



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

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Statement of Principle

The objective of the four-year experiential program, in combination with all other courses in the curriculum, is to educate students to think and act as independent, competent pharmacy practitioners. The primary strategy used in experiential training to achieve this objective is to give students increasing levels of responsibility for patient care throughout the program in a variety of practice settings. Introductory Pharmacy Practice Experiences (IPPE) begin in the P1 year and continues in a progressive manner to prepare students for the Advanced Pharmacy Practice Experiences (APPE) in the fourth professional year. Success in experiential training is largely measured by the way in which the student pharmacist demonstrates the characteristics of an independent and active learner. The benefit gained by each student from experiential education is directly related to the responsibility that the student takes for her/his own learning.

Special Accommodations

If anyone in this course has a disability and wishes to receive accommodations, the Assistant Dean is available to discuss reasonable accommodations for those registered with the Disability Services. Please contact Dr. Julie Wickman at juliewi@pcom.edu to make an appointment during office hours to discuss your accommodations. If you wish to receive accommodations on the basis of a disability and are not registered with Disability Services, please contact their office immediately. Alina Torres-Zickler may be reached at: alinato@pcom.edu.

Rotation Placements

APPE/IPPE site assignment takes into account driving time from the residence of the student, the PCOM Georgia campus and the IPPE Site. PCOM School of Pharmacy attempts to limit the drive time from the site to campus to 60 minutes or less when classes are in session; however, due to the variability inherent in traffic flow in a large metropolitan area, this is not guaranteed. Students are asked to keep their place of residence current in CORE for purposes of site assignment. No other considerations will be made when making APPE/IPPE assignments.

A student must self-report any of the following conflicts with an IPPE or APPE site within 72 hours of assignment:

- Student is currently, or was formerly, employed at the site
- Student is currently, or was formerly, employed by the same owner/corporation (i.e. Walgreens)
- Student is currently, or was formerly, employed by the preceptor at the site
- Student is related to the owner or any staff pharmacist within the second degree

For purposes of this policy, a student is considered to be employed if they averaged 4 or more contact hours per week for more than 8 weeks during the last 5 years. Whether the student received compensation, usually in the form of wages, does not matter.

PCOM School of Pharmacy may, at its sole discretion, assign the student to a different site under these circumstances. Failure to report the conflict will result in a grade of No Pass for the rotation. Generally, no other changes will be made to site assignments.

Under no circumstance are students to switch rotation sites. Once rotations are assigned and sent out placement will be considered final and no adjustments will be made without approval of the Assistant Dean. Under no circumstances shall a student contact any preceptor directly to make adjustments to their schedule.

Students may not reach out to a preceptor to secure a rotation assignment.

If a student experiences an emergency that results in the need to withdraw from a scheduled practice experience (e.g., extended personal illness or death in the immediate family), the student must email the Assistant Dean of Experiential Education with the reasons for this request. These requests will be reviewed and decisions will be made on a case-by-case basis. While every attempt will be made to reschedule the student into a similar experience, it is not guaranteed. The APPE student may also need to relinquish his/her "off block" or accept other changes in order to ensure graduation requirements are met.

Course Requirements

- Professional attitude.
- Short white lab coat.
- Georgia Intern Licensure.
- Completion of Site Credentialing Requirements as stated in CORE.
- Completion of Core based “Basics For Healthcare Students” modules.
- Completion of online HIPAA and OSHA training modules.
- Completion of online Blood-Borne Pathogens/Needle Stick training module.
- Documentation of completed Basic Life Support Certification (CPR).
- Documentation of required Immunizations.
- Documentation of Health Insurance (insurance information should be carried at all times to have it available for emergency situations).
- PCOM School of Pharmacy name badge.
- Consistent communication via student’s pcom.edu email address and/or via CORE.
- Required readings.

Student Conduct

The student should keep in mind, at all times, that the primary objective of the PPE is learning, and that learning is not a passive process but one that requires active participation and communication. All communication to the student will be via student's pcom.edu email and/or CORE's email.

