Faculty of Pharmacy & Pharmaceutical Sciences

PHARM 455
Specialty Pharmacy Rotation
SYLLABUS

Variable Terms, 2015-16

Course weight: *3

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Course syllabus access: http://www.pharm.ualberta.ca/preceptors/course-information
RXpreceptor website access (for student professionalism assessment):
https://www.academicsuiterx.com/experiential_login.php
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Course Description

Three credits is equal to 120 hours of practice experience (patient care or non-patient care practice areas are eligible). The course may be completed on part-time or full-time basis. Development and approval of proposal is discussed below. As a first step, students must identify their own Preceptor (see Preceptor section below for instructions) for this elective and have this pharmacist approved by the Course Coordinator prior to embarking on the creation of a proposal. The Course coordinator must also approve the proposal prior to enrolling you in the course. Up to 25% of the rotation may be spent on a project within the specialty area (examples include scholarly activity related to specialty area (e.g. case report, review article), patient care program development (e.g. patient education material), etc). A final course presentation is required. This course may be repeated once (with a different preceptor). This is only permitted in separate terms [spring/summer term is considered one term].

Course Prerequisites

Selecting a Preceptor
A student wishing to enroll in Pharmacy 455 will be responsible for identifying a preceptor for his/her elective (this could be a Faculty member with a clinical practice or a practicing pharmacist*). Students must let the course coordinator know preceptors they want to approach before doing so. Students are encouraged to contact preceptors who have a practice in which they are interested, to explore their potential interest in the area. It is the student's responsibility to demonstrate to the course coordinator how a specific preceptor will help them meet their goals. Taking this course is contingent on preceptor availability. Additional information regarding preceptor qualifications, requirements and responsibilities is outlined in Appendix 1. Preceptors considering supervising this course must review this and can contact the course coordinator to discuss any information/questions they may have. The student will confirm with us that you can supervise the course, and for new preceptors, we will be in contact with you to set you up in our experiential education database, RXpreceptor.

* Practicing pharmacists can be approved to be a preceptor if they meet the criteria outlined in Appendix 1. Students should also be familiar with this document to guide their selection of a preceptor, and should share this document with prospective preceptors to initially assess interest and eligibility. Before students approach practicing pharmacists to be their preceptor, they must first notify the course coordinator before proceeding to invite that pharmacist to supervise them in the course. Of note, if the desired preceptor is a front-line AHS/Covenant staff pharmacist, the preceptor’s scheduling manager needs to be first contacted by the course coordinator. The course coordinator will then notify students if they are permitted to contact the preceptor of interest.

Students need to provide the course coordinator with confirmation that their chosen preceptor does or will meet the qualifications, requirements and responsibilities in addition to a brief description (100-200 words) of the practice area for which they are seeking approval prior to the course starting. A form to guide the collection of this information is in Appendix 2.

Proposal Development and Registration
Prior to being enrolled in the course, a 1-2 page course proposal (maximum 2 pages using 11 point Calibri font; see Appendix 3 for template/format) outlining your goals and learning objectives (see
Course Goals and Objectives section below for further instructions) will be developed and signed/dated by both the preceptor and the student, and then submitted to the course coordinator (athompson@ualberta.ca). For students working with a preceptor outside Edmonton, email notification of approval of the proposal is acceptable. The proposal will then be reviewed and approved by the course coordinator. If the course coordinator has comments regarding the proposal, it will be sent back to the student for revision prior to final approval. The approved proposal will serve as the contract for PHARM 455 and form the basis for the student’s assessment. The student needs to create their assessment forms (both midpoint and final) based on their proposal and each objective needs to be assessed by the preceptor (see Appendix 4 for template). Once approved, the course coordinator will enroll the student in the course (usually within 2 weeks of the course starting); students cannot register themselves on Beartracks.

The proposal must also include the following information at the beginning of the document:
1. Student name, email and ID number
2. Location of rotation and area of specialty
3. Name and contact information (including email) of preceptor
4. **Exact start and end dates** of rotation outlining when the time requirement will be fulfilled (this is needed for clinical practice areas requiring Netcare set-up, which is done in advance – see below)

The initial proposal for PHARM 455 is due 2 months prior to the start of the term in which the course is being taken. A final proposal is due 1 month prior to the start of the term. (see Class Schedule section). **Please submit the proposal in Word format so that the Course Coordinator can provide comments within the proposal itself (if needed).**

**Course Goals and Objectives**

Course goals and objectives will be developed by the student and approved by the preceptor.

What is a goal? Goals describe what students will gain from instruction in broad terms. They are general intentions, and usually abstract and difficult to measure.

Objectives, on the other hand, are specific and measurable and describe what you, the student, will be able to do as a result of engaging in the learning activity.

