



Preparing Pharmacists Who Transform Lives®

## Experiential Education Manual

*Students of the McWhorter School of Pharmacy (MSOP) are responsible for all information covered in this manual, as well as any revisions that may occur throughout your enrollment in pharmacy school. While this manual may not specifically cover all possible situations, students are expected to behave in a manner appropriate for a student of the MSOP and Samford University. Failure to behave in this manner may result in disciplinary action.*

Office of Experiential Education  
Department of Pharmacy Practice  
McWhorter School of Pharmacy  
800 Lakeshore Drive  
Birmingham, AL 35229

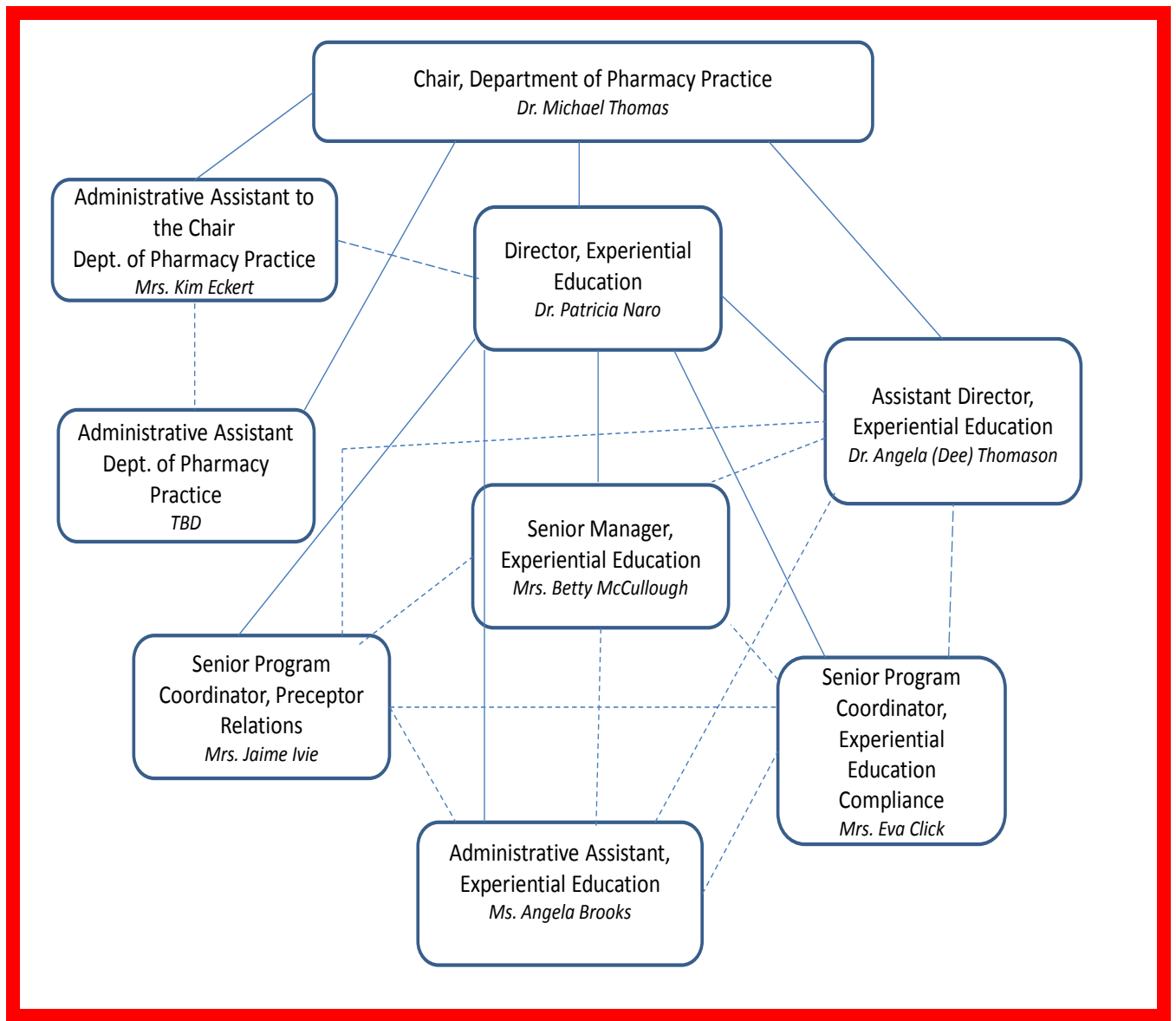
## Table of Contents

<b>Experiential Education Organization Chart</b>	3
<b>Office of Experiential Education Contact Information</b>	4
<b>Experiential Courses</b>	5
<b>General Experiential Education Requirements</b>	6
Experiential Course Requirements	6
*Prerequisites / Co-requisites	6
*Statement of Academic Credit	6
Source of Required Readings	6
Attendance Requirements	6
Licensure and Registration	8
Communication	8
Scheduling and Site Placement	9
Notice to ADA Students	10
Discrimination Statement	10
<b>Academic Requirements</b>	10
Academic Eligibility for Participation in Activities and International Experiential Courses	11
Academic Penalty for Removal from an Experiential Site	11
Ethical and Professional Conduct	11
Assessment of Students	12
Student Evaluation of Preceptors and Sites and Student Coursework Requirements	12
<b>Site and Preceptor Requirements and Processes</b>	13
Compensation Statement	13
Health and Safety Compliance	13
Required Health, Immunization and Certification Data	14
MSOP Specific Immunization and Health Requirements	14
Site Specific Requirements	15
Student Professionalism	16
Dress Code for Experiential Courses	16
Social Media and Networking	16
Contacting Sites/Preceptors	18
Appointment of Preceptors to the Faculty	18
International Experiential Education Course Information Requirements and Guidelines	18
**Random Urine Drug Screening	19
Supervision at Experiential Sites	19
Privacy and Confidentiality of Student Information	19
Confidentiality of Proprietary Information	20
Injury/Illness	20
**Blood-borne Pathogen Exposure	20
Statement on the Role of the Pharmacy Student at Experiential Sites	20
Completion of Multiple Experiential Courses with the Same Preceptor	20
Completion of Experiential Course with a Former Employer or Relative	21
Expectations Regarding Samford- or Preceptor-Provided Housing	21

\*Please refer to the University Catalog for detailed information

\*\*Please refer to the MSOP Student Handbook for detailed information

# Office of Experiential Education Organizational Chart



# Office of Experiential Education Contact Information

## Experiential Education Administration

**Dr. Patricia Naro, Pharm. D., CGP, FASCP**

Director, Experiential Education  
Building 1, Office #1453  
205-726-4193  
[pbnaro@samford.edu](mailto:pbnaro@samford.edu)

