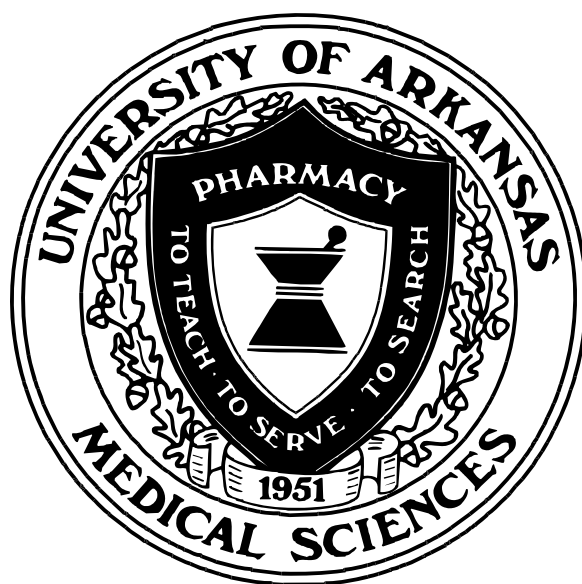


**DEPARTMENT OF
PHARMACY PRACTICE**

**Advanced Practice Experience
Course Syllabus**

2009-2010



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Advanced Practice Experience General Rotation Course Syllabus

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“Any concerns, questions, or procedural matters related to this course should be addressed in the following order of progression: the Instructor or Course Coordinator, Departmental Chair, and finally the Dean’s office.”

“The course syllabus is a general plan for the course; the syllabus may be modified at any point during the year and deviations communicated to the class via UAMS email.”

This manual is for Teaching Purposes Only

Written and Edited by:

***Daniel Spadaro, Pharm.D., Associate Professor, Pharmacy Practice
UAMS College of Pharmacy***

General Policies:

Challenge to Grade: Please refer to page 41 of the College of Pharmacy Student Handbook.

Missed Exams or Assignments: All work is due by the end of the clerkship. Unfinished work will result in an Incomplete (I) and will be handled as described in the Advanced Practice Experience – General Rotation Course Syllabus.

Attendance: There are no excused absences as described in the 4th Professional Year Rotation Course Syllabus.

Academic Dishonesty: Students are expected to abide by the Pledge of Professionalism found in the student handbook on page 55. Academic dishonesty will be dealt with severely and may result in failure of the course. Examples of academic dishonesty include but are not limited to plagiarism as found on page 66 of the student handbook or cheating. Use of PDA's, computers and cell phones (including text messaging) is not allowed during classroom time in this course. Prohibited devices may be confiscated and turned into the Dean's office for retrieval and a non-cognitive report may result from violations of this rule.

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COURSE TITLE: Pharmacy Practice 6714 (Direct Patient Care), 6724 (Indirect Patient Care), 6734 (Elective)

REQUIRED: Yes

PREREQUISITES: Senior Status (4th professional year)

DESCRIPTION: The Pharmacy Practice Course is a 36-week experiential program containing 1,440 hours divided into 9 rotations, each consisting of a minimum of 160 hours. Each rotation is designed to guide the student in the process of integrating basic pharmacy-related concepts to patient care in specific areas of pharmacy practice. Using an educator/practitioner as a role model, emphasis is placed on the contributions pharmacists can make toward patient care with < 50% of the students time spent in dispensing/technical activities.

DIRECT PATIENT CARE GOALS:

- 1) To optimize patient specific rational pharmacotherapy that is based on the best available evidence in patient care environments.
- 2) To demonstrate effective communication skills as it relates to the patient and health care team with accompanying documentation exercises.
- 3) To demonstrate the retrieval, evaluation, and application of professional literature as it relates to patient centered care.
- 4) To demonstrate professional and ethical behaviors as it relates to patient centered care and interdisciplinary respect.

INDIRECT PATIENT CARE GOALS:

- 1) Manage and administrate a professional practice.
- 2) Demonstrate knowledge of the various components and complexities of the health care system.
- 3) Demonstrate knowledge of the various components and issues dealing with population based health.
- 4) Retrieve, evaluate, and manage professional information and literature.
- 5) Understand and apply information technologies to support distribution management and clinical services.
- 6) Identify, assess, and solve problems to provide a professional judgment for specific situations.
- 7) Communicate and collaborate with other health care professionals, policy makers, and patients regarding medication management.

SPECIFIC GUIDELINES FOR INDIVIDUAL ROTATIONS

CALL YOUR PRECEPTOR AT THE ASSIGNED SITE THE WEEK PRIOR TO INITIATION OF THE ROTATION TO ASK WHAT THE STARTING TIME SHOULD BE AND IF THERE ARE ANY SPECIAL INSTRUCTIONS THAT YOU NEED TO BE AWARE OF PRIOR TO THE FIRST DAY OF THE ROTATION.

OBJECTIVES: Will be provided during each individual rotation.

ROTATIONS: Each pharmacy rotation will be assigned for one calendar month and will require a minimum of 160 hours per rotation.

GRADING:

ROTATIONS:

1) The student must successfully complete each rotation with a passing grade. A student who has failed a rotation may repeat the rotation as outlined in Fourth Professional Year Grading Policies (see section 5).

2) A student may be failed in a rotation for violation of patient confidentiality, tardiness, or failure to show up for a rotation, cheating on exams, quizzes or other assignments, plagiarism, or other action which, in the opinion of the preceptor and the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education, is unprofessional conduct damaging to the reputation of the College of Pharmacy and/or the rotation site.

3) Mid-Rotation Evaluation / Interim Report: This report is designed to allow the student and the preceptor the opportunity to discuss strengths and weaknesses which the student has displayed during the first half of the rotation experience.

