

PHARM 537: Advanced Pharmacy Practice Experience – Specialty Elective  
**Preceptor Quick Reference Guide**

This guide is designed to provide you with links and quick information that will be helpful when precepting your Pharm 537 student.

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## Quick Links

- [Pharm 537 Course Syllabus](#)
- [Undergraduate Experiential Education Policy and Procedure Manual](#)
- [Preceptor Guide](#)
- [Faculty Preceptor Webpage](#)

## Contact Information

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## Planning for the Placement

- Review course syllabus, this quick reference guide, and if you didn't attend the preceptor course overview (presented by the course coordinators), this is available as an audio podcast [here](#) (scroll down table to Pharm 536/537, link located in right-hand column).
- Utilize the modifiable calendar available to you for customization and organization of schedule/activities. This is posted on the [Faculty Course Information webpage](#) in Word for customized use.
- Review the on-campus courses the students have taken in year 4 prior to this placement ([see Appendix 1](#)). A review of the curriculum in years 1-3 is available in Appendix E of the [Preceptor Guide](#).
- Within week before placement starts, review student's first draft of Learning Plan (posted in MyCred).

## Placement Policies and Procedures

The following are policies that preceptors often have questions about. Further information regarding other policies can be found in the [Policies and Procedures Manual](#). Preceptors are encouraged to contact the Faculty if they are unsure.

- *Absence Tracker*: Students are required to use the new Absence Tracking feature in RxPreceptor. Students must record an intended absence on RxPreceptor and the preceptor will receive an email noting the absence and be required to confirm or deny the request through RXpreceptor.
- *Statutory Holidays*: Should a statutory holiday fall within the timeframe of the placement, it is at the discretion of the preceptor to determine how to proceed. Students may be granted the stat day off, a day off in lieu of the stat, or include that day as a placement day.

- *Illness*: In the case of illness, students are expected to notify the preceptor as soon as possible. Absences due to illness of 2 days or more may require an explanation and/or evidence such as a physician's note. Either the student or preceptor should contact the Faculty if the absence exceeds 2 days. Routine medical appointments are expected to occur on personal time. Time missed from the placement site due to illness that exceeds 1-day needs to be made up.
- *Bereavement*: In the case of death of a family member, students should notify their preceptor and the course coordinator to determine a course of action.
- *Faculty Endorsed Activities*: The Faculty supports student participation in activities such as the UofA on-campus flu clinic, educational interviews, conferences and PDW if feasible with the placement schedule, if preceptor approval is confirmed prior to the activity and the time away from the placement is reasonable. Time missed from the placement for approved professional developments activities that exceeds 1 day needs to be made up. For 2018, since University of Alberta is hosting PDW (Professional Development Week), the Faculty is allowing students who would like to attend 3-days to do so. Students are not required to make-up this time.  
The preceptor may deny a request for professional development should the standard of care to patients or practice site be negatively affected by the absence of the student or it's anticipated that the time missed will impact the student's ability to complete the placement successfully
- *Non-Endorsed Activities*: Activities ineligible for absence approval include: mock OSCE's, jurisprudence exams, travel and vacation.  
Changes to course dates to accommodate personal holidays are not permitted.
- *Placement Timeframe*: Modification to the placement schedule outside of the stated course timelines must be approved by the course coordinator in advance of the change.
- *Needle Stick Injury Procedures*: If a student experiences a needle stick injury, they must report the incident immediately to the preceptor and follow the placement site protocol. The Faculty must be advised immediately. There is further information in the [Policies and Procedures Manual](#).
- Students are NOT permitted to conduct patient home visits without the direct supervision of a preceptor.

## Assessment Procedures and Information

- All assessments are completed and submitted through RxPreceptor.
- After logging in, the evaluation tab is in the grey column on the left side of the screen.
- To allow for preparation by preceptors, assessments can be viewed in RxPreceptor at least 1 week prior to the start of the placement.
- More assessment information can be found in the Course Syllabus.
- Instructions for preceptors are at the beginning of the Student Performance Assessment in RXpreceptor.
- If you have difficulties accessing or submitting assessments, contact: [phexed@ualberta.ca](mailto:phexed@ualberta.ca).

