The Mission of the University of Nebraska Medical Center, College of Pharmacy, Office of Experiential Programs is to develop and provide quality practice experiences in a variety of settings in order to introduce students to the practice of pharmacy and prepare them to become effective, competent practitioners.
Dear Preceptors,

The College of Pharmacy deeply values your commitment to precept our students. You are vital to the success of our program. The “real life” experience that students receive through Pharmacy Practice Experience provides an environment where professionalism and learning can flourish; where industry and innovation are recognized; and collaboration and community involvement are valued.

As a Preceptor, your expertise will enhance the College of Pharmacy's mission to educate exceptional future pharmacists. The College recognizes your exceptional efforts to mentor and develop our Pharmacy Students toward their goal to become fellow pharmacists in Nebraska and throughout the United States.

Thank you again for your support and involvement. Without you, we could not offer this rewarding experience to students considering a career in pharmacy.

Sincerely,

John E. Ridgway, BS, RPh
Director of Experiential Programs
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Role and Mission

Mission

The Mission of the College of Pharmacy at the University of Nebraska Medical Center is to improve the health of Nebraska through premier educational programs for pharmacists, other health professionals and graduate and post-graduate students, conduct innovative research, and provide the highest quality patient care and outreach to underserved populations.

Values

The College of Pharmacy faculty embrace and are committed to the following values:

• Human health
• Excellence
• Leadership
• Innovation, assessment and continuous improvement
• Life-long learning
• Inclusiveness and communication
• Respect for individuals and their cultures
• Mentorship, and personal and professional development
• Empowerment and individual accountability
• The Mission of UNMC and the College of Pharmacy

Pharmacy Practice

The Department of Pharmacy Practice consists of faculty members, based primarily at UNMC, the Nebraska Medical Center, and the VA Nebraska-Western Iowa Health Care System, and adjunct faculty members. These faculty provide didactic, laboratory, and experiential instruction to Doctor of Pharmacy students in topics related to pharmacy practice, including therapeutics, communication, law and ethics, pharmacy administration, and drug literature evaluation. In addition, faculty participates in pharmacy practice and specialty residency training programs.

Notice to Preceptors

The information contained within is subject to change at any time. It is intended to serve as a guide, a general source of information, and a reference for the student’s pharmacy practice experience. More information regarding policies and procedures is available in the College of Pharmacy Bulletin and the UNMC Student Handbook, which can be found on the UNMC College of Pharmacy website at http://unmc.edu/pharmacy/preceptors.htm.

Additional Information

For more information about the University of Nebraska, College of Pharmacy and its professional programs, please visit our website at http://www.unmc.edu/pharmacy/.
UNMC College of Pharmacy
2010 - 2011 Academic Calendar

FIRST SEMESTER 2010-2011

Advanced Pharmacy Practice Experience (APPE) Begins - P4
Community Introductory Pharmacy Practice Experience (IPPE) Begins – P2
Institutional & Drug Information
Introductory Pharmacy Practice Experiences (IPPE) Begin – P3
White Coat Ceremony – P1
Orientation for P1 Students
First Day of Class
Labor Day Recess
Preceptor Development Retreat (CE credit)
Alumni Reunion Weekend
Career Day
Thanksgiving Recess
Last Day of Class
Final Examinations: P1, P2, P3
Last Day of Fall Semester APPE
December APPE Grades due

SECOND SEMESTER 2010-2011

First Day of Class: P1, P2, P3 & P4
Martin Luther King Day
Deadline for Filing for May Graduation
Spring Recess: P1, P2, P3,
P4
Last Day of Class: P1, P2, P3
Last Day of APPE: P4
Final Examinations: P1, P2, P3
Honors Convocation
Commencement
## UNMC College of Pharmacy

**Pharm.D. Program**

### COLLEGE OF PHARMACY

**COURSE OF STUDY**

**PHARM.D. PROGRAM**

### REQUIREMENTS FOR GRADUATION

<table>
<thead>
<tr>
<th>Pre-Pharmacy</th>
<th>90 Semester Hours (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Three Years (includes 10 hours of Professional Electives)</td>
<td>105.5 Semester Hours</td>
</tr>
<tr>
<td>Introductory Pharmacy Practice Experience (IPPE) (includes 300 clock hours)</td>
<td>7.5 Semester Hours</td>
</tr>
<tr>
<td>Advanced Pharmacy Practice Experience (APPE) (includes 1600 clock hours)</td>
<td>40 Semester Hours</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER HOURS</strong></td>
<td>243 Semester Hours</td>
</tr>
</tbody>
</table>

### FIRST YEAR (P1)

<table>
<thead>
<tr>
<th><strong>1ST Semester</strong></th>
<th><strong>2ND Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 550 Legal and Ethical Principles I</td>
<td>2 PHPR 502 Aseptic Technique</td>
</tr>
<tr>
<td>PHPR 560 Pharmacy &amp; Health Care</td>
<td>3 BIOC 514 Applied Biochemistry</td>
</tr>
<tr>
<td>PHPR 562 Introduction to Drug Information</td>
<td>2 PAMM 550 Microbiology</td>
</tr>
<tr>
<td>PHPR 552 Pharmaceutical Care I</td>
<td>2 CLS 552 Microbiology Lab</td>
</tr>
<tr>
<td>PHSC 550 Introduction to Pharmaceutical Sciences</td>
<td>4 PAMM 509 Immunology</td>
</tr>
<tr>
<td>PAMM 690 Biology of Disease</td>
<td>5 PHSC 570 Pharmaceutical Sciences I</td>
</tr>
<tr>
<td></td>
<td>6 PHPR 572 Introduction to Contemporary Compounding</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### SECOND YEAR (P2)

<table>
<thead>
<tr>
<th><strong>3RD Semester</strong></th>
<th><strong>4TH Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMM 690 Biology of Disease</td>
<td>5 PHAR 682 Pharmacology II</td>
</tr>
<tr>
<td>PHAR 680 Pharmacology I</td>
<td>5 PHPR 684 Pharmacotherapy I</td>
</tr>
<tr>
<td>PHSC 626 Medicinal Chem I</td>
<td>4 PHSC 628 Medicinal Chem II</td>
</tr>
<tr>
<td>PHSC 670 Pharmaceutical Sciences II</td>
<td>3 PHSC 672 Pharmaceutical Sciences III</td>
</tr>
<tr>
<td></td>
<td>5 PHPR 660 Legal and Ethical Principles</td>
</tr>
<tr>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### THIRD YEAR (P3)

<table>
<thead>
<tr>
<th><strong>5TH Semester</strong></th>
<th><strong>6TH Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 662 Pharmacy Practice Management</td>
<td>3 PHPR 622 Drug Literature Eval &amp; Res Meth</td>
</tr>
<tr>
<td>PHPR 660 Legal and Ethical Principles</td>
<td>4 PHPR 688 Pharmacotherapy III</td>
</tr>
<tr>
<td>PHPR 686 Pharmacotherapy II</td>
<td>9 PHPR 686 Professional Electives</td>
</tr>
<tr>
<td>Professional Electives</td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

### INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (P1, 2 & 3)

| PHPR 602 Community Pharmacy Clerkship | 3 Completed in P1 Year |
| PHPR 604 Institutional Pharmacy Clerkship | 3 Completed in P2 or P3 Year |
| PHPR 606 Drug Information Clerkship | 0.5 Completed in P2 or P3 Year |
| PHPR 608 Patient Care Activities | 1 Completed in P1, P2 or P3 Year |
| **7.5**                                     |                          |
# UNMC College of Pharmacy
## Pharm.D. Program