4) Point values from the rotation sites will be converted to a letter grade, at the end of each rotation, according to the following scale:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- less than 70 cumulative points = F

Any variation of the grading scale should be reviewed by the student and the preceptor at the beginning of the rotation. The student should be informed as to how final grades will be reported.

5) Fourth Professional Year Grading Policies

Failing (F) – If a student fails a fourth year clerkship, he/she must repeat that experiential clerkship. No experiential clerkship may be attempted more than twice. If a student successfully remediates an experiential clerkship and fails a second experiential clerkship, he/she will be dismissed from the College of Pharmacy.

Withdrawn failing (WF) - A student who withdraws at any time during a fourth year clerkship and is failing at the time of the withdrawal will be given a 'WF'. The "WF" will be regarded as a failing grade; therefore, the student must repeat the same type of rotation, **required or elective**, (e.g. ambulatory care, acute care, hospital management, etc.) within one year of the withdrawal for a grade. **If the student receives a second 'WF' or failing grade in any experiential clerkship, the student will be dismissed from the College of Pharmacy. A student may repeat only one experiential rotation to remove a grade of 'F' (failing grade) or 'WF' (withdrawn failing). A second 'F' or 'WF' in any other experiential clerkship will result in dismissal from the College of Pharmacy.**

For remediation of an “F” or “WF” the following rules will be applied:

- A student who fails a fourth year clerkship will be required to complete the same type of clerkship. The practice site and scheduled time for the repeat experiential clerkship will be scheduled at the discretion of the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education and the College of Pharmacy according to availability.
- A student who fails a fourth year clerkship shall be withheld from any further scheduled clerkship until the failed clerkship is repeated at the earliest available date.

Withdrawn Passing (WP) - A student who withdraws at any time during a clerkship and at that time has a passing grade as judged by the preceptor will receive a grade of 'WP.' At the discretion of the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education, the student may repeat the experiential clerkship in which the 'WP' was received, some part of that experiential clerkship as designated by the preceptor, or another experiential clerkship so long as the student meets the experiential requirements for graduation.

Incomplete (INC) - An incomplete is assigned when a student, for reasons sufficient to the preceptor, has not been able to complete some vital portion of the experiential clerkship. The student must finish the requirements of the experiential clerkship at the same practice site and at the discretion of the preceptor. All incomplete work must be completed within six months following the beginning of the clerkship. If the work is not completed by the designated time, the grade will become an 'F' unless the Dean, in conjunction with the preceptor and the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education, grants an extension of time.

6) General procedures

The grade 'A' is given only for outstanding achievement in a rotation. The grade 'B' represents good achievement. The grade 'C' is given for satisfactory achievement. A grade of 'F' is given for unsatisfactory work during a rotation and denotes failure to achieve the expected minimum competency for a rotation.

All repeated rotations will be subject to availability. In general, students who receive a 'WF' or an 'F' will be given a lower priority in scheduling than regular students or students who withdraw passing or students receiving an incomplete. In some cases, rotations will not be available until the next rotation cycle begins in June. Students who do not complete all requirements for graduation for any reason, including failure to complete a rotation, may experience a change in graduation date and additional tuition charges.

Students who receive any combination of two (2) failing grades or withdraw failing will be dismissed from the College of Pharmacy. For example, if a student receives a grade of 'WF' and then receives a failing grade in a second rotation, the student will be dismissed from the College of Pharmacy. **A student may repeat only one experiential rotation to remove a grade of 'F' (failing grade) or 'WF' (withdrawn failing). A second 'F' or 'WF' in any other experiential rotation will result in dismissal from the College of Pharmacy.**

General Rotation Guidelines for Students

1. All students must attend the orientation to rotations offered by the Department of Pharmacy Practice prior to beginning the fourth professional year.
2. Students are responsible for regularly monitoring their UAMS email messages, as this is the primary means of communicating important information in a timely manner. Students are responsible for maintaining a current UAMS email password throughout their fourth-year clerkships. If your password expires, you must call the UAMS Technical Support Center at 501-686-8555.
3. Students will be professionally attired and wear white lab coats (waist length) with a name tag on all rotations, unless told otherwise by the preceptor. Although the term “professionally attired” can be interpreted differently, the following general guidelines should be followed:
 - If the rotation site has a specific dress code, you are expected to abide by it. If you do not abide by their dress code, your preceptor has every right to ask you to go home and change into more professional attire. You will be expected to make up the lost time.
 - If uncertain about a sites’ dress code (e.g. the first day), a safe attire would be slacks, dress shirt, and necktie for males and dress or slacks/appropriate top, skirt/appropriate top for females.
 - Ask your preceptor if there is a dress code for each site. If there is, abide by it; if not, use your preceptors’ attire as a guide.
 - Some types of clothing should be avoided. Examples include “hipster” style slacks, tops that reveal your mid-section, visible undergarments, “beach-style” footwear, and transparent clothing.
 - Clothing should always be neat and clean.
4. If you are ill, you must:
 - a. call the Dean’s Office (501) 686-5557, and
 - b. call the preceptor
5. If you cannot attend a rotation on a specific date (e.g., job/residency interview, college sponsored meeting/function during rotation hours, other course's requirements, etc.), you must notify the preceptor and the Dean's office as above prior to that date. You are required to obtain a minimum of 160 hours for each rotation. It is the student's responsibility to reschedule hours missed from the rotation with the preceptor's approval.
6. If you are sick or absent for more than one-fourth of any rotation, you may complete the rotation only with permission of the preceptor and the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education.
7. If you feel you have a personality conflict with the preceptor, or other problems with the rotation which could affect your final grade, contact the Advanced Practice Experiential Director and/or Assistant Dean for Experiential Education immediately.

