



**UNIVERSITY OF
GEORGIA**
College of Pharmacy

Division of Experience Programs

**Introductory Pharmacy Practice Experience (IPPE) and
Advanced Pharmacy Practice Experience (APPE)
Manual**

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Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) Manual University of Georgia College of Pharmacy

Overview

The purpose of the experiential education portion of the curriculum is to provide pharmacy students with practical experience in various aspects of the profession of pharmacy. Students gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. A pharmacist preceptor directs the majority of practice experiences. Students should view each experience as an opportunity to incorporate learned didactic information into the development of the skills necessary to be a competent pharmacy practitioner.

IPPEs are designed to begin early in the curriculum and continue in a progressive manner to prepare students for Advanced Pharmacy Practice Experiences (APPEs) in the fourth year. These experiences provide an introduction to the practice of pharmacy in a variety of settings. IPPEs permit students, under appropriate supervision and as permitted by practice regulations, to assume direct patient care responsibilities.

APPEs are designed to provide students the opportunity to focus on clinical aspects of pharmacy practice. These experiences usually involve direct patient care in a specific clinical area (e.g., cardiology, oncology, pediatrics, etc.). However, some experiences may not have direct patient care (e.g., drug information, pharmaceutical industry, research, etc.). APPE assignments are for a five week period.

College of Pharmacy Experience Programs Faculty and Staff

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UGA COP IPPE Program

The IPPE Curriculum consists of 322 total hours spread across the first three professional years.

P1 Year

Course	Activity	Pharmacy Practice Hours	Simulation Hours	Total IPPE Hours	IPE (Y/N)
Essentials 1					
	Disaster Preparedness				
	• Mass Casualty		3	3	
	• Mass Dispensing		3	3	
Essentials 2					
	Standardized Patients		3	3	
	IPE		2	4	Y
	Day at the Dome (Advocacy)	2		2	
Community Block		135		135	
1 st Yr Total:		137	11	150	

P2 Year

Course	Activity	Patient Care Hours	Simulation Hours	Total IPPE Hours	IPE (Y/N)
Essentials 3					
	Residency Exposure	4		4	
	Immunizations - Flu	3	3	6	
	Ambulatory Care or Refill Clinic	8/0 or 0/3	3	11 or 6	Y
Essentials 4					
	Immunizations - Travel		3	3	
	Ambulatory Care or Refill Clinic	8/0 or 0/3		3 or 8	Y
Health System Block		121		121	Y
2 nd Yr Total		139	9	148	

P3 Year

Course	Activity	Patient Care Hours	Simulation Hours	Total IPPE Hours	IPE (Y/N)
Applied 1					
	Health System 2	9	2	11	Y
	Immunizations	6		6	
Applied 2					
	Health System 2	9		9	Y
3 rd Yr Total:		24	2	26	
GRAND TOTAL		300	22	322	

UGA COP APPE Program

APPE Structure

The APPE Curriculum consists of eight 5-week rotations during the 4th professional year. (1600 Hours).

- Summer – 2 APPEs
- Fall – 3 APPEs and a 5-week off block
- Spring – 3 APPEs

The APPEs are composed of 5 Required and 3 Elective APPEs.

- Required APPEs (5 APPEs)
 - Advanced Community (1 APPE)
 - Advanced Institutional (1 APPE)
 - Acute Care (2 APPEs)
 - Medicine / Medicine Subspecialty
 - At least one must be in an adult medicine population
 - Outpatient Care (1 APPE)
- Elective APPEs (3 APPEs) can be any of the following:
 - Acute Care
 - Outpatient Care
 - Advanced Community (maximum of 1 additional APPE)
 - Indirect / Non-Patient Care (maximum of 2 APPEs)

APPE Region and Rotation Assignment

Students are assigned their 4th APPE region in one of the following manners:

- 2+2 campus students
 - Assignments are made at admission with limited opportunities to swap 2+2 campus location during the 2nd professional year (process handled through UGACOP Student Affairs)
- Non 2+2 campus students
 - Assignments are made at the beginning of the third professional year based upon the APPE Region Matching System Policy

Students provide preferences for and are assigned APPEs within their given APPE region. There is an option of one out of area APPE within the 6 designated APPE regions. Limited options exist for experiences in other non-APPE regions of the state; these will be covered by the APPE Director during the third professional year. Students are responsible for providing their own housing for APPEs.

Policies and Procedures

Assignment

Introductory pharmacy practice experiences (IPPEs) are incorporated into courses offered during the first three years of the Doctor of Pharmacy curriculum. These experiences are designed to provide students with a better understanding of how pharmacy relates not only to patients, but also to other health care disciplines. A variety of teaching strategies are utilized to provide experiences both on and off campus. Students should be aware that experiences may be scheduled outside of normal class time. There are two 3-week experiential blocks assigned during the curriculum, one in community and one in health system pharmacy. Efforts will be made to place students at approved sites within a 50 mile radius of their preferred Georgia locations. However, this is subject to site and preceptor availability. Other IPPEs completed during the Doctor of Pharmacy program include, but are not limited to, ambulatory care, immunization administration, inpatient pharmacy care services, pharmacy residency exposure, standardized patients, disaster preparedness and professional advocacy.

