomplete grade will be assigned with the approval of the course coordinator. The competencies must be completed and the incomplete grade must be resolved within the first 8 weeks of the Fall semester, or the student will receive a failing grade and be required to repeat the rotation.

If a student is unable to complete the HIPPE required competencies due to Opportunity Not Available, then an incomplete grade will be assigned with the approval of the course coordinator. The student is required to contact their Regional Coordinator as soon as possible but no later than the end of their rotation to schedule an opportunity to complete the required competencies to receive a passing grade. The student will have 14 days from the last day of their rotation to complete the required competencies and submit the coordinating assignments in Canvas. Students must acknowledge the following statement when cosigning their IPPE final evaluation with their preceptor prior to receiving their final grade:

“By clicking the Cosign button below, I am indicating I have reviewed this assessment and have discussed any questions or concerns regarding my performance with my preceptor. I acknowledge I must complete the workbook activities and assignments in Canvas to receive a passing grade for this course. I am also indicating I have contacted my Regional Coordinator to make-up any opportunities listed as unavailable. I acknowledge I have 14 days from the end of my rotation to complete the required competences to receive a passing grade, if applicable.”

Course Failure
The student will receive a U - Unsatisfactory grade if he/she receives a “Deficient” marking for any activity listed on the HIPPE Grading Rubric (see Appendix B) or does not earn at least an 80% as described in the grading section. The non-passing rotation grade will require the student to repeat the rotation and associated experiential hours and assignments. The failing grade will not be removed from the student’s transcript.

Grading
This course is a pass/fail course; students will receive either an S – Satisfactory or U – Unsatisfactory based on performance during the rotation.

Preceptors will evaluate student performance at the end of the rotation. (See Appendix B for evaluation tool.) Student performance level will be denoted as proficient, developing, deficient, or opportunity unavailable defined as:

- **Proficient**: Performs at a level consistent with expectations during this rotation.
- **Developing**: Displays developing habits, skills, abilities, and/or knowledge but may require significant improvement. Performance level may be sporadic and or slightly below expectations during this rotation.
- **Deficient**: Performs at a level consistently below expectations. Displays developing habits, skills, abilities, and/or knowledge but requires significant improvement during this rotation.
- **Opportunity unavailable**: Not applicable or no opportunity to evaluate during this rotation.

Points will be awarded for each assessment question based on performance level attained: Proficient = 4 points, Developing = 3 points, Deficient = 2 points. A total of 100 points may be earned if all 25 competencies are completed. Each “Opportunity unavailable” will reduce the total calculated by 4
points (e.g. If a student receives one “Opportunity unavailable” their final grade will be calculated out of 96 total points instead of 100 total points). Students must earn at least an 80% to pass the course and receive an S.

**Educational Technology Use**
The following technology will be used during the course and the student must have the appropriate technology and software. **Appendix A** outlines whom to contact if you have questions about technology.

- Canvas Learning Management System
- PharmAcademic

**Class Attendance Policy**
Please refer to the Office of Experiential Programs manual which can be found on the course website. Students must complete at least 160 hours to receive credit. Therefore, all time missed (e.g., absences, arriving late, leaving early) must be made-up.

**Rotation Demeanor**
Please refer to the Office of Experiential Programs manual which can be found on the course website.

**General College of Pharmacy Course Policies**
The following policies apply to all courses in the College of Pharmacy and are available on the COP website:

**University Grading Policies**
Please visit the following URL to understand how the University uses the course grade to compute your overall GPA: [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

**Concerns, Appeals, and Complaints**
Students who have concerns with their final grade/evaluation of performance are encouraged to review their evaluation in PharmAcademic™ and discuss their concerns with the Preceptor and/or Regional Coordinator. Students should submit all grade appeals following the instructions on the official Grade Appeal form found on the course website. The Director of Experiential Programs will approve/deny submitted appeals. The student may further appeal to the Assistant Dean of Clinical Education if he/she is not satisfied with the initial decision. A final appeal may be submitted to the Pharmacotherapy and Translational Research Department Chair should the student remain unsatisfied with the Assistant Dean’s decision. If a satisfactory resolution is not achieved, the student may appeal to the Associate Dean for Clinical Affairs who will also engage other individuals depending on the request (e.g., campus dean, department chair, Associate Dean for Student Affairs). If the student finds the decision unsatisfactory, the student may appeal to the Dean of the College of Pharmacy. If this decision is unsatisfactory, the student may appeal to the Ombuds office. ([https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)).