**Dr. Angela (Dee) Thomason, Pharm.D., BCPS**

Assistant Director, Experiential Education  
Building 1, Office #1452  
205-726-4476  
[adrobert@samford.edu](mailto:adrobert@samford.edu)

## Experiential Education Staff

**Mrs. Betty McCullough, B.S.G.S.**

Senior Manager, Experiential Education  
Building 1, WS # TBD  
205-726-2210  
[esmccull@samford.edu](mailto:esmccull@samford.edu)

**Mrs. Eva Click, B.B.A.**

Senior Compliance Coordinator, Experiential Education  
Building 1, Office #1454  
205-726-2089  
[ehclick@samford.edu](mailto:ehclick@samford.edu)

**Mrs. Jaime Ivie, B.A., M.A.**

Senior Program Coordinator, Preceptor Relations  
Building 1, WS # TBD  
205-726-4391  
[jivie@samford.edu](mailto:jivie@samford.edu)

**Ms. Angela Brooks, B.A., M.B.A.**

Administrative Assistant, Experiential Education  
Building 1, WS # TBD  
205-726-2555  
[abrooks2@samford.edu](mailto:abrooks2@samford.edu)

## Experiential Courses

### Introductory Pharmacy Practice Experience (IPPE) Courses

#### P1 Year

PHRX 301 IPPE I – Independent Community Pharmacy focus

PHRX 302 IPPE II – Retail Chain Community Pharmacy focus

PHRX 303 IPPE III – Independent or Retail Chain Community Pharmacy focus

#### P2 Year

PHRX 401 IPPE IV – Institutional Pharmacy focus

#### P3 Year

PHRX 501 – IPPE V – Health Promotion & Disease Prevention Focus

PHRX 502 – IPPE VI – Simulation Activities

### Advanced Pharmacy Practice Experience (APPE) Courses

#### P4 Year

PHRX 601 Primary/Ambulatory Care I

PHRX 602 Primary/Ambulatory Care II

PHRX 610 Drug Information

PHRX 611 Drug Information II

PHRX 612 Poison Information / Toxicology

PHRX 620 General Medicine I

PHRX 621 General Medicine II

PHRX 622 General Medicine III

PHRX 623 Geriatric Pharmacy I

PHRX 624 Geriatric Pharmacy II

PHRX 625 Pediatric Pharmacy I

PHRX 626 Pediatric Pharmacy II

PHRX 627 Neonatology

PHRX 628 Psychiatric Pharmacy

PHRX 629 Cardiology

PHRX 630 Hematology and Oncology

PHRX 631 Neurology

PHRX 632 Nephrology

PHRX 633 Metabolic Support

PHRX 634 Infectious Disease

PHRX 635 Cardiac Critical Care

PHRX 636 Surgical Critical Care

PHRX 637 Medical Critical Care

PHRX 650 Community Pharmacy I

PHRX 651 Community Pharmacy II

PHRX 652 Community Pharmacy III

PHRX 660 Institutional/Health Care Systems Pharmacy I

PHRX 661 Institutional/Health Care Systems Pharmacy II

PHRX 670 Home Infusion Therapy

PHRX 671 Nuclear Pharmacy

PHRX 672 Managed Care Pharmacy

PHRX 673 Pharmacy Management

PHRX 674 Association Management

PHRX 676 Specialty Pharmacy

PHRX 677 Pharmacy Research

PHRX 678 International Pharmacy

PHRX 679 International Pharmacy II

PHRX 680 Academic Pharmacy

#### Required Courses

Selective Electives – Must take one (1) APPE from this Grouping

Electives – Must take 3

## **General Experiential Education Requirements**

**All students must complete the following experiential courses for successful completion of the Doctor of Pharmacy degree.**

P1 Year – PHRX 301, PHRX 302, and PHRX 303

P2 Year – PHRX 401

P3 Year – PHRX 501 and PHRX 502

P4 Year – PHRX 601, PHRX 620, PHRX 650 and PHRX 660

One of the following Selective Courses: PHRX 602, 610, 611, 612, 621, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 661, 670

Three of the following: PHRX 651, 652, 671, 672, 673, 674, 676, 677, 678, 679 680, or any of the 600 level courses out of the Selective Elective Courses Grouping

### **Prerequisites/Co-requisites**

Please refer to the University Catalog.

### **Statement of Academic Credit**

Please refer to the University Catalog

### **Source of Required Readings**

PHRX required textbooks will be assigned per the course-specific “Activities and Objectives” document. Additional required readings may be assigned at the discretion of the preceptor.

### **Attendance Requirements**

Due to the hands-on nature of experiential course work, attendance is mandatory. Students are expected to conduct themselves in experiential courses as if they were employees of the site. Hours of attendance will vary by course and site.

Minimum hour requirements will be established by the Instructor-of-Record; however, preceptors may require additional hours of attendance based upon the facility’s hours of operation.

Changes in IPPE days, hours, or other schedule or site changes without express approval by the Assistant Director, Experiential Education or the Director, Experiential Education may result in points deducted from the final grade and/or removal from the site.

**Holidays** – The Office of Experiential Education will observe all Samford University holidays as published in the current edition of the Academic Catalog. Time missed due to holidays which are observed by the site but are not official Samford University holidays (e.g. Veteran’s Day) may be made up at the discretion of the preceptor. P4 students are not granted a Summer Break, Fall Break or Spring Break.

*PHRX 301, 302, 303, 401, 501 and 502* -- For additional specific attendance requirements please refer to the course-specific syllabi.

### ***Experiential Education Courses:***

While attendance is mandatory, it is understood that over the course of the academic year, students may experience hardship (i.e. illness, family emergency) which necessitate absence from an Experiential Course. As a result, students will be permitted no more than 2 days of absence during any one (1) Experiential Course as long as the student can provide written documentation of illness or has received approval for hardship absence from the Director, Experiential Education for APPE courses and Assistant Director for IPPE courses. All absences for any reason (except as outlined below for residency/job interviews from Experiential courses) must be made up at a time determined appropriate by the preceptor. Students absent for more than 2 days during an Experiential Course may be granted a temporary leave of absence and receive an incomplete (INC) in the course at the discretion of the Director or Assistant Director. **Student absences from experiential courses which are not due to documented illness or hardship or for approved interviews will result in automatic course failure. Absences from experiential courses greater than 6 days for any reason other than residency/job interviews throughout the APPE P4 year will result in automatic suspension from the McWhorter School of Pharmacy.** Cumulative absences from experiential courses greater than 6 days for any reason other than residency/job interviews during each academic year cycle of the IPPE P1, IPPE P2, and IPPE P3 will result in automatic suspension from the McWhorter School of Pharmacy. (See section below called Residency/Job Interview for complete clarification on number of days allowed for interviewing purposes.) Students may apply for re-admission through the Associate Dean for Student Affairs' office.

