



Faculty of Pharmacy & Pharmaceutical Sciences

Post-Professional PharmD Experiential Education Manual 2016/17

Pharm 511-514

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1 Introduction

1.1 Faculty Mission and Vision

Vision: Excellence in pharmacy education and research through learning, discovery and citizenship.

Mission: To address the needs of society as they relate to pharmacy and the pharmaceutical sciences. The mission will be carried out through discovery, dissemination, and application of new knowledge involving teaching and learning, research and creative activity, community involvement, and partnerships.

1.2 Experiential Education Mission

The Faculty will foster high quality experiential education by recruiting, retaining and supporting exemplary preceptors in diverse practice settings throughout the province in order to provide students with optimal learning opportunities and graduate pharmacists capable of meeting the needs of society.

1.3 Program Overview

Goals of Experiential Training

In keeping with the goals of the Post Professional Doctor of Pharmacy Program, the aims of the experiential courses are to enhance the students':

- Confidence in the role of the pharmacist
- Acceptance of responsibility and accountability for patient drug therapy outcomes
- Ability to make clinical decisions under conditions of uncertainty
- Critical thinking skills
- Communication skills

Experiential Education Course Requirements ([Doctor of Pharmacy](#))

Students must receive 36 credits in experiential learning. They must receive credit in each course once (Pharm 511, Pharm 512, Pharm 513, Pharm 514 and Pharm 515. PharmD Elective placements (Pharm 514 and/or 515) may be repeated to complete the credit requirements. Students are recommended to complete 4 placements in direct patient care. Students have the option to complete the program over a 5-year period. Students will be granted credit by completing placements, receiving transfer credit (see section 4.3) or receiving recognition for prior learning (RPL) (see section 4.4). Placements successfully challenged by the RPL process are considered direct patient care.

1.4 Faculty Responsibilities

Experiential Education at the Faculty of Pharmacy and Pharmaceutical Sciences is committed to supporting preceptors and students at all stages of the placement to facilitate successful experiences. The responsibilities of the Faculty are listed below.

Prior to the Placement

- Ensure that sites and preceptors meet the placement criteria
- Provide training, support and resources for preceptors
- Facilitate preceptors' applications for Faculty Appointments
- Notify sites of placement dates, student names and email contacts via email and RXpreceptor
- Organize a placement schedule for each student that considers the need of both the site and the student
- Provide access to program manuals, course syllabi, Preceptor Guides and other placement resources
- Prepare students for their placements through course orientation

During the Placement

- Be available for consultation throughout the placement as needed
- Assist students and preceptors with navigating the Experiential Education team structure when questions or concerns arise
- Provide information and direction to both students and preceptors when placement issues arise

After the Placement

- Solicit feedback from preceptors to evaluate the course and their student experience
- Utilize course feedback to continuously improve process and courses
- Provide feedback to preceptors on a regular basis
- Facilitate preceptor recognition

2 Student Requirements and Responsibilities ([Faculty Regulations](#))

2.1 Academic Standing and Prerequisites

Students must have completed PHARM 501, 502, 503 and 504 and be in Satisfactory Standing or have Faculty approval to progress into their experiential courses or with Faculty consent. Students enrolled in the part-time pathway may complete Pharm 515 prior to completion of prerequisites with Faculty consent. Satisfactory standing is defined as having achieved a minimum letter grade of B- or received CR in credit/no credit courses.

2.2 Licensure Requirements

Proof of current licensure as a clinical pharmacist with the Alberta College of Pharmacists (ACP) and authorization to administer drugs by injection must be provided to Student Services at least 30 days before the start of the first placement and annually by July 1. Students who do not comply will have their placements cancelled. The costs of licensure, including registration, malpractice insurance and CPR certification are the responsibility of the student. ACP license numbers must be entered into RxPreceptor and may be required at community sites.

2.3 Professional Conduct

Students in the program are required to adhere to the Alberta College of Pharmacists [Code of Ethics](#) and the University of Alberta [Code of Student Behaviour](#). Students are expected to practice according to the [Standards of Practice](#). Students may not receive any compensation for their experiential course activities.

The Faculty of Pharmacy and Pharmaceutical Sciences has ZERO tolerance for unprofessional behaviours, including but not limited to:

- referring to oneself or holding oneself to be more qualified than one is
- failing to call/notify preceptor when unable to meet deadlines, complete tasks or arrive on time
- breaching confidentiality
- violating the Criminal Codes or demonstrating infractions of the Human Rights Code
- conducting sexual impropriety with a patient, caregiver, their families or colleagues
- being impaired with a substance while participating in patient care

The specific occurrence will be reviewed and appropriate action taken which could include removal from the placement site.

2.4 Professional Portfolio (MyCred)

All students must create a portfolio in MyCred at least 30 days before the start of the first placement. (see Appendix 2).

2.5 Placement Requirements

Police Information Check with Vulnerable Sector Check (PIC) (formerly called Criminal Records Check or Security Clearance)

All students entering the program will be required to provide a Police Information Check with Vulnerable Sector Check at least 30 days before the start of the first placement. The original must be presented to Student Services (Medical Sciences Building, room 2-55) and a copy will be retained in the student file for the duration of the program. The Police Information Check must have been done within 90 days of presentation. Note: Some sites have additional PIC requirements, and they are noted in the site description in RxPreceptor. Students that do not provide this documentation will not be able to begin their placements. Should the Police Information Check be unclear, the student's placements may be delayed and the original document will be required for the placement site to assess.

