PHARM 515 – 2023

EXPERIENTIAL LEARNING PART 5

Winter, Spring/Summer, Fall 2023

Course Weight: 6

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Course Description

PharmD students are required to design and complete a practice-based placement including objectives, activities and an assessment mechanism. The placement proposal is subject to approval by the preceptor and the Course Coordinator. Travel and accommodation costs are the responsibility of the student. Credit may be obtained more than once. Prerequisites: PHARM 501 or 521, or with Faculty consent. Sections offered in a Cost Recovery format at an increased rate of fee assessment; refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. (Restricted to PharmD for Practicing Pharmacists students).

Other course fees

Students are expected to travel within the province to complete their experiential education course requirements. Costs associated with the travel, accommodation or additional placement site requirements are the responsibility of the student.

Required readings

Pharm 515 Orientation Video - available on eClass
Pharm 515 Assignments Overview Video - available on eClass
Pharm 515 Placement Proposal Powtoon
https://www.youtube.com/watch?v=yl6Y4QVXy1Y
Pharm 515 Professionalism with Preceptors Video (Powtoons)
https://www.youtube.com/watch?v=gaVK_lhpJ38&rel=0
Preparing for Pharm 515 Projects – Important Reminders for Pharm 505C/545
Available on eClass

Recommended readings

Continuing Competence Program Guide:
https://pharmacists.ab.ca/sites/default/files/CompetenceProgramGuide.pdf

Continuing Competence Program Requirements:
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Course Objectives/Outcomes

The course is designed to develop the following knowledge, skills, and attitudes:

Skill

Students who successfully complete this course will be able to:

- Apply knowledge required of pharmacists in the practice setting
- Exhibit proficiency in verbal, non-verbal (appropriate body language), and written communication (as applicable to the placement setting)
- Integrate critical thinking, sound judgment and evidence based medicine into practice (as applicable to the placement setting)
- Apply the patient care process (if applicable to the placement setting)
- Function as a member of a team and demonstrate relational competence (as applicable to the placement setting)
- Employ scholarly skills such as teaching and principles of scientific inquiry (as applicable to the placement setting)

Attitude

Students who successfully complete this course will be able to:

- Demonstrate professionalism, responsibility, and accountability
- Demonstrate initiative and self-directed learning
- Promote the vision of the pharmacy profession

Grading

Course is credit/no credit.
<table>
<thead>
<tr>
<th>Title</th>
<th>Weight</th>
<th>Date</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>Placement Proposal Assignment</td>
<td>n/a</td>
<td>See description</td>
<td>Assignment</td>
</tr>
<tr>
<td>Midpoint Assessment</td>
<td>n/a</td>
<td>120 hours (see description)</td>
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<tr>
<td>Final Assessment</td>
<td>n/a</td>
<td>240 hours (see description)</td>
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<tr>
<td>CCP Assignment</td>
<td>n/a</td>
<td>Within 5 days after the end of the placement</td>
<td>Assignment</td>
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<tr>
<td>Post Course Evaluation</td>
<td>n/a</td>
<td>Within 5 days after the end of the placement</td>
<td>Online Evaluation</td>
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**Additional Information about Assessments**

**Placement Proposal Assignment**

**Student responsibility:**

- Using the template available in eClass, create a placement proposal (including a learning plan).
- Approximately 6 weeks prior to the placement start day, discuss your placement proposal with preceptor. Incorporate your preceptor's feedback to refine components.
- Submit your placement proposal to the course coordinator (via eClass) by the due date outlined below. The course coordinator may provide formative feedback. Once the placement proposal is approved by the coordinator, it will be issued a grade of "Complete".

- Block 1 - December 12, 2022
- Block 2 - January 15, 2023
- Block 3 - March 1, 2023
- Block 4 - April 15, 2023
- Block 5 - June 1, 2023
- Block 6 - July 15, 2023
○ Block 7 - Sept 1, 2023
○ Block 8 - Oct 1, 2023
○ For alternate placement dates, due date will correspond with the due date for the closest Block

- Provide preceptor with finalized placement proposal (with feedback incorporated from course coordinator) no later than 2 weeks prior to the placement start date.
- At the mid-point of the placement (120 hours), the student is to update part C of the placement proposal (learning plan) by completing the "Progress at Midpoint" column. The student may incorporate new goals or update/refine existing ones as appropriate. Once done, the student should share with his/her/their preceptor.
- At the end of the placement (240 hours), the student is to update part C of the placement proposal (learning plan) by completing the "Progress at Final" column. Once done, the student should share with his/her/their preceptor.
- The student must upload their completed learning plan (part C of the placement proposal) including the content added at midpoint and final into eClass no later than 5 calendar days after the end of the placement.