***Family Medical Leave (e.g. pregnancy, surgery, etc.)*** – Students who become pregnant or have other medical conditions that require extended medical treatment during an academic year, must provide the Office of Experiential Education with a physician's documentation of projected due date or projected duration of medical treatment. Due to issues of health and safety, the scheduling of student experiential courses will be based upon physician's recommendation and supporting documentation. Students may request a medical leave of absence from the Associate Dean of Academic Affairs.

***Professional Meetings*** – Students will be permitted up to three (3) days of absence from an IPPE or APPE site for attendance at a professional pharmacy organization meeting. Attendance must first be approved by the preceptor or instructor for both IPPE and APPE students. In addition, all students are required to make up any missed experiential hours at the discretion of the preceptor or instructor. The student must provide the Office of Experiential Education with proof of meeting registration.

***Residency/Job Interviews*** – It is recognized that students will be engaged in interviews for residency or other post-graduate training or employment. Upon approval of the preceptor, students are permitted to be absent from an experiential course for up to 2 days for residency/job interviews without having to “make-up” the time for these absences. Students may be absent from the site during the same experiential course for an additional 2 days, which must be “made-up” at a time within the month deemed appropriate by the preceptor. Absences from experiential coursework for more than 8 days for residency/job interviews during the entire APPE P4 year must be approved by the Office of Experiential Education.

***Tardiness*** – Preceptors in coordination with the Experiential Education Administration will establish the required hours of attendance for their courses. Tardiness is generally not acceptable to most employers and would result in termination of employment. As a result, tardiness will not be tolerated in experiential courses. Two tardies will result in an automatic reduction of 2.5 points from the final grade in the course; a third, fourth and fifth tardy will result in an automatic reduction of 5, 7.5 and 10 points respectively from the final grade in the course. A student with more than 5 tardies will be referred to the Office of Experiential Education and may receive a failing grade in the course.

***Weather*** - Students on experiential rotations should follow the policies and recommendations of their rotation sites. Since students are rotating in a variety of geographic locations, it is difficult to judge the appropriate response to the weather based on what is occurring on campus. Students on experiential rotations should make a decision based on the guidance of their preceptors, local weather conditions and

their personal safety. Any concerns which develop as a result of their actions should be discussed with the Experiential Education Administration.

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted.

## **Licensure and Registration**

Students must possess a valid Extern/Intern Registration in the State of Alabama prior to being enrolled in any Experiential Course. Registration must be in good standing. A copy of the extern/intern certificate provided by the Alabama State Board of Pharmacy must be on file with the Office of Experiential Education. In addition, as required by the Alabama Pharmacy Practice Act, students must provide their preceptor with a copy of their Extern/Intern Certificate and keep a copy with them at all times. **Failure to provide your preceptor with a copy of your Extern/Intern Certificate could result in removal from the site for one (1) or more days.** Students who complete experiential courses outside the State of Alabama are responsible for complying with the respective State Board of Pharmacy requirements for Interns/Externs, provide a copy of the out of state license to the Office of Experiential Education 30 days prior to the experiential course start date and provide any required documentation to that particular state. **Students should contact the respective state's Board of Pharmacy for more information.** Any student attempting to complete an experiential course without appropriate Board of Pharmacy registration may be expelled from the MSOP.



## **Communication**

Per the Samford University Catalog, the official communication will be **Samford email**. It is the responsibility of the student to ensure that his or her email box has available capacity to ensure receipt of communications from Experiential Education faculty and staff. If you have questions or concerns about your email account with Samford University, please contact Samford University User Support Services at 205-726-2662. Personal email accounts will not be utilized for communication by the Office of Experiential Education.

Students should be aware that email is considered a formal and official mechanism of communication. It is in the student's best interest to observe proper form, etiquette, and grammar. **Email is a reflection on an individual's professionalism.**

While email is a convenient mechanism for communication, issues that the student believes may be of a more serious nature should be handled face to face with the preceptor and/or Experiential Education faculty/staff.



The Office of Experiential Education is generally open from 8:00am to 4:45 pm M-F. Students should expect to find a staff or faculty member available during these hours. If students desire to meet with a specific faculty or staff member, appointments are encouraged.

**Please note:** The Office of Experiential Education faculty and staff will not routinely respond to emails after business hours or on holidays or weekends.

### **Scheduling and Site Placement**

Experiential Education represents approximately 1/3 of the Doctor of Pharmacy curriculum. With over 500 students completing experiential courses throughout the academic year, coordination in the scheduling of sites and preceptors is complex at best. In addition, the MSOP shares certain sites with other schools and colleges of pharmacy and must coordinate our scheduling with these programs. As a result, students must understand that changes to experiential course assignments are generally not permissible unless necessitated by a site or preceptor. The Office of Experiential Education provides mechanisms for students to have input into the location and types of experiences throughout the professional curriculum. These opportunities should be considered as preferences and are not guaranteed. The Experiential Education faculty and staff are ultimately responsible for ensuring each student meets the requirements for graduation while upholding the academic rigor and integrity of Experiential Education.

### **Site Placement**

Experiential Education operates a nucleus of rotation sites within the Birmingham Metropolitan Statistical Area (MSA). Samford defines the MSA, therefore, as Bibb, Blount, Chilton, Jefferson, Shelby, St. Clair, Talladega, Tuscaloosa, and Walker Counties. These sites are considered “local” to Samford University and students are expected to report to any site within the MSA as assigned by the Office of Experiential Education regardless of the student’s choice of residence location.

### **Guidelines on Site Placement Outside of the Birmingham MSA:**

In order to allow our students the opportunity to re-connect with their home communities and to have opportunities for professional growth in areas where students may not have otherwise had these opportunities, Samford University maintains affiliation agreements with multiple sites outside of the Birmingham MSA. Sites are available throughout Alabama, Tennessee, Kentucky, Mississippi, Louisiana, and the Florida panhandle. In addition, selected sites are available in certain states and certain international locations. Students may be required to do rotations in these out-of-area sites if Samford University or its affiliate partner provides housing at no additional cost to the student. If a student is assigned to an experiential course (either IPPE or APPE) in an area in which housing is provided by Samford or an affiliate of Samford, that student is expected to use the provided housing unless the student has approved alternative housing available. Once student schedules have been posted, a notification period will open during which a student must notify the Office of Experiential Education if he or she can NOT complete a rotation assigned outside of the Birmingham MSA. After the notification period ends, students are REQUIRED to complete the rotation as assigned, even if personal housing situations change. Any changes must be approved through the Office of Experiential Education. Failure to do so may result in automatic course failure and may delay graduation, as a make-up site placement in a complex schedule must be secured. Thus, students are encouraged to volunteer/request placement outside of the Birmingham MSA ONLY if definite housing arrangements will be in place for the entire time frame covered by the experiential course period.

