

IPPE Health System Manual  
PHRC 5990

Academic Year 2023-2024

**Jennifer G. Steinberg, Pharm.D.**

Fort Lauderdale Campus  
3200 S. University Drive  
Ft. Lauderdale, FL 33328  
(954) 262-1374

**Stacey Maravent, Pharm.D.**

Palm Beach Campus  
11501 N. Military Trail  
Palm Beach Gardens, FL 33410  
(561) 805-2238 or (954) 262-1380

**Julie Marin, Pharm.D.**

San Juan Campus  
Professional Offices Park IV  
997 San Roberto St.  
San Juan, PR 00926  
(787) 773-6585

## Table of Contents

<b>ACADEMIC CALENDAR .....</b>	<b>3</b>
<b>PURPOSE OF INTRODUCTORY PHARMACY PRACTICE EXPERIENCES .....</b>	<b>3</b>
<b>PHRC 5990 COURSE DESCRIPTION &amp; OBJECTIVES .....</b>	<b>4</b>
<b>ADMINISTRATIVE REQUIREMENTS FOR STUDENTS .....</b>	<b>5</b>
<b>PROFESSIONAL REQUIREMENTS FOR STUDENTS .....</b>	<b>8</b>
<b>PRECEPTOR RESPONSIBILITIES .....</b>	<b>10</b>
<b>PRACTICE SITE RESPONSIBILITIES .....</b>	<b>11</b>
<b>STANDARD (UNIVERSAL) PRECAUTIONS.....</b>	<b>12</b>
<b>POLICY ON USE OF COMPUTING RESOURCES.....</b>	<b>13</b>
<b>POLICY ON OUT OF FLORIDA EXPERIENCES .....</b>	<b>14</b>
<b>PRE-EXPERIENCE CHECKLIST .....</b>	<b>15</b>
<b>GUIDE FOR ORIENTATION .....</b>	<b>16</b>
<b>SUMMARY OF REQUIRED PAPERWORK.....</b>	<b>17</b>
<b>ATTENDANCE LOG.....</b>	<b>18</b>
<b>CERTIFICATION OF HOURS FORMS.....</b>	<b>19</b>
<b>WEEKLY ACTIVITIES SUMMARY FORM.....</b>	<b>21</b>
<b>PROBLEM SITE FORM.....</b>	<b>22</b>
<b>PHRC 5990 SYLLABUS.....</b>	<b>24</b>
<b>MIDPOINT EVALUATION FORM .....</b>	<b>29</b>
<b>FINAL EVALUATION FORM.....</b>	<b>30</b>
<b>CORE ENTRUSTABLE PROFESSIONAL ACTIVITIES FORM.....</b>	<b>31</b>
<b>END OF EXPERIENCE CHECKLIST .....</b>	<b>32</b>
<b>IPPE HEALTH SYSTEM STUDENT ACTIVITY PACKET .....</b>	<b>APPENDIX</b>

## ACADEMIC CALENDAR 2020/2021

Session	Dates	Schedule/Hours
Summer A/I	May 15 – June 11, 2023	Site schedule as directed by preceptor 8 hours daily, 5 days per week 160 hours total
Summer B/II	June 12 – July 9, 2023	
Summer C/III	July 10 – August 6, 2023	
Regular	Fall/Winter semesters	Site schedule as directed by preceptor 8 hours per week 160 hours total

### PURPOSE OF INTRODUCTORY PHARMACY PRACTICE EXPERIENCES

The purpose of the Introductory Pharmacy Practice Experiences (IPPE) courses is for the student to apply didactic information to the day-to-day activities of a pharmacist with emphasis on the development of professional maturity, judgment, and skills. These practice experiences encourage the student to use knowledge and techniques gained in the classroom to interact with a select population of patients and a diverse number of health care practitioners in community and health-system based pharmacy environments. During the practice experiences, students may have the opportunity to apply information learned in biochemistry to the dietary regimen of the homeless population or offer counseling to a patient with diabetes based on information learned in pharmacotherapy.

IPPE preceptors should encourage students to concentrate on those activities that are beneficial to development as a professional. The student should become proficient in communication, gain confidence in their abilities, and develop the competencies set forth by the College of Pharmacy and the Accreditation Council for Pharmacy Education (ACPE). Practical experiences in the pharmacy college curriculum aid the student in developing a deep respect for individual life as well as learning that as professionals, pharmacists treat patients not diseases.

The IPPE lead toward the next phase of experiential education, advanced pharmacy practice experiences (APPE). The APPE faculty prepares students for medication therapy management in hospitals, communities and other environments. Separate manuals address the goals and objectives for other IPPEs, as well as APPEs as defined by the NSU College of Pharmacy.

## **IPPE HEALTH SYSTEM COURSE DESCRIPTION**

The Health Systems Introductory Pharmacy Practice Experience (IPPE Health Systems) is a four-week, full-time (160-hour total), out-of-classroom, supervised, inpatient experience highlighting the operations and practice management aspects of health systems pharmacy practice. The experience is designed to introduce students to medication use processes, patient and healthcare provider communication, inpatient healthcare delivery and role of the pharmacist in this setting. Emphasis is placed on medication dispensing, drug procurement/inventory control, application of institutional pharmacy policy/procedure and local, state and federal regulations. Students will participate in all applicable pharmacy operations and patient care activities, reply to drug information questions, complete projects, and participate in topic discussions.

### **COURSE OBJECTIVES**

1. Describe the pharmacist's role as part of the healthcare team.
2. Discuss legal and regulatory requirements that govern health systems pharmacy practice and management.
3. Demonstrate the ability to accurately and safely receive, process, prepare, and dispense medication orders according to legal requirements.
4. Evaluate a medication order for completeness and therapeutic appropriateness.
5. Perform applicable calculations required to compound, dispense, and administer medications.
6. Conduct a patient interview and obtain a basic medication history.
7. Provide accurate and appropriate health and medication information to patients and healthcare providers.
8. Communicate effectively with patients, pharmacy staff, and other healthcare providers.
9. Retrieve, critically analyze, and integrate information from appropriate resources to complete patient care and drug information duties.
10. Use available information systems to gather patient related information and document activities.
11. Describe inventory management processes in a health systems pharmacy setting.
12. Demonstrate professional and ethical behavior in all practice activities.

## ADMINISTRATIVE REQUIREMENTS FOR STUDENTS

### 1. Prerequisites

- I. Doctor of Pharmacy student candidates with a P-3 or Advanced P-2 standing are eligible to register for IPPE-Health System (PHRC 5990), if other pre-requisites are met.
  - II. Students must have a PEPRx profile with accurate demographic and professional information (e.g. graduation year, campus, intern license, BLS certification, immunizations, CV, etc) in order to be scheduled at an IPPE site. Information should be kept current and updated as needed. Incomplete profiles will result in the student receiving late notification of their site assignment.
  - III. All students must be licensed as a Pharmacist Intern in Florida. Students at the San Juan campus must also be licensed as a Pharmacist Intern in Puerto Rico. In order to complete experiential courses outside of Florida, students must be licensed as a Pharmacist Intern and complete requirements as applicable in the jurisdiction where the site is located. Students are responsible for identifying and completing requirements for any out of state licenses.
  - IV. Health and Immunization requirements of NSU Health Profession Division must be complete and proper documentation submitted to the online health tracking system (e.g. MyRecordTracker). Refer to the HPD Student Handbook for more information related to health forms requirements.
    - i. Examples of requirements include:
      1. Proof of current immunizations
      2. Current certificate of physical examination
      3. Negative TB test (within the last year)
      4. Health Insurance
      5. CPR Certification
      6. Background Check
      7. Drug Screening
  - V. Students must complete required trainings, including HIPAA and Blood Borne Pathogens, as directed by the College. Certificates of completion should be submitted in FolioRx and/or PEPRx.
2. Successful completion of IPPEs is required to progress through the scheduled curriculum for experiential education. Incomplete scores or failing grades are not allowed on any previous introductory practice experience.
- I. Failure to successfully complete an IPPE course will result in referral to the Associate Dean, Professional Program. This will apply regardless of the student's GPA.
  - II. Students obtaining two or more failure grades in any practice experience are suspended and referred to the Associate Dean, Professional Programs. Dismissal from the College may follow if recommended by the appropriate College committee or personnel. This will apply regardless of the student's Grade Point Average (GPA).
  - III. Students who are dropped by preceptors for behavioral or academic reasons during an IPPE course will not be rescheduled in the same academic year. The student may drop the course

if it falls under University policy to do so. If it is past the drop/add period, the student will receive a grade of W or WF depending on student's grade at time of being dropped and will be required to register for the course in the following academic year. Students will be referred to the Associate Dean, Professional Programs.

