

Philadelphia College of Osteopathic Medicine
Student Experiential Handbook
2025-2026



PCOMTM

Office of Experiential Education

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**PCOM. SCHOOL OF
PHARMACY**

**Office of
Experiential Education**

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1.0 Introduction

1.1 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.

1.2 Special Accommodations

If anyone in this course has a disability and wishes to receive accommodations, the Director of Experiential Education 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.

2.0 Rotation Placement Policies

2.1 General Assignment Policy

APPE and IPPE site assignments consider the student's place of residence, the PCOM Georgia campus, and the rotation site. The School of Pharmacy attempts to limit drive time to 60 minutes or less; however, due to traffic variability in metropolitan areas, this cannot be guaranteed.

Students must keep their current residence updated in CORE. No other considerations will be made when assigning rotations.

2.2 Conflict of Interest Reporting

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.

2.3 Site Changes and Communication

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 director of Experiential Education. 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.

2.4 Emergency Withdrawal

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 Director 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.

2.5 Special Placement Categories

2.5.1 Out-of-Town APPE Rotation Placements

Fourth year students in good standing may participate in out-of-town rotations. We do have sites in FL, AL, PR, NJ, PA, TX, and others. Availability for these sites is dependent on the preceptor. Students that are interested in participating in an out-of-town rotation experience(s) will need to make an appointment with Dr. Wickman when it is announced that the appointment calendar is open.

2.5.2 Out-of-Town IPPE Rotation Placements

First, second-, and third-year students in good standing may participate in out of town rotations in the community experience. The site will be determined by the student and must be approved by the Office of EE.

2.5.3 Virtual Rotation Placements

Fourth year students in good standing may participate in two virtual rotations. Attendance policies for APPE rotations will apply.

All virtual rotation sites are indicated in Core. A student will immediately report to Director of EE the below circumstances:

- The assigned site is a virtual site and the schedule does not indicate as such.
- The preceptor changes the site from on location to be virtual.

3.0 Course & Participation Requirements

3.1 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.

3.2 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 for APPEs and 2 weeks prior for IPPEs, 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.
- 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 Director of Experiential Education.
- APPE students will make up the course during the first block of the next APPE year if there is availability; otherwise, student will make up the course during the next available (second) block of the next APPE year.
 - IPPE students will make up 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 Jasmine Azeharie (Jasmineaz@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 ten days 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 Director of Experiential Education.
 - 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. Do NOT ask your preceptor if you may leave early. 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. Your scheduled dates as well as the start and end times may not be changed without receiving prior written approval obtained from the School of Pharmacy’s Department of Experiential Education. It is the responsibility of the student to ensure that this approval has been obtained and documented as described. Verbal or written authorization from anyone else, including a preceptor, is not sufficient. PCOM School of Pharmacy reserves the right to randomly check for adherence to this policy. In case of illness or other personal emergency, the policies found in the PCOM School of Pharmacy Student Handbook, the PCOM School of Pharmacy

Experiential Handbook and all addenda will apply. The only exception to this policy is arrangement of IPPE hours that occur on a PCOM recognized holiday. It is the preceptor's discretion as to whether or not a student must report on the holiday. If the preceptor opts to not require the student's presence, then they may work out a makeup time. For APPEs during holidays it is the preceptor's discretion as to whether or not the student must report. If the student is not required to be at the site the preceptor may determine whether or not the holiday time must be made up.

- 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

4.0 Credentialing & Onboarding

4.1 Credentialing

The due date for credentialing/onboarding paperwork is **10 weeks prior to the start of the rotation, unless otherwise specified**. Rotation-specific requirements can be found in CORE under Site Requirements.

All credentialing documents must be emailed to Jasmine Azeharie (jasmineaz@pcom.edu) unless instructed to submit through an alternative platform (e.g., Acemapp or Symplr).

Background checks and drug screens through Advantage Students are required annually for many rotation sites. Students must review their results upon completion and ensure they are shared with the school and the rotation site prior to the stated deadline. The school is not responsible for any fees incurred due to schedule changes.

All immunizations must be current and uploaded to CORE at all times. Questions regarding immunization requirements should be directed to the Office of Experiential Education.

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

- Measles, Mumps, Rubella (MMR) vaccine and/or titers showing immunity.
- Varicella vaccine and/or titer showing immunity.
- Hepatitis B vaccine series and titers confirming immunity.
- Tdap (valid for 10 years and must not expire during enrollment).
- Annual Seasonal Influenza vaccine (required for rotations September–May). 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 (PPD, QuantiFERON Gold, or chest X-ray as required by site). Some sites require testing within 12 weeks of rotation start. Students must review site-specific requirements carefully.