Fourth year Pharm.D. students will be assigned eight 5-week APPEs; one advanced community APPE, one advanced institutional APPE, two acute care APPEs (one of which must be in an adult population), one outpatient care APPE, and three elective APPEs. No more than two APPEs can be in indirect or non-patient care areas. Program exemptions will not be granted, regardless of previous experience. Students will also have one 5-week “vacation” block during the Fall semester.

For any IPPE or APPE, the student may not work with a preceptor if they are related in any way or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern. In limited situations, students employed by a facility may complete an IPPE or APPE at that facility as long as the experience differs from their job description. If a student is assigned to a facility or preceptor in which there is a potential conflict, he/she must notify the appropriate IPPE Director or APPE Director by email regarding the potential conflict. If a Director is not notified and discovers the situation and determines that a conflict exists, the student will be withdrawn from the site and will receive a failing grade for the experience.

Attendance

Schedule

Student IPPE hours vary depending on the activity; for each APPE, students are required to complete a minimum of 40 hours each week of the five week course. Although the majority of IPPEs and APPEs have scheduled hours between 8am and 6pm, there are some IPPEs and APPEs that are primarily evening shift experiences. Regardless of the general hours, the preceptor may require the student to be present at the site during a day, evening, night, or weekend to experience the difference in workload and pace. Scheduled break times (lunch, etc.) are to be determined by the preceptor, and students should have permission from their preceptor prior to leaving the patient care area for any reason, including scheduled breaks.

Should patient care responsibilities extend beyond the set hours, students are expected to remain onsite until all patient care activities are completed. In order to be prepared for morning patient care duties, students may find that they need to arrive early or come in over the weekend if permitted by the site.

Students who leave the experience site during established hours for any outside activity could be withdrawn from the site immediately and may receive a failing grade for the IPPE or APPE. If a student needs to leave the site to go to the library or another learning site, they must first have permission from the instructor.

Absences/Tardiness

To satisfy accreditation requirements, students must attend all scheduled experiences unless their

presence is *required* for a College or University event. If a holiday occurs which closes the training site, the student should coordinate a time with the preceptor to make up that day. If the site is open on a holiday, the student is expected to be onsite unless otherwise notified by their instructor.

In case of illness or other emergency necessitating a student's absence from the IPPE or APPE, the preceptor should be notified by phone as early as possible. Additional follow up should be attempted if a voicemail message is left for the preceptor. When multiple days are missed, the student must contact the preceptor as early as possible each day the student is unable to be present at the site unless both the student and preceptor have agreed on the day of return.

If a situation (i.e. sickness, emergency, professional meeting, interview, etc.) causes a student to miss more than two consecutive days of the experience, the student must provide the preceptor appropriate documentation confirming the situation (i.e., physician letter, proof of registration, etc.). This documentation must be provided to the preceptor the first day the student returns to the site. A copy must also be provided to the appropriate UGA Experience Faculty (i.e. IPPE Director or APPE Regional Coordinator).

Students are expected to make necessary allowances (traffic, parking, etc.) to arrive at a time that allows them to begin the workday at their scheduled time. If a situation occurs that will result in the student arriving late (either at the beginning of work or returning from a scheduled break), the instructor should be contacted by phone immediately. If the preceptor cannot be contacted, the student must discuss the situation with the preceptor as soon as he/she arrives at the experience site.

For APPEs, the following policy applies. Each unexcused absence will result in the loss of one full letter grade (e.g. B+ to C+) from the final APPE grade. This includes, but is not limited to absences for which the student fails to notify the preceptor at the time of an absence. If a student arrives late on two occasions, the Division of Experience Programs or Preceptor will lower the final grade by a full letter grade (e.g. B+ to C+). If the student continues to arrive late, additional penalties can include further grade deductions (one full letter grade for each 2 days the student is tardy) or immediate withdrawal from the site. If a preceptor and/or site requests that a student be withdrawn from the site, the student will be assigned a failing grade (F).

For IPPE blocks (PHRM 3950 and PHRM 4650), all unexcused and excused tardies documented by the preceptors will be handled at the discretion of the IPPE Course Coordinator; this may include a professionalism violation, student action plan, or required meeting with faculty.

ALL time missed from absences and tardies is required to be made up. If a student misses 2 days or more of an IPPE block or 4 days or more of an APPE block for any reason, the Regional Coordinator should be notified by the student so that the Coordinator can assist the preceptor with a plan to adequately make up missed time. The preceptor must certify that the minimum required hours for the experience have been met to pass the course.

Additional introductory pharmacy practice experiences have been incorporated into the Essentials of Pharmacy Practice course sequence (PHRM 3030/3040 and PHRM 4030/4040) and the Applied Pharmacy Practice sequence (PHRM 5160/5170). The consequences for unexcused absences and tardies will be handled per the respective course syllabus.

Professional Meeting Attendance

If a student plans to attend a local, regional, state or national professional meeting which interferes with IPPE or APPE activities, permission from the preceptor should be received *prior to confirming travel plans*. Please see absences/tardiness section above if absences exceed two consecutive days. Preceptors must approve all such requests and make arrangements for satisfying the time missed. Proper documentation of attendance by the sponsoring organization should be provided to the preceptor (and the Regional Coordinator if time absent exceeds two consecutive days).

Residency/Job Interviews

All time off for residency/job interviews must be approved in advance by the student's preceptor. Every effort must be made to minimize the time missed from the experience. This includes such options as traveling in the evening hours or scheduling such events at the beginning or end of the week, so travel can occur on weekends. All time missed for this type of event must be made up. Refer to absences policy above.