### 3. Placement Information:

- I. The Directors of Experiential Education or appointee are responsible for scheduling all site placements. Students may be given the option to prioritize their preferences, however all assignments are random based on preceptor availability and are final after the add/drop period.
  - i. All placements are subject to preceptor and site availability and reassignment may be required.
  - ii. IPPE may not be completed at a student's current place of employment or with a relative. Students must notify their respective Director of Experiential Education if scheduled at a site that conflicts with this policy. Failure to do so may result in failure of the IPPE or suspension.
  - iii. There will be a designated open add/drop period for students to request changes to their assigned IPPE sites. Students will be provided instructions on how to request changes to their IPPE site assignment; requests are processed by the corresponding Director of Experiential Education.
  - iv. Students are not permitted to contact NSU preceptors directly to determine availability or discuss placement. Determination of preceptor availability and site placement will be managed by the Office of Experiential Education. Students who contact preceptors to whom they are not assigned trying to secure placement will be referred to the appropriate college committee for review.
- II. IPPE courses are completed following various schedules as you progress through the curriculum. IPPE Health System site attendance is completed as eight hours one day per week for two semesters (160 hours). If the course is completed during a summer session, the student will attend the site for 8 hours per day, 5 days per week (typically Monday through Friday) over a four-week timeframe.
  - i. Additional time beyond scheduled classroom presentations and site attendance will be required to perform/complete self-study, assigned readings, and written assignments or projects.
  - ii. No more than 8 hours per week (8 hours per day for summer sessions) will be credited towards the IPPE experience. Arrangements for make-up sessions will be allowed only at the preceptor's discretion.
  - iii. Site attendance should not be scheduled in a way that interferes or conflicts with other course meeting times.

#### 4. Site On-boarding (Attestations and Site Paperwork)

- I. Individual site requirements are located in PEPRx and can be accessed by clicking on the site's name on the student's schedule or by locating the site name in the drop-down menu in the Site Requirements and Info section. As site requirements can change frequently, it is important for students to check for updates to site information.
- II. It is the student's responsibility to review expectations for each of the sites they are assigned and for initiating contact with the appropriate Experiential Education personnel to obtain supplementary background check/drug screen forms or to receive guidance on completion of requirements. Experiential Education staff and students working on site paperwork and attestation forms must start working on requirements a minimum of 60 days before the start date of the rotation (except VA sites which require a longer period for onboarding) and ensure that information is submitted to the site per their requirements. Students must reply to email or telephone communications from the Office of Experiential Education staff regarding paperwork within 48 hours. Additionally, students must communicate with their individual preceptor at least 4 weeks prior to the start date of each rotation. Additional information is outlined in the Attestations and Site Paperwork policy and procedure document.
  - i. Examples of site on-boarding requirements (varies by site)
    1. Proof of current immunizations
    2. Negative TB test (within the last year)
    3. Background Check
    4. Drug Screening
    5. Confidentiality forms
    6. Computer access forms
    7. On-site orientation
    8. Online orientation/modules
- III. Students who are not cleared to start at a site due to incomplete or missing paperwork will not be reassigned to a new site during the same experiential session. Lack of following proper procedure may result in delayed graduation.

## PROFESSIONAL REQUIREMENTS FOR STUDENTS

1. Exhibit professionalism at all times, adhering to the standards of dress and behavior specified by the College and preceptor. Demonstrate a level of maturity required in a professional practice environment. White lab jacket (clean and pressed) and NSU ID badge are required for all students while on their assigned IPPEs unless designated otherwise by preceptor. Student should identify himself or herself as a student/Pharmacist Intern at all times in their assigned practice environment.
2. Schedules at the site will be determined by the preceptor. Punctuality and adherence to the specified schedule is essential. It may be necessary to devote more than the scheduled time to take advantage of certain experiences and exposures. Additional time outside of site hours may be needed to complete readings, self-study, or projects/assignments. Attendance is MANDATORY for licensure requirements. Holidays DO NOT APPLY while on IPPE and the total hours must equal 160 for the IPPE Health System course.
3. Notify the preceptor of any tardiness or absence (verbally and/or in writing). For anticipated absences, the request should be submitted as far in advance as possible. For emergencies, the student should contact the preceptor no later than 60 minutes prior to the start of their shift or immediately if shift is already in progress. Any missed time must be made up prior to the end of the current experience. At their discretion, the preceptor may deduct 10 points from a final grade for each absence.
4. The primary objective of IPPE courses is learning. Learning requires active commitment by the student. Engagement, being proactive, and self-reflection support the goals of IPPE and increase the benefits gained from this experience. Mutual respect, courtesy, and professional communication are essential for an optimum learning experience.
5. Students must carry a copy of their Pharmacist Intern license(s) and wallet card with them at all times. Provide a copy to the site prior to commencing IPPE courses. Ensure your intern license information is uploaded into MyRecordTracker. There are no exceptions to this requirement.
6. Students are required to comply with the health and immunization requirements as stated in the Student Handbook and per the scheduled practice site's requirements. Students may be required to present these documents to their preceptors prior to a scheduled IPPE. In most cases, copies submitted to the College of Pharmacy Office of Student Affairs/Office of Experiential Education will not be distributed to the sites and will serve for informational and registration purposes only. Students should keep copies for distribution if required.
7. Respect any and all confidences revealed during the practice experiences, including pharmacy records, fee systems, professional policies, patient data, patient charts, etc. Ensure compliance with the Health Information Portability and Accountability Act (HIPAA) at all times.
8. Maintain professional liability insurance (provided by the College) while on all practice experiences. Students may also choose to obtain an individual professional liability insurance policy.
9. Encourage clear, concise and effective communication with all persons involved at the assigned sites, including pharmacists, pharmacy staff, physicians, other health professionals, patients and other students.



10. Maintain responsibility for all transportation needs, housing, and other incidental expenses associated with IPPEs and APPEs.
11. Ensure you are functioning within the scope of the roles and responsibilities of a pharmacist intern. Do not make professional decisions without prior discussion with the preceptor, particularly when filling prescriptions/ medication orders, or advising patients and other health care providers on therapeutic and drug related matters.
12. Take initiative in communicating with healthcare providers and patients, but do not step beyond the bounds of professional courtesy or common sense.
13. Be constantly alert to the laws, regulations, and policies that govern the practice of pharmacy and site procedures. Seek clarification of any points that are not clear.
14. Do not accept or receive any form of payment, financial or otherwise, from the assigned preceptor during any Introductory or Advanced Pharmacy Practice Experience.
15. Keep three original Certification of Pharmacy Practice Experience Hours forms for each required Introductory and Advanced Pharmacy Practice Experiences. These forms may be required by other Boards of Pharmacy in states where you are considering licensure. Upload an electronic copy into PEPRx at the completion of the experiential course.
16. Complete the IPPE Health System Activities and Tasks checklist and documentation forms under the guidance of your preceptor. Upload the completed packet to PEPRx by the end of the experience.
17. Submit all course requirements (e.g. activities summary forms, activities checklists, reflections, etc.) in PEPRx or as instructed by Experiential Director, assistant, or designee. All forms are due by 9:00PM on the last day of the experience. All requirements MUST be submitted to receive a final grade. A grade of INCOMPLETE will be submitted for students who fail to turn in ALL requirements.
18. Submit an evaluation of your preceptor in PEPRx on or before 9:00 PM on the last day of the experience.
19. Keep copies of all submitted paperwork, projects, assignments, research and presentations in FolioRx. FolioRx must be maintained and updated during the duration of enrollment at the NSU College of Pharmacy.
20. Students' NSU email accounts and associated Canvas courses will serve as the official means of communication of IPPE-related information. Students are responsible for any information conveyed through these communication channels. Students are expected to check their email daily during their assigned IPPE session.
21. Letters of guidance will be issued to students upon a complaint from a preceptor regarding the students' lack of compliance with the above guidelines. Copies of the letters will be sent to the student, Dean's office, preceptor, appropriate College committee, and student file. Letters of guidance may be cause for disciplinary action.
22. **Students are responsible for all material in this manual.**