This course has 3 different assessments, pending the type of practice setting. The 3 types are:

1. Patient Care – corresponds to Form A assessment (see Appendix 2)
2. Non-Patient Care - corresponds to Form B assessment (see Appendix 3)
3. Combination of Patient Care and Non-Patient Care - corresponds to Form C assessment (see Appendix 4)

## Grading Criteria

In order for the preceptor to provide a recommendation of "PASS" for the placement, the student must:

1. **Achieve a rating of "Meets an Acceptable Level of Performance"** on all 3 **Professionalism** outcomes **AND**
2. **Have no more than 3 (maximum of 2 for Care Provider, if applicable) outcomes achieve a rating of "Needs Improvement to Reach an Acceptable Level of Performance" AND,**
3. Have **ZERO** ratings of "Not Meeting an Acceptable Level of Performance".

Preceptors base their overall rating for each outcome on how strongly they agree or disagree that the student has demonstrated a set of expected skills/behaviours/knowledge. The skills and behaviours associated with each outcome define expectations for this placement.

### Tips and Suggestions

- Periodically click on “save” tab at bottom of form, to avoid a “time-out” and losing information entered.
- Assessments can be saved as a draft and completed later; remember to “save” before exiting or information will be lost.
- Once the completed assessment is submitted, it is visible to the student being assessed.
- Assessments can be printed.
- Disregard the “section weight” and “minimum AVS score required” sections.
- All assessments must be discussed. There is an acknowledgment at the end of each form that indicates the assessment has been discussed by the student and preceptor.
- Comment boxes should be used to provide evidence to support the grade given. This is especially important when the student is not meeting expectations, or needs improvement, as it provides specific details about concerns.
- Completion reminders are emailed by the Faculty.
- Faculty reviews all assessments at early, midpoint and final for completion and content.
- If you are co-precepting or using another precepting model such as peer-assisted learning, refer to the [Faculty Models of Precepting Webpage](#) for suggestions on completing assessments.

### Summary of Assessments/Evaluations to Be Discussed between Preceptor and Student

(all are completed and submitted through RxPreceptor)

Assessment/ Evaluation	Submission Timeframe	Submitted by	Comments
Student Self-Assessments (completed twice)	Midpoint and end of placement	Student	- The midpoint should be submitted and printed 2-days prior to the Midpoint Student Performance Assessment discussions to allow time for the preceptor to review. - For Final Student Performance Assessment, student should bring the printed copy to review and compare it with preceptor assessment as discussion.
Early Assessment of Preceptor	At end of 1 <sup>st</sup> placement week	Student	
Early Assessment of Student	At end of 1 <sup>st</sup> placement week	<b>Preceptor</b>	- Takes about 5 mins to complete. - Encourages discussion between student and preceptor - Advises the Faculty if there are any concerns; option to have Faculty contact the preceptor.
Student Performance Assessment MIDPOINT	At the end of the 4th placement week	<b>Preceptor</b>	- Assessment of all learning outcomes. - Take about 30-60 minutes to complete. - Includes identification and discussion of areas and skills that will be focussed on for balance of the placement. - Must be discussed with the student.
Student Performance Assessments – FINAL Recommend Final Placement Mark (at the end of the Assessment)	End of placement	<b>Preceptor</b>	- Take about 30-60 minutes to complete. - Assessment of all learning outcomes. (same as midpoint) - At the end of the assessment preceptors provide a <u>Placement Mark: PASS or FAIL</u> based on the overall grades assigned to each learning outcome.
Student Evaluation of Preceptor and Site – MIDPOINT	At the end of the 2nd placement week	Student	- Students must discuss with preceptor after discussion of the Student Performance Assessment

Preceptor Evaluation of Course	After student has left placement site	<b>Preceptor</b>	- Anonymous – option provided to have Faculty contact the preceptor
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## Assignments and Activities

### Assignment #1:

#### Learning Plan

Students are required to develop a Learning Plan using the template provided in the syllabus. Once developed, the student will email it to his/her preceptor (or co-preceptor team) for review 1-week prior to start of placement. In consultation with the preceptor(s), the student will refine and finalize the components of the Learning Plan by the end of week 1 of the placement. Once the preceptor approves the final version, it must be uploaded to MyCred (end of week 1 of your placement block). At midpoint and final, progress updates must be entered.