**Complaints**
Please contact your Regional Coordinator should you have any unresolved complaints or issues with your rotation experience after speaking with your preceptor and/or site coordinator. You can determine who the assigned Regional Coordinator is for the site by looking at the site’s information in PharmAcademic™. Please contact the Director of Experiential Programs should your complaint or issue remain unresolved.

**Academic Integrity Policy**

Students are expected to act in accordance with the University of Florida policy on academic integrity ([http://www.dso.ufl.edu/sscr/honorcodes/honorcode.php](http://www.dso.ufl.edu/sscr/honorcodes/honorcode.php)). This Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the course’s Teaching Partnership Leader.

Students are also expected to abide by the UF Honor Code.

The following is the UF Honor Pledge: *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.*

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

**Psychomotor and Learning Expectations**

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific learning disabilities such as sensory deficit or sensory-motor coordination problems should cooperate with the faculty and staff in addressing these problems in order to meet academic standards.

**How to Request Learning Accommodations**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered with the Disability Resource Center, students will receive an accommodation letter which must be presented to both the instructor and academic coordinator to utilize classroom accommodations. Students registered with the Disability Resource Center who are requesting clinical accommodations for rotations or clinical experiences should contact their Learning Specialist in the Disability Resource Center. Students with disabilities should follow this procedure as early as possible in the semester.

Additionally, students at all College of Pharmacy campuses are expected to provide a copy of the accommodation letter of the Office of Student Affairs by email (carswell@cop.ufl.edu), fax (352-273-6219) or in person at G235 (Student Services Suite) of the Health Professions, Nursing and Pharmacy Building since some learning activities, exams, and assessments require additional assistance. The College of Pharmacy highly encourages that this procedure be completed before each course begins.
Being proactive in this process will ensure that accommodations are in place for each student’s learning activities, exams, and assessments because grades cannot be retroactively changed.

**Preceptor and Course Evaluations**
Students are expected to provide feedback on the quality of instruction during this rotation. This evaluation is completed in PharmAcademic™ and is made available on the last day of the rotation. A blinded summary of the assessment result is sent to the preceptor after all HIPPE rotations are completed. Students also have the opportunity to provide optional, confidential feedback on their preceptor in PharmAcademic regarding their rotation experience that will only be reviewed by the Office of Experiential Affairs.

**Computer and Other Technology Requirements**
Students are required to meet the following computer and technology requirements:  

**Expectations on Rotation and Other Learning Activities**
Please refer to the Office of Experiential Programs manual located on the course website.

**Communications**

**Faculty Member Response Time:**
The course faculty will work to respond to discussion board postings and email communications within 24 hours of the posting between Monday and Friday 12 N. Responses on weekends and holidays will be sporadic. (On weekends when assignments are due, students are advised to post questions before 12 Noon on Friday.)

**Email Communications:**
1. When communicating with faculty via email, the subject line needs to include the course number & title.
2. At the end of the email, in addition to listing your name, list your academic year and campus/site.

**Discussion Board Policy**
The purpose of the discussion board is to provide a venue for you to enhance your learning. This is accomplished by having a thread for each module where you can post questions to the course coordinators. (A thread is a single link that is devoted to a topic.) The discussion board is also a place where your instructors may post virtual cases for you to work up.

Such interaction on the discussion boards with the instructors will allow you to clarify your questions and apply what you are learning in other parts of the course. The goal of these discussions is to help you learn.

**Student Netiquette on the Discussion Board:**
1. Post your comment on the correct discussion thread. If you have a question about A1 (Unit A - Module 1), post it in the discussion thread for A1 and not the B1 thread.
2. The discussion board is not a place to complain. Complaints should instead be directed directly to the instructor via email. This allows the primary course coordinator to quickly address your concern without causing distraction to other students who have limited time and want to focus on learning.

3. Use "netiquette." If you have never learned "netiquette" - please visit the following URL: http://www.albion.com/netiquette/corerules.html If you follow the rules of netiquette described in this URL, you will avoid posting an embarrassing or inappropriate comment.