## PRECEPTOR RESPONSIBILITIES

1. The preceptor should instill the principles of professional ethics and serve as a role model.
2. The preceptor should expose student(s) to all aspects of professional practice and serve to facilitate learning experiences.
3. The preceptor should ensure objectives of the student experience are discussed with all employees to avoid misunderstanding and conflict about the students' role.
5. A preceptor must be willing to mentor student(s).
6. The preceptor must supervise the students' activities at all times; however, the preceptor may delegate this responsibility to another pharmacist or health care professional.
7. The preceptor should conduct or should arrange for an orientation for assigned student(s). Topics to cover during orientation should include, but are not limited to preceptor expectations, standard operating procedures, and expected activities for student participation.
8. The preceptor should determine the students' pharmacy competency and background by reviewing the students' CV, and by discussion, observation and experience during the orientation process.
9. The preceptor is expected to utilize the College's electronic experiential scheduling system (PEPrx). Students are not allowed to contact preceptors to schedule their own experiences. All student initiated experience change requests must go through the Director of Experiential Education.
10. The preceptor is responsible for evaluation of student progress. Critique should be in the form of constructive feedback, and conveyed to the student in private, whenever possible. Feedback should be given on an ongoing basis. The preceptor must provide the student with a midpoint evaluation during the experience and the final evaluation upon completion of the experience. These evaluations must be documented in the electronic evaluation systems (PEPrx).
11. The preceptor must certify the students' hours for each experience on the Certification of Hours form.
12. Preceptors must maintain a commitment to pharmacy education and NSU College of Pharmacy students.
13. Preceptors are expected to maintain a representative portfolio of student work completed at the site.
14. The preceptor is encouraged to attend one preceptor training conference per year provided by NSU College of Pharmacy Experiential Education Directors. These may be live or via electronic preceptor development modules.
15. The preceptor may use his/her discretion in allowing off-site experiences such as continuing education seminars, local and/or state pharmacy conferences, Board of Pharmacy meetings, etc. to count toward the experience requirements.
16. Preceptors must have email addresses and Internet access.
17. The preceptors must assist NSU College of Pharmacy students in achieving the educational goals, objectives, and outcomes set forth for the specified experiential course and provide a professional environment for the training of the students.
18. The preceptors must provide evidence of a desire to continue the broadening of his/her professional education and of an active involvement in a patient-oriented practice.
19. The preceptor can terminate the experience at any time due to poor professional conduct or other serious event. In the event of a student issue, the preceptor should contact NSU via [COPpreceptor@nova.edu](mailto:COPpreceptor@nova.edu) and/or via phone or email to one of the Directors of Experiential Education.

## PRACTICE SITE RESPONSIBILITIES

1. The practice site must meet all standards set by appropriate governmental, regulatory, and accrediting agencies.
2. The practice site must have a signed affiliation agreement with Nova Southeastern University, College of Pharmacy.
3. All practice sites must reflect a professional image.
4. The introductory pharmacy practice experience sites should have facilities to provide a wide range of pharmaceutical services such as, but not limited to:
  - a. Dispensing services or a contemporary drug distribution system: The pharmacy should employ and maintain an inventory system (regular and systematic means of reviewing stock levels; system for ordering direct from manufacturer and/or from wholesaler; method of determining most economical turnover of stock for various sections of the pharmacy; etc).
  - b. Patient profile review mechanisms: The pharmacy must maintain and utilize patient or family medication record systems for drug therapy monitoring purposes and, in addition, should have an area set aside for patient consultation.
  - c. Learning and information resources: Appropriate reference materials must be available for use in supplying drug information to the patient, physician or allied professionals. The pharmacy should provide a current educational program for nurses, physicians, and clients. The pharmacy should supply drug and health related information for the needs of its patients, perhaps by literature or brochure displays, mailings to clients, workshops, etc.
  - d. Recommended computer resources: Internet access; Microsoft Office and Excel, or equivalent is recommended; access to scientific periodicals (e.g., American Journal of Health System Pharmacy, Annals of Internal Medicine, Annals of Pharmacotherapy, Clin-Alert, Medical Letter on Drugs and Therapeutics); textbooks (e.g., Remington's Pharmaceutical Sciences, USP-NF, USP-DI, Facts & Comparisons, AHFS Drug Information, Handbook of Non-Prescription Drugs, Applied Therapeutics, Florida Pharmacy Law & Information Manual, Merck Manual, Drug Information Handbook, Red Book, Washington Manual, Trissel's Handbook for Injectable Drugs, King's Guide to Parenteral Admixtures, Natural Standard). These and any other pertinent resource specific to the population served by the pharmacy are available to students and preceptors online via the Nova Southeastern University Health Professions Division Library.
  - e. Clinical pharmacy services: The pharmacy should strive to achieve outcomes that improve patients' quality of life and are fiscally responsible. These outcomes include:
    - i. Cure of disease
    - ii. Elimination or reduction of symptoms
    - iii. Arresting or slowing of a disease process
    - iv. Prevention of disease
    - v. Cost containment to the patient
    - vi. Health promotion and wellness
5. Where applicable, the scope of clinical pharmacy services should include:
  - a. Participating in drug therapy decisions
  - b. Selecting the drug product dosage form
  - c. Determining the dose and dosage schedule
  - d. Monitoring the patient to maximize adherence to therapy instructions
  - e. Monitoring the patient to detect adverse drug reactions and drug interactions
  - f. Monitoring the patient to enhance the probability that therapy proceeds with established therapeutic objectives
  - g. Providing patients with effective transitions of care, thus playing an active role in minimizing adverse drug events from occurring when patients transition from one level of care to another
6. Where applicable, the pharmacy should have procedures to provide for the appropriate handling of pharmaceutical waste.
7. Where applicable, the site should utilize and actively maintain a formulary system.
8. Where applicable, the pharmacy should have provisions for handling third party payment programs.
9. Where appropriate, the preceptor should provide direct patient care services as a member of an Interprofessional team of healthcare professionals.

## STANDARD (UNIVERSAL) PRECAUTIONS IN THE CARE OF ALL PATIENTS

Persons of all ages and backgrounds may be sources of infections for the examiner. It is important to take proper precautions when working with blood and body fluids from all patients. (EXAMPLES: tuberculosis, HIV infection, or any potentially infected body fluids or discharge)

- **Hand washing** is essential in the prevention of the spread of an infection. Soap and water or germicidal solutions provided by the experiential site are appropriate. There is reason to be compulsive and to wash your hands before and after you have had direct physical contact with the patient, whether or not you have been using gloves. This is particularly urgent if you have come into contact with blood or any potentially infected body fluids or discharge.
- Use gloves whenever the possibility exists of contact with a patient's blood or potentially infectious body fluids or discharge EXAMPLES: point of care testing, starting IV, drawing blood, performing CPR or other emergency procedures, handling soiled linen and waste, performing genital or rectal examination.
- Wash your hands after removing gloves (do not wash gloves, discard them) and use clean gloves with each patient.
- Do not wear gloves or protective clothing when contact with the patient is unlikely to result in exposure to blood or potentially infectious body fluids or discharges, EXAMPLES: shaking hands, delivering supplies and medications, removing trays. If there is to be even casual contact with a patient, however; gloves should be worn by anyone who has any break in the skin or open lesion. At all times, used gloves must be discarded in plastic bags, which should be readily available.
- Wear gowns, masks, and protective eyewear in addition to gloves during procedures in which spattering of blood or body fluids may occur. EXAMPLES: arterial punctures, endoscopies, insertion of arterial lines, hemapheresis, and hemodialysis. Do not rely on eyeglasses; they do not offer complete protection. Remember, too, that gowns that get wet are not protective when they are saturated.
- Always be cautious when working with needles, scalpels, or other sharp instruments. Know in advance procedures for the disposition of sharp nondisposable instruments.
- Always dispose of needles and sharp instruments in the impervious containers that should be readily available in health care facilities. **Do not recap**, clip, or bend needles, or throw them in the trash. Do not separate needles from disposal syringes or break them off purposely. Do not fill the available containers too full. In addition, there should be a disinfectant solution in an impervious container available for sharp nondisposable instruments.
- If you are going to clean spilled blood or potentially infectious body fluids or discharges, wear gloves and use disposable products and appropriate disinfectants. Dispose of the items used to clean the spill in the correct manner and in the proper container.