8. **You are responsible** for reminding your preceptor to complete a mid-rotation interim student evaluation after the second week of your rotation. This evaluation is to be completed by your preceptor by logging in to the student rotation website at <https://www.ems-webs.com/Arkansas>. **Failure to complete a signed mid-rotation evaluation/interim report may result in an 'incomplete' grade for your rotation.**
9. **You must complete an electronic evaluation for each rotation within one (1) week of completing the rotation.** To complete the evaluation, log in to the student rotation website at <https://www.ems-webs.com/Arkansas>, click on Evaluations link on the left side of the menu, and then click on the evaluation link, find the rotation you want to evaluate, and click on the Preceptor & Site link. Follow online instructions to submit your evaluations electronically. Evaluations are available once the rotation starts. Remember that a second evaluation form must be completed for your Advanced Community Pharmacy clerkship(s). For this rotation, you must also electronically complete the "Faculty evaluation" located in the same area of the student rotation website as the Preceptor & Site evaluation for either Dr. Hastings or Dr. Pace. **Failure to complete all evaluations will result in not being cleared for graduation by the Registrar.**
10. On all rotations, students are expected to conduct themselves as professionals. The student will respect the operating procedures of the institution and the instructions of the preceptor.
11. Students will be oriented to each rotation by the preceptor of the rotation at the beginning of that rotation.
12. Students are responsible for maintaining the confidentiality of all information obtained about any patient. Violation of patient or rotation site confidentiality is grounds for immediate dismissal from the Experiential Program and may also result in additional disciplinary action as deemed necessary by the College of Pharmacy.
13. Students **CANNOT** do a rotation at a site where they have either received intern credit or worked at before or during pharmacy school.
14. The general policy of the UAMS College of Pharmacy is for students to complete all rotations within the State of Arkansas. Out-of-state rotations may be done only with approval from the Director of Advanced Practice Experiential Education. Students participating in out-of-state rotations must have and are responsible for obtaining an intern license from that state. Students should apply for the out-of-state intern license at least 6 months before the start of the rotation. Students are responsible for all expenses (travel, lodging, additional rotation fees, etc) for any rotation site, unless provided for by the rotation site (e.g. AHEC housing, I.H.S. rotations).

Guidelines for College of Pharmacy Rotations Sites/Preceptors

The fundamental objective of the Pharmacy Practice rotations is to provide a planned program of supervised education allowing the Senior Pharmacy Student to develop and apply skills and information previously presented in formal course work. The Student is expected to integrate his basic sciences and clinical background into an actual practice setting under the Clinical Instructor's (Preceptor's) guidance and instruction.

- 1) The Pharmacist who will supervise the student must be a registered Preceptor by the Arkansas State Board of Pharmacy.¹
- 2) The practice site must be approved by the Department of Pharmacy Practice.
- 3) The approved internship experience shall consist of a **minimum** of 160 clock hours (equivalent to 8 hours per day for 4 weeks). In some instances rotational hours will be scheduled to conform to rotation site activities. (e.g. weekends, early morning and late afternoon rotations). Every effort will be made to provide students with advance notice of rotation schedules to permit the students to modify their work schedules and to plan appropriately.
- 4) No monetary compensation from any Preceptor or Clerkship Site can be provided to students receiving academic credit.
- 5) **You are responsible** for completing a mid-rotation student evaluation and final student evaluation and grade for your student. Both will be submitted electronically using EMS by logging in to the preceptor rotation website at <https://www.ems-webs.com/Arkansas>. **Failure to submit a signed mid-rotation evaluation/interim report may result in an 'incomplete' grade for your student on the rotation.**
- 6.) If you need an extra hard copy of your manual you may download a copy by going to <http://www.uams.edu/cop/experiential/default.asp> and follow the online instructions.

Pharmacists whose preceptor certificate has expired need only to renew. Please call the Board for a renewal form. (501-682-0190)

For any further information or questions, contact:

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Room EdII 6/108d
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Fax (501) 686 - 8104

¹ Pharmacists who have not been a Preceptor in the past should call the State Board of Pharmacy for information (501) 682-0190. **This applies to pharmacists practicing in Arkansas only.**

College of Pharmacy Policies and Procedures Governing Students in the Experiential Program (Rotations)

All Pharmacy students who undertake rotations at any practice site must accept and adhere to the Policies and Procedures of that site. This may include, but is not limited to, random drug testing. According to the policies of the College of Pharmacy, all students who undertake rotations at any practice site must adhere to the following policies and procedures.

1. The student must have a valid and current *Intern License* issued by the Arkansas State Board of Pharmacy. If the student does an experience outside of Arkansas, the student must obtain an intern license from that state as well.
2. A current health insurance policy.
3. The student is required to have a current liability insurance policy (minimum insurance limits of \$1,000,000/\$3,000,000).
4. The student is required to have a current American Heart Association (AHA) Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification. A copy of the CPR card must be submitted to the Director of Experiential Education.
5. A physical examination and current immunization record on file in the UAMS Student/Employee Health Center. Copies may be obtained by calling the Health Center at 686-6565. The student may be required to provide proof of physical examination and current immunization records depending on experiential site.
6. The student is required to have proof of a current TB skin test. A copy must be submitted to the Director of Experiential Education and the student must have a current TB Skin Test on file with the UAMS Student/Employee Health Center.

