

CHICAGO STATE UNIVERSITY



College of Pharmacy

Introductory Pharmacy Practice Experience

Preceptor and Student Manual 2017-2018

Office of Experiential and Continuing Professional Education
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VISION STATEMENT

The Chicago State University College of Pharmacy will be recognized for its impact on the health care needs of diverse populations through its contributions in education, training, scholarship, service and research. The college will serve an integral role within the university by providing a culturally diverse and intellectually stimulated community of scholars engaged in the collective creation and dissemination of knowledge.

MISSION STATEMENT

The mission of Chicago State University College of Pharmacy (CSU-COP) is the development of student and faculty scholars who will impact the health care needs of people in the region, state, and the nation. The College will provide a strong foundation in the knowledge, integration, and application of the biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences to transform students into practitioners who are committed to humanistic service, capable of providing patient-centered care, and innovative leaders in advancing the pharmacy profession. The College embraces the mission of the University to educate individuals from diverse backgrounds to enhance culturally competent care and reduce health care disparities.

To accomplish its mission, the College of Pharmacy is committed to the following:

- Recruiting, retaining and graduating student pharmacists from diverse populations;
- Recruiting, hiring and retaining qualified faculty from diverse populations who will be engaged as teachers, scholars, researchers, service providers, mentors and leaders;
- Recruiting, hiring and retaining staff dedicated to supporting the educational mission;
- Offering a curriculum that cultivates analytical thinking, ethical reasoning and decision-making, intellectual curiosity, multidisciplinary and inter-professional collaboration, professionalism and service;
- Enabling students and faculty to provide patient-centered care to diverse patient populations through the safe, evidence-based and cost-beneficial use of medications;
- Fostering an environment for student engagement which encourages leadership in campus, public and professional communities;
- Refining programmatic and curricular goals, policies and procedures through ongoing assessment and evaluation;
- Establishing and enhancing community, educational and professional partnerships;
- Expanding institutional resource capabilities through active pursuit of extramural funding support;
- Developing and strengthening post-graduate education and training opportunities; and
- Providing programs and services that promote a supportive atmosphere for life-long learning and continued personal and professional development for students, alumni, faculty and staff.

PROFESSIONAL PROGRAM COMPETENCIES:

Pharmacy graduates of the CSU-COP will be able to demonstrate the following competencies:

1. **Foundational Knowledge and Skills:** Demonstrate strong foundational knowledge and skills in biomedical, pharmaceutical sciences, social/administrative/behavioral, and clinical sciences.
 - a. Demonstrate depth and breadth of knowledge and skills in foundational sciences needed for clinical decision-making.
 - b. Apply foundational knowledge and skills to solve therapeutic problems, provide patient-centered care, and improve population health.

2. **Provide Patient Care:** Utilizing problem solving skills, provide patient-centered care through the design, implementation, monitoring, documentation, evaluation, and adjustment of pharmacy care plans that are patient-specific, address social and cultural factors, and are evidence-based and reflect the standard of care, while serving as the patient's advocate, through the provision of a trusting and established patient-provider relationship.
 - a. Formulate, provide, and document a patient-centered care plan (design, implement, monitor, evaluate, recommend modifications in drug therapy) to ensure safe, effective and economical drug therapy in collaboration with other health care professionals, patients, and/or their caregivers.
 - b. Design therapeutic regimens that reflect sensitivity, taking into account: cultural, social, economic, ethnic, religious factors as well as personal patient beliefs, and that are grounded on evidence-based literature.
 - c. Recommend and monitor a patient's use of nonprescription drugs, diagnostic agents, self-monitoring tools/supplies and non-drug therapy.
 - d. Serve as a patient advocate, encouraging involvement and integration into patient-centered care.

3. **Provide Population-Based Care:** Provide population-based care through the ability to develop and population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmaco-economic data, medication-use criteria, medication use review, knowledge of health care systems, and risk-reduction strategies.

- a. Analyze epidemiologic and pharmacoeconomic data, medication-use criteria, and risk-reduction strategies
 - b. Perform medication use review.
 - c. Utilize knowledge of health care systems to assess the needs and healthcare status of a patient population.
 - d. Develop and implement evidence-based population-specific disease management protocols and programs.
4. **Manage Resources and Medication Systems:** Manage and evaluate human, physical, medical, informational, and technological resources, in the provision of patient care to implement safe and effective medication usage, identify population and patient-specific data, apply research outcomes, participate in drug use and health policy.
- a. Manage systems for storage, preparation, dispensing, administration and control of medication.
 - b. Apply knowledge of personnel management and fiscal management for efficient and effective operation of a pharmacy.
 - c. Utilize best practices to identify opportunities for improvement in the organization's medication-use system by utilizing best practices, including informatics.
 - d. Protect patient security, including confidentiality, at all times while providing optimal patient care.
 - e. Apply technology, principles of outcomes research and quality assessment to optimize patient outcome and safety.
5. **Promote Disease Prevention and Health Promotion:** Promote the availability of effective health and disease prevention services and health policy through the application of population-specific data, quality improvement strategies, informatics, and research processes to identify and solve public health problems, and to help develop health policy, manage chronic disease and improve overall health and wellness.
6. **Manage Literature and Information Effectively:** Retrieve, analyze, and interpret literature to implement evidence-based practice.
- a. Identify and adequately evaluate different sources of information, including professional, scientific, and lay information.

