Faculty of Pharmacy & Pharmaceutical Sciences

Post-Professional PharmD Experiential Education Manual 2017/18

Pharm 511-514
Instructor: Sheila Walter
Office: ECHA 3-287, Phone: (780) 492-5513
E-mail: swalter@ualberta.ca
Office Hours: Monday to Thursday by appointment

Pharm 515
Coordinator: Tara Leslie
Phone (403) 818-7490
E-mail: tleslie1@ualberta.ca
Office Hours: Wednesday to Friday by appointment

Online course access: https://eclass.srv.ualberta.ca/portal/

Table of Contents

1 Introduction 3
1.1 Faculty Mission and Vision 3
1.2 Experiential Education Mission 3
1.3 Program Overview 3
1.4 Faculty Responsibilities 4
2 Student Requirements and Responsibilities (Faculty Regulations) 5
2.1 Academic Standing and Prerequisites 5
2.2 Licensure Requirements 5
2.3 Professional Conduct 5
2.4 Professional Portfolio (MyCred) 5
2.5 Placement Requirements 6
Netcare Information and Training 7
2.6 Student Responsibilities 9
When to Contact the Faculty 10
3 Preceptor Requirements and Responsibilities 11
3.1 Preceptor Qualifications and Training Requirements 11
3.2 Rx Preceptor 11
3.3 Site descriptions 11
3.4 Preceptor Responsibilities 12
3.5 Orientation Checklist for Student and Preceptor 14
3.6 Supervision 15
4 Placement Matching Policies and Procedures 16
4.1 Introduction 16
4.2 Course Registration 16
4.3 Conflict of Interest 16
4.4 Transfer Credit 16
4.5 Recognition of Prior Learning 17
4.6 Student Initiated Placements 18
5 Other Experiential Education Policies 24
5.1 Protection of Privacy 24
5.2 Practicum Intervention Policy 24
5.3 Professionalism 24
5.4 Attendance Polices 25
5.5 Devices & Social Media 26
6 Preceptor Awards and Acknowledgment 27
6.1 Preceptor of the Year Award 27
6.2 Preceptor Recognition Program 27
Appendix 1.1: Site Descriptions – Information for Preceptors 28
Appendix 1.2: Site description Template 29
Appendix 2: Professional Portfolio - MyCred 31

1 Introduction

1.1 Faculty Mission and Vision

Vision: Excellence in pharmacy education and research through learning, discovery and citizenship.

Mission: To address the needs of society as they relate to pharmacy and the pharmaceutical sciences. The mission will be carried out through discovery, dissemination, and application of new knowledge involving teaching and learning, research and creative activity, community involvement, and partnerships.

1.2 Experiential Education Mission

The Faculty will foster high quality experiential education by recruiting, retaining and supporting exemplary preceptors in diverse practice settings throughout the province in order to provide students with optimal learning opportunities and graduate pharmacists capable of meeting the needs of society.

1.3 Program Overview

Goals of Experiential Training

In keeping with the goals of the Post Professional Doctor of Pharmacy Program, the aims of the experiential courses are to enhance the students':

- Confidence in the role of the pharmacist
- Acceptance of responsibility and accountability for patient drug therapy outcomes
- Ability to make clinical decisions under conditions of uncertainty
- Critical thinking skills
- Communication skills

Experiential Education Course Requirements (Doctor of Pharmacy)

Students must receive 36 credits in experiential learning. They must receive credit in each course once (Pharm 511, Pharm 512, Pharm 513, Pharm 514 and Pharm 515). Pharm 514 or Pharm 515 may be repeated to complete the credit requirements. Students are recommended to complete 4 placements in direct patient care. Students have the option to complete the program over a 5-year period. Students will be granted credit by completing placements, receiving transfer credit (see section 4.3) or receiving recognition for prior learning (RPL) (see section 4.4). Placements successfully challenged by the RPL process are considered direct patient care.

1.4 Faculty Responsibilities

Experiential Education at the Faculty of Pharmacy and Pharmaceutical Sciences is committed to supporting preceptors and students at all stages of the placement to facilitate successful experiences. The responsibilities of the Faculty are listed below.

Prior to the Placement

- Ensure that sites and preceptors meet the placement criteria
- Provide training, support and resources for preceptors
- Facilitate preceptors' applications for Faculty Appointments
- Notify sites of placement dates, student names and email contacts via email and RxPreceptor
- Organize a placement schedule for each student that considers the need of both the site and the student
- Provide access to program manuals, course syllabi, Preceptor Guides and other placement resources
- Prepare students for their placements through course orientation

During the Placement

- Be available for consultation throughout the placement as needed
- Assist students and preceptors with navigating the Experiential Education team structure when questions or concerns arise
- Provide information and direction to both students and preceptors when placement issues arise

After the Placement

- Solicit feedback from preceptors to evaluate the course and their student experience
- Utilize course feedback to continuously improve process and courses
- Provide feedback to preceptors on a regular basis
- Facilitate preceptor recognition

2 Student Requirements and Responsibilities (Faculty Regulations)

2.1 Academic Standing and Prerequisites

Students must have completed PHARM 501, 502, 503 and 504 and be in Satisfactory Standing or have Faculty approval to progress into their experiential courses or with Faculty consent. Students enrolled in the part-time pathway may complete Pharm 515 prior to completion of prerequisites with Faculty consent. Satisfactory standing is defined as having achieved a minimum letter grade of B- or received CR in credit/no credit courses.

2.2 Licensure Requirements

Proof of current licensure as a clinical pharmacist with the Alberta College of Pharmacists (ACP) and authorization to administer drugs by injection must be provided to Student Services at least 30 days before the start of the first placement and annually by July 1. Students who do not comply will have their placements cancelled. The costs of licensure, including registration, malpractice insurance and CPR certification are the responsibility of the student. ACP license numbers must be entered into RxPreceptor and may be required at community sites.

2.3 Professional Conduct

Students in the program are required to adhere to the Alberta College of Pharmacists Code of Ethics and the University of Alberta Code of Student Behaviour. Students are expected to practice according to the Standards of Practice. Students may not receive any compensation for their experiential course activities.

The Faculty of Pharmacy and Pharmaceutical Sciences has ZERO tolerance for unprofessional behaviours, including but not limited to:

- referring to oneself or holding oneself to be more qualified than one is
- failing to call/notify preceptor when unable to meet deadlines, complete tasks or arrive on time
- breaching confidentiality
- violating the Criminal Codes or demonstrating infractions of the Human Rights Code
- conducting sexual impropriety with a patient, caregiver, their families or colleagues
- being impaired with a substance while participating in patient care

The specific occurrence will be reviewed and appropriate action taken which could include removal from the placement site.

2.4 Professional Portfolio (MyCred)

All students must create a portfolio in MyCred at least 30 days before the start of the first placement. (Appendix 2).