Immunizations

Up-to-date immunization is a program requirement for students in all Health Sciences faculties. Immunization records must be provided to Student Services at least 30 days before the start of the first placement. Students that do not provide this documentation will not be able to begin their placements. Refer to the [University Health Centre](#) for more information. The University Health Centre will assess a fee for service that can vary depending on number & type of vaccines given.

Emergency First Aid and Level C CPR

Up-to-date certification in Standard or Emergency First-Aid and Level C CPR course is a requirement for students in the PharmD program. Documentation of certifications must be provided to Student Services at least 30 days before the start of the first placement and at required renewal intervals until completion of the program. Students are required to recertify as needed to ensure Emergency First Aid and Level C CPR certification is current for all placements. Students that do not provide this documentation will not be able to begin their placements.

N95 Fit testing

Up-to-date N95 certification is a requirement for students in all Health Sciences Faculties. N95 fit testing must be updated every 2 years and students must ensure that certification is up to date for all placements. A copy of the N95 test certificate must be provided to Student Services at least 30 days before the start of the first placement and with each fit test update until completion of the program. Students are responsible to know their N95 size when at a placement site should the need arise to use this equipment. Failure to comply may result in dismissal from the placement site or limitations on activities.

Alberta Netcare Portal (ANP) Access: Community Placements

Pharmacy Doctorate students are expected to complete and send the Alberta Netcare User Registration Form (URF) **eForm** to the pharmacy site Access Administrator (AA) for their signature

and submission. This task needs to be completed at least 4 weeks prior to the start of the placement to ensure access is obtained in time for placement start date.

On the last day of the placement the student must give the Site Access Administrator a completed 'Delete Request' eForm to suspend access at that specific site.

The Alberta Netcare URF eForm can be obtained by going to <http://www.albertanetcare.ca/1187.htm>

Alberta Netcare access is only provisioned for the timeframe requested for the student placement at the pharmacy placement site. Students are encouraged to login to Netcare on the first day to ensure access has been obtained.

Student instructions to confirm Netcare access to placement pharmacy site:

1. Log into your Netcare account. If you have more than one work site on your profile, you will be prompted to select the facility you are working from. If you see your placement site on the list, your access has been provisioned for use at that pharmacy site. (Select the facility you are working at and click ok) If you do not see the facility selection pop up box, please follow instructions below:
2. Once logged into your Alberta Netcare account, Click on the 'My Details' icon in the top left hand corner (looks like a gear icon, right beside the home (house) icon)
3. Scroll down the page to the 'Facilities' section. Once you see your pharmacy placement site name listed then you are authorized to access Alberta Netcare for that pharmacy site.

Need help?

Is the pharmacy site not showing on your Netcare profile?

- Did you follow the Netcare user registration instructions emailed to you by the eHealth Support team?
- When was the eForm sent to site AA? Have you checked back with site AA to ensure it was printed, signed and faxed to number on bottom of eForm? (Processing can take about 12 business days)
- Have you checked with site AA to see if they have received the Netcare account notification email from eHealth Support team? (This notification includes the user credentials and training information or the account ready notification)
- If it has been longer than 12 business days since the site AA has faxed in the URF, and the site AA has not received the account notification please contact eHealth Support contact centre to inquire:

Toll Free: 1-855-643-8649

Edmonton: 780-409-5586

Calgary: 403-295-5975

Email: ehealthsupport@cgi.com

A remote access token (fob) is required for all community placements: if your fob is lost or stolen, contact the **AHS Remote Access team** to advise and to request a replacement: **1-844-542-7876**.

Alberta Netcare Learning Centre - Contact Information:

<http://www.albertanetcare.ca/LearningCentre/Contact.htm>

Alberta Netcare Learning Centre:

<http://www.albertanetcare.ca/LearningCentre/>

ANP Access: AHS Placements

Alberta Netcare registration is arranged by UofA Faculty of Pharmacy, Alberta Health Services (AHS) and eHealth Support Services team prior to the student placement start date to ensure access for the student during the placement. The Netcare user registration for AHS placements is performed at the site level by the AHS Pharmacy Manager. **No action from the student is required.**

Alberta Netcare access is only provisioned for the timeframe requested for the student placement at the pharmacy placement site. Students are encouraged to login to Netcare on the first day to ensure access has been obtained.

Student instructions to confirm Netcare access to placement pharmacy site:

1. Log into your Netcare account. If you have more than one work site on your profile, you will be prompted to select the facility you are working from. If you see your placement site on the list, your access has been provisioned for use at that pharmacy site. (Select the facility you are working at and click ok) If you do not see the facility selection pop up box, please follow instructions below:
2. Once logged into your Alberta Netcare account, Click on the 'My Details' icon in the top left hand corner (looks like a gear icon, right beside the home (house) icon)
3. Scroll down the page to the 'Facilities' section. Once you see your pharmacy placement site name listed then you are authorized to access Alberta Netcare for that pharmacy site.

Need help?

Is the AHS pharmacy site not showing on your Netcare profile?

- Have you checked with the AHS pharmacy manager to see if they have submitted the Netcare request into Identity and Access Management (IAM)? The pharmacy manager will receive an email notification from IAM when the account has been provisioned.
- If it has been longer than 12 business days since the pharmacy manager has requested Netcare access in IAM, and they have not received the account notification please contact the local AHS Service Desk for your zone.