Clearance Processes for Experiences

Students will be responsible for all costs associated with site clearance processes. Students may be required to submit to background checks (in general: assessing felony / misdemeanor charges for a period of 7 years) and drug screens as required by institutions in which they are assigned to complete experiential training. Repeat background checks and drug screens may be required throughout the Doctor of Pharmacy program based upon site policies. Students may be prevented from completing training at a site if the site deems the results of clearance items to be unacceptable. In addition some institutions require students to complete other requirements including orientations (on site and/or web-based), health forms, confidentiality statements, and computer access forms. The student is responsible for ensuring that all requirements are completed prior to the deadline designated by the site. Students not meeting the deadline will be withdrawn from the experience, which can result in delay of graduation.

Communication with Experience Programs Faculty / Staff

Students are required to update contact information regularly in the UGA College of Pharmacy Experience Programs database system (<https://www.e-value.net>) and check their College of Pharmacy email account and / or UGA email account at least daily during the academic year. The UGA College of Pharmacy email address and/or UGA email address are the preferred methods of communication during scheduled breaks. Students are required to check these email accounts on a regular (preferably daily) basis. If correspondence is sent from a personal email account, there is no guarantee it will be received by the Division of Experience Programs.

If a student plans to be out of the area or unable to access email prior to a scheduled experience, the student must contact the appropriate experience programs faculty / staff to ensure in advance that all clearance documents have been completed as required for their upcoming experience.

Students are expected to adhere to all deadlines and respond in a timely manner when contacted by the experience site or the Division of Experience Programs. Any student who fails to comply with a deadline or request for information from either the experience site or the Division of Experience Programs on three or more occasions will receive a professionalism violation. This policy includes any requests for clearance items, immunizations or certifications, orientation requirements, emails or phone calls, or pre-experience contacting of preceptor/site, as outlined in Communication with Instructor below. Students are expected to respond to all requests within 24 hours.

Communication with Instructor

Students are expected to contact their instructor, by phone or email, 21 days (3 weeks) in advance of their IPPE Courses (PHRM 3950, PHRM 4650) or any APPE start date. Students not able to reach their instructor with the initial attempt should try again several times using both phone and email. The assigned Experience Programs faculty or APPE regional coordinator (if applicable) must be notified no later than 10 days in advance of the experience start date, if the student is unable to reach their instructor. Please refer to paragraph three of Communication with experience programs faculty/staff above for consequences of failure to follow this policy.

During the initial conversation with the instructor, the student should obtain the following information:

- 1) Time they are expected to arrive

- 2) Location where they should arrive (office / department)
- 3) Special traffic concerns (minimize travel delays)
- 4) Parking information
- 5) Special dress requirements (research / nuclear / etc.)
- 6) Information that they should read prior to beginning the experience
- 7) Any requirements that need to be completed prior to starting the experience

Communicating Recommendations with Patients or Healthcare Professionals

The student is responsible for adhering to the instructor's expectations for communicating patient care recommendations or drug information responses to patients or healthcare professionals.

Compensation for Students

Students are not compensated financially for experience training, but receive academic credit plus intern hour credit for each training period. Pharm.D. candidates who complete the IPPE program and eight required APPEs will receive all 1500 hours of credit needed to take the State of Georgia licensing exam. Once the entire pharmacy program is complete, the College will notify the Georgia State Board of Pharmacy of the appropriate number of earned credit hours.

Concurrent Employment or Enrollment in Educational Coursework

Concurrent employment or enrollment in other educational coursework during experiences is permitted as long as it does not interfere with performance at the site. Some practice experiences may involve time during evenings or weekends. Extracurricular activities must not interfere with practice experience schedules or requirements.

Conduct and Dress Code

During the first year of pharmacy school, all students must sign a copy of the UGA College of Pharmacy Experience Conduct Statement. This statement covers college policy regarding professional conduct, dress, and confidentiality. A copy of this statement can be found below. **As noted on the conduct statement, failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.** Students withdrawn from the site will receive a failing grade for the experience. Students should also be aware that the Conduct Policy is also enforced throughout the Doctor of Pharmacy program.

Students should be ever mindful of the impact their appearance can have on both themselves and the University of Georgia College of Pharmacy. The following guidelines represent minimum standards with regard to dress and appearance and should be adhered to when participating in IPPEs or APPEs:

General appearance guidelines

- 1) All students must wear a neat, clean, pressed short white lab jacket with a University of Georgia College of Pharmacy patch on the left shoulder as well as a University-issued photo ID badge. This distinguishes you as a University of Georgia College of Pharmacy student and is an expectation during pharmacy practice experiences.
- 2) All students must maintain good personal hygiene at all times. This includes, but is not limited to, the cleanliness of both body and clothes. Perfumes and cologne should not be worn during patient care experiences.

Attire

The guidelines below should be considered the minimum appearance standards during pharmacy practice experiences. Sites may have additional dress requirements for pharmacy practice experiences (e.g., no visible tattoos, no piercings other than ears and then no more than 3 per ear, no skirts or dresses above the knee, hospital identification tag to wear). Therefore, check with your preceptor

before the first day of the experience to see if there are any special requirements.