- b. Use relevant evidence-based information about drugs in providing consultation to other health care providers and counseling of patients, their families or caregivers.
 - c. Critically analyze scientific literature to identify emerging health issues, services, and products and their potential implications for disease treatment/prevention, and for providing patient-centered and population-based therapeutic outcomes.
7. **Communicate Effectively:** Communicate and collaborate (verbally, non-verbally and in writing), with patients, care givers, physicians, nurses, other health care providers, policy makers, members of the community, and administrative and support personnel to engender a team approach to patient care.
- a. Interview and counsel patients and caregivers using an organized structure and specific questioning techniques (e.g., motivational interviewing), and counsel patients
 - b. Communicate, educate, and collaborate using an organized structure and specific techniques, including structured counseling and motivational interviewing.
 - c. Gather, organize, and summarize information effectively in written, verbal, and multi- media format to appropriate audiences.
8. **Demonstrate Moral Reasoning, Clinical Ethics, Professional and Legal Responsibility:** Carry out pharmacy duties in accordance with legal, ethical, social, economic, and professional standards.
- a. Demonstrate fundamental ethical principles of autonomy, dignity, beneficence, equality, and non-maleficence through professional accountability, commitment to excellence, respect for others, honesty, integrity, care, and compassion.
 - b. Exhibit professional behavior and ethical judgment that safeguards the covenantal relationship between patients, health care providers, and society.
 - c. Interpret and comply with pharmacy laws and regulations.
9. **Demonstrate Personal and Professional Development:** Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
- a. Demonstrate professional competence, critical thinking, and self-directed learning skills.

- b. Demonstrate commitment to independent, self-directed, life-long learning through identification, development, and implementation of personal and professional development plans.
- c. Seek personal, professional, or academic support to address personal limitations.
- d. Engage in professional advocacy opportunities
- e. Engage in innovative and entrepreneurship activities.
- f. Demonstrate leadership skills in a team setting.

Contact Information

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UNIVERSITY HOLIDAYS & COLLEGE EVENTS 2017- 2018

Classes Begin	August 21, 2017
Labor Day (Holiday)	September 4, 2017
White Coat Ceremony	September 5, 2017
PHAR 6121 Practicum Begins (P-1)	September 6 & 8, 2017
College of Pharmacy Career Fair	September 25 & 26, 2017
PHAR 6121 Practicum Ends	November 15 & 17, 2017
Thanksgiving (Holiday)	November 23 – 25, 2017
ASHP Midyear	December 2-6, 2017
Final Examination period	December 4-8, 2017
PHAR 6325 Begins (P-3)	January 2, 2018
PHAR 6223 Begins (P-2)	January 2, 2018
PHAR 6223 Ends (P-2)	January 5, 2018
Spring Semester Classes Begin	January 8, 2018
PHAR 6224 Practicum Begins (P-2)	January 10 & 12, 2018
CPR Recertification (P-3)/Certification(P-1)	January 9 & 10, 2018
Martin Luther King, Jr. Day (Holiday)	January 15, 2018
PHAR 6122 Practicum Begins (P-1)	January 24 & 25, 2018
President's Day (Holiday)	February 19, 2018
Spring Break	March 19-23, 2018
PHAR 6224 Ends (P-2)	April 4 & 6, 2018
PHAR 6325 Ends (P-3)	April 6, 2018
PHAR 6122 Ends (P-1)	April 11 & 12, 2018
PHAR 6326 Begins (P-3)	May 14, 2018
Graduation Hooding Ceremony	May 9, 2018
University Commencement	May 10, 2018
PHAR 6326 Ends (P-3)	May 25, 2018

*All dates are subject to change.

Overview of the Professional Practice Curriculum

The CSU-COP Professional Practice Curriculum consists of introductory, intermediate, and advanced level experiences commencing the first professional semester of the curriculum.

During the first professional semester students begin Professional Practice I (Introduction to Pharmacy Practice, Lecture and Community Pharmacy Practicum) which allows students to explore factors that influence contemporary pharmacy practice, roles, responsibilities and expectations. Through in class lectures and the weekly 4 hour practicum in a community pharmacy, it is expected that students develop an understanding and appreciation of the role of the pharmacist; become socialized to the profession; develop effective communication skills, and utilize self-assessment as a tool in the continual quest for life-long learning.

During the spring semester of the P-1 year, students will complete Professional Practice II which focuses on public health policy, disease prevention and health promotion via in class lectures and a practicum in a community-based public health site.