### Summary of Exposure/Needle Stick Procedures:

1. Do not delay in seeking medical care
2. Report event to supervisor/preceptor and complete site-specific requirements
3. Notify NSU and Director of Experiential Education and complete NSU requirements
  - a. Contact infection control at 954-770-1179 or 954-262-8847 (available M-F during business hours)
  - b. Contact Student Medical Center at 954-262-1270 or 954-262-4100 (M-F 8:30am-5pm) to receive appropriate care
  - c. If the student is on rotation, at a regional campus, or the exposure occurred outside of student medical center business hours, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment
4. Student is responsible for incurred medical costs (all HPD students are required to maintain appropriate health insurance)

NSU Post Exposure Policy & Procedure instructions are available  
in the current College of Pharmacy student handbook

## **POLICY OF USE OF COMPUTING RESOURCES AT EXPERIENTIAL SITES**

The computing resources of your experiential site are intended to be used for programs of instruction, research and to conduct legitimate business. Students are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Students must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Students have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

Students should be aware that deletion of any email messages or files will not immediately eliminate the message from the system. All email messages are stored for a period of time on a central backup system in the normal course of data management. Finally, all email messages are public records subject to disclosure at any time. Violation of this policy will result in appropriate disciplinary action.

### **Computing Resource Use Policy Violations:**

- For purposes other than the experiential site's program of instruction, research and legitimate business of the site
- To harass, threaten or otherwise cause harm to specific individuals or classes of individuals
- To impede, interfere with or otherwise cause harm to the activities of others
- To download, post or install to experiential site computers or transport across experiential site network, material that is illegal, proprietary or violates copyrights or otherwise damaging to the experiential site
- To recklessly or maliciously interfere with or damage computer or network resources or computer data, files or other information

### **Examples of Policy Violations:**

- Using computer resources for personal reasons
- Sending email on matters not concerning legitimate business or the experiential site
- Sending an individual or group repeated or unwanted (harassing) email or using email to threaten someone
- Accessing or attempting to access another individual's data or information without proper authorization
- Propagating electronic chain email, pyramid schemes or sending forged or falsified email
- Obtaining, possessing, using or attempting to use someone else's email password regardless of how the password was obtained
- Using illegally obtained licensed data/software in violation of their licenses or purchase agreements
- Releasing a virus, worm or other program that damages or otherwise harms a system or network
- Accessing websites and contracting a virus, worm or other program that could potentially harm a system or network
- Attempting to tamper with or obstruct the operation of the site's computer systems or networks
- Using or attempting to use the site's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the site.
- Viewing, distributing, downloading, posting or transporting any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes.
- Violating Federal copyright laws

## **POLICY ON OUT OF FLORIDA EXPERIENCES**

### **Policy Statement:**

Students may do previously approved introductory pharmacy practice experiences (IPPEs) outside of the State of Florida.

### **Policy and Procedure:**

Students may take only previously approved IPPE rotations outside of the State of Florida. If the student elects to take an IPPE outside of the State of Florida or Puerto Rico, the student **MUST** be present at their campus for required IPPE didactic sessions. Students are responsible for obtaining appropriate pharmacist intern licensure or meeting other requirements as specified by the jurisdiction of the out of state site.

No site or preceptor for an out of state IPPE will be approved unless both the site and preceptor are already affiliated with an ACPE accredited school or College of Pharmacy and meet the preceptor and site requirements set forth by the NSU College of Pharmacy.

The Department of Experiential Education must have all relevant documents (affiliation agreement, syllabus, preceptor application, preceptor availability and licenses) and approval must be completed at least one month prior to the scheduling of IPPEs.

## PRE-EXPERIENCE CHECKLIST

### Eight (8) weeks before...

- ✓ Review site requirements and info in PEPrx to schedule on-site orientation (if needed). As site requirements change frequently, it is important for students to check for updates to site information in PEPrx. Many sites require urine drug screens, special paperwork, etc and all documentation to be sent to the site according to their requirements. Paperwork deemed by the site to be late or incomplete may result in the student being dismissed from the site or missing days at their assigned location. **Students being dismissed from their site will not be reassigned to a new location in the same session.**

### Six (6) weeks before...

- ✓ Verify the need for updated Level 1 or Level 2 background check, urine drug screen, and PPD for those sites that require testing more often than yearly. **Students being dismissed from their site will not be reassigned to a new location.**
- ✓ Supply the Office of Student Affairs necessary documentation to complete an attestation form (if necessary)
- ✓ Completed additional site specific documentation and/or training (if necessary)

### Four (4) weeks before...

- ✓ Contact preceptor via email and/or telephone to confirm site location, introduce self (provide copy of CV) and request pre-rotation requirements, first day instructions, and any other needed preparations.
- ✓ Update curriculum vitae in PEPrx to include all prior completed experiences, listing projects and presentations (please do not include your home address or phone number on your CV)

### One (1) week before...

- ✓ Update curriculum vitae in PEPrx to include all prior completed experiences, listing projects and presentations
- ✓ Review the goals and objectives listed in the IPPE Manual and course syllabus
- ✓ Prepare a wish list of activities for the experience to discuss with the preceptor
- ✓ Obtain copies of licenses, health/immunizations, and other forms that may be requested by site or preceptor
- ✓ Drive to the assigned site before the scheduled 1<sup>st</sup> day to confirm location and parking situation

### What happens if I cannot get in contact with my preceptor?

Try again with multiple forms of communication (follow-up email, phone, etc.)

Ask to speak with his/her designee

If still having problems, contact the Office of Experiential Education at your campus

## **GUIDELINES FOR ORIENTATION**

Preceptors should meet with students at the beginning of the Introductory Pharmacy Practice Experience to conduct an orientation meeting. During this meeting, students should be provided with information and guidance that supports their success at the practice site. The following orientation checklist may be used to direct this meeting, however, additional site or experience specific information may be required beyond what is listed.

### **Orientation Checklist**

1. Introductions
  - a. Preceptor introduction: education and training, career path, vision of pharmacy practice
  - b. Student introduction: pharmacy related-experience, pertinent training/certifications, goals for the experience, professional interests, professional goals
  - c. Site introduction: description of pharmacy/health system, population served, services provided
  - d. Staff introduction
2. Goals, objectives, and expectations
  - a. Review syllabus, goals, objectives, activities of the rotation
  - b. Discuss preceptor expectations of the student
  - c. Review student expectations for the experience
  - d. Ensure alignment of expectations, correct any discrepancies
  - e. Discuss expected schedule (Regular session- 8hrs weekly; Summer sessions- 8hrs daily; 20 days)
  - f. Outline and schedule projects and assignments
  - g. Create rotation calendar with schedule of activities and due dates
3. Orientation to site
  - a. Parking instructions
  - b. Storage of personal belongings
  - c. Pharmacy tour and workflow overview
  - d. Site policies and procedures; guidelines for conducting responsibilities
  - e. Site safety information including Safety Office/Emergency contact information
  - f. Communication systems (e.g. telephones, fax machines, messaging, etc.)
  - g. Computer access, internet usage, rules for use
  - h. Library and information resources
  - i. Student work area, break, and personal care areas; rules for use
4. Additional site specific information



## SUMMARY OF PAPERWORK

All required documentation for each experience must be submitted by the **end of the experience**. These reports will be the main form of communication you will have with the Experiential Education Director and serve as a means of assessing your progress.