General guidelines for attire

- 1) Clothes should be neat, clean, pressed and fit appropriately without being revealing.
- 2) Pants should be full-length dress slacks (at least ankle length). No denim, shorts, leggings, cargo pants, carpenter pants, low-riding pants, or capris allowed.
- 3) T-shirts, etc. are inappropriate dress and are not allowed. Headwear is not allowed other than for religious purposes.
- 4) Athletic shoes and hospital scrubs are only allowed if specifically permitted by the site and preceptor.
- 5) Open-toed shoes are not allowed.

Women's guidelines

- 1) Skirts/dresses should be no more than 3 inches above the knee, including when wearing leggings or other hosiery.
- 2) Spaghetti straps, tube tops, low cut tops, midriffs and halter tops are not allowed.
- 3) Undergarments, bare backs, and shoulders should be covered at all times.
- 4) Shoes should be comfortable closed toed, dress shoes conducive to working/standing for long hours (i.e. small heels or flats). Shoes greater than four inches in height are not allowed.

Men's guidelines

- 1) Shirts should be collared and tucked in (shirt may be an oxford, polo, or other dress shirt with a collar).
- 2) Dress shoes should be worn and are defined as shoes other than tennis shoes, sandals, or work boots.
- 3) Dress socks should be worn at all times.
- 4) Any facial hair should be neatly trimmed and groomed.

Hair

Hair should be clean, well groomed, and should not obstruct sight. Hair color and style should be conservative and reasonably natural-looking.

Nails

Nails should be kept clean, neatly trimmed, and should not exceed $\frac{1}{4}$ inch beyond the tip of the finger. Nail polish should be conservative and should not be chipped.

Confidentiality

Students will have access to privileged and/or protected information about patients' health, the financial management of the practice site, and other private information that should not be discussed outside of the work environment. The preceptor (and practice site) places considerable trust and confidence in students. These matters are of such importance that students must sign the UGA College of Pharmacy Experience Conduct Statement (copy below) before starting experiences. **Breaches in confidentiality can result in immediate dismissal from the practice site, failure of the experience, and dismissal from the program.**

Students are responsible for learning and adhering to HIPAA policies and regulations at each institution they are placed.

Duplication Charges

Students are responsible for the cost of duplicating articles and other printed learning materials. Prior to making copies at the site, the student must first contact their instructor to determine if student copying is permitted and what charges are likely to be incurred.

Inclement Weather

Students on community or institutional IPPEs or P4 students on APPEs: Regardless of the location of an IPPE or APPE, in the event of hazardous weather conditions, (e.g. ice, snow, tornado, hurricane, etc.) and the roads have been closed, the student is not expected to travel to their experience site. However, the student must immediately notify their instructor and the Division of Experience Programs that they are unable to arrive as scheduled. The instructor will provide assignments or require the time to be made up.

In the event of a mandatory evacuation (e.g., hurricane) within the area, the student is expected to follow the guidelines of the local authorities. The student must immediately contact their instructor and the Division of Experience Programs for further directions/assignments.

In the event of a campus closure affecting the Athens, Augusta, SEGA, and/or SWGA campus(es), students participating in IPPEs or APPEs in these areas or the surrounding areas should follow the announcements provided by the Assistant Dean for Experience Programs, the APPE Director, or the IPPE Director.

Insurance, Licensure, and Certification

Throughout IPPEs and APPEs, students must provide the Division of Experience Programs with proof of current Healthcare Provider CPR certification (online courses not accepted) and valid Georgia intern license. For students completing APPEs in states outside Georgia, valid intern licenses from these states must be obtained and maintained throughout the out-of-state experiences. Students who do not maintain current proof with the Division of Experience programs for any of these will be automatically withdrawn from their experience site and will be assigned a failing grade. If a pharmacy intern license does not remain active or in good standing, the student will be automatically withdrawn from any IPPE or APPE courses and will receive a failing grade. Students will not be allowed to resume the pharmacy curriculum until the license is restored to active status and is in good standing with the Georgia Board of Pharmacy as outlined in the UGA College of Pharmacy Handbook.

Liability insurance will be purchased by the College of Pharmacy. 1st and 2nd year students will have a minimum charge added to fall tuition to cover the cost. The College of Pharmacy will cover the cost for 3rd and 4th year students. Verification of coverage can be obtained from the Division of Experience Programs. Please note that this coverage only extends to pharmacy-related activities occurring during school related practice experiences. Students should refrain from performing activities outside of the scope of pharmacy practice during school related practice experiences since these will not be covered by the malpractice insurance and can result in a request to have you withdrawn from the site / experience.

Immunizations, Testing, and Physical Exam

Infection control policies at experiential sites require that we ensure that students entering their facilities are in good health. In order to comply with these policies it is necessary for us to require proof of the following before a student can begin any IPPE or APPE. Students who do not maintain current proof with the Division of Experience programs for any of the items listed below will be automatically withdrawn from their experience site and will be assigned a failing grade.

- Physical Exam (The certification statement on page 2 of the UGA Physical Exam Form must be signed by the physician completing the exam.) Must be updated yearly. **Note: Institutions can require an additional physical exam as part of routine hospital practices.**
- MMR immunity (2 MMR vaccines or evidence of immunity)
- Tetanus
 - Tdap

- Tetanus (Td) only needed if it was more recently received than Tdap or if Tdap vaccination was administered more than 10 years ago
- Immunity for Hepatitis B
- Immunity for varicella zoster (chicken pox)
- Annual influenza vaccinations each Fall (specific date each year to be announced)
- TB Status – Either of the two options below is acceptable:
 - 1) 2-step Tuberculin Skin Test (TST) which is composed of 2 separate tests completed 1 – 3 weeks apart within the past 12 months. **An annual tuberculin skin test (1 test) will be required throughout the Doctor of Pharmacy degree program.**

Note: The documentation must include the reading in millimeters as well as the outcome (positive or negative). Note: A TST reading of 10mm or more is considered positive for healthcare workers.