**Creating Learning Goals and Objectives for your Proposal**

1. **Mandatory:** Listen to CSHP’s webinar entitled “Goals and Objectives – What’s the Difference Anyways?” This is located at: http://cshp.ca/programs/residencyTraining/index_e.asp (scroll to bottom to Webinar section – you will need to download handout and then register to access the recorded webinar). This provides a nice overview of goals, objectives and how to approach writing them.
2. **Suggested Reading:** The AFPC Educational Outcomes document may also be used as a guide and are located at: http://www.afpc.info/node/39. This document contains both goals and objectives.
3. Your learning objectives will be the focus of the course, in addition to demonstrating the professionalism objectives outlined in Appendix 5.
4. Learning objectives need to be “action-oriented” and include the “what, when, and how” you will do something.
5. They should be concise and focus on the main skills and knowledge you would like to develop. In general, you should develop 3-5 main goals, and have supporting objectives for each goal (no more than 15 objectives).

6. The main knowledge areas to be developed should be specified.

**Example of a goal and related learning objectives**

Goal: I will be able to provide care to patients with “X” medical condition

Objectives: I will interview a minimum of 3 patients in the first 7 days of the course to complete an accurate and comprehensive patient assessment (with direct observation by my preceptor), I will create a care plan (using the format outlined in the Patient Care Process document) for each patient I assess and review with my preceptor, I will follow-up with each patient within the time frame specified in the care plan, I will document my care plan using X format in the practice site’s computer system within X timeframe. By the end of the course, I will conduct 2 patient interviews/assessments independently and create a plan for care to discuss with my preceptor.

**Required Textbooks**

There are no assigned textbooks for this course; however, the AFPC Educational Outcomes will be a useful resource for creating learning objectives for the proposal. Additionally, for patient care practice settings, the Patient Care Process document will provide appropriate guidance. (located at: [http://www.pharm.ualberta.ca/preceptors/training-and-resources/patient-care-process-module](http://www.pharm.ualberta.ca/preceptors/training-and-resources/patient-care-process-module))

**Additional course fees**

Costs associated with the travel, accommodation or additional practice site requirements are the responsibility of the student.

**Course Schedule**

Please see the Academic Calendar for term dates.

**Fall Term:**
- Notification to course coordinator of potential interest in taking course: May 31
- Signed proposal for course: due date - June 30
- Response to proposal submission by Course Coordinator: July 15
- Revisions to proposal (if required) to be submitted to course coordinator by July 31
- Enrolment in course by course coordinator to be completed by August 15
- Presentation will be scheduled at the end of the term, usually during the last week of classes (early to mid-December)

**Winter Term:**
- Notification to course coordinator of potential interest in taking course: September 30
- Signed proposal for course: due date - October 31
- Response to proposal submission by course coordinator: November 15
- Revisions to proposal (if required) to be submitted to course coordinator by November 30
- Enrolment in course by course coordinator to be completed by December 15
Presentation will be scheduled at the end of the term, usually during the last week of classes (early to mid-April)

NOTE: Spring/Summer term is considered one term. You will be registered for the course in the term which you start.

**Spring Term** (course starts in May/June):
- Notification to course coordinator of potential interest in taking course: January 31
- Signed proposal for course: due date - February 28
- Response to proposal submission by course coordinator: March 15
- Revisions to proposal (if required) to be submitted to course coordinator by Mar 31
- Enrolment in course by course coordinator to be completed by April 15
- Presentation will be scheduled for end of summer term, usually last 1-2 weeks of August

**Summer Term** (course starts in July/August):
- Notification to course coordinator of potential interest in taking course: March 31
- Signed proposal for course: due date – April 30
- Response to proposal submission by course coordinator: May 15
- Revisions to proposal (if required) to be submitted to course coordinator by May 31
- Enrolment in course by course coordinator to be completed by June 15
- Presentation will be scheduled for end of summer term, usually last 1-2 weeks of August

** For students taking Pharm 455 in the Spring or Summer term, one course presentation date will be held at the end of Summer term for all students enrolled.

Note. *The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.*

**Grading**

The course is Credit/No-Credit.

An assessment form will be created based on the learning objectives pre-determined by the student (see template, Appendix 4), and approved by the preceptor (proposal). The student will be assessed on each of these components, and must receive a minimum grade of “Satisfactory Progress” for each objective. The student will also be evaluated on Professionalism (sample form in Appendix 5; completed in RXpreceptor on-line) and must receive a grade of “Acceptable” in all areas.

Conditions for pass:
1. Professionalism (Mandatory): A mark for professionalism will be assigned by the preceptor. Professionalism will be assessed for 4 areas as outlined in Appendix 5 (to be completed in RXpreceptor). They are: (1) practices in an ethical behaviour, (2) demonstrates initiative within the practice setting, (3) practices in a manner demonstrating professional accountability and (4) displays professional behaviour. This must be completed by your preceptor at the midpoint and final assessment, and by final assessment, must have an Acceptable rating in each area.