During the P-2 year, students then complete Professional Practice III & IV which expose students to the medication use process in an institutional/hospital setting with an emphasis on technology, patient safety, pharmaceutical compounding and basic operations. Professional Practice III is comprised of a (40 hour) week long course during the university intersession (January). This intense orientation is subsequently followed by Professional Practice IV, an eight hour weekly practicum in the spring semester.

During the third professional year, within the spring semester, students complete the Professional Practice V practicum which consists of an independently set forty (40) hour experience in a community setting. This intermediate practice experience allows students to utilize and apply previously gained patient-centered pharmacy care principles, pharmaceutical knowledge and effective professional communication in the community pharmacy setting. The completion of a comprehensive patient skills checklist containing relevant patient centered activities is required at the conclusion of the practicum.

During the summer preceding the fourth professional year, students complete the Professional Practice VI practicum. This eighty (80) hour Applied Practice Skills practicum allows the student to utilize and apply patient-centered pharmacy care principles, pharmaceutical knowledge and effective professional communication in ambulatory or acute care pharmacy practice settings. Students are required to monitor patient cases and develop comprehensive pharmaceutical care plans. This intermediate practice experience culminates with a final case presentation which allows development and application of previously learned principles in preparation for the fourth professional year activities.

Like other colleges of pharmacy, the last professional year is composed entirely of advanced pharmacy practice experiences. Students complete 7 modules (6 weeks in duration per module). The four required modules include: community practice, hospital practice, acute care general medicine, and ambulatory care practice. The student will choose three additional elective modules which include both patient and non-direct patient care experiences in a variety of pharmacy practice settings.

Use of this Manual

The purpose of this manual is to provide students and preceptors important information, policies, and procedures of the Professional Practice Curriculum. The Office of Experiential and Continuing Professional Education reserves the right to amend the information contained within this manual as and when deemed necessary.

Responsibilities

As a Preceptor, you are critical to the success of the college and the student! You are an integral part of the student's learning as you guide the student through educational outcomes and will supervise the pharmacy-related tasks they perform during the day. Additionally, you will be asked to assess student performance following each experience. Your contribution is essential to the College's mission to develop student scholars who will impact the health care needs of people in the region, state, and the nation.

As a Student, your primary goal while at the practice site is to learn all aspects of pharmacy practice. All pharmacy practice experiences are intended to help you integrate classroom training with actual pharmacy practice and may provide you with networking opportunities for future employment. Although the preceptor's first duty is to their patients, the student should remember that preceptors are also available to provide guidance, assessment, and assistance.

As the Office of Experiential and Continuing Professional Education (OECPE), we will ensure that the students and preceptors are provided with the necessary resources and materials. OECPE will also ensure that the guidelines for the program are adhered to by both students and preceptors.

IPPE POLICIES & PROCEDURES

Attendance

Students are expected to report to their assigned practice site or on-campus practicum reflection sessions as scheduled and should be punctual. **Failure to complete all of the course/rotation prerequisites (immunizations, licensure, or site based requirements), assigned site visits, and on-campus practicum reflection sessions may result in automatic failure of the course.**

Each site visit shall consist of either 4 hours (PHAR 6121 and PHAR 6122) or 8 hours (PHAR 6223-24, PHAR 6325, and PHAR 6326) at the assigned practice site. Depending on the discretion of the preceptor, the student and preceptor may agree to a later arrival time on the assigned days. However, the student is responsible for adhering to the schedule as arranged by the preceptor. Additionally, there may be situations in which a site visit may extend beyond the required 4 or 8 hours for the student's overall educational benefit.

In case of an emergency or illness, the student should contact the Office of Experiential and Continuing Professional Education and the preceptor promptly via telephone (voice-mail message) and email. Any practicum hours missed must be made up at the discretion of the preceptor and the Director of IPPE and/or the Asst. Dean of Experiential and Continuing Professional Education.

Any missed site visits not due to an emergency or illness must be discussed with the preceptor AND the IPPE Director in advance.

Inclement Weather

Whenever official announcements are made regarding University closing and classes are canceled due to inclement weather, educational and experiential experiences for all pharmacy students will be amended accordingly.

Students completing rotations with pharmacists in the care of patients will be expected to make every effort to meet their responsibilities. Students must contact their assigned experiential preceptor for information about site hours of operation and function.

Likewise, if the inclement weather prevents a student safe travel to their scheduled rotation visit, the student should immediately notify their preceptor and the Course Coordinator within the Office of Experiential and Continuing Professional Education (IPPE/APPE coordinator) via telephone and email.

Additionally, if the student is unable to go to the site and complete the required visit hours/assignments due to inclement weather, the student is required to contact both the Course Coordinator and preceptor to request an alternate date to make up the missed site visit hours/assignments.

Professional Conduct and Dress Code

All students are expected to continue to adhere to the “Code of Conduct” (as listed in Chicago State University College of Pharmacy Student Handbook) and Dress Code of the College. Failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.

