Preceptor and Site Requirements and Responsibilities

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.

To achieve our mission, we have developed the following Preceptor Requirements and Responsibilities.

To be a preceptor*, the individual must:
- Hold an active pharmacy license with the Alberta College of Pharmacists (or equivalent when applicable) without any restrictions that may impact his/her ability to provide a good learning experience for a student, or no outstanding complaints that have been referred to a hearing tribunal
- Have a minimum of 1 year practice experience
- Practice at a level of proficiency that enables him/her to meet the course requirements
- Be a role model for students by having an ethical and professional practice
- Have the skills, time and support available to facilitate the student’s learning experience

In addition, preceptors* must agree to:
- Commit to meet the preceptor responsibilities outlined in the Preceptor Guide including:
  - Prepare for the placement in advance of the student start date
  - Provide an orientation for the student
  - Fulfill course objectives
  - Provide learning opportunities and supervise student activities
  - Meet with the student at appropriate intervals according to the course requirements to discuss progress with course requirements
  - Provide ongoing, timely and constructive feedback to the student
  - Complete required assessments of student performance
  - Contact the course coordinator if any issues arise during the placement
- Complete required initial training (items 1&2) and annual updates (item 3):
  1. Precepting the Patient Care Process e-Module (1 hour) [patient care experiential courses only]
  2. At least ONE foundational preceptor training program such as:
     a. Faculty of Pharmacy Workshop Level 1: “Setting You and Your Student up for Success*. (3 hours)
     b. UBC E-tips on-line module (2-3 hours)

*Primary preceptor: the individual responsible for facilitating and supervising the placement as well as completing written evaluations of the student. A primary preceptor should supervise the student at least 50% of time. Co-preceptor: Term applied when 2 or more practitioners share the responsibilities of the primary preceptor. It is recommended that there are no more than 3 co-preceptors.

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3. Review annual course updates (which reviews course syllabus, including updates from previous year) (1 hour)
   • Receive and respond to communication with faculty
   • Complete the Preceptor Enrolment Form (which activates an RxPreceptor account), and maintain one’s preceptor account information
   • Disclose any conflict of interest (familial, personal, or financial) to the course coordinator as applicable.

In selecting preceptors*,
   • Preference will be given to pharmacists who have the following:
     o Previous precepting or teaching experience
     o Additional degrees, training or certifications
     o For Patient Care Placements
       ▪ Authorization to administer injections and additional prescribing authorization
       ▪ Utilizing PracID (clinical placements)
       ▪ Routinely performing patient assessments
       ▪ Routinely monitoring and managing medication therapy
       ▪ Routinely documenting patient care provided
       ▪ Working collaboratively with patients and other healthcare providers

Preceptors from other health disciplines
When applicable, pharmacy students may be precepted by professionals from other health disciplines. These preceptors must fulfill the program’s preceptor requirements with the following exceptions
   • Hold an active license to practice in his/her province and be a member in good standing with the licensing body.
   • May be exempt from completing foundational preceptor training based on training completed in their discipline at the discretion of the course coordinator or program director.

Practice Site Requirements
   • The site must meet or exceed the requirements for licensure and be in good standing with its provincial regulatory authority
   • Be established for at least 6 months
   • The owner/manager (if applicable) must agree to accept the student for a placement and demonstrate commitment to fulfilling the course objectives and activities
   • Staffing levels must enable a positive and supporting learning environment that allows preceptors to fulfill the defined roles and responsibilities of the course
   • For patient care placements, students must be able to access medical records, Netcare and on-line resources as needed

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