1. *IPPE Health System checklist & documentation forms* are used during the experience to guide and document students' activities. The forms should be regularly reviewed with the preceptor to ensure appropriate progress in meeting the requirements and course objectives. Completed packets with preceptor's initials are submitted in PEPRx using the Coursework Drop-Off Box page.
2. *Experience Activities Summary forms* are to be completed on a weekly basis. Your activities, experiences, and projects should be summarized. The completed forms should be submitted in PEPRx using the Coursework Drop-Off Box page to be reviewed by the IPPE Director of Experiential Education of your assigned campus.
3. *Reflection assignment* will provide an opportunity to conduct self-assessment and reflection of the experiences obtained during IPPE Health System. Upon completion, the assignment is to be submitted in PEPRx using the Coursework Drop-Off Box page
4. *Midpoint Student Evaluations* are intended to help guide you and your preceptor toward attainment of course goals and objectives. The Midpoint Evaluation will be completed by your preceptor in PEPRx. By reviewing your progress at the midpoint, you can optimize the remaining time on your experience and focus on those areas identified as needing more experience or exposure. This is also your opportunity to let your preceptor know if there are any additional experiences you would like to gain before the end of the IPPE. It is the responsibility of the student to ensure that a midpoint evaluation is completed by your preceptor on a timely basis.
5. *Final Student Evaluation*, including assessment of *Core Entrustable Professional Activities for New Pharmacy Graduates* must be completed in PEPRx by the preceptor.
6. Complete a *Preceptor/Site Evaluation Form* in PEPRx at the end of each experience. We encourage you to be candid. These evaluations are released to preceptors, de-identified and in aggregate, at the end of the academic year.
7. *Certification of Experience Hours Forms*. \*\*\*\*All introductory and advanced experience hours for entry-level and advanced standing students must be logged and summarized on the *Certification of Experience Hours forms*. **These hours are required for graduation** and will be used for board applications to other states. If the student is planning to obtain a pharmacy license in a state other than Florida, it is the responsibility of the student to obtain the necessary information to ensure pharmacy licensure in the desired state. **Please make sure that if you plan to practice in Puerto Rico, you maintain at least three originals.**
8. *Problem Site Form*. The purpose of this form is to provide an anonymous instrument for students to report problems experienced at a practice experience site. This form can be completed and submitted to your site Experiential Education Director anytime during or following an experience.
9. *Additional Feedback*. Students are encouraged to share site reviews with fellow students utilizing the site reviews link in PEPRx. These reviews are confidential and can only be accessed by other students or administrators. Preceptors cannot access this site. This is a safe forum for students to share their experiences on a voluntary basis.

### Timetable for Completing and Submitting Forms

Form	Due Date [Regular Session]	Due Date [Summer Session]	Submission
IPPE Checklist & documentation packet	End of Experience	End of Experience	Reviewed by preceptor; Student submits in PEPRx
Experience activity summaries	Weekly during the experience; due by the end of the experience	Weekly during the experience; all due by the end of the experience	Student submits in PEPRx
Midpoint evaluation	End of tenth week	End of second week	Preceptor submits in PEPRx
Final evaluation / EPAs	End of the experience	End of the experience	Preceptor submits in PEPRx
Preceptor/site evaluation	End of the experience	End of the experience	Student submits in PEPRx
Certification of hours	End of experience	End of experience	Keep originals; students submits electronic copy in PEPRx
Reflection assignment	End of experience	End of experience	Student submits in PEPRx
Problem site form	When problem is identified	When problem is identified	At any time to the Office of Experiential Education at home campus
Site Review	Anytime	Anytime	Anytime

**Nova Southeastern University, College of Pharmacy**  
**Introductory Pharmacy Practice Experience (IPPE) Health System – PHRC 5990**

ATTENDANCE LOG

This form may be used, at the discretion of the preceptor, in addition to the official certification of hours form.

Student Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

IPPE Site: \_\_\_\_\_

Date	Time In	Time Out	Student Initials	Preceptor/designee Initials

I completed the above hours under the direct or indirect supervision of my preceptor. I further certify that I was present at all above signed for dates and times. Falsifying this document may result in invalidation of this practice experience and disciplinary actions by the NSU College of Pharmacy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF HOURS FORM**  
**INTRODUCTORY PHARMACY PRACTICE EXPERIENCE – HEALTH SYSTEM (PHRC 5990)**

<b>Student name:</b>	<b>Preceptor name:</b>
<b>Florida Intern license number:</b>	<b>Site name/address:</b>
<b>Puerto Rico Intern license number:</b>	

Day/Date	Hours	Date/Date	Hours
Day 1/		Day 11/	
Day 2/		Day 12/	
Day 3/		Day 13/	
Day 4/		Day 14/	
Day 5/		Day 15/	
Day 6/		Day 16/	
Day 7/		Day 17/	
Day 8/		Day 18/	
Day 9/		Day 19/	
Day 10/		Day 20/	
Preceptor signature:			Total hours:
Preceptor license number:			
<i>With my signature and license number, I certify the correctness of these hours</i>			

I certify that the total number of hours listed for the Introductory Pharmacy Practice Experience – Health System are correct and completed under the supervision and/or authorization of the preceptor signing for the experience.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student is responsible for accurately completing this form and maintaining it for the duration of their time at NSU College of Pharmacy. It is recommended that students continue to retain this document post-graduation and licensure. **This original form must be completed in blue or black ink.** Those students planning to obtain pharmacist licensure in Puerto Rico must maintain three originals.

**CERTIFICATION OF HOURS FORM – Regular Session  
INTRODUCTORY PHARMACY PRACTICE EXPERIENCE – HEALTH SYSTEM (PHRC 5990)**

<b>Student name:</b>	<b>Preceptor name:</b>
<b>Florida Intern license number:</b>	<b>Site name/address:</b>
<b>Puerto Rico Intern license number:</b>	

Dates	Hours	Dates	Hours
Week 1/		Week 11/	
Week 2/		Week 12/	
Week 3/		Week 13/	
Week 4/		Week 14/	
Week 5/		Week 15/	
Week 6/		Week 16/	
Week 7/		Week 17/	
Week 8/		Week 18/	
Week 9/		Week 19/	
Week 10/		Week 20/	
Preceptor signature:			Total hours:
Preceptor license number:			
<i>With my signature and license number, I certify the correctness of these hours</i>			

I certify that the total number of hours listed for the Introductory Pharmacy Practice Experience – Health System are correct and completed under the supervision and/or authorization of the preceptor signing for the experience.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student is responsible for accurately completing this form and maintaining it for the duration of their time at NSU College of Pharmacy. It is recommended that students continue to retain this document post-graduation and licensure. **This original form must be completed in blue or black ink.** Those students planning to obtain pharmacist licensure in Puerto Rico must maintain three originals.

# PHRC 5990 IPPE HEALTH SYSTEM WEEKLY ACTIVITIES SUMMARY

Student: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Site: \_\_\_\_\_

This form **must** be completed on a weekly basis and submitted on PEPrx at the end of the week at your site. Please summarize your experiences in detail, abiding by HIPAA regulations. If you are encountering any problems, please call immediately. Please note, edits cannot be made once entered into PEPrx.

