

## Requirements for New Affiliate Clinical Instructors of Pharmacy Practice

### Samford University – McWhorter School of Pharmacy

Thank you for expressing interest in becoming an affiliate clinical instructor of pharmacy practice (i.e. a preceptor) for the Samford University McWhorter School of Pharmacy. To ensure that the school meets its accreditation requirements and its objective of providing the highest quality pharmacy experiences for students in our school, it is necessary for all preceptors to complete the following prior to being assigned students for experiential course work. All new affiliate clinical instructors must:

- Ensure that your site has executed an affiliation agreement with Samford University;
- Submit by fax (205-726-4214) or e-mail a completed “Preceptor-Affiliate Clinical Instructor Application and Information Form” to [msopexp@samford.edu](mailto:msopexp@samford.edu).
- Agree to meet the preceptor quality criteria;
- Provide the office of experiential education with a copy of your CV or resume. We will accept the information submitted on the last page of the Preceptor- Affiliate Clinical Instructor Application and Information Form in lieu of the CV;
- Complete a free, 4 module (0.1 CEU) online preceptor development education.
- Continue to be in good standing as a preceptor with your state or national board of pharmacy.

If you have any questions about the process of becoming a new preceptor with the McWhorter School of Pharmacy, please contact one of the faculty or staff members below. We look forward to partnering with you in the education of student pharmacists!

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## Preceptor – Affiliate Clinical Instructor Application and Information Form

We **MUST** have this information on file for **ALL** preceptors engaged in teaching our students in experiential coursework. The form must be completed upon initial appointment as Affiliate Clinical Instructor and then resubmitted any time you change your practice site or have a significant change to your practice responsibilities.

Please attached either a current resume or CV to this information form. Pages 1 through 4 must be completed by all preceptors. Page 5 is only required if you do not attach a resume or CV. These documents may be transmitted electronically to [msopexp@samford.edu](mailto:msopexp@samford.edu) or via fax at 205-726-4214.

Date: \_\_\_\_\_  Male  Female

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden Name (If Applicable): \_\_\_\_\_

Pharmacy State Licensure: State: \_\_\_\_\_ License Number: \_\_\_\_\_

Degree (R.Ph., Pharm.D, D.Ph., MD, Ph.D., etc): \_\_\_\_\_ Job Title: \_\_\_\_\_

Professional Certifications (board certifications (BCPS, BCGP, etc.), MTM, Immunizations, other): \_\_\_\_\_

Name of Practice Site: \_\_\_\_\_

Practice Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Email Address (students will have access to this email): \_\_\_\_\_

**\*Please make special note: Our system is entirely electronic. We MUST have a valid email address for generation of assessments and preceptor communication. Please notify our office if your email address changes.\***

Area(s) of Specialization: \_\_\_\_\_

Do you have an Alabama Preceptor's Certificate?  Yes  No

If yes, when does your certificate expire? \_\_\_\_\_

Are you a preceptor for other schools or colleges of Pharmacy?  Yes  No

If yes, which schools or colleges? \_\_\_\_\_

Are you able to accommodate students for 40 or more contact hours per week?  Yes  No

Normal time the students are expected to be at the site (e.g. Mon-Fri: 7 am – 5 pm): \_\_\_\_\_

Do you provide a work/study area for the student?  Yes  No

Do you provide an area for the student to store their belongings?  Yes  No

Will students have access to the Internet and Samford University's on-line Drug Information Center while at your site?  
 Yes  No

Practice Setting:

Community Pharmacy

Chain  Independent

Hospital Pharmacy

University  Private  Government

Ambulatory Care

Home Infusion / Long Term Care

Nuclear

Other: \_\_\_\_\_

If your practice setting is in a hospital or long term care facility, please indicate the number of beds:

0-100  100-200  200-300  300-400  >400

Do we have permission to highlight our partnership with you and your site on our website and in our newsletters?  
 Yes  No

Do you have an Internet address of your institution that we can reference or link?  Yes  No

If yes, please give us the web address: \_\_\_\_\_

Our student evaluations/assessments for experiential courses require on-line submission of all documentation. Will you have online access to complete evaluations/assessments of students in a timely fashion, generally at the midpoint and the end of each calendar month?

Yes  No

Please provide descriptive information about your practice site so students can make informed choices about experiential course assignments. Briefly describe the type of experience a student would have at your site and indicate any special features that make your rotation experience unique.

What are the major things a student will learn from spending time with you and your colleagues at your site? Please list 4 or 5.

Please provide detailed driving directions to your site including any special parking instructions.