**Preceptor feedback is important** to ensure that student's learning goals and objectives are appropriate and feasible. Also preceptors can reinforce the importance of self-directed learning and the expectation that students update their progress at midpoint and final in their learning plan is encouraged.

#### Key Student Responsibilities

- Students develop goals (no more than 4 – typically 3-4) and corresponding SMART objectives.
- Students determine indicators of progress that will inform if they are achieving their goals.
- Students must post the Learning Plan in MyCred (GOALS module) **at least 1 week prior** to the start of the placement to allow the preceptor to review.
- During the first few days of the placement the Learning Plan should be discussed with the preceptor. The preceptor should provide feedback about the feasibility of the chosen goals; modifications may be required based on the opportunities at the practice site.
- After discussion, students will post the *revised Learning Plan*. If no changes were made, the original posting is sufficient.
- Discuss the progress achieved for the goal with the preceptor at the midpoint and end of the placement and post the updated Learning Plan into MyCred both at midpoint and end of placement.
- Areas indicated by the preceptor as "Needs Improvement" on the midpoint Student Performance Assessment should be added by the student to their midpoint Learning Plan as learning goals. This is to ensure these areas will be addressed in the second half of the placement

#### Key Preceptor Responsibilities

- Review the Learning Plan before the placement starts.
- Provide feedback on the feasibility and appropriateness of the goals and objectives. Suggest modifications as needed. Goals need to align with what is feasible within the practice setting.
- Review progress that student presents at midpoint and final; support and/or suggest strategies for enabling the student to achieve their goals.
- Provide feedback on the student's self-assessment ratings for their goals.

### **Assignment #2:**

#### **Participation in Process of Continuing Competence Program (CCP) of Alberta College of Pharmacists (ACP)**

To document their learning, students are required to develop a learning record and implementation record as part of continuing professional development. This is the student's responsibility, and templates are available for students to use (and are based on the ACP Continuing Competence Program (CCP) format). This is due on the final day of placement. Students may require preceptor support/guidance to ensue activities and assignments allow them to achieve their goal.

#### **Additional Assignments**

Specific placement activities and assignments will be determined between student and preceptor. The Site Description for each elective placement setting outlines the Learning Objectives appropriate for the practice setting. Should presentations be required as part of the placement, rubrics for the following types of presentations are located in eClass and can be used during the placement:

- Case presentation
- Journal Club presentation
- General presentation
- Education Session – Feedback Form

#### **Seminar Course**

Students will attend their concurrent Seminar Course on select Wednesdays from 1200-1330 throughout Block 3 and 4 placements. Dates include:

1. Wed, January 17 (Block 3, week 2)
2. Wed, January 31 (Block 3, week 4)
3. Wed, February 21 (Block 3, week 7)
4. Wed, March 21 (Block 4, week 3)
5. Wed, April 11 (Block 4, week 6)

## Assignment and Assessment Schedule/Checklist

Week	Planning/Assessments/Assignments
1-4 weeks before placement starts	<input type="checkbox"/> Review syllabus: course expectations, activities and assignments. <input type="checkbox"/> In week prior to student arriving, review Learning Plan posted by your student. This is found in MyCred, Goals Module (you can link to your student's MyCred via RXpreceptor) <input type="checkbox"/> Corresponded with student regarding: start time, dress code, parking, etc. <input type="checkbox"/> Develop preliminary schedule for placement. (use modifiable calendar template, <a href="#">posted on Faculty website under Pharm 537</a> ) <input type="checkbox"/> Determine if IT access, and any other required accesses, is established for your student.
<b>Week 1: Orientation, Finalize Placement Schedule, Early Assessments</b>	
<b>Date:</b> _____	
Orientation (see Orientation Checklist, Appendix 5)	<input type="checkbox"/> Review items on orientation checklist (Appendix 5) <input type="checkbox"/> Discuss student-prepared Learning Plan, and your learning objectives and activities. <input type="checkbox"/> Discuss student/preceptor expectations and responsibilities. <input type="checkbox"/> Discuss assessment timelines (including informal/daily feedback and debriefing). <input type="checkbox"/> Tour practice setting.
Early Assessments	<input type="checkbox"/> <b>END of Week 1:</b> Complete, submit and discuss EARLY ASSESSMENTS of Student (in RxPreceptor).
<b>Week 4: Date:</b> _____	
Midpoint Assessments and Evaluations	<input type="checkbox"/> Review MID-POINT Student Performance Assessment (in RxPreceptor) with student. <input type="checkbox"/> Student will discuss Student Evaluation of Preceptor and Student Self-Assessment
Learning Plan Progress Update	<input type="checkbox"/> Student to share progress achieved in Learning Plan, including self-assessment rating. Student will incorporate new goals or update/refine existing ones as appropriate.
<b>Week 8: Date:</b> _____	
Final Assessments and Evaluations	<b>Final Assessments (RxPreceptor)</b> <input type="checkbox"/> Review Final Student Performance Assessment with student and recommend the Placement Grade. <input type="checkbox"/> Student will present/discuss his/her final Student Self-Assessment.
Learning Plan Progress Update	<input type="checkbox"/> Student to share progress achieved in Learning Plan, including self-assessment rating.
Complete Anonymous Course Survey	<input type="checkbox"/> Anonymous Preceptor Course Survey (survey link emailed to preceptor)