A remote access token (fob) is only required for community (non-AHS) placements. Please keep your token in a safe place. If your fob is lost or stolen, contact the **AHS Remote Access team** to advise and to request a replacement: **1-844-542-7876**.

Alberta Netcare Learning Centre - Contact Information:

<http://www.albertanetcare.ca/LearningCentre/Contact.htm>

Alberta Netcare Learning Centre: <http://www.albertanetcare.ca/LearningCentre/>

It is highly recommended that students utilize site-based computers to access Netcare. If it is deemed preferable between student and preceptor to have the student access Netcare on the student's personal laptop, please contact site Access Administrator (AA) at the pharmacy site to ensure that set-up on laptop meets security requirements.

General Liability Insurance

The University has a general liability insurance policy that insures the pharmacy student while acting within the scope of their duties during their experiential courses. As licensed pharmacists, the students must also carry a minimum of \$2 million in personal liability insurance. Proof of insurance must be provided to Student Services at least 30 days before the start of the first placement and annually by July 1 until completion of the program.

Worker's Compensation

The University provides worker's compensation coverage for students while in experiential courses.

AHS Orientation Requirements

As many practice sites are within AHS, all students must complete the requirements for placement within AHS. Relevant completion documentation must be provided to Student Services at least 30 days before the start of the first AHS placement. These requirements include:

- AHS Information & Privacy and IT Security & Compliance Training Module.
 - The module must be completed and can be found at <http://www.albertahealthservices.ca/3962.asp>. Completion generates a form called the Confidentiality and User Agreement.
- Disclosure of Personal Information form.
 - This form is housed within RXpreceptor. Log-on to your RXpreceptor account and select Surveys from the left hand navigation to access the form.
 - According to the AHS student placement agreement, the University of Alberta health science units are now required to collect and store additional documentation from students. The Faculty provide the Informed Consent for Disclosure of Personal Information in survey form that should be completed in RXpreceptor by the date provided.

- AHS Student Orientation Module
 - The AHS General Student Orientation video module summarizes AHS vision, values, and policies. Completion of the module generates a certificate.
<http://www.albertahealthservices.ca/careers/Page12728.aspx>

2.6 Student Responsibilities

Prior to the Placement

- Develop a professional portfolio in MyCred at least 30 days before your first placement. Share your portfolio with co-preceptors, if applicable, 1 week before your placement.
- Inform the preceptor of any potential absences from the placement as soon as possible. Note: Absences of 2 or more days must be approved by the Course Coordinator.
- Complete a Learning Plan (see Pharm 511-514 Course Syllabus) and add it to the Goals module in MyCred at least 7 days before the start of the placement.
- Review the Site Description and prepare for the placement as recommended within.
- Pharm 515 only - Prepare a Placement Proposal (with embedded learning plan) and provide to the course coordinator and preceptor as outlined in the Pharm 515 syllabus.
- Contact the preceptor prior to the start date to confirm the placement and provide his/her contact information.
- Ensure that practice site policy requirements are met. (See Section 6.0)
- Ensure Netcare Access requirements have been completed.

During the Placement:

- Set and share expectations with the preceptor including level of supervision for various activities, computer training requirements, and deadlines for assignments
- Negotiate and implement the learning plan with the preceptor's guidance and upload it to RxPreceptor as a field encounter at the end of the placement.
- Follow the policies and procedures of the practice site
- Organize time to fulfill all placement commitments
- Work independently and under indirect supervision
- Show initiative and actively participate in all learning opportunities
- Ensure that all course activities are completed
- Complete self-assessments and preceptor evaluations outlined in the course syllabi
- Assume responsibility and accountability for patient care
- Respect confidentiality of both the patients and the site
- Perform regular self-assessment to identify learning needs and deficiencies and to take the appropriate steps to address them
- Be a self-directed learner
- Maintain open communication with the preceptor and other healthcare providers
- Notify the preceptor and/or the Faculty of any concerns that arise during the placement
- Be receptive to coaching and feedback
- Adhere to the evaluation procedures (see Section 5 and course syllabi) and contact the Coordinator if any issues arise during the placement
- Complete PharmD Seminar Course activities, if applicable.

At the end of the Placement:

- Complete the Post Course Evaluation of Preceptor and Site
- Update experiences and supporting evidence in MyCred
- Submit your Pharm 505 Placement Reflection in e-class
- Upload completed learning plan into RxPreceptor as a field encounter
- Participate in faculty organized opportunities to provide feedback regarding the Experiential Education courses and placements.
- Complete the Preceptor of the Year and/or Preceptor Recognition surveys as appropriate
- Adhere to any Netcare processes that are required at the end placement
- Pharm 515 only – complete *Learning Record(s)* and *Implementation Record* in ACP CCP portal.

3 Preceptor Requirements and Responsibilities

3.1 Preceptor Qualifications and Training Requirements

In keeping with our mission to foster high quality experiential education, the Faculty has set preceptor qualifications, training and site requirements. Please refer to the Faculty of Pharmacy website for more information (<http://pharm.ualberta.ca/preceptors/how-to-become-a-preceptor>).

Preceptors are essential to preparing students to be confident practitioners. As such, we are pleased to offer [academic appointments](#) to preceptors in recognition of their vital contribution to pharmacy education.