**Personnel with whom students will interact with while on assignment at your site. (Please check all that apply)**

BS Pharmacist

Pharmacy Techs

Pharm.D.

RN

Pharmacy Resident/Fellows

MD

MS

PA or NP

Ph.D.

Other: \_\_\_\_\_

**Professional Services – Please check all areas in which you (individually) provide service:**

- |   |   |
|---|---|
| <input type="checkbox"/> Anticoagulation Monitoring                 | <input type="checkbox"/> Critical Care Unit             |
| <input type="checkbox"/> Community/Group Education                  | <input type="checkbox"/> Compounding (non-sterile)      |
| <input type="checkbox"/> Medication Therapy Management              | <input type="checkbox"/> Compounding (sterile)          |
| <input type="checkbox"/> Medication Reconciliation                  | <input type="checkbox"/> Government Agency              |
| <input type="checkbox"/> Dispensing/Packaging                       | <input type="checkbox"/> Mental Health Services         |
| <input type="checkbox"/> Durable Medical Equipment                  | <input type="checkbox"/> Pharmacokinetic Monitoring     |
| <input type="checkbox"/> Hospice Care                               | <input type="checkbox"/> P & T Committee Functioning    |
| <input type="checkbox"/> Clinical Research                          | <input type="checkbox"/> Pharmacy Newsletter            |
| <input type="checkbox"/> Drug Information Center                    | <input type="checkbox"/> Poison Control Center          |
| <input type="checkbox"/> Drug Utilization Review                    | <input type="checkbox"/> OTC Counseling                 |
| <input type="checkbox"/> Health Screening Clinic                    | <input type="checkbox"/> Disease State Management       |
| <input type="checkbox"/> Patient Discharge Consult                  | <input type="checkbox"/> Immunizations                  |
| <input type="checkbox"/> Pharmacist Involved on Code Teams          | <input type="checkbox"/> Nutrition Support              |
| <input type="checkbox"/> Pharmacist Involved on Daily Rounds        | <input type="checkbox"/> Oncology Services              |
| <input type="checkbox"/> Pediatric Inpatient Services               | <input type="checkbox"/> Cardiology Services            |
| <input type="checkbox"/> Home Care                                  | <input type="checkbox"/> Nuclear Pharmacy Services      |
| <input type="checkbox"/> Primary Care                               | <input type="checkbox"/> Association Management         |
| <input type="checkbox"/> Pharmaceutical Industry/Academic Detailing | <input type="checkbox"/> Medical Writing/CE Development |
| <input type="checkbox"/> Infectious Disease Services                | <input type="checkbox"/> Neurology Services             |
| <input type="checkbox"/> Emergency Medicine                         | <input type="checkbox"/> Nephrology Services            |
| <input type="checkbox"/> Geriatrics/Long Term Care                  | <input type="checkbox"/> Fertility Services             |
| <input type="checkbox"/> Specialized Pharmaceuticals                | <input type="checkbox"/> Smoking Cessation              |
| <input type="checkbox"/> Veterinary Services                        | <input type="checkbox"/> Other: _____                   |

Does your site utilize an electronic medical record?     Yes     No     Not Applicable

What is the name of your pharmacy dispensing software vendor, if applicable? \_\_\_\_\_

This page is only required if the preceptor does NOT submit a resume or CV.

**Education/Degrees**

<b>Institution Attended</b>	<b>Dates Attended</b>	<b>Degree Awarded</b>

**Post Graduate Training (Residency, Fellowship, etc.)**

<b>Post Graduate Training</b>	<b>Dates Attended</b>	<b>Completion Date</b>

**Employment History**

<b>Position</b>	<b>Employer</b>	<b>Dates</b>

**Professional Licensure**

<b>State Where Licensed to Practice</b>	<b>License Number</b>

## Preceptor Expectations and Agreement

The preceptor for the McWhorter School of Pharmacy must:

- be licensed for a minimum of two years, and in good standing by the respective board of pharmacy as required by the practice environment;
- complete an Preceptor Affiliate Clinical Instructor Application and Information Form;
- serve as an exemplary professional role model and instructor for students;
- have the desire, time, and support (technical, administrative and staff) to facilitate the student's learning process and to assess the student's performance;
- maintain an ethical and school's values-sensitive practice;
- provide an orientation to the required activities and objectives of the rotation for the student prior to the experience or at the start of the experience ;
- provide feedback throughout the experience and perform the necessary written evaluations in a timely manner;
- be in communication with the Experiential Education in regards to any foreseeable questions, issues, or concerns (e.g. scheduling conflicts, student performance, student professionalism, etc.);
- maintain student confidentiality;
- abide by all policies of the experiential education;
- maintain a positive and progressive outlook for the progression of pharmacy;
- complete the school's preceptor orientation;
- provide learning experiences that meet the goals and objectives for the particular practice experience;
- be responsible for interacting with and supervising the student on a regular basis. Preceptors are also responsible for identifying an acceptable replacement to supervise students during absences.
- recognize where the student is in the curriculum and evaluate him/her based on their didactic experience.

