

## APPENDIX 2: ACTIVITY, ASSIGNMENT and ASSESSMENT SCHEDULE

Week	Student Activities
1-4 weeks before placement starts	<p>Students should:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Posted updated CV/resume in CORE ELMS</li> <li><input type="checkbox"/> Review therapeutics/pre-readings as instructed by the preceptor.</li> <li><input type="checkbox"/> Review Syllabus: activities and assignments, patient care process tools; including Course Required Reading list.</li> <li><input type="checkbox"/> <b>4 weeks prior:</b> Correspond with the preceptor regarding parking, dress code, start time, etc.</li> <li><input type="checkbox"/> <b>1 week prior:</b> Complete the Skills Inventory and develop Learning Plan; posted on CORE ELMS as a requirement at least 1 week prior to placement (include posting date on title).</li> </ul> <p>Preceptors:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if IT access, and any other required accesses, is established for your student.</li> </ul>
Daily throughout the placement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Patient Care, review documentation with the preceptor. Depending on pandemic status, reviews can be done in person, via telephone or other virtual ways of communicating with patients. <ul style="list-style-type: none"> <li>• Prepare care plans and document care provided according to preceptor's practice</li> <li>• Minimum 20 patients across the placement (provide care for a minimum of 4 patients concurrently by week 3).</li> </ul> </li> <li><input type="checkbox"/> Answer drug information questions.</li> <li><input type="checkbox"/> Collaborate with the pharmacy team as a student pharmacist.</li> <li><input type="checkbox"/> Ensure activities, discussions and assignments are being completed (student is responsible for ensuring completion of all course requirements).</li> </ul>
<b>Week 1: Orientation, Create Placement Schedule</b> Date: _____	
Orientation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and discuss Learning Plan, prior feedback, course objectives, and activities.</li> <li><input type="checkbox"/> Discuss: <ul style="list-style-type: none"> <li><input type="checkbox"/> student/preceptor expectations and responsibilities.</li> <li><input type="checkbox"/> assessment processes and timelines (include informal feedback/debrief).</li> </ul> </li> <li><input type="checkbox"/> Develop a schedule with: in-service, presentations, patient care, discussions, interprofessional activity</li> <li><input type="checkbox"/> Develop a preliminary schedule.</li> <li><input type="checkbox"/> <b>RECENT UPDATE</b> Discuss with your preceptor what you should do if faced with a difficult, abusive, racist patient or staff person, including microaggressions. Bring to the preceptors attention for appropriate action, debrief together, report and document, as well as contact faculty.</li> <li><input type="checkbox"/> Discuss the possibility of having a "safety signal" so that you (the student) can gesture to your preceptor if you need assistance.</li> <li><input type="checkbox"/> Tour of practice site</li> <li><input type="checkbox"/> Log in to ensure Netcare access as well as other on-site systems.</li> </ul>
Daily Patient Care and Documentation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss care plans, clinical documentation format and process</li> <li><input type="checkbox"/> Set up a routine process for providing daily care for assigned patients: rounding, patient conferences, medication reconciliations, discharge counseling, etc.</li> </ul>

Assessments and Learning Plan	<input type="checkbox"/> <b>END of Week 1:</b> Discuss and debrief with the preceptor how things have gone, and what adjustments, if any, need to be made. Contact Course Coordinator if any concerns. <input type="checkbox"/> Post revised Learning Plans (if revised) to reflect preceptor feedback.
<b>Week 2: Date</b> _____ <b>Week 3: Date</b> _____	
Patient care activities and documentation	<input type="checkbox"/> Develop and discuss at least one Clinical Judgment written summary with preceptor (total of 3 to be completed across placement) <input type="checkbox"/> Plan interprofessional collaboration activities. <input type="checkbox"/> Week 3: Have topic for case presentation and inservice selected and start developing presentations
<b>Week 4: Date</b> _____	
Patient Care and other course requirements	<input type="checkbox"/> Continue care plans and documentation; should have approximately half done. <input type="checkbox"/> Review progress regarding other 2 Clinical Judgment written summaries with preceptor (if not yet completed). <input type="checkbox"/> Review progress regarding Patient Care Presentation and In-service. <input type="checkbox"/> Ensure consideration to which care plans will be submitted is given
<b>4th Wednesday of the placement</b>	<input type="checkbox"/> Complete and submit midpoint Student Self-Assessment (CORE ELMS) by Wednesday to allow preceptor review prior to Student Performance Assessment.
<b>Mid-Point (end of Week 4)</b>	<input type="checkbox"/> <b>MIDPOINT Assessments:</b> Student Performance Assessment-midpoint; completed by preceptor; review with student. <input type="checkbox"/> Student Evaluation of Preceptor and Site and Student Self-Assessment; discuss both with preceptor. <input type="checkbox"/> Update Learning Plan with progress as well as grades of <b>Inconsistently Meeting Expectations or Not or Rarely Meeting Expectations</b> from Student Performance Assessment and post the midpoint Learning Plan on CORE ELMS.
<b>Week 5: Date</b> _____ <b>Week 6: Date</b> _____	
Patient Care and other course requirements	<input type="checkbox"/> Complete in-service and continue to develop a patient care presentation. <input type="checkbox"/> Continue to provide patient care to assigned patients. <input type="checkbox"/> Assess completion of course <a href="#">discussions</a> .
<b>Week 7: Date</b> _____ <b>Week 8: Date</b> _____	
Assignment and Assignment Completion	<input type="checkbox"/> Review activity table to ensure all activities and discussions have been done. <input type="checkbox"/> Ensure Inter-Professional activities have been completed and debriefed. <input type="checkbox"/> Conduct Patient Care Presentation (week 7). <input type="checkbox"/> Ensure completion of discussions <input type="checkbox"/> Submit 4 Care Plans in e-Class

Patient Care	<input type="checkbox"/> Ensure continuity of care documentation is entered and conveyed to the care team.
End of Week 8: Final Assessments (CORE ELMS), Source	<input type="checkbox"/> Final Student Performance Assessment and Placement Grade; review with the student. <input type="checkbox"/> FINAL Student Evaluation of Preceptor and FINAL Self-Assessment; discuss with preceptor. <input type="checkbox"/> Post-Course Preceptor Evaluation (non-anonymous). Not to be discussed with the preceptor. This evaluation is not viewable by the preceptor. <input type="checkbox"/> Update and post the final Learning Plan in CORE ELMS <input type="checkbox"/> Preceptor Awards and Anonymous Student Course Survey (links emailed to student)
Preceptor after course completion	<input type="checkbox"/> Preceptor to complete Preceptor Course Evaluation (in CORE ELMS)