3.2 Rx Preceptor

The Faculty uses RxPreceptor, an online database management program, for various purposes. It manages the recruitment and matching process, houses forms and resources, allows for correspondence between the Faculty, preceptors and students as well as completion and submission of placement assessments. All preceptors are required to:

- Complete the [Preceptor Enrolment](#) form
- Once this form is completed and submitted, an RXpreceptor account will be created for and your log in information will be emailed to the preceptor. For additional information or technical difficulty, please contact phexed@ualberta.ca for assistance.
- Create a profile within the RxPreceptor account, including your practice site information.
- Access the Site description Template in RxPreceptor to create a Site description (Pharm 511-514 only; see Appendix 1).
- Profiles and Site descriptions should be reviewed and updated annually.
- Enter placement availability in response to Calls-For-Offer (CFO). *For preceptors at AHS/Covenant, the Site Coordinator may enter this data on behalf of preceptor.
- Review student schedules once notified they are available in RXpreceptor for viewing
- Complete all student performance assessments in RXpreceptor.

3.3 Site descriptions

A Site description must be completed for every placement offered for Pharm 511-514 (Appendix 1). The outlines communicate details about the practice setting and patient population as well as expectations regarding the level of knowledge and skill development. Preceptors offering similar placements may collaborate to produce one outline. All applicable sites and preceptors should be listed in the document. Preceptors must create or update these outlines annually, by August 1 of each year.

The Faculty will use the Site description to assign the course number(s) for each placement. The outlines will be provided to the students prior to the placement match. (See Appendix 1 for additional information)

3.4 Preceptor Responsibilities

Prior to the Placement

- Complete foundational Preceptor [Training](#).
- Attend annual PharmD preceptor orientation session
- Arrange for IT Access for your student
 - Preceptors or Site Coordinators must arrange for students to have access to any networks, electronic medical records (EMRs) or pharmacy operations software before the placement begins. Preceptors must notify the Course Coordinator as soon as possible if there are any costs associated with setting up these placement requirements.
- Facilitate Netcare Access, if also the site access administrator
- Review the Course Syllabus and Preceptor Guide
- Review evaluation and assessment tools that will be used online in RxPreceptor.
- Review the student's MyCred, which contains the student's biography, professional experience, learning plan and samples of work. (See Appendix 2 Professional Portfolio)
- For Pharm 511-14 placements, review the student's Placement Learning Plan and consider opportunities to achieve their goals during the placement (See Pharm 511-514 syllabus).
- For Pharm 515 placements, review the student's "Pharmacy 515 Specialty Elective Placement Plan" and embedded Learning Plan to provide feedback to assist the student in refinement of placement learning goals and activities. The student's finalized Placement Plan is subject to the approval of the preceptor (see Pharm 515 syllabus).
- Create the student's orientation and placement schedule.
- Prepare a student work space.
- Provide student with your contact information and details regarding when and where to report on the first day.
- Inform relevant team members that a student is coming and arrange inter-professional learning activities as appropriate.
- Sign up for [library access](#) (if not already established as part of the Clinical Academic Colleague faculty appointment)

During the Placement

- Complete the student's orientation.
 - Discuss the Learning Plan with the student. Collaborate with the student to ensure that his /her goals are realistic, feasible and measurable.
 - Review the course objectives with the student and discuss and agree upon the schedule, activities and assignments.
 - Communicate performance expectations clearly at the beginning of the placement and when introducing a new activity.
 - Encourage self-directed learning.
- Meet with the student at regular intervals to discuss and debrief placement activities.
- Provide timely, positive and constructive feedback.
- Complete early, midpoint and final assessments as outlined in Section 5 and the course syllabus. Discuss these documents and the student's self-assessment with the student.

- Provide more direct supervision initially, and transition to indirect supervision as the placement progresses based on the student's performance. The student is a licensed pharmacist and is expected to assume accountability for placement activities.
- Contact the Course Coordinator if any issues arise during the placement.

After the Placement

- Provide feedback to the faculty via the post course preceptor survey.
- If applicable, ensure IT and/or Netcare access has been discontinued (if required)
- Contact PharmD Course Coordinator if any outstanding feedback required.
- Review the Site description annually and submit changes to the Coordinator

3.5 Orientation Checklist for Student and Preceptor

Post Professional Doctor of Pharmacy

Orientation Checklist

This orientation checklist is to be used by both the student and preceptor to cover important topics at the beginning of the placement. Should there be other site-specific items that need to be discussed, please add them to the list.

Orientation Activity	√
1. Professional Discussions <ul style="list-style-type: none"> • Student MyCred and previous experiences • Preceptor's practice experience and interests • Preceptors preferred method of contact • Professional expectations – patient confidentiality, dress and appearance policies 	 ____ ____ ____ ____
2. Course Review <ul style="list-style-type: none"> • Course syllabus (objectives and activities) • Site description (activities and expectations) (Pharm 511-514) • Assignments and expectations (presentations, in-services etc.) • Review assessment process, forms and timing (including feedback) • Discuss the Learning Plan (Pharm 511-514) • Discuss the Learning Plan embedded in the Placement Proposal (Pharm 515) • Discuss student/preceptor responsibilities and expectations • Review preliminary student schedule 	 ____ ____ ____ ____ ____ ____ ____
3. Pharmacy Practice <ul style="list-style-type: none"> • Practice specialties and characteristics (include how student will be involved) • Site resources and learning opportunities • How will the student be involved in patient care • Provide samples of forms used, documentation policies and procedures 	 ____ ____ ____ ____
4. Practice Environment <ul style="list-style-type: none"> • Guided tour of practice environment • Introduction to staff and health care practitioners (including students); include roles and how they will be involved with student experience • Library, drug information and other resources • Practice site policies and procedures, including patient and staff safety • Information regarding staff meetings, rounds, conferences and committees • Student workspace • Staff cafeteria, coffee area, lockers, washrooms, etc. 	 ____ ____ ____ ____ ____ ____ ____
5. Technology orientation <ul style="list-style-type: none"> • Relevant Computer order entry systems, patient profiles and electronic medical records (EMRs), Medication Administration Records (MARs) 	 ____
6. Other	

