

Rotation Policies and Procedures

The information contained in this manual is complementary to that in the *Student Handbook*. Questions or concerns pertaining to policies and procedures should be directed to the Office of Experiential Education.

ASSIGNMENT

The student will be assigned to a variety of practice sites. Every effort will be made to accommodate elective requests and to place students within their preferred geographic region to lessen the burden of housing arrangements. Special considerations may be given to those students who can show hardship situations (single parent, military spouse, chronic illness of self or family member, primary caregiver to a sick person, etc.)

PRECEPTOR ASSIGNMENT RESTRICTIONS

A student may not work with a preceptor if they are related or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern.

COMPENSATION

Student may **not** receive or request compensation from pharmacy practice sites or preceptors for hours, projects, activities, or assignments related to any experiential rotation.

RECORDING OF STUDENT INTERN HOURS

Students will receive academic credit toward graduation for each APPE rotation. In the Commonwealth of Virginia, all practical experience credit required shall only be gained after completion of the first professional year in an approved pharmacy school. Hours obtained during APPE will count toward the 1500 hours of experience required by the Commonwealth of Virginia to take the licensing exam. Documentation of hours obtained during each APPE rotation should be completed using the *Affidavit of Practical Experience as a Pharmacy Intern* available at http://www.dhp.state.va.us/pharmacy/pharmacy_forms.htm. A copy of this document is also provided in the Documents and Forms section of the manual.

ATTENDANCE

Students are expected to be present at the practice site at least 40 hours each week at the experiential training site (or participating in site activities). Additional hours beyond those scheduled may be required in order to complete assignments or other activities. Preceptors may also require students to be present at the site during an evening, night, or weekend to experience the difference in work activities and pace.

If a student has a personal emergency or is ill, the Office of Experiential Education *and* the preceptor must be contacted as soon as possible on or before the day of rotation. Documentation from a health care provider or relevant third party may be requested for these types of absences.

Requests for time off for any reason other than a personal emergency or illness must be approved in advance and documented using the Absence Request Form (located in manual under Documents and Forms). The Director of Experiential Education *and* the preceptor must approve the request. Verification of attendance (of a professional meeting) or a written summary of activities may be required. UACP expects students to modify all other schedules to allow full attendance for each APPE rotation. Holidays are not recognized by UACP during experiential rotations. Holidays may be recognized at the preceptor's discretion. If the preceptor allows the student to be "off" during a holiday the time missed must be made up prior to the last day of the rotation and the Absence Request Form must be submitted as outlined above (and co-signed by the preceptor).

Any absence must be made up through an equivalent amount of time (e.g., a weekend or evening shift) or a special project as determined by and at the convenience of the preceptor. The student will be assigned an incomplete (I) until all APPE requirements have been completed. Preceptors should not submit a letter grade for a practice experience until all make-up time or projects have been completed satisfactorily. Completion of all APPE assignments and evaluations is required for students to be promoted to the next term.

If a student incurs more than two planned or unplanned absences during the APPE rotation, the preceptor should contact the Office of Experiential Training to determine the best course of action. Possible consequences, depending on the reason for and length of the absence, may include the following:

- Lowering the student's letter grade, assigning an Incomplete (I) grade, or assigning a failing grade, **despite** any make-up time or additional projects.
- Having the student withdraw from the rotation and make it up at a later time.
- If a student incurs an Incomplete grade, a contract for completion must be signed so that the Office of Experiential Education, student, and preceptor understand the deadlines by which the incomplete grade must be made up and under what circumstances the incomplete work may result in delayed graduation.

WITHDRAWALS

No grade penalty shall be assigned for dropping a rotation course on or before the 4th working day of the rotation. A student who withdraws on or before the 4th working day will be assigned a course grade of W (Withdrawn Passing). Withdrawn from a rotation will delay graduation unless the "off" rotation remains an available option.

