Undergraduate Experiential Education Program

Policies and Procedures Manual
Contents
Experiential Education Faculty .................................................................................................................. 4
Experiential Education Course Requirements ............................................................................................... 5
Student Responsibilities ................................................................................................................................. 5
  Prior to the Placement ................................................................................................................................. 5
  During the Placement ................................................................................................................................. 6
    Orientation: ............................................................................................................................................. 6
    Throughout the placement: ...................................................................................................................... 6
    Evaluations: ............................................................................................................................................. 6
    Professionalism Expectations: .................................................................................................................. 6
    At the end of the Placement: ................................................................................................................... 6
Course Assignments ........................................................................................................................................ 7
Communication .............................................................................................................................................. 7
  When to Contact the Faculty ....................................................................................................................... 8
Experiential Education Course Policies .......................................................................................................... 8
  Attendance Policies for Pharmacy Students ............................................................................................... 8
    Illness ....................................................................................................................................................... 8
    Bereavement ........................................................................................................................................... 8
    Stat holidays .......................................................................................................................................... 8
    Faculty Endorsed Activities .................................................................................................................... 8
    Non-Endorsed Activities ........................................................................................................................ 9
    Professional Development Activities ....................................................................................................... 9
    PharmD Seminars .................................................................................................................................... 9
  Conflict of Interest Policy .......................................................................................................................... 9
  Academic Dishonesty .................................................................................................................................. 9
  Social Media ............................................................................................................................................. 10
  Mobile Devices .......................................................................................................................................... 10
  Practicum Intervention Policy .................................................................................................................... 10
  Placement Matching Process and Policies ................................................................................................... 10
Experiential Education Course Procedures ....................................................................................................... 10
Experiential Education Faculty

Please contact Experiential Education Administrative Services at phexed@ualberta.ca for all general inquiries. Other roles in our office include course development and delivery, and student advising. Should you have a question specifically about a course, a student concern, or feedback for our consideration, you can contact the appropriate team member listed below.

Ann Thompson
Director
athompson@ualberta.ca
780-492-5905

Dallyce Bialowas
Program Administrator
dallyce.bialowas@ualberta.ca
780-492-9969

Candace Ramjohn
Program Assistant
phexed@ualberta.ca
780-492-9780

Cheryl Cox
Undergraduate Student Coordinator
ccox@ualberta.ca
780-492-2110

Renette Berthalet
Faculty Liaison
Community Practice Preceptors
renette@ualberta.ca
780-492-8066

Michelle MacDonald
Faculty Liaison
Hospital Practice Preceptors
m11@ualberta.ca
403-980-7459

Marlene Gukert
Faculty Liaison
Long Term Care Preceptors
mgukert@ualberta.ca
403-254-6449

Sheila Walter
PharmD Course Coordinator
swalter@ualberta.ca
780-492-5513

Tara Leslie
Faculty Liaison
PCN and Family Care Centres
tleslie1@ualberta.ca
403-818-7490
Experiential Education Course Requirements

Students are advised of requirements upon admission into the program and prior to the placements at the experiential orientations held during the school year. Requirements are monitored by the Faculty (Student Services) and email requests to update or complete a requirement must be completed immediately. Some requirements may differ depending on the undergraduate experiential course. Failure to comply will result in cancellation of the placement.

Requirements include:
1. Letters of Reference
2. Police Information Check
3. Immunizations
4. ACP Registration
5. CPR Certificate (Standard or Emergency First-Aid, Level C)
6. N95 Respirator Mask Fit Testing
7. AHS Information & Privacy and IT Security & Compliance Training Module
8. AHS Student Orientation Module
9. Informed Consent for Disclosure of Personal Information

If additional requirements are added during a school year, students will be notified.