3.6 Supervision

In accordance with guidelines set out by the Alberta College of Pharmacists, The Faculty of Pharmacy and Pharmaceutical Sciences, has outlined the requirements for levels of supervision during a clinical placement. The guiding directive during a placement is to ensure that students are appropriately supervised to ensure patient safety is upheld. As the students are licensed pharmacists, they may perform restricted activities under indirect supervision once the preceptor has determined an appropriate level of competence. Given that practice settings are varied, it is important for the preceptor and the student to establish expectations of what can be done under indirect supervision. Patient safety must always guide the amount of supervision that a student requires. Students will require more supervision at the beginning of the program and each placement. As they progress through the placement and the program, the preceptor should adjust the level of supervision based on the practice environment and the students demonstrated competence.

If a student has authorization to perform a restricted activity that the preceptor does not routinely perform in his or her practice, the student and the preceptor must establish if and how the student should integrate this skill into the practice environment.

4 Post-Professional PharmD Program Experiential Education Scheduling and Matching

4.1 Introduction

The Faculty of Pharmacy and Pharmaceutical Sciences is the sole provider of pharmacy education in Alberta. It has developed partnerships with a variety of care providers and sites in Alberta that meet the standards set by the Faculty to offer clinical placements. The Faculty places high value on placing the students in learning environments that support the objectives of the program.

Students will be scheduled for experiential courses based on placement availability and course requirements with consideration of student preferences. As such, students enrolled in this program are expected to travel within the province to complete their experiential education course requirements. Travel and accommodation expenses are the responsibility of the student.

4.2 Conflict of Interest

Students must take responsibility to avoid selecting placement sites where a relationship exists that could negatively impact an ability to learn, cause bias, or hinder meaningful and/or constructive feedback. Students and preceptors must disclose relationships that may create a conflict of interest in the placement environment prior to the matching process. The Director of Experiential Education or PharmD Course Coordinator will review the disclosures and make the decision to remove or keep the placement opportunity as a match option for that individual student.

4.3 Transfer Credit

Students who enrolled in the B.Sc. Pharm program at the University of Alberta in 2004 or later and successfully completed the program can apply to receive credit for Pharm 514 for work completed in Pharm 425 or 426/426. Students must declare whether or not they will transfer credit prior to the match for PHARM 514 by completing the Transfer Credit [Google Form](#). Transfer credit cannot be applied to a course for which a student has already matched to a placement.

4.4 Recognition of Prior Learning

Students with previous experience may choose to undergo an alternative assessment process in order to obtain credit for experiential placements. Currently, students will be allowed to challenge up to ONE (1) experiential placement using the RPL process. See RPL policies & procedures guide posted in the Gateway.

4.5 Student Initiated Placements

As students are entering the program with diverse experiences, it is reasonable that a student may request a placement at a site that does not have an existing relationship with the Faculty, such as those in other provinces, or at sites within Alberta that have not been previously engaged with our program. The purpose of a new placement site or travel outside of Alberta is to provide a learning

experience that may not be available in the placement pool. Note: The Faculty does not pay fees for placements and additional costs for a placement are the student's responsibility.

Student initiated placements:

- Will be excluded from the matching process
- Should fulfill the requirement for an elective course if at all possible
- A student may only complete one elective outside of Canada.
- Must be approved by the Course Coordinator before the placement is scheduled to begin
- May be denied if the site has had a previous relationship with the Faculty and the request appears to impact the integrity of the matching process.
- Must have a signed student placement agreement in place with the site before the start of the placement. If the student placement agreement is not in place prior to the start of the placement, it cannot occur on the dates planned and any costs that are incurred are the responsibility of the student.

[Note: It may take several months for the student to arrange a student placement agreement with the site. In some cases, this agreement may limit the opportunity to schedule the placement.]

- Sites and preceptors must meet the standards set by the Faculty; however, alternate forms of preceptor training may be considered to fulfill the Faculty's preceptor training requirement.
- If the placement site is outside of Alberta, the Course Coordinator or Experiential Education Director may discuss the placement request with the local school of Pharmacy.

Approval of a student-initiated placement includes approval of the site and the preceptor by the Experiential Education Program.

The preceptor(s) and sites must meet the requirements set forth by the Doctor of Pharmacy Program. It is preferred if the site and/or preceptor has been associated with another Doctor of Pharmacy Program or Accredited Pharmacy Practice Residency.

After the placement, the Coordinator will review the preceptor evaluations. The preceptor and site information will be kept on file. Preceptors with practices in Alberta will be contacted in subsequent calls for offer as appropriate.