2. Course Deliverables including Portfolio submission to the Course Coordinator (Mandatory): Deliverables (based on proposal) must be completed to the satisfaction of your preceptor. You
and your preceptor will need to determine what evidence needs to be submitted for review and successful completion. In order for the course coordinator to evaluate that objectives are completed in an acceptable manner, the Preceptor Assessment of Student form (template in Appendix 4) must be formatted by you, completed by your preceptor and submitted to the course coordinator as part of your course portfolio. An acceptable mark (Satisfactory Progress or Achieved) must be received in each area in order to be awarded a pass for the course. The Professionalism Performance Assessment (outlined in Appendix 5, and completed in RXpreceptor) must also be completed by your preceptor at midpoint and final, and the course coordinator will view this on-line to ensure an “Acceptable” rating is achieved at both midpoint and final. The additional portfolio requirements are listed in the next section, Assignments and Portfolio.

3. Completion of Midpoint and Final Student Evaluation of Preceptor and Site in RXpreceptor (see example in Appendix 6). The midpoint evaluation is designed to generate discussion about important preceptor attributes, placement site qualities and opportunities for learning for the balance of the course. The final evaluation provides the preceptor with summative feedback and is similar to the midpoint evaluation.

4. Completion of Presentation: An oral presentation must be delivered on-campus at the Faculty at the end of the term on date that is pre-determined by the course coordinator (note: Spring term students will provide their presentation at the end of Summer term). The course coordinator or designate will evaluate the oral presentation based on the rubric in Appendix 7.

Assignments and Portfolio
Assignments will be determined by the student and their preceptor. A portfolio is required to be submitted to the course coordinator. The portfolio contents are:

1. Preceptor Assessment of Student Form (template included in Appendix 4 which student must customize based on their proposal; please create both a midpoint and final using the Word template of the evaluation which is posted on the website).
2. Written description of what activities were completed
3. Artifacts of any projects completed
4. Written reflection essay (maximum 500 words) describing what was learned during the course. This should reflect your learning goals and objectives, and how these were achieved.
5. Final Student Evaluation of Preceptor and Site in RXpreceptor [NOTE: A Midpoint Student Evaluation of Preceptor is also provided for student use in RXpreceptor (example in Appendix 6). This does not need to be submitted with the portfolio but is intended for use during the course.]

The portfolio is to be submitted to the course coordinator by the student on the day they complete their term-end presentation.

Course Presentation
The student will also be required to provide an oral presentation at the end of the course detailing what they learned and accomplished during the course. The course presentation day is arranged by the course coordinator and is scheduled at the end of the term. Students are expected to attend the ½ day arranged for this event so that you can present and also view your classmates’ presentations.
Presentation format: 20 minutes long, with up to 5 minutes for questions. It should include the following elements: the 1-2 goals that you learned that you felt were most significant during the course (refer back to your proposal), and how the activities and projects helped you to achieve that goal (illustrative examples can be used; if you are describing a patient case, make sure you don’t use any patient identifiers). Your content will be scored on how well your presentation provides evidence to the reviewer about the achievement of your learning related to your major goal/objective. Finally, you should include a reflection, which should highlight future directions based on what you learned, areas of strength you developed from the experience, areas for continued growth, and your opinion of the overall experience.

Policies and Procedures

- All students must meet the requirements for participation in experiential education courses as stated on the Faculty website at: http://pharm.ualberta.ca/programs/undergraduate-bsc-in-pharmacy/current-student/program-information/experiential-education/student-requirements
- For students performing injections as part of Pharm 455, CPR + First Aid certificates must be up-to-date and valid.
- Conflict of Interest Policy: intended to avoid potential bias during evaluation process and ensure the “learner: teacher” relationship is upheld. Placements are not permitted at sites where a personal or financial relationship exists.
  - Personal relationships; friends, family
  - Financial relationships: previous, current or future employment; pharmacy practice site in which the student has received a wage in the past, is currently employed or has a contract or promise for future employment.
  Disclosure is the responsibility of both the student & preceptor. Failure to disclose a potential conflict of interest may result in the student having to repeat the placement at an alternate site.
- Students cannot receive any form of payment or monetary reward for their experiences pertaining to this course, including gift cards.
- Protection of Privacy Policy: The personal information contained in the student performance assessments collected by the University in accordance with the assessment section in each experiential education course syllabus, is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of providing educational services to the student, managing the student’s learning experience, and protecting public interest and/or public safety. The University may share or disclose this personal information on a need to know basis within the University or to a subsequent placement site, including preceptors at that subsequent placement site. Please direct any questions about this collection or use to Ann Thompson, Director, Experiential Education, Faculty of Pharmacy and Pharmaceutical Sciences, Office: ECHA 3-174, 11405 87 Avenue University of Alberta, Edmonton, Alberta T6G 1C9, (780) 492-5905, athompson@ualberta.ca.
- See University of Alberta calendar for other policies related to experiential education: http://www.registrar.ualberta.ca/calendar/Undergrad/Pharmacy/Regulations/143.4.html#143.4