More detailed information regarding experiential course requirements can be found at:
Pharm BSc Program-ExEd Student Info

Student Responsibilities

Prior to the Placement

- Review the course syllabus to ensure that the objectives, activities, assignments and assessment process and criteria are well understood.
- Develop a professional portfolio in MyCred at least 30 days before your first placement. Share your portfolio with preceptor/co-preceptors, if applicable, 1 week before your placement.
- Request any potential absences from the placement as soon as possible.
- Review the Site Description and prepare for the placement as recommended within.
- Contact the preceptor(s) prior to the start date to confirm the placement and provide his/her contact information.
- Ensure Netcare Access requirements have been completed.
- Student must bring:
  - Useful resources; students should ask their preceptor about what resources would be helpful for them to bring to their placement or how they can prepare.
  - A printed copy of the Orientation Checklist to their placement site to ensure all topics are discussed during the orientation. (see Appendix 2)
  - The respiratory placebo devices they were provided in Pharm 330 to their Pharm 426 community practice placement.
  - The Inter Professional Shadowing Flash card (green colour) to use during the Inter-Professional activities for all placements.
  - Their N95 Fit Mask certificate; states the type of mask to wear if needed (required for Pharm 316 and Pharm 428).
During the Placement

Orientation:
- Set and share expectations with the preceptor including level of supervision for various activities, computer training requirements, and deadlines for assignments
- Follow the policies and procedures of the practice site

Throughout the placement:
- 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
- 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
- It may be necessary for the student to devote more than the placement site time to complete all assignments. Evenings or weekends would be appropriate times to complete course assignments and/or placement-related activities thereby allowing for optimal patient contact time and preceptor discussion times during the day

Evaluations:
- Complete self-assessments and preceptor evaluations outlined in the course syllabi
- Reflect to identify learning needs and deficiencies and to take the appropriate steps to address them
- Be receptive to coaching and feedback
- Adhere to the evaluation procedures (see ‘Assessment’ and course syllabi) and contact the Coordinator if any issues arise during the placement

Professionalism Expectations:
- Assume responsibility and accountability for patient care
- Be a self-directed learner; if at the placement site with a peer, work collaboratively and respectfully with your peer.
- Respect confidentiality of both the patients and the site
- Ensure ALL policies related to professionalism are reviewed and adhered to.

At the end of the Placement:
- Thank your preceptor(s) for their time and commitment to precepting you.
- Complete the Post Course Evaluation of Preceptor and Site (non-anonymous) after you leave the placement site.
- 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
**Course Assignments**

Information regarding the required assignments is included in the course syllabus and at the course orientations in April. Posting details are reviewed and summaries and schedules have been included in the syllabus to assist with completion and planning.

Students must be aware of the assignment requirements prior to the placement starting. Assignments and documentation should be created throughout the placement and completed in time to allow for review by the preceptor.

Not all documentation (i.e. drug information responses) developed during the placement needs to be posted. It is suggested that students and preceptors discuss a “completion and review” schedule so expectations are clear regarding documentation submission for preceptor review. Students should not leave everything for the last few days of the placement or expect the preceptor to review all documentation on the last day of the placement.

**Communication**

**Faculty/Student**

The Faculty will send information to students via e-mail to ensure it is received in a timely way and allowing for prompt response. Please familiarize yourself with the [UofA's Electronic Communication Policy for students](#).

- When emailing a preceptor Faculty member include the course in the subject line
- Use only your UofA email account (not Hotmail, Yahoo, etc.).
- Students are required to check UofA e-mail accounts at least every three days during their placement and for at least two weeks following completion of the course in case a resubmission of an assignment is required.
- Failure to receive or read Faculty communications sent does not absolve students from knowing, responding or to or complying with the content of that communication.

Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

**Preceptor/Student Communication**

Students must post their picture, date of birth, ACP student license number and emergency contact information on RxPreceptor prior to the first placement; Pharm 305. This should remain in RxPreceptor for the duration of the program.

The Faculty advises preceptors to check for their student’s profile and resume on RxPreceptor one month prior to the start of the placement and to confirm review of the information with the student within one week of viewing the documentation.

If no reply has been received THREE WEEKS PRIOR to the start of the placement, the student must contact the preceptor or site coordinator either in person or by phone to ensure that the preceptor and practice site are aware of the placement. Students must advise the course coordinator if they are having difficulties contacting their preceptor.
When to Contact the Faculty
It is important that students share their expectations regarding the placement early with the preceptor. Students should contact the experiential office (phexed@ualberta.ca) if concerns arise about the ability to meet course expectations, such as:

- insufficient opportunities to complete required learning activities
- need for more dialogue and feedback from the preceptor
- performance difficulties
- ethical concerns
- conflict with the preceptor

Concerns will be dealt with in confidence. The student and Faculty will develop a plan for resolving difficulties before any action is taken.