4.5.1. **Student Initiated Placement Procedures**

The Course Coordinator in conjunction with the Director of Experiential Education will review the documentation (see below under Student Responsibilities), and provide the student with a decision. The decision is final, and they may rule in one of three ways:

1. Approval
2. Approval with conditions
 - The student, preceptor and/or site must fulfill the conditions before the placement is to take place or the placement may be denied.
3. Denial

Student responsibilities

- Notify the Course Coordinator in writing of their intention to initiate a placement before contacting the site and preceptor; a meeting with the Course Coordinator may be preferable, and is an option if needed.
- Initiate communication between the potential preceptor/site and the Course Coordinator
- Collaborate with the Course Coordinator to identify the individual(s) at the placement site responsible for signing the Student Placement Agreement (SPA). ***If the student wishes to obtain a preliminary decision of approved, approved with conditions, or denied prior to the site selector closing for the matching process, the following information must be submitted to the Course Coordinator in writing (email) before the site selector opens:***
 - Subject Heading “Request for Student Initiated Placement”
 - Placement name, dates, location (including whether or not the preceptor is willing to offer the placement)
 - Preceptor name and contact information
 - Description of the proposed placement
 - Which course the student is requesting the placement to fulfill
 - Declaration that there is no Conflict of Interest
 - NOTE: If a student applies for a student-initiated placement, he/she will be excluded from the faculty-led matching process for the course in question. Should the student-initiated placement be cancelled, modified, or not meet the conditions, this will need to be re-scheduled outside their existing schedule.
- For out of province/country SIP’s:
 - Comply with the licensure or registration requirements of the appropriate regulatory authority, including any additional liability insurance. For out of Alberta placements, student pharmacist licenses will only be acceptable IF:
 - it is acceptable to the appropriate regulatory body
 - it is agreeable to the preceptor
 - the learning outcomes can be reasonably maintained with a student license as determined by the Course Coordinator or Director of Experiential Education
 - Obtain any relevant visas (out of country travel).
 - Ensure any additional immunization requirements are met
 - Make arrangements for travel and accommodations.
- Students are responsible for all costs associated with the placement including but not limited to travel, accommodation, additional immunization, placement fees and licensure/registration. If these requirements are not fulfilled before the start of the placement, the Coordinator will cancel the placement (see Section 4.4).

Additional Preceptor Responsibilities:

- Complete the RxPreceptor Enrolment form
- Review the preceptor and site criteria

- Meet with the Course Coordinator to review course and preceptor requirements and expectations
- Negotiate the placement dates with the student

Course Coordinator Responsibilities:

- Provide the preceptor with the course syllabus
- Provide the preceptor with the relevant program policies
- Solicit information and documentation required to determine if the site and preceptor requirements have been met from the preceptor
- Verify the status of the student placement agreement and provide the receiving placement site with the HSC placement agreement template. If required, determine the name and contact information of the individual at the placement site who would be responsible for signing the Student Placement Agreement. The PharmD student may be asked to assist in identifying the individual as appropriate.
- If required, contact the Office of Experiential Education at the local Pharmacy school to gain approval to utilize the site

4.6 Scheduling procedure

RxPreceptor will be used to coordinate the majority of student experiential courses. Placement assignment is based on student ranking in the lottery, course requirements and preceptor availability as well as student's program goals. Students will be able to view the Site descriptions prior to selection to become familiar with opportunities available (Pharm 511, 512, 513 and 514). The following placements will be added to students' schedules prior to or after the match:

- Pharmacy 515 Specialty Electives
- Student initiated placements
- Other held open blocks

Student initiated placements must be declared before the match and will be added to the student's schedule before finalizing the Faculty-led site selection matching process. If a student-initiated placement is cancelled for any reason, the student will be given the next available placement option to complete the course requirement. The placement may not occur during the originally scheduled block and as such, a student's convocation may be delayed. The Coordinator may be required to modify a student's schedule during the year due to unforeseen circumstances.

5 Other Experiential Education Policies

5.1 Protection of Privacy

The personal information contained in the student performance assessments collected by the University in accordance with Section 8 of this Course Manual, 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.

5.2 Practicum Intervention Policy

The Dean, or Supervisor acting on behalf of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a practicum/clinical placement if the Dean or Supervisor has reasonable grounds to believe that this is necessary in order to protect the Public Interest.

5.3 Attendance, Punctuality and Absenteeism

Attendance and completion of all hours is mandatory for credit to be received. Students are expected to be at the placement site 40 hours each week unless directed by the preceptor or Course Coordinator. The days and hours of work may vary between placement sites. Refer to site descriptions for specific details. Absences must be made up with the approval of preceptor. Course Coordinator and Preceptor must approve changes to the placement schedule prior to implementation.

Should a statutory holiday fall within the course dates, students are expected to follow the preceptor's schedule. If it is not a scheduled workday for the preceptor, the student will receive the day off and the time will not need to be made up.

Students are expected to be punctual at the placement site, including all additional aspects of the placement such as meetings, discussion sessions and appointments. It is expected that students will contact the preceptor if an issue arises. Travel time to and from the placement site must occur on the student's own time.

In the case of illness, the student should notify the preceptor as soon as possible. Absences due to illness of two days or more may require a physician's note. This documentation is provided to the preceptor and a copy submitted to the Course Coordinator. Routine medical or dental visits should be scheduled outside of placement hours. Requests for absences or schedule changes for illness or life events should be made to the Course Coordinator and Director of the PharmD

Program in writing as soon as possible. Changes will be made at the discretion of the Course Coordinator in consultation with the program Director based on the program requirements for continuation & promotion as well as timeline for completion outlined in the calendar.