### **Schedule Access:**

Students may access their current Experiential Education Schedule along with site and preceptor information through E\*Value. Students are provided with a User Name and Password to E\*Value shortly after admission to the MSOP. To access the schedule in E\*Value, log into <https://www.e-value.net> >> Reports >> Schedules >> Rosters >> Set Dates you wish to view and Click “Next”. The student can then print his or her schedule from this screen.

## Notice to ADA Students

Refer to Student Handbook

## Discrimination Statement

“Except as specifically exempted by federal law requirements, Samford does not discriminate on the basis of race, color, sex, national or ethnic origin, disability, or age in the administration or application of its educational programs and policies, admission policies, employment policies, or scholarship and loan programs. Inquiries concerning compliance with these laws and the regulations there under should be directed to the vice president and dean of students or the vice president for business affairs, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229.

## Academic Requirements

The following academic requirements are supplemental to the academic policies stated in the Samford University Catalog and Pharmacy Student Handbook and apply only to experiential courses in the doctor of pharmacy curriculum.

1. Introductory Pharmacy Practice Experience (IPPE) Courses to include PHRX 301, 302, 303, 401, 501, and 502 are required courses considered co-requisite to all other courses in the same semester. As a result, if a student fails any course in a given term, the student will be required to successfully complete the failed course at the next offering of the course. The student can then advance, having completed all pre-requisite and co-requisite courses.
2. When the Director or Assistant Director of Experiential Education is notified of a low score during an experiential course, the preceptor is contacted for consultation and a meeting is arranged with the student to determine a plan of action. Documentation of each encounter is kept on file by the Office of Experiential Education. A low score is defined for APPE as a rating below “Meets Expectation”. A low score is defined for IPPE as a rating below “Average Progress”.
3. Failing (“F”) grades in Advanced Pharmacy Practice Experiential (APPE) courses must be repeated at the first opportunity. A student who fails PHRX 601, PHRX 620, PHRX 650, PHRX 660, must repeat the same experiential course number. A student who fails any course in the Specialty Medicine grouping, must repeat a course from within that same grouping according to course and preceptor availability. If the same experiential course number is no longer being offered, the Associate Dean for Academic Affairs in consult with the Curriculum and Academic Standards Committee of the MSOP shall determine a suitable course substitute. A student who fails any other 600-level experiential course regardless of date of failure may, at the discretion of the Director, Experiential Education and based upon preceptor and site availability, substitute any other 600-level experiential course as the make-up course for the failed course. The student may not immediately repeat a failed APPE course in the 5-week interval after failure (for example, a student failing PHRX 601 in Block #1 will not be permitted to retake PHRX 601 until at least Block #3 or at the first time thereafter when a site and preceptor are available), even if the student is assigned to a different course number. The experience will be rescheduled considering the needs of the program and preceptor availability.
4. Students must achieve a score of 70% or higher on the PCAP Assessment of Student Final independent of a final exam or project score in order to successfully complete the experiential course.
5. Note the PCAP score is already listed. The PCAP must count for a minimum of 60% of the course grade, but can count for up to 100% of the grade.
6. If a final exam is given, the exam score should be recorded. Final exams must count for 20% of the course grade if they are given. Thus, if a score is included, the weighting will automatically default to 20%.

7. Failing the same APPE, or IPPE course for the second time will result in expulsion from the School of Pharmacy
8. Students enrolled in any PHRX 600-level experiential course are expected to complete their courses as assigned. Due to the complexity of the program and scheduling process, withdrawals from 600-level APPE courses are not permitted.
9. A student may receive an Incomplete in an experiential course under the following conditions: 1) The student has completed work that would earn a passing grade in the course (i.e. making satisfactory progress), and 2) The student has a documented emergency which would, in the judgment of the Experiential Education Administration in consult with the preceptor, hinder the student's ability to learn. A grade of "Incomplete" must be removed from the student's transcript within one academic year.
10. Grades are assigned for all experiential courses by the Experiential Education Administration based upon the preceptor's assessment, completion of required coursework/evaluations, and according to the following scale for APPEs: 92-100=A, 90-<92=A-, 88-<90=B+, 82-<88=B, 80-<82=B-, 78- <80=C+, 70-<78=C, <70=F, and the following scale for IPPEs: 90-100 = A, 80-89 = B, 70-79 = C, less than 70 = F.. The minimum passing grade in experiential courses is a C. Grades are calculated to the nearest one-hundredth of a decimal (e.g. 89.95) and are not rounded.

### **Academic Eligibility for Participation in Activities and International and Academic Experiential Courses**

As noted in the academic policies for McWhorter School of Pharmacy, students on academic probation or students suspended from the school have certain restrictions as related to organizational involvement, extracurricular activity and employment. Furthermore, for a student to be academically eligible to attend professional meetings that occur during the academic year, or for a student to serve as class officer, organizational officer, or Curriculum Committee or Student Affairs committee member, the student must have a professional GPA of 2.50 or greater, and have no courses in which a grade of "F" has not been repeated. In addition, for a student to be academically eligible to enroll in PHRX 678 International Pharmacy I or PHRX 679 International Pharmacy II, the student must have a pharmacy GPA of 3.0 or greater, be in good academic standing, and approved by the Office of Experiential Education. For a student to be academically eligible to enroll in PHRX 680 Academic Pharmacy, the student must have a pharmacy GPA of 3.0 or greater, be in good academic standing, and have not received a "D" Or "F" in any required professional course.

### **Academic Penalty for Removal from an Experiential Site**

Students completing experiential courses at affiliated sites must abide by both the requirements, policies and procedures of Samford University's McWhorter School of Pharmacy and the site to which they are assigned. The preceptor or other official of the affiliated site has the authority to remove a student from the site, or request removal of the student from the site for any reason determined necessary by the preceptor or official. A student who is removed from a site either by the preceptor/site official or by the instructor-of-record or the Experiential Education Administration will receive an automatic "F" in the course, and depending upon the nature of the reason for removal may be subject to appearance before the MSOP Student Affairs Committee or Samford University Values Council as appropriate. In addition, students who are removed from a practice site for any reason may, at the discretion of the Experiential Education Administration be required to submit for urine drug screening at the student's expense.