Preceptor Recognition Program

The Faculty and students of the Faculty of Pharmacy and Pharmaceutical Sciences have partnered to sponsor a Preceptor Recognition Program to recognize outstanding preceptors who meet the criteria linked to an annual "Preceptor Recognition Theme". The theme for 2015-16 is “Preceptors providing exemplary feedback to support learning”. This recognizes preceptors who engage students to reflect on their thought process and how they formulate decisions. Feedback focuses on guiding improvement
and enhancing learning. The preceptor provides timely, specific feedback that reinforces strengths, addresses areas for improvement and enables the student to close the gap between performance and expectations. The preceptor helps the student achieve his/her learning goals by tailoring the feedback to his/her needs and following up on areas requiring development. We encourage students to nominate preceptors who fulfill the criteria of the annual theme.

**Technology Requirements**

There may be technology requirements for this course at the practice site, and your preceptor will need to make you aware of these requirements and facilitate access. It may be advantageous to have a laptop for personal use to achieve course objectives.

**Netcare Access (if required)**

If in a patient care practice setting, you will require Netcare access. Initial set-up will be facilitated by the course coordinator, who will send your name and email address to the Faculty Liaison Netcare Coordinator, who will then email you with the relevant forms and instructions that need to be completed by you and the Netcare Access Administrator at the practice site. **This process needs to be started 6 weeks prior to the course starting in order to have Netcare access active when you arrive at your practice site. Please work with your preceptor to identify the Netcare Access Administrator for their practice site, and complete the required forms/process in a timely manner.**

**Specialized Support and Disability Services (SSDS)**

Students registered with Specialized Support and Disability Services (SSDS) should contact the course coordinator, Ann Thompson, to discuss possible accommodations. This must be disclosed before enrollment in the course.

**Equality, Equity and Respect**

The Faculty of Pharmacy and Pharmaceutical Sciences is committed to providing an environment of equality and respect for all people within the university community, and to educating faculty (including preceptors), staff and students in developing teaching and learning contexts that are welcoming to all. The faculty recommends that staff and students use inclusive language to create classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, and sexual orientation and ethnic backgrounds. In order to create a thoughtful and respectful community, you are encouraged to use gender-neutral or gender-inclusive language and to become more sensitive to the impact of devaluing language.
Appendix 1: Pharm 455: Preceptor Requirements, Qualifications and Responsibilities

Pharm 455 is a specialty elective that allows students to gain experience in a specialty practice setting and create a course proposal that allows them to tailor the learning to their interests, all under the guidance and supervision of a preceptor. A preceptor is a practitioner who teaches, coaches and supports students to develop, apply, and integrate practical knowledge and skills. Preceptors are encouraged to get to know students who approach them for this elective course so that you can determine their interests, and your ability to meet their learning needs. Of note, this course can be taken on a part-time or full-time basis within a term depending on the mutually agreeable schedule of the preceptor and student. Students cannot be paid while participating in this course.

Qualifications

- Preceptors must be integrated into the practice environment and practicing at a level of proficiency than enables them to take on the course requirements
- Motivated and enthusiastic about teaching
- Role model for students demonstrated by having an ethical and patient focused professional practice

Factors identified as assets for preceptors taking on this role include:

- Advanced scope of practice; which may include additional prescribing authority, authorization to give injections, and collaborative practice environment with both patients and other health care providers
- An innovative practice setting
- Previous precepting or teaching experience
- Demonstrated leadership in the profession
- Advanced training or certification such as an Accredited Residency, PharmD, or Certified Diabetes Educator

Requirements

The preceptor must:

- Be licensed to practice in his/her province and must be a member in good standing with the licensing body
- Disclose any relationship (familial, personal, contractual or financial) that may create a conflict of interest when precepting/assessing a student
- Complete foundational preceptor training

Examples of foundational preceptor training include:

- Faculty of Pharmacy “Setting You and Your Student up for Success” live workshop
- UBC E-tips (located at: http://www.pharm.ualberta.ca/preceptors/training-and-resources/ubc-e-tips
- Alberta Health Services Preceptor Development Live Workshop (now retired)

- For preceptors taking students in a patient care setting, complete the Patient Care Process on-line module (located at: http://www.pharm.ualberta.ca/preceptors/training-and-resources/patient-care-process-module
- Routinely access email to receive information from the Faculty, and also be able to complete the Professionalism assessment of student on-line (in RXpreceptor)
Responsibilities

Prior to the course starting (after confirmation of approval to be the preceptor)

- If the preceptor is new to our program, he/she will need to complete a Preceptor Enrolment Form located at: [http://www.pharm.ualberta.ca/preceptors/how-to-become-a-preceptor](http://www.pharm.ualberta.ca/preceptors/how-to-become-a-preceptor). Please send this completed form to Gaenor Botha or Dallyce Bialowas (phexed@ualberta.ca). If you have already completed this, this does not need to be re-submitted.