The following Dress Code is mandatory and must be adhered to by **ALL** students:

1. All students must wear a neat, clean, short white lab jacket with the College of Pharmacy insignia embroidery as well as their CSU-COP name tag.
2. Female students must wear skirts, dresses, or dress slacks with appropriate hosiery and shoes (no tennis shoes or open-toed shoes).
3. Male students must wear dress slacks, dress shirts and ties, socks and appropriate shoes (no tennis shoes or open-toed shoes).
4. Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not acceptable and are not allowed.
5. All students must maintain good personal hygiene a times.

Each site may have additional dress requirements that must be followed. Each student should check with their preceptor approximately one week before reporting for the first day of the experience to become familiar with any special requirements.

No personal calls are permitted on site telephones. Pay phones may be available for student use. Students’ private cell phones, pagers and other communication devices must be turned off (or on silent/vibrate mode) while at the site

Compliance with Practice Site Policies and Procedures

Students must comply with all policies, procedures, rules, laws and regulations governing and followed by the practice site, including, but not limited to, confidentiality, infection control and safety.

Parking and Transportation

Parking arrangements are site-dependent. Students should check with their preceptors prior to the start of the experience for additional information. Any costs associated with parking or transportation is the responsibility of the student.

Students are expected to provide their own transportation to and from the site. This may include, but is not limited to, the use of public transportation. Students are encouraged to organize car pools with other students, if feasible.

After obtaining approval from the Director of IPPE, students may complete offsite activities with their assigned preceptor; however, the student must obtain their own transportation to such activities. Riding in the vehicle of the preceptor/site is not allowed.

Non-Compensation of Students

A student is not an employee of the practice site and therefore should not be financially compensated for the practicum or any other practice experience academic coursework. Violation of this policy may result in immediate failure of the course and practicum.

Student Employment & Student/Preceptor Relationship

To avoid circumstances or relationships that could adversely affect the student/preceptor relationship, students are prohibited from completing practice experience academic coursework at a practice site (including a company) in which they are currently employed without express approval from the Asst. Dean of Experiential and Continuing Professional Education. Violation of this policy may result in automatic failure of the course and practicum.

Additionally, students are prohibited from completing a practicum or other practice experience academic coursework with a preceptor they are currently related to in any way or if the student has worked with the preceptor before as a pharmacy technician or ancillary pharmacy staff without express approval from the Asst. Dean of Experiential and Professional Education. Violation of this policy may result in immediate failure of the course and practicum.

Professional Liability Insurance

Chicago State University College of Pharmacy provides and maintains comprehensive professional liability insurance for students.

Any other insurance coverage (i.e., health, life, auto, etc.) is the responsibility of the individual student. Students should have personal health insurance in the event services are needed. The College does not generally cover treatment for injuries that students may sustain or diseases they may contract while participating in the experiential education program.

IDFPR Pharmacy Technician/Student Registration

Prior to beginning any practicum or other practice experience academic coursework, students must possess a current and valid pharmacy technician/student license issued by the Illinois Department of Financial and Professional Regulation (IDFPR). Additionally, a copy of the student's renewed IDFPR license is required to be submitted to OSA prior to March 1st annually. Violation of this policy may result in immediate failure of the course and practicum.

The pharmacy technician license must remain in good standing throughout the entire tenure at the College and students should carry proof of licensure at all times.

Also, the College at times utilizes practice sites in jurisdictions outside of Illinois. It is the responsibility of the student to obtain a valid pharmacy technician/student license issued by the regulatory agency in the respective jurisdictions.

On the first day of the practicum site visit, students MUST present a copy of their IDFPR pharmacy technician/student license to their preceptor or other appropriate pharmacy technician/student license as mandated by state law/regulation (except for the PHAR 6122 practicum). Students unable to present their IDFPR pharmacy technician/student license (or other appropriate license/registry as required) to their preceptor on the first site visit may be prohibited from starting and/or continuing the practicum.

Criminal Background Checking and Drug Screening

Chicago State University College of Pharmacy requires criminal background checks of all students enrolled in the Doctor of Pharmacy program. Background checks will be initially run during the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final criminal background check will be completed prior to beginning the advanced pharmacy practice experience (APPE) in the summer of the 4th professional year. However, the College-initiated criminal background checks do not preclude any experiential education site from conducting their own criminal background check process (including fingerprinting) based on their operational policy. Additional criminal background checks may be completed as dictated by changes in experiential education site requirements. Additional criminal background checks may be at the financial expense of the student.

The Chicago State University College of Pharmacy is committed to educating student professionals who are free from alcohol abuse or the use of illegal drugs (Illegal drugs include any substance which is not legally obtainable or which may be obtainable but has not been legally obtained or which is used in a manner or for a purpose other than as prescribed in compliance with applicable state and federal laws). Students may not report to the College or experiential education sites under the influence of drugs or alcohol nor consume alcoholic beverages or take illegal drugs while at the College or at any experiential education site. Drug screenings will be initially run during the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final drug screen will be completed prior to beginning the advanced pharmacy practice experience (APPE) in the summer of the 4th professional year. Additional drug screens may be required by the site at the financial expense of the student.

Failure to complete all criminal background checks and drug screenings as required by the College may result in an “incomplete” grade for the course and practicum, and the student may be prohibited from progressing to the practice site.

Immunizations and Physical Exam

Students accepted into the College of Pharmacy must complete the required vaccination, immunization and health screenings. Failure to obtain all required vaccinations, immunizations and health screenings may result in dismissal from the College. Each student must provide the University Wellness Center

with documented proof of all required vaccinations, immunizations, proof of immunities and health screenings. Students should also maintain documented proof of all required vaccinations, immunizations, proof of immunities and health screenings should an experiential education site request such documentation.

By the end of the first professional year, the student must have immunizations and show proof of immunity, at a minimum, for the following:

- Measles (Rubeola)
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Tetanus Diphtheria

Additionally, students must annually obtain and show proof of either a negative tuberculosis skin test or, if the skin test is positive or has been positive in the past, a chest x-ray showing lack of active disease. Likewise, an annual seasonal flu vaccination is required for all students at Chicago State University College of Pharmacy. Some experiential education sites may require additional immunizations as well as documentation of more frequent screenings. Failure to adhere to all the immunizations, health screenings, and other associated requirements as outlined by the college and site may result in an “incomplete” grade for the course and practicum, and the student may be prohibited from proceeding to the practice site.

Blood Borne Pathogens Exposure and Needle-Stick Policy

Universal Precautions:

Precautions must be observed when dealing with body fluids of any type and amounts. All students performing tasks with educational exposure shall practice universal precautions. As such, all human blood or other potentially infectious materials (OPIM) shall be considered to be infectious for HIV, HBV, HCV, and other bloodborne pathogens (BBP), regardless of the perceived status of the source individual. All students performing tasks with a potential for educational exposure shall perform such tasks in a manner consistent with universal precautions.

Exposure Incident:

“Exposure incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that result from the performance of a student’s duties. An individual who sustains an exposure incident shall immediately conduct first aid. When such an exposure (or “needle-stick”) occurs, the following steps must be followed:

1. The exposure site should first be thoroughly washed with soap and water and/or irrigated for 15 minutes.

2. The student should immediately report the incident to the supervising faculty member or preceptor.
3. A Blood Fluid/Needle Stick Incident Exposure Report Form **must** be completed on what happened. The contact information of all involved parties should be obtained as part of this document.
4. The student should seek immediate evaluation at one of the following locations (as applicable):
 - During regular business hours: Chicago State University Wellness Center, ADM 131. 773/995-2010
 - After regular business hours: Advocate Trinity Hospital, 2320 East 93rd Street, Chicago, IL 60617, 773/967-2000, or the closest hospital emergency room.
 - a. Identify yourself as a CSU College of Pharmacy student and that you have just experienced an exposure to possible blood borne pathogens.
 - b. You will be referred to a special team of professionals trained to handle this situation. It is possible that some facilities may insist that you follow their procedures and seek treatment in their institution. The student should seek guidance from the supervising faculty member or preceptor on what to do.
 - c. The student should have a post-exposure evaluation completed. A post-exposure evaluation (PEP) should include a risk assessment of the potential for HIV transmission based on the type of body substance involved, as well as the route and severity of the exposure.
 - d. For incidents that involve a specific patient, arrangements should be made to evaluate the person whose blood or body fluid was the source of the exposure. That patient should be asked to accompany the student to or report on her/his own to a Hospital Emergency Department for evaluation as well (at no cost to the patient). This is generally done through established institutional protocols that will be initiated by the health care provider evaluating your exposure, and may include serological assessment of hepatitis B, hepatitis C, and HIV infection. In the absence of known-source HIV status, clinical information about the source, if known, will be used to suggest or rule out possible HIV infection. The risk assessment of both the severity of the exposure and the HIV status of the source will help determine whether post-exposure prophylaxis (PEP) for HIV is recommended. If indicated, PEP should be initiated as soon as possible after an exposure (i.e., within a few hours). It

is important that the post-exposure evaluation be completed as soon as possible. If HIV PEP is initiated, then medical follow up, further lab studies, and additional counseling should occur.

