

# Philadelphia College of Osteopathic Medicine



School of Pharmacy – Georgia Campus

## SCHOOL OF PHARMACY PRECEPTOR HANDBOOK 2017-2018

\*TO BE USED IN CONJUNCTION WITH 2017-2018 EXPERIENTIAL EDUCATION STUDENT HANDBOOK.

## **SCHOOL OF PHARMACY MISSION STATEMENT**

Is to educate caring, proactive pharmacists according to  
a model of patient-centered care,  
a practice of pharmacy in which the practitioner  
assumes responsibility for a patient's medication related needs  
and is held accountable for this commitment.

Educate pharmacists who will prepare and  
provide drug products and assume responsibility for the  
rational use of drugs by contributing to the design, implementation,  
monitoring and modification of therapeutic plans  
that will achieve defined goals  
and improve therapeutic outcomes.

## *Preceptor Qualifications*

To become a preceptor for GA-PCOM School of Pharmacy, a pharmacist must express a desire and willingness to educate and train student pharmacists within the pharmacist's practice setting. The pharmacist must be a licensed pharmacist and must be in good standing with the State Board of Pharmacy. He/she should be a positive role model for students, adhere to a pharmacist's code of ethical conduct and show a caring attitude toward patients. The preceptor should be able to provide appropriate feedback to students to ensure optimal growth of the student during the experience.

## *Requirements to Become a Preceptor*

Preceptors are expected to be competent practitioners who are committed to pharmacy education. Those interested in becoming a preceptor should contact the Assistant Dean of Experiential Education to discuss what opportunities are possible for student training within the practice setting. The following are additional expectations:

- Complete an orientation to the program with the Assistant Dean of Experiential Education prior to having students
- Abide by all program guidelines for student training and evaluation
- Be a current licensed practitioner for at least 12 months (includes residency training) with no license sanctions.
- Demonstrate appropriate interpersonal and inter-professional communication and relationships
- Have sufficient time to spend with student, providing one-on-one training and assessment in the specific area of pharmacy practice; communicate expectations to the student at the beginning of the rotation block
- Allow the student to assume responsibilities of pharmacists' functions under the supervision of a licensed pharmacist where permitted by law
- Provide feedback to student both verbally and written throughout the training period
- Be available to the student to answer questions and provide guidance throughout the training period
- Serve as a role model with regards to continual professional development and life-long learning; participate in professional organizations

Most preceptors are pharmacists, however, individuals with other scientific training will be considered for a preceptor appointment on an individual basis.

### **PCOM School of Pharmacy – Georgia Campus is interested in preceptors who:**

- Provide direct patient care to diverse patient populations
- Possess appropriate clinical and teaching skills
- Counsel patients on medication therapy and disease states
- Provide medication therapy management services
- Interact with other health care professionals while providing pharmacy care
- Have access to medical and drug information resources

The training site should have adequate staff to support student training. Each site should also meet or exceed all standards set by accrediting bodies or governmental agencies and be in compliance with all state and federal laws pertaining to pharmacy practice. There should be one primary preceptor for any given experience who assumes the responsibility of student orientation, training and assessment. Preceptors are evaluated by the Assistant Dean of Experiential Education, Clinical Coordinator and students. Representatives from the Office of Experiential Education will periodically conduct site visits with the preceptor to assess student training opportunities and discuss student experiences with the preceptor. Students are also required to complete a formal assessment of the preceptor and training experience at the end of each experience.

The preceptor will be enrolled with E\*Value ([www.e-value.net](http://www.e-value.net)) in order to access student profiles, schedules, and complete evaluations. Preceptors will receive notifications to complete mid-point and final evaluations on students within Evaluate.

*Please see Experiential Education Handbook 2017-2018 for complete details on evaluations.*

All preceptors are expected to adhere to requirements as set forth by the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable student information maintained by PCOM with respect to students; limits access to academic records; and gives students certain rights with respect to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that they believe to be inaccurate or misleading.

Family Educational Rights and Privacy Act Office  
Department of Education  
Room 4511, Switzer Building  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
For more information, visit [www.ed.gov/offices/OM/fpco/index.html](http://www.ed.gov/offices/OM/fpco/index.html).

### *Benefits of Precepting PCOM School of Pharmacy Students*

1. Clinical Assistant Professor of Pharmacy Practice appointment for Pharm.D.
2. Clinical Instructor of Pharmacy Practice appointment for RPh
  - a. Preceptors with other scientific training will be considered on an individual basis.
3. Wall certificate.
4. Access to PCOM library on-line (specific databases).