Working in a hospital entails an occupational hazard of contracting tuberculosis due to inadvertent exposure to a person with unrecognized tuberculosis. Such a new infection has a 5 - 10% chance of progressing to actual tuberculosis. For this reason, all new students must be tested and those who give a reaction of ≥ 9 mm retested in 10 - 14 days with the same dose in order to detect all positive reactors. All reactors must have a chest x-ray to confirm active tuberculosis. If not confirmed, those who are 35 years of age or under, or who are diabetic, or who have a history of tuberculosis in the past which was never adequately treated should be referred to an appropriate physician or County Health Unit. "Tuberculin positive persons" do not have to be x-rayed annually, but a film should be made if a cough persists longer than 3 weeks or there is unexplained weight loss or fever.

All tuberculin negative persons must then be retested annually, but this time with a single test. This is done at registration in order to detect any new infections that may have occurred. All new reactors found on the annual test must be referred to an appropriate physician or county health unit.

7. A current Hepatitis B immunization certification on file with the UAMS Student/Employee Health Center or a signed student waiver with a copy of the waiver on file in the Registrar's

Office.

8. In the event that a student on rotation is exposed to a HIV risk it is recommended that the student be offered appropriate medication therapy and monitoring. This will be handled through Student/Employee Health. It is important that any such exposure be reported to them immediately. If Student/Employee Health is not open, the student should go immediately to the Emergency Room. Students who receive needle stick or other sharp injuries or certain body fluid exposures should contact Student/Employee Health immediately after such an injury occurs. (If Student/Employee Health is not open, the student should go immediately to the Emergency Room).
9. The use or possession of any illicit drug by any student while on University property or on a University affiliated assignment will not be tolerated as described by the campus drug-free workplace policy.² Any College of Pharmacy student who illegally uses, gives, sells or in any way transfers a controlled substance to another person, or manufactures a controlled substance while involved in an Experiential Program rotation will be subject to immediate dismissal from the rotation and may also result in additional disciplinary action as deemed necessary by the College of Pharmacy. In some cases rotation sites may require random, mandatory drug screening. Students should anticipate that requests for participation in site specific screening may be made and students on rotation at those sites will be expected to comply.
10. The student must adhere to the guidelines of the Pharmacy Practice Department and to the assigned rotation site as to dress, responsibility, confidentiality, and conduct.

Failure to comply with these policies can result in dismissal from the College of Pharmacy.

² University of Arkansas for Medical Sciences - Policy on the Drug Free Workplace (Policy no. 860.1) Adopted by the Chancellor's Cabinet - 7/28/89).

Ethics and Patient Confidentiality³

Several recent studies have noted that pharmacists are held in high regard by members of the community holding a position only second to ministers. Other studies though have reported that pharmacists often lack sensitivity in giving advice to patients and often provide counseling within earshot of other patients and family members. It is important as a health professional to not get involved in gossip about patients, their family members, or their diseases. It is important to remember that anything you say may be heard by a family member or friend. Development of professional ethics and awareness of a patient's need for confidential and private counseling are important components of your clinical education.

In the profession of pharmacy, you will be placed in uncomfortable situations by patients at times, but it is most important that the pharmacist be aware of discomfort in patients when discussing drugs, diseases, and drug side effects. In your clinical clerkships and externships, you will be interviewing patients about drug use, alcohol use, and previous diseases. At times patients may tell you information about drug use, sexual encounters, or other personally damaging information as a part of a patient interview. Because you will have access to patient charts and drug profiles, you may read of a previous psychiatric admission, admission to drug detoxification units, or other sensitive information such as a rape history, molestation as a child, or a narcotics conviction which could be damaging if generally known. Your patient may be a politician for whom such information would be damaging, or a housewife whose life would be ruined if neighbors and friends knew about some events in her past. You may review pharmacy medication profiles for patients chronically taking lithium, tricyclic antidepressants, or acyclovir. This information may be sensitive because the common indications for these drugs are for diseases patients would rather others not know that they have.

It is your responsibility to never mention patients by name. You should never discuss patients with team members while in stairwells or on elevators. You should develop an abbreviation and symbol system for writing down sensitive information such as a positive gonococcal culture, Human T-Lymphotropic Virus III positive, schizophrenia, etc. These patient data could hurt someone if a family member should pick up or read your patient write-up. The purpose of patient write-ups is to learn how to assess drug therapy and communicate your conclusions on patient management. Your patients and any sensitive information should not become topics of conversation with friends, family, neighbors or other classmates.

If a neighbor, someone you know, or someone from your home town is admitted to the University Hospital or trades at the pharmacy where you work, it is imperative that any information about that patient never get back home by you. Even information about coronary artery occlusion, chest x-ray information, and even the patient's hematocrit is private information. Because you have assisted in treating the patient, this does not give you the right to reveal anything about that patient's hospital course. Indeed, it gives the responsibility to hold the information in utmost confidence. Violations of such professional ethics could result in repercussions to you, the College of Pharmacy and the Medical center. For example, in the Adult Medicine rotations an increasing number of AIDS patients have been admitted to the University Hospital Medical Center. On several occasions family members were unaware of the patient's sexual preferences prior to the patient's sudden illness. You should anticipate that family members will attempt to "eves drop" on conversations by health professionals in order to "find out what is really going on" with their family member. Don't let yourself get into the position of accidentally informing the patient's family or friends of the patient's possible homosexuality or drug abuse.

³ Bruce Ackerman, Pharm.D. (1990)

In patient charts you may find social histories which include sensitive information about the patient or assessments by physicians concerning the extent and prognosis of a disease. It is the resident's responsibility to inform patients and their families of a prognosis. It is best not to get into conversations with family members except in the areas you will be most comfortable such as medication teaching and drug therapy counseling. Often a family is stressed when a loved one has been hospitalized and most people do not understand what the physicians are doing or why a diagnosis takes such a long time for some diseases. They observe the physicians and health professionals in conversations and see the physicians rounding and talking to their family members behind closed doors. They are convinced that they are not being told everything. Be careful to refer all prognosis and diagnosis questions back to the physicians. The physicians and nurses alone should handle these family concerns.