2.5 Placement Requirements

Police Information Check with Vulnerable Sector Check (PIC) (formerly called Criminal Records Check or Security Clearance)

All students entering the program will be required to provide a Police Information Check with Vulnerable Sector Check at least 30 days before the start of the first placement. The original must be presented to the Experiential Program Assistant and a copy will be retained in the student file for the duration of the program. The Police Information Check must have been done within 90 days of presentation to the Faculty. Students that do not provide this documentation will not be able to begin their placements. Should the Police Information Check be unclear, the student's placements may be delayed and the original document will be required for the placement site to assess. For continuing students, an annual declaration in RxPreceptor is required. Note: Some sites have additional PIC requirements, and they are noted in the site description in RxPreceptor.

Immunizations

Up-to-date immunization is a program requirement for students in all Health Sciences faculties. Immunization records must uploaded into RxPreceptor at least 30 days before the start of the first placement. Students that do not provide this documentation will not be able to begin their placements. Refer to the University Health Centre for more information. The University Health Centre will assess a fee for service that can vary depending on number & type of vaccines given.

Emergency First Aid and Level C CPR

Up-to-date certification in Standard or Emergency First-Aid and Level C CPR course is a requirement for students in the PharmD program. Documentation of certifications must be uploaded into RxPreceptor at least 30 days before the start of the first placement and at required renewal intervals until completion of the program. Students are required to recertify as needed to ensure Emergency First Aid and Level C CPR certification is current for all placements. Students that do not provide this documentation will not be able to begin their placements.

N95 Fit testing

Up-to-date N95 certification is a requirement for students in all Health Sciences Faculties. N95 fit testing must be updated every 2 years and students must ensure that certification is up to date for all placements. A copy of the N95 test certificate must be uploaded into RxPreceptor at least 30 days before the start of the first placement and with each fit test update until completion of the program. Students are responsible to know their N95 size when at a placement site should the need arise to use this equipment. Failure to comply may result in dismissal from the placement site or limitations on activities.

Netcare Information and Training

Pharmacy students are responsible for initiating the request for Netcare access for ALL community pharmacy placements including Primary Care Networks (PCN's) and long term care facilities. Students are required to complete the **Alberta Netcare User Registration eForm** (URF) and send directly to the site preceptor and/or site Access Administrator (AA) at least 4 weeks in advance of placement.

Student Instructions to register for Alberta Netcare Access:

1. **Access the eForm** at least 4 weeks in advance of your placement start date. This eForm is used to create (have never had Netcare before), amend (have had access before) or delete (to remove a facility) Netcare entitlements, as well as request a name change.

   2. Download a copy of the eForm to your desktop for completion - In the comments field, ensure you list your placement start and end date. In the Profession field, enter: Pharmacy Student/Intern, Standard Access Selection: Clinical 2 with Optional Access: PIN Dispense. Please ensure all fields have been completed.

   3. Call your community pharmacy site to gather the specific community pharmacy site details to complete your eForm: (Custodial WDFA#). Also obtain your site access administrator (AA) name and email address to forward your completed form to.

   4. Email your completed eForm to the site AA.

   5. Call the eHealth Support Contact Centre after 5 business days to see if your eForm has been received: 1-855-643-8649. If the eForm has not been received, follow-up with the site AA immediately to ensure that they have received, signed and faxed the eForm to the eHealth Support team.

   6. Account activation - Once the account is provisioned for access at the pharmacy, the site AA will receive an email notification from the eHealth Support team, including credentials and your remote access token (if applicable).

   7. Confirm that access has been provisioned. Log into your Netcare account; you will need your token to do this. If you have more than one approved facility on your profile, you will be prompted to select the facility you are working from a drop down list. If you see your placement site on the list, your access has been provisioned for use at that pharmacy site. (Select the facility you are working at and click ok). If you do not see the facility selection pop up box, please follow the instructions below:
   - Once logged into your Alberta Netcare account, Click on the 'My Details' icon in the top left hand corner (looks like a gear icon, right beside the home (house) icon)
   - Scroll down to the 'Facilities' section. Once you see your pharmacy placement site name listed then you are approved to access Alberta Netcare for that pharmacy site.

   8. On the last day of the placement the student must give the site AA a completed eForm to delete access at that specific site. (Type of Request: Delete)

Access request procedures for students attending Institutional placements

- It is the responsibility of site access administrators for AHS/Covenant Health placement sites to requisition Netcare access for all incoming Pharmacy students. The site access administrator will be required to complete the registration process at least 4 weeks to placement commencement to allow time for processing. **No action from the student is required.**
- Alberta Netcare access will be issued ONLY for the duration of the student placement for the registered course rotation. For Privacy and Security information, please visit the Alberta Netcare Learning Centre.
- If you've received a remote access token from a previous non-AHS/Covenant Health placement, please keep your token in a safe place for future community use. Tokens are not used in the AHS/Covenant Health practice setting.

General Information & Contact Information

User Credentials

Credentials issued to students will remain intact for the duration of the students' degree program but Alberta Netcare access will be issued ONLY for the duration of the student placement for the registered course rotation. Students must ensure confidentiality of this sensitive information. For Privacy and Security information, please visit the Alberta Netcare Learning Centre

eHealth Support Services Team	Alberta Netcare Provincial Service Desk	AHS Remote Access Team
To register for Alberta Netcare, or request training for yourself or your student, contact the eHealth Support Services Team: Toll Free: 1-855-643-8649 Email: ehealthsupport@cgi.com	If you're having technical difficulties or need a password reset: Toll Free: 1-877-931-1638 Phone: 780-412-6778	If your Remote Access Hard Token is lost or stolen, please contact the AHS Remote Access Team immediately at: 1-844-542-7876

General Liability Insurance

The University has a general liability insurance policy that insures the pharmacy student while acting within the scope of their duties during their experiential courses. As licensed pharmacists, the students must also carry a minimum of $2 million in personal liability insurance. Proof of insurance must be uploaded into RxPreceptor - Requirements at least 30 days before the start of the first placement and annually by July 1 until completion of the program.

Worker's Compensation

The University provides worker's compensation coverage for students while in experiential courses.

AHS Orientation Requirements

Students going to AHS placement sites must complete the AHS Information & Privacy and General Student Orientation modules. As many practice sites are within AHS, all students must complete the requirements for placement within AHS. Relevant completion documentation must be uploaded into RxPreceptor at least 30 days before the start of the first AHS placement.

- AHS Information & Privacy and IT Security & Compliance Training Module.
    - Completion of the module must generates a form called the Confidentiality and User Agreement. http://www.albertahealthservices.ca/info/Page3962.aspx
- AHS Student Orientation Module
    - Completion of the module generates a certificate. http://www.albertahealthservices.ca/careers/Page12728.aspx

Disclosure of Personal Information form.

According to the AHS student placement agreement, the University of Alberta health science units are required to collect and share additional documentation from students such as date of birth or ACP license number for provision of network access. This form is housed within RxPreceptor. Log-on to your RxPreceptor account and select Surveys from the left hand navigation to access the form. The survey form that should be completed in RxPreceptor by the date provided.