- Complete preceptor training as required. Requirements for preceptor training are outlined in the Preceptor Enrolment Form. Also review the Preceptor Guide located at: [http://www.pharm.ualberta.ca/preceptors/training-and-resources/preceptor-guide](http://www.pharm.ualberta.ca/preceptors/training-and-resources/preceptor-guide). This has lots of helpful information regarding our program and precepting. Training requirements, once met, need to be updated in your RXpreceptor account under the Requirements tab.

- Preceptors are eligible for 2 different faculty appointments. These are outlined on the website at: [http://www.pharm.ualberta.ca/preceptors/preceptor-faculty](http://www.pharm.ualberta.ca/preceptors/preceptor-faculty). We encourage preceptors to let us know what faculty appointment they are eligible for and to take advantage of the benefits available.

- In conjunction with the student, determine dates and hours for the course as the course coordinator will need to know these for facilitating Netcare set-up. Ensure you choose dates that work for you and your practice site.

- Review the student’s learning goals and objectives as presented in their proposal and make any suggestions required. The proposal needs to be signed by the preceptor, either in person, or by e-mailing the course coordinator agreeing to the learning objectives set forth. [NOTE: The course coordinator will also review the proposal and provide feedback (if required) after preceptors have reviewed.]

- Develop a schedule and plan activities that meet the student-driven objectives of the course.

- IT/access requirements: Determine requirements for having the student at your practice site and convey these to the student. For example, if Netcare access is required, this will need to be arranged 4-6 weeks in advance of the start date by the student, with your help. Students will have access to, and can complete a Netcare registration form, which will need to be signed by your site's Netcare authorizer or Access Administrator, and submitted to the appropriate help desk for processing. The student will need your direction as to who or where to direct their form. Students are then expected to confirm that their form has been received by the site authorizer/Access Administrator. Any questions or issues concerning Netcare Portal access can be directed to: Netcare Enrollment and Information line at 1-866-643-8649, Mon - Fri 8:30 am to 4:30 pm, or email at: health.ehrdeployment@gov.ab.ca. Ensure Netcare Access is deleted at the end of the course.

- Provide student with the following information:
  - Your contact information
  - Location of practice site
  - Parking, transportation and accommodation (if relevant)
  - When and where to report on the first day
  - Site specific dress code requirements (e.g. lab coat, name tag)
  - Recommend any references the student should bring and/or any readings you want them to complete prior to the course starting
  - Information regarding any special activity during the course e.g. staff social functions

**Note:** For clinical experiences at AHS/Covenant, students are expected to have their N95 fitting documentation with them in case this is needed during the rotation. Other experiential requirements (such as immunization status, police information checks, etc) are
collected at the faculty.

During the course

- Complete the student’s orientation – see Preceptor Guide, Appendix 1, for guidance (located at: http://pharm.ualberta.ca/preceptors/training-and-resources/preceptor-guide)
- Communicate performance expectations clearly to the student at the beginning of the course and when introducing a new activity.
- Provide adequate supervision and adjust the level of supervision required based on the student’s performance and prior experience (which may be before or after their mandatory 16-weeks of patient care experiential courses in year 4 of the curriculum).
- Encourage self directed learning.
- Meet with the student at regular intervals to discuss course activities.
- Assessment of student: Provide timely, positive and constructive feedback verbally or in writing during the course. Also complete student performance assessments at midpoint and final. There are 2 processes for this: (1) Student will provide you with a proposal-specific assessment form (as a Word document) for you to complete and (2) Professionalism assessment of student, completed on-line in RXpreceptor. You must discuss each of these with your student at midpoint and final timepoints across the course. If there are specific goals or expectations set at the midpoint, ensure these are written down and communicated to your student to guide the balance of the course.
- Contact the Course Coordinator (Ann Thompson, athompson@ualberta.ca) if any concerns or questions arise before, during or after the course.

After the course

- Attend the student’s presentation at the Faculty about their experience. (optional – subject to preceptor availability)
- Debrief with the course coordinator as required.
Appendix 2: Preceptor Approval Form

(For use by student and prospective preceptor; student to submit to course coordinator)
**NOTE: Preceptors must have requirements met before the student starts the course.**

Student’s Name and ID:

Student’s Email:

Name/email of preceptor for whom you are seeking approval:

Practice Site:

Name/contact info for Netcare Access Administrator (if required):

Practice Description of Potential Preceptor (100 words)

**Preceptor Requirement Checklist** (to be discussed between student and prospective preceptor – see Appendix 1). NOTE: If you are interested in approaching an AHS/Covenant pharmacist as a preceptor, the Course Coordinator must first contact their manager for approval.