**Midpoint Assessment**

**Midpoint Assessments**

*Preceptor responsibility:*

- PHARM 515 Student Performance Assessment (A, B, or C) - Midpoint in Core ELMS (preceptor to complete and discuss with student)

*Student responsibility:*

- PHARM 515 Student Self Assessment (A, B, or C) in Core ELMS (student to complete and provide to preceptor)
- Student Evaluation of Preceptor and Site - Midpoint in CORE ELMS (student to complete and discuss with the preceptor)

**Due Date:**

- End of 120 hours
Final Assessment

Final Assessment:
Preceptor Responsibility

- PHARM 515 Student Performance Assessment (A, B, or C)- Final in Core ELMS (preceptor to complete and discuss with student)
- Preceptor will assign a placement grade of pass/fail

Student Responsibility

- Student Evaluation of Preceptor and Site - Final in Core ELMS (student to complete and discuss with the preceptor)

Due Date:

- End of 240 hours

CCP Assignment

Participation in CCP Assignment
Student Responsibility:

- Students are required to contribute to their continuing competence portfolio through appropriate documentation of an important learning experience in Pharm 515. Students holding a clinical pharmacist license in Alberta should ensure a learning record and implementation record is completed in their ACP CCP. The document used as evidence of implementation must be uploaded to eClass within 5 calendar days of the end of the placement. Students that hold licensure in a jurisdiction other than Alberta may complete a record of learning/implementation for that jurisdiction if they prefer. A copy or evidence of learning must be uploaded to eClass.

Due Date:

- Within 5 calendar days of the end of the placement

Post Course Evaluation

Students are required to complete the “Post Course Evaluation” in CORE within 5 days of the end of the placement. This online form is intended for quality assurance purposes. Information from the post course evaluation is NOT shared with preceptors.
Letter Grading

As per University policy (see Evaluations Procedures and Grading System of the University Calendar), final grade assessment will be based on consideration of absolute achievement and relative performance in the class.

Sample evaluation information

Details of the student assessments can be found in eClass

Course Schedule

Other information and exceptions:

This course is offered in the Winter, Spring/Summer, and Fall terms. It may be repeated once. Students must register for the course in the term that the placement is scheduled to occur in accordance with University Policies outlined in the Calendar.

This 240 hour placement can be completed in a PPP program placement block or with alternate dates that are mutually agreed upon between the student, preceptor, and course coordinator. The PPP Program Placement Blocks are as follows:

Block 1: Jan 9 - Feb 17, 2023
Block 2: Feb 20 - Mar 31, 2023
Block 3: Apr 10 - May 19, 2023
Block 4: May 22 - June 30, 2023
Block 5: July 3 - Aug 11, 2023
Block 6: Aug 14 - Sep 22, 2023
Block 7: Sep 25 – Nov 3, 2023
Block 8: Nov 6 - Dec 15, 2023

Modified Dates: An alternate schedule of 240 hours is permitted if approved by the preceptor and the course coordinator. The scheduled must be finalized in advance of the placement and must be appropriate to optimize learning. Schedules that do not align with the placement site hours of work or do not allow the learner or preceptor adequate breaks will not be approved.
NOTE: Students enrolled in PharmD seminar courses (Pharm 505, 525, 535, or 545) are expected to be away from the placement site to attend mandatory synchronous sessions as applicable.

Placement Selection and Scheduling:

- Students are encouraged to identify a preceptor and site that aligns with their educational interests within the scope of pharmacy. The course coordinator will be available to students for consultation during this process.
- Although not a requirement, students may wish to finalize the placement dates of their PHARM 515 placement(s) (mandatory electives) prior to matching their other experiential courses. This allows students more awareness of scheduling limitations during the match process for PHARM 511, 512, 513, or 514. Additional timeline recommendations for scheduling a PHARM 515 placement can be found in eClass.
- Students are required to be self-aware of possible conflicts of interest when organizing a PHARM 515 placement site. Students should choose a placement site and preceptor that fosters an unbiased and constructive learning environment.
- The course coordinator will make available to students a list of potential PHARM 515 placements where the site has already met the Experiential Education requirements (such as an established Student Placement Agreement) AND the preceptors have confirmed interest and availability for precepting. This list is referred to as the "Pharm515 Opportunities List". It is available on eClass and is updated continually based on changes in student capacity.
- The preceptor and student will determine the placement dates based on preceptor availability and what is mutually agreeable between student and preceptor. Placement dates can align with the Program Placement Blocks or may have an alternate schedule. In most cases, students complete PHARM 515 with a "full time" regular schedule of 240 hours evenly distributed over 6 weeks. To clarify “full time”, this would align with the preceptor and site’s regular hours of work and would ensure the student has 2 days off from placement each week. Students that wish to complete the 240 hour course using an alternate schedule must consult with the course coordinator. An alternate schedule is subject to approval by the course coordinator and preceptor. Proposed placement schedules that do not align with the placement hours of work and/or do not facilitate optimal student learning will not be approved.
- If the student confirms a placement from the "Pharm 515 Opportunities List" he/she must complete the google form available on eClass to prompt scheduling of the placement by the course coordinator in CORE Elms. The placement must be mutually agreeable between the student and preceptor prior to finalizing and the course coordinator may consult with the preceptor to confirm the arrangement. Within the google form, the student will be asked to provide the following details:
  - Preceptor name, contact information, and placement site
  - Description of the placement activities if the preceptor did not provide a site
description