- No later than the Monday or Tuesday that is 3 weeks prior to the first day of rotation, the student must phone or email the preceptor to make arrangements about starting time and other necessary details such as site location, parking, attire, etc . . . It is imperative that the student communicate with the preceptor stated in the assignment as listed in the schedule in CORE. IPPE students may have a notation in their schedule to contact their preceptor at 10 days prior; this is acceptable for those sites that state this.
- Failure to contact the preceptor represents a violation of the professionalism component of the course and may result in disciplinary action which may include receiving an "Incomplete" for the course. Makeup rotations are to be at the discretion of the Assistant Dean of Experiential Education.
 - APPE students will makeup the course during the first block of the next APPE year if there is availability; otherwise student will makeup the course during the next available (second) block of the next APPE year.
 - IPPE students will makeup the course during the first block of their APPE year if availability exists. If there is not a suitable rotation site for the missing course the student may have to forfeit Block 1 and complete the IPPE during APPE Block 2. This will result in the student not having an "off block" and having to participate in a rotation one block past graduation. This will not interfere with graduation if the student has a passing grade for the course.
- The student should contact Julie Stevens (juliest@pcom.edu) in the Office of Experiential Education if they experience any difficulty in reaching the preceptor. The Office of Experiential Education should be alerted if, at no later than two weeks ahead of the start of the rotation, student is still unable to reach the preceptor .
- Credentialing/On-boarding requirements are stated in CORE for each site. Adherence to each of the items is extremely important. Failure to comply with the site's requirements or Office of Experiential Education's due date for turning in these items will result in an "Incomplete" for the course. Makeup rotations are to be at the discretion of the Assistant Dean of Experiential Education.
 - APPE students will makeup the course during the first block of the next APPE year if there is availability; otherwise student will makeup the course during the next available (second) block of the next APPE year. This will not interfere with graduation if the student has a passing grade for the course.

- IPPE students will makeup the course during the first block of their APPE year if availability exists. If there is not a suitable rotation site for the missing course the student may have to forfeit Block 1 and complete the IPPE during APPE Block 2. This will result in the student not having an “off block” and having to participate in a rotation one block past graduation. This will not interfere with graduation if the student has a passing grade for the course.
- The corresponding year’s Experiential Education Student Handbook signed and dated student acknowledgement form and policy and procedure quiz must be completed in CORE by the due date stated in an email to students. Students not turning in the form by the due date may not participate in their scheduled IPPE/APPE. Their IPPE/APPE will then be scheduled at the discretion of the Office of Experiential Education based on availability. This may or may not be during the originally scheduled academic year.
- Attendance is **mandatory** on each of your scheduled dates from your scheduled start time until your scheduled end time. Failure to meet these criteria will result in a grade of No Pass for your assigned PPE. See “Attendance Policy” and “Absence Policy” in this document for details.
- Parking arrangements are site-dependent. This information should be obtained from the principal preceptor prior to the start of the rotation. The student is expected to arrange transportation to rotation sites. **Parking and transportation costs will be the student's responsibility.**
- The student must exhibit professional appearance, both in manner and in dress. He/she must adhere at all times to the standards of dress and behavior specified by the preceptor and site assigned. A clean short white lab coat or jacket and a name tag must be worn.
- All syllabi are located in the Documents Library in CORE. Student will present themselves at site with a hard copy of the syllabi.
- Students must conduct themselves in a professional manner at all times. Students will follow established school and institutional policies. An unprofessional act, deemed as such by the principal preceptor or authorities at the site, may result in removal from the site and failure of the rotation.
- Inappropriate use of technology (personal use of cell phones, email, PDAs. Etc...) is not permitted at rotation sites. Cell phones should be turned OFF while on rotations.
- The student is obligated to respect any and all confidences revealed during the assignment, including pharmacy records, fee systems, professional policies, patient information, etc. No discussion of patient cases should take place in public areas of the site, i.e. elevators, cafeteria, etc. When discussing a patient outside of the immediate practice area, or with anyone not involved in the patient's care (at case presentations or professional meetings) the student should never reveal a patient name. Initials are acceptable.

- All patient data reviewed or discussed during the site visits must **be kept confidential**. Any breach of patient confidentiality, however minor, will result in failure of the rotation. **There will be no exceptions.**
- A student *should never publicly question the advice or directions of the preceptor*, but should discuss any disagreements in private. All criticism should be viewed as a means of learning. Additional concerns may be discussed with the Coordinator of the PPE program.
- The student will obey all laws and regulations which govern practice, and will seek clarification of any point about which they are uncertain.
- Students are covered for professional liability by the self-insured risk management plan of PCOM School of Pharmacy. In addition, students individually may carry liability insurance. Any other insurance needs (e.g., health, accident, or car insurance) are the responsibility of the student.
- Assignments are expected to be completed on time. Late assignments will not be accepted.
- The student will follow all specific policies, procedures, and requirements given to him/her by their individual rotation sites.
- Students are required to attend all rotation related conferences and site visits.
- When considering out of state rotations, please note that the school will require your onsite presence after the ninth block.
- It is the student's responsibility to obtain licensure for any out of state rotations.