Additional Information to Keep Updated in CORE:

- Current address.
- Cell phone number.
- Past and current pharmacy work experience.
- Active BLS certification (signed and updated as needed).
- Current proof of health insurance (updated annually).
- Current CV.
- Driver's license.
- Copy of intern license.
- Professional headshot (plain background) for ID badges and CORE profile.

Students will be notified of any changes to credentialing or onboarding requirements via their pcom.edu email account and are responsible for checking this account regularly.

5.0 Licensure, Certification, and Insurance Requirements

5.1 BLS/ Immunization Requirements

Students are responsible for ensuring that all required immunizations remain current and that all supporting documentation is submitted to the Office of Experiential Education. Each experiential site's specific immunization and credentialing requirements are listed in CORE.

APPE students must submit all required documentation to the Office of Experiential Education prior to the start of the academic year (see page 4). IPPE students must submit required documentation by the due date provided at the time of schedule release. Failure to provide complete documentation by the stated deadline will result in the inability to participate in the assigned rotation block.

Students are required to maintain active Basic Life Support (BLS) certification at all times

5.2 Intern Registration

Students must obtain their intern license prior to the first scheduled IPPE or by the end of the Fall Term of the first professional year, whichever occurs first. Information regarding the application process will be provided during Orientation.

Out-of-state APPE rotations may require licensure in the respective state. It is the student's responsibility to obtain appropriate licensure in a timely manner. Rotations that remain incomplete due to failure to obtain required licensure will be rescheduled during the first

block of the following academic year, based on availability and at the discretion of the Director of Experiential Education.

5.3 Liability Insurance

In accordance with affiliation agreements established with experiential sites, all students are required to maintain personal liability insurance. GA-PCOM School of Pharmacy has secured this coverage on behalf of students and has provided documentation to participating sites. If additional proof of insurance is required by a site, students should contact the Office of Experiential Education.

5.4 Health Insurance

Students are required to maintain active health/medical insurance at all times and must provide supporting documentation to the Office of Experiential Education upon request.

6.0 Student Conduct & Professional Standards

6.1 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 document.

6.2 Process for Handling Student Preceptor/Site Complaints

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.

- The student should attempt to resolve the issue with the preceptor directly.
- Students may email Dr. Wickman (juliewi@pcom.edu), Director of Experiential Education (APPEs), or Dr. Allen (sharial@pcom.edu), IPPE Director, and Jasmine Azeharie (jasmineaz@pcom.edu), Administrative Coordinator, as they work with the preceptor to resolve the issue. Please do not wait until the end of the rotation to document concerns.

6.3 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.

6.3.1 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.

6.3.2 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

7.0 Attendance & Absence Policies

7.1 Attendance Policies

Attendance in this course is mandatory. Inability to report to your assigned site at your scheduled time may result in failure of the rotation. Unforeseen circumstances, such as illness, may prevent attendance.

In such cases, **the student must follow all three (3) steps below:**

1. Contact the site preceptor and notify them that you will be absent due to an unforeseen circumstance (provide the reason). Arrange an alternate date and time to make up the missed hours. All make-up hours must be completed at the assigned site and must be finished before the last day of the rotation, unless prior arrangements have been approved by the Director of Experiential Education.
2. Email Dr. Wickman (juliewi@pcom.edu), Director of Experiential Education (ADEE), and submit the completed Student Absence Request Form.
3. Provide supporting documentation for the absence. In the case of illness, students must schedule an appointment with a healthcare provider and obtain documentation confirming they were ill on the date of the missed rotation. Documentation requirements for other types of absences will depend on the reason provided.

Failure to complete all three (3) steps will result in the absence being classified as unexcused, without exception. One unexcused absence during an IPPE or APPE rotation will result in an automatic No Pass for the rotation.

7.2 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 and below Absence Policy will result in an automatic failure of the rotation and may lead to disciplinary action.

7.3 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 Director of Experiential Education (ADEE). 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.

The exception to the “one excused absence per academic term” is that there are a maximum of three days’ excused absence allowed to attend conferences. Proper documentation of registration prior to the event and proof of attendance after the event is required.