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Signature and Date

# Preceptor Development Modules

The modules linked below are designed to inform preceptors about Samford University's School of Pharmacy and Experiential Education. Completing all 4 modules provides 1 hour of non-live CPE credit (0.1 CEU) approved by ACPE. In order to receive credit, you must complete the evaluation form (link below).

## Module 1: Overview of Experiential Education

This module provides an overview of the Experiential Education Office and the School's Curriculum. (CTRL and click on the picture to Open the link or copy the address in web browser)

<https://www.youtube.com/embed/eUTnm5vBpIY?rel=0>



## Module 2: Overview of E-Value

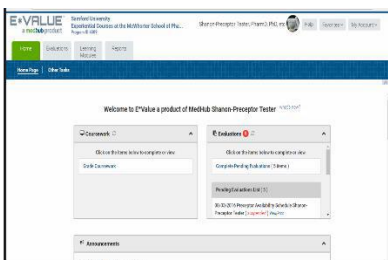
This module provides basic instruction for accessing and navigating E-Value, our on-line learning management system. The video includes instruction of accessing schedules, coursework and evaluations. (CTRL and click on the picture to Open the link or copy the address in web browser)

<https://youtube.com/embed/ZXbPQe-vfyk?rel=0>

## Module 3: Outcomes and Evaluations

This module provides an overview of the School of Pharmacy's learning outcomes, mission, and vision. In addition, the video provides an in-depth review of the experiential evaluations. (CTRL and click on the picture to Open the link or copy the address in web browser)

<https://youtube.com/embed/55ymQ09mrfA?rel=0>



## Module 4: Feedback and Evaluation

This module provides an overview of the difference between feedback and summative evaluation. The video also outlines examples related to feedback and summative evaluations. (CTRL and click on the picture to Open the link or copy the address in web browser)

[https://youtube.com/embed/6nBGlwx9\\_3A?rel=0](https://youtube.com/embed/6nBGlwx9_3A?rel=0)

## Evaluation: Required for CPE credit

Once you have completed all 4 modules, please click on the link and complete the evaluation for your 1 hour of non-live CPE credit. [https://samford.qualtrics.com/jfe/form/SV\\_eKxTU643pyg3dcx](https://samford.qualtrics.com/jfe/form/SV_eKxTU643pyg3dcx)



**McWhorter School of Pharmacy**  
**Advanced Pharmacy Practice Experiences**

**ACPE Overall Requirements**

- 1,600 total hours completed during the P4 year (8 experientials)
- Required experiences to include
  - o Ambulatory Care
  - o Community Pharmacy (Must provide different learning objectives from those stated for all Community IPPE courses, i.e. offer MTM services; Diabetes specialist/diabetic supplies; DME; Immunizations; Patient Counseling)
  - o General Medicine
  - o Institutional Pharmacy (hospital / health-system pharmacy)

**McWhorter School of Pharmacy APPE Requirements**

- The four above mentioned experiences required by ACPE
- **Plus** the following experiences
  - o Second Selective (General/Specialty Medicine)
  - o Three Elective experiences

**Time Frames for APPEs**

- Academic year begins each May and ends each April
- Actual APPE rotation time frame months are:
  - o Summer Semester: May, June, July, August
  - o Fall Semester: August, September, October and November
  - o Spring Semester: January, February, March, and April

**Grading**

- All APPE student Pharmaceutical Care Abilities Profile (PCAP) evaluations are completed on-line through E\*Value.
- All APPE student Pharmaceutical Care Abilities Profile (PCAP) evaluations should be completed no later than the last day of each APPE rotation time frame.
- All APPE students should receive a mid-point evaluation with comments on how student is progressing.
- All final evaluations should be discussed with each student on the last day of the rotation time frame.
- If problems occur with a student at any time throughout the experience, the Experiential Education Office should be notified **immediately**.

**Instructing Stipends**

- APPE preceptors receive a stipend according to each individual affiliation agreement between the site and Samford University.
- All stipends will be generated at the end of each semester (November for Fall Semester, and April for Spring Semester).
- A W-9 form must be completed for the preceptor or site. The W-9 form must be on file with the Experiential Education Office in order for preceptor stipends to be generated.

