UNIVERSITY OF FLORIDA

COLLEGE OF PHARMACY

EXPERIENTIAL PROGRAMS MANUAL

Office of Experiential Programs

University of Florida

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http://copnt13.cop.ufl.edu/doty/pep/
(Sakai) http://lss.at.ufl.edu/
(Campus Map) http://campusmap.ufl.edu/

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What is an Advanced Pharmacy Practice Experience?

http://www.acpe-accredit.org/pdf/ACPE_Revised_PharmD_Standards_Adopted_Jan152006.pdf

Please refer to the above link which discusses criteria set forth by the Accreditation Council for Pharmacy Education.

UF College of Pharmacy Pharm.D. Program Professional Outcomes

The COP Pharm.D. Program curriculum's structure consists of nine (9) outcome domains. The first three outcome domains define the three core responsibilities of a pharmacist. The Accreditation Council on Pharmacy Education (ACPE) defines these as the *core professional competencies required for practice*.

Outcome Domain 1
Provide Patient-centered Care - Specifically: Design, implement, monitor, evaluate, and adjust pharmacy care plans that are patient-specific; address health literacy, cultural diversity, and behavioral psychosocial issues; are evidence-based and accomplished in collaboration with other health professionals.
Outcomes
1.1 Formulate a concise and evidence-based patient-centered care plan in collaboration with other health care professionals, patients, and/or their caregivers which considers the patient's health literacy, culture, and psychosocial factors.
1.2 Implement, monitor, evaluate, and adjust pharmaceutical care plans with accuracy and timeliness.
1.3 Administer medications using appropriate technique and by following established precautions.
1.4 Assess patients who seek self-care products; then develop an appropriate patient-specific care plan and provide the patient with advice including criteria for follow up.
1.5 Ensure continuity of pharmaceutical care among health care settings.

Outcome Domain 2
Provide Population Health by promoting effective drug use and disease prevention/ wellness.
Outcomes
2.1 Participate in quality processes that promote effective drug use and /or health (e.g., medication safety, quality improvement, drug use evaluations, practice-based research).
2.2 Evaluate and apply information related to patient outcomes (e.g., measures of patient quality of life, pharmacoeconomic and pharmacoepidemiologic evaluations).
2.3 Implement strategies for the lay public which promote health (e.g., health screenings, educational programs, immunizations).
2.4 Prepare and deliver educational programs to health professionals that promote appropriate use of medications by applying pharmacy knowledge and using effective communication skills.

Outcome Domain 3
Relate a pharmacy's medication use system to the larger health care system/the US healthcare system as a whole and call on all system resources to provide quality patient care.
Outcomes
3.1 Perform pharmacist responsibilities within the medication use system including the provision of drug products to patients and coordinating safe, accurate, and time-sensitive medication distribution.

3.2 Demonstrate a commitment to and a valuing of patient safety by assuring accurate preparation, labeling, dispensing, and distribution of prescriptions and medication orders.

3.3 Assist in managing human, physical, informational, technological, and medical resources within the pharmacy - medication use system.

3.4 Identify, report and analyze medication errors and adverse drug reactions to identify preventable cause and remedial preventive actions.

3.5 Resolve problems related to reimbursement for medications and health-care services.

3.6 Participate in the design, development, marketing, and reimbursement process for new patient services.

3.7 Provide quality patient care by assuring a pharmacy's medication use system appropriately relates to the larger health care system.

Outcome Domains 4-8 are abilities which are also necessary when performing the above outcome domains.

Outcome Domain 4

Communicate effectively with patients, caregivers, peer pharmacists, other pharmacy staff, and other health professionals.

Outcomes

4.1 Demonstrate general principles for good communication with patients and other providers when listening, talking, and writing.

4.2 Demonstrate sensitivity and tolerance within multicultural interactions and settings.

4.3 Conduct an effective interview with patients/caregivers to gather medication/health information with consideration about the patient's culture, level of education, socioeconomic status, and emotional state of mind.

4.4 Provide patient education/counseling to a diverse population of patients/caregivers which effectively promotes adherence, optimizes therapeutic outcomes, and promotes safe use of medicines.

4.5 Communicate and collaborate with prescribers, policy makers, members of the community and other involved health care providers and administrative and support personnel regarding rational drug therapy, wellness/health promotion, issues concerning public health problems and policy, and the medication use system.

4.6 Communicate with pharmacists and other health professionals concerning patient care issues using appropriate written and verbal communication skills.

Outcome Domain 5

Collaborate as a member of an interprofessional team when providing patient-centered care.

Outcomes

5.1 Work with individuals of other professions to maintain a climate of mutual respect and shared values. (Values and Ethics for Interprofessional Practice)

5.2 Use the knowledge of one's own role and those of other professions to appropriately assess and address the healthcare needs of the patients and populations served. (Roles and Responsibilities)

5.3 Communicate with patients, families, communities, and other health professionals in a responsive and responsible manner that supports a team approach to the maintenance of health and the treatment of disease. (Interprofessional Communication)

5.4 Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan and deliver patient-/population-centered care that is safe, timely, efficient, effective, and equitable. (Teams and Teamwork)

Outcome Domain 6

Use pharmacy knowledge in the care of patients and resolution of practice problems.

Outcome

6.1 Demonstrate the ability to assimilate and apply basic, clinical, and social science knowledge in the care of patients.

Outcome Domain 7
Demonstrate ethical behaviors and adhere to legal requirements in pharmacy practice.
Outcomes
   7.1 Demonstrate ethical behaviors that are essential to the practice of pharmacy
   7.2 Adhere to legal requirements in pharmacy practice

Outcome Domain 8
Solve complex practice problems (both patient-specific and general practice) using an evidence-based approach, other aspects of good clinical science, and informatics.
Outcomes
   8.1 Apply critical thinking, problem solving, and scientific reasoning skills to the practice of pharmacy (when solving both patient problems and general practice problems).
   8.2 Use informatics tools when performing self-directed learning, routine pharmacy practice responsibilities, and when solving problems.
   8.3 Gather, analyze, and apply relevant scientific data, evidence-based data, and other information when solving practice problems (both patient-specific and general practice problems).

Outcome domain 9 is Professionalism. The graduate must exhibit the attributes of professionalism when demonstrating performance of outcome domains 1-8.
Outcome Domain 9
Demonstrate professional behaviors and responsibilities expected of a pharmacist (i.e., UF PharmD CORES).
Outcomes
   9.1 Demonstrate professional behaviors expected of a pharmacist.
   9.2 Demonstrates personal traits expected of a professional and essential for a successful career.
   9.3 Demonstrate the ability to identify learning needs, develop a plan for accomplishing learning needs, and self-assess achievement of personal learning goals and the self-motivation to accomplish continuous professional development.
   9.4 Improve the profession and community by exhibiting "Little L" and/or "Big L" leadership.