For excused absences, Director of Experiential Education (DEE) 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 DEE 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 **678-407-7376** as soon as possible so the SOP is aware of the situation. Contact the DEE 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 DEE and course coordinator are responsible for coordinating all approved changes in scheduled times or due dates for graded material

7.4 Incremental Weather Policy

Students on community or institutional IPPEs or P4 students on APPEs: Regardless of the location of an IPPE or APPE, in the event of hazardous weather conditions, (e.g. ice, snow, tornado, hurricane, etc.) and the roads have been closed, the student is not expected to travel to their experience site. However, the student must immediately notify their preceptor and the Office of Experiential Education that they are unable to arrive as scheduled. The preceptor will provide assignments or require the time to be made up.

8.0 Religious Accommodation Policy

8.1 Policy and Procedures for Requesting Religious Accommodations

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.
- 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:

- 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.
- Students must submit the completed form to the Student Affairs Director on their respective campus.

A decision on the student's request will be made by the end of the second week of each academic term. 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.**

8.2 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:

- The students sincerely held religious belief;
- Whether granting the absence or modification would create an undue burden for faculty, staff, students, or others involved; and
- Whether granting the absence or modification would unacceptably compromise the nature, rigor, or requirements of the educational program.

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.

9.0 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 Director of the Office of Experiential Education.

10.0 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 outlined in the course syllabi.

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 Workbook	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.

11.0 Health & Safety Policies

11.1 Needlestick/ Splash Exposure

Immediate Steps Following a Needlestick or Splash Exposure

Students must report all needlestick or splash exposures immediately to

Student Wellness at:

Office: 215-871-6420

Mobile: 267-683-7823

The following steps must be taken:

1. Tend to the wound immediately:

- a. Squeeze the site and cleanse or scrub the area with betadine.
- b. In the event of a splash, wash eyes, mouth, or nose thoroughly.

2. HIV Testing Requirements:

If you wish to have the patient tested for HIV (including by court order), you must have your own blood drawn for HIV testing at the same time in order to be eligible to receive the patient’s results. The injury must be reported to the Student Wellness Center within 72 hours (per Act 148). At that time, testing for HIV, Hepatitis B antibody (HgB Ab), Hepatitis C titers, and tetanus update will be performed or reviewed.

3. **Patient Consent:**

A third party will obtain consent from the patient for HIV testing. Under no circumstances may the student obtain consent from the patient involved in the exposure.

4. **Baseline Testing at Rotation Site:**

During the initial visit, baseline laboratory testing (HIV, Hepatitis B antibody, and Hepatitis C titers) should be completed at the hospital, clinic, or office where the exposure occurred.

5. **Follow-Up HIV Testing:**

Follow-up HIV testing, as recommended by the CDC, will occur at the following intervals: At the time of incident (baseline); 6 weeks; 12 weeks; 6 months; 12 months. Student Wellness Center (SWC) will coordinate and send follow-up information to Georgia, South Georgia, and Philadelphia students.

6. **Hepatitis C Testing:**

Hepatitis C titers will be repeated at the 6-month interval.

Important:

Blood samples and informed consent must be obtained before the patient leaves the clinic, emergency department, or office. It is unlikely that the patient will return after the incident to complete testing.

Billing Process:

The student's personal health insurance will serve as the primary coverage. Claims not covered by personal insurance should be submitted via email to mjworkinjury6420@pcom.edu.

11.2 TB Exposure

Example: You have just completed a history and physical examination (Hx/Phy.) on a patient and are later informed that the patient may have active tuberculosis (TB). All healthcare workers who had contact with the patient must undergo TB testing using a PPD skin test.

11.2.1 Required Actions

1. **Baseline Testing:**

Obtain a baseline PPD test at the institution's Employee Health Department. The result should be negative (-).

2. **Follow-Up Testing:**

Obtain a second PPD test 11–13 weeks later. This second test is critical, as it indicates potential direct infection or exposure from the original TB patient.

3. **PPD Reading Requirements:**

Self-reading of PPD tests is not permitted under OSHA regulations (10/93). A trained healthcare professional must read the skin test within 48 hours.

4. **Documentation:**

The second PPD test must be completed at the Student Wellness Center (SWC) or at an approved away rotation site. Documented results must be submitted to the Student Wellness Center.

11.3 Personal Protective Equipment (PPE)

In accordance with OSHA regulations, appropriate PPE must be provided to healthcare workers (HCWs) who may be in contact with patients suspected of having active TB.

Common PPE includes:

- N-95 respirators
- HEPA masks
- HCWs must receive proper instruction on the correct use, purpose, and location of PPE in compliance with OSHA standards.