Experiential Education Course Policies

Attendance Policies for Pharmacy Students
To provide guidance for expected and unexpected absences from placements, guidelines are outlined below. In general, it is expected that students will be present at the placement site on the pre-specified schedule such that they can achieve the objectives required of the course, and meet their obligations to patients, their preceptor and team members.

Students are required to document all absences from the placement in RxPreceptor. Preceptors will be prompted to ‘approve or deny’ the absence request by way of an email prompt from RxPreceptor. Preceptors are encouraged to contact the Faculty (phexed@ualberta.ca) for clarification of a request.

Illness
In the case of illness, students are expected to notify the preceptor as soon as possible. Absences due to illness of two days or more may require an explanation and/or evidence such as a physician’s note. Please 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.

Stat 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.

Faculty Endorsed Activities
The Faculty supports student participation in activities such as the UofA on-campus flu clinic, conferences and PDW, if feasible with the placement schedule, preceptor approval, and the time away from the placement is reasonable.
Non-Endorsed Activities
Activities ineligible for absence approval include; mock OSCE’s, jurisprudence exams, travel and vacation.

Professional Development Activities
Students enrolled in 4th year experiential courses may be absent from placements for up 1 day per ExEd placement block for professional development (PD) related activities, such as a conferences or career fairs. PharmD for Practicing Pharmacists (PPP) students are availed up to 3 days for professional related activities over the course of all placements.

Absences for professional development activities must be approved in advance of the activity by the preceptor and logged within RxPreceptor. PPP students must also notify their respective course coordinator in writing, of all PD absences taken.

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.

PharmD Seminars
PharmD seminars run concurrently with placements. It is mandatory that your student attends these seminars in person. These are excused absences and the time does not need to be made up. For seminars that are less than a full day, students are expected to be at the placement for the rest of the work day as reasonable given the required travel time.

Placement Matching Process and Policies

Conflict of Interest Policy
The Conflict of Interest Policy is intended to avoid potential bias during the evaluation process and ensure the “learner: teacher” relationship is upheld.
Placements are not permitted at sites where a personal or financial relationship exists.

- Personal relationship (friends, family)
- Financial relationship (pharmacy practice site in which the student has received a wage in the past, is currently employed or has a contract or promise for future employment.)

Disclosure is the responsibility of the student. Failure to disclose a potential conflict of interest may result in the student having to repeat the placement at an alternate site.
Students will complete a Conflict of Interest Disclosure survey in Year 1 of the program to inform students of this policy. The survey is administered in RXpreceptor.

Academic Dishonesty
Students are expected to be familiar with the standards regarding academic dishonesty and to uphold the policies of the University, including the Code of Student Behaviour. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University. The Academic Integrity Handbook outlines all policies related to this and is located at:
http://www.osja.ualberta.ca/Students.aspx
Social Media
Students must refrain from posting any patient, pharmacy practice or business information on any form of social media (Facebook, Twitter, YouTube, etc.)

Mobile Devices
At each site, the use of electronic devices is to be reviewed with the preceptor. If device use is sanctioned at the site, they are to be used with utmost discretion for educational purposes only. If directed by the preceptor, device may be used to contact the preceptor for experiential education related matters only.

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. Refer to Practicum Intervention Policy for additional information. The Dean’s authority is balanced by the right of a student to appeal the Dean’s decision to the Faculty Practice Review Committee and to the GFC Practice Review Board (PRB).

Placement Matching Process and Policies
The Faculty engages pharmacists to preceptor in many different rural, suburban and urban locations across the province of Alberta. The Faculty places high value on utilizing learning environments that support the objectives of the program. The Faculty recruits sites that meet the standards and criteria set by the Faculty to offer clinical placements. Therefore, students are not permitted to recruit preceptors to be their preceptor.

