



# **Faculty of Pharmacy & Pharmaceutical Sciences**

## **PharmD for Practicing Pharmacists Experiential Education Manual 2020**

Pharm 511-514

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# Table of Contents

<b>1</b>	<b>Introduction</b> .....	<b>3</b>
	Experiential Education Mission.....	3
	Program Overview .....	3
	Faculty Responsibilities .....	4
<b>2</b>	<b>Student Requirements and Responsibilities</b> .....	<b>4</b>
	Academic Standing and Prerequisites .....	4
	Placement Requirements .....	4
	Student Expectations .....	6
	Student Responsibilities .....	7
	When to Contact the Faculty .....	8
<b>3</b>	<b>Placement Matching and Scheduling</b> .....	<b>8</b>
	Transfer Credit.....	Error! Bookmark not defined.
	Recognition of Prior Learning (RPL).....	8
	Conflict of Interest .....	8
	Matching .....	8
	Student Initiated Placements .....	9
	Course Registration.....	9
<b>4</b>	<b>Other Experiential Education Policies</b> .....	<b>9</b>
	Protection of Privacy.....	9
	Attendance at Placements.....	9
	Practicum Intervention Policy.....	10
	Student Withdrawal Requests .....	11
	Policy on Student Safety.....	11

# 1 Introduction

## 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.

## 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

- **Pharm 511** – Demonstrate professional competencies in the provision of patient care as part of an interprofessional team
- **Pharm 512** – Demonstrate professional competencies in the provision of patient care in an acute care setting
- **Pharm 513** – Demonstrate professional competencies in the provision of patient care in an ambulatory or community setting with a focus on community or primary care.
- **Pharm 514** – Complete an additional experiential learning placement in a patient care practice setting as outlined in PHARM 511, 512, or 513. (May be repeated)
- **Pharm 515** – Design and complete a practice-related placement including objectives, activities and an assessment mechanism. (May be repeated)

Students must receive 36 credits in experiential learning. They must receive credit in each course once. Pharm 514 or Pharm 515 will be repeated to complete the credit requirements. Students are recommended to complete a minimum of 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 or receiving recognition for prior learning (RPL) (see section 3). Placements in Pharm 511, 512, 513, or 514 successfully challenged by the RPL process are considered direct patient care.

## **Faculty Responsibilities**

### Prior to the Placement

- Ensure that sites and preceptors meet the placement criteria
- Provide training, support and resources for preceptors
- Organize a placement schedule for each student
- Provide access to program manuals, course syllabi and other placement resources
- Orient students to their placements

### During the Placement

- Monitors placement activities
- Supports students and preceptors when questions or concerns 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

## **2 Student Requirements and Responsibilities**

Students are advised of prerequisites and requirements upon admission into the program and prior to the placements at the experiential orientations held during the school year. Requirements are monitored by Student Services. Student's documentation must be uploaded to CORE accounts or provided to student services as directed in the [requirements checklist](#) at least 30 days before the first scheduled placement. If additional requirements are added during the program, students will be notified. Failure to comply with or maintain course requirements may result in cancellation of the placement. Out of province placements will have additional requirements. Fulfilling these requirements and any associated costs are the student's responsibility.

### **Academic Standing and Prerequisites**

Students must have completed PHARM 501, 502, 503 and 504 (Full time pathway) or Pharm 521, 522, 523, 533, 524 and 534 (distance pathway) and be in Satisfactory Standing or with Faculty consent. Students enrolled in the distance (part-time) pathway may complete Pharm 515 prior to completion of all 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.

### **Placement Requirements**

#### Licensure Requirements

Students must be registered with the Alberta College of Pharmacy (ACP) as a clinical pharmacist with authorization to administer drugs by injection for all placements in Alberta. Documentation must be updated annually as required. The costs of licensure, including registration, malpractice insurance and CPR certification are the responsibility of the student. ACP license numbers must be entered into the student's CORE account.

### General Liability Insurance

As licensed pharmacists, the students must also carry a minimum of \$2 million in personal liability insurance. Proof of insurance must be updated annually, by July 1, until completion of the program.

### Emergency First Aid and Level C CPR

Students must be certified in Standard or Emergency First-Aid and Level C CPR. Students are required to recertify as needed to ensure the certification is current for all placements.

### Police Information Check (PIC) with Vulnerable Sector Check

Under the Protection for Persons in Care Act, all students attending placement sites within Alberta are required to complete a Police Information Check with Vulnerable Sector Check. The original must be presented to the program administrator and it must have been done within 90 days of presentation. Should the PIC 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 CORE is required. Note: Some sites have additional PIC requirements, and they are noted in the site description in CORE.