### FOURTH YEAR (P4)

40 WEEKS OF REQUIRED AND ELECTIVE ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE’S) = 40 SEMESTER HOURS

<table>
<thead>
<tr>
<th>REQUIRED UNITS (6)</th>
<th>SEM HRS</th>
<th>WKS</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Care Level I</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Acute Care Level II</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Ambulatory Care Level I</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Ambulatory Care Level II</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Non-Direct Patient Care</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Community Pharmacy</td>
<td>4</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>ELECTIVE UNITS (4)</td>
<td>16</td>
<td>16</td>
<td>640</td>
</tr>
</tbody>
</table>

**TOTAL APPE HOURS**

|          | 40 | 40 | 1600 |

### Acute Care Level I Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 720</td>
<td>Pediatric Pharmacy – TNMC* &amp; Children’s Hospital</td>
</tr>
<tr>
<td>PHPR 724</td>
<td>Inpatient Clinical Pharm – Internal Med – TNMC</td>
</tr>
<tr>
<td>PHPR 724</td>
<td>Inpatient Clinical Pharm – Surgery – TNMC</td>
</tr>
<tr>
<td>PHPR 726</td>
<td>Psychiatric Pharmacy</td>
</tr>
<tr>
<td>PHPR 727</td>
<td>Geriatric Pharmacy – Outside Omaha</td>
</tr>
<tr>
<td>PHPR 729</td>
<td>Beatrice State Development Center</td>
</tr>
</tbody>
</table>

### Acute Care Level II Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 730</td>
<td>Adult Cardiology – TNMC</td>
</tr>
<tr>
<td>PHPR 731</td>
<td>Critical Care Pharmacy – TNMC</td>
</tr>
<tr>
<td>PHPR 732</td>
<td>Infectious Disease – TNMC</td>
</tr>
<tr>
<td>PHPR 733</td>
<td>Adult Oncology – TNMC</td>
</tr>
<tr>
<td>PHPR 734</td>
<td>Nephrology – TNMC</td>
</tr>
<tr>
<td>PHPR 735</td>
<td>Solid Organ Transplant – TNMC</td>
</tr>
<tr>
<td>PHPR 736</td>
<td>Advanced Pediatric – TNMC</td>
</tr>
<tr>
<td>PHPR 738</td>
<td>Emergency Services – TNMC</td>
</tr>
<tr>
<td>PHPR 743</td>
<td>Rural Internal Medicine / Oncology – St. Francis</td>
</tr>
<tr>
<td>PHPR 747</td>
<td>Acute Advanced Geriatric – Grand Island VA</td>
</tr>
<tr>
<td>PHPR 749</td>
<td>Acute Level II /Other – St. Elizabeth Burn &amp; Wound Care</td>
</tr>
</tbody>
</table>

### Ambulatory Care Level I Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 750</td>
<td>Adult Medicine – VA Hospital</td>
</tr>
<tr>
<td>PHPR 754</td>
<td>Ambulatory Community – BAART Comm Health</td>
</tr>
<tr>
<td>PHPR 756</td>
<td>Indian Health Service (IHS)</td>
</tr>
<tr>
<td>PHPR 757</td>
<td>Ambulatory Care Siouxland CHC</td>
</tr>
<tr>
<td>PHPR 759</td>
<td>Ambulatory Community – Rural / Outside Omaha</td>
</tr>
<tr>
<td>PHPR 764</td>
<td>Ambulatory Care Level I – Lincoln Surgical Hosp</td>
</tr>
</tbody>
</table>

### Ambulatory Care Level II Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 760</td>
<td>Ambulatory Care Clinic – Omaha VA</td>
</tr>
<tr>
<td>PHPR 761</td>
<td>Family Medicine Clinic – TNMC Summit Plz</td>
</tr>
<tr>
<td>PHPR 762</td>
<td>Family Medicine Clinic – TNMC</td>
</tr>
<tr>
<td>PHPR 763</td>
<td>Ambulatory Care Clinic – TNMC</td>
</tr>
<tr>
<td>PHPR 766</td>
<td>Geriatric Ambulatory Care – TNMC</td>
</tr>
<tr>
<td>PHPR 770</td>
<td>Adult Medicine – Grand Island VA</td>
</tr>
</tbody>
</table>

### Community Pharmacy Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 700-709</td>
<td>Community Pharmacy</td>
</tr>
</tbody>
</table>

### Non-Direct Patient Care Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 780</td>
<td>Drug Information</td>
</tr>
<tr>
<td>PHPR 781</td>
<td>Managed Care Pharmacy</td>
</tr>
<tr>
<td>PHPR 782</td>
<td>Non-Direct Patient Care – Other</td>
</tr>
<tr>
<td>PHPR 783</td>
<td>Nebraska Pharmacists Assoc – DUR</td>
</tr>
<tr>
<td>PHPR 784</td>
<td>Nuclear Pharmacy – Cardinal Health</td>
</tr>
<tr>
<td>PHPR 785</td>
<td>Industrial - Omaha</td>
</tr>
<tr>
<td>PHPR 788</td>
<td>Industrial Pharmacy /Contract Research Organization</td>
</tr>
<tr>
<td>PHPR 789</td>
<td>Non-Direct Patient Care – Misc.</td>
</tr>
<tr>
<td>PHPR 792</td>
<td>Veterinary Pharmacy - Kansas State Vet School</td>
</tr>
</tbody>
</table>

### Elective Options

*All required APPE’s may also be taken as Electives.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHPR 710-719</td>
<td>Institutional Pharmacy Practice</td>
</tr>
<tr>
<td>PHPR 794</td>
<td>Pharmaceutical Sciences Research</td>
</tr>
<tr>
<td>PHPR 795</td>
<td>Pharmacy Practice Research</td>
</tr>
<tr>
<td>PHPR 798</td>
<td>International Studies – Peru / Belize</td>
</tr>
<tr>
<td>PHPR 799</td>
<td>Special Circumstance</td>
</tr>
</tbody>
</table>

### CLOCK HOURS OF EXPERIENTIAL EDUCATION

- Introductory Pharmacy Practice Experience (IPPE) 300
- Advanced Pharmacy Practice Experience (APPE) 1600

**TOTAL CLOCK HOURS** 1900
UNMC College of Pharmacy
IPPE Program Outline

Basic Program Structure:

1. Introductory Pharmacy Practice Experience
2. Patient Care Activities
3. Professional Development

1. Introductory Pharmacy Practice Experience Components:
   - Community Pharmacy Practice Experience - 120 Hours
     (Completed the summer prior to P2 year)
   - Institutional Pharmacy Practice Experience - 120 Hours
     (Completed the summer prior to P3 year)
   - Drug Information Pharmacy Practice Experience - 20 Hours
     (Completed P3 year)

2. Patient Care Activities (Service Learning Component):
   - Examples:
     • SHARING CLINIC
     • HOPE CLINIC
     • HEALTHY HEARTLAND
     • GOODLIFE DIABETES CLINIC

     40 Hours

3. Professional Development:
   - Objective 1: Service Learning - Community Service (16 Hours)
   - Objective 2: Professional Meetings – attend one meeting of two of the following organizations: NPA, APhA, SIPA, NACDS, ACCP, NCPA, ASHP, MCCP
   - Objective 3: Regulatory Meeting (NE State Board of Pharmacy)
The following guidelines have been established to assure quality IPPE experiences for UNMC students. Failure to comply with these guidelines may result in disciplinary actions or delayed participation in other pharmacy practice activities.

