

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.

We have developed the following **Preceptor Requirements and Responsibilities**.

To be a preceptor*, the individual must:

- Hold an active license with the Alberta College of Pharmacists (or equivalent, for preceptors in other disciplines or in other jurisdictions) 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 guide the student to meet 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 fulfill the following preceptor responsibilities:

- Prepare for the placement and provide an orientation early in the placement
- Facilitate the student's ability to fulfill course objectives
- Meet with the student at appropriate intervals to discuss course progress
- Provide timely feedback, and complete assessments of student performance
- Receive and respond to communication with faculty
- Complete training requirements (details outlined on website)
- Disclose any conflict of interest (familial, personal, or financial), if present, with student(s) assigned to you.

Practice Site Requirements

- Be established for a sufficient length of time to allow students to achieve course objectives. In community pharmacy settings, this is typically a minimum of 6-12 months.
- Staffing levels must enable a positive and supportive learning environment that allows preceptors to fulfill the responsibilities of the course.
- For patient care placements, students must be able to access medical records, Netcare and online resources as needed.

***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.