## APPENDIX 1: On-Campus PharmD for BScPharm Students Courses

(Taken in spring/summer after year 3, and prior to experiential placements.)

Course Name	When Taken	Course Description
Pharm 531: Critical Analysis of Evidence in Practice	Spring/summer after Y3	<p>Apply the evidence-based clinical practice process by searching for best evidence, critically appraising and applying the evidence, incorporating patient values and clinical expertise to manage a patient's medication therapy.</p> <ul style="list-style-type: none"> <li>• Randomized Controlled Trials                             <ul style="list-style-type: none"> <li>○ Superiority Trials</li> <li>○ Non-inferiority Trials</li> </ul> </li> <li>• Clinical Practice Guidelines</li> <li>• Systematic Reviews and Meta-analysis</li> <li>• Observational Research</li> <li>• Qualitative Research</li> <li>• Diagnostic Studies</li> </ul>
Pharm 532: Patient Assessment		<p>Topics covered:</p> <ol style="list-style-type: none"> <li>1. Symptom Assessment</li> <li>2. Anemia Assessment</li> <li>3. Liver and Kidney Function Assessment</li> <li>4. Pharmacokinetic Assessment (ex: tacrolimus, phenytoin, tobramycin, vancomycin; PK implications with IV/po conversion, missed doses, time to reach steady state).</li> <li>5. Infectious Disease Assessment</li> <li>6. Mental Health Assessment</li> <li>7. Skin Assessment</li> <li>8. HTN and HF assessment</li> <li>9. COPD and Asthma Assessment</li> </ol>
Pharm 547: Advanced Therapeutics, Collaboration and Professional Learning		<p>Therapeutic topics include:</p> <ol style="list-style-type: none"> <li>1. CV Risk reduction - primary prevention lipid &amp; HTN management</li> <li>2. DM - oral, novel, insulin, comorbidity management</li> <li>3. HF (geriatrics) - deprescribing, MAID (medical assistance in dying) discussion</li> <li>4. Asthma (pediatrics)</li> <li>5. Mental Health – depression</li> <li>6. Substance Use Disorder - oral opioids</li> <li>7. Infectious Diseases - Staph aureus</li> </ol> <p>Cases 1-3 are in one South Asian patient; Cases 5-7 are in one young Indigenous patient. Focus of the course is collaboration (Team Based Learning pedagogy), confidence in decision making, monitoring/follow up with "what's next" as well as considering the broader picture (ie, cultural issues).</p>
Pharm 538/539: PharmD Seminars	Fall and winter terms in Y4 – <a href="#">see dates page 6</a>	<ul style="list-style-type: none"> <li>• Capstone courses - 1 credit each, taken concurrently across each term of ExEd</li> <li>• Designed to evaluate students' ability to integrate knowledge and skills in pharmacy practice.</li> <li>• Provides a forum for students to integrate experience gained through coursework with experiential learning.</li> <li>• Sample activities:                             <ul style="list-style-type: none"> <li>○ Educating peers: oral presentations</li> <li>○ Creation of a professional portfolio</li> <li>○ Reflection, self- and peer-assessment</li> </ul> </li> </ul>
Experiential Education Courses	Fall or winter term; must take all 4 courses	<p>Pharm 426: Community Practice Placement (8 weeks)                      Pharm 428: Acute Care/Inpatient Hospital Placement (8 weeks)                      Pharm 536: Selective in Patient Care (8 weeks)                      Pharm 537: Specialty Practice Experience (8 weeks)</p>