### **Ethical and Professional Conduct**

Students are expected to review and abide by the MSOP Code of Ethical and Professional Conduct as outlined in the Pharmacy Student Handbook. In addition, students are required to abide by any site specific standards of conduct.

The assessment instrument for all experiential courses contains a section entitled Values, Attitudes, Behaviors and Relationships Assessment. **A student who receives an assessment of “Does Not Meet Expectations” in any area will be required to meet with the Director, Experiential Education and will receive an automatic grade reduction of 10 points off the final grade for this APPE course for each individual area assessed as “Does Not Meet”.** A student who receives “Does Not Meet Expectations” in the same area in two experiential courses will automatically be assigned an “F” grade for the second experiential course, regardless of the student's performance or evaluation in other areas of assessment.

Falsification of any documentation will be considered a values violation and will result in failure of that particular experiential course. Any behavior jeopardizing preceptor and/or site relationships could result in a values violation. The student must then appear before the Student Affairs Committee.

### **Assessment of Students**

McWhorter School of Pharmacy utilizes E\*Value as our experiential education management system. All assessments of students, sites, and preceptors must be submitted electronically through E\*Value's website at <https://www.e-value.net>. Paper assessments will not be accepted.

Preceptors are required to submit complete documentation for the mid-term assessment of each APPE student. Mid-term assessments are required for certain IPPE courses; however, midterm assessments are not required for all IPPE courses. Preceptors will receive automatic notification through their preferred email near the mid-point of the experiential course notifying them of assessments which must be completed.

An on-line final evaluation instrument is utilized for submission of final evaluations to the MSOP. Preceptors are encouraged to review the assessment scale carefully and select the statement which most accurately reflects the student's progress and performance throughout the experiential course. Course grades for all experiential courses are assigned by the Office of Experiential Education based upon a weighted formula calculated from the submitted evaluation.

Final exams are not administered for IPPE courses. APPE course preceptors are strongly encouraged, but not required, to administer a final examination to the student. Final examinations may be oral, written, or a combination of both. When they are administered, final examinations will account for 20% of the grade in a course. Additionally, preceptors may require a project/assignment which can be graded and be included in the evaluation.

Preceptors should review the mid-point and final assessment with the student, emphasizing both opportunities for improvement and points of excellence in performance. Students will be required to submit a self-assessment at mid-point also. All students should be able to receive feedback on at least one area for practice growth in every experiential course.

### **Student Evaluation of Preceptors and Sites, Student Mid-Point Self-Assessment, and Coursework**

Students are required to complete a preceptor evaluation, a site evaluation, a mid-point self-assessment, and Coursework for each experiential course in which they are enrolled. At the beginning of each academic term the Office of Experiential Education will publish a listing of dates by which these evaluations must be completed. **It is the responsibility of the student to ensure that he or she completes these evaluations and Coursework no later than the deadline specified.** Failure to complete all evaluations and Coursework for APPE courses by the deadline will result in an automatic deduction for each evaluation (2.5% for evaluation of the preceptor, 2.5% for evaluation of the site, 2.5% for student mid-point self-assessment, and 2.5% for Coursework) from the final grade calculation for the course. If a student misses the deadline for all four requirements, a total of 10% could

potentially be deducted from the final grade for that particular APPE course. In addition, students who miss the deadline for submission will still be required to submit all evaluations and Coursework. Grades will not be released to the university until all of the above mentioned course requirements are submitted for each APPE Course rotation. Student evaluations and Coursework must be submitted electronically through the E\*Value website. Paper documentation will not be accepted.

## **Site and Preceptor Requirements and Guidelines**

### **Compensation Statement**

No student may receive monetary compensation for experiential hours in any experiential course. Students found to have received monetary compensation for hours in an experiential course will receive an automatic “F” in the course and must appear before the MSOP Student Affairs Committee and/or Samford University Values Council. Termination of affiliation and loss of affiliate faculty appointment will result if sites or preceptors are found to have provided compensation to students for hours in an experiential course.

### **Health and Safety Compliance**

All students are required to have an annual physical examination. Prior to enrollment in their first year, students must submit a copy of the [Health forms required by the College of Health Sciences, Samford University](#). (Link to website location of Physical Exam and Immunization Record forms provided through MSOP Office of Admissions.) After the initial forms are submitted prior to the beginning of the P1 year, updated physical exams must be documented on the forms available on the Samford website as well as annual tuberculin testing and any subsequent vaccinations. (See below)

Beginning with the Class of 2020, an outside credentialing firm, Employment Screening Services (ESS), will maintain the health records of the students throughout their enrollment. All documents required by the program that are health and certification related, must be uploaded by the student to be submitted to ESS via their website. ESS will contact the student prior to enrollment to provide information to the student for setting up their account, payment of the credentialing fee, and instructions in regard to the documents to be uploaded and deadlines for completing the process. Students cannot participate in experiential coursework unless documentation has been verified.

All other classes (2017, 2018, 2019) will continue to be credentialed through the office of Experiential Education and must have their documentation on file with that office and recorded in E\*Value. Notifications will continue to be generated through E Value and documentation provided to the Experiential Education Compliance Coordinator for verification.

Certain health information including physical examination, proof of insurance, influenza immunization and tuberculin skin testing require annual updates. Students will receive a single email notification 30 days prior to expiration of the specific requirement. This will be the only notification automatically sent to students. It is the responsibility of the student to insure that documentation of renewal of the required health information is provided no later than the date specified in the notification. **Failure to do so will result in being un-enrolled from all future Experiential courses until such time as appropriate documentation is provided and verified.** Once the student provides the authentic documentation for all outstanding requirements, the EE office will reschedule the student into Experiential courses according to current preceptor availability or timeframe course is offered. If immediate placement into needed Experiential course is not available, students will be placed in the next available slot, even if it means the student must sit out a month or possibly a year, depending on the course, before placement can be made.

Site requirements may be more extensive than those required for all MSOP students. Should a site require actual titer proof of immunity and the student does not have this documentation, the student must obtain the required documentation at their own expense and provide it to the Office of Experiential Education prior to the first day scheduled at that particular site. It is the student's responsibility to review the requirements for each site scheduled during the academic year in sufficient time to complete any and all paperwork and complete any additional health requirements prior to the stated deadlines for access to the site. Failure to do so will result in removal from that site and possible late graduation if other placement is not possible.