ACADEMIC PROBATION AND REMEDIATION

Should a student have academic difficulties during the APPE sequence, he or she will meet with the Associate Dean for Pharmacy Practice to develop a plan to address learning needs. While the Office of Experiential Education will attempt to reschedule the student in that same region, it is possible that the student may have to relocate to another region (depending on faculty and site availability). If a student fails to pass an experiential program, the student's performance will be evaluated as outlined below.

- The Associate Dean for Pharmacy Practice in consultation with the Dean and the Associate Dean of Curricular and Academic Development shall determine

the appropriate remediation plan to satisfy the pharmacy practice experience requirements.

- If a student does not pass a pharmacy practice experience as a result of the student's professional conduct, the matter shall be referred to the Honors and Ethics Board.
- The remediation plan will be based on assessment of the student's deficiencies and could require the student to:
 - Complete deficient experiential outcomes without having to remediate the entire rotation.
 - Repeat an entire experience.
 - Remediate didactic coursework in addition to remediating an entire experience.
 - Other plans may be specified as deemed appropriate.
- The outcomes for required experiences (EPPE, CPPE, and required APPE) must be successfully completed.
- Elective APPEs that are not passed may be remediated by substituting a different elective APPE; however, the student's transcript will reflect that the APPE was not passed.
- If the student is required to take additional didactic or experiential coursework, the student will be responsible for all appropriate fees and tuition that apply.

INCLEMENT WEATHER

Students should make their own decisions as to whether to risk driving in snow, ice or other severe weather conditions. If a student decides that the risk of driving in inclement weather is high, then he or she should notify the preceptor that he or she shall not be present for that day or part of the day. The time missed must be made up at a time convenient for the preceptor.

CONCURRENT EMPLOYMENT

Employment is strongly discouraged during APPE rotations. However, if employment is necessary it should not interfere with the attendance and performance on the APPE. Many preceptors require the student to be "on-call" or to complete rotation activities outside the usual 7:00 a.m. to 5:00 p.m. work day. Students who leave the rotation site prematurely for purposes of employment may receive a failing grade for the rotation.

MEDICAL CARE

If necessary, each student is responsible for his or her medical care and/or treatment in case of illness or injury while at the practice site, including transportation.

INSURANCE AND LICENSURE

Students will carry in their professional portfolio proof of the liability insurance provided by UACP (minimum limits of \$1,000,000 per occurrence/\$3,000,000 aggregate), and a current Virginia Intern License. These must be maintained throughout APPE training.

IMMUNIZATIONS

While transmission of infectious diseases by pharmacists does not happen often, the increased role of pharmacists in patient care will increase the chances for exposure and transmission of diseases. Therefore, precautions are extremely important to protect both patients being cared for and health professionals providing care. Students are taught aseptic technique in preparing intravenous products. However, any contact (in addition to venipuncture or finger sticks) with patients can potentially transmit disease. Therefore, all healthcare providers must use proper universal precautions and immunization guidelines.

All students should provide documentation of the following in their professional portfolio:

- MMR: Measles (Rubella) vaccine without immune globulin after 1967, which includes 2 doses after 12 months of age, and at least one month apart. The second dose should be received after 1980. Mumps immunization or documentation of the disease within your lifetime. Rubella immunization or positive titer in your lifetime.
- Tetanus-diphtheria: Td booster within the past 10 years.
- Polio: Complete OPV series.
- Hepatitis-B: Students must show documentation of the first two of the three shots upon admission to pharmacy school. Before entering APPE, students must provide documentation of the third shot.
- Varicella Zoster (Chicken Pox): Varicella vaccination or documentation of disease in lifetime.
- PPD testing: (2-step Mantoux baseline and annually thereafter)

PPD testing shall be an annual requirement, unless there are other circumstances requiring more frequent testing. Students with a positive PPD test will be required to show proof of a chest x-ray and a statement from their physician confirming the results of the chest x-ray. Information regarding any necessary treatment must be provided. It is the responsibility of the student to have all immunizations completed and forwarded to UACP prior to matriculation. Immunization status will be confirmed by UACP before the beginning of introductory rotations. Students should also be prepared to present these records at their rotation sites. Some sites may require review of immunization records before the student is allowed to begin a rotation.

OSHA TRAINING/COMMUNICABLE DISEASE GUIDELINES

Students are required to receive training in OSHA Regulations, including guidelines for blood borne pathogens and for proper prevention of communicable disease transmission, before they can participate in APPE. Students will retain a certification of training in their professional portfolios.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

Each student is required to have current adult and pediatric CPR certification before beginning APPE. Students will retain a copy of their current certification in their professional portfolios.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TRAINING

Each student is required to complete HIPAA training before beginning APPE. UACP will certify this training, and students will retain a letter of certification in their professional portfolios.

CONFIDENTIALITY

During all APPE rotations, students may have access to privileged information about patient health, insurance information, and/or financial information. Students may have access to privileged information about the financial or personal management of the practice site. None of this information is ever to be discussed outside of the rotation site. *Breaches in confidentiality may result in immediate dismissal from the practice site, failure for the APPE rotation, and or dismissal from the Doctor of Pharmacy program.*

COMPLIANCE WITH ROTATION SITE POLICIES AND PROCEDURES

Students must comply with all policies and procedures of the practice site. Preceptors must advise students of the site policies and procedures during the orientation process. Students must respect practice site property. Damage to practice site property may result in disciplinary action by either the site or UACP, or both. Students must return all property to the site upon completion of the rotation. Any fines assigned by the site for past due, damaged, or destroyed items are the responsibility of the student.

HARRASSMENT POLICY

Discriminatory harassment is prohibited at UACP and may also be illegal. UACP defines discriminatory harassment as:

Conduct that conditions a person's employment, enrollment as a student, or participation in UACP activities on that person's age, citizenship, color, disability, gender (whether to not sexual in nature), national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law.

Sexual Harassment

It is the express policy of UACP that its environment, including all campus locations and clinical facilities, be free from any form of sexual harassment. UACP strongly disapproves of any offensive or inappropriate sexual behavior at its facilities. All employees, faculty, staff and students must be aware that sexual harassment is not only a violation of University policy, but that sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, and as administered and enforced by the Equal Employment Opportunity Commission (EEOC).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including the following conditions:

- 1) Submission to the conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or

- 3) The conduct has the purpose or effect of unreasonably interfering with the person's work performance or creates an intimidating, hostile, or offensive working environment.

Conduct which violates the foregoing guidelines will not be tolerated by the University.

The following provides more information about sexual harassment along with a list of the most common complaints.

- a) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following conditions exist:
 - i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic progress or achievement;
 - ii) Submission to or rejection of such conduct by an individual is used as the basis for decisions regarding academic achievement or progress affecting such individual, or
 - iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic progress or creating an intimidating, hostile, or offensive academic environment.

Harassment Procedure

Any employee, faculty member, student or staff member with a complaint or report of harassment, including sexual harassment, may file a complaint with the Associate General Counsel detailing the circumstances of the alleged action. In the event that this Associate General Counsel is unavailable or is the subject of the complaint, the person having the complaint shall file his or her complaint with his or her immediate supervisor or the Dean. The complaint will be fully investigated and an opportunity will be afforded to all involved parties to fully state their positions to the investigator. Any student or employee of UACP who becomes aware of possible sexual or other unlawful harassment must immediately advise the Associate General Counsel so it can be investigated immediately and confidentially. Any aggrieved person can raise concerns and make reports without fear of reprisal or retaliation, except that false or malicious claims may be outside of the University's review process.

It is strongly recommended that the complaint of harassment be in writing. Any complaint of sexual harassment will be treated as confidentially as possible. It must be recognized, however, that thorough investigation of the complaint will necessarily result in some disclosures. The Associate General Counsel, after consulting with the Dean, will convene a committee or board (see sections a and b below) to quickly and discreetly investigate all allegations of sexual harassment.

When a student accusation involves an employee or someone serving as a preceptor for UACP, the Dean may convene a Special Review Committee to investigate the complaint and make recommendations with regards to the resolution of the complaint. The Special Review Committee shall consist of the following three members:

- i) a faculty member chosen by the grievant;

- ii) a faculty member chosen by the person(s) whose action is the subject of the grievance;
- iii) a faculty member elected by the faculty; and
- iv) Associate General Counsel.