PharmD Seminars will be scheduled in the winter and spring/summer terms. Students are mandated to attend these seminars. Attendance of seminar is an excused absence from the placement. Students should remind preceptors of the seminar dates within the placement dates prior to the start of the placement. Students have been allocated up to three days during the program for professional related activities (i.e. presenting at a conference, job interviews) that must be approved, prior to the activity, by both preceptor and the Course Coordinator during their experiential learning.

5.4 Dress Code and Personal Hygiene

Students are expected to maintain personal cleanliness and avoid scented creams and perfumes. They should dress in appropriate and professional attire that is clean, neat and not overly worn. They should always wear Faculty of Pharmacy identification. Students must adhere to the dress code of the pharmacy or institution in which they are placed and are advised to enquire about site-specific policies in advance.

The following are generally considered to be **unacceptable** in the workplace:

- revealing or provocative clothing
- blue jeans
- sweat pants/track suits
- shirts bearing slogans
- clothing made of spandex
- short shorts or skirts
- bare midriffs or low necklines
- running shoes or sandals

6 Preceptor Awards and Acknowledgment

6.1 Preceptor of the Year Award

The Faculty of Pharmacy and Pharmaceutical Sciences and PharmD students in partnership with TEVA sponsor an annual award to recognize an outstanding preceptor. The award is granted each year to one primary preceptor or a team of co-preceptors within the PharmD experiential education curriculum. Each student can make one nomination. Faculty members are ineligible for the preceptor of the year award. Each nomination can be for an individual primary preceptor or a co-precepting team. Individual supporting preceptors are not eligible for nomination. A selection committee consisting of student, ACP, and Faculty representation will assess the nominations. Nomination forms will be available as a survey in RxPreceptor and must be submitted by the annual deadline.

6.2 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”. Each year’s theme will be noted on the nomination form in RxPreceptor.

Each student can nominate one or more preceptors one week following the completion of his/her placement. Faculty members may be nominated for preceptor recognition. The nomination form will be distributed to students as a survey in RxPreceptor. All preceptors nominated for Recognition will be acknowledged at the Annual Faculty Awards program or the PharmD graduation celebrations. Recipients will also receive a congratulatory letter and certificate. Permission will be sought for inclusion in the Preceptor Newsletter and Faculty website.

Appendix 1.1: Site Descriptions – Information for Preceptors

The Site Description provides opportunity to give details about the learning environment, such as:

- practice location and setting
- patient population including common diagnoses and/or demographics
- number of patients and complexity
- common clinical activities and day to day routines
- professional relationships and collaborating partners
- expectations for student activities and responsibilities
- student learning opportunities
- student assignments
- supplemental information such as special dress code requirements, pre-readings, hours of work, and other student requirements.

The site description must be completed for every placement offered. The descriptions are in a Google Doc format and are stored in a Google Drive and will be posted to site &/or preceptor descriptions in RXpreceptor. A primary contact must be identified on the form. If multiple preceptors offer a placement on the same service, one site description, which includes all preceptor names, may be completed for that group of placements. These forms must be reviewed and updated annually by the author. Faculty, students and preceptors will use the site description. Based on information provided in this description, the Faculty will determine which course could be assigned to a given placement. Students will use this information to inform their requests for the placement match. Preceptors and students will use it as a map for planning the placement activities and the context for which students will complete the course objectives. The PharmD Experiential Education Coordinator is available to assist with developing the site description

Appendix 1.2: Site description Template

Site Description			
Insert Practice Setting Name			
Placement Address			
Primary Preceptor(s)			
Type of Experience	<input type="checkbox"/> Option 1: Patient care (Pharm 426/428/536/537/511-515) <input type="checkbox"/> Option 2: Non-patient care (option for electives only [Pharm 515 and 537], see below) <input type="checkbox"/> Option 3: Patient care in combination with non-patient care (option for electives only , [Pharm 515 and 537])		
For Options 2 or 3 (Electives only), list practice setting (see descriptions)	<table border="0"> <tr> <td> <input type="checkbox"/> Advocacy/Professional Organizations <input type="checkbox"/> Compounding <input type="checkbox"/> Drug and/or Toxicology Information <input type="checkbox"/> Drug Stewardship/Drug Use Evaluation <input type="checkbox"/> Evidence Based Medicine / Knowledge Translation / Academic Detailing </td> <td> <input type="checkbox"/> Health Policy / Government Services <input type="checkbox"/> Leadership / Administration / Management <input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Other: _____ </td> </tr> </table>	<input type="checkbox"/> Advocacy/Professional Organizations <input type="checkbox"/> Compounding <input type="checkbox"/> Drug and/or Toxicology Information <input type="checkbox"/> Drug Stewardship/Drug Use Evaluation <input type="checkbox"/> Evidence Based Medicine / Knowledge Translation / Academic Detailing	<input type="checkbox"/> Health Policy / Government Services <input type="checkbox"/> Leadership / Administration / Management <input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Other: _____
<input type="checkbox"/> Advocacy/Professional Organizations <input type="checkbox"/> Compounding <input type="checkbox"/> Drug and/or Toxicology Information <input type="checkbox"/> Drug Stewardship/Drug Use Evaluation <input type="checkbox"/> Evidence Based Medicine / Knowledge Translation / Academic Detailing	<input type="checkbox"/> Health Policy / Government Services <input type="checkbox"/> Leadership / Administration / Management <input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Other: _____		