### Immunizations

Up-to-date immunization is a program requirement for students in all Health Sciences faculties. All students will need to have a health care professional review their immunization history and complete the [Faculty Immunization Clearance Form](#) as proof the requirement has been met. Students are encouraged to visit the [University Health Centre](#) (UHC) to ensure that your immunization requirements are met. Additional information on how to arrange an appointment, location, associated costs and where to find your current immunization records, is on the UHC's Health Faculty Immunizations webpage.

### N95 Fit testing

N95 fit testing must be updated every 2 years and students must ensure that certification is up to date for all placements. Additional information on arranging a fit test can be found in the Pharm 511/512/513/514 – Resource Gateway.

### Professional Portfolio

All students must create a professional portfolio using a format of their choice and add it to their CORE account (e.g. PDF CV, personal website, LinkedIn Profile). It is intended to introduce the student to matched preceptors and document the student experiences (e.g. education, previous placements, work experience, certifications) and professional development. It is also a tool to manage and record professional development plans and activities.

### [AHS Orientation Requirements](#)

Students must complete the AHS Information & Privacy and General Student Orientation modules. Completion of each module generates a document to indicate completion.

- [AHS Information & Privacy and IT Security & Compliance Training Module](#)
- [AHS Student Orientation Module](#)
- [AHS Alcohol & Drugs Policy](#)

### 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 CORE. Log-on to CORE account and select Surveys from the left hand navigation to access the form. The survey form that should be completed in CORE by the date provided.

### Alberta NetCare Portal (ANP) Access: Community, LTC and PCN Placements

Students are responsible for initiating the request for NetCare access for ALL community pharmacy placements including PCNs and LTC 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**. All information regarding NetCare use; support and registration can be found on the Faculty [Website](#).

## **Student Expectations**

### Professional Conduct

Students are required to adhere to the Alberta College of Pharmacy [Code of Ethics](#) and the [Standards of Practice](#). Students may not receive any compensation for their experiential course activities. Students must act professionally at all times including interactions with staff, customers, other healthcare professionals and patients.

### Professional Appearance

Students are expected to adhere to the dress code of the practice site. Student identification badges and lab coats must be worn unless otherwise directed. Dress and personal appearance must be neat, clean and appropriate for work. Students are expected to use discretion. Note items such as beards, piercings, false nails, colored nail polish may be prohibited at some practice sites as these may pose a patient safety risk or compromise sterility of drug preparation areas.

### Confidentiality

Students must ensure patient and practice site confidentiality. Patient confidentiality must be maintained at all times both in and out of the pharmacy or institution. Students must ensure that all patient identifiers are removed from posted assignments and that appropriate patient consent is obtained for presentations containing patient data. Business information regarding the practice site is confidential. Students must refrain from posting any patient, pharmacy practice or business information on any form of social media.

### Mobile Devices

The use of cell phones and other devices is to be reviewed with the preceptor. If device use is authorized, they are to be used with utmost discretion for educational purposes only. If directed by the preceptor, devices may be used to contact them for course related communication.

## Communication

The Faculty will send information to students via e-mail or post on e-Class forum. Students are expected to check their email at a minimum of every 3 days during orientation, matching and placements. Failure to read or receive Faculty communications sent does not absolve students from knowing, responding or to or complying with the content of that communication.

## Supervision

Students are expected to complete many placement activities under indirect supervision. 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 receives. 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 will adjust the level of supervision based on the practice environment and the students demonstrated competence.

## **Student Responsibilities**

### Prior to the Placement

- Confirm all placement requirements are complete & up to date.
- Post professional portfolio in CORE at least 30 days before your first placement.
- Ensure NetCare Access requirements have been completed (non AHS placements).
- Inform the preceptor of any potential absences (e.g PharmD Seminars, professional development days) from the placement as soon as possible.
- Complete a Learning Plan and email it to the preceptor at least 7 days before the placement (Pharm 511/512/513/514).
- For Pharm 515, develop a placement proposal in consult with the preceptor and submit via eClass prior to the placement deadline.
- Review the Site Description and prepare for the placement as recommended within.

### During the Placement:

- Discuss the learning plan and share expectations with the preceptor early in the placement
- Organize time to fulfill all placement commitments.
- Work independently and under indirect supervision
- Ensure that all course activities are completed
- Complete self-assessments and evaluations outlined in the course syllabi
- Maintain open communication with the preceptor, other healthcare providers and the Faculty (see below)
- Complete PharmD Seminar Course activities, if applicable.