### **Required Health, Immunization, and Certification Data**

- **Health Insurance:** All MSOP students are required to have health insurance. Students must be able to provide proof of insurance on demand during any experiential course if requested by the experiential education site. It is the responsibility of the student to maintain current health insurance coverage. United Health Care offers a policy to Samford students that may be obtained through contact with United Health Care through their website in the fall or any other time of the year via their customer service phone number. Details will be provided students via email from Samford University Risk Management Department.
- **Health forms:** **Original forms should be maintained by students for their own records.** Contact information for University Health Services is noted at the bottom of the Health form. (Samford University Health Services can perform physical exams and immunizations by appointment if that is more convenient.) Physical exams for newly admitted students must be conducted within 4 months of the first day of classes in the P1 year, must be performed by a physician or midlevel provider (nurse practitioner or physician's assistant), and can only be submitted on the form provided. Immunization history should be comprehensive. Failure to provide the required documentation as instructed no later than the two weeks of the first day of class will result in a \$150 fine and a registration hold on the student's record. Students who fail to submit the required documentation no later than the first day of class will be unable to begin required experiential coursework and will jeopardize their enrollment in the MSOP. Forms should be provided by the deadline but allowance for completion will be given for those immunizations, etc. that are in process. It is the student's responsibility to make sure immunizations are completed and proper documentation provided as requested.

**The MSOP has the following additional specific requirements related to immunizations and health screenings:**

- **Tetanus Diphtheria Pertussis (Tdap)** – All students are required to be immunized with adult Tdap vaccine due to the risk of transmitting pertussis. Prior vaccination to Tetanus diphtheria (Td) does not prevent the receipt of adult Tdap vaccine (one time vaccination) based upon guidelines from the Centers for Disease Control and Prevention. Students who provide medical documentation from a physician of current uncontrolled seizure disorders are exempt from this requirement. If the Tdap vaccination is over 10 years ago, documentation of a tetanus booster (Td) is required.
- **Measles, Mumps, Rubella (MMR)** – All students born on or after January 1, 1957 must provide documentation of either a) written documentation of two (2) live measles-antigen containing vaccines given no less than one month apart, and on or after the first birthday, or b) written documentation of immunity by blood test (titer) demonstrating protective antibody levels to measles, mumps, and rubella.
- **Tuberculosis (TB) Screening** – All P1 students must provide written evidence of two-step TB skin test within the past three (3) months of their first day of classes; i.e., after the initial TB skin test another TB skin test will be performed within one (1) to three (3) weeks. The student is

required to go back between 48 and 72 hours after each test and have a qualified healthcare professional read and record the results (in mm) for each test on the Immunization Record form. If the second TB skin test is positive, an Interferon Gamma Release Assay (IGRA) may be used to determine a false positive. A baseline chest X-ray will be required for any students with positive results from a PPD or IGRA and a letter from a physician addressing the health status of the student. After the initial two-step TB skin test, a one-step TB skin testing is required annually throughout enrollment in the MSOP for those students who tested negative in the Two-step test. Those testing positive or having received BCG in the past must complete a TB screening questionnaire and have annual IGRA testing or chest x-rays throughout pharmacy school.

- **Hepatitis B** – All students must provide written documentation of having completed the series of three (3) injections or documentation of immunity by blood test (titer) is acceptable in lieu of vaccine administration dates. For those students who must begin the series, the first dose must be administered prior to the first week of class attendance. Completion of the full series is required by April 1st of the spring semester of the first year (P1).
- **Varicella (Chickenpox)** – All students must provide documentation of two doses of vaccine at least 4 weeks (28 days) apart or (b) documentation of immunity by blood test (titer) or (c) written date of disease (month/year) by physician. If vaccination is required, the first dose must be administered prior to the second week of class attendance.
- **Flu Vaccinations** – All students are required to provide documentation of immunization of a yearly flu vaccination. Students will be provided information via email when current seasonal flu vaccinations are available. Documentation must be provided by October 1<sup>st</sup> each year while enrolled in pharmacy school.
- **Criminal Background Checks** –  
Please refer to the MSOP Student Handbook
- **Health Insurance Portability & Accountability Act (HIPAA) Training** – All students enrolled in the MSOP will be required to complete an online training program for protection of patient-sensitive health information as required by HIPAA. Students will be notified on the first day of class of the details for completion of this training, and will be given two weeks from the first day of class to complete this training. Failure to do so will result in being unable to complete required experiential courses and will jeopardize enrollment in the MSOP.
- **OSHA Training** – All students enrolled in the MSOP will be required to complete an online training program for prevention of exposure to blood-borne pathogens as required by the Occupational Safety and Health Administration (OSHA). This training is one hour in length and must be renewed annually throughout the time enrolled in the MSOP.
- **CPR Training** – CPR training must be kept current the entire time while enrolled in pharmacy school beginning in the P1 year. CPR training is received at the MSOP during the P1 year and again in the P3 year. The student is responsible for providing documentation to the Office of Experiential Education, ESS (beginning with the Class of 2020) or site upon request.

### **Site Specific Requirements:**

Many sites have site-specific documents, orientations, on-line training, fingerprinting, or background checks which must be completed 30 to 90 days in advance before beginning the experiential course. Students will receive information regarding accessing the site specific requirements in E Value during orientation sessions. Students

receiving a schedule change through the Office of Experiential Education are responsible for acquiring information about any site specific requirements for the site they are assigned. Students are required to complete all requirements and supply any supporting documentation, no later than the date specified by the Office of Experiential Education to the Office of Experiential Education for transmittal to the site. **Failure to do so will result in removal from the course and may delay graduation from the program.**

## **Student Professionalism:**

### **Dress Code and Personal Appearance Requirements for Experiential Courses**

The MSOP experiential dress code program is intended to promote professionalism. The dress code is to be in place at all times while operating at the site or after-hours at the site. The dress code is in effect regardless of the standards at a particular site, unless a site has a more stringent or formal dress requirements. If the student is off site for research purposes or otherwise, e.g. at the MSOP, Lister Hill Library, then the student is still on duty in the course and should be dressed in accordance with the dress code. The preceptor has the right to alter the dress code for specialized environments that require special dress, e.g. surgery or clean room dress. If the dress code is much less than the MSOP dress code then the preceptor and student are to understand that the MSOP dress code takes precedence and the student is expected to follow it. The dress code is rigidly enforced and a student will be dismissed, with possible academic penalty, from the site for not complying with it (preceptors have that prerogative based on site dress code requirements).

