

**Advanced Pharmacy Practice Experience (APPE - 3)  
Advanced Community Pharmacy Syllabus  
PHAR 883  
Fall 2015 and Spring 2016**

This syllabus is not to be construed as a contract with the student and is subject to change.

The School of Pharmacy and faculty reserve the right to change the course syllabus, effective upon the student receiving written notification (e-mail or the Blackboard system) and/or verbal notification during regular experiential course hours.

Materials used in this class may be copyrighted and should not be shared with individuals not enrolled in this course.

Credit Hours	5 credit hours; full-time (40 hrs/wk x 5 weeks or 200 experiential hours)
Course meeting days & time	M-F – 8 hours per day or as directed by preceptor.
Location	Various Sites/Affiliated institutions
Team Leader / Instructor	Craig A. Kimble, PharmD, MBA, MS, BCACP
Office	CEB 137
Phone	304-696-6014
Email	<a href="mailto:Craig.kimble@marshall.edu">Craig.kimble@marshall.edu</a>
Office hours	Monday 10AM-12PM or by appointment

Faculty	Email	Office	Phone Number	Office Hours / Appointments accepted?
Robert Stanton, MBA, PharmD, BCPS	<a href="mailto:rstanton@marshall.edu">rstanton@marshall.edu</a>	CEB 138	304-696-7350	TBA & by appointment

**Student:** If the instructor accepts appointments, then please email the instructor for availability. The student can expect the instructor to respond to E-mails and phone messages within 72 hours.

**Course Description:** The Advanced Community Pharmacy APPE is a 5-week required advanced pharmacy practice experience in an community pharmacy setting that focuses the student experience enhancing a student's ability to provide patient-centered pharmacy care services such as disease management, medication therapy management (MTM), preventative health screening, immunizations, specialty compounding, patient education, or other advanced patient care activities in a community/retail pharmacy setting.

**Prerequisites:** P4 Class Standing

**Text Books:**

**Required:** None. Preceptors may require and/or recommend additional readings for their rotations. Students are expected to communicate with the preceptor regarding such requirements prior to the start date.

**Recommended:** Portable Drug Information reference/resource, such as Lexicomp, Micromedex, Facts and Comparisons eAnswers, ePocrates, Clinical Pharmacology, or similar program.

**Course Objectives:** Upon completion of this experiential course, the student will be able to:

Number	Objective	Linkage to MUSOP Abilities (list ability numbers)	How Assessed
1	Prepare, dispense, and/or administer medication prescriptions, new and refill, accurately and appropriately including drug product selection, evaluation, and documentation including the following: -Troubleshooting claims processing -Triaging the claims processing queue -Be able to perform brand/generic substitution and selection -Prioritize the day's work / tasks -Delegate tasks as required -Handle prior authorization requests	1: Critical thinking and problem solving 3: Assess illness severity (triage) 4: Administer medications 9: Document professional practice activities 23: Execute a patient order or prescription 24: Accurately perform pharmaceutical calculations 30: Uses third-party payer systems to acquire reimbursement for services 31: Manages inventory and inventory turnover 33: Uses and plans for use of technology to improve dispensing efficiency 35: Applies organizational skills and time management 64: Provides customer service 65: Is empathetic during provision of care 66: Adheres to tenets of patient safety 67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice	Preceptor evaluation of educational activities using a rubric scoring aid
2	Effectively follow and support pharmacy related policies and procedures as well as statutes and regulations affecting pharmacy operations and personnel. This may include performing basic management related tasks such as conflict resolution, customer service, etc.	9: Document professional practice activities 21: Aware of and follows EEOC standards 22: Places professional responsibilities before own cultural beliefs/ prejudices 26: Manages personnel 27: Uses job acquisition skills effectively 28: Networks as a method of self-marketing 29: Develops business plans 31: Manages inventory and inventory turnover 33: Uses and plans for use of technology to improve dispensing efficiency 35: Applies organizational skills and time management 39: Assumes responsible for actions, success, and failures 41: Mentors peers and subordinates.	Preceptor evaluation of educational activities using a rubric scoring aid