The Special Review Committee shall make its recommendations in writing to the grievant and the Dean.

When a student accuses another student of sexual harassment, the Honor and Ethics Review Board will meet to investigate and make recommendations regarding the complaint. The Honor and Ethics Review Board will follow the procedures for hearings regarding violations of the standards of professional conduct as prescribed in this Handbook.

After a full and thorough investigation, the complaining party will be advised of the results of that investigation and any proposed action.

Anyone engaging in sexual or other unlawful harassment, or any faculty member or administrator who fails to properly inform the College concerning such, will be subject to disciplinary action. This may include recorded written warnings and training or discharge of the person or persons involved in the violation.

PROFESSIONAL DRESS CODE

These guidelines specify standards of attire that promote a professional appearance conducive to a positive learning environment. Students must present a professional image to patients, colleagues, and the community.

Conservatism and discretion are key determinants of professional attire selection. In most circumstances, business casual attire is acceptable. Specific examples of professional image include but are not limited to the following:

- Neatly groomed hair, short manicured fingernails, and appropriate dress and shoes.
- Clean and well-maintained clothing that promotes safe and sanitary conditions.
- Clothes must conceal all undergarments at all times.
- Skirts and dresses must be no shorter than knee-length.
- No clothing can drag the ground.
- Shoes should always be in good repair.
- Headwear and other garments that pertain to bona fide religious beliefs or cultural traditions are permitted if these items of clothing conceal all undergarments at all times, are clean and well-maintained, and observe safe and sanitary conditions.

Clinic Attire

- Clinic attire should always be of a business nature and must include a white clinic coat.
 - Men:
 - Shirt, tie, and dress pants
 - Women:

- Dress pants, skirts (at least knee length), or dresses (at least knee length)
- Blouses, shirts, or sweaters
- UACP-approved scrubs may be worn.
- Students must wear a standard-length, long-sleeve white clinic coat.
- Coats must be completely buttoned, clean, and maintained at all times.
- Nail polish of any kind is specifically prohibited while students are in the clinical setting.
- Faculty members in each clinic have final authority over the appearance of students in the clinical setting.

Clinic Scrubs Policy

- Students must wear teal-colored scrubs; faculty and staff may wear their preferred color.
- The cost of scrubs is the responsibility of the faculty member, staff member, or student.
- Clinic coats must always be worn over the scrubs.
- Faculty, staff, and students have the option of wearing clean all white, all black, or all brown shoes with scrubs, including athletic shoes.
- Scrubs may only bear the UACP logo and the name, degree, and rank of the wearer.
- The print or embroidery must be black, blue, or green.

ID Badges

For security and safety purposes, faculty, staff, and students are required to wear a UACP-issued photo identification card at all times, including at offsite and clinical rotations.

Compliance

Students will be expected to comply with each of these guidelines and will be expected to dress appropriately for the specific setting.

The Honors and Ethics Committee of UACP will address non-compliance with these guidelines on a case-by-case basis as set forth in the Faculty and Student Handbooks.

PRECEPTOR-STUDENT PROCEDURES

Initial Contact with Preceptor

Students are required to contact their preceptor *no later than 1 week* before the rotation begins. Students are encouraged to contact their preceptor via email or telephone. During this contact, students should introduce themselves and ask when and where to meet the preceptor on the first day of the rotation. The preceptor should tell the student where he or she should park and explain any site-specific requirements. If an assigned student fails to contact the preceptor before the rotation begins, the preceptor may lower the student's letter grade.

First Day of Rotation

Preceptors should provide the students with a comprehensive orientation to the training site on the first day of the practice experience. As part of the orientation, the student should be introduced to key personnel and given a tour of the facility. During the first day, students and preceptors should review and discuss the student's professional portfolio. The goals and objectives of the rotation should be reviewed and modified as needed to meet the student's interests and needs.