**Students who violate the dress code requirements may be asked to leave the practice site in order to comply with the dress code/personal appearance standards, and the student will be required to make up the time missed. In such cases, the preceptor shall notify the Experiential Education Administration. A repeat violation within the same experience will result in removal from the practice site**

Please note the following:

- A lab coat or jacket and name tag is required. Lab coats/jackets should be clean and neat.
- For men, a tie is required, but may be removed if the site prohibits them due to concerns for safety.
- For women, a dress, skirt or slacks are required. No yoga pants or leggings are allowed.
- Jeans, shorts, tank tops, halter tops, shower shoes, flip flops or bare feet are not permitted.
- Closed-toed shoes are required. Due to OSHA regulations, open-toed shoes are prohibited.
- Scrubs are permitted as a substitute for dress attire only if scrubs are required by the site due to the nature of the pharmacy practice or healthcare being provided (i.e. operating room, sterile compounding, etc.)
- Women may wear only one earring per ear lobe. Men are not allowed to wear earrings.
- No other body piercing jewelry or gages is allowed.
- Hair must be kept neat at all times. Neatly trimmed beards and/or mustaches will be allowed. Stubble is not allowed.
- Some experiential sites may have stricter professional appearances requirements. Students are required to comply. Students will not be reassigned to other sites based on requests to avoid these stricter requirements.



## **Electronic Media**

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, Instagram, Snapchat, Periscope, Pinterest, LinkedIn (hereafter collectively referred to as social media) are increasingly popular tools for professional communication and social interaction. The McWhorter School of Pharmacy recognizes social media as excellent opportunities for students, faculty and staff to interact both personally and professionally with the latter known as e-Professionalism. While these sites have become a great means of communicating, as health care professionals, pharmacy students of the MSOP, have the responsibility of being fully aware that use of social media is a potential forum for lapses in professional and ethical conduct.

It is the responsibility of each MSOP student to understand that posting certain information is not only unprofessional and/or unethical, but can also be illegal. Public postings on social media may have legal ramifications if comments are made by students concerning patients or portray themselves, other students, faculty, staff, affiliate clinical instructors, or other colleagues in an unprofessional manner. Postings can be used by the courts or professional licensing boards. Students must be aware that violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Students must also be aware that offenders may be subject to adverse academic actions that range from a letter of reprimand, removal from an experiential course site, failure of an experiential course, probation or even dismissal from the University.

Students choosing to use these websites and applications must be responsible for only allowing trustworthy “friends” to have access to your personal page(s). However, students must also be aware that even having social media sites set as “private”, unintentional access can happen and it happens frequently. While the MSOP does not actively monitor on-line activities of the student body, unprofessional issues could be, and have been in the past, brought to the School’s attention through a variety of mechanisms. The MSOP student must understand that by identifying themselves publically using social media, they are creating perceptions about the MSOP, Samford University, an experiential site, and the profession of Pharmacy, and thereby must assure that all public content is consistent with the values and professional standards of Samford University, the MSOP and the Pharmacy Profession.

### **The following actions are strictly forbidden:**

- You may not report the personal health information of other individuals. Removal of an individual’s name does not constitute proper-de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of highly specific medical photographs may still allow the reader to recognize the identify of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narrative evaluations, examination scores, or adverse academic actions.
- You may not represent yourself as another person.
- You may not utilize websites and/or applications in a manner that interferes with your experiential learning while on or off the experiential site.
- You may not knowingly distribute false evidence, statements or charges against another student, faculty, staff, affiliate clinical instructor, or experiential site of the MSOP.
- You may not use social media as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peers, faculty, staff, affiliate clinical instructors, or experiential sites of the MSOP.

- You may not display use of language or photographs that imply disrespect for any individual or group. This is considered harassment and could have legal consequences.

**In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged:**

- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
- Posting of potentially inflammatory or unflattering material on another individual’s website
- Displaying use of vulgar language
- Exchanging text messages with other health care providers containing patient information during IPPE or APPE courses. If these text messages are received they should be deleted immediately after having been read and not shared.

**Contacting Sites/Preceptors**

Samford University maintains affiliations with nearly 400 sites and nearly 700 preceptors. These relationships are important to the delivery of academic APPE courses within experiential education. It is unacceptable for students to contact preceptors/sites for the purpose of negotiating or arranging rotations or affiliations. If a student is interested in Samford affiliating with a new site, the potential preceptor’s name and contact information should be provided to the Office of Experiential Education and contact will be initiated by the MSOP.

Students assigned to complete experiential courses must contact their assigned preceptor no less than 4 weeks prior to the start of the experiential course. This allows adequate time to reach the preceptor to determine first-day procedures. Students assigned to experiential courses starting in January should contact their preceptors no later than December 5th due to the holiday season.

**Appointment of Preceptors to the Faculty**

Preceptors of the McWhorter School of Pharmacy hold the appointment of “Affiliate Clinical Instructor of Pharmacy Practice.” Affiliate Clinical Instructors are not employees of Samford University.

**International Experiential Education Course Information Requirements and Guidelines**

Samford University’s McWhorter School of Pharmacy maintains active affiliations with multiple institutions abroad for delivery of PHRX 678 International Pharmacy I and PHRX 679 International Pharmacy II. These opportunities are provided to further the mission of the university and school; to provide students with global education perspectives; and to provide faculty for unique opportunities for service and collaboration in scholarship and teaching. Specific information about current affiliations will be provided to students at a time appropriate for registration in these courses. Participation in international APPE courses is at the discretion of the Director, Experiential Education. No international courses will be scheduled until approval is granted.

In addition to meeting the academic requirements for completion of PHRX 678 and PHRX 679, students should note the following:

- ❖ All costs associated with travel to and from the experiential site, housing, food and transportation costs while abroad are the responsibility of the student.
- ❖ Rising P4 students must pay a non-refundable \$250 international program fee to the McWhorter School of Pharmacy as a commitment to complete an experiential course abroad.

- ❖ Students must possess a valid passport and provide a copy of the passport to the Office of Experiential Education no later than the due date of the international program fee.
- ❖ Students must submit a Health Clearance Form completed by their Primary Care Provider verifying a status of good health.
- ❖ Every attempt is made to allow students to complete these courses in pairs. However, due to academic reasons or site availability, this cannot be guaranteed. Students paying the international program fee agree to complete any assigned course alone if necessary.
- ❖ Students should not make travel arrangements until notified by the Office of Experiential Education that it is okay to do so. The Office of Experiential Education must be provided with a copy of the flight itinerary provided by the airline after arrangements have been finalized.
- ❖ Students must complete required Samford University Office of Global Engagement paperwork prior to departure.
- ❖ It is the student's responsibility to acquire housing and provide contact information to the Office of Experiential Education. Any site that provides housing or requires students stay in designated housing for a fee should be contacted to secure this housing at the earliest opportunity. It is also the student's responsibility to acquire any documentation required to enter the guest country. (Passport, visa, etc.) Specific information for visa applications is available through the Office of Global Engagement.
- ❖ Students traveling to any international site, EXCEPT sites in Japan and the United Kingdom, must complete an international travel medicine consult and provide proof of visit and country-appropriate immunizations to the Office of Experiential Education not less than 6 weeks prior to departure. Consults are available locally at the Jefferson County Department of Health by calling 205-933-9110 or Christ Health Center by calling 205-380-9435 for an appointment. You may also schedule an appointment with UAB Travel Medicine Clinic at Kirklind Clinic by calling 205-731-9366.
- ❖ Travel Insurance is required for all International experiential courses and can be obtained through the Office of Global Engagement.
- ❖ Due to recent revisions in CDC guidelines, students that participate in international travel (international APPEs, mission trips, vacations, etc.) may be required to provide documentation of additional TB testing upon their return.