Week (or day) #	Dates:	Do not include patient names or other identifying information			
<b>Patient Population:</b>					
<input type="checkbox"/> Pediatric <input type="checkbox"/> Adolescent <input type="checkbox"/> Adult <input type="checkbox"/> Geriatric					
<b>Summary of activities completed (e.g. counseling, filling, antimicrobial stewardship, OTC recommendations, pt rounds, etc):</b>					
<b>Interprofessional Collaboration Opportunities</b>					
I had the opportunity to:		Shadow	With direct supervision	Accomplished independently	No opportunity
Learn about, from, and with other members of an interprofessional team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use effective interprofessional communication skills (may include conflict resolution, documentation skills, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribute medication related expertise to an interprofessional team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss a patient’s medication related problem with another healthcare professional		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a shared therapeutic plan with an interprofessional team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations to a Healthcare professional or patient</b>					
Number of recommendations: _____					
Description of recommendations made:					
<b>Immunizations</b>					
Number of Immunizations administered: _____					
<b>Projects/Presentations</b>					
<input type="checkbox"/> Journal Club <input type="checkbox"/> Drug Information Questions <input type="checkbox"/> Drug Review <input type="checkbox"/> Patient Case Presentation <input type="checkbox"/> Poster <input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Formulary updates					
Description of other project/presentation:					
<b>Disease States Encountered/Discussed</b>					
<input type="checkbox"/> Cardiovascular <input type="checkbox"/> Endocrine <input type="checkbox"/> Gastrointestinal <input type="checkbox"/> Hematologic/Immunologic <input type="checkbox"/> Infectious Disease <input type="checkbox"/> Neurology/Psychiatric <input type="checkbox"/> Oncology <input type="checkbox"/> Renal, fluids, electrolytes <input type="checkbox"/> Respiratory <input type="checkbox"/> Rheumatology/Musculoskeletal <input type="checkbox"/> Toxicology					
Other:					

**Make additional copies of this form as needed. Official reports must be submitted in PEPrx.**

## PROBLEM SITE FORM

The purpose of this form is to provide an anonymous retrospective instrument for students to report problems experienced at a practice site (In the event that you need immediate attention, please call your Director of Experiential Education). It is also an opportunity to provide feedback regarding practice site excellence. Please describe the problem on the next page of this form, then forward (mail, email, in person) it to the Director of Experiential Education at your campus. This form will then be submitted to a committee for evaluation and action plan.

This form is not designed to resolve personality conflicts between the student and preceptor, but instead to resolve fundamental problems with the structure, activities/content, or conduct of the experience.

The following criteria apply for the Problem Site Form:

- ~ Students are denied access to critical information i.e. patient charts, medical records, and medical library.
- ~ Preceptor or other personnel are not acting professionally i.e. sexual harassment, discrimination, etc.
- ~ Site does not provide opportunities for accomplishing goals and objectives as set by the NSU curriculum and outlined in the respective syllabus for selected experience (i.e. IPPE Community, Internal Medicine, Ambulatory Care).
- ~ Preceptor does not meet the standards set by the Experiential Education Directors for APPE.
- ~ Facilities do not provide a clean, sanitary environment or do not comply with infection control standards.
- ~ Excellence in practice experience or preceptor as an educator that you would like to share
- ~ Other - If none of the above applies; yet there is still a problem or comment.

**Problem Site Form**

Please fill in the blanks and do not indicate name or dates of the experience to assure anonymity. If you do not wish this form to remain anonymous, please include your name on the form. A representative from Experiential Education will contact you regarding action taken.

APPE: \_\_\_\_\_ Site: \_\_\_\_\_ Preceptor: \_\_\_\_\_

The Problem or Excellence Comment: \_\_\_\_\_

Description:

Thank you for completing this form. The Directors of Experiential Education will now take action in one or more of the following manners:

1. Review other student’s evaluations for the site to confirm the problem.
2. Monitor the site prospectively and longitudinally.
3. Forward the problem to an appropriate University Committee (i.e. ethics, sexual harassment).
4. Director of Experiential Education will call the preceptor to discuss/resolve the problem.
5. Reassess the site and/or the preceptor.

**Semester Credit Hours:** 4.0

**Course Management Team**

Course Coordinator	Contact Information
Jennifer G. Steinberg, PharmD, BCPS	<b>Telephone:</b> 954-262-1374; <b>Email:</b> js2128@nova.edu
Julie Marin, PharmD	<b>Telephone:</b> 787-773-658; <b>Email:</b> marin@nova.edu

**Course Faculty:**

Faculty/Instructor	Contact Information
Stacey Maravent, PharmD	<b>Email:</b> stacey.maravent@nova.edu
Assigned Preceptor	As listed in PEPRx

**Class Schedule and Location**

Day/Dates	Time	Location
Pre-course information	Presented in Pharmacy Applications	Recorded material previously presented
Summer A/I	Per schedule arranged by preceptor	Assigned IPPE site listed in PEPRx
Summer B/II	Per schedule arranged by preceptor	Assigned IPPE site listed in PEPRx
Summer C/III	Per schedule arranged by preceptor	Assigned IPPE site listed in PEPRx
Regular Session	[Day of week], per schedule arranged by	Assigned IPPE site listed in PEPRx

**Course Description**

The Health Systems Introductory Pharmacy Practice Experience (IPPE Health Systems) is a four-week, full-time (160-hour total), out-of-classroom, supervised, inpatient experience highlighting the operations and practice management aspects of health systems pharmacy practice. The experience is designed to introduce students to medication use processes, patient and healthcare provider communication, inpatient healthcare delivery and the role of the pharmacist in this setting. Emphasis is placed on medication dispensing, drug procurement/inventory control, application of institutional pharmacy policy/procedure and local, state and federal regulations. Students will participate in all applicable pharmacy operations and patient care activities, reply to drug information questions, complete projects, and participate in topic discussions.

**Learning Outcomes Curricular Outcomes:**

**Curricular Outcomes/Entrustable Professional Activities**

This course will prepare you to perform the following pharmacist entrusted professional activities:

- Patient Care Provider
  - Collect information to identify a patient’s medication-related problems and health-related needs
  - Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs
  - Establish patient-centered goals and create a care plan for a patient in collaboration with the patient, caregiver(s), and other health professionals that is evidence-based and cost effective
  - Implement a care plan in collaboration with the patient, caregivers, and other health professionals
  - Follow-up and monitor a care plan
- Interprofessional Team Member
  - Collaborate as a member of an interprofessional team
- Population Health Promoter
  - Minimize adverse drug events and medication errors
  - Ensure that patients have been immunized against vaccine-preventable diseases
- Information Master
  - Use evidence-based information to advance patient care
- Practice Manager
  - Fulfill a medication order



## Pharmacist Patient Care Process

This course addresses the following parts of the Pharmacists Care Process:

1. Collect
2. Assess
3. Plan
4. Implement
5. Follow-up and evaluate

## Course Objectives

Upon successful completion of this course, students will be expected to:

1. Describe the pharmacist's role as part of the healthcare team.
2. Discuss legal and regulatory requirements that govern health systems pharmacy practice and management.
3. Demonstrate the ability to accurately and safely receive, process, prepare, and dispense medication orders according to legal requirements.
4. Evaluate a medication order for completeness and therapeutic appropriateness.
5. Perform applicable calculations required to compound, dispense, and administer medications.
6. Conduct a patient interview and obtain a basic medication history.
7. Provide accurate and appropriate health and medication information to patients and healthcare providers.
8. Communicate effectively with patients, pharmacy staff, and other healthcare providers.
9. Retrieve, critically analyze, and integrate information from appropriate resources to complete patient care and drug information duties.
10. Use available information systems to gather patient related information and document activities.
11. Describe inventory management processes in a health systems pharmacy setting.
12. Demonstrate professional and ethical behavior in all practice activities.

## Materials and Resources

### Course Required Texts and Materials:

1. PEPRx profile and system access
2. IPPE Health Systems Manual (posted online in PEPRx)
3. Pharmacy Intern license in Florida and the jurisdiction of assigned IPPE site
4. Completed HIPAA training
5. Completed Blood-borne Pathogens training
6. Proof of immunizations as outlined by HPD and individual site requirements
7. NSU library database access
8. Selected readings from the primary literature or other sources may be provided by the course coordinator/preceptor to support course goals and objectives; it is the student's responsibility to read the assigned materials according to the schedule assigned by the preceptor

### Course Supplemental Materials:

1. Scientific calculator
2. Additional drug information resources (e.g. Lexi-Comp Drug Handbook, Sanford Guide, Immunization schedules, etc.)
3. Nemire, RE, Kier KL, Assa-Eley MT. Pharmacy student survival guide. 3rd ed. New York, NY. McGraw- Hill Professional; 2014: ISBN 0071828478 (Available as an E-book on Access Pharmacy through the HPD library)

**Other Resources:** Students must have access to a printer, and iPad/computer with internet connection, to allow them access to web resources, and to download and print course material. Canvas will be used to provide course materials and course communication. Students not familiar with Canvas are encouraged to access the [Canvas Student Guide](#) and [Canvas Student Videos](#). Course handouts will not be provided in class. Course material is generally provided in Adobe Portable Document Format and Microsoft PowerPoint.