## APPENDIX 2 – Pharm 537 Student Performance Assessment Outcomes – Form A (Patient Care)

**\*\*All assessments are completed on-line in RXpreceptor.\*\***

Outlined below are the outcomes students will be assessed on by the preceptor at midpoint and final of the placement. Specific behaviours are listed in the on-line assessment to guide your decision in achievement of the outcome.

<b>Professional</b>
<ol style="list-style-type: none"><li>1. Displays professional behavior.</li><li>2. Demonstrates professional responsibility and accountability.</li><li>3. Demonstrates initiative and self-directed learning</li></ol>
<b>Communicator</b>
<ol style="list-style-type: none"><li>1. Demonstrates effective non-verbal and verbal communication skills</li><li>2. Effectively communicates in writing (written assignments and notes in patient care record).</li></ol>
<b>Care Provider</b>
<ol style="list-style-type: none"><li>1. Develops and maintains professional relationships with patients/care givers.</li><li>2. Gathers relevant medical and medication history.</li><li>3. Determine medical conditions and assess if the patient's medication-related needs are being met.</li><li>4. Develops a care plan that addresses medication and health needs.</li><li>5. Implements the care plan when appropriate.</li><li>6. Follow-up and evaluate as appropriate.</li></ol>
<b>Collaborator</b>
<ol style="list-style-type: none"><li>1. Works effectively with members of the team including patients and their families, pharmacy colleagues and individuals from other professions</li></ol>
<b>Scholar</b>
<ol style="list-style-type: none"><li>1. Demonstrates the fundamental knowledge required for pharmacists.</li><li>2. Uses evidence based processes to provide drug information and recommendations.</li><li>3. Integrates clinical judgment and critical thinking.</li></ol>
<b>Learning Objectives determined by preceptor (as outlined in Site Description)</b>
<ol style="list-style-type: none"><li>1. Demonstrates the knowledge, skills and attitudes outlined by the preceptor in the Site Description</li></ol>

## APPENDIX 3 – Pharm 537 Student Performance Assessment Outcomes – Form B (Non-Patient Care)

**\*\*All assessments are completed on-line in RXpreceptor.\*\***

This table outlines the outcomes students will be assessed on by preceptor at midpoint and final of the placement.

<b>Professional</b>
<ol style="list-style-type: none"><li>1. Displays professional behavior.</li><li>2. Demonstrates professional responsibility and accountability.</li><li>3. Demonstrates initiative and self-directed learning.</li></ol>
<b>Communicator</b>
<ol style="list-style-type: none"><li>1. Demonstrates effective non-verbal and verbal communication skills.</li><li>2. Effectively communicates in writing.</li></ol>
<b>Collaborator</b>
<ol style="list-style-type: none"><li>1. Works effectively with members of the team including patients and their families, pharmacy colleagues and individuals from other professions</li></ol>

<b>Scholar</b>
<ol style="list-style-type: none"> <li>1. Exercises critical thinking and sound judgment to make informed decisions and solve problems.</li> <li>2. Demonstrates the fundamental knowledge required for pharmacists.</li> <li>3. Applies principles of scientific inquiry.</li> <li>4. Demonstrates the ability to educate others.</li> </ol>
<b>Leader-Manager</b>
<ol style="list-style-type: none"> <li>1. Demonstrate leadership and management skills.</li> </ol>
<b>Learning Objectives determined by preceptor (as outlined in Site Description)</b>
<ol style="list-style-type: none"> <li>1. Demonstrates the knowledge, skills and attitudes outlined by the preceptor in the Site Description</li> </ol>

## APPENDIX 4 – Pharm 537 Student Performance Assessment – Form C (Combination of Patient Care and Non-Patient Care)

**\*\*All assessments are completed on-line in RXpreceptor.\*\***

This table outlines the outcomes students will be assessed on by preceptor at midpoint and final of the placement.