Reminder – Tuberculin skin tests cannot be placed until at least one month following live vaccinations such as varicella or MMR.

- 2) QuantiFERON-TB Gold or TSPOT.TB Test completed within the last 12 months. **If negative, this test will be required annually throughout the Doctor of Pharmacy degree program.**

POSITIVE TESTS

- For those with a history of positive TST status, you must provide evidence of the positive TST status, a written radiologist report from a chest xray, and a treatment statement from your physician. If the CXR is negative, you should consider receiving either a QuantiFERON-TB Gold Test or TSPOT.TB test as well.
- For those with a positive QuantiFERON-TB Gold or TSPOT.TB test, you must provide evidence of the positive test, a written a written radiologist report from a chest xray, and a treatment statement from your physician.

OHSA Training / Communicable Diseases Guidelines

Students will be trained yearly in OSHA regulations regarding bloodborne pathogens. Students must complete the OSHA training and pass the required test in order to be eligible to participate in either IPPEs or APPEs. While participating in experiences, students are responsible for knowing the guidelines for proper prevention of communicable disease transmission in each institution and for complying with those regulations.

Patient Records

Students are prohibited from the following activities:

- Removing patient records from their designated storage area – This applies to the actual record or any copy thereof. Students must not copy patient records by using any physical methods such as printers, copy machines, using digital devices such as flash drives, or taking pictures with camera devices. Any patient tracking forms used during the experience must be completely de-identified and returned to the preceptor at the end of the experience.
- Requesting patient records without instructor approval
- Writing medication orders without instructor approval

Since patient records are a legal document, students must gain **prior approval** from their instructor to write recommendations within the patient chart. If allowed, students must be clear on the exact process required (i.e. co-signing by instructor with a specified time period, etc). In most institutions, only individuals appropriately licensed and credentialed are allowed to write within patient charts.

Registration

To be eligible to participate in practice experiences, students must be registered for the corresponding course. Questions about registration should be directed to the Registrar in the Dean's Office.

Rotation Change Policy

Due to limited personnel and resources, IPPE and APPE changes will only be made when a change occurs in preceptor availability or if an administrative error has occurred.

In the event a reassignment is required, student preferences will be considered; however, the appropriate experiential faculty (i.e. Experiential Director, IPPE course coordinator, or APPE Regional Coordinator) will make final decisions on the replacement experience. The appropriate experiential faculty will contact a potential site and make the necessary arrangements for student placement. Students are prohibited from initially contacting a potential preceptor / site themselves. Students initiating such contact will not be assigned to that site / preceptor.

Service Dog

Unless an exemption has been received from the UGA Equal Opportunity Office, the College of Pharmacy prohibits the presence of service animals in the following areas due to health and safety restrictions, where their presence may compromise the integrity of research or otherwise fundamentally alter a program or activity, or where their presence may lead to violations of government regulations:

- Research Laboratories and Facilities
- Practice/Skills Laboratories
- Patient Care Areas
- Medication Preparation and Storage Areas
- Other Sterile Environments

Students or Faculty with service dogs who have questions as they relate to activities at affiliated training sites should contact the Assistant Dean of Experience Programs to identify the relevant policies or contact individuals at these locations.

Selling of Alcoholic Beverages and Tobacco Products

In accordance with the Georgia State Board of Pharmacy, students are not permitted to sell alcoholic beverages or tobacco products at their sites.

Site Standards, Policies, and Procedures

Students must follow all Standards, Policies, and Procedures that have been established at each assigned experiential site. Students are responsible for requesting and reviewing a copy of the standards and policies prior to beginning an experience. Preceptors may request immediate removal of any student who breaches the expectations outlined within the Standards, Policies, or Procedures. Students withdrawn will be assigned a failing grade.

Student Housing Support

Students are responsible for any costs associated with IPPE or APPE placements. This includes but is not limited to housing, travel, and parking for various experiences. Some limited housing support is provided by entities outside of the College of Pharmacy and may be used for limited periods of time. If a student uses housing support, including but not limited to AHEC [Area Health Education Centers], institution-provided housing, or any other free or reduced rate housing based on his/her position as a College of Pharmacy student, it is expected that he/she abides by the contractual agreement provided by that entity. In the event a student violates the contractual agreement for any housing support which is available based solely on that student's position as a College of Pharmacy student, a professional

violation will be filed within the College.

Technical Standards

Students must meet the College's Technical Standards to progress throughout the Doctor of Pharmacy program (refer to the Technical Standards Policy in the Student Handbook on the College webpage). Students requiring accommodations must be registered with the UGA Disability Resource Center (DRC). The College of Pharmacy will work in collaboration with the DRC and the student to identify reasonable accommodations and facilitate implementation within assigned practice sites.

Telephone / Internet Access

Students must gain instructor approval before making any long distance telephone calls (including sending fax transmittals) that may be charged to the site. Be sure to check with the instructor to determine if cell phones are allowed. If allowed, personal calls and text messaging should be limited to scheduled breaks.

