



Preceptor Faculty Appointments

Preceptors are essential in preparing students to be confident pharmacist graduates who are ready to enter practice. As such, The Faculty Pharmacy and Pharmaceutical Sciences is pleased to be able to offer academic appointments to preceptors as recognition of their critical role in the education of students.

All preceptors must complete a [Preceptor Enrolment Form](#) in order to receive a faculty appointment. Please note, preceptor training is required, and must be recorded on each preceptor's RXpreceptor account. Preceptor training requirements are outlined on our "How to Become a Preceptor" webpage at <http://pharm.ualberta.ca/preceptors/preceptors/how-to-become-a-preceptor>

There are 2 academic titles now available to preceptors at the Faculty. They are:

(1) Clinical Preceptor: every preceptor receives this title which provides 120 days of University of Alberta library access corresponding to the term in which they are precepting. The preceptor receives library access by completing the [library access](#) application form. Preceptors will be reminded of this process prior to the term of preceptorship by our administrative coordinator.

The library, including how-to information, can be accessed at:
<http://pharm.ualberta.ca/preceptors/preceptors/training-and-resources/library-resources>

(2) Clinical Academic Colleague (CAC): this appointment is available to preceptors who continually support the Faculty and its students by precepting on a consistent basis. This appointment grants the preceptor access to the University of Alberta library for the entire year. Other privileges are available and are outlined at:
<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Clinical-Academic-Colleagues-Procedure.pdf>

Preceptors are eligible for this title if they have precepted or have offered to precept students in the past 2 out of 3 years, and intend to continue precepting similarly in the future.

In order to award the CAC title, the following are required in the nomination package:

1. Preceptor's CV/resumé (please include a section that highlights your precepting experience, and include your degree(s) for the purposes of printing in the annual university calendar)
2. Confirmation of completing preceptor training, either live workshop or on-line (E-tips from UBC) [Note: self-declaration is part of the Preceptor Enrolment form.]
3. Confirmation of completing the Patient Care Process Preceptor e-module [Note: self-declaration is part of the Preceptor Enrolment form.]
4. Completed Preceptor Enrolment form

The CAC is offered for a 3-year term, with annual confirmation of participation in the program.

How to apply for the CAC:

1. Complete the online application at <http://pharm.ualberta.ca/preceptors/preceptors/preceptor-benefits-and-awards/preceptor-faculty-appointments/cac-application> by one of the following adjudication dates:
 - February 1
 - May 1
 - August 1
 - November 1
2. Ensure your preceptor account within [RXpreceptor](#) is updated to reflect your completion of required preceptor training. Once logged into [RXpreceptor](#), under the “Requirements” tab, you will see fields to enter and update this information. If you need help with this process, please contact our office administrator for assistance.

For any questions or concerns regarding the CAC application process or eligibility, please contact the office administrator at phexed@ualberta.ca or 780-492-9780.

Applicants will be notified within 4 weeks of submitting their application.