Outcome Domains relevant to the WPPD Program are: 1 (1.1 thru 1.5),2 (2.1 thru 2.4),3 (only 3.2, 3.3, 3.4, 3.6, an 3.7),4 (4.1 thru 4.6),5 (5.1 thru 5.4),6 (6.1), and 8 (8.1, 8.2, and 8.3 only), and 9 (9.1 thru 9.4 are included to emphasize professional behaviors and responsibilities requires continuous development by a practitioner.)

Figure 1. COP Outcome Domains (Adapted from Harden, 1999)

Professionalism
- Professional behaviors (Domain 9)
- Personal traits expected of a professional (Domain 9)
- Continuous Professional Development (Domain 9)
- Personal Practice Navigation (Domain 9)
- Leadership (Domain 9)

How the Pharmacist Approaches Practice
- Communication with patients, caregivers, & other health providers. (Domain 4)
- Interprofessional Collaborative Practice (Domain 5)
- Application of Pharmacy knowledge (Domain 6)
- Ethical decision-making and assumption of legal responsibilities (Domain 7)
- Critical thinking, problem-solving, and clinical reasoning abilities (Domain 8)

Key Pharmacist Tasks
- Provide patient-centered care (Domain 1)
- Provide population health (Domain 2)
- Participate in providing a quality Medication Use System and relate it to the larger health system (Domain 3)

Glossary:

Patient-Centered Care - Any care that is "respectful of and responsive to individual patient preferences, needs, and values, and ensuring that patient values guide all clinical decisions."   This requires a pharmacist-patient relationship that is: a) a 2-way relationship where both the patient and pharmacist have responsibilities for care, b) enriched by working in interprofessional teams, c) frames care by tailoring to patient literacy, and d) is deliberative because expectations and circumstances change over time.

Population Health – An approach to health that focuses on improvement of an entire population.

Promote health/wellness – "the process of enabling people to increase control over their health and its determinants, and thereby improve their health"

Medication Use System – The Medication Use System is a complex process that comprises the sub-processes of medication prescribing, order processing, dispensing, administration, and effects monitoring.

"Small L" leader - Pharmacists who have staff level positions and use leadership skills within their daily practice as they work with patients, pharmacy personnel, and other healthcare practice and pharmacists who are involved in professional organization efforts at a grassroots level,.

"Big L" leader - Pharmacists who have formal leadership positions such as directors, clinical coordinators, and elected positions within professional organizations.

References available upon request.

Typical Instructor's - "Student Orientation Outline"

(Topics to be covered during a student's initial visit to the site)

1. Meet student and discuss student's previous experience.
2. Confirm required pre rotation documentation has been completed prior to the first day of rotation.
3. Review APPE objectives and SUCCESS evaluation criterion with student.
4. Develop a plan to meet APPE objectives in given time span.
5. Inform the student of your expectations of dress and grooming.
6. Inform the student of area for employee parking.
7. Tour site and introduce student to team / employees.
8. Orient the student to location of pertinent equipment and supplies.
9. Explain how the telephone system, computers and information system is used.

Following each APPE rotation, the student is responsible for completing the instructor evaluation on-line at http://copnt13.cop.ufl.edu/doty/pep/stud/studeval.htm.

Advanced Pharmacy Practice Experience Student Criteria

During their APPEs, the following is expected of students:

1. The student should contact the instructor at a minimum of 30 days (60 or 45 days in some cases) prior to the beginning of the rotation (either by telephone or email) to establish what the student will need to know for the first day of the rotation, confirm the pre rotation requirements, e.g. drug screen, and provide their CV and rotation requirements portfolio.
2. The student must exhibit a professional appearance both in manner and dress. The student must adhere to the standards of dress and behavior specified by the instructor to whom he or she is assigned. These standards should be identical to those required of all pharmacists in the pharmacy.
3. The student shall identify him or herself as a Student at all times.
4. The student is obligated to respect any and all confidences revealed during the assignment including patient privacy, pharmacy records, medical records, fee systems, professional policies, etc.
5. The student must keep in mind that the primary objective of Advanced Pharmacy Practice Experiences is learning and that learning is not a passive process, but requires a deep and active commitment on the student's part. Students should be prepared to participate in tasks and activities that contribute to the patient care process of the site as part of their learning experience.
6. The student should recognize that the optimum learning experience requires mutual respect, courtesy, and professional behavior between the instructor and themselves.
7. The student should encourage communication with all persons involved in the Advanced Pharmacy Practice Experience including the instructor, physicians, other health professionals, and patients.
8. A student should never publicly question the advice or directions of the instructor, but discuss any disagreements in private. All criticism should be viewed as a means of learning.
9. The student should question any activity that appears to be in conflict with state or federal drug laws and regulations or ethical and/or professional principles. Report any problems to your instructor or the Director of Experiential Programs. Remember that your internship registration is revocable for causes specified in Law and that revocation or suspension could prevent receiving licensure as a pharmacist.

10. The student should take the initiative in communicating with physicians and patients but should discuss professional decisions with the instructor prior to carrying them out.
11. The student is responsible for adhering to the work schedule of the instructor. For the student's own benefit, it may be necessary at times to devote more than the scheduled time or to deviate from previous schedule.
12. The student should be punctual in meeting the schedule and is obligated to notify the instructor as soon as possible if going to be absent or late.
13. The student should communicate to the preceptor any expectations of learning, activities, and practice in the site in a professional manner to ensure consistency between student and preceptor expectations, prevent misunderstandings, and support the student's ability to appreciate and experience the unique role and function of a pharmacist in any practice setting.
14. ATTENDANCE IS MANDATORY IF ACADEMIC AND LICENSURE CREDIT IS TO BE RECEIVED.

Advanced Pharmacy Practice Experience Student Dress Code

The following is a basic checklist for professional dress during APPEs. Additional requirements or guidelines may be instituted at the discretion of the site or preceptor.
- All students must wear neat, clean, white laboratory coats unless otherwise directed by the preceptors.
- Students should wear their College of Pharmacy ID as well as any nametag or badge issued by the rotation site. Nametags from places of employment should not be worn at a rotation site.
- Female students may wear skirts, dresses, or dress slacks with appropriate hosiery and shoes. Closed-toe shoes are preferred in any practice site. Some sites require closed-toe shoes, and students must comply with that requirement at those sites.
- Male students must wear dress slacks, collared shirts, ties, socks and appropriate shoes.
- Jeans, shorts, mini-skirts, thong sandals, T-shirts, etc., are inappropriate dress at any rotation site, and are NOT allowed.
- All students must maintain good personal hygiene.
- Students may be asked to leave a rotation site due to dress code violations. This absence is unexcused.

Attendance

Attendance is a vital part of Advanced Practice Experience Rotations and is mandatory. The quality of learning experiences is directly related to the time spent in the clinical environment. If sickness or other problems require the student's absence during rotation time, those lost hours must be rescheduled as soon as possible. Failure to participate in the assigned number of hours will result in an "Incomplete" grade for the course.