In the community setting, you may be given prescriptions from a patient recently discharged from the hospital. Family members may bring in prescriptions for drugs to treat diseases that they have no knowledge that the patient has. At times the patient may not want family members to know the seriousness of their disease or to know that the disease is terminal. An example from my own experience was a daughter of a patient who came from out of town to pick up a tamoxifen prescription. The family member asked what the drug was used for and she was told the pharmacology of the drug but not the indication. As you know tamoxifen is most often used for palliative therapy of breast cancer in terminal patients. You do not want to be the first person to tell family members that their mother or aunt has terminal breast cancer. Likewise you do not want to assume the most common indication for the drug as the patient's diagnosis. A further example of this is the drug carbamazepine (Tegretol) which is indicated for temporal lobe and generalized seizures. Carbamazepine is also used to treat trigeminal neuralgia and lithium-resistant manic depression. Though carbamazepine is most commonly used to treat epilepsy, it is important to not assume that the drug is being used for this indication. Many manic depressive patients at the Psychiatric clinic related stories of counseling for breakthrough seizures by pharmacists. These patients are too embarrassed by the stigma of manic depression to tell you why they are taking the drug. The best way to avoid this is to not assume a diagnosis from the drug ordered.

You should be aware that the patient's chart is a legal document and that photocopying any portion of the patient's chart is absolutely forbidden. Because you are not a licensed Pharmacist, you do not have privileges to write in a chart. If you want to convey information to the physicians caring for the patient, you may page them or leave a note taped to the outside of the chart. All notes to physicians are to be reviewed by your preceptor before they are affixed to a chart. Nurses usually need to chart medications, review drug orders, and read consults and progress notes in the chart as a part of their nursing function.

If a nurse or other health professional needs to look at a chart you are reading, you should relinquish the chart. Often these health professionals have other patients to see and are systematically rounding on patients and would appreciate your cooperation. If consultants are not overburdened, they will be more than happy to discuss their input to your patient's care.

The faculty has developed rapport with patients and physicians, and both expect accurate and unbiased information about drugs and their use. It is most important that you remember that your credibility over the four week rotation may be permanently marred by providing incorrect information. Patients and physicians are often going to ask questions about drugs and drug use that are going to require looking up an answer. Though your preceptor may be able to provide information "off the top of the head" this is the result of years of clinical practice and is not expected of students. It is important to respond to questions you do not have an answer for with a statement indicating that you will find out the answer within a period of time. A good response is "I

don't know, but I'll get back to you today with an answer." Bluffing an answer is likely to get you into a lot of trouble, and may result in patient injury.

Over the past four years as a preceptor, I have had students tell physicians that "indomethacin does not cause gastrointestinal bleeding," that "furosemide can be given safely to patients on amino glycosides," that "ampicillin is an effective antibiotic for Pseudomonas aeruginosa infections," and a whole host of other wrong answers to questions. Most of these answers were given because the student felt obliged to give an immediate answer. All of them were given to physicians when I was not there. Before answering a question, check a reference and discuss the answer with your preceptor. Remember that a part of professional ethics includes providing accurate and unbiased drug and drug therapy information. If you are inaccurate or biased in providing information, it is unlikely that a physician will seek your assistance in managing patients. If you give a patient misinformation about a drug, it is likely that they will go to another Pharmacy to get their prescriptions filled next time.

Health Insurance Portability and Accountability Act (HIPAA)

Training of all UAMS employees and students on the HIPAA regulations and related policies and procedures to protect the confidentiality of patient information is mandatory. Students are required to sign a written acknowledgement that they have reviewed a HIPAA self-study packet and completed a post-test on the regulations and related policies. This written acknowledgement is on file in the UAMS HIPAA Office. Various clerkship and internship sites may also require HIPAA training to be completed at each individual location.

P4 Experiential Rotation Requirements 2009-2010

Direct Patient Care Rotations (5) - every student will be assigned to the following types of rotations:

- Three (3) Acute Patient Care – Inpatient;
- One (1) Ambulatory Care;
- One (1) of the following: Advanced Community Pharmacy Clerkship in either Medication Therapy Management or Nonprescription Medications.

Indirect Patient Care Rotations (2) - every student will be assigned to:

- One (1) Community Management;
- One (1) Hospital/Health-System.

Elective Rotations (2) – every student will be assigned to two rotations:

- To be assigned from any approved rotation including Direct Patient Care (see above), Indirect Patient Care (see above), or other rotations such as Drug Information, Toxicology, Public Health, Managed Care, Industry, Legislative/Regulatory, Informatics, Hospital/Health-System, Community Management, or Management.