Students will be scheduled for experiential courses based on placement availability and course requirements with consideration of student preferences. Students must complete at least 1 placement in a rural or suburban setting (outside of a 50 km radius surrounding each Edmonton and Calgary) during the course of their undergraduate studies. Based on availability, students may need to complete more than 1 placement in a rural or suburban location.

Travel and accommodation expenses are the responsibility of the student. For experiential courses longer than 2 weeks, travel bursaries are available to students who qualify. Students are encouraged to contact Student Services to review eligibility criteria. Students are advised of requirement for travel related to experiential courses prior to admission to the program. Matching orientations are provided to the students prior to each experiential course to ensure students are informed of the process. All placement matching is conducted using RxPreceptor.

Experiential Education Course Procedures

Course Registration
Students must register for their correct placement timeframe at least 4 weeks prior to the placement start date. Registration is monitored and students who have not registered will be notified by Student Services. Students who are not registered will have their placement cancelled. Additionally, students cannot take other courses while enrolled in and completing a placement.
Identification
If the preceptor or the placement site needs to verify identity, students must present their university OneCard to serve as proof of identification.

Insurance Coverage
- Liability Insurance: The University has a policy of general liability insurance, which insures the pharmacy students while acting within the scope of their duties during the clinical pharmacy placements.
- Worker’s Compensation: The University provides worker’s compensation coverage for students
- University Insurance: does not cover vehicles not owned by the University. When using a personal vehicle for work/study related activities, appropriate insurance will be required through the students’ insurer.

Preceptor of the Year Award
The Faculty of Pharmacy and Pharmaceutical Sciences and students in partnership with Teva Canada, sponsor an annual award to recognize outstanding preceptors. The award is granted each year to one pharmacist preceptor in each of the following courses; PHARM 305/316/426/428/PharmD.

Criteria: This award will be granted annually to pharmacists who serve a primary or co-primary preceptors for students involved in experiential rotation in Institutional and Community practice settings. Preceptors will be chosen on the basis of; communication and collaboration skills; demonstrated professionalism; models ethical decision making; leadership and advocacy of patients and the profession.

Eligibility: Paid staff of the Faculty of Pharmacy and Pharmaceutical Sciences at the UofA are ineligible to receive the Preceptor of the Year Award. All nominees for Preceptor of the Year will be granted the Preceptor Recognition Award on the basis of exemplary skills in preceptorship.

Nomination Procedures: Student nominations are accepted by way of RxPreceptor, and can be submitted up to one week following the placement conclusion. Recipients are chosen by way of committee adjudication.

The nomination forms will be available as a survey in RxPreceptor. A link will be emailed to students at the end of each placement. Deadlines are indicated on the nomination forms.

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".

The theme for the Preceptor Recognition Program will be promoted to students once determined on an annual basis.

Eligibility: All preceptors and co-preceptors for students participating in Experiential Education placements with the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta, are eligible to receive this award.
Student nominations are accepted by way of RxPreceptor, and can be submitted up to one week following placement conclusion. All nominees meeting the award criteria will receive a certificate and recipient pin.
Pharmacy students are responsible for initiating the request for Netcare access for all community pharmacy placements including Primary Care Networks (PCN’s) and long term care facilities. Students are required to complete the Alberta Netcare User Registration eForm (URF) and send directly to the site preceptor and/or site Access Administrator (AA) at least 4 weeks in advance of placement.

**Student Instructions to register for Alberta Netcare Access:**

1. **Access the eForm** at least 4 weeks in advance of your placement start date. This eForm is used to create (have never had Netcare before), amend (have had access before) or delete (to remove a facility) Netcare entitlements, as well as request a name change.

2. **Download a copy of the eForm to your desktop for completion**. In the comments field, ensure you list your placement start and end date. **In the Profession field, enter: Pharmacy Student/Intern, Standard Access Selection: Clinical 2 with Optional Access: PIN Dispense.** Please ensure all fields have been completed.

3. **Call your community pharmacy site** to gather the specific community pharmacy site details to complete your eForm: (Custodial WDFA#). Also obtain your site access administrator (AA) name and email address to forward your completed form to.

