

APPENDIX 2: ACTIVITY, ASSIGNMENT and ASSESSMENT SCHEDULE

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

Week 2: Date _____	
Week 3: Date _____	
Patient care activities and documentation	<input type="checkbox"/> Develop and discuss at least one Clinical Judgment written summary with preceptor (total of 3 to be completed across placement) <input type="checkbox"/> Plan interprofessional collaboration activities. <input type="checkbox"/> Week 3: Have topic for case presentation and inservice selected and start developing presentations
Week 4: Date _____	
Patient Care and other course requirements	<input type="checkbox"/> Continue care plans and documentation; should have approximately half done. <input type="checkbox"/> Review progress regarding other 2 Clinical Judgment written summaries with preceptor (if not yet completed). <input type="checkbox"/> Review progress regarding Patient Care Presentation and In-service. <input type="checkbox"/> Ensure consideration to which care plans will be submitted is given
4th Wednesday of the placement	<input type="checkbox"/> Complete and submit midpoint Student Self-Assessment (CORE ELMS) by Wednesday to allow preceptor review prior to Student Performance Assessment.
Mid-Point (end of Week 4)	<input type="checkbox"/> MIDPOINT Assessments: Student Performance Assessment-midpoint; completed by preceptor; review with student. <input type="checkbox"/> Student Evaluation of Preceptor and Site and Student Self-Assessment; discuss both with preceptor. <input type="checkbox"/> Update Learning Plan with progress as well as grades of Inconsistently Meeting Expectations or Not or Rarely Meeting Expectations from Student Performance Assessment and post the midpoint Learning Plan on CORE ELMS.
Week 5: Date _____	
Week 6: Date _____	
Patient Care and other course requirements	<input type="checkbox"/> Complete in-service and continue to develop a patient care presentation. <input type="checkbox"/> Continue to provide patient care to assigned patients. <input type="checkbox"/> Assess completion of course discussions .
Week 7: Date _____	
Week 8: Date _____	
Assignment and Assignment Completion	<input type="checkbox"/> Review activity table to ensure all activities and discussions have been done. <input type="checkbox"/> Ensure Inter-Professional activities have been completed and debriefed. <input type="checkbox"/> Conduct Patient Care Presentation (week 7). <input type="checkbox"/> Ensure completion of discussions <input type="checkbox"/> Submit 4 Care Plans in e-Class
Patient Care	<input type="checkbox"/> Ensure continuity of care documentation is entered and conveyed to the care team.
End of Week 8: Final Assessments (CORE ELMS), Source	<input type="checkbox"/> Final Student Performance Assessment and Placement Grade; review with the student. <input type="checkbox"/> FINAL Student Evaluation of Preceptor and FINAL Self-Assessment; discuss with preceptor. <input type="checkbox"/> Post-Course Preceptor Evaluation (non-anonymous). Not to be discussed with the preceptor. This evaluation is not viewable by the preceptor. <input type="checkbox"/> Update and post the final Learning Plan in CORE ELMS <input type="checkbox"/> Preceptor Awards and Anonymous Student Course Survey (links emailed to student)