Students are not allowed to use internet access at the site for either personal business or to view inappropriate websites. Internet access should be restricted to activity / sites needed to complete activities related to the IPPE, APPE or PHRM 5930 requirements. Students violating this policy can be immediately withdrawn from the site and can receive a failing grade for the experience.

University Policies, College Policies and Academic Regulations

Students are reminded that they are expected to continue to observe all University policies, College policies and academic regulations during their experiential training. Most documents can be found on the following websites: Board of Regents, UGA Academic Affairs Office, UGA Office of the Vice President for Research, UGA Legal Affairs Office, UGA Human Resources Office and the UGA Center for Teaching and Learning.

Organization/Unit	Policy	Website
Board of Regents	Regents Guide to Understanding Copyright and Educational Fair Use	http://www.usg.edu/copyright/
College of Pharmacy	Student Handbook	http://rx.uga.edu/students/current-students/
Office of the Senior Vice President for Academic Affairs and Provost	Academic Honesty Policy	https://honesty.uga.edu/Academic-Honesty-Policy/
Office of Legal Affairs	Non-Discrimination and Anti-Harassment Policy	http://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy
	Grievance and Disciplinary Review Policy	http://legal.uga.edu/grievance_and_disciplinary_review_policy
	Dispute Resolution Policy	http://legal.uga.edu/dispute_resolution_policy
	Mediation Project	http://legal.uga.edu/guidance/mediation-project
UGA Human Resources Office	Policy on Alcohol and Other Drugs	http://safeandsecure.uga.edu/policy_drugs-alcohol.html
UGA Police Department	UGA Weapons Policy	https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2/campus-carry (note that most sites have individual policies on weapons)

Grading Procedure – IPPE (PHRM 3950 and 4650)

A pass / fail grading scale will be used in PHRM 3950 and PHRM 4650 (Community and Health System IPPE blocks. Pass is designated as achieving a passing score on all coursework and the preceptor evaluation of student performance. All assignments (coursework and evaluations) will be submitted online using the UGA College of Pharmacy Experience Programs E-Value Website (<https://www.e-value.net>) and will be reviewed by the course coordinator. The content of the work will be evaluated to determine if the student completed all aspects of the assignment and if quality is acceptable. Resubmissions need to be completed and submitted via E-Value by the deadline specified by the course coordinator. **A student who turns in any assignment after the due date may receive a non-passing grade for the block.**

Student Documentation

1) Midpoint Evaluation

During the middle of the 2nd week of rotation, students are required to submit a midpoint self- evaluation. At the rotation midpoint (1 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student should ask the preceptor for a verbal evaluation.

2) Final Evaluation

At the end of the 3rd week of rotation, students are required to submit a final self- evaluation.

3) Student Feedback Form of Preceptor/Site

The student feedback form is designed to provide constructive feedback to the preceptor and site about the IPPE. The feedback form must be completed before you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the IPPE.

Preceptor Documentation

1) Midpoint Evaluation

Preceptors should submit a midpoint evaluation using the available online evaluation form. In the absence of the submission, a verbal midpoint evaluation is required.

2) Final Evaluation

Preceptors are required to submit a final evaluation using the available online evaluation form.

***Evaluations must be completed by the final day of the block.**

Grading Procedure – IPPE (PHRM 3030/3040, 4030/4040 and 5160/5170)

A pass/fail grading scale will be used for all IPPEs within these courses. All IPPE activities and experiences must be successfully completed to pass this component of these courses. If a student receives a failing grade for the IPPE, a non-passing grade will be assigned for the course.

Grading Procedure – APPE (PHRM 5901-5909)

For each APPE, the preceptor makes all assignments, evaluates student performance and assigns rotation grades. All evaluations should be submitted online using the UGA College of Pharmacy Experience Programs' database E-value (<https://www.e-value.net>).

Student Documentation

1) Midpoint Evaluation

Midpoint Self-Evaluations will be made available to students at the beginning of the third week of each experience. Students are expected to complete these self-evaluations and provide them to their preceptors as quickly as possible. The **deadline** for completing this evaluation is 8 AM on the third Friday of each experience. Completing the evaluation as quickly as possible is preferred.

At the rotation midpoint (2 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student is required to ask the preceptor for a verbal evaluation.

2) Final Evaluation

Final Self-Evaluations will be made available to students at the beginning of the fifth week of each experience. The **deadline** for completing this evaluation is 8 AM on the fifth Friday of each experience. Completing the evaluation as quickly as possible is preferred.

3) Student Evaluation of Preceptor, Site, and Course

The Student Evaluation of Preceptor, Site and Course is designed to provide constructive feedback to the preceptor and site about the APPE. **For each experience, the form can be accessed and completed during the final week of the experience.** The feedback form must be completed BEFORE you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the normal APPE year. The **deadline** for completing this evaluation is 8 AM on the Monday following the completion of the experience.

4) Penalties for Missing Evaluation Deadlines

Any student who misses the deadline for midpoint self-evaluation, final self-evaluation or student evaluation of site, preceptor and course will receive a 5 point deduction from the assigned final grade for the current evaluation.

Preceptor Documentation

1) Midpoint Evaluation

Preceptors are required to submit a midpoint evaluation using the available online evaluation form.

2) Final Evaluation (PCAP)

Preceptors are required to submit a final evaluation using the available online evaluation form.

***Evaluations must be completed within a 2 week period (Final Evaluation Forms are made available to preceptors on Monday of the final week of each experience).**

PHRM 5901 - 5909 Final PCAP Grade Rubric	
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D	65 – 69
F	<65

Grade Appeals – Division of Experience Programs Courses: (PHRM 3950, PHRM 4650, PHRM 5901-5909)

1. Grounds for an Appeal of the Final Course Grade:
The responsibility to assign a final grade for student performance in a course rests with the preceptor. Final grades may be altered based on the enforcement of grade deduction policies as outlined above and/or in the course syllabus (i.e. tardies, absences, etc.). It is expected that in assigning final grades, the preceptor will uniformly apply objective academic standards.
If a student feels that academic standards were not applied fairly in his or her case, or that the information used by the preceptor and/or course coordinator to determine the grade was erroneous, the student may seek to have the final grade changed in accordance with the procedure outlined below.

A student's final grade in this course must reflect his or her performance in the course. The grading standards in a course are the responsibility of the preceptor and/or course coordinator and are not proper grounds to appeal the final grade.

2. The Responsibility of the Student:
 - a. The student is encouraged to discuss the grade with the preceptor before leaving the experience. However, once the experience ends, all discussions concerning the grade must be facilitated through the appropriate UGA Experiential Faculty (i.e. APPE/IPPE Director) within 30 days of the grade being posted to the E-Value database. Concerns regarding administrative grade deductions should be directed to the IPPE/APPE Director.
 - b. If the instructor or course coordinator determines that the grade should not be changed and the student believes that he or she has a grievance, the student may file a written appeal with the Assistant Dean for Experience Programs. The letter of appeal must be filed within one semester of the grade assignment. The letter must clearly state the grounds for the appeal.
 - c. The Assistant Dean for Experience Programs will investigate the assignment of the grade and inform the student in writing of the outcome of his/her appeal.
 - d. If the Assistant Dean for Experience Programs supports the ruling of the preceptor and/or course coordinator, and the student continues to believe that he/she has a grievance, the student may file a written appeal to the Dean of the College of Pharmacy. This appeal must be submitted within 30 days of the Assistant Dean for Experience Program's decision.
 - e. Any further appeals will be handled by the Educational Affairs Committee of the University Council in accordance to Section 4.05-03 of their policy manual.

UGA College of Pharmacy Academic Professionalism Policy

Professional behavior is expected among all students of the COP in order to fulfill curricular requirements for graduation. Professional attitudes/behaviors, as well as examples of unprofessional behavior, are discussed with students during Orientation, stated in various course syllabi, and reinforced at selected points throughout the academic year. Students who exhibit appropriate behaviors/attitudes progress in the professional components of the curriculum, whereas students who do not display professional behaviors and attitudes are subject to informal and/or formal corrective action.

In a professional school, the curriculum of study consists of knowledge, skills, abilities and attitudes/behaviors. The curricular goals and objectives of the Doctor of Pharmacy program at the University of Georgia College of Pharmacy (COP) are articulated in the document entitled, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program. Procedures for addressing academic competency and progression associated with students' knowledge, skills, and abilities are addressed in the College's Progression Policy.

The College's accepted definition for professionalism is embodied in the Rx DAWGS pledge of professional behavior:

As a student pharmacist in the College of Pharmacy at the University of Georgia,

I am **R**espectful. I hold my patients, colleagues, and collaborators in esteem and value their knowledge and experiences regardless of their culture, ethnicity, geographical location, or income. I recognize and heed the authority of my professors and preceptors.

I **eX**ceed expectations in all that I do in the classroom, the laboratory, and in the professional arena. I am self-aware and committed to self-improvement, exhibiting leadership through my motivation and work ethic. I am **D**ependable, virtuous, and discerning. I hold myself to the highest principles of ethical and legal conduct. I exercise sound judgment regarding my own self-image, and I protect the privacy of my patients.

I am an **A**gent of change. Through my flexibility and adaptability, I accept and promote innovations that improve patient care.

I am **W**ise and reflective. I consider the ways in which my skills, knowledge, and experience impact my colleagues and patients. I seek to apply my learning in authentic contexts and adjust my practice according to the diverse needs of those I serve.

I am **G**enuine in conversation and correspondence with faculty, staff, patients, and other healthcare professionals. My communication is effective because it is clear, honest, respectful, and considers the diversity of those I serve.

I am **S**ervice-oriented. The welfare of others is my utmost concern. I am compassionate and empathetic; I promote and practice volunteerism to better serve my community and constituency.

Together, we are Rx DAWGS, and we accept our obligation to continually improve our professional knowledge and competence in order to provide the best possible care for all our patients and to make positive contributions to our communities and our healthcare system.

Procedures for addressing attitudes/behaviors (i.e. professional competency), or situations that could potentially endanger the public are addressed by this policy. This policy applies to all students accepted for admission or actively enrolled in the College of Pharmacy.

Academic Honesty

Suspected violations of academic honesty must be handled per the University's Academic Honesty Process (<http://honesty.uga.edu>) and cannot be processed through the Academic Professionalism policy below.

Disciplinary Actions from UGA Office of Student Conduct or Georgia State Board of Pharmacy

Within UGA, policies are available to handle all violations of the UGA student code of conduct (http://www.conduct.uga.edu/code_of_conduct/index.html). In addition, the Georgia Board of Pharmacy has the right and responsibility to review the licensure status of pharmacy interns. In the event that a pharmacy intern license is deemed to be either "expired" or "inactive" or "not in good standing" the student's progression will be handled as outlined in the UGA College of Pharmacy Student Handbook.