<b>Professional</b>
<ol style="list-style-type: none"> <li>1. Displays professional behavior.</li> <li>2. Demonstrates professional responsibility and accountability.</li> <li>3. Demonstrates initiative and self-directed learning</li> </ol>
<b>Communicator</b>
<ol style="list-style-type: none"> <li>1. Demonstrates effective non-verbal and verbal communication skills</li> <li>2. Effectively communicates in writing (written assignments and notes in patient care record).</li> </ol>
<b>Care Provider</b>
<ol style="list-style-type: none"> <li>1. Develops and maintains professional relationships with patients/care givers.</li> <li>2. Gathers relevant medical and medication history.</li> <li>3. Determine medical conditions and assess if the patient’s medication-related needs are being met.</li> <li>4. Develops a care plan that addresses medication and health needs.</li> <li>5. Implements the care plan when appropriate.</li> <li>6. Follow-up and evaluate as appropriate.</li> </ol>
<b>Collaborator</b>
<ol style="list-style-type: none"> <li>1. Works effectively with members of the team.</li> </ol>
<b>Scholar</b>
<ol style="list-style-type: none"> <li>1. Exercises critical thinking and sound judgment to make informed decisions and solve problems.</li> <li>2. Demonstrates the fundamental knowledge required for pharmacists.</li> <li>3. Applies principles of scientific inquiry.</li> </ol>
<b>Learning Objectives determined by preceptor (as outlined in Site Description)</b>
<ol style="list-style-type: none"> <li>1. Demonstrates the knowledge, skills and attitudes outlined by the preceptor in the Site Description</li> </ol>

## APPENDIX 5: Orientation Checklist for Student and Preceptor

This orientation checklist is to be used by both the student and preceptor to cover important topics at the beginning of the placement. Site specific items can be added to the list at the bottom.

Orientation Activity	✓
<b>1. Professional Discussions</b> <ul style="list-style-type: none"> <li>• Preceptor’s practice experience and interests</li> <li>• Feedback and communication; including preceptors preferred method of contact</li> <li>• Student/preceptor responsibilities and expectations; including preceptor review of assignments, provision of feedback and students submission of assignments or documentation for review</li> <li>• Practice expectations; patient confidentiality, dress and appearance policies</li> <li>• Pharmacy/facility information regarding policies and procedures, including patient and staff safety</li> <li>• Information regarding professional and pharmacy activities</li> <li>• Review student’s Learning Plan (posted in MyCred Goals module at least 1 week prior to placement)</li> </ul>	 _____ _____ _____ _____ _____ _____ _____
<b>2. Course Overview: review course syllabus</b> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Activities: patient care (in applicable), projects/assignments, presentations, etc.</li> <li>• Assignments (as determined between preceptor and student)</li> <li>• Assessment process: review each assessment in CORE RXpreceptor (full versions in syllabus) and timing</li> <li>• Discuss student/preceptor responsibilities and expectations</li> <li>• Review preliminary student schedule; modifiable calendar available on <a href="#">website</a> under Pharm 537.</li> </ul>	 _____ _____ _____ _____ _____ _____
<b>3. Pharmacy Practice</b> <ul style="list-style-type: none"> <li>• Practice specialties and characteristics</li> <li>• Site resources and learning opportunities</li> <li>• How will the student be involved in various activities across placement?</li> <li>• Provide samples of forms/processes used, documentation policies and procedures</li> </ul>	 _____ _____ _____ _____
<b>4. Practice Environment</b> <ul style="list-style-type: none"> <li>• Guided tour of practice environment/setting</li> <li>• Introduction to staff: include roles and how they will be involved with student experience</li> <li>• Library, drug information and other resources</li> <li>• Student workspace</li> <li>• Staff cafeteria, coffee area, lockers, washrooms, etc.</li> </ul>	 _____ _____ _____ _____ _____
<b>5. Technology orientation</b> <ul style="list-style-type: none"> <li>• Computer order entry systems</li> <li>• Phone, fax, internet</li> </ul>	 _____ _____
<b>6. Other</b>	 _____