Credentialing

Bridget Bexho is the School of Pharmacy's Credentialing Coordinator. The due date for credentialing/onboarding paperwork is **10 weeks prior to the start date of your rotation unless otherwise specified**. Rotation requirements can be found in CORE under the Site Requirements. Credentialing paperwork must be emailed to Bridget Bexho at Bridgetbe@pcom.edu unless you are told to turn in your paperwork another way (i.e. via Acemapp or Symplr which are online credentialing programs for specific sites).

Background check and Drug Screen via Advantage Students must be completed annually for many rotation sites and results must be reviewed by you once complete and shared with school and your rotation site prior to the paperwork due date. Should there be any changes to the students' schedule the school will not be liable for any fees paid by the student.

All immunizations shall be updated and uploaded into CORE and must always be kept current. If you have any questions about the immunization requirements for rotations you may reach out to Bridget Bexho.

Make sure that you maintain proof of the following in CORE:

- Measles, Mumps, Rubella (MMR) Vaccine and/or MMR titers showing immunity
- Varicella Vaccine and/or Varicella Titer showing immunity
- Hepatitis B series (includes 3 separate vaccines) and titers showing that you have immunity to Hep B
- Tdap (this is good for 10 years and must not expire while you are in school)
- Annual seasonal Flu Vaccine for rotations typically between September - May (Plan to get your flu vaccine in August - A blank flu vaccine form will be found on the home page of CORE that you can take with you when you get vaccinated. It will also be emailed to you prior to flu season. Please note that a receipt for the flu vaccine is not enough proof and is not accepted by school and most rotation sites)
- Annual Tuberculosis (TB) test (either PPD skin test, blood test such as Quantiferon Gold or chest x-ray). Some rotation sites such as Emory require more frequent TB testing (an annual and a new test within 12 weeks of rotation start date). Some rotation sites such as Northside Atlanta will only accept the TB Blood test. Please review the rotation requirements carefully so that you are in compliance.

Other documents that you must keep up to date in CORE are the following:

- Your address while you are in school
- Your cell phone number
- Past and Current Pharmacy Work experience
- Current BLS proof - please sign the document and update with new card as needed
- Current proof of health insurance - update annually

Some sites require the following documents so it is good to keep these up-to-date and available to send with credentialing if needed:

- Current CV
- Driver's license

- Copy of your intern license
- Head shot against a blank background for ID badges and your CORE profile picture

Should there be any changes to the above credentialing/onboarding orientation and paperwork process, students will be advised via email to their pcom.edu account. Student is responsible for regularly checking this email account.

Experiential Conduct Rules

- I will follow all ethical instructions of my preceptor.
- I will recognize my preceptor as the authority for all rules, regulations, and expectations.
- I will be courteous and professional at all times.
- I will arrive on time to all experience sites.
- I will wear professional attire, including a white lab coat and name tag, as directed by my preceptor.
- I will be attentive and alert to patient needs and care at all times.
- I will perform all assigned duties in a timely manner.
- I will not enter an unauthorized work area at any time.
- I will not interfere with the work performance of another student or employee.
- I will not steal, willfully damage equipment or property, or falsify official reports or information
- I will not use or possess intoxicating or illegal substances at any experience related setting.
- I will not divulge any patient information gathered through conversations, medical charts, pharmacy records, medical rounds, and any other interprofessional involvement.
- I will not divulge any company / institutional confidences revealed while completing experience training including pharmacy records, pricing systems, professional policies, and patient records.

In addition to the conduct rules above, the student may be immediately withdrawn from the facility's educational training program based upon a perceived lack of competency, *failure to comply with the policies of the facility, or if the student poses a direct threat to the health or safety of others. A student may also be withdrawn for any reason the facility believes is not in the best interest of the facility, their patients, or their employees.

*The policies of the facility include the credentialing/on-boarding documents.

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.

1. The student should attempt to resolve the issue with the preceptor directly.
2. Students may email the Assistant Dean as they are working with the preceptor to resolve the issue.
Please do not wait until the end of the rotation to document issues.

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 ≤ 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.