4. The discussion board has been designed to allow you a place to ask further questions on the material to clarify any confusion, gain a deeper understanding of the material, or ask general course questions. A question you might see on a discussion board is “What do I need to study for the exam?” Please reflect on how this question can be perceived by your lecturing faculty as well as your fellow classmates. Rewording the question to address a specific topic would be more appropriate. For example, “Dr. XX, you listed numerous side effects for drug XX on slide XX. Of those, what are the most relevant that we could expect to occur and monitor for in clinical practice.” The type of material that is covered in these classes is material that is important for patient care. All of this material is important. There are variations in courses, but please make use of your syllabus since there might be guidance on how to prepare for various exams in your classes.

Religious Holidays
Please see the University policy on attendance and religious holidays: http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html#religious.
Please also refer to the Office of Experiential Programs manual located on the course website.

Counseling and Wellness Center
Students who are experiencing issues and events that could adversely affect academic performance and personal health should be encouraged to meet with the Teaching Partnership Leader or Associate Dean for Student Affairs for guidance. Students in the Gainesville area may contact the UF Counseling and Wellness Center for Gainesville students (352-392-1575; http://www.counseling.ufl.edu). Students outside the Gainesville area may obtain similar contact information from the campus/program administrator.

Emergencies
Call the University Police Department for emergencies: 392-1111 or 9-1-1

Student Crisis
Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the
Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Students who are experiencing issues and events are also encouraged to contact their local crisis center. For Alachua County the Crisis Center number is 352-264-6789; for Jacksonville and Duval County 904-632-0600 and toll free for Northeast Florida at 1-800-346-6185; and for Orlando 407-425-2624. The following national call numbers are also available for students who reside outside of the main COP campuses: a) 1-800-273-8255, and b) 1-800-784-2433.

**How to Access Services for Student Success**

Students who need guidance for course success or who are having academic difficulty should contact the Teaching Partnership Leader. In addition, students are encouraged to contact their advisor or Campus Director/Associate Dean for Student Affairs for assistance.

**Faculty Lectures/Presentations Download Policy**

Photography, Audio-visual recording, and transmission/distribution of classroom lectures and discussions are prohibited unless there is expressed written permission. Recorded lectures and class sessions are authorized solely for the purpose of individual or group study with other UF College of Pharmacy students enrolled in the same class. Such recordings may not be reproduced, shared, or uploaded to publicly accessible web environments. Students who do not adhere to this policy will be considered to be breaching COP copyrights and/or FERPA law.
Appendix A. Faculty and Staff: Who to Contact When You Have Questions

Teaching Partnership Leader
1. Issues related to course policies (absences, make up exams, missed attendance)
2. Concerns about performance
3. Guidance when there are performance problems (failing grades)
4. General questions about content

Program Quality Coordinator – Vacant, rotation-grades@cop.ufl.edu
1. Grades
2. Grade appeals
3. Assignments

Program Scheduling and Database Coordinator – Melissa Willingham, BS, rotation-schedule@cop.ufl.edu
1. Scheduling

Program Compliance Coordinator – Gregg Campbell, BS, pre-rotation@cop.ufl.edu
1. Affiliation agreements
2. Pre-clinical rotation requirements

Regional Coordinators
1. Rotation information
2. Site specific information
3. Rotation issues/concerns

Technical Support:
For technical support related to eLearning, educational videos, mobile learning tools, and other course-related issues, contact College of Pharmacy Educational Technology Support at:
- Gainesville Office Hours: HPNP 4309 or 4312, Monday – Friday, 8:30 am to 4:30 pm
- E-mail: edu-help@ahc.ufl.edu
- Phone: 352-273-9492

Contact the University of Florida Computing Help Desk for issues related to Gatorlink accounts, UF e-mail, ONE.UF, myUFL, and other centralized UF systems at:
- Website: http://my.it.ufl.edu/CHerwellPortal/UFITServicePortal
- E-mail: helpdesk@ufl.edu
- Help Wiki: https://wiki.helpdesk.ufl.edu
- Phone: (352) 392-4357 (9 am – 4 pm)
Appendix B: HIPPE Grading Rubric

Hospital IPPE

STUDENT FINAL EVALUATION

To be completed and submitted in PharmAcademic™ by the Preceptor

Below is an outline of the questions the preceptors will be asked via the assessment in PharmAcademic™.

Please complete this evaluation when the student has completed their experience with you. Please confirm that the student completed a minimum of 160 hours of experience.