If you are unable to attend rotation, contact your instructor and leave a message with the Office of Experiential Programs (352) 273-6228. Absences will be dealt with in the following manner:

1. Excused - each excused absence must be made up at the discretion of the instructor. Absences may be excused secondary to health or family issues (personal illness, dependent's illness, Dr.'s appointment, family crisis, etc.), professional issues (interview for position, educational meeting, etc.) or at the discretion of the preceptor for other reasons not listed here. Absences that are planned require notification prior to the day of the absence. A minimum of 1-week notice regarding planned absences is expected.

2. Unexcused – an unexcused absence will result in a deficient evaluation of Competency 12 in the SUCCESS evaluation and the subsequent loss of grade that would produce. Each absence must be made up at the convenience of the instructor. Failure to notify at the time of the absence in the case of unexpected situations will result in an unexcused absence. Failure to notify in advance of planned activities will result in an unexcused absence.

   Time missed due to administrative issues e.g. Fees not paid or lack of portfolio requirements are counted as unexcused absences unless made up at the preceptor's discretion after the originating offense is corrected.

3. Tardiness - two unexcused tardies will be the same as one unexcused absence. The definition of tardy will be left up to the instructor.

4. Minimum attendance for a complete rotation is 17 out of 20 working day rotations or 35 out of 40 day rotations. Students missing more than 3/20 or 5/40 for any reason that are NOT made up must reschedule the entire rotation at a later date. **This is in no way permission to miss time on your APPEs.**

Educational meetings are an important part of being a professional. Attendance will be encouraged, but not required. Faculty and instructors will encourage the students to attend meetings.

Residency and position interviews likewise are and important for professional advancement but must not be scheduled in time and number to significantly degrade the quality of the ongoing Advanced Pharmacy Practice Experience. This should be taken into consideration when they are scheduled. Days missed due to these events will be made up at the discretion of the preceptor.

Professionalism APPE standards

We anticipate and expect all of our students to always conduct themselves in a professional manner. As a Departmental policy, professionalism will be monitored throughout the year for these courses. In addition to the potential grade penalties associated with poor professional performance via the SUCCESS (please refer to the section covering SUCCESS for more information) grading system, additional points may be deducted secondary to breaches in professionalism as deemed appropriate by the Associate Dean for Experiential Education or the Director of Experiential programs who serve as course coordinators for all APPE courses.

University of Florida College of Pharmacy
Faculty/Staff/Student's Compact

Exhibiting professional behavior is a never ending necessity which starts at the beginning of pharmacy school and continues throughout one's career. We are all committed to act as professionals in all situations to protect our patients, our college, and our profession. This compact is an agreement to work in a partnership to promote professionalism within all faculty, staff, and students. One way of achieving this goal is to demonstrate the behaviors listed in the UF PHARMD CORES. If everyone continues to strive to exhibit these behaviors in all situations, this compact will be fulfilled by our team effort. Together, we will be successful in attaining our goal of meeting professional standards within our college.

As a University of Florida student, faculty or staff member, I pledge to follow the

UF PHARMD CORES

Uplifting leadership

Develop ways to lead fellow pharmacists and other health care professionals to achieve superior patient care

Accept responsibility to find ways to help lead patients toward better health and quality of life

Functional in all environments

Maintain professional demeanor

Demonstrate the ability to control frustration and anger during stressful situations

Develop new ways to improve stressful situations

Personally responsible and motivated for self-improvement

Fulfill responsibilities completely and on time with the proper amount of effort

Independently identify tasks which need to be completed and completes with in a timely manner

Accept responsibility for actions

Be aware of his/her limits in pharmacy practice and be willing to ask for help

Accept and responds appropriately to criticism

Honesty and demonstrates integrity

Follow all confidentiality guidelines in all aspects of healthcare

Follow up with all questions from team, patients etc.

Altruistic

Serve as a patient advocate

Reliable

Arrive on time as agreed upon and fully participates

Communicate well with all involved parties

Mature and dependable

Demonstrate personal commitment to tasks, patients, and team

Exhibit acceptable attendance

Demonstrate empathy with patients and family

Develop proper patient rapport

Exhibit creative thinking when solving problems

Identify personal biases and work to ensure these are not affecting patient care

Dedicated to the profession of pharmacy, to the team, and the patients

Function well with the health care team

Promote the practice of pharmacy within the health care team

Build a good rapport with all

Work diligently with team to solve problems

Committed to excellence and collaboration

Advocate for change in pharmacy practice as health care changes occur

Exhibit an inquisitive drive for improvements in patient care and pharmacy practice as a whole

Demonstrate a strong work ethic

Organizational involvement

Participate in professional organizations to promote the practice of pharmacy

Respectful of others

Work with all members of healthcare team in a proper manner

Treat patients and family members with respect at all times

Interact respectfully with patients who might not exhibit respect in return

Demonstrate tolerance and acceptance for people and different situations

Ethical

Strive to behave ethically in all situations

Show the ability to identify any improper procedures and is willing to report these to improve patient care

Understand the principles behind developing proper professional relationships with patients

Service driven

Exhibit dedication to the improvement of the patient and overall community

UF PHARMD CORES

Uplifting Leadership

Functional in all environments

Personally responsible and motivated for self improvement

Honesty and demonstrates integrity

Altruistic

Reliable

Mature and dependable

Dedicated to the profession of pharmacy, to the team, and the patients

Committed to excellence and collaboration

Organizational involvement

Respectful of others

Ethical

Service driven

Rotation Preparation

Prior to each APPE rotation, students should:
- Contact next rotation preceptor at least 30 days BEFORE it is scheduled to begin by phone or email
- Check SAKAI website for site-specific forms and requirements (i.e., Drug Screen Requirements, Immunization forms)
- Request attestations at least 14 days BEFORE the scheduled rotation is to begin

In addition to completing site-specific requirements, students will be responsible for completing requirements set forth by the University of Florida, College of Pharmacy. A list of these requirements may be accessed by following the link:
http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/requirements/DATA_COLLECTION_ALL_PD_YEARS_WEB_VERSION.pdf

Sample Email:

Subject Line:
UF Pharmacy <Type e.g. Adult Medicine> Rotation <Start date e.g. March 5, 20XX>

Dear <Preceptors title and last name>
I am a University of Florida pharmacy student scheduled for <rotation type> during <rotation date and time> at your institution <Name of rotation site>

I am inquiring about the following information:
1) Pre rotation requirements. What, if anything, do I need to do prior to arriving for the rotation e.g. Drug screen, orientation materials, etc?
2) My first day:
   a) Where do we meet?
   b) At what time?
   c) Dress code
   d) Laptop computer
   e) Parking instructions and costs
3) Syllabus: If you have a copy you could send me it would be of great help in my preparation for your rotation.

My CV is attached for your review.

I look forward to the coming rotation and working with you.

Students Name
Contact Phone number(s)
E mail address
Current Rotation site

Student CV Instructions

University of Florida advanced practice experience students are required to create and maintain up-to-date Curriculum Vitae for themselves. Student CV's will be helpful to the preceptors by allowing them get a picture of

the student's previous experience and their goals prior to the beginning the experience. The CV should contain the following information: Name, Current Address, Permanent Address, Educational Background, Work Experience, Advanced Practice Experience Schedule, Honors and Awards, Extra Curricular Activities, Community Service, Presentations and or Published papers.