### At the end of the Placement:

- Complete the Post Course Evaluation (confidential; not shared with the preceptor)
- Submit your placement assignments via e-class
- 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

Students should contact the Course Coordinator 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
- health issue or personal event (privacy is respected)

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

## **3 Placement Matching and Scheduling**

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.

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.

### Recognition of Prior Learning (RPL)

Students with previous experience may choose to undergo an alternative assessment process in order to obtain credit for experiential placements. See RPL Policies & Procedures guides posted in the Manual section of PharmD Gateway. Placements will not be scheduled for course that will be challenged through the RPL process.

### 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.

### Matching



CORE is used to 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 placement(s)
- Student initiated placements
- Other held open blocks

#### Student Initiated Placements

To facilitate flexible and individualized placement plans, students may wish to set up their own placement through the Student Initiated Placement (SIP) process. SIP cannot be perceived to compromise the matching process. Please refer to the [Student Initiated Placement Procedures](#) document for additional information. A SIP is 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 CORE.

#### Course Registration

Students must register for their correct placements in BearTracks at least 4 weeks prior to the placement start date. Correct registration is imperative for graduation. Students cannot take other courses, with the exception of PharmD seminars (Pharm 505 or 525/535/545), while enrolled in and completing a placement

## **4 Other Experiential Education Policies**

#### Protection of Privacy

The personal information contained in the student performance assessments collected by the University, 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, (780) 492-5905, [athompson@ualberta.ca](mailto:athompson@ualberta.ca).

#### Attendance at Placements

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. It is expected that students will be at the placement for 40

hours per week, but the scheduled days and start times will vary between placement sites. Absences must be documented in CORE and preceptor will be asked to confirm or deny them. Course Coordinator and Preceptor should approve absences in advance when possible.

### Illness

In the case of illness, the student should notify the preceptor as soon as possible. Contact the Course Coordinator for absences due to illness of two days (consecutive or non-consecutive) as additional information may be required. Routine medical or dental visits should be scheduled outside of placement hours.

Requests for absences of 3 or more days 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 timeframe of the placement, it is at the discretion of the preceptor to determine how to proceed. Students may be granted the stat day off, a day off in lieu of the stat, or include that day as a placement day.

### Faculty Endorsed Events

Students are mandated to attend the PharmD Seminars when enrolled in Pharm 505 or Pharm 535/545. Attendance of seminar is excused absence time from the placement. Students should remind preceptors of the seminar absence prior to the start of the placement.

### Professional Development Activities

Students have been allocated up to three days during the program for professional development activities that must be approved, prior to the activity, by both preceptor and the Course Coordinator. 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.

### 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.

## Student Withdrawal Requests from an Experiential Education Course in the PharmD for Practicing Pharmacists

This policy refers to a student's request to withdraw from an Experiential Course after the placement has commenced. Student withdrawal from an experiential course for any reason will lengthen their program and may delay graduation.

Requests for withdrawal from an experiential course must be initially made in writing to the Course Coordinator. The circumstances of each withdrawal will be reviewed by the Course Coordinator, Program Director, and/or Associate Dean (Academic) as applicable to determine a course of action. Note that a request for withdrawal for any reason will normally require supporting documentation.

1. If deemed to be for an appropriate compassionate or health reason, an appropriate course of action will be determined (e.g. a leave of absence may be granted)
2. If not deemed to be an appropriate reason, the following grades will be assigned:
  - Withdrawal on or before 25% (Day 8) of the placement has been completed will be assigned a grade of "W".
  - Failure to complete the course after 25% (Day 9 onward) of the placement has been completed will be assigned a grade of "NC".

After the withdrawal, the student will meet with the Course Coordinator to determine a return to placement plan.

## Policies on Student Safety

### *Home Visits*

The University of Alberta recognizes the need for students to feel safe and to practice in safe learning environments. Any student issues or concerns about safety should be brought to the immediate attention of the primary preceptor/supervisor, and course coordinator. In general, the following policies should apply when attending to patient care in the home or other external premises.

1. Students should only attend a home care visit alone when a client/practitioner relationship has been established previously and the client is well-known to the practitioner.
2. Students have the right to refuse visits to a home/client independent of a supervising preceptor, where perceived danger exists or where personal safety may be compromised.

The Alberta Occupational Health and Safety Code (Part Working Alone) requires that an employer must, for any worker working alone, provide an effective communication system that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

### *Needle Sticks or other Exposure to Blood or Bodily Fluid*

If a student experiences a needle stick injury; refer to the University policy on [Exposure to HBBF](#) via EHS.