4. **Email your completed eForm to the site AA.**

5. **Call the eHealth Support Contact Centre after 5 business days** to see if your eForm has been received: 1-855-643-8649. If the eForm has not been received, follow-up with the site AA immediately to ensure that they have received, signed and faxed the eForm to the eHealth Support team.

6. **Account activation** - Once the account is provisioned for access at the pharmacy, the site AA will receive an email notification from the eHealth Support team, including credentials and your remote access token (if applicable).

7. **Confirm that access has been provisioned.** Log into your Netcare account; you will need your token to do this. If you have more than one approved facility on your profile, you will be prompted to select the facility you are working from a drop down list. 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 the instructions below:
   - 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)
   - Scroll down to the ‘Facilities’ section. Once you see your pharmacy placement site name listed then you are approved to access Alberta Netcare for that pharmacy site.

8. **On the last day of the placement** the student must give the site AA a completed eForm to delete access at that specific site. (Type of Request: Delete)

---

**Access request procedures for students attending Institutional placements**

- It is the responsibility of site access administrators for AHS/Covenant Health placement sites to requisition Netcare access for all incoming Pharmacy students. The site access administrator will be required to complete the registration process at least 4 weeks to placement commencement to allow time for processing. **No action from the student is required.**

- Alberta Netcare access will be issued ONLY for the duration of the student placement for the registered course rotation. For Privacy and Security information, please visit the Alberta Netcare Learning Centre.

- If you’ve received a remote access token from a previous non-AHS/Covenant Health placement, please keep your token in a safe place for future community use. Tokens are not used in the AHS/Covenant Health practice setting.

---

**General Information & Contact Information**

**User Credentials**

Credentials issued to students will remain intact for the duration of the students’ degree program but Alberta Netcare access will be issued ONLY for the duration of the student placement for the registered course rotation. Students must ensure confidentiality of this sensitive information. For Privacy and Security information, please visit the Alberta Netcare Learning Centre.
Incident Protocol: Needle Sticks and Human Blood and Body Fluid Exposures

If a student experiences a needle stick injury, take immediate action:

1. **Sharps injury**
   - Allow wound to bleed freely
   - Wash well with soap and water or alcohol based hand rub
   - Cover area with dry dressing

2. **Mucous membrane** (eyes, nose, mouth)
   - Flush area well with water for 5-10 minutes

3. **Skin Exposure**
   - Wash well with soap and water or alcohol based hand rub

4. **SEEK MEDICAL ATTENTION**
   - Go to your nearest walk in clinic, doctor’s office or Emergency Department for assessment, blood work and treatment.
   - Ensure the source patient be tested, and request results be provided to your practitioner

5. **Report and Document**
   - Once first aid has been administered, report the incident immediately to supervisor/preceptor and source patient testing should be initiated.
   - Contact the Faculty yourself or ask your preceptor contact the Faculty. Email Experiential Education Program Administration: phexed@ualberta.ca. Also Phone or email the Course Coordinator; refer to syllabus for contact information.
   - If the exposure was incurred while on placement at an AHS site, please ensure the appropriate zone is notified of the incident.
   - The following reports need to be completed as soon as possible after the exposure:
     a) Complete and submit the University of Alberta Incident Report form
b) Notify the **Workers’ Compensation Board**

- Students can refer to the U of A Environmental Health and Safety Website for the [Human Blood and Body Fluid Exposure (HBBFE) Flowchart](#) and [HBBFE Supplementary Information](#).

6. **Follow up** as required with the University Health Centre or a family physician.

**Policy on Student Safety**

The University of Alberta recognizes the need for students to feel safe and to practice in safe learning environments. In general, the following policies should apply when attending to patient care.

**Bachelor of Science and PharmD in Pharmacy Students:**

1.0) are not permitted to conduct patient/client home visits without their preceptor or designate present. Restricted activities must be performed under direct supervision, as per the health professions’ regulatory authority.

1.1) should not give out personal information to clients/patients (i.e. home/cell phone numbers and addresses).