2.6 Student Responsibilities

Prior to the Placement

- Develop a professional portfolio in MyCred at least 30 days before your first placement. Share your portfolio with co-preceptors, if applicable, 1 week before your placement.
- Inform the preceptor of any potential absences from the placement as soon as possible. Note: Absences of 2 or more days must be approved by the Course Coordinator.
- Complete a Learning Plan (see Pharm 511-514 Course Syllabus) and add it to the Goals module in MyCred at least 7 days before the start of the placement.
- Review the Site Description and prepare for the placement as recommended within.
- Pharm 515 only - Prepare a Placement Proposal (with embedded learning plan) and provide to the course coordinator and preceptor as outlined in the Pharm 515 syllabus.
- Contact the preceptor prior to the start date to confirm the placement and provide his/her contact information.
- Ensure that practice site policy requirements are met. (See Section 6.0)
- Ensure NetCare Access requirements have been completed.

During the Placement:

- Set and share expectations with the preceptor including level of supervision for various activities, computer training requirements, and deadlines for assignments
- Negotiate and implement the learning plan with the preceptor's guidance and upload it to RxPreceptor as a field encounter at the end of the placement.
- Follow the policies and procedures of the practice site
- Organize time to fulfill all placement commitments. Note: Students are expected to devote a reasonable amount of time outside of the placement to complete all assignments. Non-patient care activities can be completed on evenings or weekends allowing for optimal patient-contact time and preceptor discussion times during the day.
- Work independently and under indirect supervision
- Show initiative and actively participate in all learning opportunities
- Ensure that all course activities are completed
- Complete self-assessments and preceptor evaluations outlined in the course syllabi
- Assume responsibility and accountability for patient care
- Respect confidentiality of both the patients and the site
- Perform regular self-assessment to identify learning needs and deficiencies and to take the appropriate steps to address them
- Be a self-directed learner
- Maintain open communication with the preceptor and other healthcare providers
- Notify the preceptor and/or the Faculty of any concerns that arise during the placement
- Be receptive to coaching and feedback
- Adhere to the evaluation procedures (see Section 5 and course syllabi) and contact the Coordinator if any issues arise during the placement
- Complete PharmD Seminar Course activities, if applicable.

At the end of the Placement:

- Complete the Post Course Evaluation
- Update experiences and supporting evidence in MyCred
- Submit your Placement Reflection in e-class
- Upload completed learning plan into e-class
- Participate in faculty organized opportunities to provide feedback regarding the Experiential Education courses and placements.
- Complete the Preceptor of the Year and/or Preceptor Recognition surveys as appropriate
- Adhere to any NetCare processes that are required at the end placement
- Pharm 515 only – complete *Learning Record*(s) and *Implementation Record* in ACP CCP portal.

When to Contact the Faculty

It is important that students share their expectations regarding the placement early with the preceptor. Students should contact the experiential office (phexed@ualberta.ca) if concerns arise about the ability to meet course expectations, such as:

- insufficient opportunities to complete required learning activities
- need for more dialogue and feedback from the preceptor
- performance difficulties
- ethical concerns
- conflict with the preceptor

Concerns will be dealt with in confidence. The student and Faculty will develop a plan for resolving difficulties before any action is taken

3 Preceptor Requirements and Responsibilities

3.1 Preceptor Qualifications and Training Requirements

In keeping with our mission to foster high quality experiential education, the Faculty has set preceptor qualifications, training and site requirements. Please refer to the Faculty of Pharmacy website for more information (http://pharm.ualberta.ca/preceptors/how-to-become-a-preceptor).

Preceptors are essential to preparing students to be confident practitioners. As such, we are pleased to offer academic appointments to preceptors in recognition of their vital contribution to pharmacy education.

3.2 Rx Preceptor

The Faculty uses RxPreceptor, an online database management program, for various purposes. It manages the recruitment and matching process, houses forms and resources, allows for correspondence between the Faculty, preceptors and students as well as completion and submission of placement assessments. All preceptors are required to:

- Complete the Preceptor Enrolment form
- Once this form is completed and submitted, an RxPreceptor account will be created for and your log in information will be emailed to the preceptor. For additional information or technical difficulty, please contact phexed@ualberta.ca for assistance.
- Create a profile within the RxPreceptor account, including your practice site information.
- Access the Site description Template in RxPreceptor to create a Site description (Pharm 511-514 only; see Appendix 1).
- Profiles and Site descriptions should be reviewed and updated annually.
- Enter placement availability in response to Calls-For-Offer (CFO). *For preceptors at AHS/Covenant, the Site Coordinator may enter this data on behalf of preceptor.
- Review student schedules once notified they are available in RXpreceptor for viewing
- Complete all student performance assessments in RXpreceptor.

3.3 Site descriptions

A Site description should be completed for every placement offered for Pharm 511-514 (Appendix 1). The descriptions will be provided to the students prior to the placement match. The descriptions communicate details about the practice setting and patient population as well as expectations regarding the level of knowledge and skill development. Preceptors offering similar placements may collaborate to produce one outline. All applicable sites and preceptors should be listed in the document. Preceptors should update these outlines when applicable.

3.4 Preceptor Responsibilities

Prior to the Placement

- Complete foundational Preceptor Training.
- Attend annual course review.
- Arrange for IT & NetCare access for your student
    - Preceptors or Site Coordinators must arrange for students to have access to any networks, electronic medical records (EMRs) or pharmacy operations software before the placement begins. Preceptors must notify the Course Coordinator as soon as possible if there are any costs associated with setting up these placement requirements.
- Review the Course Syllabus and Preceptor Guide.
- Review evaluation and assessment tools that will be used online in RxPreceptor.
- Review the student's MyCred, which contains the student's biography, professional experience, learning plan and samples of work. (See Appendix 2 Professional Portfolio)
- For Pharm 511-14 placements, review the student's Placement Learning Plan and consider opportunities to achieve their goals during the placement (See Pharm 511-514 syllabus).
- For Pharm 515 placements, review the student's "Pharmacy 515 Specialty Elective Placement Plan" and embedded Learning Plan to provide feedback to assist the student in refinement of placement learning goals and activities. The student's finalized Placement Plan is subject to the approval of the preceptor (see Pharm 515 syllabus).
- Create the student's orientation and placement schedule.
- Prepare a student work space.
- Provide student with your contact information and details regarding when and where to report on the first day.
- Inform relevant team members that a student is coming and arrange inter-professional learning activities as appropriate.
- Sign up for library access (if not already established as part of the Clinical Academic Colleague faculty appointment)

During the Placement

- Complete the student's orientation.
    - Discuss the Learning Plan with the student. Collaborate with the student to ensure that his /her goals are realistic, feasible and measurable.
    - Review the course objectives with the student and discuss and agree upon the schedule, activities and assignments.
    - Communicate performance expectations clearly at the beginning of the placement and when introducing a new activity.
    - Encourage self-directed learning.
- Meet with the student at regular intervals to discuss and debrief placement activities.
- Provide timely, positive and constructive feedback.
- Complete early, midpoint and final assessments as outlined in Section 5 and the course syllabus. Discuss these documents and the student's self-assessment with the student.

- Provide more direct supervision initially, and transition to indirect supervision as the placement progresses based on the student's performance. The student is a licensed pharmacist and is expected to assume accountability for placement activities.
- Contact the Course Coordinator if any issues arise during the placement.