GENERAL INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) GUIDELINES

1. All students **MUST** carry their University Identification Card and Pharmacist Intern License at all times when on practice experiences.

2. Attendance is a vital part of Introductory Pharmacy Practice Experience and is mandatory. Students are expected to report to their assigned site on time and complete the required hours for all practice experiences.

   If you are ill, or otherwise unable to attend the practice experience, you **MUST** contact both the preceptor (in the event that the preceptor is unable to be reached directly, leave a message on the preceptor’s voice mail) AND leave a message with the Office of Experiential Programs (559-1948) by 8:15 A.M.

The attendance policy is as follows:

A. **Excused** - excused absences will be made up at the discretion of the preceptor. Absences may be excused secondary to unforeseen health or family issues (personal illness, dependent’s illness, family crisis, etc.) at the discretion of the individual preceptor for other reasons not listed here. Absences that are planned require approval AND a minimum of 1 week notice prior to the day of the absence.

   Completion of the **Experiential Education Absence Request Form** outlining the reason for the absence, any written documentation, and a plan for making up the missed time is required for all absences. This form must be signed by the preceptor and the student and turned into the Office of Experiential Programs upon completion.

B. **Unexcused** - One unexcused absence from any required portion of the pharmacy practice experience MAY result in a lowering of the average (3) required to pass.

   - Failure to attend any required component of the pharmacy practice experience is considered to be an unexcused absence.

     (Note - Attendance is a component on the evaluation form that the preceptors complete).

   - 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 and receive approval of planned absence will result in an unexcused absence.

   - Two or more unexcused absences WILL result in failure of the pharmacy practice experience

C. **Tardiness** - two unexcused tardies will count as one excused absence. The definition of tardy will be left up to the preceptor.

D. Students will **not** be excused from their pharmacy practice experience for work or courses on any campus.

3. If you are sick or absent from more than one fourth of any pharmacy practice experience, you may complete the practice experience only with permission from the preceptor and Mr. Ridgway.
4. If you feel you have a personality conflict with the preceptor, or other problems with the clerkship which could affect your final grade, contact Mr. Ridgway IMMEDIATELY.

5. You must complete an evaluation of each pharmacy practice experience within one (1) week of completing the pharmacy practice experience. Using the On-line Evaluation option found in RxCOP. You must also upload your journal to RxCOP within one (1) week of completing the pharmacy practice experience.

The student journal will consist of the following:
- Summaries of patient counseling activities for OTC and legend drug products
- Brief descriptions of significant points of learning or professional experiences for each of the practice experience weeks.
- A weekly self-assessment of the student’s progress during the practice experience period
- The journal MUST be a MINIMUM of 750 words.

***If you do not submit the Evaluation Form AND Journal, the preceptor WILL NOT be able to complete an evaluation on you.***

6. Students are expected to adhere to the College's statement on patient confidentiality as well as the operating procedures of the institution and/or preceptor during all practice experiences and patient care activities. FAILURE TO DO SO WILL RESULT IN FAILURE OF THE PHARMACY PRACTICE EXPERIENCE.

7. All submissions for IPPE credit MUST be received via RxCOP within one (1) month of the date the activity/event/meeting.

8. Two documents entitled, "Infection Control Guidelines for Pharmacy Students" and "Specific Guidelines for Each Clerkship" can be accessed in the Handouts Section of Rx-COP On-line. This is required reading prior to beginning any pharmacy practice experience at the Nebraska Medical Center.
EXPERIENTIAL EDUCATION ABSENCE REQUEST FORM
UNMC College of Pharmacy
Department of Pharmacy Practice
Office of Experiential Programs
986045 Nebraska Medical Center
Omaha, NE 68198-6045

PROVIDE ALL REQUESTED INFORMATION (PRINT):

Student name: ___________________________________ Date: ____________

Site name: _____________________________________________

Site address: ___________________________________________

Preceptor name & Phone number: ________________________________

Date requested off: _________________________________________

Total hours requested off: ___________________________________

Provide the reason for requested days off or emergency absence - be specific (for example: illness, funeral etc.)

*Any excused/unexcused non-emergency absence NOT documented on this form MAY result in a lowering of the average (3) required to pass the practice experience.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
(continue on back)

Preceptor Approved makeup date(s) and time(s):

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be completed by Preceptor: Absence is ☐ Excused ☐ Unexcused

Preceptor’s signature __________________________ Date __________________

Student’s signature __________________________ Date __________________

TO BE COMPLETED BY OFFICE OF EXPERIENTIAL PROGRAMS (OEP) ONLY:

DATE OF SUBMISSION ___________ TOTAL DAYS/HOURS REQUESTED OFF TO DATE
(INCLUDE ALL IPPE PRACTICE EXPERIENCES TO DATE)

OEP SIGNATURE __________________________

10
UNMC College of Pharmacy
Preceptor Requirements

PRECEPTOR QUALIFICATIONS
- Licensed to practice pharmacy in state of clerkship site
- License is not revoked, suspended or on probation in any state
- Practice site is approved by the Department of Pharmacy Practice/Director of Experiential Programs
- At least one year experience working as a licensed pharmacist

PRECEPTOR CHARACTERISTICS
- Practice ethically and with compassion for patients
- Accept personal responsibility for patient outcomes
- Have professional training, experience, and competence commensurate with their position
- Utilize clinical and scientific publications in clinical care decision making and evidence-based practice
- Have a desire to educate others (patients, care givers, other health care professionals, students, pharmacy residents)
- Have an aptitude to facilitate learning
- Be able to document and assess student performance
- Have a systematic, self-directed approach to their continuing professional development
- Collaborate with other health care professionals as a member of a team
- Be committed to their organization, professional societies, and the community
- Have at least one year of experience as a licensed pharmacist

GENERAL PRINCIPLES FOR PRECEPTORS & INTERNSHIP:
- Preceptors contribute immensely to advancement of high standards of practice by assuring that pharmacy students have acquired the depth and breadth of experiences necessary to practice competently
- Preceptors help to nurture professional development of the pharmacy student and to promote good habits and professional values
- As a college faculty member, preceptor is encouraged to maintain frequent communication with the experiential program and college administrators
- As a college faculty member, it is expected that preceptors will cooperate with the college in planning and coordinating experiences to meet educational objectives, comply with program policies and procedures, and, whenever possible, attend applicable preceptor training programs; comments and/or recommendations to improve or enhance the experiential program are welcome

TO APPLY TO BECOME A PRECEPTOR
Send request to:
UNMC College of Pharmacy
Department of Pharmacy Practice
Office of Experiential Programs
986045 Nebraska Medical Center
Omaha, NE 68198-6045
Email: Kimberly Norman at knorman@unmc.edu or call (402) 559-4047
UNMC College of Pharmacy
Preceptor Guidelines

OBJECTIVES TO BE ACHIEVED BY PHARMACY STUDENTS DURING
PHARMACY PRACTICE EXPERIENCE:

• Competence in pharmacy knowledge
• Interpersonal communication
• Role in the Health Care Team
• Appreciation for the Business of Health Care

PRECEPTOR GUIDELINES:
The primary responsibility of the preceptor is to assure that the student has ample opportunities to learn, develop and demonstrate competence in pharmacy practice experience. The preceptor should allocate sufficient time to each objective area and ensure the minimum hour requirement is fulfilled. It is the overall responsibility of the preceptor to serve as a role model and mentor. In doing so, the preceptor recognizes the student’s needs and schedules activities accordingly.