Brief Practice Setting Description	<p>Items to consider including:</p> <ol style="list-style-type: none"> 1. Describe the practice setting <ol style="list-style-type: none"> a. Consider the common clinical and professional activities completed by pharmacists in this practice b. Describe team members within the practice (as applicable) and highlight opportunities for collaboration with other health professionals c. Describe the patient population, including common disease states/demographic seen (for patient care experiences). d. URL links can be added about your practice site, if available. 2. Describe the learning experience at your site. <p>Elaborate on the activities that student's can participate in at your site (example: regular meetings they may attend, teaching/learning sessions, projects they may contribute to)</p> <ol style="list-style-type: none"> a. Describe the sites precepting experience (number and level of learners) [as applicable] b. Indicate if pharmacists co-precept, or precept in teams c. Include unique models of precepting used at site (such as 2 learners together), as applicable <p>NOTE: Below, there is an optional section for supplemental information. Please include any additional data you would like student(s) to have there. This text can be deleted/replaced by your information – it is intended to serve as a guide.</p>
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Learning Objectives (For Elective only)	
NOTE: Patient care experiences have learning objectives in course syllabus)	
Please list up to 3-6 main learning objectives that outline what the student will be expected to demonstrate by the end of this placement.	

<p>(see descriptions for examples.) NOTE: These learning objectives are in addition to the expectation that students exhibit professionalism, effective communication, and appropriate critical thinking and decision-making skills. In addition, for placements with patient care activities, students will be expected to demonstrate patient care process skills (those expectations do not need to be listed here).</p>	
<p>* Students need to create a Learning Plan as part of this elective. In consultation with you (preceptor), your student will outline skills and knowledge he/she would like to focus on in addition to the learning objectives provided above. Where possible, we encourage collaborative engagement with students to determine projects/assignments of mutual interest and feasibility.</p>	

Supplemental Information (Optional)	
<p>General hours of work (Comment on expectations for evenings or weekends)</p>	
<p>List topics and/or skills that student should be familiar with prior to the start of placement</p>	
<p>List required pre-placement readings</p>	
<p>List resources, citations, or websites suggested for student to enhance learning.</p>	

Appendix 2: Professional Portfolio - MyCred

The Professional Portfolio is intended to introduce the student to matched preceptors and document the student experiences, skill development and professional growth. It is also a tool to manage and record professional development plans and activities. This portfolio can be used and maintained beyond the Doctor of Pharmacy Program for a fee.

The portfolio must be created at least 30 days before the start of the first placement. A detailed instruction sheet with images for setting up a MyCred account will be available to students in e-class. The following is a summarized version of these instructions.

To create an account, students need to log into RxPreceptor and click MyCred in the bottom left hand corner. This will automatically create an account and link it to the student's RxPreceptor account. Students can then complete the following steps to set up their MyCred Portfolio:

1. Set your "Professional Status" by clicking the associated "Update Now" button. Choose "student" and "Save Update"
2. Set up your "Key code" by clicking the associated "Update Now" button. Choose your keycode and "Save Update".
 - A keycode allows you to lock certain modules from viewing. Only those with your keycode can view this content.
3. Establish your "Public Portfolio" by clicking on the associated "Update Now" button. Enter your full name and load a photograph. On the sticky note, you can enter a short message regarding your experience, interests, and/or goals.
4. Add a secondary email (optional) by clicking "Account Settings" and add your secondary email in the "Back-Up email" section.

Once the student has set up their account, they can add content and information to their portfolio. It is important to note that MyCred portfolios are not searchable. Access is only available through RxPreceptor or through the specific URL. To activate modules and add content, follow these steps:

1. Click the lightbulb to the right of a module to activate.
2. Click on the pencil next to the activated module to upload to that module. Click "Add New Record", add content, and click "Save Update"
3. To modify content, use a similar process but click the pencil to edit, the red X to delete, or the blue arrows to move the record.

Students are required to complete all Mandatory Modules and ensure they are "unlocked". To unlock a module, the center icon must be set at the green open padlock. Modules not listed on the Mandatory list are optional and may be used and "locked" if desired by the student. To lock a module, click the center icon to set at the red closed padlock. Once a module is locked the viewer can only see the content if he/she has the Keycode.

Mandatory modules that must be completed by the student and **unlocked** are as follows:

Header Content

- Photograph, Contact information (Address (city only), phone number and email), Sticky note message of general experience, interests and/or goals

Biography/Summary

Courses Taken

- Include traditional and experiential courses completed thus far in the PharmD program
- Unique University course or other training that you have received

Education

- Include Bs.Sc.Pharm and other degrees,

Employment History

Licenses and Certifications

- Statement of licensure and any additional authorizations (injections, APA)

Goals

- Goals for PharmD program and Career goals
- Add you learning plans for exed course here

Cases

- add select samples (not all) of care plans or documentation throughout your ExEd courses. **Please ensure ALL patient identifiers are removed**

Presentations

- add select samples (not all) throughout your ExEd courses or from your prior experience (optional)

Projects

- add select samples (not all) throughout your ExEd course and from your prior experience

All of the following as applicable:

- Residency (if applicable)
- Fellowship (if applicable)
- Publications (if applicable)

Optional Modules

- All other modules the student chooses.
- Optional Modules may be locked if the student prefers.