○ Placement dates
  ■ Indicate the placement block or proposed modified schedule. If modified schedule, please indicate the start and end dates, days/hours in placement and any mid placement breaks.

○ Conflict of Interest declaration
  ■ Declare any actual or potential conflict of interest and mitigating factors.

○ Netcare requirements

○ Acknowledgement of intent to review the "Preparing for your Pharm 515 Projects - Reminders for Pharm 505C/545" presentation and complete the quiz.

● If the student wishes to schedule a Pharm 515 that is not part of the "Pharm 515 Opportunities List" it will be considered a "Student Initiated Placement" (SIP) and is subject to the requirements of the Student Initiated Placement procedures (available on eClass).

● Students enrolled in PHARM 505C or 545 are provided with excused absence time from the placement for the required synchronous components of the course. Please refer to PHARM 505C or 545 syllabus for exact dates/times.

● Students are reminded to limit other commitments during their Pharm 515 placement. It is important to be mindful that this is a 6 credit experiential education course with expectations to be engaged in many placement site activities. Although some preceptors may provide flexibility and/or independence, students are expected to be fully engaged in their learning. Pharm 515 is not a self-directed studies course or a self-paced research course.

Note. The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.

Note: The course schedule is subject to change.

Additional Teaching Information

Course Prerequisites

● Prerequisites: PHARM 501 or 521 or with Faculty consent.

● Students must be licensed as a clinical pharmacist
  ○ with the Alberta College of Pharmacy (ACP) for placements in Alberta with direct patient care activities.

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in any Canadian jurisdiction for placements that are limited to non-direct patient care activities.
- in the corresponding jurisdiction for placements outside of Alberta with direct patient care activities (example: if the patient care placement is in Toronto, a pharmacist license in Ontario is required)
- Course is restricted to PharmD for Practicing Pharmacists students

Other Course Requirements
Course requirements are listed below. For detailed information refer to the [PharmD for Practicing Pharmacists Experiential Education Manual](#) or the University Calendar at [Faculty Regulations](#). Requirements are monitored by the Faculty. All requirements must be provided at least 30 days before the start of the first placement (PHARM 511-515). Students who fail to provide the documentation outlined in the course requirements, will not be able to begin their placements as scheduled.

The requirements include:

- Police Information Check with Vulnerable Sector Check (original must be provided & copy retained)
- Proof of licensure
- Proof of authorization to give injections
- Proof of minimum of $2 million in personal liability insurance
- Up-to-date immunization record
- Up-to-date N95 certification
- Standard or Emergency First-Aid and Level C CPR
- AHS Information & Privacy and IT Security & Compliance Training Module Certificate (if applicable)
- AHS Informed Consent for Disclosure of Personal Information form (if applicable)
- AHS Student Orientation Modules (if applicable)
- AHS Drugs and Alcohol Policy/Procedure (2 documents and survey) (if applicable)

**NOTE** that some placement sites may require proof of vaccination for COVID-19 as a requirement for learning at their site and interacting with patients under their care. Students must meet all site specific requirements prior to placement.

Grading
Course is credit/no credit.

Preceptors will complete student performance assessments in Core ELMS. Preceptors will base their assessments on observation of the student, discussion and debriefing with the
student, feedback from other healthcare team members and/or patients, as well as quality of placement activities and assignments.

Preceptors will assign a placement grade and the Course Coordinator will assign a final course grade based on the preceptor assessments and the completion of all other course requirements.