### **Random Urine Drug Screening**

Please refer to the MSOP Student Handbook

### **Supervision at Experiential Sites**

Experiential affiliates are contractually bound to identify a preceptor with whom the student will work primarily during the experiential course. However, it is expected that the assigned primary preceptor will be only one of many teachers/preceptors at the site. For example, while a student may be assigned to a pharmacist in an ambulatory care clinic, it is expected that the student will spend significant amounts of time learning from nurses, physicians, dietitians, other pharmacists, medical and pharmacy residents, and other professional and support staff working at the site. These other medical professionals and support staff may also provide input into the final evaluation of the student. Students should expect to have regular contact with their assigned preceptor, and should expect that their assigned preceptor will provide feedback on a consistent and regular basis throughout the experience. At other times, it is acceptable for the student to be supervised by other physicians, nurses, or pharmacists. In dispensing settings, at no time should students be left alone in the dispensary. Students are

expected to abide by all laws and regulations applicable to the supervision of interns/externs in the state in which they are completing the experiential course.

### **Privacy and Confidentiality of Student Information**

The Office of Experiential Education maintains certain information, including health information, on students as required by our external affiliation agreements. This information is considered part of the academic record of the student and is protected by the Family Educational Rights and Privacy Act (FERPA). The information on file in the Office of Experiential Education may be shared with other individuals (including preceptors, site officials, and credentialing service) as necessary to deliver educational education.

### **Confidentiality of Proprietary Information**

Students will, in the course of their education and training, learn certain aspects of the pharmacy or institution's operations. This may include pricing procedures, prescription volume information, daily census information, billing and reimbursement information, marketing practices, and other proprietary aspects of the business/institution. The preceptor is placing considerable trust in the student in serving as an educator and mentor. The student should appreciate this and respect the preceptor and site by not betraying this confidence. Sharing proprietary information outside of the confines of the practice is unacceptable. Violations will result in a grade of "F" in the course, even if discovered well after the completion of the course, and automatic suspension from the school of pharmacy.

### **Injury/Illness**

In the event a student suffers an injury or illness at the facility while completing an experiential course, it is the student's responsibility to obtain medical treatment for the injury/illness. Students are required to maintain major medical insurance throughout their enrollment in the doctor of pharmacy program. Students may be required by the site to provide proof of insurance on demand. Neither the facility nor Samford University will be financially or otherwise responsible for the expenses of medical treatment necessitated by injury or illness at an experiential site.

### **Blood-borne Pathogen Exposure**

Please refer to the MSOP Student Handbook

### **Statement on the Role of the Pharmacy Student at Experiential Sites**

The pharmacy operation and provision of patient services should be executed independent of the student. Students should not be utilized as "unpaid employees". Students should be generally permitted to perform any function performed by the pharmacist and as allowed by applicable state law, consistent with the level of education and training of the student, as long as the student is under the direct supervision of a pharmacist. The emphasis of student experiential education is "hands-on, learning-by-doing" under supervision consistent with the learning outcomes of the program and specific learning objectives of the respective experiential course.

When the Director or Assistant Director of Experiential Education is notified of a low score or a problem is reported for a site or preceptor during an experiential course, then the claim is reviewed by the Director or Assistant Director. Based on the review of the claim, the Director or Assistant Director determines if a student consultation is needed for further information and/or if a site visit is necessary. If a site visit occurs, documentation of each encounter is kept on file by the Office of Experiential Education. A low score is defined as less than "Agree".

If the student witnesses a violation of the *Pharmacy Practice Act* while on an experiential, the student as a licensed Extern has a right to report the violation to the appropriate State Board of Pharmacy. The student must contact the Director, Experiential Education or Director, IPPE **FIRST** before the Board is contacted.

## **Completion of Multiple Experiential Courses with the Same Preceptor**

Generally, students will benefit from a broad range of experiences at multiple practice locations as a part of experiential education. However, from time to time it may be appropriate for a student to complete a second rotation with the same preceptor at the same site. This may be considered if there are clearly defined learning objectives for the second course which are substantively different from the first course completed. Under no circumstance should students negotiate or discuss with preceptors the possibility of completing a second course with that preceptor. Preceptors are asked, due to the complexity of the program, to please refrain from discussing with specific students completion of additional experiential courses at your site. **Requests should be made directly to the Director, Experiential Education.**

## **Completion of Experiential Courses with a, Current Employer, Former Employer, or Relative**

Students are prohibited from completing experiential course work with a relative (to include a parent, spouse, sibling, in-law, grandparent, child, uncle, aunt, or other blood relative or relative by marriage). Students must disclose any potential conflicts before the scheduling process begins.

Students are prohibited from completing experiential course work within a specific practice area within a pharmacy practice site where they are currently or previously employed. It is the responsibility of the student to notify the Office of Experiential Education of any current or former employer relationships. Students who attempt to complete or complete an experiential course with an affiliate or preceptor that is, at the time of the course, a current or former employer will be assigned an automatic “F” in the course and be required to repeat the same course at a time and site determined by the Office of Experiential Education.

## **Expectations Regarding Samford or Preceptor Provided Housing**

Samford University owns the historic Holley House in Marion, Alabama. Pharmacy students are regular and consistent users of this home. Because this is a Samford University-owned facility, all rules and regulations for on-campus housing apply to the Holley House. Students assigned to an experiential course which requires residence at the Holley House are expected to review the policies and procedures listed on the Samford University Residence Life website at <http://www3.samford.edu/ops/reslife/>. Failure to abide by the University’s policies and procedures related to housing can result in suspension or expulsion from the University.

Housing is provided at no additional cost to students at the Holley House, at the Greene County Hospital and Nursing Home, at Vital Care of Meridian Mississippi, and at other selected sites. It is the responsibility of the student(s) assigned to the site to ensure that the housing quarters are orderly and clean at all times. Maid service is NOT provided. If a student identifies an issue that requires maintenance intervention, please contact the on-site coordinator (see E\*Value for more information).