After the Placement

- Provide feedback to the faculty via the post course preceptor survey.
- If applicable, ensure IT and/or Netcare access has been discontinued (if required).
- Contact PharmD Course Coordinator if any outstanding feedback required.
- Review the Site description and make changes to the google doc as required.

3.5 Orientation Checklist for Student and Preceptor

Post Professional Doctor of Pharmacy
Orientation Checklist

This orientation checklist is to be used by both the student and preceptor to cover important topics at the beginning of the placement. Should there be other site-specific items that need to be discussed, please add them to the list.

Orientation Activity	√
1. Professional Discussions	
• Student MyCred and previous experiences	___
• Preceptor's practice experience and interests	___
• Preceptors preferred method of contact	___
• Professional expectations – patient confidentiality, dress and appearance policies	___
2. Course Review	
• Course syllabus (objectives and activities)	___
• Site description (activities and expectations) (Pharm 511-514)	____
• Assignments and expectations (presentations, in-services etc.)	__
• Review assessment process, forms and timing (including feedback)	___
• Discuss the Learning Plan (Pharm 511-514)	___
• Discuss the Learning Plan embedded in the Placement Proposal (Pharm 515)	___
• Discuss student/preceptor responsibilities and expectations	___
• Review preliminary student schedule	
3. Pharmacy Practice	
• Practice specialties and characteristics (include how student will be involved)	___
• Site resources and learning opportunities	___
• How will the student be involved in patient care	___
• Provide samples of forms used, documentation policies and procedures	___
4. Practice Environment	
• Guided tour of practice environment	___
• Introduction to staff and health care practitioners (including students); include roles and how they will be involved with student experience	___
• Library, drug information and other resources	___
• Practice site policies and procedures, including patient and staff safety	___
• Information regarding staff meetings, rounds, conferences and committees	___
• Student workspace	___
• Staff cafeteria, coffee area, lockers, washrooms, etc.	___
5. Technology orientation	
• Relevant Computer order entry systems, patient profiles and electronic medical records (EMRs), Medication Administration Records (MARs)	___
6. Other	

3.6 Supervision

In accordance with guidelines set out by the Alberta College of Pharmacists, The Faculty of Pharmacy and Pharmaceutical Sciences, has outlined the requirements for levels of supervision during a clinical placement. The guiding directive during a placement is to ensure that students are appropriately supervised to ensure patient safety is upheld. As the students are licensed pharmacists, they may perform restricted activities under indirect supervision once the preceptor has determined an appropriate level of competence. Given that practice settings are varied, it is important for the preceptor and the student to establish expectations of what can be done under indirect supervision. Patient safety must always guide the amount of supervision that a student requires. Students will require more supervision at the beginning of the program and each placement. As they progress through the placement and the program, the preceptor should adjust the level of supervision based on the practice environment and the students demonstrated competence.

If a student has authorization to perform a restricted activity that the preceptor does not routinely perform in his or her practice, the student and the preceptor must establish if and how the student should integrate this skill into the practice environment.

4 Placement Matching Policies and Procedures

4.1 Introduction

The Faculty of Pharmacy and Pharmaceutical Sciences is the sole provider of pharmacy education in Alberta. It has developed partnerships with a variety of care providers and sites in Alberta that meet the standards set by the Faculty to offer clinical placements. The Faculty places high value on placing the students in learning environments that support the objectives of the program.

RxPreceptor is used schedule Pharm 511-514. Placement matching is based on the lottery, course requirements, preceptor and student's program goals. Students will be able to view the Site descriptions prior to selection. The following placements will be added to students' schedules prior to or after the match:

- Pharmacy 515 Specialty Electives
- Student initiated placements
- Other held open blocks

Student initiated placements must be declared before the match (section 4.6).

Students enrolled in this program are expected to travel within the province to complete their experiential education course requirements. Travel and accommodation expenses are the responsibility of the student. Students are advised of requirement for travel related to experiential courses prior to admission to the program.

4.2 Course Registration

Students must register for their correct placements at least 4 weeks prior to the placement start date. Correct registration is imperative for graduation. Students cannot take other courses while enrolled in and completing a placement

4.3 Conflict of Interest

Students must take responsibility to avoid selecting placement sites where a relationship exists that could negatively impact an ability to learn, cause bias, or hinder meaningful and/or constructive feedback. Students and preceptors must disclose relationships that may create a conflict of interest in the placement environment prior to the matching process. The Director of Experiential Education or Course Coordinator will review the disclosures and make the decision to remove or keep the placement opportunity as a match option for that individual student.

4.4 Transfer Credit

Students who enrolled in the B.Sc. Pharm program at the University of Alberta in 2004 or later and successfully completed the program can apply to receive credit for Pharm 514 for work completed in Pharm 425 or 426/426. Students must declare whether or not they will transfer credit prior to the match for PHARM 514 by completing the Transfer Credit Google Form

4.5 Recognition of Prior Learning

Students with previous experience may choose to undergo an alternative assessment process in order to obtain credit for experiential placements. See RPL policies & procedures guide posted in the Gateway. Placements will not be scheduled for course that will be challenged through the alternative assessment process.

4.6 Student Initiated Placements

In an effort to balance student experiential placements that are flexible and individualized with the constraints of course requirements, Faculty policies, and University resources, the following procedures will be enforced for Student Initiated Placements (SIPs). A SIP can be defined as the following:

- A Pharm 511, 512, 513, or 514 placement that is out-of-province or at a site that the does not have a previously established relationship with the Faculty (ie: a Student Placement Agreement in place) OR
- A Pharm 515 placement that is not listed on the "Pharm 515 Opportunities List" or listed in RxPreceptor.

A student can APPLY for a maximum of THREE SIPS during their time within the PPP program. In the case a SIP application is denied, it will still count towards one of the three SIP applications.

To apply for an SIP, the student must complete the following:

<table>
<tr><td colspan="2">Step 1</td><td>Independently, complete an initial assessment of the suitability and feasibility of the placement (See Part 1 flow diagram) which assist the student in identifying barriers to approval of the placement.</td></tr>
<tr><td rowspan="3">Steps may be done concurrently</td><td>Step 2</td><td>Determine if a Student Placement Agreement (SPA) is in place. If a SPA is not in place, the student must obtain the name and contact information of the signing authority of the placement site if he/she chooses to continue to pursue the placement (See Part 2 flow diagram).</td></tr>
<tr><td>Step 3</td><td>Ensure all components on the preceptor checklist have been discussed with the preceptor (or co-preceptors) and obtain signatures (See Part 3 checklist).</td></tr>
<tr><td>Step 4</td><td>Gather all of the information you will require for the SIP request form. If deficiencies or barriers are found, the student is encouraged to remedy these prior to submitting the request form (step 5) to avoid immediate denial (See Part 4 Gathering Detailed Information for Official SIP Request).