Graded course assessments such as quizzes, exams and assignments if used in the course will be administered using ExamSoft (Exemplify for iPad). Each student is responsible for maintaining appropriate iPad and software configurations for this purpose. It is the student's responsibility to ensure functionality (hardware, wireless network access, battery charge, sufficient memory, etc.) prior to each assessment. Students should contact ExamSoft at support@examsoft.com or 1-866-429-8889 for technical support.

## Instructional Methods

Practice Experience: Course content will be delivered using a variety of teaching and learning methods including practical application, preceptor discussions, assigned readings, self-study modules, and assignments. Meetings with preceptors/pharmacists and other healthcare providers will consist predominantly of informal open discussions with or without lectures. The activities outlined in the Checklist of IPPE Health Systems Student Topics and Activities (Appendix) are minimum standard requirements. The mechanisms to achieve these requirements may be tailored to the individual site.

## Assessments

Student learning will be assessed using the following formative and summative assessment methods:

### Graded Assessments:

1. Final evaluation (evaluated by preceptor and submitted into PEPRx)
2. Assignments and projects (evaluated by preceptor and incorporated into final evaluation)
3. Weekly activity summary: this form must be completed on a weekly basis in PEPRx to summarize the student's experiences in meeting the goals and objectives of the IPPE course (evaluated by Course Coordinator)
4. IPPE Health Systems reflection (evaluated by Course Coordinator)

### Non-Graded Assessments:

1. Midpoint evaluation (evaluated by preceptor and submitted in PEPRx)
2. Core Entrustable Professional Activities for Pharmacy rubric (evaluated by preceptor and submitted in PEPRx)
3. Assignments and projects (evaluated by preceptor)
4. Discussion (initiated by preceptor at site or by course coordinator through Canvas)

## Grading Criteria

### Final Course Grade:

Course grades are determined as follows:

Assessment	Status	Responsible Party
Final evaluation rubric*	Demonstrates Competency	Preceptor submits in PEPRx
160 practice hours*	Complete	Preceptor signs certification of hours form; student submits in PEPRx
IPPE Checklist and associated tasks*	Tasks complete/Submitted	Preceptors initials checklist/student submits in PEPRx
Weekly activity summaries (S4; R20)	Submitted	Student submits in PEPRx
IPPE Health Systems Reflection	Submitted	Student submits in PEPRx

\*Failure to meet these criteria will result in a failing grade for the course

### Grade Mode: Pass/Fail

**Course Requirements:** Student-submitted course requirements and evaluation of site/preceptor must be completed in PEPRx by 9pm on the Monday following the last scheduled day of IPPE site attendance in order to receive a final grade. Students should keep copies of all IPPE assignments, projects, and presentations in their FolioRx student portfolio.

**Grading Disputes:** Refer to NSU College of Pharmacy Student Handbook

## Course Policies

### Communication:

Course announcements will be made either in class, on Canvas or NSU email. Students are responsible for accessing and responding to all information disseminated.

Students are responsible for communicating directly with their assigned preceptor at least 4 weeks in advance of the start of their rotation to confirm availability, obtain pre-rotation instructions, and arrange the site attendance schedule. Preceptor contact information is listed in PEPRx.

**Professional Behavior:**

Students must conduct themselves in a professional manner. This includes maintaining the proper dress code set by the College and being courteous to classmates, facilitators and instructors both in class and online. Individuals, who do not conduct themselves professionally, will be subject to disciplinary action.

Students must follow site specific policies and requirements at all times while at site. Failure to comply with site policies or professionalism expectations may result in disciplinary action at the discretion of the preceptor; this may include temporary or permanent dismissal from the IPPE site and may result in a failing course grade.

**Academic Integrity:**

Academic honesty and integrity are fundamental values expected of all students. Students should avoid the appearance of impropriety in all activities. Cheating, or the appearance of cheating, will not be tolerated and is subject to disciplinary action. Cheating includes, but is not limited to:

- Sharing exam content or answers during an exam or disseminating exam questions after the exam;
- Looking at a neighbor's paper;
- Unauthorized collaboration on projects or homework;
- Plagiarism (assignments may be processed through Turnitin.com to detect plagiarism);
- Fabrication of data;
- Deceptions of any manner

**Attendance:**

The College of Pharmacy Office of Student Services will be responsible for determining excused absences. Students are responsible for obtaining materials and completing assignments missed when absent.

Attendance at the practice experience is **MANDATORY** to meet course and licensure requirements. Students must complete a total of 160 hours at the assigned practice site (Summer: eight hours each day, five days per week, for four consecutive weeks; Regular: eight hours each week on the assigned day, 20 weeks during Fall/Winter semester). Schedules will be determined by the assigned preceptor or designee. Students are responsible for knowing the scheduled dates/times to report to site, meet with preceptor, submit assignments and projects, etc. Additional time beyond allotted site attendance will be required to review information and complete assigned readings/assignments.

College holidays **DO NOT** apply while enrolled in experiential practice experiences. Students may be expected by their preceptor to attend their IPPE site on college holidays. Refer to the IPPE Health Systems Manual for additional requirements regarding attendance at experiential sites.

**Testing:** In courses where examinations are administered, students are expected to follow the College of Pharmacy Policy on Examination. This policy is found in the [Student Handbook](#).

**Make Up:** Excused absences do not entitle students to have the opportunity to make up in-class work or assessments. At the discretion and convenience of the course coordinator, make up of in-class work and/or assessments will be permitted only for approved, excused absences.

Students must complete the required number of experiential hours at their IPPE site. Any time missed due to excused or unexcused absences must be made-up in order to fulfill course and licensure requirements. Make-up schedules will be determined by the assigned preceptor.

**It is the student's responsibility to read and follow all practice and administrative requirements in the IPPE Health Systems Manual (posted in PEPRx) and specific to the practice site.**

**University Policies****Accommodation Support Services**

It is the student's responsibility to initiate the process for disability services. Students approved for accommodations under the Americans with Disability Act should have completed the required forms and received accommodation approval from the HP D student disability coordinator. Information and forms are available at <http://www.nova.edu/disabilityservices/index.html>

**Course Schedule**

IPPE Health Systems schedules will be provided by the preceptor. Summer session IPPE should be completed as eight (8) hours daily, five (5) days per week, for four (4) consecutive weeks during the assigned session dates. Regular session IPPE should be completed at eight (8) hours each week scheduled through the Fall and Winter semesters for a total of 160 practice hours. Site attendance should not interfere or conflict with other scheduled course meeting times.

**NOVA SOUTHEASTERN UNIVERSITY COLLEGE OF PHARMACY**  
**PHRC 5990: IPPE HEALTH SYSTEM: MIDPOINT EVALUATION**

Taking into account all activities performed during IPPE, rate the overall performance of the student in each listed criteria.

**Rating scale definitions**

- Exemplary: The student has mastered the ability to accurately and completely perform this competency as an independent practitioner (upon licensure). The student may be qualified to give meaningful feedback to other learners.
- Proficient: The student can perform this competency with supervision at a distance. Limited correction may be needed. The student is self-directed and seeks guidance when necessary.
- Marginal: The student can complete this competency with direct, proactive supervision. Frequent correction may be needed. The student accepts feedback for performance improvement.
- Deficient: The student can observe this competency only, even with direct supervision. The student requires significant correction for performance improvement.

IPPE Health System evaluation criteria	Exemplary	Proficient	Marginal	Deficient
1. Demonstrates understanding of the pharmacist’s roles and responsibilities within the pharmacy, with other healthcare professionals, and in caring for patients in the health system				
2. Adheres to laws, regulations, and site specific policies and procedures				
3. Describes inventory management processes				
4. Collects and interprets necessary medication and/or patient information to conduct responsibilities				
5. Interprets, processes, and fills prescriptions accurately				
6. Evaluates medication orders for completeness and therapeutic appropriateness				
7. Identifies need for clarification/correction to medication order				
8. Correctly performs calculations to dispense and compound medications				
9. Seeks additional information or guidance when needed to complete daily responsibilities or projects/assignments				
10. Uses appropriate verbal and non-verbal communication skills appropriate to the purpose and audience of the interaction				
11. Uses appropriate written communication skills in daily responsibilities and projects/assignments				
12. Presents information (formally or informally) accurately and in an organized manner				
13. Identifies and uses appropriate resources to retrieve drug-related information				
14. Appropriately applies drug-related information to respond to patient care or drug information responsibilities				
15. Adheres to practice schedule, actively participates, and completes assigned projects or tasks as directed				
16. Exhibits professional appearance and conducts themselves in a professional and ethical manner				
17. Accepts and incorporates constructive feedback				

Please describe two areas (knowledge, skills, behaviors) of strength:

Please describe two areas (knowledge, skills, behaviors) needing improvement during the remainder of this experience:

This student is at risk of failing this IPPE rotation:      No       Yes

**NOVA SOUTHEASTERN UNIVERSITY COLLEGE OF PHARMACY**  
**PHRC 5900: IPPE HEALTH SYSTEM: FINAL EVALUATION**

Taking into account all activities performed during IPPE, rate the overall performance of the student in each listed criteria.