☐ 160 hours confirmed
☐ The student did not complete a minimum of 160 hours. Please provide an explanation and plan to make up remaining hours.

Student Performance Evaluation
Each of the following questions should be answered with the best fitting performance level defined below:

Proficient: Performs at a level consistent with expectations during this rotation.
Developing: Displays developing habits, skills, abilities, and/or knowledge but may require significant improvement. Performance level may be sporadic and or slightly below expectations during this rotation.
Deficient: Performs at a level consistently below expectations. Displays developing habits, skills, abilities, and/or knowledge but requires significant improvement during this rotation.
Opportunity unavailable: Not applicable or no opportunity to evaluate during this rotation.

1. The student is consistently punctual, reliable, and dependable.
2. The student is professional, mature, and ethical in attitude, and behavior.
3. The student consistently exhibits a professional appearance.
4. The student is self-motivated and eager to learn.
5. The student appropriately prioritizes and balances assigned tasks.
6. The student accepts constructive criticism and appropriately modifies behavior.
7. The student follows up on questions, tasks, and assignments in an accurate and timely manner.
8. The student collaborates and interacts effectively with the staff and/or employees at the site.
9. The student asks appropriate questions of preceptor and other health care providers.
10. The student communicates effectively with patients and healthcare professionals.
11. The student is able to describe the role of the Pharmacy Department in supporting patient care in the hospital setting including interprofessional committees and its relationship with the Nursing Department.
12. The student is able to describe the roles and responsibilities of pharmacy personnel (including pharmacists, pharmacy technicians, and pharmacy leadership) along with the impact of pharmacist involvement on medication safety and quality under accrediting and regulatory organizations.
13. The student is able to summarize the selection and procurement process of medications including drug selection, inventory management, backorders, recalls, drug waste, and handling of drug shortages, along with its relationship to safe and effective patient care.
14. The student is able to describe the regulatory and accreditation requirements of medication storage including the site’s policies pertaining to controlled substances.
15. The student has developed a personal order verification process for all medication order types emphasizing safe medication order writing and the hospital’s policies and procedures.
16. The student is able to summarize the preparation and dispensing of non-IV medications along with the concepts of first fills, cart fills, and batch fills (including ADC, controlled substance, pre-pack).
17. The student is able to summarize the preparation and dispensing of IV medications including key aspects of aseptic technique, different types of laminar flow hoods, and quality control procedures.
18. The student has developed a final product verification process for all medication/batch types.
19. The student is able to describe the medication administration process including the nursing unit structure, personnel (roles and responsibilities), and technology employed.
20. The student is able to describe how pharmacy identifies and monitors patients including pharmacy clinical services and relevant lab/screening tools.
21. The student is able to describe the pharmacy department’s medication safety plan including the National Patient Safety Goals, Continuous Quality Improvement Plans, and the site’s ADR/ADE reporting system.
22. The student is able to utilize institutional resources and evidence-based literature to answer drug information questions.
23. The student is able to apply the Pharmacists’ Patient Care Process to the care of patients.
24. The student is able to communicate in a professional manner in all verbal and written communications.
25. The student is able to summarize the medication use process for various medication types in the hospital setting including the role of automation and technology and their role in improving patient safety along with unintended consequences.
☐ I attest I have reviewed and discussed the workbook assignments with the student and approved the following documents:

☐ 2 completed pharmacy notes detailing student’s assessment following medication reconciliation including plan and recommendation
☐ 1 completed pharmacy note of a dialysis patient with an ordered antibiotic detailing student’s assessment of all ordered medications including plan and recommendation
☐ 1 completed pharmacy note of a patient with at least 2 disease states covered in didactic curriculum detailing student’s assessment including plan and recommendation
☐ 2 completed drug information responses
☐ ADR report or student-created summary of ADR reporting system
☐ Pharmacy department organizational chart
☐ Slides or handout from 10-minute educational presentation to preceptor-selected audience

Free response questions:

1. Please list at least three specific behaviors, skills or knowledge areas needing improvement which future preceptors should focus on during subsequent rotations.
2. Please list at least three excellent behaviors, skills or knowledge areas the student displayed during the rotation to be reinforced during subsequent rotations.

At this point, the student is _____ the level I would expect.

☐ At
☐ Above
☐ Below

After reviewing this student’s overall performance, it is my recommendation that the student:

☐ Pass
☐ Not Pass