☐ Preceptor has reviewed Appendix 1 and accepts the responsibilities of the course.

☐ Potential preceptor is licensed to practice in his/her province and is in good standing with the licensing body

☐ Any relationship (familial, personal, or financial) that may create a conflict of interest when precepting/assessing a student will be disclosed, and I have indicated if this is present to the course coordinator. Further details in Preceptor Guide ([http://pharm.ualberta.ca/preceptors/training-and-resources/preceptor-guide](http://pharm.ualberta.ca/preceptors/training-and-resources/preceptor-guide)), Program Policies and Procedures

☐ Potential preceptor has completed foundational preceptor training as outlined. This information will be entered by preceptor in their RXp account under Requirements tab.

☐ Potential preceptor has completed the Patient Care Process on-line module

☐ Potential preceptor can access email to receive information from the Faculty
Appendix 3: Student-created Proposal - Template

<table>
<thead>
<tr>
<th>Student Name and Email</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
<td></td>
</tr>
<tr>
<td>Area of Specialty</td>
<td></td>
</tr>
<tr>
<td>Placement Site(s)</td>
<td>Primary Preceptor and Contact Information (include email)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Preceptors</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
</tbody>
</table>

1. **Learning Goals and Objectives** (many objectives will state activities that will take place to achieve goals)
   
   By the end of the placement the student will be able to:

2. **Assignments** (for those that are pre-determined)

To be added after 1 and 2 complete: Assessment of learning objectives, activities, and assignments (this includes the student-created assessment forms (in Word) and the professionalism assessment, which will be completed on RXpreceptor – see Appendix 5)

(These will be created after Learning Goals and Objectives are finalized and approved by preceptor and Course Coordinator – students can add as a separate form)
Appendix 4: Preceptor Assessment of Student - Template

Complete at midpoint and end of course

Student: Preceptor:
Site:

Assessment Scale:
- **Need Improvement (NI):** completes the activity/skill incorrectly OR completes activity or demonstrates skill(s) described with frequent prompting, intervention and support from the preceptor OR displays unsafe or inappropriate decision-making or behaviour in relation to the activity or skill(s) described
- **Satisfactory Progress (SP):** completes activity or demonstrates skill(s) with acceptable level of support from preceptor and knows when to seek support
- **Achieved (A):** completes activity or demonstrates skill(s) with minimal prompting or intervention from the preceptor and knows when to seek support

Sample Evaluation Template (indicate if this is for [midpoint](#) or [final](#) assessment)

<table>
<thead>
<tr>
<th>Course Goals and Objectives</th>
<th>Assessment Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism – use Appendix 5</td>
<td>As per Appendix 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOAL 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1 (from proposal, that supports Goal 1)</td>
<td>Needs Improvement □  Partially Achieved/Satisfactory Progress □  Achieved □</td>
</tr>
<tr>
<td>Objective 2 (from proposal, that supports Goal 1)</td>
<td>Needs Improvement □  Partially Achieved/Satisfactory Progress □  Achieved □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOAL 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1 (from proposal, that supports Goal 2)</td>
<td>Needs Improvement □  Partially Achieved/Satisfactory Progress □  Achieved □</td>
</tr>
</tbody>
</table>

*In order to pass, the student must receive a “Satisfactory Progress or Achieved” rating for each objective at the FINAL assessment.*

Comments (if applicable)

Recommended Overall Mark for Student (based on performance at practice setting; **only applicable at final**):

PASS  FAIL

Signature (Preceptor): ____________________________

Signature (Student): ____________________________

Date: ____________________________

---

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Appendix 5: Professionalism Student Performance Assessment

This assessment is completed online in RXpreceptor. This is provided for information only.

The Faculty has ZERO tolerance for unprofessional behaviours including, but not limited to:
- referring to oneself or holding oneself to be more qualified than one is
- fails to call/notify preceptor when unable to meet deadlines or arrive on time
- breaching confidentiality or falsifying records
- violating the Criminal Code or demonstrating infractions of the Human Rights Code
- conducting sexual impropriety with a patient, caregiver, their families or colleagues
- being impaired with an substance while participating in patient care or equivalent

Should any of the above behaviours occur, please contact the course coordinator immediately. The details will be reviewed and appropriate action taken, which could include removal from the site.

RATING SCALE: The student should demonstrate “Acceptable” behaviour for each criteria. Acceptable behaviour is defined as demonstrating this behaviour >90% of the time, and “not acceptable” behaviour defined as < 90%. Acceptable performance is set at >90% to recognize that students are learners and still developing as professionals. Should a student demonstrate unacceptable behaviour at midpoint assessment, please discuss this with your student and contact the course coordinator.