**Rating scale definitions**

- Exemplary: The student has mastered the ability to accurately and completely perform this competency as an independent practitioner (upon licensure). The student may be qualified to give meaningful feedback to other learners.
- Proficient: The student can perform this competency with supervision at a distance. Limited correction may be needed. The student is self-directed and seeks guidance when necessary.
- Marginal: The student can complete this competency with direct, proactive supervision. Frequent correction may be needed. The student accepts feedback for performance improvement.
- Deficient: The student can observe this competency only, even with direct supervision. The student requires significant correction for performance improvement.

IPPE Health System evaluation criteria	Exemplary	Proficient	Marginal	Deficient
1. Demonstrates understanding of the pharmacist’s roles and responsibilities within the pharmacy, with other healthcare professionals, and in caring for patients in the health system				
2. Adheres to laws, regulations, and site specific policies and procedures				
3. Describes inventory management processes				
4. Collects and interprets necessary patient information to conduct responsibilities				
5. Interprets, processes, and fills medication orders accurately				
6. Evaluates medication orders for completeness and therapeutic appropriateness				
7. Identifies need for clarification/correction to medication order				
8. Correctly performs calculations to dispense and compound medications				
9. Seeks additional information or guidance when needed to complete daily responsibilities or projects/assignments				
10. Uses appropriate verbal and non-verbal communication skills appropriate to the purpose and audience of the interaction				
11. Uses appropriate written communication skills in daily responsibilities and projects/assignments				
12. Presents information (formally or informally) accurately and in an organized manner				
13. Identifies and uses appropriate resources to retrieve drug-related information				
14. Appropriately applies drug-related information to respond to patient care or drug information responsibilities				
15. Adheres to practice schedule, actively participates, and completes assigned projects or tasks as directed				
16. Exhibits professional appearance and conducts themselves in a professional and ethical manner				
17. Accepts and incorporates constructive feedback				

Please describe two areas (knowledge, skills, behaviors) of strength:

Please describe two areas (knowledge, skills, behaviors) needing improvement during future didactic or experiential courses:

I attest the student has completed the required activities and assignments for this IPPE and have documented it on the IPPE checklist and documentation forms  No  Yes

I attest the student has completed the minimum required hours during this experience (160 hours)  No  Yes

After reviewing this student’s overall performance, it is my recommendation that the student:  Fail  Pass

Final evaluation continues on next page

## NOVA SOUTHEASTERN UNIVERSITY COLLEGE OF PHARMACY

### PHRC 5990: IPPE HEALTH SYSTEM: FINAL EVALUATION

#### Core Entrustable Professional Activities for New Pharmacy Graduates

Taking into account all activities performed during IPPE, rate the overall entrustability of the student for each listed activity. This assessment provides feedback on student performance but will not factor into the IPPE Health System grade.

##### Rating scale definitions

- 5: I trust this student to act independently and decide what activities to perform; I trust the student to direct and supervise activities of others
- 4: I trust the student to act with intermittent supervision available within hours
- 3: I trust this student to act with supervision available within minutes
- 2: I trust this student to act with direct supervision
- 1: I trust this student to observe the activity only
- N/A: This entrustable activity was not assessed during this experience

Entrustable professional activities	5	4	3	2	1	N/A
<b>Collect information to identify a patient's medication-related problems and health-related needs</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Collect a medical/medication history from a patient or caregiver</li> <li>• Discuss a patient's experience with medication</li> <li>• Use health records to determine a patient's health-related needs relevant to setting of care and purpose of the encounter</li> </ul>						
<b>Analyze information to determine the effects of medication therapy, identify medication-related problems, and prioritize health-related needs</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Interpret laboratory test results</li> <li>• Identify drug interactions</li> <li>• Compile a prioritized health-related problem list for a patient</li> <li>• Evaluate an existing drug therapy regimen</li> </ul>						
<b>Establish patient centered goals and create a care plan for a patient in collaboration with the patient, caregiver(s), and other health professionals that is evidence-based and cost-effective</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Follow an evidence-based disease management protocol</li> <li>• Select monitoring parameters to determine the therapeutic and adverse effects related to the treatment plan</li> <li>• Create a patient-specific education plan</li> </ul>						
<b>Implement a care plan in collaboration with the patient, caregivers, and other health professionals</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Write a note that documents the findings, recommendation, and plan from a patient encounter</li> <li>• Educate a patient regarding appropriate use of a new medication, device to administer a medication, or self-monitoring test</li> </ul>						
<b>Follow-up and monitor a care plan</b> <i>Example supporting task</i> <ul style="list-style-type: none"> <li>• Collect monitoring data at the appropriate time interval(s)</li> <li>• Evaluate selected monitoring parameters to determine the therapeutic and adverse effects related to the treatment plan</li> <li>• Present a patient case to a colleague during a handoff or transition of care</li> </ul>						
<b>Collaborate as a member of an Interprofessional team</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Explain to a patient, care-giver, or professional colleague each team member's role and responsibilities</li> <li>• Communicate a patient's medication-related problem to another health professional</li> <li>• Use setting appropriate communication skills when interacting with others</li> </ul>						
<b>Minimize adverse drug events and medication errors</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Assist in the identification of underlying system-associated causes of errors</li> <li>• Report adverse drug events and medication errors to stakeholders</li> </ul>						
<b>Maximize the appropriate use of medications in a population</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Perform a medication use evaluation</li> <li>• Apply cost-benefit, formulary, and/or epidemiology principles to medication-related decisions</li> </ul>						
<b>Educate patients and professional colleagues regarding the appropriate use of medications</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Counsel a patient/caregiver on appropriate use of medications, delivery or self-monitoring devices</li> <li>• Lead a discussion regarding a recently published research manuscript and its application to patient care</li> <li>• Provide a brief educational program (oral or written) to healthcare professionals</li> </ul>						
<b>Use evidence-based information to advance patient care</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Retrieve and analyze scientific literature to make a patient-specific recommendation</li> <li>• Retrieve and analyze scientific literature to answer a drug information question</li> </ul>						
<b>Fulfill a medication order</b> <i>Example supporting tasks</i> <ul style="list-style-type: none"> <li>• Enter patient-specific information into an electronic health or pharmacy record system</li> <li>• Prepare commonly prescribed medication that require basic non-sterile compounding prior to patient use</li> <li>• Determine if a medication is contraindicated for a patient</li> <li>• Identify and manage drug interactions</li> <li>• Ensure formulary preferred medications are used when clinically appropriate</li> <li>• Obtain authorization for a non-preferred medication when clinically appropriate</li> <li>• Assist a patient to acquire medication through support programs</li> </ul>						

## END OF EXPERIENCE CHECKLIST

- Receive final evaluation from preceptor; preceptor submits in PEPRx
- Verify completion of IPPE Health System Checklist / documentation forms with preceptor's initials
- Upload completed IPPE Health System Checklist / documentation forms to PEPRx
- Verify completion of 160 experience hours
- Provide Certification of Hours form to preceptor for signature
- Upload Certification of Hours form to PEPRx
- Submit weekly activities summaries (Summer: 4 total; Regular: 20 total) in PEPRx
- Complete IPPE Health System reflection assignment; upload to PEPRx
- Submit evaluation of site/preceptor in PEPRx
- Upload projects, research, or other assignments to FolioRx