The CV should be sent with a cover letter introducing the student and providing any additional information, areas of interest, or specific goals that the student would like to achieve. The cover letter and CV should to be sent to the preceptor four weeks in advance of the starting date of the Experience. This can be delivered via normal postal services, fax, or email.

There are examples of CVs that you can use on the Sakai site. You are not required to use the format in the example. It is there if you need it. Some form of CV is required.

Web Resources and Staying Connected

The APPE Sakai site will have many resources for you to use through out the year. It has some overlap with the College of Pharmacy Office of Experiential Programs Website. Most of the links you will use regularly from the OEP website have been duplicated on the Sakai site. This site is specific to your class so unlike the OEP site there will be year specific items contained on the Sakai site.

In addition it is important to stay connected. We regularly send emails that may affect one person, a group of people or the whole class. We will only use your UF email address. Please make sure that your mailbox does not get too full to receive emails. If you forward your email to another account check back occasionally to make sure the forwarding is working. Being out of touch even on your month off can sometimes create difficult situations for you and the OEP staff.

If you discover an error in the information provided on any of our web sites or email messages please let us know as soon as possible so that it can be corrected.

Office of Experiential Programs (http://copnt13.cop.ufl.edu/doty/pep/index.htm)
Sakai System (https://lss.at.ufl.edu/)

How to have a good year on rotations

There are some key components that result in a good rotation year. These may seem obvious, yet every year we have people who do not do them and suffer because of it.

1. Don't Panic. Problems arise. Very few of them cannot be solved. Maintain calm.

2. Take care of yourself. Your health is important. It is hard to complete rotations while in bed.

3. Try to limit your outside sources of stress. Rotations are stressful enough. Do not accept additional challenges unless they are required or provide significant gain during your rotation cycle. Of course some are unavoidable, but some are not… (i.e., don't work more than you have to, don't run for public office, etc.)

4. Think of each rotation as a learning experience and not just a barrier to graduation. The later produces a frame of mind which leads to poor outcomes

5. Stay aware. Keeping up with rotation requirements. Maintaining communication with the College. Recognition of problems before they become critical. All these things will reduce the likelihood of a poor outcome.

6. Make your family and friends aware of what you are doing and ask them for support and patience for the next year. If they believe this time for you is going to be less stressful because you are not in "class" then they need to be properly informed.

7. Secure help before you need it. If you have children or family obligations which might come in conflict with your rotation responsibilities, work out arrangements with family, friends and fellow students before the situation becomes critical.

8. Understand your place in the hierarchy of practice. Patient care is always first. Student learning comes well after that. Not understanding this can lead to disappointment.

9. Recognize the limitations of the Rumor Mill. Just because someone had a good experience or a bad experience does not mean you will have the same. Rotations experiences are a complex combination of student/preceptor dynamic, patient workload, time of year, staffing, funding, baseline ability, preceptor time, etc. The possibility of these things being reproduced in the same rotation month after month is limited. Rotation experiences can be similar or widely variant based on these things.

10. Be careful of consumerism. While preceptors do receive some benefits from the College those benefits do not compensate them for the time they commit to your education. They choose to do this because they want to. The concept of "I am paying for this!" is a dangerous attitude.

11. Be dependable and helpful. The items in Competencies 11 and 12 of the SUCCESS grading system are almost completely in your control. Help yourself out by at working hard to meet those criteria.

12. Look for new opportunities. No preceptor is ever disappointed to be asked by a student if they can learn more about X or get a chance to experience X. Take full advantage of all opportunities available. You may never have a chance to do this again.

13. Be careful of how you represent your preceptor. Your interactions with other health professionals or auxiliary staff can help or hinder relationships that your preceptor has or is trying to establish.

14. Don't put off things until they are too late. Contacting preceptors, meeting requirements, asking for help from the OEP office or your campus. It is rarely too early.

15. Don't obsess about grades. The value of these experiences is what you walk away with, not the grade you get. Grades are just a mechanism to influence performance. If you are learning and doing the things mentioned above, good grades should follow.

16. If you're leaving home don't forget to forward your mail or ask someone you trust to collect and forward.

17. Put your best foot forward – you may want to ask one of your preceptors to be a reference or you may want to return for a residency! OR someone you want to hire you may call one of your previous preceptors. Pharmacy is a small world.

18. Make the most of these experiences. You can learn as much from a "lesser" experience as you can from a "greater" experience. Make mental notes about what serves your preceptors well and what doesn't and about what works on their site and what doesn't. Each rotation experience will be what you make it to be.

19. As you finish each rotation, it's in your best interest to jot a few quick notes about your experience. What did you learn? What did you do? How many patients did you see in an average day? How busy was the rotation site in terms of numbers of prescriptions? Did you have any experiences that might be good fodder for job or residency interviews? You're looking for stories about:
    - Time management/coping with stress/handling multiple priorities
    - Proudest accomplishment/taking initiative/leadership qualities
    - Making a mistake/dealing with a disappointment
    - Challenging your professor, boss, or a policy/handling a policy with which you didn't agree personally
    - Dealing with difficult people/customers/patients/coworkers/classmates

SECTION II: ADMINISTRATIVE INFORMATION

APPE Changes and Petition Process

Students will register for APPE courses each semester.

A master list of all Advanced Practice Experience assignments is kept in the Office of Experiential Programs and is available via the OEP web site at http://copnt13.cop.ufl.edu/doty/pep/APPEcoursenumbers.htm.

NOTE: Office of Experiential Programs, in Gainesville, is the ONLY source for rotation changes.

Changing APPE's after the final schedules are sent out:

Lyndsay Ulmer: ulmer@cop.ufl.edu

Rotation changes may be initiated by students or at the request of preceptors.

Student initiated changes: The procedure to change a rotation is as follows. You will have to petition to change a rotation. Forms are available on the SAKAI site **http://lss.at.ufl.edu/.** You must petition 60 days in advance of the **semester** in which the rotation falls. Petitions are considered by the Academic Performance Committee and their decision is final. Attempts to change a rotation will not be done until the Academic Performance Committee has ruled on the petition. An approval by the committee does **not** guarantee the change will be made as other factors are a part of this process (i.e., if preceptor is available, etc.). The Office of Experiential Programs will send a memorandum to you and the faculty member about all changes in your APPE schedule. If you have a question about which APPE course you are registered for, please feel free to contact the Office of Experiential programs.

IMPORTANT: Registration for the spring semester of the fourth professional year requires pharmacy students to register for two required pharmacy courses and up to 4 credits of pharmacy elective courses. The schedule of courses in the last 8 weeks of the spring semester takes into account room availability, instructor preference and spacing of course work through the week. The schedule is developed just as any semester schedule throughout the professional program. The College expects students to be prepared to attend classes on any day of the week during the last 8 weeks of the semester. Students will select elective courses well before registration and will be held to a College deadline for any changes. Policies for elective course selection are posted on the College of Pharmacy web http://www.cop.ufl.edu/education/student-affairs/academics/elective-policy/

Students entering Advanced Pharmacy Practice Experiences should pay their registration fees at the appropriate time due to liability concerns. If you did not pay registration fees and you were to continue in an Advanced Pharmacy Practice Experience and become involved in a malpractice situation, the University of Florida has no obligation to defend you because you are not a registered student. Therefore, the College of Pharmacy will insist that students pay their registration fees as a condition for entering Advanced Pharmacy Practice Experiences. Students who have legitimate deferral of fee payments through Student Financial Aid will be allowed to participate in Advanced Pharmacy Practice Experiences.

This concern also relates to health insurance coverage through the Student Health Center. If you are not registered, you cannot utilize the Student Health Care Center or other facilities on the University of Florida campus.

Please arrange to pay your registration fees on time. Failure to do so may result in your removal from a rotation and a delay in graduation that may result.

Grades Issues

When grades are not received in time to be reported after the completion of a rotation an N or NG grade will be assigned to the student for that Advanced Pharmacy Practice Experience. The actual grade submitted by the Advanced Pharmacy Practice Experience preceptor will be sent to the Registrar to replace the N grade when it is received. This process takes 4-6 weeks once the grade is received

If a failing (E) grade is assigned in an Advanced Pharmacy Practice Experience, the student must repeat the same Advanced Pharmacy Practice Experience course (but not necessarily with the same preceptor or at the same site). If the failed rotation was one of the 4 elective rotations then the replacement rotation could be any other elective. If a repeat Advanced Pharmacy Practice Experience cannot be completed prior to graduation ceremonies in May, the student will graduate following successful completion of the Advanced Pharmacy Practice Experience (i.e. August or December).

Dropping Advanced Pharmacy Practice Experience Courses

Students dropping courses after the start of a course, which is not approved for exception, will be assigned grades of "E" (failing). Students may request an exception that allows them to drop an experiential course; however, their reasons for the request must be in writing. The Director of Experiential Programs, the appropriate campus director and the Chairman of the Department of Pharmacotherapy and Translational Research or his/her designate, will review the request and make the final decision. Poor performance in a course will not be an allowable reason for dropping an experiential course. Students may withdraw by petition with a "W". Final decision with regards to dropping courses rests with the University Senate Petitions Committee.

Evaluation Of Advanced Pharmacy Practice Experiences

Students are required to evaluate each Advanced Pharmacy Practice Experience instructor in which they complete assignments and receive a grade. Students will not be identified on the evaluation form. Ideally the evaluation of the site and Advanced Pharmacy Practice Experience preceptor should be done during the latter part of the final week in the Advanced Pharmacy Practice Experience (although they can be done anytime after the rotation is complete). The evaluation should be performed in the absence of the Advanced Pharmacy Practice Experience preceptor. Evaluations are sent to the preceptor after the students graduate in May.

Evaluation instructions will be sent to you via email; the Evaluation system can be accessed via the OEP website at http://copnt13.cop.ufl.edu/doty/pep/stud/studeval.htm

Reporting APPE Problems

If you have problems on an Advanced Pharmacy Practice Experience, the guideline to follow is to discuss it with your preceptor. The next contact is one of the Regional Coordinators for region your are located, the Campus Director of your campus the Director of Experiential Programs, the Associate Dean for Experiential Education or the Chairman of the Department of Pharmacotherapy and Translational Research, who will consult with the appropriate individuals, if the discussion with the preceptor was unsuccessful in resolving the problem. Beyond this assistance, you can seek the advice of the Senior Associate Dean for Professional Affairs.

If illness is a problem that interferes with your ability to complete an Advanced Pharmacy Practice Experience(s), arrangements can be made to reschedule Advanced Pharmacy Practice Experience(s). An incomplete grade will be given for students who are unable to complete requirements of an Advanced Pharmacy Practice Experience. Students have until the end of the next semester from the time of the reported "I" grade to make-up requirements to receive a grade.

If students have a personality difference with a preceptor, every effort should be made to reach a mutual working relationship between the two parties involved. These types of personal conflicts must be accommodated. If you need help working through such a problem, you can contact a Regional Coordinator, the Director of Experiential Programs, the Associate Dean for Experiential Education, or your Campus Director for advice.

Student Pre-rotation Portfolio Contents and Process

As you prepare to enter APPEs in the spring semester, there are several items that will need your <u>immediate</u> attention. The Joint Commission for Accreditation of Healthcare Organizations (JCAHO) has established regulations that require hospitals to treat students in their facilities the same as they do employees. The greater extent of information required for students entering hospitals is not a College of Pharmacy initiative. This is a requirement placed upon colleges of pharmacy by hospitals as they adhere to JCAHO accreditation regulations.

The College of Pharmacy will validate that you have met these requirements upon receipt of the information from you. A list of requirements and deadlines can be accessed by following the link:
http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/requirements/DATA_COLLECTION_ALL_PD_YEARS_WEB_VERSION.pdf

CONTACT PRECEPTOR AT LEAST 30 DAYS PRIOR TO BEGINNING ROTATION

This is very important. You must contact the preceptor at the next clinical site in a hospital to learn what you must do 30 days (in some cases 45-60 days) before entering the next site to confirm what pre-rotation requirements are required. NOTE: Hospitals may, and have, changed policies during the rotation year. Once you receive information on the specific requirements for that hospital, you must act on it as soon as possible. You must call to find out this information at least 30 days prior to entering the next hospital clinical site. Contact your preceptor by email or phone. It is up to the student to be proactive and persistent to obtain a response from the preceptor.

Consequences of Not Meeting Deadlines

Students are required to meet the deadlines set forth by the College of Pharmacy. See the following link to read about the consequences of not meeting these deadlines.
http://www.cop.ufl.edu/wp-content/uploads/Consequences-for-Not-Meeting-Pre-Clinical-Deadlines.pdf

Student Portfolio Rules and Contents

Students are required to have a hard copy record of all the pre rotation requirements ready to be presented. Many students have found it convenient to scan all of their documents and save to a flash, or thumb, drive. Keep it with you – all you will need is a printer!
Various rotation sites have requirements of the students that attend those sites. These requirements must be completed prior to beginning a rotation there. To make this as easy as possible for the sites and the students the most common required items will be gathered into a portfolio that the student will maintain for their entire year of rotations. The items that the portfolio will contain are available at the following site:
http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/requirements/DATA_COLLECTION_ALL_PD_YEARS_WEB_VERSION.pdf

Forms

In order to meet all deadlines for documentation, refer to the following websites and submit the appropriate forms to the Office for Student Affairs. It is a good idea to keep a copy of each form for your personal records.

List of Requirements and Deadlines:
http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/requirements/DATA_COLLECTION_ALL_PD_YEARS_WEB_VERSION.pdf

Forms to be Submitted: http://www.cop.ufl.edu/education/student-affairs/forms/
Make sure you are aware of approaching deadlines even when you are on rotations!