<table>
<thead>
<tr>
<th>OUTCOME (Please assign a rating of acceptable or not acceptable for each criterion.)</th>
<th>RATING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Midpoint</td>
</tr>
<tr>
<td></td>
<td>Acceptable</td>
</tr>
<tr>
<td>1. Displays professional behaviour</td>
<td></td>
</tr>
<tr>
<td>a. practices with honesty and integrity</td>
<td></td>
</tr>
<tr>
<td>b. is well groomed</td>
<td></td>
</tr>
<tr>
<td>c. is punctual</td>
<td></td>
</tr>
<tr>
<td>d. respects others and does not engage in distracting behavior</td>
<td></td>
</tr>
<tr>
<td>e. responds to and incorporates feedback on ways to improve</td>
<td></td>
</tr>
<tr>
<td>2. Demonstrates professional responsibility and accountability,</td>
<td></td>
</tr>
<tr>
<td>a. fulfills their professional commitments and assignments in a diligent and timely manner</td>
<td></td>
</tr>
<tr>
<td>b. accepts responsibility for his/her recommendations</td>
<td></td>
</tr>
<tr>
<td>c. sets priorities to balance workload</td>
<td></td>
</tr>
<tr>
<td>a. takes initiative to learn, enhance skills and integrate knowledge (i.e. maximizes learning)</td>
<td></td>
</tr>
<tr>
<td>b. evaluates their practice and knowledge to identify areas for continuing professional development</td>
<td></td>
</tr>
<tr>
<td>c. seeks feedback to identify limitations or strengths in competence / performance</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Appendix 6: Student's Evaluation of the Preceptor – Midpoint and Final

*These evaluations are completed online in RXpreceptor. This is provided for information only. This should be discussed after the preceptor has completed the midpoint and final assessment of student performance.*

<table>
<thead>
<tr>
<th>PRECEPTOR ATTRIBUTES</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>My preceptor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Communicates expectations clearly.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>2. Provides opportunities to practice appropriate with my level of knowledge and skill.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>3. Provides specific feedback that helps to improve my knowledge and skills.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>4. Encourages me to ask questions.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>5. Is approachable when I need help or guidance.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>6. Offers opportunities for me to learn using a variety of approaches.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>7. Encourages me to provide feedback about teaching and learning.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>8. Communicates respectfully with me.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>9. Creates a professional relationship with me.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>10. Provides the appropriate amount of supervision based on my learning level.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>11. Challenges me through effective questioning, prompting and debriefing.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>12. Supports me to take responsibility for my learning.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The practice setting:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Provides me with adequate opportunities to meet my learning objectives (as per my proposal).</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>14. Has staff who support and are involved in my learning.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
### Appendix 7: Pharm 455 Presentation - Skills and Content Evaluation

<table>
<thead>
<tr>
<th>Date:</th>
<th>Student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Title:</td>
<td>Preceptor:</td>
</tr>
</tbody>
</table>

#### Time Score: ______

<table>
<thead>
<tr>
<th>Time started:</th>
<th>Time finished (before questions):</th>
<th>Scale: 18-22 min = 2 points</th>
<th>+/- 5 min = 1 points</th>
<th>&gt; +/- 10 min = 0 point</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Organization/(AV) Presentation Score: ______

<table>
<thead>
<tr>
<th>Organization/(AV) Presentation</th>
<th>Score: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Unacceptable</td>
<td>Presentation consistently disorganized and difficult to follow. Information does not follow a logical sequence. AV presentation slides detract from presentation. Difficult to read (font to small) or understand. Frequent spelling errors. Too much text per slide.</td>
</tr>
<tr>
<td>1.5 – Needs Improvement</td>
<td>Presentation sometimes disorganized or difficult to follow. Sometimes presents unnecessary or irrelevant information. AV presentation slides are sometimes difficult to read or understand (unclear). Some spelling errors.</td>
</tr>
<tr>
<td>2 – Acceptable</td>
<td>Presentation consistently organized and flows logically. Included introduction &amp; conclusion. Presents mainly pertinent information. AV presentation slides have the appropriate amount of information with few spelling errors and support the presentation.</td>
</tr>
<tr>
<td>2.5 – Above Average</td>
<td>Presentation is well organized and flows logically. The sequence of information and ideas enhances the presentation. AV presentation is organized, readable and neat with no spelling errors. Adapts mode, method or style of presentation to audience.</td>
</tr>
<tr>
<td>3 – Exceptional</td>
<td>Presentation features a unique, but well organized sequence of ideas and information that successfully enhances the presentation. AV presentation has unique design, choice or combination making it a definite asset to the material presented.</td>
</tr>
</tbody>
</table>