NOTE - A substantial amount of information is needed by the student in order to complete the SIP online request form. In addition, the course coordinators expect students to provide sufficient detail for each section to facilitate efficiency in the SIP approval process. Students should review the information requirements <u>several weeks</u> prior to submitting the request to ensure they gather everything needed to adequately complete all aspects of the form. Missing information may result in immediate denial due to the administrative workload.</td></tr>
</table>

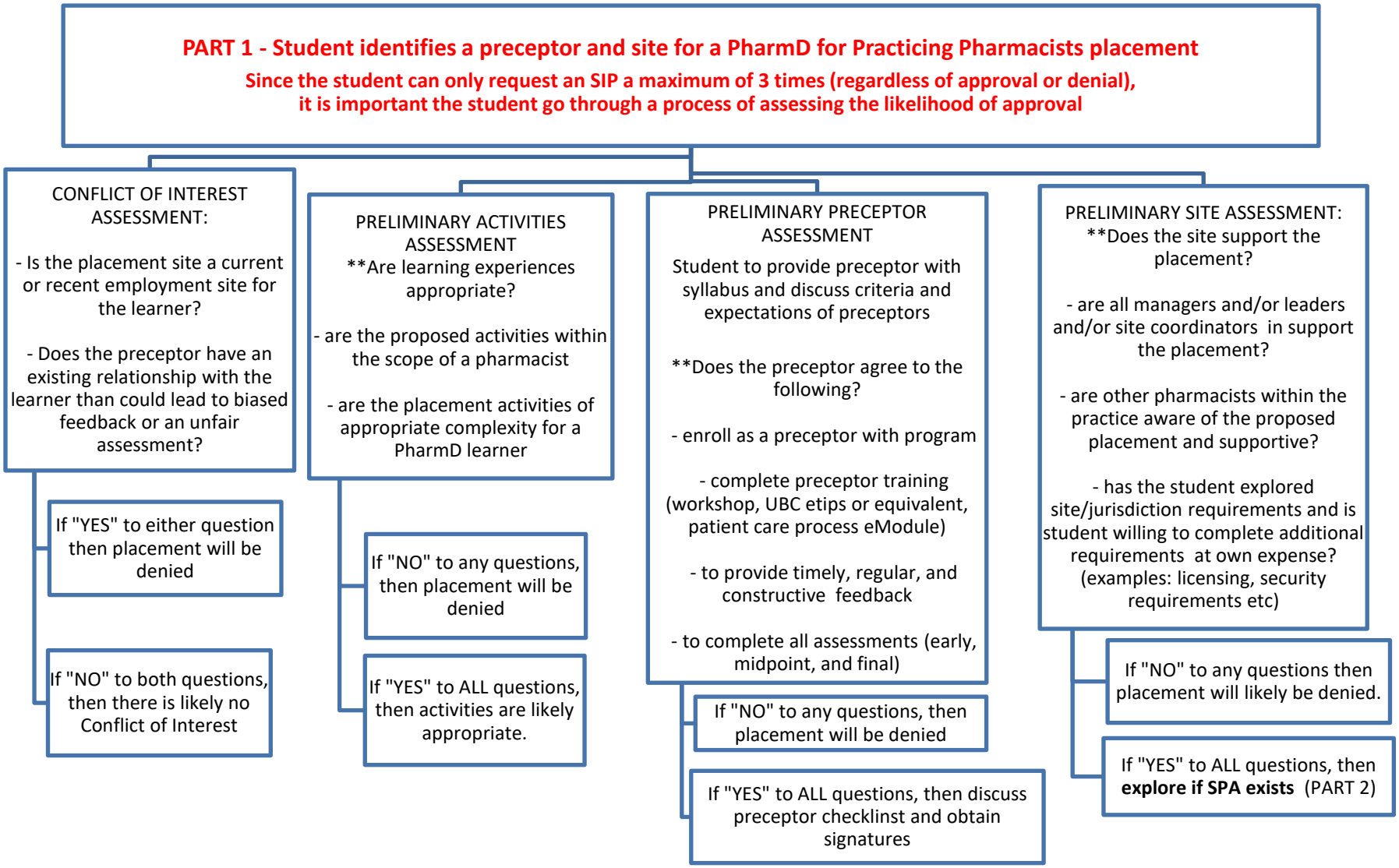
Step 5 • ALL steps MUST be completed prior to this step.	Complete the online SIP request form at https://goo.gl/forms/LKwMTWQbcKHKRIst1 Email the signed preceptor checklist (form from step 3) to the appropriate course coordinator at swalter@uablerta.ca or tleslie1@ualberta.ca **Once step 5 is done, the student will have used one of their three allocated SIP requests.**

Within 2 weeks of submitting the online form (Step 5), the course coordinator, in consult with the program director, will provide a decision of "approved", "approved with conditions", or "denied" for the SIP request. For placements that are "approved with conditions", all conditions must be met at least 30 days prior to the start of the placement in order for the placement to be "approved".