- e. The student will generally undergo baseline testing for susceptibility to BBP at the time of the exposure including the antibody to HIV. The need for an appropriate interval for follow-up testing will depend to some degree on the source patient's test results as well as the student's baseline status. It is important to note that there is no recommended post-exposure prophylaxis for hepatitis C, which is a more prevalent blood borne pathogen than HIV. Thus, follow-up testing after an exposure to a source infected with hepatitis C is extremely important.
5. The supervising faculty member or preceptor **must** submit the Blood Fluid/Needle Stick Incident Exposure Report Form and the student must report in detail all subsequent actions taken to the Office of Continuing and Professional Education (OECPE) within 24 hours. The OECPE will notify the Director of the Wellness Center and the CSU Life Safety Specialist of the incident.
6. Students should cooperate with the evaluation, treatment, and follow-up recommendations made at the time of their exposure assessment.
7. Students are responsible for all expenses incurred in the management/treatment of these exposures and should seek payment/reimbursement through their health insurance company.

Questions regarding the Blood Borne Pathogen policy and procedures should be directed to the Asst. Dean of Experiential and Continuing Professional Education, Dr. Charisse Johnson (773/821-2587), the Director of the Wellness Center, Dr. Lisa Young (773/995-2011), or the CSU Life Safety Specialist Mr. Fred Williams (773/995-3675). For further information, consult the CSU Bloodborne Pathogen Exposure Control Plan.

Confidentiality

During the practicum or other practice experience academic coursework, students will have access to privileged information, such as (but not limited to) patients' health and medical conditions, insurance information and financial information. Students may also have access to site-related information, such as (but not limited to) business operations and/or trade secrets. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise. Students are strictly prohibited from accessing, using, removing, disclosing, copying, releasing, selling, loaning, altering or destroying any confidential information except as authorized by the preceptor and/or facility. Breach of confidentiality will result in immediate failure of the course and practicum and may also result in criminal prosecution under appropriate state and federal laws. Prior

to starting the first introductory pharmacy practicum, students will need to sign the CSU Confidentiality Agreement. Additionally, students may need to sign, should the site request, prior to the start of the practical experience, and abide by, the site policy concerning the confidentiality of information.

Violation of Experiential Education Policies

Contact the Director of Introductory Pharmacy Practice Experiences, verbally and/or in writing, to report violation of experiential education program policies. Incidents concerning alleged ethical and legal violations of the practice of pharmacy, alleged sexual harassment, verbal abuse, inappropriate and/or offensive physical contact and all forms of discrimination should **NOT** be reported on the evaluation forms at the end of the practicum. These incidents should be reported immediately through e-mail or telephone in order to ensure the appropriate action will be taken in accordance with University/College guidelines.

In accordance with University and College of Pharmacy policies, the Office of Experiential and Continuing Professional Education has implemented the following policies to ensure timely completion of practicum related activities:

1. The following will/may result in an **automatic failure** for course and practicum
 - a. Rescheduling site visits without the prior approval of the OECPE course coordinator **AND** Preceptor
 - b. Failure for students to conduct themselves in a professional manner in accordance with the College's "Code of Conduct"

2. The following will result in an **incomplete** for the course/practicum:
 - a. Failure to successfully submit all rotation prerequisite materials prior to the predetermined deadlines. Such materials include, but are not limited to the following :
 - i. Student Pharmacist/Technician License (Illinois/Indiana)
 - ii. Background Check/Drug Screen
 - iii. Required immunizations, health screenings and other associated requirements
 - iv. Site based documents
 - b. Failure to obtain a rating of "Satisfactory" or "Outstanding" for all practicum related objectives as listed in the Professional Practice Practicum Evaluation.

3. The following will result in a **one letter grade reduction** for the course/practicum
 - a. Failure to complete all of the IPPE site visits by the date specified in the corresponding course syllabus
 - b. Failure to log all of the IPPE site visits as outlined by the date specified in the course syllabus (site visits must be **initially** logged in RxPreceptor **AFTER** the site visit has been completed
 - c. Failure to attend the course Reflection Session(s)

Academic Honesty

Academic honesty and integrity are expected of all students throughout their course of study at Chicago State University College of Pharmacy. Any violation is considered to be a serious academic violation and may result in a written warning, reprimand, academic and/or disciplinary probation, suspension, or dismissal. Academic dishonesty constitutes a breach of academic integrity that violates the academic foundation of an institution and compromises the integrity and well-being of the educational program. The policies on students' academic and professional responsibilities are included in the Chicago State University College of Pharmacy Student Handbook.

Core ELMS

Core ELMS is the online data management system utilized by CSU-COP to administer and manage the professional practice program. **Core ELMS** not only permits student selection of practice sites and submission of assignments, but it also allows preceptors to access student-specific data and submit grades and evaluations. All students will be issued USER IDs and passwords to access **Core ELMS**.

To access **Core ELMS**, visit the following website:

http://academicsuiterx.com/experiential_login.php

Core ELMS may also be accessed from the CSU-COP Office of Experiential and Continuing Professional Education home page:

<http://www.csu.edu/collegeofpharmacy/experientialeducation/index.htm>

For **Core ELMS** login and password information, please contact the Office of Experiential and Continuing Professional Education at 773-821-2152 or via OEE@csu.edu.