All disciplinary decisions made by the UGA Office of Student Conduct or the Georgia Board of Pharmacy will be reviewed by the Academic and Professionalism Committee. Sanctions by either the UGA Office of Student Conduct or the Georgia Board of Pharmacy, however, do not preclude additional disciplinary actions within the UGA College of Pharmacy given our responsibility to ensure public safety related to the practice of pharmacy. The Academic and Professionalism committee will make recommendations based on the severity of the infraction as outlined below under tier 2 or tier 3.

Reports of Professionalism Violations

Any student, faculty, staff member, or other individual associated with the COP's academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. For minor violations, the incident should be brought to the student's attention and resolution attempted before reporting the incident to the Assistant Dean for Student Affairs (hereafter known as the Assistant Dean).

Upon receiving a report regarding unprofessional behavior the Assistant Dean will determine the legitimacy of the report. Further action will be taken in accordance with Competency Statement 10 (in the College's document on educational outcomes, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Programs), the severity of the incident, the risk for public endangerment, and the need for urgent administrative action. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait until multiple reports of unprofessional behavior on a student are received. Once the Assistant Dean determines that administrative action is warranted, the action chosen will be based upon the severity of the infraction(s). If the action is greater than tier 1, the Academic and Professionalism Committee will determine the appropriate course of action (i.e. tier 2 or tier 3).

Tier 1 (Minor) Infractions: (including, but not limited to situations involving lapses in meeting required deadlines, communicating appropriately using either verbal or written formats, and arriving on time to scheduled classes or experiences)

- 1) For the first report of unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the COP for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student's behavior and his/her awareness of potential consequences for similar behavior in the future. The Assistant Dean will notify the person(s) who initiated the complaint that the student has been counseled.
- 2) For the next reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the COP and/or issue a final warning of the consequences of a third offense.

- 3) For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.
- 4) Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 2 (Moderate) Infractions: (including, but not limited to, arrests associated with alcohol).

- 1) For the first reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend any one of the following sanctions depending on the severity of the infraction: professional probation in the College of Pharmacy (with a warning of the consequences of a subsequent offense) or suspension from the Doctor of Pharmacy program for up to one year. In the event of a DUI arrest, students must report the arrest to the Georgia State Board of Pharmacy within 10 days of the arrest via certified letter or equivalent and provide documentation of the report to the Assistant Dean for Students Affairs, who will forward the information to the Academic and Professionalism Committee.
- 2) For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavioral problem or continuation of an ongoing problem. Possible outcomes will be continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy.

For a second DUI arrest, students must report the arrest to the Georgia State Board of Pharmacy within 10 days of the arrest via certified letter or equivalent and provide documentation of the report to the Assistant Dean for Student Affairs, who will forward the information to the Academic and Professionalism Committee.

Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.

- 3) Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 3 (Major) Infractions: (including, but not limited to, documented theft of medications including illicit and/or controlled substances; illegal use or possession of illicit and/or controlled substances; convictions related to illicit and/or controlled substances, physical endangerment, second DUI conviction, or any felony conviction). Tier 3 violations are grounds for dismissal from the College of Pharmacy.

- 1) Subsequent to the reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee will review the case and recommend an appropriate course of action. This recommendation will be forwarded to the Associate Dean. (Note: If, prior to a reported offense involving an illicit and/or controlled substance, marijuana, or a dangerous drug, a student notifies the Office of Student Affairs that he or she illegally uses an illicit and/or controlled substance, marijuana, or a dangerous drug and agrees to abide by the College of Pharmacy Wellness Policy no further administrative action will be taken.)

- 2) Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of the notification of dismissal.

Experience Conduct Statement

I, _____, (print name) as a participant in the University of Georgia College of Pharmacy Experience Programs, do hereby agree to abide by all rules of conduct listed below. I realize that failure to follow these conduct rules will result in disciplinary action which could include failure of the course or dismissal from the program.

Conduct Rules:

I will obey all ethical instructions of my preceptor.

I will recognize my preceptor as the authority for all rules, regulations, and expectations.

I will be courteous and professional at all times.

I will arrive on time to all experience sites.

I will wear professional attire, including a white lab coat and name tag, as directed told by my preceptor.

I will be attentive and alert to patient needs and care at all times.

I will perform all assigned duties in a timely manner.

I will not enter an unauthorized work area at any time.

I will not interfere with the work performance of another student or employee.

I will not steal, willfully damage equipment or property, or falsify official reports or information while directly participating in College of Pharmacy Experience Programs.

I will not use or possess intoxicating or illegal substances at any experience related setting.

I will not divulge any patient information gathered through conversations, medical charts, pharmacy records, medical rounds, and any other interprofessional involvement.

I will not divulge any company / institutional confidences revealed while completing experience training including pharmacy records, pricing systems, professional policies, and patient records.

In addition to the conduct rules above, I understand and agree that I may be immediately withdrawn from the Facility's educational training program based upon a perceived lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue.

By signing this form, I acknowledge that I fully understand the policy listed above and agree to abide by these rules. Furthermore, I understand the potential penalties involved if I fail to follow one or more of these conduct rules.

Signature _____

Date _____