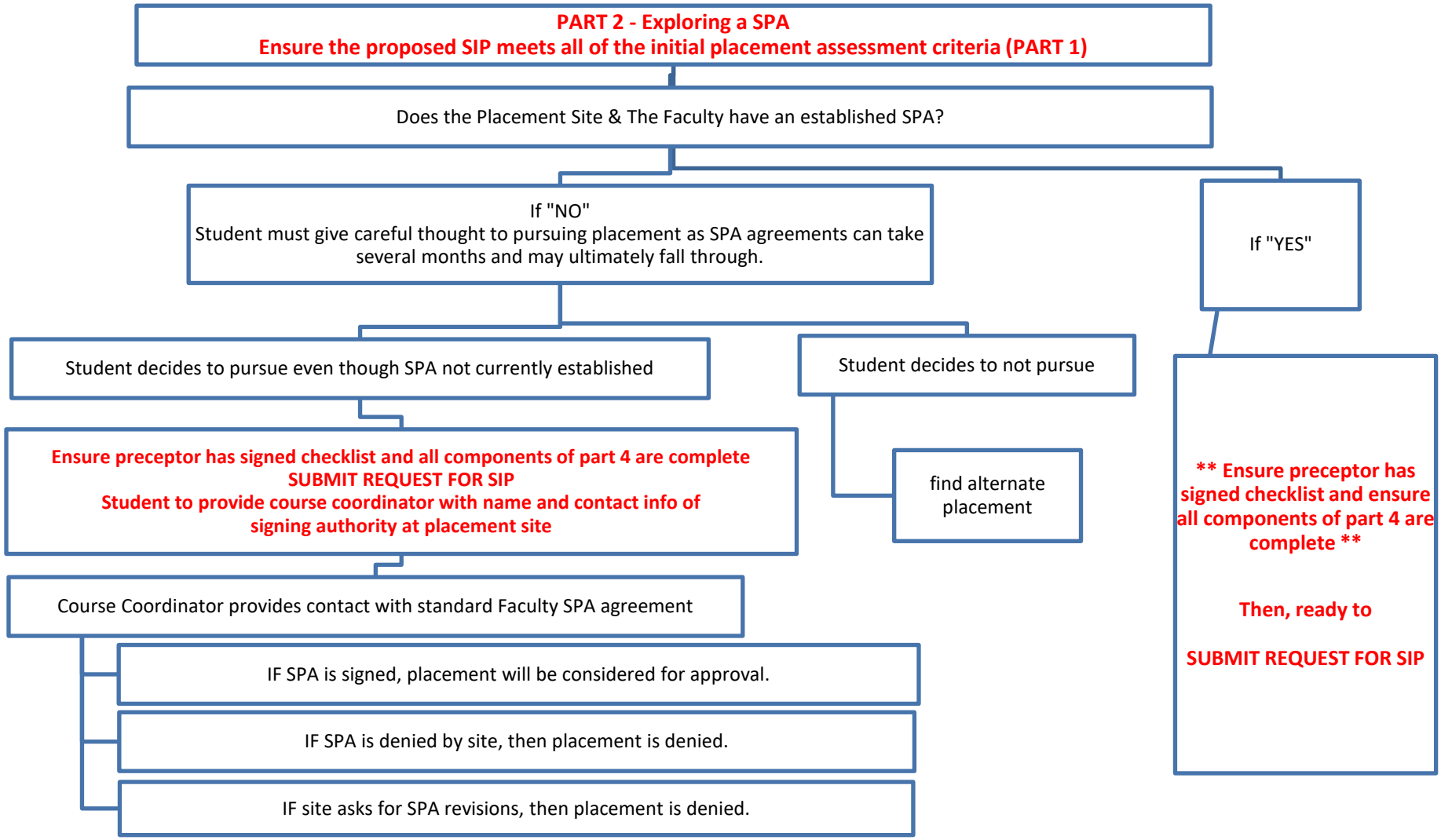
****REMINDER****

- AHS/Covenant Health requires all precepting requests to come from The Faculty. Students are prohibited from directly approaching AHS/Covenant Pharmacy Services employees for precepting asks or placement requests. Potential preceptors that are not employees of AHS/Covenant and are not in an AHS/Covenant pharmacy services managed/scheduled practice are not included in this policy.
    - Examples:
        - a physician not employed by AHS/Covenant is not included in this policy and could be approached for a precepting request
        - a Faculty member who is not employed by AHS/Covenant Health but has an AHS/Covenant Pharmacy Services clinical practice could be directly approached for a Faculty related placement but not for a clinical placement since the clinical practice is managed by AHS/Covenant Health pharmacy services
        - a pharmacist not employed by AHS but working in an AHS affiliated clinic that is not managed/scheduled by AHS pharmacy services could be directly approached for a precepting request

PART 1 – Initial Assessment of the Placement



PART 2 – Exploring a SPA



Part 3: Preceptor Checklist

Avoiding a conflict of interest

- The practice site (and/or clinical team) is not a recent or current employment site for the student
- The preceptor feels his/her relationship with the student would not negatively impact their ability to provide honest and constructive feedback and an unbiased assessment.
- The student feels his/her relationship with the preceptor would not negatively impact his/her learning or his/her ability to recieve and incorporate feedback.

The student has discussed placement dates with the preceptor

- The placement dates are mutually agreeable between the student and preceptor
- The placement dates do not conflict with other scheduled ExEd course placements

The student has reviewed the preceptor requirements prior to the placement

- Preceptor will enroll with the UofA Faculty of Pharmacy ExEd program (insert link to online form)
- Preceptor is required to complete preceptor training:
  - Preceptor workshop or UBC e-tips or equivalent (insert links)
  - Preceptoring the patient care process module (patient care placements only) (insert link)

The student has reviewed the preceptor expectations during the placement

- The student has provided and encouraged the preceptor to review the Pharm 515 course syllabus (insert link) OR Pharm 511, 512, 513, 514 course syllabus (insert link)
- Preceptor will provide opportunities for student experiential learning and professional practice that align with the preceptor's practice, the site mandate, and the course objectives (refer to syllabus). Learning experiences should be appropriate complexity for a post professional PharmD degree.
- Preceptor will provide timely, regular, and constructive feedback
- Preceptor will complete all assessments (early after 40 hours, midpoint after 120 hours, final after 240 hours)

The student has reviewed the student placement agreement (SPA) requirement

- All placement sites must have a SPA established at least 30 days prior to the first day of the placement (otherwise it will be cancelled)
- If a SPA is not currently established between The Faculty and the site, the student will require the name and contact information for the signing authority at the placement site from the preceptor
- The Faculty will provide the site with a standard SPA template for the site signing authority to sign. Due to workload implications to The University legal resources, the SPA must be signed as is.

The student has reviewed the preceptor expectations for communication with the site

- Preceptor has confirmed that the site/department/clinical area manager/leadership supports this placement. This person may be asked to arrange for site IT access
- Preceptor has discussed the proposed placement with other team members (including clinically deployed pharmacists) that may be impacted by the placement and has confirmed their support of the placement.

By signing below, the student and preceptor confirm discussion and commitment to the expectations outlined in the “Preceptor Checklist”

Student _____ Preceptor _____ Date _____

Part 4: Gathering Detailed Information for Official SIP Request

Placement Details

- be prepared to provide placement name, preceptor name(s) and contact info, and placement site (including address(es))
- be prepared to describe the preceptor's precepting experience, (how long, for which programs, and nature of placement)

Conflict of Interest

- be prepared to declare any actual or potential conflicts of interest and your mitigting factors (as applicable)

Placement Schedule

- be prepared to indicate the placement block or proposed modified schedule
- for modified schedules, be prepared to describe the start and end dates, days/hours in placement and any mid placement breaks
- NOTE - only Pharm 515 placements can have a modified schedule
- NOTE - all schedules must be mutually agreed upon by the preceptor and student

Placement Description

- be prepared to provide a brief description of the placement learning opportunities and activities within the placement

Preceptor Checklist

- be prepared to declare that all content within the preceptor checklist (part 3) has been reviewed by the student with the preceptor(s) and the checklist has been signed and emailed to the course coordinator
- be prepared to acknowledge that if any part of the preceptor checklist was not completed, the request will be denied

Additional Site Requirements

- explore and confirm any additional site requirements; these may include (but are not limited to) additional immunizations, confidentiality agreements, police checks, licensing requirements
- be prepared to list all additional requirements and acknowledge commitment to fulfilling these at own expense
- if a SPA is not in place, be prepared to provide the name and contact information of the site signing authority
- be prepared to acknowledge that if a SPA is not established at least 30 days prior to the start of the placement, the placement will be cancelled

Out of Province/Country requirements:

- explore and confirm the licensure or registration requirements of the appropriate regulatory authority, including any additional liability insurance for the jurisdiction of the placement
- be prepared to declare your committment to fulfilling all licensure or registration requirements within the placement jurisdiction
- NOTE - for out of Alberta placements, a student pharmacist license (instead of a clinical pharmacist license) will only be acceptable IF it is acceptable to the appropriate regulatory body, it is agreeable to the preceptor, AND the learning outcomes can be reasonably maintained with a student license (as applicable)

Financial Implications:

- explore all possible financial implications of the placement; costs associated with the placement could include (but are not limited to) travel, accommodation, additional immunizations, placement fees, and licensure/registration/insurance
- be prepared to acknowledge that all additional costs will be the responsibility of the student

Netcare Access

- If the placement is within Alberta, the student will be asked to declare if Netcare access is required. This response can be deferred if needed.
- NOTE - Netcare access for research purposes often required REB approval.