**Instructors**

- School of Pharmacy Faculty Members
- Preceptors (Affiliate Clinical Instructors of Pharmacy Practice)

**Ability Based Outcomes:** The McWhorter School of Pharmacy has adopted certain Ability Based Outcomes (ABOs) as part of its curricular process. The ABOs applicable to experiential courses in the P4 year include:

- **Communications:** The student will demonstrate effective written and verbal communication skills.
- **Professionalism:** The student will demonstrate professional behavior in all school-related activities.
- **Evidence-Based Practice:** The student will demonstrate competency in using drug information skills to promote evidence-based practice.
- **Practice Management:** The student will be able to apply management competency in using drug information skills to promote evidence-based practice.
- **Critical Thinking:** The student will effectively evaluate information and critically think through issues to provide appropriate solutions to drug-related problems.
- **Pharmaceutical Care:** The student will exercise appropriate clinical judgments to provide optimal pharmaceutical care to patients with common disease states.

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General Fax: 205-726-4214

**McWhorter School of Pharmacy**  
**Introductory Pharmacy Practice Experiences (IPPEs)**

**ACPE Overall Requirements**

- 300 IPPE hours total before APPE year
- Must be balanced between community and institutional pharmacy

**Course Rotations and Descriptions**

**P1 Class**

- PHRX 301 (May)      Students in an community pharmacy for three weeks for 120 hours

\*Objective: Learn the distribution process and introduction of patient care process in a community pharmacy setting

**P2 Class**

- PHRX 401-01 (May)      Students in an institutional pharmacy for three weeks for 120 hours
- PHRX 401-02 (June)      Students in an institutional pharmacy for three weeks for 120 hours
- PHRX 401-03 (July)      Students in an institutional pharmacy for three weeks for 120 hours
- PHRX 401-04 (July/August)      Students in an institutional pharmacy for three weeks for 120 hours

\*Objective: Learn the distribution process and introduction to the patient care process in an institutional pharmacy setting

**P3 Class**

- PHRX 501 (Sept-Oct.)      Students in a community pharmacy for 1 week block totaling 48 hours.

\*Objective: Public health focus, flu vaccinations, helping OTC product selection, etc. Students will be in front of the counter doing these activities instead of behind the counter involved in the medication distribution process.

**Please Note**

Based on student activities available at your site, your email address will be categorized by the groups below. Please note that your site may be in more than one group based on the nature of your site. This change will hopefully reduce the number of emails you receive from E\*Value. Please read email notifications carefully and notify our office if changes need to be made. Thank you!

- Community Pharmacy Preceptors (PHRX 301)
- Institutional Pharmacy Preceptors (PHRX 401-01, 401-02, 401-03, 401-04)
- Community Pharmacy Preceptors with Public Health Focus Opportunities (PHRX 501)

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**AFFILIATE CLINICAL INSTRUCTOR (PRECEPTOR) AVAILABILITY SCHEDULE – APPE (P4) STUDENTS  
2019-2020 Academic Year**

Preceptor's Name: \_\_\_\_\_

Title & Position: \_\_\_\_\_

Name of Practice Site: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone Number with Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone (if available): \_\_\_\_\_

Area(s) of Specialization: \_\_\_\_\_

Please list all degrees earned: \_\_\_\_\_

Please list all professional certifications (board certifications (BCPS, BCGP, etc.), MTM, Immunizations, other): \_\_\_\_\_

**\*\*\*\*All Advanced Pharmacy Practice Experiences (APPEs) for the McWhorter School of Pharmacy will now be scheduled during nine 5-weeks rotation blocks. All APPEs will begin on a Monday and end on a Friday, provided it is not a Samford recognized holiday for students.**

APPE Summer 2019 Rotation Blocks	Block #1	Block #2	Block #3
	5/13/2019 – 6/14/2019	6/17/2019 – 7/19/2019	7/22/2019 – 8/23/2019
Enter the # of APPE (P4) students you can take to the right.			

APPE Fall 2019 Rotation Blocks	Block #4	Block #5	Block #6
	8/26/2019 – 9/27/2019	9/30/2019 – 11/1/2019	11/4/2019 – 12/5/2019
Enter the # of APPE (P4) students you can take to the right.			

APPE Spring 2020 Rotation Blocks	Block #7	Block #8	Block #9
	1/6/2020 – 2/7/2020	2/10/2020 – 3/13/2020	3/16/2020 – 4/17/2020
Enter the # of APPE (P4) students you can take to the right.			