- a. Free Continuing Education Pharmacist Letter Preceptor Modules
- b. Live CE hosted by PCOM

5. Paying it forward

Our application for preceptorship may be completed via hard copy from this handbook or online at: <http://www.pcom.edu/academics/programs-and-degrees/doctor-of-pharmacy/experiential-education-preceptor-resources.html>

Hard copy submissions may be submitted to [gapharmee@pcom.edu](mailto:gapharmee@pcom.edu) or faxed in to: 678-407-7349. Processing of applications may take up to three weeks for approval. Those sites requiring Affiliation Agreements may take an extended amount of time. We do have Affiliation Agreements in place with many of the major chains; CVS, K-Mart, Kroger, Publix, Rite Aid, Wal-Mart, and Walgreens.

Dear Preceptor:

The importance of professionalism and integrity is integral to a student's success. In the attached *School of Pharmacy Student Experiential Handbook* we address the below points:

- Student Conduct
- Experiential Conduct (Student conduct while on rotation)
- Dress Code
- Unexcused Absence Definition
- BLS/Immunization Requirements
- Intern Registration

**Also addressed is our process for when a student encounters an issue with a site or preceptor. For ease in reference, below is our statement:**

### **Process for Handling Student Preceptor/Site Complaints**

*The School of Pharmacy is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties involved. To avoid any confusion as to the best way to handle any troublesome situation that has arisen or may arise between a student and a practice site, the student shall follow the below process. Note that it is the responsibility of the student and or preceptor to report any problems that arise during the practice experiences to the Office of Experiential Education as soon as the problem occurs. DO NOT wait until the end of the practice experience.*

*1. The student should attempt to resolve the issue with the preceptor directly.*

*2. If the complaint is not resolved quickly, the student should email a written complaint to the Assistant Dean of Experiential Education, Julie Wickman at [Juliewi@pcom.edu](mailto:Juliewi@pcom.edu) for APPE rotations or Clinical Coordinator of Experiential Education, Dr. Kim Echols at [kimberlyec@pcom.edu](mailto:kimberlyec@pcom.edu) for IPPE rotations. The complaint should explain the problem as clearly and completely as possible.*

*The Assistant Dean of Experiential Education will take all information to assist in determining the most efficient method for resolving the issue.*

Please know that any preceptor issues with a student may be resolved in a similar fashion. The Assistant Dean is available at 678-407-7356 to assist with any matter involving a student.

## **Attendance Policy**

**Our attendance policy as stated in the School of Pharmacy Student Experiential Handbook and outlined below**

- Attendance in this course is mandatory. Therefore, inability to be on your given site at your scheduled time will result in failure of the rotation. Unforeseen circumstances such as illness may occur and may prevent you from attending an experiential rotation. In this case, the student **\*must\*** follow all 4 steps of the procedure:
  - 1. Call your site preceptor and let them know you will not be attending due to an unforeseen incident (provide the reason why) and arrange an alternate date and time to make up the hours. All “make up” rotations must be completed at the assigned site and be completed **\*before\*** the last day of the rotation unless other arrangements with the Assistant Dean of Experiential Education or Clinical Coordinator have been made in advance.
  - 2. Email Dr. Ghilzai ([naushadgh@pcom.edu](mailto:naushadgh@pcom.edu)), Professor and Associate Dean for Academics and Assessment with the date of your absence and why you are seeking an excused absence and copy the email (cc) to Dr. Echols ([kimberlyec@pcom.edu](mailto:kimberlyec@pcom.edu)) for IPPE absences and Dr. Wickman([juliewi@pcom.edu](mailto:juliewi@pcom.edu)) for APPE absences. Dr. Echols is Clinical Coordinator for Experiential Education. Dr. Wickman is Assistant Dean of Experiential Education.
  - 3. Obtain supporting documentation for your absence. In the case of illness you should make an appointment with your physician, as you will need to provide documentation that you were ill on the date you missed your rotation. Required documentation concerning other causes of unexcused absences will depend on the reason for the absence.
  - 4. This document shall be submitted to Dr. Ghilzai as per the Absence Policy upon your return to school.
- **Students who do not follow all 4 procedures will be considered as having an unexcused absence with no exception. Occurrence of one unexcused absence during an IPPE or APPE rotation will result in an automatic No Pass for the rotation.**

### *Unexcused Absence Definition*

Unexcused absences are an example of unprofessionalism and are not allowed. Failure to show up on your scheduled experiential rotation without following the above attendance policy will result in an automatic failure of the rotation and may lead to disciplinary action.

Our office is always here to assist. Please feel free to contact us via phone at 678-407-7345 or via email at [GAPharmEE@pcom.edu](mailto:GAPharmEE@pcom.edu). Thank you.