Information on Background Checks & Other Pre-Clinical Requirements

In January 2011, you will receive an email from Certiphi Inc. (the same organization that handled your criminal background check in the fall) authorizing you for a drug screening.

Remember to save that email!

In that email there will be critical information explaining how to go about getting your drug screening, *if requested.* Not all sites require drug screening. This authorization is good for only one drug screening. If you need to be screened again (for another APPE), please contact your Student Affairs Coordinator, so that another authorization can be created.

You will need the following:
1. Site https://www.applicationstation.com/home/home_new.asp
2. Code (in the email)
3. Credit Card

Once payment is received, you will be given a Chain of Custody Code specific to the University of Florida, College of Pharmacy, and you may proceed to any of the Lab Corp locations noted in the email.

As you prepare to enter APPEs in the spring semester, there are several items that will need your attention. The Joint Commission for Accreditation of Healthcare Organizations (JCAHO) has established regulations that require hospitals to hold students in their facilities to the same standards as they do employees. Specific background checks and other requirements are now necessary for students to enter their practicum facilities. This is a requirement placed upon colleges by hospitals as they adhere to JCAHO accreditation regulations, not a UF College of Pharmacy initiative.

The College of Pharmacy through the Office of Experiential Programs and the Office for Student Affairs has developed a framework to assist you in meeting these requirements. The range and complexity of these new requirements will require diligence by students and the College to make sure everything is completed. Some requirements have already been met, while others will be due December 1. **Students must comply with the above requirements by the deadlines established. Failure to comply will mean delayed access to hospital sites for APPEs. In addition, reduction in grading for APPEs can occur for failure to meet established deadlines.** Please do not assume that if you do not meet a requirement in time that your APPEs can be rescheduled. *That is not going to be a possibility*. With limited clinical sites and the number of enrolled students, flexibility does not exist.

Background checks are processed on line by Certiphi at https://www.applicationstation.com/home/home_new.asp You will receive an email from the Office of Student Affairs in early October regarding login information. Be sure to save a copy of your criminal background check as you may be asked to show this information to the director of the personnel at a hospital. You may also redirect this report electronically to the HR personnel at your site by logging in to Application Station, and going to the Report Manager. Follow the prompt; you will be asked for the email and name of the report recipient.

Information and Deadlines for Background Check

WAS DUE: October 17, 2011
The Criminal Background Check verifies several areas, including Social Security Verification, Credit Reports, Criminal Record Search, and Sexual Offender Registry Search. An all-inclusive list of criteria searched by Certiphi can be found at the following website: http://www.certiphi.com/SubPage_RelatedBox.aspx?ChannelID=72

Positive Background policy:
- Student services will contact student for explanation for positive background check.
- Unresolved background incidents may require the student to obtain documentation of disposition from the judicial and/or law enforcement system. You will be notified if such actions are required.
- If warranted, referral to the Office of Student Conduct and Conflict Resolution for review and adjudication.
- Students with a background issue APPROVED by College of Pharmacy to enter APPE experience;
    - If site requires an attestation of a background check and the student has a significant positive finding the College will transmit the following statement, attesting to the background check:

> "A review of the above items indicates this student is considered eligible by the College of Pharmacy to enter patient care settings to complete curricular requirements for the Doctor of Pharmacy degree. This student has a prior event in the background check. A review of the circumstances and explanations of this event was considered satisfactory for this student to continue advanced pharmacy practice experiences in patient care settings. If you would like to be informed of this event and the explanation, please contact Michael W. McKenzie, Ph.D., Senior Associate Dean for Professional Affairs (352-273-6217; mckenzie@cop.ufl.edu)."

- If the preceptor has further questions they are to referred to:
    Michael W. McKenzie, Ph.D., R.Ph.
    Senior Associate Dean for Professional Affairs
    Professor, Department of Pharmacotherapy and Translational Research
    College of Pharmacy
    PO Box 100495
    Office for Student Affairs
    Student Services Center, HPNP Complex (Rm. G-234)
    Health Science Center
    University of Florida
    Gainesville, FL 32610-0495
    Phone: 352-273-6221
    Fax: 352-273-6219
    Email: Mckenzie@cop.ufl.edu

Privacy of Health Information

http://privacy.ufl.edu/pdf/PrivacyPolicyProcedures.pdf

Please refer to above link for guidance on reporting, investigating, and responding to privacy violations.

Drug Screen Procedures

Due 30 Days Prior to Entry into Selected Hospitals:
*Some sites require a drug screen before you can complete a rotation in their institution. Although a list of current sites who currently require a drug screen will be posted on SAKAI and sent to all 3PD's by email. It is your responsibility to verify if your upcoming rotation site requires a drug screen. Unexpected changes may occur during the year so it is still **REQUIRED** for you to confirm the possible need for a drug screen **30 days** prior to the rotation start date. **NOTE:** Some sites request a drug screen done no earlier than 30 days prior to your starting date.*

IMPORTANT FACTS

- A "Positive is a Positive" Watch the company you keep. Inhale only "clean" air

- Non-compliance or "tardy" compliance is a positive test.

- Dilute, substituted or adulterated samples (see below) are considered a positive test and Code of Conduct Violation.

- Drug Screen Completion MUST be done BETWEEN 30 and 22 days before the rotation is scheduled to begin. NOTE: Collection sites are not usually open on Saturdays or Evenings.

- Specimen processing can take up to 5 working days and the College needs 10 working days to report to the rotation site the results.

Refer to the following website prior to completing a Drug Screen for a detailed explanation of the Drug Screen process as well as specific information on fees and contact information:
http://www.cop.ufl.edu/education/student-affairs/academics/drug-screen-procedures/

Note: 10-Panel Urine Drug Screen may include (depends on site requirements):
1. Amphetamines (including Methamphetamine)
2. Barbiturates
3. Benzodiazepines
4. Cannabinoids (THC,)
5. Cocaine
6. Methadone
7. Methaqualone
8. Opiates (Codeine, Morphine, Heroin, Oxycodone, Vidcodin, etc.)
9. Phencyclidine (PCP)
10. Propoxyphene

STUDENT DRUG SCREEN PROCESS RESULTS AND CONSEQUENCES

- Negative Result:
  - All is right with the world. Your rotation site will be notified and your rotation will start on time as normal.
- Drug screen NOT completed prior to rotation or within the specified time limit:
  - Investigation by College of Pharmacy to determine reasons why the drug screen was not completed.
  - Lack of good reason: Referred to PRN network (see below)
- Drug Screen invalid or adulterated.
  - Referred for review to Professor Doering
  - Criteria for Adulterated:
    - The pH is less than 3 or greater than or equal to 11 using either a pH meter or a colorimetric pH test for the initial test on the first aliquot and a pH meter for the confirmatory test on the second aliquot;
    - The nitrite concentration is greater than or equal to 500 mcg/mL using either a nitrite colorimetric test or a general oxidant colorimetric test for the initial test on the first aliquot

and a different confirmatory test (e.g., multi-wavelength spectrophotometry, ion chromatography, capillary electrophoresis) on the second aliquot;