As licensed practitioners, PharmD for Practicing Pharmacists students are legally permitted to conduct home care visits independent of a supervising preceptor. It is recommended that PharmD for Practicing Pharmacists students and their preceptors regard the following considerations prior to conducting an unsupervised home visit.

**PharmD for Practicing Pharmacist Students:**

2.0) should only attend a home care visit alone when a client/practitioner relationship has been established previously and the client is well-known to the practitioner.

2.1) have the right to refuse visits to a home/client independent of a supervising preceptor, where perceived danger exists or where personal safety may be compromised.

**Effective Means of Communication:** The Alberta Occupational Health and Safety Code (Part 28 Working Alone) requires:

(1) An employer must, for any worker working alone, provide an effective communication system consisting of

   (a) radio communication,
   (b) landline or cellular telephone communication, or
   (c) some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.
(1.1) Despite subsection (1), if effective electronic communication is not practicable at the work site, the employer must ensure that
(a) the employer or designate visits the worker, or
(b) the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.”

Any student issues or concerns about safety should be brought to the immediate attention of the primary preceptor/supervisor, and directly to the course coordinator / Faculty representative responsible for Experiential Education for the program of study.

Professionalism
Students 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 are expected to:
- plan and maximize learning opportunities; including completion of all course activities.
- advise the preceptor of activities that need to be completed to meet the course objectives.
- identify learning opportunities available at the site by discussing ideas with the preceptor.
- work independently.

Patient Confidentiality
Students must ensure patient and practice site confidentiality. Business information regarding the practice site is confidential. Patient confidentiality must be maintained at all times both in and out of the pharmacy or institution. There is zero tolerance of breaches of patient confidentiality.

Students must ensure that all patient identifiers are removed from posted assignments (care plans, screen shots, etc.).

For posted documentation, students should
- use a meaningless but unique number; i.e. patient #1.
- use an age range (i.e. 60-65); do not include date of birth.
- not include any identifiers such as physician names.

Professional Appearance and Behaviours
- Name badge must be worn.
- Cell phones must be turned off.
- Students must adhere to the dress code of the pharmacy or institution. Dress and personal appearance must be neat, clean and appropriate for work. Typically, the following is unacceptable: blue jeans sweat pants/track suits, shirts bearing slogans, clothing made of spandex, clothing in poor repair, short shorts or miniskirts, and bare midriffs or low necklines.
- Students should check with the site regarding dress and appearance policies (beards, piercings, false nails, colored nail polish, etc.) as these may pose a patient safety risk or compromise sterility of drug preparation areas.
- Students must act professionally at all times including interactions with staff, customers, other healthcare professionals and patients.
Assessment and Survey Procedures

All experiential course assessments and evaluations are completed on-line using RxPreceptor. Students can log into RxPreceptor to view the assessments prior to the placements. They are located under the Evaluations and Surveys tabs on the left hand menu. The students cannot view the Student Performance Assessment until it has been completed and submitted by the preceptor, therefore the assessment criteria for courses has been included in the syllabus. There are Activity and Assessment Schedules in each syllabus to assist with planning and completion of assessments.

It is important that students and preceptors discuss all assessments. Each form has an acknowledgement at the bottom indicating that the assessment has been or will be discussed with either the preceptor or student; whichever is appropriate. Review of the assessment can be done either on-line or the assessment can be printed.

Once completed and submitted on RxPreceptor, assessments are visible to the person being assessed. Since the Student Self Assessments and the Early Assessments is only 1 page long it is suggested that they are printed for easier review.

All assessments are monitored by the Faculty for completion. There is additional information regarding each assessment in the course syllabi. An “Assessment Schedule” is in Appendix 1.

Summative Assessment

Final Student Performance Assessment – completed by preceptor
This final assessment occurs at the end of the placement.
NOTE: For all courses: the midpoint and final assessment criteria are the same.

Final Placement Mark
Preceptors also provide the Final Placement Mark at the end of the Final Student Performance Assessment; either pass or fail. A recommendation of “Pass” requires the student to achieve an overall mark of at least the “Meets an Acceptable Level of Performance” on all outcomes across all assessment areas.