**SENIOR CALENDAR
2009 - 2010 Academic Year
UAMS College of Pharmacy**

Summer 2009

Summer Rotations begin Monday, June 1
P4 Registration Wednesday, July 1

Fall Semester 2009

P-4 Summative Exam December 14-16

Spring Semester 2010

P4 Class Meeting (12:00PM – 2:00PM) Monday, January 4
P4 Registration Tuesday, January 5
Career Fair.....January 4-5
Graduate Intern Application Pickup (8:00AM – 4:00PM) May 6-7
Senior Honors Convocation..... Friday, May 14
Commencement Saturday, May 15

Senior Student Policy on Holidays, Illness, and Absences:

Each student enrolled in the senior year receives academic AND intern credit for each successful rotation. Therefore, the student must adhere to a stringent attendance policy. The College certifies 160 clock hours of intern credit for each rotation. In order for this to occur, the College must enforce the following policy on attendance:

1. **No student holidays are recognized.** If a rotation site does not meet on any Monday through Friday day, that day must be made up pursuant to preceptor scheduling.
2. **No EXCUSED absence for illness is recognized.** If a student must miss a rotation day due to illness, that day must be made up pursuant to preceptor scheduling.
2. **No EXCUSED absences for family emergency.** If a student must miss a rotation day due to family emergency, that day must be made up pursuant to preceptor scheduling.
3. **No EXCUSED absences for residency or job interview.** If a student must miss a rotation day for a residency or job interview, that day or days must be made up pursuant to preceptor scheduling.

CALENDAR
UAMS COLLEGE OF PHARMACY
Academic Year 2009 - 2010

SUMMER AND FALL SEMESTER 2009

First Day of Rotations	Monday, June 1
APA Convention (Little Rock, AR)	June 11-13
P-4 Registration***	Wednesday, July 1
Fourth of July Holiday	Friday, July 3
P1, P2, & P3 Registration	Tuesday, August 11
Labor Day Holiday	Monday, September 7
NCPA Meeting (New Orleans, LA).....	October 17-21
APhA-ASP Midyear Regional Meeting (Oklahoma City, OK).....	October 23-25
Fall Break.....	October 22-23
Veteran's Day Holiday	Wednesday, November 11
Thanksgiving Holiday.....	November 26-27
ASHP Mid-Year (Las Vegas, NV)	December 6-10
P-4 Summative Exam***	December 14-16

SPRING SEMESTER 2010

First Day of Rotation	Friday, January 2
P4 Class Meeting (12:00PM – 2:00PM) ***	Monday, January 4
Career Fair (2:00PM) ***	Monday, January 4
Career Fair: P-4 Interviews (9:00AM – 2:30PM) ***	Tuesday, January 5
P4 Registration (3:00PM) ***	Tuesday, January 5
P1, P2 & P3 Registration	Tuesday, January 5
Martin Luther King, Jr. Holiday.....	Monday, January 18
Presidents' Day / Daisy Bates Holiday.....	Monday, February 15
APhA Meeting (Washington, DC)	March 12-15
Spring Break	March 15-19
Graduate Intern Application Pick-up (8AM - 4PM) ***	May 6-7
Honors Convocation***	Friday, May 14
Commencement***	Saturday, May 15

***** - Required Attendance for Senior Students**

Professional Practice Program Benefits for Preceptors

1. **Faculty Recognition** - Preceptors can be formally recognized for their contributions to pharmacy experiential education through designations by the appropriate academic rank modified by the prefix *Clinical*. These designations are designed to recognize individual pharmacist's contributions to pharmacy education and the appropriate title will be determined by the Dean of the College of Pharmacy and the Chairman of the Department of Pharmacy Practice on an annual basis.
2. **Program materials** - Preceptors will receive one each of the following before the beginning of each rotation cycle:
 - Picture of the fourth professional year class
 - Advanced Practice Experience - General Course Syllabus
 - College of Pharmacy Catalog - available on the webpage (www.uams.edu/cop)
3. **Continuing Education** - The College of Pharmacy is pleased to support the efforts of its volunteer preceptors who seek to enhance their practice skills through continuing education (C.E.). The college will continue to provide assistance to defer the expense of obtaining those educational benefits. During the 2009-2010 school year, active rotation sites will be provided 12 hours of C.E. credit for any College of Pharmacy sponsored C.E. program. This credit may be used by the preceptor of record or his appointee. Please contact the UAMS COP CE Office (501-686-5396) to use your credit.
4. **Preceptor License** - It is necessary for pharmacists who precept College of Pharmacy students to obtain a **Preceptor License** from the Arkansas State Board of Pharmacy. These must be requested individually from the State Board of Pharmacy. The College of Pharmacy will be happy to reimburse pharmacists for any costs involved in obtaining a Preceptor License. After you receive your preceptor license, please send a copy to the Director of Experiential Education with your social security number and we will reimburse you.
5. **Library Access** - Preceptors will have improved access to UAMS resources including email, and the University of Arkansas for Medical Sciences library. In addition, you will also be able to obtain materials through Interlibrary Loan at no cost. This package expands preceptor access to all of the UAMS library's on-line resources including PubMed with full-text articles from journals in the library's collection and information databases such as the Lexi-Comp on-line access and DynaMed. With this access comes a UAMS e-mail address that will enhance the communication between volunteer preceptors and the College. The
 - **Procedure:**

Please fill out the enclosed "Non-Employee Information Sheet" and the "Confidentiality Form," both can be found on the UAMS Experiential website at <http://www.uams.edu/cop/experiential/default.asp> and fax back to 501-686-8104. This information is needed to add preceptors into the system so you can log on and access the UAMS library. Additionally, we must have a copy of your Preceptor Agreement Form on file at the College.

- **Area Health Education Centers**

All health care professionals are eligible to use the collections of the Area Health Education Center (AHEC) and to request interlibrary loans of articles for journals not located in their AHEC library. Check with your AHEC library for the terms for interlibrary loans as some provide this service without charge for health care professionals and to students as well. Attached is a listing of AHEC libraries.

- **Free Assistance and Training From the UAMS Librarians**

The UAMS librarians will provide assistance via phone, email, in person, and/or meet with groups of five or more health care professionals and provide training at no charge.