Completing Forms in Core ELMS

Professional Practice Practicum Competency Evaluation

The "Professional Practice Competency Evaluation" is utilized by the preceptor to grade students on their achievement of the practicum's learning objectives. Typically, preceptors are required to complete the "Professional Practice Competency Evaluation" **TWICE: at the midpoint of the practicum and at the conclusion of the practicum.** The "Professional Practice Competency Evaluation" is utilized to determine whether or not the student has successfully achieved a passing grade for the practicum.

The "Professional Practice Competency Evaluation" is only accessible via **Core ELMS**; from the **Core ELMS** homepage, choose "Evaluations" then "Evaluation of Students." Then follow the directions within **Core ELMS** to submit preceptor midpoint and final evaluations.

Verification of Student Hours

Preceptors must attest that students have attended all practicum site visits as outlined. Preceptors should verify hours via **Core ELMS**. Students should ensure that they have entered their practicum hours in **Core ELMS** so that the preceptor can verify the hours.

To verify the student's hours, login to **Core ELMS** and choose "Hours Tracking/Timesheets" from the homepage. Locate your student's name from the list and review all hours as submitted. If all entered hours are correct, then select "Confirm". If the student has incorrectly entered information, please select the "Deny" button. Once all entries have been reviewed, select the "Update" button to verify all site hours as submitted by the student.

Preceptor Evaluation of Practicum

In order to maintain quality of the experiential program, the College requests that preceptors complete the "Preceptor Evaluation of Practicum" questionnaire at the end of the practicum. This feedback provided by the preceptors is critical for the College.

The "Preceptor of Evaluation of Practicum" form can be accessed via **Core ELMS**; from the **Core ELMS** homepage, choose "Evaluations" then "Evaluation of Student." Then follow the directions within **Core ELMS** to complete the "Preceptor of Evaluation of Practicum" form.

Preceptor Expectations and Strategies for Success

General Provisions

Preceptors are critical to the success of our program and therefore, have key responsibilities.

First, preceptors are encouraged to become familiar with the practicum materials prior to the student's arrival. Preceptors should also develop a schedule of activities for the students; however sample schedules and activities will be provided (as applicable) in the practicum materials.

When the student arrives, preceptors should conduct an orientation with the student as soon as possible which should include a tour, detailed explanation of the workflow, introductions to staff, and overview of policies and procedures.

Throughout the practicum, the preceptor should monitor the students' progress toward the practicum learning objectives, required hours, and assignments. Preceptors are encouraged to assess student progress at regular intervals and share those observations with the students in a private and appropriate manner.

At the conclusion of the practicum, preceptors should submit student evaluations and other forms as requested. Most importantly, preceptors should enjoy the experience with the students. The student is eager and will view the preceptor as a professional role model.

Preceptors should also contact the IPPE Director verbally and/or in writing to report violations of experiential education program policies. Incidents concerning alleged ethical and legal violations of the practice of pharmacy, alleged sexual harassment, verbal abuse, inappropriate and offensive physical contact and all forms of discrimination should NOT be reported on the evaluation forms at the end of the practicum. These incidents should be reported immediately through e-mail or telephone in order to ensure the appropriate action will be taken in accordance with University/College guidelines.

Preceptor Pearls¹

- Whenever possible, the preceptor should set aside “interruption free” time with the student to help facilitate communication throughout the practicum. This interruption free time is particularly important at the beginning of the practicum so that clear expectations can be set.
- Also, remember that students are vulnerable and sometime hesitant to ask questions. Preceptors should encourage open dialogue so that the preceptor and student can get the most of the experience.
- Although some shadowing and observation will be necessary especially at the beginning of a practicum and with junior students, preceptors should encourage and promote active student participation. Incorporate students into daily activities as allowable and appropriate.
- Preceptors naturally serve as professional role models for students, so preceptors should demonstrate by example utilizing their various skills and talents.
- Although not held to a strict teaching schedule, preceptors should facilitate student achievement of the goals, objectives and minimal competencies as set out by the College.
- Lastly, when appropriate and as needed, preceptors should give constructive feedback. Conversely, recognize achievements and encourage your student.

1. Lourdes M Cuellar, Dianne B Ginsburg. Preceptor’s Handbook for Pharmacists. American Society of Health-System Pharmacist. 2005.

PRECEPTOR BENEFITS

Adjunct Appointment/Accessing CSU Library Remotely

The College realizes the time and resources preceptors dedicate to our students. Therefore, all preceptors will be granted an adjunct appointment to the University.

The adjunct appointment affords preceptors certain benefits and privileges, such as a CSU e-mail account for communication with the University community, access to faculty development opportunities, and remote Internet access to the University Library. Your USER name, password (which are also used to access remote library services) and email address will be mailed to you by the CSU Information Technology Division. If you do not receive your USER name, password and e-mail account, please contact the Office of Experiential Education at 773-821-2152 or at OEE@csu.edu.