**Additional Information about Assessments**

The outcomes assessed for PHARM 515 are variable based on the type of placement:

**A. Direct Patient Care** ("Pharm 515 Student Performance Assessment Form A" available in eClass)

- The PharmD student will be assessed on their ability to demonstrate proficiencies in outcomes of:
  - Professionalism (3)
  - Communication (2)
  - Scholar (3)
  - Care Provider (6)
  - Collaboration (1)

**B. Non-Direct Patient Care** ("Pharm 515 Student Performance Assessment Form B" available in eClass)

- The PharmD student will be assessed on their ability to demonstrate proficiencies in outcomes of:
  - Professionalism (3)
  - Communication (2)
  - Scholar (4)
  - Collaboration (1)
  - Advocacy (1)

**C. Combination of Direct Patient Care and Non-Direct Patient Care** ("Pharm 515 Student Performance Assessment Form C" available in eClass)

- The PharmD student will be assessed on their ability to demonstrate proficiencies in outcomes of:
  - Professionalism (3)
  - Communication (2)
For each outcome, the preceptor will provide a rating from the following scale:

- Exceeds an Acceptable Level of Performance
- Meets an Acceptable Level of Performance
- Needs Improvement to Reach an Acceptable Level of Performance
- Not Meeting an Acceptable Level of Performance

Section 5 of the PharmD for Practicing Pharmacists Experiential Education Manual has more information about assessment and evaluation including students at risk, placement mark, course grade and failed clinical placements. Please refer to this document for more details.

Assessment Points:

- 120 hours (midpoint), 240 hours (final).

Assessment Procedures

- Midpoint and Final - Pharm 515 Student Performance Assessment (Form A, B, or C).
  - The preceptor will complete the Pharm 515 Student Performance Assessment in Core ELMS at midpoint and final.
  - pdf versions of the assessments are available on eClass

- Midpoint and Final - Learning Plan (Part C of Placement Proposal) Review and Discussion
  - The student will review their learning plan and utilize their indicators of progress and self-reflection to identify if learning goals are being achieved. It is the student's responsibility to update the learning plan and discuss with the preceptor at both the midpoint and final assessment point.
  - The completed learning plan should be uploaded into eClass at the end of the placement (Final Assessment point ONLY)
  - The Course Coordinator may ask to view the learning plan or the entire placement proposal at any time during the placement.
Additional Information:

Other required materials (lab equipment, software, supplies, etc.)
Students are required to wear their Faculty identification at all times when they are in the practice environment. Students are required to have a lab coat and should be prepared to wear it while on placement.

Personal Computers
Students may be asked to bring personal lap tops to placement sites to use for non-patient care activities due to space limitations at the practice site.

eClass
Students must routinely access eClass (powered by Moodle) to obtain course information. The Experiential Education Manual and supplementary material will be posted on eClass and CORE Elms. Supplementary material includes assignment descriptions, checklists or other resources. Students must upload required assignments into eClass.

Core ELMS
Students must complete relevant placement and course evaluations in CORE Elms.

Netcare
Students must explore the need for Netcare with their preceptor at least 2 months prior to the start of the placement. Please note that access to Netcare may be restricted or unavailable for non-direct patient care activities. Procedures for accessing Netcare for placements is detailed in the PharmD for Practicing Pharmacists Experiential Education Manual.

Policy

University Policy

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or
participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University. Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Policy about course outlines can be found in Course Requirements, Evaluation Procedures and Grading of the University Calendar.

Faculty Policy

Technology Requirements and Information
It is required that students have access to a laptop or device equipped with a microphone and camera to participate in some class activities and/or take exams. Please ensure that you have access to reliable off-campus internet service or Wi-Fi and check that your computer meets our needs by comparing it to the information about system requirements HERE. If exams are administered online, they will be proctored remotely using software called Secure Exam Monitor (SEM) that is available on eClass. Please read the guidelines and requirements for online exams with SEM HERE. Classroom technology will be used to record lectures. The classroom camera and mic are positioned to focus on the lecturer but may pick up the image and voice of those within close proximity or participating online. In accordance with section 33(c) of the FOIP Act, the recording will be used to support teaching and learning and may be disclosed to those registered in the course. Any questions should be addressed with your instructor. Recordings should be available within 72 hours or sooner and posted for the duration of the term. If technology fails during an in-person delivery scenario and a recording is not captured, lectures will not be repeated. While lectures will normally be delivered in person and recorded via Zoom or another recording platform, instructors may choose to deliver one or more specific sessions online; in this case, the chat functions and breakout rooms may be used as a part of teaching. When participating in any classroom Zoom activity, change your Zoom name to your full name. As with in-person learning, it is expected that everyone will participate in any online sessions in a respectful and professional manner. See the section on the Pharmacy Code of Professionalism below for more information about professionalism expectations. Seminars and labs are opportunities to actively engage in learning and are not recorded. However, if circumstances result in a seminar being conducted online, you must have your camera on while participating in these sessions. If you have a reason that prohibits you from participating with your camera on, please contact your instructor to let them know via
email. For your privacy, it is recommended that you remove identifiable and personal belongings from the space in which you are participating in video conferencing activities. You are reminded to review the student code of professionalism below to understand basic expectations for participation in learning that also apply to online settings. If you are unable to attend a seminar or lab in-person, you may be required to complete make-up work. Please contact your instructor to determine how missed sessions can be made up.