Orientation:
Be sure to orient the student to the site and introduce the student to staff members. Please be sure to cover the requirements and expectations you have set forth. Provide orientation to the practice of pharmacy and to the importance of the standards and ethics of the profession (e.g. Code of Ethics, Professionalism, Pharmacist Oath, Responsibility for Patient Confidentiality)

Student Evaluation:
Preceptor should evaluate the progress of the student on a continuous basis and provide feedback. Preceptors must complete the evaluation forms enclosed and provide feedback in order for the student to receive IPPE credit.

College Communication & Participation:
It is recommended that preceptors maintain frequent communication with the Office of Experiential Programs. The Office of Experiential Programs is available to answer any questions you may have.

Incident Reporting:
Contact the Director of Experiential Education Programs, John Ridgway to report violations of the experiential guidelines immediately.

SCOPE OF DUTIES FOR THE PRECEPTOR:
• Set clear learning objectives for the student – allow the student to participate in identifying expectations
• Provide supervision for the student in a way that is appropriate for his/her educational level, maturity level, and experience – close, personal supervision may be required
• Be responsible for all professional activities performed by the student under his/her supervision
• Assess student’s performance regularly (e.g. set expectations, plan daily schedules, provide observation, review, and feedback sessions) - acknowledge successful performance or identify strengths/weaknesses and provide necessary remediation to ensure student development
• Assess student’s educational level, previous experience, and progress to date – plan activities that match student’s educational and developmental level (for both educational & public safety reasons)
LEVELS OF EXPERIENCE OF THE STUDENT:

**Beginning level:**
- Duties not necessarily based on integration of previously learned information about drug products or therapeutics; basic duties that allow student to progress to higher areas of performance and learning
- Examples include (but are not limited to): telephone skills, communication skills, review of the prescription pathway, inventory organization and adjustment, cash/charge transactions, use of prescription and drug information systems, preparing unit-dose and sterile product formulations, and distribution of drugs

**Intermediate level:**
- Duties are professional in nature, are based on previously acquired knowledge about drug products, and introduce basic principles of drug therapy. Compounding and dispensing of drugs permits the integration of previously acquired knowledge and the preparation of dosage forms
- Examples include: preparing prescriptions, compounding prescriptions, interaction with third-party payment systems, entering of data into computer system, and communicating with health professionals re questions and clarifications

**Advanced:**
- At this level, the student is expected to perform all professional tasks under supervision, including those requiring application of professional judgment
- Components at this level include: performance of all intermediate duties at higher level of professional judgment, experience in clinical aspects of general practice, exposure to advanced professional and administrative experiences, and awareness of professional, general public health, and civic responsibilities
UNMC College of Pharmacy
Setting Expectations Checklist

General Orientation

Introduction to Practice:
- Work space, reference materials
- Dress Code: Lab coat, name tag?
- Hours/Day - Patient Care provided
- Parking, phone system & mail
- Staff introductions & roles
- Unique learning opportunities

Introduction to Institution:
- Institution Characteristics
- Institution Resources

Clarifying Expectations

Expectations of UNMC COP:
- Course Objectives & Programmatic Outcomes (included in Syllabus)
- Mid-term & Final Assessments
- Completion & Submission of Evaluations

Learner Objectives:
- Specific knowledge, skills, and attitudes to develop
- Special/career interests

Preceptor Expectation

Daily Routine:
- Schedule
- P1’s responsibilities - patient care vs. tech
- Days Preceptor is off
- Projects/assignments/reading expected with due dates

Office Policies:
- Directions for chart notes, dictating Rx’s, referrals, insurance information
- Quality Assurance Procedures/Policies
- Absentee Policy
- How to Reach Preceptor in Emergency

Preceptor/learner interaction:
- Format for presentations
- Regular time and process for feedback
UNMC College of Pharmacy
Professional Program Course Syllabus
Revised March 2009
Approved April 2009

COURSE TITLE: Institutional Introductory Pharmacy Practice Experience
COURSE DEPT/NUMBER: PHPR 604
CREDIT HOURS: 3 semester hours
REQUIRED/ELECTIVE: Required
PREREQUISITES: P-3 Standing, or permission of the Director of Experiential Programs and registration as a Pharmacist Intern with the Nebraska Department of Health and Human services, Regulation and Licensure

DESCRIPTION:
The Institutional Pharmacy Practice Experience consists of 120 hours of experience working under the supervision of a preceptor. The purpose of the program is to meet and exceed the Introductory Pharmacy Practice Experience (IPPE) Program requirements by providing institutional pharmacy experience in a direct patient care setting. This program will also serve to prepare the student for the Advanced Experiential Program and their professional career.

All students completing the Institutional Pharmacy Practice Experience will meet the same criteria. In order to provide a real experience and meet the needs of the college, the preceptor and student may arrange the experience hours appropriately (the student must complete the requisite number of hours rather than a specific number of days).

The student will strengthen skills in unit-dose operations, intravenous admixtures, drug use evaluation, clinical services and administration in a direct patient care setting with supervision by the preceptor. Selected assignments will be used to instruct the student in various aspects of an institutional pharmacy.

INSTRUCTORS:
The Institutional Pharmacy Practice Experience will be precepted by adjunct instructors of the Department of Pharmacy Practice who are pharmacists in institutional pharmacies throughout Nebraska.

COURSE OBJECTIVES:
Upon completion of this experience, the student will have demonstrated through performance and/or discussion, the successful completion of objectives and sub-objectives outlined below. These objectives meet or exceed the standards of the American Society of Health-system Pharmacists.

I. UNIT DOSE DRUG DISTRIBUTION

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Define unit dose and unit dose packaging
2. List unit dose labeling requirements
3. Define single-unit packaging
4. Describe the benefits of a unit dose system
5. Describe the risks and benefits of bar-coding medications
6. Describe the use of automation in unit dose packaging
7. Apply these components in a contemporary pharmacy setting
8. Demonstrate the ability to pre-package solids and liquids
9. Complete assigned readings and worksheets.

II. INTRAVENOUS ADMIXTURES

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Demonstrate aseptic technique
2. Describe LAF Hood cleaning procedures
3. Describe USP797 beyond use dating
4. Give the 6 points of typical IV label
5. Describe the use of automation in the manufacture of IV’s
6. Describe the two types of incompatibilities and at least 6 causes of incompatibilities
7. Understand alternatives when incompatibilities are present
8. Understand basic compatibility problems and be able to utilize available references
9. Recognize high risk / high alert medications
10. Understand the concept of filtration and identify when it is required
11. Understand the proper procedure for handling cytotoxic agents
12. Complete assigned readings and worksheets

III. INVENTORY CONTROL AND DRUG PROCUREMENT

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Explain the advantages and disadvantages of accepting bids for equivalent drug products
2. Explain why efficient “Return Goods Policy” is important and the reasons why goods need to be returned
3. Discuss the advantages to a computerized purchasing and inventory control system
4. Identify the optimum “inventory turn-overs” in a year and why large deviations greater or less than this number can signal problems
5. Explain the responsibilities of the wholesaler and the Hospital Pharmacy when using the wholesaler as a prime vendor
6. Define the difference between a periodic and perpetual inventory
7. List the four methods available for pricing inventory
8. Discuss the maximum/minimum system of inventory control
9. Explain the differences between carrying costs and ordering costs and how this difference is related to the determination of stock levels
10. Complete assigned readings

IV. CONTROLLED SUBSTANCE DISTRIBUTION

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Describe the state and federal laws governing the control and distribution of controlled substances
2. Define the differences between a periodic and perpetual inventory
3. Complete assigned readings
V. FORMULARY

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Describe the steps which must be taken to either add a drug to or delete a drug from the formulary
2. Describe the functions and purpose of the Pharmacy and Therapeutics Committee
3. Discuss the concepts of an open-versus-closed formulary system and the advantages and disadvantages of each
4. Describe the steps involved with a non-formulary request
5. Complete assigned readings

VI. QUALITY CONTROL

Upon completion of this segment, the student will be able to successfully complete the following objectives:

1. Discuss the steps involved in the quality control of a pharmacy manufactured product
2. Explain what is meant by drug review or drug utilization review (DUR)
3. Discuss the steps involved in implanting a drug utilization review
4. Assist in the development and implementation of a quality assurance program
5. Discuss the cost benefit of a quality assurance program
6. Complete assigned readings

PROGRAMMATIC OUTCOMES:

I. PHARMACEUTICAL CARE. Provide pharmaceutical care in cooperation with patients, prescribers, and other members of an interprofessional health care team based upon sound physical, chemical, biological, and therapeutic principles and evidence-based data, taking into account relevant legal, ethical, social, economic, and professional issues, emerging technologies, and evolving biomedical, sociobehavioral, and clinical sciences that may impact therapeutic outcomes.

A. Provide patient-centered care

1. Foundational learning outcomes
   a. Numeracy, statistics, experimental design, measurement, medical terminology
      7) Demonstrate an understanding of the dimensions and units of measurements for drugs and chemicals, expressions of quantity and concentration for drug products and preparations, and appropriate methods of expressing doses and dosing regimen for patients
      8) Demonstrate a grasp of basic medical terminology used in health care professions
   f. Pharmaceutics, biopharmaceutics, pharmacokinetic and pharmacodynamics
      1) Demonstrate an understanding of thermodynamic principles and concepts as applied to the stability and properties of pharmaceutical compounds
      6) Demonstrate an understanding of physical pharmacy principles and formulation in pharmaceutical compounding
      7) Demonstrate an understanding of basic calculations and their use in the practice of pharmacy
      20) Demonstrate an understanding of the principles of aseptic technique and aseptic processing of sterile dosage forms
2. Applied competencies
   b. Design, implement, monitor, evaluate, and adjust pharmaceutical care plans that are patient-specific and evidence based which ensure effective, safe, and economical care
      5) Carry out proper handling, compounding, and storage of common dosage forms, including those for newer drugs that are being approved at a rapid pace, such as proteins, peptides, and poorly water-soluble drugs requiring drug solubilization
   c. Evaluate drug orders or prescriptions, accurately and safely compound drugs in appropriate dosage forms, package and dispense dosage forms to meet specific patient care needs, and provide proper advice regarding dosage form factors which influence drug stability, drug release, drug absorption and bioavailability
   e. Demonstrate the ability to practice within a selected patient care setting within state and federal pharmacy regulations
      1) Label and package a selected dosage form according to state and federal laws
   f. Practice ethically in a patient care setting
      1) Evidence personal commitment to the welfare of the patient
      2) Demonstrate respect for the dignity of the patient
      3) Use awareness of personal values and a code of professional ethics to guide behavior

II. SYSTEMS MANAGEMENT. Manage and use resources of the health care system, in cooperation with patients, prescribers, other health care providers, and administrative and supportive personnel, to promote health, provide, assess, and coordinate safe, accurate, and time-sensitive medication distribution, and to improve therapeutic outcomes of medication use

B. Manage medication use systems
   2. Applied competencies
      e. Assess and improve medication use quality
         1) Identify medication errors and adverse drug reactions and report them to appropriate individuals and organizations
         4) Develop appropriate criteria and structure, process, and outcome indicators to evaluate the medication use and the medication use system

INSTRUCTIONAL METHODS:
The student will meet the objectives of the practice experience through supervised participation in the provision of institutional pharmacy within patient care activities. These activities include practicum teaching plus conferences with preceptors.
ASSESSMENT MEASURES:

Each student will be required to present a formal in-service to appropriate hospital personnel.

The preceptor will complete a mid-term evaluation and discuss the evaluation with the student. This will incorporate the preceptor’s subjective evaluation of the student’s performance and an evaluation of any oral presentations or written assignments that have been completed.

On the final day of the practice experience, the preceptor will give the student an oral exit exam that will cover the material presented in the required reading assignments. These reading assignments will be determined by the preceptor(s) at each site, and shall include the policies and guidelines for Institutional Practice published by ASHP.

The preceptor will provide the Office of Experiential Programs a summative evaluation using RxCOP On-Line (https://app1.unmc.edu/COP/cop/), the College of Pharmacy’s computer program used for scheduling and tracking pharmacy students during their experiential education. The evaluation addresses the student’s performance in daily activities and oral/written assignments. The evaluation page contains the Institutional Pharmacy Practice Experience Documentation Checklist, the Preceptor Evaluation of IPPE Student and the Certification of Competency Achievement.

The student will maintain a journal of activities that includes brief descriptions of significant points of learning or professional experiences for each of the practice experience weeks. The journal will include a weekly self-assessment of the student’s progress during the practice experience period.

GRADING METHODS:

Grading for the Institutional Pharmacy Practice Experience is Pass/Fail. A student must achieve an average score of 3 or higher to receive a Pass for the Institutional Pharmacy Practice Experience.

INSTRUCTIONAL OBJECTIVES:

1. Complete and pass a media fill test
2. Describe low, medium and high risk categories of compounded sterile products
3. Assign beyond use dating to compounded sterile products
4. Describe appropriate personal protective measures to utilize when preparing hazardous medications
5. Identify which medications are considered hazardous and why
6. Describe common incompatibilities and identify alternatives when appropriate
7. Compound non-sterile products
8. Identify resources to find information on stability and compatibility
9. Identify medication errors and report them appropriately
10. Understand the relationship between the hospital and the wholesaler
11. Identify resources to determine the status of a backordered item or recalled drug
12. Describe the role of the pharmacist in charge
13. Understand the accreditation process and hospital pharmacy licensing

COURSE OUTLINE:

Required activities:
1. Medication order processing and preparation.
2. Weekly preceptor discussions
3. One time per practice experience: in-service presentation of topic agreed upon by the student and the preceptor
4. Discussion of pharmacy laws and regulations
Additional activities by individual week:

Week 1 - Clean room experience
   Day 1: Orientation; Aseptic technique video, media fill testing
   Day 2: Sterility versus stability beyond use dating assignment
   Day 3: Filtration as a means of sterilizing, compatibility and concentration issues
   Day 4: TPN preparation
   Day 5: Hazardous drug precautions/preparation

Week 2 - Central pharmacy/unit dose experience
   Day 1: Compound elixirs, suspensions, creams and ointments
   Day 2: Unit dose packaging, labeling requirements, determine appropriate routes of administration based on
           the product ordered, mid-rotation evaluation, journal review
   Day 3: Verify medication carts with the pharmacist, verify automated dispensing device filling with the
           pharmacist
   Day 4: Project day to prepare presentation
   Day 5: Drug utilization evaluation, formulary considerations and contracts

Week 3 - Warehouse/buyer activities
   Day 1: Wholesaler relationships, spend the day with the buyer
   Day 2: Discuss budget issues; spend the day in the warehouse
   Day 3: Shortage meeting, student presentations
   Day 4: Pharmacist in charge responsibilities, narcotics
   Day 5: Staffing issues, licensure/ accreditation requirements

Required student documentation submitted upon completion of the practice experience:
1. Journal of student activities
2. Evaluation of the Preceptor (by the student)
The UNMC College of Pharmacy Introductory Pharmacy Practice Experience has been developed to provide quality practice experiences in a variety of settings in order to introduce students to the practice of pharmacy and prepare them to become effective, competent practitioners that render optimum patient centered care in a variety of settings. The program combines didactic work with practical pharmacy experiences.

According to the 2006 Adopted ACPE Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree, a pharmacy practice experience should: “Require active participation and patient care responsibilities, in a progressive fashion, designed to develop the practice skills, judgment, professional behavior, attitudes and values, confidence, and personal responsibility needed for each student to embark on independent and collaborative practice.”

Formal and informal feedback from the preceptor is critical to the development of students. The preceptor will evaluate the student throughout the practice experience, a mid-term oral evaluation and discuss the evaluation with the student. This will incorporate the preceptor’s subjective evaluation of the student’s performance and any additional assignments that have been completed. Preceptor evaluations are instrumental in recognizing specific areas students may need additional assistance and encouragement for improvement. On the final day of the practice experience, the preceptor will give the student an oral exit exam that will cover the material presented in the required reading assignments. These reading assignments will be determined by the preceptor(s) at each site. The student will maintain a journal of activities that includes brief descriptions of significant points of learning or professional experiences for each of the practice experience weeks. The journal will include a weekly self-assessment of the student’s progress during the practice experience period.

The Office of Experiential Programs requires the submission of evaluations within two weeks of the completion of the practice experience. The preceptor will provide the Office of Experiential Programs a summative evaluation using RxCOP (https://app1.unmc.edu/COP/cop/), the College of Pharmacy’s computer program used for scheduling and tracking pharmacy students during their experiential education.

The evaluation page contains:
- The Institutional Pharmacy Experience Documentation Checklist
- The Preceptor Evaluation of IPPE Student
- The Certification of Competency Achievement

Please Note:
- The student's journal must be completed before you can submit the evaluation.
- Grading for the Institutional Pharmacy Practice Experience is Pass/Fail.
- A student must achieve a score of 3 or higher on the Institutional Pharmacy Practice Experience Checklist AND ON the Preceptor Evaluation of IPPE Student.
- The scores are calculated as you work and are displayed in the Certification of Competency Achievement at the bottom of the page.
This Page Contains:
- The Institutional Pharmacy Experience Documentation Checklist
- The Preceptor Evaluation of IPPE Student
- The Certification of Competency Achievement

Please Note:
- The student’s journal must be completed before you can submit this evaluation.
- Grading for the Institutional Pharmacy Practice Experience is Pass/Fail.
- A student must achieve a score of 3 or higher on the Institutional Pharmacy Experience Documentation Checklist AND ON the Preceptor Evaluation of IPPE Student.
- The scores are calculated as you work and are displayed in the Certification of Competency Achievement at the bottom of the page.

University of Nebraska Medical Center
College of Pharmacy

Introductory Pharmacy Practice Experience (IPPE) Program

INSTITUTIONAL PHARMACY PRACTICE EXPERIENCE DOCUMENTATION CHECKLIST

Site: Administration
Student Name: COP Administration
Class Of: 2012
Date of Clerkship Experience: 05/03/2010 - 05/21/2010

CRITERIA:
The preceptor will evaluate the student’s competence of the core competencies to the following criteria.

1. Student is unable to complete the activity with prompting and intervention; or completes the activity incorrectly.
2. Student completes activity with extensive prompting and intervention.
3. Student completes activity with moderate prompting and intervention.
4. Student completes activity with minimal or no prompting and intervention.
5. Student completes activity at a level beyond expectations.

DOCUMENTATION:

Processing The Prescription or Drug Order

Assess the prescription

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<tr>
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<th>N/A</th>
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<tbody>
<tr>
<td>1. Perform assessment of legibility, accuracy, and completeness</td>
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<td>2. Clarify an incomplete or illegible prescription order</td>
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<td>3. Identify prescription errors</td>
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<td>4. Determine appropriate therapeutic substitutions for non-formulary items ordered</td>
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<td>5. Obtain special exemption or approval to use non-formulary items</td>
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## Identify the appropriate product

### Identify a specific pharmaceutical product:

1. Perform routine activity (no selection; dispense as written)
   - N/A 2 3 4 5
2. Identify a bioequivalent multi-source pharmaceutical product for the prescribed brand product in accordance with state practice regulations and hospital policy
   - N/A 2 3 4 5

### Identify the dosage, dosage form or route of administration:

3. Identify appropriate routes of administration for non-injectable medications, e.g., solid, liquid, topical, ophthalmic
   - N/A 2 3 4 5
4. Identify the appropriate parenteral product and route of delivery, e.g., selecting intravenous (IV) push vs. IV piggyback vs. IV infusion
   - N/A 2 3 4 5
5. Identify dosing intervals based on the products selected
   - N/A 2 3 4 5

### Procure the medication or device

#### Determine pharmaceutical product or device availability:

6. Identify resources to determine backorder status of pharmaceutical products
   - N/A 2 3 4 5
7. Determine acquisition procedures when the product is not available
   - N/A 2 3 4 5

### Preparing the Pharmaceutical Product

#### Prepare the medication

8. Prepare routine non-injectable drug products:
   - N/A 2 3 4 5
   13. Prepare a multi-dose container, e.g., prescription vial
   - N/A 2 3 4 5
   14. Prepare unit-dose-packaged solids, liquids
   - N/A 2 3 4 5
   15. Prepare a bubble pack
   - N/A 2 3 4 5
   16. Fill the unit dose cart
   - N/A 2 3 4 5
   17. Other
   - N/A 2 3 4 5

9. Prepare routine parenteral medications and select diluents or delivery devices (e.g., intravenous, subcutaneous, intramuscular):
   - N/A 2 3 4 5
   18. Identify diluents for reconstitution
   - N/A 2 3 4 5
   19. Identify appropriate routes of administration, e.g., central line, peripheral line, IM
   - N/A 2 3 4 5
   20. Identify the compatible solutions, e.g., NaCl, D5W, and the stability based on solution and/or concentration
   - N/A 2 3 4 5
   21. Calculate the rate of infusion
   - N/A 2 3 4 5
   22. Assign appropriate beyond use dating to items prepared
   - N/A 2 3 4 5
   23. Compound, or be able to discuss, total parenteral nutrition
   - N/A 2 3 4 5
   24. Prepare, or be able to discuss the preparation of, hazardous medications
   - N/A 2 3 4 5
### Managing the Practice

Strategic and operational planning, e.g., continuous quality improvement principles; direct strategic planning, policies and procedures.

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<th>Step</th>
<th>Description</th>
<th>Rating</th>
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<tbody>
<tr>
<td>25.</td>
<td>Discuss strategic planning</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>26.</td>
<td>Discuss management planning, e.g., ensure adequate staffing levels</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>27.</td>
<td>Discuss procedures used to monitor and assess employee performances</td>
<td>N/A 1 2 3 4 5</td>
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Management of provider relations, e.g., management of health plan relationships and assess drug or benefit program effectiveness.

#### Discuss processes of negotiation and contracting with third party organizations:

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<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>28.</td>
<td>Review and discuss selection and development of formularies and practice guidelines</td>
<td>N/A 1 2 3 4 5</td>
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Observe and use the information system used in the practice, e.g., maintain patient confidentiality, monitor physicians/group database:

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<th>Step</th>
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<tr>
<td>29.</td>
<td>Maintain databases, e.g., dispensing, documentation, drug information</td>
<td>N/A 1 2 3 4 5</td>
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</table>

Review procedures for managing human resources including procedures for hiring, orientation of new staff, ongoing training of staff, conditions for employment:

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<th>Step</th>
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<tr>
<td>30.</td>
<td>Discuss with the pharmacist-in-charge the mechanisms that are used to ensure compliance with applicable laws and regulations, e.g., Americans with Disabilities Act, Equal Employment Opportunity Commission</td>
<td>N/A 1 2 3 4 5</td>
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<td>31.</td>
<td>Discuss established performance measures/competency assessments</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>32.</td>
<td>Discuss established incentive and reward systems</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>33.</td>
<td>Discuss established grievance procedures</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>34.</td>
<td>Discuss procedures on preparing for licensure / accreditation surveys</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>35.</td>
<td>Discuss budgeting and monitor financial operations</td>
<td>N/A 1 2 3 4 5</td>
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<td>36.</td>
<td>Discuss and assist with staff scheduling</td>
<td>N/A 1 2 3 4 5</td>
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Assist with marketing and public relations efforts:

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<tr>
<td>37.</td>
<td>Regarding the promotion of services to patients</td>
<td>N/A 1 2 3 4 5</td>
</tr>
<tr>
<td>38.</td>
<td>Regarding the promotion of services to health care professionals</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>39.</td>
<td>Regarding the education of insurers, employers and the Institutional</td>
<td>N/A 1 2 3 4 5</td>
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<td>40.</td>
<td>Discuss political action and professional activities that the practitioners employed in that pharmacy are involved in</td>
<td>N/A 1 2 3 4 5</td>
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Discuss procedures for billing for services:

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<tr>
<td>41.</td>
<td>Review procedures for establishing fees, e.g., drug/device dispensing, clinical consultation, patient education / counseling, other services</td>
<td>N/A 1 2 3 4 5</td>
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<td>42.</td>
<td>Review an invoicing and billing mechanism / system</td>
<td>N/A 1 2 3 4 5</td>
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<tr>
<td>43.</td>
<td>Prepare and submit claims</td>
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University of Nebraska Medical Center  
College of Pharmacy  
Introductory Pharmacy Practice Experience (IPPE) Program  

PRECEPTOR EVALUATION OF IPPE STUDENT  

Thank you for hosting our students. Given the fact that it is difficult to truly evaluate "performance" in this type of setting, we would appreciate your completion of this brief form regarding our student's conduct. We would also appreciate any comments or suggestions you may have regarding improvement of our experience program.

**Site:** Administration  
**Student Name:** COP Administration  
**Class Of:** 2012  
**Date of Clerkship Experience:** 05/03/10 - 05/21/10  
**Clerkship Completed:** Institutional  

(Scale: 1= poor; 2 = below average; 3= average; 4= good; 5= excellent)

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<tbody>
<tr>
<td>1. Attendance - Student arrives at appropriate time</td>
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<td>5</td>
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<tr>
<td>2. Student demonstrates appropriate professional appearance and demeanor</td>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. Student displays appropriate initiative and responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4. Student is considerate of preceptor duties and responsibilities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. Student displays a cooperative interested attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. Overall impression/evaluation of Student</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Comments:**  

**CERTIFICATION OF COMPETENCY ACHIEVEMENT:**  

**Preceptor Name:** Nicole Gallardo  
**Checklist Average:** 4.89  
**Evaluation Average:** 4.50  
**Student's Pass/Fail Status:** Pass  
**Total Number of Hours Worked:** 120  

**Electronic Signature:**  
By checking this box, you confirm the validity of the information you are submitting
UNMC College of Pharmacy
College of Pharmacy
Introductory Pharmacy Practice Experience (IPPE) Program

STUDENT EVALUATION OF PRECEPTOR / PRACTICE EXPERIENCE

Student Name: COP Administration
Class Of: 2012
Preceptor Name: Nicole Gallardo
Site: Administration
Dates of Clerkship Experience: 05/03/2010 - 05/21/2010
Clerkship Completed: PHPR 604 - IPPE Institutional Pharmacy Practice Experience

(Scale : 1= poor; 2 = below average; 3= average ; 4= good; 5= excellent)

1. Preceptor's communication skills with the Student
1 2 3 4 5

2. Preceptor's ability to relate to Students
1 2 3 4 5

3. Preceptor's availability and responsiveness to students needs
1 2 3 4 5

4. Preceptor's willingness to initiate teaching/learning experiences for the Student
1 2 3 4 5

5. Preceptor's effectiveness as a role model
1 2 3 4 5

6. Preceptor's provision of constructive feedback to Student
1 2 3 4 5

7. Preceptor's stimulation of independent thought & performance
1 2 3 4 5

8. Overall evaluation of Preceptor
1 2 3 4 5

Comments:

Submit
RxCOPE On-Line is the College of Pharmacy’s computer program used for scheduling and tracking pharmacy students during their experiential education.

Visit RxCOP at:  https://app1.unmc.edu/COP/cop/

1. If a Security Alert window appears, click on Yes.
2. Enter your user name and password. You will be able to change your password at any time using the My Information choice on the left hand menu.

The following is a description of the menu items available to you:

**Preceptor Resources**
Here you will find information on Preceptor Development, Preceptor Expectations, Welcome Packets, copies of our Preceptor Newsletter, and useful links to Pharmacy Associations and the UNMC Today Page.

**My Information**
Under this heading you are able to change your password and provide students information about your education, research interests, professional activities, etc. Be sure to click Update at the end of the page to save your changes.

**Site Information**
Under this heading you are able to provide students with details on your practice site. This information is very valuable to our students. Please complete it as soon as possible and be sure to review it from time to time for accuracy and make any necessary revisions. Be sure to scroll down to the end of the page and click Update to save your changes.

**My Assignments**
Select the school years for which you would like to see your assigned students and then click Go. This will give you the students assigned to your site and the scheduled dates of their clerkships.

**Confirm Assignments**
Here you will be able to view records of student assignments pending your confirmation, as well as records of assignments already confirmed or rejected.

**Site Listing (view course syllabus for your site here)**
This will show a listing of all active clerkship sites for the UNMC College of Pharmacy. To see the course syllabus for your site, click on Show Course Syllabus for each site, then find your clerkship site and click on the link for your syllabus below your site name.

**Course Syllabus**
Here you will find a listing of the different courses offered in our program.

**Handouts**
This is a listing of various preceptor-related handouts that we provide to our students and some of the standards and guidelines established by our College.
Housing
If your practice site is located outside of the Omaha metropolitan area and not within a distance allowing the student to commute from Omaha on a daily basis, it will be up to the student to find housing. If your site provides housing for students, please provide this information here. Students appreciate any housing information, even if they have to pay for the housing.

Site Availability
Here you can enter the number of students your practice site is able to take for the upcoming year, as well as view the availability you provided for the current or previous years for both Introductory and Advanced Pharmacy Practice Experience. Please enter the maximum number of students your site can take for the entire year and then enter the number of students your site can take for each of the clerkship months. The numbers of students per month do not necessarily have to add up to the number you entered for the entire year.

Student Info
Select a student name from the drop-down box to view the student’s profile page.

Evals of Site
Students are required to evaluate their practice experience within one week of completing it. You will be able to view their evaluations at the end of the semester.

Grades/Evaluations
Student grades should be submitted within two (2) weeks of completing their practice experience.

- Begin by clicking on the word "Due" in the row of the evaluation you wish to complete.
- When an evaluation is completed, you may click on that row to see a report of the completed evaluation.
- Students cannot see your evaluations or their grade until after they submit their evaluation of you.

E-mail Student / E-mail Sites
RxCOP On-Line allows you to communicate with any of the students or sites in the current clerkship cycle. Use the drop-down box to select the student and enter your subject and message.

E-mail Program
Here you can email the Office Experiential Programs. Just select John Ridgway, Kimberly Norman or Nicole Gallardo from the drop-down box and enter your subject and message.

If you need any assistance or have any questions, comments or feedback regarding our RxCOP website, please do not hesitate to contact Nicole Gallardo at ph. (402) 559-1948 or e-mail ngallardo@unmc.edu.
UNMC College of Pharmacy
Pharmacist Letter

We’re pleased to announce that UNMC College of Pharmacy has made special arrangements to provide you with Preceptor Training & Resource Network from Pharmacist’s Letter.

Here’s what your access to Preceptor Training & Resource Network includes:

- Access to UNMC College of Pharmacy’s preceptor requirements, preceptor application forms, school-specific training modules, etc.
- Preceptor CE (home-study courses and live webinars)
- Sample student syllabi, activities, assignments and schedules
- Orientation, grading and evaluation tools
- Targeted professionalism, patient safety and practice-based teaching resources
- PL Journal Club (APPE teaching tools)
- Pharmacy 101 (IPPE teaching tools)
- End-of-rotation exams
- Preceptors Interact Preceptor discussion board

Here’s how to set up your access:

If you already have access to Pharmacist’s Letter, it’s important that you follow the link below to login. This will ensure that you get Preceptor Training CE and other tools included in Preceptor Training & Resource Network added to your subscription.

If you don’t have access to Pharmacist’s Letter, you need to set up a UNMC College of Pharmacy Preceptor CE ID #. Your CE ID # will be automatically created and you’ll be able to use it from any Internet-connected computer to access Preceptor Training & Resource Network.

Go to this URL: [www.pharmacistsletter.com/?referer=nebraskacop/ptrn](http://www.pharmacistsletter.com/?referer=nebraskacop/ptrn)
(Copy and paste this exact URL into your web browser address bar.)

TIP: Bookmark or add this webpage to your “Favorites,” so you can easily return to the Preceptor Training & Resource Network any time.

Here’s how to access Preceptor Training & Resource Network any time in the future:

Once you have set up your access, return to [www.pharmacistsletter.com/?referer=nebraskacop/ptrn](http://www.pharmacistsletter.com/?referer=nebraskacop/ptrn), enter your login information on the right side and click Login.

Need help?

Contact Preceptor Training & Resource Network with questions.

Darcy Meade
(209) 472-2240
preceptor@pletter.com
Pharmacist’s Letter
3120 W. March Lane
P.O. Box 8190
Stockton, CA 95208
Get All Your Preceptor CE and Make Precepting Easier With

**My Profile** lets you create your own Preceptor Profile, so you can:
- Have your completed Preceptor CE automatically reported to the school(s) of your choice
- Develop a portfolio to document your precepting experience, training, accomplishments, and contributions to the pharmacy profession
- Get targeted precepting opportunities from different schools

**Preceptor Training CE** meets ACPE guidelines and truly provides practical tips and training to help you be the best preceptor possible.

**PL Journal Club** helps establish regular, highly educational meetings... without the usual headaches. It’s a great APPE tool. The Instructor Key guides the discussion, and the Student Handout provides questions and helpful guidance for analyzing the background materials.

**Pharmacy 101** is great for your IPPE students. The Preceptor Key and Student Case provide quality, consistent case-based teaching. Use it to efficiently precept students from multiple schools.

**The Preceptor Toolbox** provides you with everything needed to make precepting more effective and easier, including:
- Activity Ideas
- Syllabus Examples
- Evaluation Tools
- Sample Assignments
- Student schedules and more...
These are all ready-made for you so you can print and use them as needed, or of course feel free to adapt them to your specific needs!

For more information, contact Pharmacist’s Letter at preceptor@PLetter.com, or call 209-472-2240. They are always happy to help!
The McGoogan Library of Medicine’s licensed resources are available to authorized users only.

Authorized users include currently registered UNMC students; UNMC employees; and UNMC faculty holding Regents appointments to salaried, volunteer, courtesy, and emeritus positions. Licensors also consider walk-in users of terminals in the McGoogan Library Reference Department, as authorized users.

What are authorized users allowed to do?

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- immediately disable access for all users on the UNMC network
- claim the McGoogan Library is depriving them of revenue and
- insist your institution obtain and pay for its own institutional license

How can I get more information about educational use of my ID and password?

When you’re not sure what McGoogan licenses to specific information resources allow, contact Ann Kaste, Digital Resources Librarian at akaste@unmc.edu or 402 559-7088. Email is the most efficient way to reach Ms. Kaste.

The McGoogan Library provides individual instruction and group workshops on how to use the library’s electronic resources effectively, contact the Education Department at thartman@unmc.edu or 402 559-7075.

Where can other hospital employees get help with their information needs?

If your institution does not employ a hospital librarian or you are an independent pharmacy, refer coworkers to the McGoogan Library Reference Department on the web at http://www.unmc.edu/library or askus@unmc.edu, at 866-800-5209 or 402 559-6221. Our professional medical librarians will search for any Nebraska health professional at no charge. Copies of articles are available on a reasonable fee-for-service basis; our price list can be viewed at http://mutuo.lib.unomaha.edu/UNM/FAQ.html#fees/

Where can my patients go for more information?

You may refer your patients to the Consumer Health Information Resource Service (CHIRS) at the McGoogan Library of Medicine for evaluated information to guide health decisions for themselves or their family members. They can call 1-866-800-5209, or emails askus@unmc.edu, and request a search for information. A professional medical librarian will research their question and provide by mail or email a tailored package of information that can be discussed with their health care provider. This no-fee service is offered to all Nebraskans and patients of The Nebraska Medical Center.