Philadelphia students should contact Monica Jones at the Student Wellness Center. Georgia and South Georgia students should contact the Georgia campus office. The SWC will provide mask fit-testing and instruction to ensure proper usage.

All healthcare workers must undergo TB testing at least annually in accordance with OSHA regulations. The Student Wellness Center performs TB testing for all PCOM students and employees.

11.4 Chemotherapy (Chemo) Exposure

Example: You are obtaining a history from a patient admitted for chemotherapy treatment (typically a one- or two-day hospital stay). During the encounter:

11.4.1 IV Disconnection or Spill

If an IV becomes disconnected and chemotherapy solution spills:

1. Turn off the IV immediately and notify the nurse.
2. Wear gloves and cover the spill with a plastic-backed absorbent pad (typically available at the bedside). Notify appropriate staff for proper cleanup.

11.4.2 Handling Bodily Fluids

If the patient requires assistance with toileting:

1. Universal precautions must be followed.
2. Gloves must be worn when handling urine or other bodily fluids.
3. Toilets should be flushed twice during the 72-hour period following chemotherapy administration.

11.5 Questions or Concerns

In each case, the Student Incident Report (page 22) must be completed and emailed to mjworkinjury6420@pcom.edu

For any questions or concerns, students should contact:

Student Wellness Center

Phone: 215-871-6420

Mobile: 267-683-7823

Fax: 215-871-6309

12.0 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

13.0 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

14.0 Student Incident Report Form

Students Incident Report



Employee Information - Please print or type (To be completed by the employee)				
NAME (last, first, Middle Initial) <input type="checkbox"/> Male <input type="checkbox"/> Female				
SOCIAL SECURITY #	MARITAL STATUS	BIRTH DATE	HOME PHONE	# OF DEPENDENTS UNDER 18
REGULAR WORK SCHEDULE TIME			YEAR/CLASS	PROGRAM
CURRENT ADDRESS (street, city, state)				
Incident Information				
ADDRESS OF INCIDENT (street, city, state)			DATE OF INCIDENT	TIME OF INCIDENT
DESCRIBE HOW THE INCIDENT OCCURRED AND ANY RESULTING INJURY.				
LIST ANY EQUIPMENT, MACHINERY, OR CONTRIBUTING FACTORS TO THE INCIDENT. (INCLUDE ONLY FACTUAL INFORMATION PLEASE)				
IDENTIFY PART(S) OF BODY INJURED:				
LIST OTHER EMPLOYEES INVOLVED AND/OR WITNESSES:				
I AGREE THAT THE ABOVE IS TRUE, CORRECT AND COMPLETE.				
EMPLOYEE'S SIGNATURE _____ DATE _____ TELEPHONE# _____				
Supervisor's Report				
SUPERVISOR'S NAME			DATE INCIDENT REPORTED	DEPARTMENT
DID YOU WITNESS THE INCIDENT? <input type="checkbox"/> NO <input type="checkbox"/> YES DESCRIBE/COMMENTS:				
WHAT WAS THE EMPLOYEE DOING WHEN INJURED? (BE SPECIFIC, IDENTIFY TOOLS OR MATERIALS INVOLVED AND EXPLAIN HOW THEY WERE BEING USED.)				
HOW DID THE INJURY OCCUR? (DESCRIBE FULLY THE EVENTS RESULTING IN THE INJURY/ILLNESS. NAME ANY OBJECTS OR SUBSTANCES INVOLVED.)				
DID THE INJURY RESULT FROM MECHANICAL DEFECT? <input type="checkbox"/> NO <input type="checkbox"/> YES DESCRIBE/COMMENTS:				
DID THE INJURY RESULT FROM AN UNSAFE ACT? <input type="checkbox"/> NO <input type="checkbox"/> YES DESCRIBE/COMMENTS:				
WAS ACTION TAKEN TO PREVENT SIMILAR INCIDENT? <input type="checkbox"/> NO <input type="checkbox"/> YES DESCRIBE/COMMENTS:				
EMPLOYEE WAS REFERRED TO:		EMERGENCY ROOM	REFUSED TREATMENT <input type="checkbox"/> NO <input type="checkbox"/> YES	
SUPERVISOR'S SIGNATURE			DATE	PHONE
Medical Information				
EXAMINING PHYSICIAN:				DATE:
DIAGNOSIS:				

Submit to: mjworkinjury6420@pcom.edu