Formative Assessments

Student Self-Assessments (SSA)
All courses require a self-assessment be completed by the student prior to the placement starting. Students must submit the SSA on RxPreceptor at least 1 day prior to the first day of the placement. Students must arrive at their placement with a printed copy of their SSA to discuss with their preceptor at the orientation session or early in the placement.

For all courses: a “midpoint self-assessment” must be completed prior to the Midpoint Student Performance Assessment.

All midpoint and final self-assessments should be discussed with the preceptor during the preceptor’s review of the Students’ Performance Assessment to discuss similarities and/or differences.
Preceptor and Student Early Assessments
This assessment is completed following the first week of the placement. The purpose of this assessment is to identify and address concerns early in the hope that discussion will provide a resolution to any early-identified concerns and to promote a positive start to the placement.

Midpoint Assessment of Student Performance – completed by preceptor
This assessment will formally address how the placement is going so far. It ensures that the student is aware of their progress, by indicating areas of strength and those which require improvement. After discussing and completing the midpoint assessment, the preceptor completes the Midpoint Identification of Goals and Expectations section at the end of the Midpoint Assessment to confirm the goals and overall plan for the balance of the placement.

Midpoint Evaluation of Preceptor and Site – completed by student
Students will also assess the preceptor and site at the midpoint for formative discussion with the preceptor. It is important that students provide objective, constructive feedback about areas of strength and areas where the placement could be improved and discuss the evaluation with the preceptor.

Course Evaluation Assessments
There are 2 post-course evaluations completed by students and these are outlined in each course syllabus.

1. Post Course Evaluation of Preceptor & Site (non anonymous, completed in RxP)
2. Student Course Survey Evaluation (anonymous)

Assessment Concerns
If there are concerns noted at the midpoint student performance assessment, it is important that the student contacts the Faculty at phexed@ualberta.ca for guidance.

Students may receive grades of “Needs Improvement” at the midpoint with the understanding that with more time, effort and practice, the skills will be achieved. If the preceptor awards grade(s) of “Not Meeting an Acceptable Level of Performance” or multiple grades of “Needs Improvement” at midpoint, it is suggested that students contact the Faculty immediately (phexed@ualberta.ca) for support and guidance regarding how to address the concerns noted by the preceptor.

Students at Risk of Not Passing the Placement
If at any point there are concerns about the student’s performance and/or ability to pass the course, the preceptor will contact the Faculty. Students should contact the Faculty with concerns. This facilitates being able to tailor the course to meet the particular needs of the student consistent with the course expectations.
Procedure for Failed Clinical Placements
Students who fail to meet the minimum criteria for passing a placement will receive a placement grade of Fail at the conclusion of the placement by the preceptor.

1. The student may appeal a course grade of Fail at the Faculty level.
2. Failed placements will be re-scheduled as soon as possible depending on the circumstances. Where possible, Pharm 305 and 316 should be repeated prior to the next academic year starting. Pharm 426 and 428 placements will be scheduled in the next academic year at the earliest.

Protection of Privacy
The personal information contained in the student performance assessments collected by the University in accordance with each course syllabus, and the section entitled Assessment and Survey Procedures within this 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 3-281, 11405 87 Avenue University of Alberta, Edmonton, Alberta T6G 1C9, (780) 492-5905, athompson@ualberta.ca.
Appendix 1
Assessment and Evaluation Summary
The following table outlines all of the assessment and evaluations that are submitted with RxPreceptor for all courses.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Submission Timeframe</th>
<th>Submitted by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Self-Assessment</td>
<td>Beginning, midpoint and end of placement (316 beginning &amp; end only)</td>
<td>Student</td>
<td>Should be discussed with the Student Performance Assessments</td>
</tr>
<tr>
<td>Early Assessment of Preceptor</td>
<td>Following first week of placement</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Early Assessment of Student</td>
<td>Following first week of placement</td>
<td>Preceptor</td>
<td></td>
</tr>
<tr>
<td>Student Performance Assessments – MIDPOINT - including midpoint goals and expectations</td>
<td>Midpoint of placement</td>
<td>Preceptor</td>
<td>Assessment of objectives plus identification of goals &amp; expectations for balance of the placement</td>
</tr>
<tr>
<td>Student Evaluation of Preceptor- MIDPOINT</td>
<td>Midpoint of placement</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Student Performance Assessments and Placement Mark – FINAL</td>
<td>End of placement</td>
<td>Preceptor</td>
<td>Assessment of objectives plus recommendation of placement mark (pass/fail)</td>
</tr>
<tr>
<td>Student Evaluation of Preceptor &amp; Site (post-course)</td>
<td>After student has left placement</td>
<td>Student</td>
<td>Due within 1 week of placement completion</td>
</tr>
</tbody>
</table>