**Territorial Acknowledgement**
The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

L'Université de l'Alberta reconnaît qu'elle est située sur les terres du Traité 6 et respecte les histoires, les langues et les cultures des Premières Nations, des Métis, des Inuits et de tous les peuples autochtones du Canada, dont la présence continue d'enrichir notre communauté si vivante.

**Pharmacy Code of Professionalism**
Students are expected to abide by the Faculty's Pharmacy Code of Professionalism at all times. Lapses in professional conduct may result in the issuing of a Professional Accountability Form. If issued, these forms will be kept on student records for 2 years.

**Accessibility Resources and Accommodations**
Student accommodations are offered in accordance with the Faculty of Pharmacy and Pharmaceutical Sciences (FoPPS) Essential Skills policy. Students requiring accommodations must seek to register with Accessibility Resources at the beginning of each academic term. Accessibility Resources will work with the FoPPS (Office of Student Services) to determine the nature of any accommodation that will be granted. Once approved, Accessibility Resources will provide students and the Faculty with a "Letter of Accommodation". FoPPS Assessment Services will schedule meetings with students who have approved accommodations within the first month of the term to discuss individual requirements and will share these requirements with primary and/or lab instructors. For students who write exams with accommodations at Accessibility Resources, please be cognizant of their deadlines and regulations. If you fail to meet these deadlines or follow the procedures, the result is most likely that Accessibility Resources will be unable to provide the necessary space and/or services you require. In these situations, the Faculty may not have the resources to provide some disability-related exam accommodations, and you will be invited to write your exams with peers during the allotted time in the assigned room.

**Deferred Final Exams**
The Faculty of Pharmacy and Pharmaceutical Sciences provides re-examinations according to Academic Regulations about Attendance for students who miss a final exam due to incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University's Discrimination, Harassment and Duty to
Accommodate Policy (including religious belief). Students who miss an exam for an acute unexpected reason as described above must notify their instructor and Student Services within 48 hours of missing the exam or as soon as they are able. Use the Deferred Final Exam Request Form to notify Student Services of missed exams.

Deferrals for religious reasons must be brought to the attention of Student Services within 2 weeks of the start of Fall or Winter classes and within 3 days of the start of Spring/Summer classes.

Deferred final exam dates for Skills Courses (Pharm 220, 223, 320, 323, 420 and 423) are scheduled by the course coordinators in consultation with the Associate Dean or designate. The Faculty of Pharmacy and Pharmaceutical Sciences deferred final exam date for final exams missed in the Fall 2022 term is January 6, 2023 at 2:00PM for Year 2 and Year 3 students and January 10, 2023 at 1pm for Year 1.

The Faculty of Pharmacy and Pharmaceutical Sciences deferred final exam date for final exams missed in the Winter 2023 term is May 5th, 2023 at 10:00AM.

For students who miss more than one final exam, additional dates will be scheduled in the period between January 23 and the start of Reading week or between May 8 and May 18 on an as-needed basis.

If you have missed an assessment that is not a final examination (e.g. Midterm) worth greater than 5%, an Application for Excused Absence from Term Work should be completed and provided to the instructor within 2 business days, or as soon as you are able to physically write the exam. The instructor in consultation with the Associate Dean, Academic will decide how these missed assessments will be managed. While a deferral is not always provided for midterms, if it is, the deferral for non-skills courses will take place at 12:00pm on November 7th, 2022.

Equity, Diversity and Inclusivity
The Faculty of Pharmacy and Pharmaceutical Sciences is committed to providing an environment of equity and respect for all people within the university community, and to educating faculty, staff, and students in developing teaching and learning contexts that are welcoming to all. The faculty recommends that staff and students use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation, and ethnic backgrounds. In order to create a thoughtful and respectful community, you are encouraged to use gender-neutral or gender-inclusive language and to become more sensitive to the impact of devaluing language. We are working to build a community in which human rights are respected, and equity and inclusion are embedded in all areas of academic, work and campus life.