		46: Applies educational theory to one's continued self-development 57: Dresses appropriately for each practice setting 61: Self-evaluates for the purpose of personal CQI 62: Commits to life-long learning 63: Practices lawfully and ethically 68: Integrates technology and practice 69: Reports incidents that threaten safety 70: Performs cont. quality assurance processes	
<b>3</b>	Establish, maintain, and utilize patient histories and profiles (when available) in order to monitor and evaluate drug therapy as well as identify, prevent and resolve drug-related problems. This may include medication synchronization for patients.	1: Critical thinking and problem solving 2: Perform physical assessment 3: Assess illness severity (triage) 4: Administer medications 8: Develop and initiate a therapeutic plan 9: Document professional practice activities 24: Accurately perform pharmaceutical calculations 33: Uses and plans for use of technology to improve dispensing efficiency 66: Adheres to tenets of patient safety 67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice	Preceptor evaluation of educational activities using a rubric scoring aid
<b>4</b>	Communicate in a professional and effective manner in a variety of mediums (telephone, conversation, and in writing) and document recommendations to various health professionals.	9: Document professional practice activities 12: Resolve conflicts so everyone wins 18: Assesses patient's health literacy 28: Networks as a method of self-marketing 36: Uses decision making skills to improve pharmacy standing in institution 37: Is credible member of the team 47: Provides and receives feedback in educational and professional environments 50: Assesses nonverbal communication 51: Actively listens 52: Communicates through professional written media 56: Interprets research findings within the context of current practice. 58: Aware of current political and professional debates 59: Adapts to new practice challenges and environments in a positive manner 64: Provides customer service	Preceptor evaluation of educational activities using a rubric scoring aid

		67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice	
<b>5</b>	Communicate (interview, counsel, and educate) with patients about prescription and non-prescription medication use, health awareness, non-drug products, devices and diagnostics in an effective and professional manner.	3: Assess illness severity (triage) 9: Document professional practice activities 12: Resolve conflicts so everyone wins 17: Debates and negotiates effectively 19: Uses educational techniques or tools 22: Places professional responsibilities before own cultural beliefs/ prejudices 38: Deserves public trust due to integrity, competency, and dedication to profession/ patient 43: Provides patient care targeted at improving health care in the community 48: Counsels patients 50: Assesses nonverbal communication 51: Actively listens 52: Communicates through professional written media 64: Provides customer service 65: Is empathetic during provision of care 67: ID's, assesses, and avoids potential medication misadventures	Preceptor evaluation of educational activities using rubric scoring aid
<b>6</b>	Retrieve drug information from appropriate sources and utilize it effectively to answer drug information questions.	9: Document professional practice activities 35: Applies organizational skills and time management 52: Communicates through professional written media 54: Performs efficient medical literature searches 55: Evaluates medical literature for validity assessment 56: Interprets research findings within the context of current practice 68: Integrates technology and practice	Preceptor evaluation of educational activities using a rubric scoring aid
<b>7</b>	Compound basic special dosage forms (reconstitution, mixing, flavoring, etc.) using acceptable professional procedures when applicable.	24: Accurately perform pharmaceutical calculations 25: Compound oral, topical, rectal, vaginal, parenteral, sterile medication formulations 66: Adheres to tenets of patient safety	Preceptor evaluation of educational activities using a rubric scoring aid
<b>8</b>	Perform basic physical examination of a patient (e.g., blood pressure, heart rate measurement, blood glucose testing, etc.)	2: Perform physical assessment 3: Assess illness severity (triage) 51: Actively listens 64: Provides customer service 65: Is empathetic during provision of care	Preceptor evaluation of educational activities using a rubric scoring aid

		68: Integrates technology and practice	
--	--	--	--

### Course Evaluation (assessment): Point Distribution

Assessment	Percent of Final Grade
Patient Assessment	10%
Medication Therapy Management (MTM)	15%
Medication Preparation and Distribution	30%
Communication Skills	10%
Drug Information	5%
Professionalism, Ethics, and Responsibility	5%
Health System Management	5%
Rotation Specific Projects / Assignments	20%
<b>Total</b>	<b>100%</b>