The following surveys are completed after the placement is completed. Students and preceptors are sent links to these surveys; they are not completed on RxPreceptor. The purpose of these surveys is to provide feedback regarding the strengths and areas of improvement with administration of the course.

Post Course Surveys.

<table>
<thead>
<tr>
<th>Document</th>
<th>Submitted by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Course Survey</td>
<td>Student</td>
<td>Anonymous</td>
</tr>
<tr>
<td>Preceptor Survey of Placement</td>
<td>Preceptor</td>
<td>Anonymous</td>
</tr>
</tbody>
</table>
Appendix 2

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. Should there be other site-specific items that need to be discussed, please add them to the list.

<table>
<thead>
<tr>
<th>Orientation Activity</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Professional Discussions</strong></td>
<td></td>
</tr>
<tr>
<td>• Student profile and resume</td>
<td></td>
</tr>
<tr>
<td>• Student Self-Assessment</td>
<td></td>
</tr>
<tr>
<td>• Preceptor’s practice experience and interests</td>
<td></td>
</tr>
<tr>
<td>• Preceptors preferred method of contact</td>
<td></td>
</tr>
<tr>
<td>• Professional expectations – patient confidentiality, dress and appearance policies</td>
<td></td>
</tr>
<tr>
<td><strong>2. Course Review</strong></td>
<td></td>
</tr>
<tr>
<td>• Course syllabus</td>
<td></td>
</tr>
<tr>
<td>• Course activities; presentations, in-services, projects, etc.</td>
<td></td>
</tr>
<tr>
<td>• Assignments and expectations</td>
<td></td>
</tr>
<tr>
<td>• Assessment process, forms and timing (including feedback)</td>
<td></td>
</tr>
<tr>
<td>• Discuss student/preceptor responsibilities and expectations</td>
<td></td>
</tr>
<tr>
<td>• Review preliminary student schedule</td>
<td></td>
</tr>
<tr>
<td><strong>3. Pharmacy Practice</strong></td>
<td></td>
</tr>
<tr>
<td>• Practice specialties and characteristics (include how student will be involved)</td>
<td></td>
</tr>
<tr>
<td>• Site resources and learning opportunities</td>
<td></td>
</tr>
<tr>
<td>• How will the student be involved in patient care</td>
<td></td>
</tr>
<tr>
<td>• Provide samples of forms used, documentation policies and procedures</td>
<td></td>
</tr>
<tr>
<td><strong>4. Practice Environment</strong></td>
<td></td>
</tr>
<tr>
<td>• Guided tour of practice environment</td>
<td></td>
</tr>
<tr>
<td>• Introduction to staff and health care practitioners (including students); include roles and how they will be involved with student experience</td>
<td></td>
</tr>
<tr>
<td>• Library, drug information and other resources</td>
<td></td>
</tr>
<tr>
<td>• Practice site policies and procedures, including patient and staff safety</td>
<td></td>
</tr>
<tr>
<td>• Information regarding staff meetings, rounds, conferences and committees</td>
<td></td>
</tr>
<tr>
<td>• Student workplace</td>
<td></td>
</tr>
<tr>
<td>• Staff cafeteria, coffee area, lockers, washrooms, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>5. Technology orientation</strong></td>
<td></td>
</tr>
<tr>
<td>• Relevant Computer order entry systems, patient profiles and electronic medical records (EMRs), Medication Administration Records (MARs)</td>
<td></td>
</tr>
<tr>
<td><strong>6. Other</strong></td>
<td></td>
</tr>
</tbody>
</table>