

## ***General Orientation for Pharmacy Preceptors***

### ***LECOM School of Pharmacy***

#### **Attention**

This General Orientation training is to be used *in addition to* IPPE- or APPE-specific training which covers each rotation type in more detail. IPPE and/or APPE training is also available via this website.

#### **Objectives**

- Review the benefits of being a LECOM SOP preceptor (Erie, PA and Bradenton, FL campuses)
- List the rotation competencies and outcomes and program outcomes of the LECOM SOP
- Review the policies and procedures as they pertain to experiential rotations
- Discuss expectations for both our students and their preceptors

#### **Preceptor Benefits**

- Participate in the training of future pharmacists to ensure the highest standards possible
- Involve students in developing and maintaining new or expanded clinical services
- Attain personal satisfaction and professional growth
- Receive recognition and awards for good precepting
- Eligible for an academic appointment in the School and on Experiential Advisory Boards, if geographically feasible
- Receive free precepting continuing education via *The Pharmacist's Letter* Preceptor Training and Resource Network
- Receive free drug information support from LECOM Learning Resources Center (LRC)

#### **Program Outcomes**

- Professional Outcomes
  - Provide Pharmaceutical Care
    - Be an advocate for the patient centered model of practice at each site
    - Apply critical thinking skills to all aspects of daily practice
    - With the help of the preceptor, identify, resolve and prevent drug related problems
    - Communicate with other healthcare professionals to resolve and prevent drug related problems
    - Document interventions in a format appropriate for the practice setting
    - Display the attitudes, habits and values required to render pharmaceutical care.
    - Collect and interpret data related to drug therapy from patients and/or caregivers
    - Communicate with patients to educate and help meet drug-related needs
  - Manage Medication Distribution and Control Systems
    - Dispense and/or compound medications with complete accuracy, including necessary calculations and follow aseptic techniques
    - Gain continual proficiency in medication name recognition and indications
    - Apply guidelines for safe and controlled storage of medications (quality control) including in the pharmacy and patient education for storage at home

- Understand the system for purchasing drugs, DME (durable medical equipment) and supplies.
  - Explain the inventory control system
  - Understand measures used to ensure fiscal responsibility
  - Define state and federal regulatory requirements related to the practice site
- Promote Public Health
  - Create awareness of major public health problems
  - Promote screening and prevention of diseases affecting public health
  - Aid patients in obtaining resources necessary for public health improvement
  - Gain an understanding of the role of insurance in healthcare as it pertains to prescription medications
- Be a resource for drug information
  - Retrieve, interpret and present drug information as requested by preceptor or other staff
  - Utilize resources to apply evidence based medicine to practice
- General Outcomes
  - Communicate effectively using a variety of media
  - Demonstrate sensitivity to personal values and ethical principles in professional and social contexts (Responsible use of values and ethical principles)
  - Demonstrate progression in customer service skills (e.g. handling angry customers/patients) and conflict resolutions
  - Effectively self-assess and satisfy learning needs on an ongoing basis (Self-Learning Abilities and Habits).
  - Demonstrate effective interpersonal and interdisciplinary behaviors in a variety of situations and circumstances (Social Interaction and Citizenship).
- LECOM SOP Program Outcomes  
*Graduates of the LECOM School of Pharmacy will be:*
  - *Responsible caregivers*
  - *Leaders*
  - *Professionals*
  - *Team members*
  - *Medication managers*
  - *Practitioners*
  - *Experts*
  - *Pharmacists*

### **General Rotation Policies**

- Time Requirements
  - Erie, PA:
    - 160 hrs for IPPE (4 weeks) x 2 rotations
    - 240 hrs for APPE (6 weeks) x 6 rotations
  - Bradenton, FL campus:
    - 160 hrs for IPPE (4 weeks) x 2 rotations
    - 160 hrs for APPE (4 weeks) x 9 rotations
  - Minimum of 40 hours/week (max of 50 hrs)

- Cannot "work ahead" to finish early unless approved by School
  - Schedule is flexible to preceptor/site need
- General
  - Student must contact site 4-6 weeks in advance to confirm rotation
  - Required Paperwork
    - Affiliation agreement
    - Preceptor application and CV
    - Licenses, immunizations, drug screens, background checks, etc
    - Liability insurance available from School upon request
- Absences
  - Anticipated absence requests must be approved by both Preceptor and EE Office
    - 10 day advanced notice required
  - Unanticipated absences (emergency/illness) should be reported to Preceptor and EE Office immediately
  - Preceptor needs to sign documentation form
  - Time must be made up in most cases
- Professionalism
  - Expected at all times; is evaluated
  - Includes areas such as academic honesty, demeanor/attitude, ethics, dress/grooming, punctuality, and civility
  - Confidentiality (HIPAA) is an absolute MUST
  - No cell phones without advanced preceptor permission for legitimate purpose
  - Preceptors are empowered to address issues of professionalism
- Dismissal from Sites
  - All students are representing LECOM and the pharmacy profession during their presence at the rotation site
  - LECOM and the site reserve the right to dismiss any student who does not uphold a professional attitude or does not comply with safety, ethical, or treatment standards of the rotation site during the rotation
  - Stealing, impairment due to substances of abuse, or violations regarding confidentiality are causes for **immediate dismissal and failure of the rotation**
  - The incident will also be forwarded to the student disciplinary committee on campus
- Student Portfolio
  - Embedded in PharmAcademic
  - Main Contents
    - CV, intern licenses, immunizations, background check upon request, HIPAA/ OSHA Training Certificates, BLS/CPR, other important required information for individual sites
    - Completed assignments/ reflections/ projects/evaluations