Attendance Policies

- Excused and Unexcused Absences for IPPEs/APPEs Attendance Policies for IPPE or APPEs are:
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), 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).
 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 below Absence Policy and Attendance Policy will result in an automatic failure of the rotation and may lead to disciplinary action.

Absence Policy

As taken from PCOM School of Pharmacy Academic Handbook

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 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.

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 have someone notify the PCOM School of Pharmacy at 678-407-7345 as soon as possible so the SOP is aware of the situation. Contact the ADAA no later than the first day of your return to campus to reschedule any approved missed *required experiences*. FOR ANY OTHER REASON, prior approval is required for absence from, or delay in completion of, a *required experience*.

Students granted prior approval for excused absences may be required to take graded material, such as exams, early. The ADAA and course coordinator is responsible for coordinating all approved changes in scheduled times or due dates for graded material.

Policy and Procedures for Requesting Absences and Modifications for Religious Reasons

As taken from PCOM School of Pharmacy Academic Handbook

Policy statement

PCOM does not tolerate discrimination or harassment on the basis of age, race, sex, color, gender, gender identity and expression, national origin, ethnicity, ancestry, sexual orientation, religion, creed, disability, genetic information, marital status or any other protected class.

PCOM respects the religious diversity of its students and will attempt to grant absences and make reasonable modifications that honor the primacy of a commitment to patient care and do not unduly burden faculty, students, or others involved in the affected educational activity.

Purpose of the policy

The purpose of this policy is to acknowledge respect for the religious diversity of PCOM students by providing, where possible, excused absences and reasonable modifications in cases where genuine conflicts exist between students' religious beliefs/practices and educational activities. Such modifications must honor the primacy of a commitment to patient care, not unduly burden faculty, staff, students, or others, and must not significantly alter the prescribed curriculum requirements.

Procedures for Requesting Absences and/or Reasonable Modifications during the Clinical/Experiential Portion(s) of the Curriculum

1. The request must be made in writing by completing the Request for Absence/ Modification form no later than by the end of the first week of each academic term. Students can request the form by emailing the Office of Student Affairs on their campus: Gastudentaffairs@pcom.edu
2. Students must submit the completed form to the Student Affairs Director on their respective campus.
3. A decision on the student's request will be made by the end of the second week of each academic term.
4. If the request is approved, the Student Affairs Director will notify the student and set-up a plan of action.

Failure to follow the procedures set forth in this policy with regard to a request for an absence will result in an unexcused absence. The consequences of unexcused absences will be determined by each Course Director.

* Students should be aware of the requirements for particular classes and programs in which they are enrolled that may restrict or otherwise limit PCOM's ability to grant absences and modifications

Decisions Regarding Requests

Decisions regarding requests for absences or modifications during the didactic and clinical component of the curriculum will be coordinated by the Student Affairs Director on their respective campus. A decision will be made within one week of receipt of the Request for Absence or Modification form and will be communicated to the student in writing.

Factors being considered will include but not be limited to:

- Sincerely held religious belief;
- Whether granting the absence or modification will unduly burden faculty, staff, or others
- Whether granting the absence or modification will unacceptably compromise the nature and/or rigor of the educational requirements.

Appealing a Decision

When a request for an absence or modification during the didactic portion of the curriculum is denied, the student may submit a written appeal of the decision to the Provost.

Remediation

If a student must remediate a didactic course they will not be allowed to participate in an IPPE during the same period.

The IPPE must be made up either during fall or winter break, summer, or during the student's first APPE block. The student will then not have an "off" block. IPPE makeup schedules are all based on availability and at the discretion of the Assistant Dean of the Office of Experiential Education.

Assessment and Grading Policies

There will be no exams for this course.

For IPPEs and APPEs occurring during the school year August through April there will be a **Midpoint and Final Evaluation of Site** and a **Midpoint and Final Evaluation of Preceptor** that will require student completion in CORE. APPE students will also be required to complete a **Midpoint and Final Self Evaluation**. The student must complete all evaluations in a timely manner. Failure to do so will result in a grade of Incomplete until the evaluations have been submitted.

It is good practice to view and discuss evaluations with the preceptor. It is up to the student to broach the subject with the preceptor prior to the evaluation due date.