As with faculty, preceptors are encouraged to utilize the expertise available at the college on problems they may have at their practice site. We want preceptors to be active participants in our educational program - share your ideas at every opportunity. If we can assist you with any area of your practice, don't hesitate to call on us.

- **Pharmacist's Letter: Preceptor Training and Resource Network**

To set up your access:

- A. If you already have access to *Pharmacist's Letter* your subscription most likely includes *Preceptor Training & Resource Network*, which means you can access it the same way you access *Pharmacist's Letter*.
- B. If you **don't** have access to *Pharmacist's Letter*, you need to set up a UAMS College of Pharmacy Preceptor CE ID # as follows:
 1. Go to www.pharmacistsletter.com/?referer=uams.edu/ptrn
 2. Click **I Don't Have a CE ID #** in the yellow box on the right
 3. Fill out the form with your information and click **Continue**
 4. Verify your information and click to confirm your status as a preceptor for UAMS College of Pharmacy

Your CE ID # will be automatically created and you'll be able to use it from any Internet-connected computer to access *Preceptor Training & Resource Network*.

To access *Preceptor Training & Resource Network*:

Go to www.pharmacistsletter.com/ptrn, enter your CE ID # in the top box and click **Login**. (You won't need a password.)

Your access to *Preceptor Training & Resource Network* includes:

- Access to UAMS College of Pharmacy's preceptor requirements, preceptor application forms, school specific training modules, etc.
- Preceptor CE (home-based courses and live webinars)
- Sample student syllabi, activities, assignments and schedules
- Orientation, grading and evaluation tools
- Targeted professionalism, patient safety and practice-based teaching resources
- *PL Journal Club* (APPE teaching tools)
- *Pharmacy 101* (IPPE teaching tools)
- End-of-rotation exams
- Preceptor discussion board

Need help?

Contact *Preceptor Training & Resource Network* with questions.

Darcy Meade

(209) 472-2240

preceptor@pletter.com

Pharmacist's Letter

3120 W. March Lane

P.O. Box 8190

Stockton, CA 95208

PRECEPTOR INSTRUCTIONS FOR USING EMS COMPUTER SYSTEM

Instructions for entering preceptor rotation website the first-time

1. Go to <https://www.ems-webs.com/Arkansas/>
2. The first time you access (log in to) the preceptor rotation website, you must use the User ID and Password that we have provided:
User ID = firstname.lastname (not case sensitive)
Password = Password (this is case sensitive; Password with an uppercase P)
3. Click the **login** button. You are then prompted to change your password.
4. Enter and confirm your new password and then click on the **Change Password** button. You will be prompted that the update was successful. Click the **Continue** button. This will take you to the **Affiliate Profile** page. Remember your new password. I will not know what your new password is and can not find it for you.

Instructions for updating your information as preceptor

1. Enter the system using your User ID and Password.
2. From your **Affiliate Profile** page, click on the **Update Profile** button in the upper right corner. This will take you to the **Maintain Affiliate Profile** page.
 - Here you can enter or update your secondary (personal) email address if you choose. You can not change your primary email address (business).
 - Check to make sure Gender is entered correctly. If not, correct it.
 - If desired, you may enter or update your cell phone number. When finished with all updates, click the **Update** button which will take you back to the **Affiliate Profile** page.
6. If your address has changed, click the **Address Request** button in the upper right corner of the Affiliate Profile page. This takes you to the **Address Change Request** page. Enter information on all required fields on the page.
 - **Address Type:** If the address you are changing is your business address, select **Preceptors=Site** in this field. If you are changing your home address, select **Preceptors=Home** in this field. Enter your new address, city, state, zip code, zone, and phone number. Also, enter the effective beginning date and end date. If the change is permanent use the year 9999. This request comes to me and I enter the change into the system.

Instructions for updating information about your site

1. Enter the system using your User ID and Password.
2. From your **Affiliate Profile** page, click on the **Select Site** button on the left of the page. Click on your site from the list and the **Click Here to Continue** button. This takes you to the **Affiliate Profile** page for your site.
3. Click on the **Update Profile** button in the upper right corner of the **Affiliate Profile** page. This will take you to the **Maintain Affiliate Profile** page.
 - Here you can enter or update a secondary site email address if you choose. You can not change the primary site email address.
 - Check to make sure Gender is entered correctly. The site gender should always be **Other**. If not, change it to **Other**.
 - If desired, you may enter or update a cell phone number for the site. When finished with all updates, click the **Update** button which will take you back to the **Affiliate Profile** page.

4. If your site's address has changed, click the **Address Request** button in the upper right corner of the Affiliate Profile page. This takes you to the **Address Change Request** page. Enter information on all required fields on the page.
Address Type: If the address you are changing is your business' primary mailing address, select **Preceptors=Site** in this field. If you are changing your business' secondary address, select **Preceptors=Home** in this field. Enter your new address, city, state, zip code, zone, and phone number. Also, enter the effective beginning date and end date. If the change is permanent use the year 9999. This request comes to me and I enter the change into the system.

Instructions for communicating with students on your rotation

1. From your **Affiliate Profile** page, click the **Rotations** button on the left of the page. This takes you to the **Preceptor Rotation List** page. Here you can see the name(s) of the student(s) scheduled to be on your rotation, rotation dates, and type of rotation.
2. If you need to email a student, click the button with the letter E under email for the student you want to email.

Instructions for updating your password

1. From your **Affiliate Profile** page, click the **Password** button on the left of the page. This will take you to the **Change Password** page.
2. Enter and confirm your new password and then click on the **Change Password** button. You will be prompted that the update was successful. Click the **Continue** button. This will take you to the **Affiliate Profile** page. You may change your password as often or little as you wish.