5 Other Experiential Education Policies

5.1 Protection of Privacy

The personal information contained in the student performance assessments collected by the University in accordance with Section 8 of this Course Manual, is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of providing educational services to the student, managing the student's learning experience, and protecting public interest and/or public safety. The University may share or disclose this personal information on a need to know basis within the University or to a subsequent placement site, including preceptors at that subsequent placement site. Please direct any questions about this collection or use to Ann Thompson, Director, Experiential Education, Faculty of Pharmacy and Pharmaceutical Sciences, Office: ECHA 3-174, 11405 87 Avenue, University of Alberta, Edmonton, Alberta T6G 1C9, (780) 492-5905, athompson@ualberta.ca.

5.2 Practicum Intervention Policy

The Dean, or Supervisor acting on behalf of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a practicum/clinical placement if the Dean or Supervisor has reasonable grounds to believe that this is necessary in order to protect the Public Interest.

5.3 Professionalism

Students are required to adhere to the Alberta College of Pharmacists Code of Ethics and the University Of Alberta Code Of Student Behaviour. Students are expected to practice according to the Standards of Practice.

Students are expected to:

- plan and maximize learning opportunities; including completion of all course activities.
- advise the preceptor of activities that need to be completed to meet the course objectives.
- identify learning opportunities available at the site by discussing ideas with the preceptor.
- work independently.

Patient Confidentiality

Students must ensure patient and practice site confidentiality. Business information regarding the practice site is confidential. Patient confidentiality must be maintained at all times both in and out of the pharmacy or institution. There is zero tolerance of breaches of patient confidentiality. Students must ensure that all patient identifiers are removed from posted assignments (care plans, screen shots, etc.).

For posted documentation, students should

- use a meaningless but unique number; i.e. patient #1.
- use an age range (i.e. 60-65); do not include date of birth.
- not include any identifiers such as physician names.

Professional Appearance and Behaviours

- Name badge must be worn.
- Cell phones must be turned off.
- Students must adhere to the dress code of the pharmacy or institution. Dress and personal appearance must be neat, clean and appropriate for work. Typically, the following is unacceptable: blue jeans sweat pants/track suits, shirts bearing slogans, clothing made of spandex, clothing in poor repair, short shorts or miniskirts, and bare midriffs or low necklines.
- Students should check with the site regarding dress and appearance policies (beards, piercings, false nails, colored nail polish, etc.) as these may pose a patient safety risk or compromise sterility of drug preparation areas.
- Students must act professionally at all times including interactions with staff, customers, other healthcare professionals and patients.

5.4 Attendance Polices

Attendance and completion of all hours is mandatory for credit to be received. Students are expected to be present at the placement site on the pre-specified schedule such that they can achieve the objectives required of the course, and meet their obligations to patients, their preceptor and team members. The days and hours of work may vary between placement sites. Refer to site descriptions for specific details. Absences must be made up with the approval of preceptor. Course Coordinator and Preceptor must approve changes to the placement schedule prior to implementation.

Students are expected to be punctual at the placement site, including all additional aspects of the placement such as meetings, discussion sessions and appointments. It is expected that students will contact the preceptor if an issue arises. Travel time to and from the placement site must occur on the student's own time.

Illness

In the case of illness, the student should notify the preceptor as soon as possible. Absences due to illness of two days or more may require a physician's note. This documentation is provided to the preceptor and a copy submitted to the Course Coordinator. Routine medical or dental visits should be scheduled outside of placement hours.

Requests for absences of 3 or more days or schedule changes for illness or life events should be made to the Course Coordinator in writing as soon as possible. Changes will be made at the discretion of the Course Coordinator in consultation with the program Director based on the program requirements for continuation & promotion as well as timeline for completion outlined in the calendar.

Bereavement

In the case of death of a family member, students should notify their preceptor and the course coordinator to determine a course of action.

Statutory Holidays

Should a statutory holiday fall within the course dates, students are expected to follow the preceptor's schedule. If it is not a scheduled workday for the preceptor, the student will receive the day off and the time will not need to be made up.

Faculty Endorsed Events

PharmD Seminars will be scheduled in the winter and spring/summer terms. Students are mandated to attend these seminars. Attendance of seminar is an excused absence from the placement. Students should remind preceptors of the seminar dates within the placement dates prior to the start of the placement.

Professional Development Activities

Students have been allocated up to three days during the program for professional related activities (i.e. presenting at a conference, job interviews) that must be approved, prior to the activity, by both preceptor and the Course Coordinator during their experiential learning. The preceptor may deny a request for professional development should the standard of care to patients or practice site be negatively affected by the absence of the student or it's anticipated that the time missed will impact the student's ability to complete the placement successfully.

PharmD Seminars

PharmD seminars run concurrently with placements. It is mandatory that your student attends these seminars in person. These are excused absences and the time does not need to be made up. For seminars that are less than a full day, students are expected to be at the placement for the rest of the work day as reasonable given the required travel time. Placement Matching Process and Policies

5.5 Devices & Social Media

At each site, the use of electronic devices is to be reviewed with the preceptor. If device use is sanctioned at the site, they are to be used with utmost discretion for educational purposes only. If directed by the preceptor, device may be used to contact the preceptor for experiential education related matters. Students must refrain from posting any patient, pharmacy practice or business information on any form of social media (e.g. Facebook, Twitter, YouTube)

6 Preceptor Awards and Acknowledgment

6.1 Preceptor of the Year Award

The Faculty of Pharmacy and Pharmaceutical Sciences and PharmD students in partnership with TEVA sponsor an annual award to recognize an outstanding preceptor. The award is granted each year to one primary preceptor or a team of co-preceptors within the PharmD experiential education curriculum. Each student can make one nomination. Faculty members are ineligible for the preceptor of the year award. Each nomination can be for an individual primary preceptor or a co-precepting team. Individual supporting preceptors are not eligible for nomination. A selection committee consisting of student, ACP, and Faculty representation will assess the nominations. Nomination forms will be available as a survey in RxPreceptor and must be submitted by the annual deadline.

6.2 Preceptor Recognition Program

The Faculty and students of the Faculty of Pharmacy and Pharmaceutical Sciences have partnered to sponsor a Preceptor Recognition Program to recognize outstanding preceptors who meet the criteria linked to an annual "Preceptor Recognition Theme". Each year's theme will be noted on the nomination form in RxPreceptor.

Each student can nominate one or more preceptors one week following the completion of his/her placement. Faculty members may be nominated for preceptor recognition. The nomination form will be distributed to students as a survey in RxPreceptor. All preceptors nominated for Recognition will be acknowledged at the Annual Faculty Awards program or the PharmD graduation celebrations. Recipients will also receive a congratulatory letter and certificate. Permission will be sought for inclusion in the Preceptor Newsletter and Faulty website.