The APPE grading scale is below:

<u>Learning Objectives</u>
>4.5 = A
3.5 - 4.4 = B
3.0 - 3.4 = C
<2.9 = No Pass
<u>Professionalism Objectives</u>
>4 on both objectives in order to pass

Summer IPPEs that are two or three weeks will have a **Midpoint and Final Evaluation**. Summer IPPEs that are one week in length will have a **Final Evaluation**. The grading scale for IPPE's is listed below:

Assessment Tool	Scale
Attend all scheduled site visits	P/NP
Course Objectives	P/NP
Ethics / Professionalism Objectives	P/NP
Completion of Three Weekly Workbooks	P/NP
End of rotation Evaluation by preceptor	P/NP

Total:

P (if all P above) or NP (if at least one NP above).

The **Final Evaluation of Site** is questioning the environment and if the site operated in a professional manner and, additionally, if you would recommend this site for other students.

The **Final Evaluation of Preceptor** is asking your assessment of the preceptor in the following categories:

- Was the preceptor accessible?
- Was the preceptor approachable?
- Were you treated as a professional?
- Did the preceptor provide constructive feedback concerning your performance ?
- Would you recommend the primary preceptor for future students?

Each evaluation has a “Comment” section at the bottom for additional comments. As mentioned earlier, should you encounter difficulties with your preceptor do not wait until this final evaluation process to address the situation.

All evaluations are confidential and shared with preceptors after several evaluations (no less than three) have been received. Anonymity is maintained so please be honest about your site and preceptor experience.

IPPEs are evaluated on a PASS/NO PASS scale. APPEs are evaluated on a letter grade scale. Failure to complete any of the assignments or evaluations will result in failure of the course. It is the student’s responsibility to have all of the assignments and evaluations submitted on or before the due date.

It is the student’s responsibility to place all graded assignments into their CORE portfolio as defined in the course syllabi.

BLS/Immunization Requirements

It is the student's responsibility to ensure that all required immunizations are current and any necessary supporting documentation is provided to the Office of Experiential Education. Each experiential site's immunization and credentialing requirements will be listed in CORE. Prior to the beginning of the academic year, APPE students must provide required documents to the Office of Experiential Education (see page 4). IPPE students must provide required documents to the Office of Experiential Education by due date stated at time of schedule release. Failure to provide all documentation by due date will result in inability to complete the rotation that block. In addition, it will be the student's obligation to maintain active BLS certification at all times.

Intern Registration

This license must be obtained prior to first scheduled IPPE, or end of the Fall Term of the first professional year, whichever is earlier. You will learn more about the process in Orientation.

Out of state APPE rotations may require that state's license. It is up to the student to obtain appropriate licensure in a timely manner. Rotations that are incomplete due to student's lack of license will be made up during the first block of the next academic year. This will be based on availability and is at the discretion of the Assistant Dean of Experiential Education.

Liability Insurance

Bounded by the affiliation agreements we have with all of the experiential sites, all students are required to have personal liability insurance. GA-PCOM School of Pharmacy has secured this insurance on your behalf and has provided supporting documentation to all participating experiential sites. If your site requires additional proof of your insurance please contact the Experiential Department.

Health Insurance

The student is required to maintain active health/medical insurance along with supporting documentation all times.

Compensation

The student shall not, under any circumstances, receive financial remuneration from the experiential site while on any practice experience rotations. Failure to adhere to this policy will result in suspension and removal from the rotation and receipt of a failing grade (F) in the course and may lead to disciplinary action.

OFFICE OF EXPERIENTIAL EDUCATION
Experiential Education Handbook
CORE Acknowledgement

Philadelphia College of Osteopathic Medicine (PCOM) and Philadelphia College of Osteopathic Medicine Georgia (PCOM Georgia) students are governed by the policies contained in the PCOM Catalog and the PCOM General Student Handbook. In addition, each program has a handbook which contains information specific to that academic unit. This handbook, as well as the PCOM School of Pharmacy Student Handbook, is for students in the PCOM School of Pharmacy leading to the Doctor of Pharmacy (PharmD) degree offered at the PCOM Georgia campus. Policies published in these four handbooks supersede all other publications. PCOM, PCOM Georgia, and PCOM School of Pharmacy reserve the right to make changes at any time without prior notice by posting these changes in CORE.

Please take the time to review each of these handbooks in their entirety. Use them as a resource, as they are designed to anticipate questions or concerns that you might have. If you have any questions or concerns, feel free to contact the Assistant Dean for Professional and Student Affairs or the Associate Dean for Academics and Assessment in the PCOM School of Pharmacy.

An acknowledgement of receipt and of reading this handbook shall be completed in CORE by the student.

Failure to complete acknowledgement and corresponding quiz will result in the inability to participate in an APPE or IPPE rotation.