#### Comments:

### Content Score: ______

<table>
<thead>
<tr>
<th>Content</th>
<th>Score: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Elements to be evaluated are: the main 1-2 goal(s) that you felt you learned most significantly during the course, and how the activities and projects during the course helped you achieve that goal. (Illustrative examples can be used; if you are describing a patient case, make sure you don’t use any patient identifiers.) Finally, include a reflection highlighting future directions based on what you learned, areas of strength you developed, areas for continued growth, and your opinion of the overall experience.</td>
</tr>
<tr>
<td>3 – Unacceptable</td>
<td>Main objective or goal not stated or very unclear, and/or supporting evidence of how goal was achieved is missing, unclear, or not obviously linked. Reflection of experience is missing.</td>
</tr>
<tr>
<td>6 – Needs Improvement</td>
<td>Main objective or goal is stated. Supporting evidence of how goal was achieved is unclear, incomplete or only partially linked. Reflection of experience lacks insight.</td>
</tr>
<tr>
<td>9 – Acceptable</td>
<td>Main objective or goal is stated. Supporting evidence of how goal was achieved is adequate. Reflection of experience is acceptable.</td>
</tr>
<tr>
<td>12 – Above Average</td>
<td>Main objective or goal is stated. Supporting evidence of how goal was achieved is well-stated or expressed, with minimal extraneous data. Reflection of experience is insightful.</td>
</tr>
<tr>
<td>14 – Exceptional</td>
<td>Main objective or goal is stated. Supporting evidence of how goal was achieved is exceptionally well-stated. No omissions/unnecessary data. Reflection of experience is exemplary.</td>
</tr>
</tbody>
</table>

#### Comments:
<table>
<thead>
<tr>
<th>Communication – Verbal</th>
<th>Score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Unacceptable</td>
<td>Hard to hear or understand. Consistently mumbles or mispronounces words. Speaking rate (too fast/slow) detracts from presentation. Consistently monotone voice suggests lack of interest. Disrespectful of audience.</td>
</tr>
<tr>
<td>2 – Needs Improvement</td>
<td>Sometimes hard to hear or understand due to mumbling, volume or rate. Sometimes makes pronunciation errors.</td>
</tr>
<tr>
<td>3 – Acceptable</td>
<td>Volume and rate adequate with no mumbling. Some variation in tone and expression that generally reflects interest in the presentation. Rarely makes pronunciation errors.</td>
</tr>
<tr>
<td>4 – Above Average</td>
<td>Good volume and rate. Expressive voice shows enthusiasm for subject and presentation. No pronunciation errors.</td>
</tr>
<tr>
<td>5 – Exceptional</td>
<td>Volume and rate are varied to enhance the presentation. Always audible with good enunciation and no errors in pronunciation. Very expressive voice shows enthusiasm for subject and presentation.</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>General Presentation Skills</th>
<th>Score:</th>
<th>1 – Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lacks enthusiasm for subject matter, rarely looks at audience when speaking, loses train-of-thought periodically, reads slides directly most of time and provides little interpretation in own words. Distracting mannerisms.</td>
</tr>
<tr>
<td>1.5 – Needs Improvement</td>
<td></td>
<td>Shows little enthusiasm for subject matter, infrequently looks at audience when speaking, reads slides directly some of the time and provides only some interpretation in own words. Some mannerisms distract from presentation.</td>
</tr>
<tr>
<td>2 – Acceptable</td>
<td></td>
<td>Shows enthusiasm for subject matter, looks at audience throughout presentation, slides support presentation in that presenter can speak to subject matter (only reads notes occasionally).</td>
</tr>
<tr>
<td>2.5 – Above Average</td>
<td></td>
<td>Good eye contact with all audience members. Uses notes as reference only. Appears confident, comfortable, and enthusiastic. No distracting mannerisms.</td>
</tr>
<tr>
<td>3 – Exceptional</td>
<td></td>
<td>Gestures enhance the presentation. Polished, poised, confident speaker. Energy and enthusiasm are motivating. Rarely uses notes. No distracting mannerisms.</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Unacceptable</td>
<td>Difficulty understanding questions asked. Cannot answer basic questions.</td>
</tr>
<tr>
<td>1.5 – Needs Improvement</td>
<td>Pertinent information missed in presentation is brought out only through repeated questions. Unable to answer some questions. Lacks confidence in discussion.</td>
</tr>
<tr>
<td>2 – Acceptable</td>
<td>Pertinent information missed in presentation is usually readily brought out through questions. May need prompting to expand on answers. Usually confident.</td>
</tr>
<tr>
<td>2.5 – Above Average</td>
<td>Quickly grasps intent of question, and readily provides all pertinent information missed in presentation. Answers are complete and concise. Confident.</td>
</tr>
<tr>
<td>3 – Exceptional</td>
<td>Quickly grasps intent of question, and expands with confidence on information presented. Answers are concise and complete. They stimulate discussion and enhance the presentation.</td>
</tr>
</tbody>
</table>

Comments: