



Philadelphia College of Osteopathic  
Medicine  
SCHOOL OF PHARMACY  
PRECEPTOR HANDBOOK  
2022-2023

\*TO BE USED IN CONJUNCTION WITH 2022-2023 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.

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).

## *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 Core (Corehighered.com) in order to access student profiles, schedules, and complete evaluations. Preceptors will receive notifications to complete mid-point and final evaluations on students within Core.

*Please see the Experiential Education Handbook 2019-2020 for complete details on evaluations.*

### **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).
5. Identifying future employees.
6. Paying it forward

Our application for preceptorship may be completed via hard copy from this handbook or online at: <https://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: 678-407-7339. 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, Kroger, Publix, Wal-Mart, and Walgreens.

## **PROCESSES**

The importance of professionalism and integrity is integral to a student's success. Listed below are items found in the Student Handbook:

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

The Student Handbook is on the Home Page in Core and accessible to preceptors.

## **From Student Handbook**

### **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). 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.

## From Student Handbook

### Absenteeism Policy

#### Required Experiences

A **required experience** is a course or activity where attendance is mandatory. Required experiences must be made up if missed. Students who miss a required experience must have an approved excused absence from the Associate Dean for Academics Professor (ADAA.) Please refer to the section on *Absence Policy* in this handbook.

Required experiences include:

- Oral and written examinations and quizzes
- Laboratories
- Simulations
- Remediation
- Integrated Case Studies I-IX and Case Studies courses I-VI
- Professional Practice I-IX courses
- Pharmacy Curricular Outcomes Assessment (PCOA)
- Comprehensive Examinations (I-III)
- Interprofessional education courses (INDP 100, 200 and 300)
- **Introductory Pharmacy Practice Experiences (IPPEs)**
- **Advanced Pharmacy Practice Experiences (APPEs)**
- Fourth Professional Year Capstone II course
- Any course or activity where attendance is required

Students are allowed to be **absent a maximum of five times per academic term for all courses or activities not listed as “required experiences”**. An **absence** is when a student is not present during the one-hour class time when attendance is taken. Students may submit an Absence Request form for an *excused absence* for required experiences. If an excused absence is approved, the activity must be made up before the end of the academic term. If a student does not obtain an approved excused absence for a *required experience* or approved delay in completion of graded material, then the grade of “zero” (F) or “NP” will remain without recourse. This may result in automatic failure of the entire course.



## From Student Handbook

### **Students may only receive one excused absence per academic term.**

Strong justifications for excused absences, include the following:

- personal and family emergencies (non-health related),
- health related emergencies requiring hospitalization
- bereavement,
- jury duty,
- court summons,
- immigration appointments,
- military duty,
- mandatory religious observances, and
- school-approved activities, including pharmacy organization local, state and national meetings.

For excused absences, the ADAA will work with the student to schedule make up assessments in accordance with their individual situation.

Students with chronic health and medical issues are advised to contact the ADAA and Student Affairs for evaluation for accommodations. Please refer to *Leave of Absence Policy* in the PCOM General Student Handbook.

If cause for an absence should arise, please see the Experiential Education specific policy on the previous page.

## From Student Handbook

### 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. Wickman([juliewi@pcom.edu](mailto:juliewi@pcom.edu)) for APPE/IPPE absences.
  - 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.**

## **From Student Handbook**

### **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.

## **From Student Handbook**

### **Student Dress Code**

The student will dress in a manner befitting professionals in the pharmaceutical healthcare setting. The Pharmacy Practice department reserves the right to impose additional restrictions on dress or appearance at the discretion of the faculty member and/or preceptor. Practice sites may have more prescriptive policies than outlined above. Students are required to follow site specific policies on dress and appearance.

#### **Male Dress Code**

Men are to wear clean, pressed slacks with a tie and tucked in collared shirt. Shoes should be clean dress shoes with socks. Overall appearance should be neat and presentable. Men's hair shall be well kept and groomed. No headwear is allowed unless it is for religious purposes.

#### **Female Dress Code**

Women's dress should be conservative, professional attire. Women may wear appropriate skirts, dresses, or slacks with an acceptable top. Shoes should be comfortable and conducive to standing in for at least 4 hours. They MUST be closed toed, dress shoes with heel height  $\leq 2$  inches. Undergarments should be covered at all times and clothing should not be revealing or tight fitting. No headwear is allowed unless it is for religious purposes. Because there is such a variety of female attire, students will have to use their best judgment as to what fits these criteria.