Appendix 1.1: Site Descriptions – Information for Preceptors

The Site Description provides opportunity to give details about the learning environment, such as:

- practice location and setting
- patient population including common diagnoses and/or demographics
- number of patients and complexity
- common clinical activities and day to day routines
- professional relationships and collaborating partners
- expectations for student activities and responsibilities
- student learning opportunities
- student assignments
- supplemental information such as special dress code requirements, pre-readings, hours of work, and other student requirements.

The site description must be completed for every placement offered. The descriptions are in a Google Doc format and are stored in a Google Drive and will be posted to site &/or preceptor descriptions in RXpreceptor. A primary contact must be identified on the form. If multiple preceptors offer a placement on the same service, one site description, which includes all preceptor names, may be completed for that group of placements. These forms must be reviewed and updated annually by the author. Faculty, students and preceptors will use the site description. Based on information provided in this description, the Faculty will determine which course could be assigned to a given placement. Students will use this information to inform their requests for the placement match. Preceptors and students will use it as a map for planning the placement activities and the context for which students will complete the course objectives. The PharmD Experiential Education Coordinator is available to assist with developing the site description

Appendix 1.2: Site description Template

Site Description		
Insert Practice Setting Name		
Placement Address		
Primary Preceptor(s)		
Type of Experience	☐Option 1: Patient care (Pharm 426/428/536/537/511-515) ☐Option 2: Non-patient care (option for electives **only [**Pharm 515 and 537], see below) ☐Option 3: Patient care in combination with non-patient care (option for electives **only, [**Pharm 515 and 537])	
For Options 2 or 3 (Electives only), list practice setting (see **descriptions**)	☐Advocacy/Professional Organizations ☐Compounding ☐Drug and/or Toxicology Information ☐Drug Stewardship/Drug Use Evaluation ☐Evidence Based Medicine / Knowledge Translation / Academic Detailing	☐Health Policy / Government Services ☐Leadership / Administration / Management ☐Project ☐Research ☐Teaching ☐Other: _____

Brief Practice Setting Description	Items to consider including: 1. Describe the practice setting a. Consider the common clinical and professional activities completed by pharmacists in this practice b. Describe team members within the practice (as applicable) and highlight opportunities for collaboration with other health professionals c. Describe the patient population, including common disease states/demographic seen (for patient care experiences). d. URL links can be added about your practice site, if available. 2. Describe the learning experience at your site. . Elaborate on the activities that student's can participate in at your site (example: regular meetings they may attend, teaching/learning sessions, projects they may contribute to) a. Describe the sites precepting experience (number and level of learners) [as applicable] b. Indicate if pharmacists co-precept, or precept in teams c. Include unique models of precepting used at site (such as 2 learners together), as applicable NOTE: Below, there is an optional section for supplemental information. Please include any additional data you would like student(s) to have there. This text can be deleted/replaced by your information – it is intended to serve as a guide.

Learning Objectives (For Elective only) **NOTE: Patient care experiences have learning objectives in course syllabus)**	
Please list up to 3-6 main learning objectives that outline what the student will be expected to demonstrate by the end of this placement.	

(see **descriptions** ***for examples.)*** NOTE: These learning objectives are in addition to the expectation that students exhibit professionalism, effective communication, and appropriate critical thinking and decision-making skills. In addition, for placements with patient care activities, students will be expected to demonstrate patient care process skills (those expectations do not need to be listed here).	
* Students need to create a Learning Plan as part of this elective. In consultation with you (preceptor), your student will outline skills and knowledge he/she would like to focus on in addition to the learning objectives provided above. Where possible, we encourage collaborative engagement with students to determine projects/assignments of mutual interest and feasibility.	

Supplemental Information (Optional)	
General hours of work (Comment on expectations for evenings or weekends)	
List **topics** and/or **skills** that student should be familiar with **prior to the start** of placement	
List required **pre-placement readings**	
List **resources, citations, or websites** suggested for student to enhance learning.	

Appendix 2: Professional Portfolio - MyCred

The Professional Portfolio is intended to introduce the student to matched preceptors and document the student experiences, skill development and professional growth. It is also a tool to manage and record professional development plans and activities. This portfolio can be used and maintained beyond the Doctor of Pharmacy Program for a fee.

The portfolio must be created at least 30 days before the start of the first placement. A detailed instruction sheet with images for setting up a MyCred account will be available to students in e-class. The following is a summarized version of these instructions.

To create an account, students need to log into RxPreceptor and click MyCred in the bottom left hand corner. This will automatically create an account and link it to the student's RxPreceptor account. Students can then complete the following steps to set up their MyCred Portfolio:

1. Set your "Professional Status" by clicking the associated "Update Now" button. Choose "student" and "Save Update"
2. Set up your "Key code" by clicking the associated "Update Now" button. Choose your keycode and "Save Update".
    - A keycode allows you to lock certain modules from viewing. Only those with your keycode can view this content.
3. Establish your "Public Portfolio" by clicking on the associated "Update Now" button. Enter your full name and load a photograph. On the sticky note, you can enter a short message regarding your experience, interests, and/or goals.
4. Add a secondary email (optional) by clicking "Account Settings" and add your secondary email in the "Back-Up email" section.

Once the student has set up their account, they can add content and information to their portfolio. It is important to note that MyCred portfolios are not searchable. Access is only available through RxPreceptor or through the specific URL. To activate modules and add content, follow these steps:

1. Click the lightbulb to the right of a module to activate.
2. Click on the pencil next to the activated module to upload to that module. Click " Add New Record" , add content, and click "Save Update"
3. To modify content, use a similar process but click the pencil to edit, the red X to delete, or the blue arrows to move the record.

Students are required to complete all Mandatory Modules and ensure they are "unlocked". To unlock a module, the center icon must be set at the green open padlock. Modules not listed on the Mandatory list are optional and may be used and "locked" if desired by the student. To lock a module, click the center icon to set at the red closed padlock. Once a module is locked the viewer can only see the content if he/she has the Keycode.

Mandatory modules that must be completed by the student and **unlocked** are as follows:

Header Content
- Photograph, Contact information (Address (city only), phone number and email), Sticky note message of general experience, interests and/or goals

Biography/Summary

Courses Taken
- Include traditional and experiential courses completed thus far in the PharmD program
- Unique University course or other training that you have received

Education
- Include Bs.Sc.Pharm and other degrees,

Employment History

Licenses and Certifications
- Statement of licensure and any additional authorizations (injections, APA)

Goals
- Goals for PharmD program and Career goals
- Add you learning plans for exed course here

Cases
- add select samples (not all) of care plans or documentation throughout your ExEd courses. **Please ensure ALL patient identifiers are removed**

Presentations
- add select samples (not all) throughout your ExEd courses or from your prior experience (optional)

Projects
- add select samples (not all) throughout your ExEd course and from your prior experience

All of the following as applicable:
- Residency (if applicable)
- Fellowship (if applicable)
- Publications (if applicable)

Optional Modules
- All other modules the student chooses.
- Optional Modules may be locked if the student prefers.