To access pharmacy specific databases from the Library, visit <http://library.csu.edu>; under "Information" click "Journals via databases" and then under "Subject List of Databases" click "Pharmacy"; you will be prompted to enter your USER name and password.

Preceptor Education and Training Program

The College has developed the Preceptor Education and Training Program designed to ensure that preceptors have the knowledge and tools necessary to be effective teachers by providing various seminars focusing on topics such as educational methodologies, preceptor roles and responsibilities, and continuing professional development. More information can be found by visiting the following website:

<http://www.csu.edu/collegeofpharmacy/experientialeducation/preceptored.htm>

Chicago State University has also joined the Pharmacist's Letter Preceptor Training and Resource Network (PTRN) and is enthusiastic to provide access to this resource to preceptors. The PTRN offers preceptors access to:

- ◆ Information about precepting students at schools/colleges of pharmacy
- ◆ Preceptor training continuing education courses
- ◆ Pharmacist's Letter journal club handouts and preceptor materials
- ◆ Preceptors Education Toolbox (syllabi, grading and evaluation, assignments, exams)
- ◆ Preceptor Interact discussion groups

Pharmacist's Letter may be accessed via the following link:

<http://www.pharmacistsletter.com/?refer=chicagostate/ptrn>

Alternatively, Pharmacist Letter may be accessed via the following link:

<http://www.csu.edu/collegeofpharmacy/experientialeducation/preceptored.htm>

Required Documents

The following documents must be submitted to the Office of Experiential and Continuing Professional Education via Moodle upload by 12pm, Friday September 1, 2017

Failure to complete the required documents listed below (HIPAA Training, CSU Confidentiality and Student Experiential Education Agreements) by the deadline as specified above will receive an automatic deduction of 50% of the total points listed in the corresponding syllabus. Failure to submit the assignment within 5 calendar days of the deadline will result in a zero for the assignments and removal from the assigned practice site.

HIPAA Online Training

Prior to the beginning PHAR 6121 practicum, students will need to successfully complete the Health Insurance Portability and Accountability Act (HIPAA) Online Training. Both modules, the “HIPAA & Security 2017” and “HIPAA & Privacy 2017”, must be successfully completed prior to beginning the PHAR 6121 practicum.

Prior to accessing the modules, students must create a Pharmacist’s Letter Student Account by accessing the link below:

<http://studentpharmacists.therapeuticresearch.com/custom/walmartgift/default.aspx?s=PL&cs=walmartgift>

To successfully complete both modules, a score of 70% or better must be earned on the exams and the course evaluations must be completed.

Students should save the “Completion Record” for each module indicating the student name, completion code, and date **via Moodle upload by Friday, September 1, 2017.**

Throughout the curriculum, HIPAA training updates and additional education will be required for completion.

Student Experiential Education Agreement

After the student has read and understands the contents of this IPPE manual, the “Student Experiential Education Agreement” should be signed and **submitted to the Office of Experiential and Continuing Professional Education via Moodle upload by Friday, September 1, 2017.**

CSU Confidentiality Agreement

It is of utmost importance that students respect each patient’s privacy and dignity and will maintain confidentiality with regard to information about patients. Understanding this, each student must sign and submit the following agreement to the **Office of Experiential and Continuing Professional Education via Moodle upload by Friday, September 1, 2017.**

CHICAGO STATE UNIVERSITY

Confidentiality Agreement

As an employee/student/volunteer, I understand that in the course of my work for Chicago State University ("University"), I may have access to confidential, proprietary or personal information regarding faculty, staff, students, parents, alumni, vendors, the University and/or any minor enrolled in a University program. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, medical/health, financial, employment, contractual, or institutional data.

I hereby affirm that I will not in any way access, use, remove, disclose, copy, release, sell, loan, alter or destroy any confidential information except as authorized within the scope of my duties with Chicago State University. As an employee/student/volunteer, I must comply with applicable local, state and federal laws and University policies. I have a duty to safeguard and retain the confidentiality of all confidential information. Upon termination of my affiliation with Chicago State University, or earlier as instructed by the University, I will return to the University all copies of all materials containing confidential information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of confidential information, including the failure to safeguard my information access codes or devices. My obligations under this Agreement are effective as of this day and will continue after my affiliation with Chicago State University concludes. Violation of these rules will result in discipline, which may include, but is not limited to, discharge from employment, expulsion from the University and or criminal prosecution under appropriate state and federal laws.

Signature

Printed Name

Date

Revised August, 2017

CHICAGO STATE UNIVERSITY

College of Pharmacy Student Experiential Education Agreement

The Introductory Pharmacy Practice Experience Manual contains the policies, procedures and guidelines that govern the introductory pharmacy practice experiences. I have read and understand the contents of the Manual and agree to comply with the policies, procedures and guidelines. I understand that my failure to comply with the policies, procedures and guidelines may result in disciplinary action, dismissal from and/or failure of the practicum.

Signature

Printed Name

Date

Revised August, 2017