## Procedures

- General Considerations
  - Staff roles in student's training
    - Preceptor in your absence?
    - Student vs. employee
    - Site welcoming to student
  - "Orientation" to your facility and staff
  - Set expectations with student
  - Applicable laws/regulations or policies/procedures should be reviewed
- Required assignments
  - Differ between IPPE and APPE rotations
    - Outlined in individual manual and separate orientation presentations
  - Evaluation rubric provided for preceptor use; may provide own guidelines to student for use for site-specific assignments
  - Responsibility rests with student to complete

## Assessments (Evaluations)

- Criteria provided by School
  - Excellent, (above average - Erie), competent, deficient ratings
- Completed and reviewed with student at midpoint and final
  - Erie, PA campus-online in *PharmAcademic*
    - IPPE (2 weeks and 4 weeks) and APPE (3 weeks and 6 weeks)
  - Bradenton, FL campus - online in *PharmAcademic*
    - IPPE and APPE (2 weeks and 4 weeks)
- Documentation via *PharmAcademic*  
[www.pharmacademic.com](http://www.pharmacademic.com)
  - Used for all assessments (evaluations)
  - Basic support information available in manuals
  - Reminders regarding assessments will be sent to you approximately 1 week prior to its due date from [support@mccreadiegroupp.com](mailto:support@mccreadiegroupp.com)
  - Assessment visible on "home page" once you log into *PharmAcademic*
- Additional documentation
  - Overall comments regarding student performance are helpful
  - Number of days absent/made up/confirmation of hours
  - Did student contact you in a timely fashion, complete necessary pre-work, and review the manual/requirements with you?
  - Preceptors evaluate but do not assign official "grades"
    - LECOM calculates the rotation grade based on the way you evaluate the student according to specific criteria.

- Assessment Checklist
  - Mid-Rotation Assessment by the Preceptor
    - **Please contact the Director of Experiential Education if student is in danger of failing the rotation to discuss plan for improvement.**
  - Final Assessment by the Preceptor
  - Student's Self-Assessment at Midpoint and Final
  - Assessment of Site and Preceptor by the Student at the end of the rotation
- How is *your site* evaluated?
  - *Strongly disagree (i.e. 1) to strongly agree(i.e. 5 )*
  - Site presented a good opportunity to experience the learning objectives
  - Site provided an environment conducive to my learning
  - I was made to feel welcome at the site
  - Opportunity to interact with other HCPs
  - Opportunity to interact with diverse patient populations
- How are *you* evaluated?
  - *Strongly disagree (i.e. 1) to strongly agree(i.e. 5 )*
  - The preceptor:
    - provided timely feedback
    - provided helpful feedback
    - provides opportunities conducive to learning
    - served as a positive role model
    - is a highly competent pharmacy practitioner
    - demonstrated collegiality with all team members
    - was receptive to questions and other viewpoints
    - is a dedicated and enthusiastic teacher

### Summary of Expectations

- Expectations of Students
  - Review and comply with the information outlined in the manual
  - Have applicable student intern licenses available to present at all times
  - Fulfill all prerequisites specific to the rotation site
  - Follow all laws and regulations that govern pharmacy practice
  - Fully engage in the experience provided by the preceptor and rotation site
  - Be professional at all times!
  - Recognize and appreciate that you are volunteering your time, energy, and expertise to help the student develop and improve professional skills
  - Work independently, but seek advice and accept direction from the preceptor
  - Learn to say "I don't know," and then follow through to acquire the knowledge
  - Submit all assignments and evaluations by the due dates
  - Positively accept feedback and constructive criticism for its intended purpose (helping the student grow)

- Expectations of the Preceptor
  - Review and employ the rotation manual(s)
  - Serve as a role model for professional practice
  - Interact with the student as teacher-student versus employer-employee
  - Determine student's baseline level of competence; provide a learning environment and opportunities for the student to develop and improve skills
  - Provide timely and private constructive feedback to the student; inform student of any area needing improvement as early as possible
  - Complete Mid-point and Final evaluations, review them with student, and submit to School

### Questions or Concerns

- We think of our preceptors as faculty
- Hope experience between preceptor and student is mutually beneficial
- We are here to support you, respond to concerns, and clarify any questions
- Please contact us at any time

### School of Pharmacy Contacts

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### Thank you!

- For your service:
  - To our Students, to LECOM School of Pharmacy, to the patients you care for
  - For your time attending this training