- o The presence of chromium (VI) is verified using either a general oxidant colorimetric test (with a greater than or equal to 50 mcg/mL chromium (VI)-equivalent cutoff) or a chromium (VI) colorimetric test (chromium (VI) concentration greater than or equal to 50 mcg/mL) for the initial test on the first aliquot and a different confirmatory test (e.g., multi-wavelength spectrophotometry, ion chromatography, atomic absorption spectrophotometry, capillary electrophoresis, inductively coupled plasma-mass spectrometry) with the chromium (VI) concentration greater than or equal to the LOD of the confirmatory test on the second aliquot;
- o The presence of halogen (e.g., bleach, iodine, fluoride) is verified using either a general oxidant colorimetric test (with a greater than or equal to 200 mcg/mL nitrite-equivalent cutoff or a greater than or equal to 50 mcg/mL chromium (VI)-equivalent cutoff) or halogen colorimetric test (halogen concentration greater than or equal to the LOD) for the initial test on the first aliquot and a different confirmatory test (e.g., multi-wavelength spectrophotometry, ion chromatography, inductively coupled plasma-mass spectrometry) with a specific halogen concentration greater than or equal to the LOD of the confirmatory test on the second aliquot;
- o The presence of glutaraldehyde is verified using either an aldehyde test (aldehyde present) or the characteristic immunoassay response on one or more drug immunoassay tests for the initial test on the first aliquot and GC/MS for the confirmatory test with the glutaraldehyde concentration greater than or equal to the LOD of the analysis on the second aliquot;
- o The presence of pyridine (pyridinium chlorochromate) is verified using either a general oxidant colorimetric test (with a greater than or equal to 200 mcg/mL nitrite-equivalent cutoff or a greater than or equal to 50 mcg/mL chromium (VI)-equivalent cutoff) or a chromium (VI) colorimetric test (chromium (VI) concentration greater than or equal to 50 mcg/mL) for the initial test on the first aliquot and GC/MS for the confirmatory test with the pyridine concentration greater than or equal to the LOD of the analysis on the second aliquot;
- o The presence of a surfactant is verified by using a surfactant colorimetric test with a greater than or equal to 100 mcg/mL dodecylbenzene sulfonate-equivalent cutoff for the initial test on the first aliquot and a different confirmatory test (e.g., multi-wavelength spectrophotometry) with a greater than or equal to 100 mcg/mL dodecylbenzene sulfonate-equivalent cutoff on the second aliquot; or
- o The presence of any other adulterant not specified in 3 through 7 is verified using an initial test on the first aliquot and a different confirmatory test on the second aliquot.
- Criteria for Substituted:
  - o A urine specimen is reported substituted when the creatinine concentration is less than 2 mg/dL and the specific gravity is less than or equal to 1.0010 or greater than or equal to 1.0200 on both the initial and confirmatory creatinine tests (i.e., the same colorimetric test may be used to test both aliquots) and on both the initial and confirmatory specific gravity tests (i.e., a refractometer is used to test both aliquots) on two separate aliquots.
- Criteria for Dilute:
  - o A urine specimen is reported dilute when the creatinine concentration is greater than or equal to 2 mg/dL but less than 20 mg/dL and the specific gravity is greater than 1.0010 but less than 1.0030 on a single aliquot.

- Consequences for an adulterated, substituted or diluted result:
  - From the Mandatory Guidelines for Federal Workplace Drug Testing Programs published in the Federal Register on April 13, 2004 (69 FR 19644), effective November 1, 2004.
  - Investigation by College of Pharmacy about reasons why the drug screen was not valid or adulterated.
  - Action: Lack of valid reason: repeat test will be performed and student referred for possible code of conduct violation.

- Consequences for a confirmed positive second consecutive invalid, or adulterated test or refusal to obtain drug screen in a timely manner:

- Associate Dean Norman review test results to confirm.
- Refer to PRN network: Chemical Impairment Policy For Pharmacy Students College Of Pharmacy, University Of Florida Page 58-62
- http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/policies/Student_Faculty_Handbook_11-12.pdf
- Student suspended from rotations till approved by PRN network
- Site and Student Notified.

PRESCRIPTION DRUGS AND DRUG URINE SCREEN
- Taking a "borrowed drug" is against the law, and NOT an excuse for a positive test.
- IF you are taking prescription medication and are required to submit to drug testing, here are the procedures:
  1. Pay for the test - https://www.applicationstation.com
  2. Submit sample at Labcorp using the multi-part Chain of Custody Document.
  3. Call Certiphi to confirm receipt of sample – 800-803-7859 within one hour of leaving the drug collection site. Refer to the pink sticker on your green Donor Copy of the Chain of Custody Form.
  4. A letter from the prescribing physician must be faxed to 888-247-8373. Be sure it includes your full name and UFID.
- The report will show as a PASS when documentation is provided/confirmed.

Other Various Site Requirements

A particular site may require an item of responsibility, confidentiality, or liability that will be outside this list. You will have to adapt to that particular requirement. Specific site requirements may be found on the SAKAI site. This is not all inclusive. Some rotation sites may tell you of a requirement when you contact them.

ALL Requirements Prior to APPEs
Please be sure to check the website checklist!

http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/requirements/DATA_COLLECTION_ALL_PD_YEARS_WEB_VERSION.pdf

Financial Aid

You may submit a College of Pharmacy financial aid form to the Office for Student Affairs for consideration by the College's Financial Aid Committee and/or sponsors of various scholarships, awards and grants (http://www.cop.ufl.edu/education/student-affairs/financial-aid/). You should apply online on the Student Affairs website before December 15. If you have problems with financial aid through Mike Menefee during Advanced Pharmacy Practice Experience, please feel free to contact Dr. McKenzie in the Office for Student Affairs.

Pharmacy Scholarships

Any monies from pharmacy scholarships remaining after deduction for tuition will be mailed to your permanent address unless you indicate otherwise by notifying the Office of the University Registrar.

Emergency Loan

Emergency loans may be requested by contacting the Office for Student Affairs. The maximum amount available for such a loan is $400. These loans are meant to cover expenses when budgeted monies become unexpectedly unavailable. It is assumed that in most cases the emergency loan is used to meet expenses upon the expectation that other funds will be available in the very near future.

The loan may be paid within 89 days of being issued. The funds for emergency loans are deposited in the **Lydia Foote Memorial Loan** account at Student Accounting.

An emergency loan must be paid prior to graduation. If repayment cannot be made before graduation, arrangements should be made with the Associate Dean for Professional Affairs for an exception to this policy. Failure to repay an emergency loan could result in a delay in the awarding of a diploma.