Instructions for reporting student grades

1. From your **Affiliate Profile** page, click the **Forms and Documents** button on the left of the page.

General Considerations

1. If you forget your password, contact us and we will change your password back to Password and you will need to repeat the process of changing your password as described above.

STUDENT INSTRUCTIONS FOR USING EMS COMPUTER SYSTEM

Instructions for entering student rotation website the first-time

1. Go to <https://www.ems-webs.com/Arkansas/>
2. The first time you access (log in to) the student rotation website, you must use the User ID and Password that we have provided:
User ID = firstname.lastname (not case sensitive)
Password = Password (this is case sensitive; Password with an uppercase P)
3. Click the **login** button. You are then prompted to change your password.
4. Enter and confirm your new password and then click on the **Change Password** button. This will take you to the **Affiliate Profile** page. Remember your new password. We will not know what your new password is and can not find it for you. After the first time to log onto this website, use your User ID (**firstname.lastname (not case sensitive)**) and personal password.

Instructions for adding or updating your contact information

1. Click on the **Update Profile** button in the upper right corner of the **Affiliate Profile** page.
 - Here you can enter or update your secondary (personal) email address if you choose. You can not change your primary email address (UAMS email address).
 - Check to make sure Gender is entered correctly. If not, correct it.
 - If desired, you may enter or update your cell phone number. When finished with all updates, click the **Update** button which will take you back to the **Affiliate Profile** page.
2. If your address has changed, click the **Address Request** button in the upper right corner of the Affiliate Profile page. This takes you to the **Address Change Request** page. Enter information on all required fields on the page.
 - **Address Type:** If the address you are changing is your current address, select **Students=Current** in this field. If you are changing your permanent address (e.g. parent's address), select **Students=Permanent** in this field. Enter your new address, city, state, zip code, zone, and phone number. Also, enter the effective beginning date and end date. This request comes to us and we enter the change into the system.

Instructions for viewing your rotations

1. To view your rotations, click on the **Rotations List** button. Your rotations will be listed by month, June 2009 through April 2010. Your preceptor's name, site name and location, and type of rotation (e.g. Acute Care, Ambulatory Care, Advanced Community, etc) will be listed.

If you have any problems logging onto EMS, please contact Ellie Dickinson at 686-6494 or by email at eedickinson@uams.edu.

College of Pharmacy
2009-2010 Sunrise, Webchart, Logician Online Training Instructions

All College of Pharmacy P-4 students on rotation in Direct Patient Care or Hospital at the UAMS main campus acquire online Sunrise, WebChart with EPF, UHC Patient Safety Net and Logician training before starting their UAMS rotation. This online training may be done any time prior to starting the rotation. Once you complete the online tutorials, bring the forms to Dr. Schwanda Flowers for her to sign and submit. You may call the Technical Support Center at 686-8555 on the following workday to receive your Sunrise, Logician and EPF codes. WebChart is accessed the following day as well by using your network log on and password.

You will only need this online training once, even if you have more than one direct patient care or Hospital rotation at UAMS campus. Please see the attached list of students for the month you are scheduled on the next page. ***Please remember to keep up with your login and password information once you complete the online tutorials.***

Process for doing tutorials:

There are four tutorials to be completed during this on-line training. If you would like to access these tutorials from outside the UAMS domain you must have VPN access. If you would like information on VPN access, please call the IT Technical Support Center at 686-8555.

Select the following link, Online Education, then each of the following tutorials. 1) Sunrise Introduction Online Training 2) WebChart & EPF Training (3) UHC Patient Safety Net (4) Logician <http://intranet.uams.edu/cctc/training/info/> After completing each tutorial select the link to Clinical Computer Training Center, Online Education, and then the next tutorial.

Once you have completed the on-line training you can select the following link and verify your training.

<https://secure.uams.edu/TrainingTracker/frmCompletedTraining.aspx>

Call the Technical Support Center at 686-8555 one working day after completing the tutorials and ask for your Sunrise Clinical Manager, EPF, and Logician codes. WebChart is accessed by using your UAMS Network User name and password. Your system access codes are confidential and for your use only. Please do not share your codes with anyone.

Contact Carol Berg by email at BergCarolynAnne@uams.edu or by calling 603-1405 for questions concerning this tutorial. You may also contact the Clinical Computer Training Center by email at CCTC@uams.edu or by calling 686-8966.



Advanced Community Pharmacy Clerkship Orientation

April 2009

Advanced Community Practice Clerkship
MTM and NPM

Dear Senior Student:

Prior to your Advanced Community Practice (ACP) experience, please thoroughly review the appropriate ACP manual provided to you. This manual explains the requirements of the experience that you must complete over the course of the month at your pharmacy site.

You **MUST** call one of the UAMS faculty preceptors for these experiences within one week prior to starting your ACP experience. Contact information for the faculty members is listed below and is also listed in the ACP manuals. When you call, the faculty members will inform you of when your mid-point presentation will take place and when the final rotation meeting for all students that month will occur. You should also ask any questions you have about the manual or the assignments for the coming month, so it is important to you review the manual before contacting us.

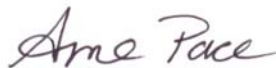
YOU WILL NOT BE ALLOWED TO START YOUR FIRST DAY AT THE PHARMACY IF THESE PROCEDURES HAVE NOT BEEN COMPLETED.

After speaking with one of us, you should contact the pharmacist at the pharmacy where you will be spending the month to find out what time to arrive for the first day of the rotation.

Sincerely,



Jan K. Hastings, PharmD
Associate Professor
501-686-6472



Anne Pace, PharmD
Assistant Professor
501-686-8780