Federal Loans and Grants: Financial Assistance in the Summer Semester

For students assigned to Advanced Pharmacy Practice Experience in the summer semester who have used their two semesters of eligibility for federal financial aid for the academic year, you may request a third semester of financial aid for the summertime through Criser Hall. GSL and other loans are available in a limited supply. These funds are generally reserved for seniors who need to attend the summer semester in order to complete a few remaining credits to graduate. Special cases (such as senior students assigned to summer Advanced Pharmacy Practice Experience who need financial assistance) are also considered or these funds. Apply early for these funds to increase your probability of receiving financial assistance for the summer semester. The usual deadline for the application for a summer semester loan is March 1. Loan applications will be accepted after this date; however, the probability of receiving a loan decreases as time past the March 1 deadline increases.

If you are not awarded a third semester of federal financial aid, please feel free to contact the Office for Student Affairs in the College of Pharmacy and ask the Financial Aid Committee to consider a special scholarship or loan from sponsors within the College. Keep in mind; however, that the College cannot guarantee you that it can assist you. The Financial Aid Committee will be glad to examine what resources are available and attempt to assist those students assigned to the summer semester who are in serious financial difficulty.

Awards

There are a number of awards for graduating pharmacy seniors. Many of them require that you be nominated by faculty and selected by the Awards Committee for the College of Pharmacy. You may complete an activities form or submit a resume of your activities to have on record in the Office of Student Affairs. This information is very useful to the members of the Awards Committee when decisions are made on nominations from the faculty.

There are several awards that have financial need as a criterion. You may submit a College of Pharmacy financial aid form for consideration by the College's Financial Aid Committee and/or sponsors of various scholarships, awards, and grants. Please check the College website for deadlines. Deliberations on financial aid and awards begin in February.

Recipients of awards will be recognized at the Spring Awards Reception. The time for this event will be announced in the spring of 2013. If you are selected to receive an award, please be present at the Awards Reception if at all possible. If you cannot attend the Spring Awards Reception, please notify the Office for Student Affairs as early as possible so that the sponsor of the award can be informed. It would be proper for a recipient of an award who cannot attend the Spring Awards Reception to write a letter to the sponsor explaining the circumstances for the absence.

Football Tickets

Please keep in mind that if you want football tickets in the fall semester and you will not be registered for Advanced Pharmacy Practice Experience, you must pay a student activities fee before the Athletic Department will allow you to purchase student football tickets.

Outstanding Senior Award

The Alachua County Association of Pharmacists sponsors an award to recognize "Potential Excellence in Pharmacy Practice: To advance the Professional Image of Pharmacy." The award consists of a plaque and a one-

year membership in the Florida Pharmaceutical Association. Students in the senior class at the Gainesville Campus select a pharmacy senior by ballot.

Preceptor of the Year Awards

The Roche Laboratories recognizes the outstanding preceptors with a plaque and an opportunity to compete for a national award. Two awards are presented to adjunct faculty: one for an outstanding preceptor in an outpatient practice setting and one for an outstanding preceptor in an inpatient practice setting. Students may submit a letter to the Office for Experiential Programs describing the outstanding attributes and characteristics of a preceptor in internship or Advanced Pharmacy Practice Experience. Full time faculty in the College of Pharmacy are not eligible for this award. The Awards Committee of the College of Pharmacy selects the recipients. Nomination should be received by April 1.

Graduation, Commencement & Licensure Information

Available on the web site:

http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/commencement/dear%20graduating%20senior%20spring%2012.pdf

Students may be eligible to graduate with Cum Laude, Magna Cum Laude, or Summa Cum Laude.

AIDS Continuing Education Requirement

The College of Pharmacy is now allowed to certify that you have met the AIDS continuing education (CE) requirement through the Pharm.D. curriculum for licensure as a pharmacist. No action on your part is necessary to prove this training. The COP will send a list of graduates to the FL Board of Pharmacy certifying that this requirement has been met.

Medication Safety Continuing Education Requirements

The Florida Board of Pharmacy requires that all applicants for licensure must complete a course on medication errors prior to licensure. The requirement is met with the Evidence Based Pharmacy course (PHA 5226) with a grade of C or better, as well as the Medication Safety elective course. A Continuing Education course on medication safety is available through the Division of Continuing Education in the UF College of Pharmacy. A letter will be sent to the Board of Pharmacy attesting that graduates have met this requirement for licensure. No action is necessary on your part.

APPE 2012-2013 Student Checklist timeline

1. Registration
   You will be contacted by the Office of Student Affairs concerning registration for summer 2012, fall 2012, and spring 2013. Watch for emails and deadlines!

2. Deadline to pay tuition
   No tuition is due for summer 2012; it is covered in your annualized rate. Check the student affairs master calendar for deadlines for Fall 2012 and Spring 2013

3. Pre Clinical Requirement Portfolio completion prior to starting Advanced Pharmacy Practice Experiences
   You are required to maintain this during your APPE cycle.

4. Deadline for Application for Graduation in Spring 2013 will be announced in the Fall and available on the Student Affairs website.

5. Watch for exhaustive checklist from the Office of Student Affairs January, 2013 with graduation and licensure (in-state as well as out-of-state) information!

6. Advanced Pharmacy Practice Experience evaluations completed before graduation.

7. All post-rotation requirements completed (ppd, etc)

SECTION III: SUCCESS

SUCCESS PROGRAM

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SUCCESS Student Tutorial

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Purpose:

The SUCCESS program is a System of Universal Clinical Competency Evaluation in the Sunshine State. It is designed to be a competency based objective student evaluation system to be used by all clinical faculty from all the colleges of pharmacy in the state of Florida.

A full description of the SUCCESS program can be accessed at the SUCCESS Student Tutorial. Students should review the information about the program in order to have an understanding of how the SUCCESS program will allow faculty to evaluate them and therefore the expectations of them on rotations.

What is this program?
- Five Florida Colleges of Pharmacy are currently using it.
- Rotation evaluation focused on performance NOT grade.
- Better define rotation expectations.
- Reduced subjectivity of grading.
- Your preceptor will NOT perform the final calculation of your grade, or even be immediately aware of the result.
- Evaluated using competencies and skills statements. A complete listing is available on here.
- Critical skills are included in the evaluation process. Critical skills are those skills that where a student deficiency would cause harm to patients or to the practice site.
- Provides for a more detailed and formative rotation evaluation.
- Common definitions of competencies and expectations across rotations

Project and evaluation portfolio:

In addition to the evaluation from the SUCCESS program. For each APPE rotation students should have the faculty fill out the *Additional Advanced Pharmacy Practice Experience Notes.* (Shown on the next page). These documents will allow the student to have a record of the projects you have completed, and the evaluative comments that the faculty have made about the student. These documents should be made available to the next preceptor so that they can better tailor the student's experience.

As the SUCCESS program continues to grow, this process will eventually become electronic as well.

Additional Advanced Pharmacy Practice Experience Notes

(print as many of these as necessary)

Rotation: _____**Preceptor:** _____

Presentations / Projects:_____

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Comments:_____

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Code of Ethics for Pharmacists

PREAMBLE
Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V. A pharmacist maintains professional competence.
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.
When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

* adopted by the membership of the American Pharmacists Association October 27, 1994