**Longitudinal Abilities Checklist and Portfolio:** There have been specific activities and recommended supplemental activities that are required to be completed during each APPE rotation. These items are included in the longitudinal APPE checklist document which must be turned into the Office of Experiential Learning prior to the completion of APPE rotations. In addition, each student is required to maintain a portfolio throughout all experiential rotations. Some items are required to be uploaded to the students PharmPortfolio as completed in the program as designated by the PharmPortfolio coordinator.

**Course Evaluation (grading):** Grading for this experiential rotation will be established by the individual preceptor based on the following criteria and associated grading rubric:

- Attendance, attitude, and professionalism
- Ethics and responsibility
- Communication and interpersonal skills
- Daily activities
- Overall clinical abilities and competency in assessing patients, their medications, and identifying drug-related problems.
- Problem solving
- Patient information / case presentations / in-service(s)
- Preparation and dispensing of medications for patient use
- Project(s) / Assignments
- Intervention documentation

**Letter grades distribution:** A = 89.50 to 100%

B = 79.50 to less than 89.50%

C = 69.50 to less than 79.50%

F = Less than 69.50%

**Assignment and examination grades will be posted in Blackboard within 7 days unless otherwise stated.**

**Attendance policy:** All students are expected to adhere to the rotation attendance policy and required to spend a minimum of 40 hours per week at the site.

**Tardiness** is defined as greater than 10 minutes after expected time of arrival. If greater than 1 tardy then this will be classified as an unexcused absence. On time is defined at work and in place to start tasks.

**Unexcused absences** are prohibited and may result in failure of course. Each unexcused absence will result in a minimum reduction of 5 percentage points per occurrence; two unexcused absences will result in automatic failure of the course. For excused absences refer to the student handbook.

**Absences with Advanced Notice:** A student may make a request to be excused from rotation for a qualifying school sponsored or other educational event (e.g. career day).

**Absences for Illness/Emergency:** In the event that the student may be unexpectedly absent from rotation (e.g. illness, emergency), the student **must immediately notify BOTH the preceptor (by phone) and the Office of Experiential Education (304-696-7350)**. Please treat your preceptor as you would an employer and provide notice as soon as possible. In the event that the student must leave a message, (s)he should provide a contact phone number where (s)he may be reached and follow up with an e-mail (if possible) to ensure that the message was received. **Each failure to notify the preceptor AND the school properly will result in (5%) deduction from the rotation grade.**

**Holiday/Break policy:** Students are required to be at their rotation site for all scheduled days **EXCEPT** for the following holidays: **Memorial Day, Independence Day, Labor Day, and Thanksgiving Day**. University academic breaks (e.g. spring break) are NOT scheduled holiday periods and students are expected to be at their rotation site.

**All missed time (for any reason, with the exception of an approved holiday) must be made up.** In the event a student misses more than three (3) days of time during an APPE rotation, they will automatically fail the rotation unless the missed time is made up.

**Length of Course:** This experiential pharmacy practice will consist of five (8 academic hours) days (40 hours) per week for one five-week duration.

## UNIVERSITY POLICIES

University policies regarding **Academic Dishonesty, Students with Disabilities, University Computing Services' Acceptable Use, Affirmative Action, and Sexual Harassment** can be found at <http://www.marshall.edu/wpmu/academic-affairs/policies/>.

## School of Pharmacy Policies

### SOCIAL JUSTICE POLICY STATEMENT

Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University. As part of Marshall University, School of Pharmacy has made a commitment to social justice. Therefore, no one will be discriminated against on the basis of race, gender, ethnicity, age, sexual orientation, religion, social class, or differing viewpoints. Each student will be viewed as a valuable member of this class and as the faculty for the course, I will strive to facilitate an atmosphere/learning environment where mutual understanding and respect are actualized.

### ACADEMIC, ETHICAL, AND PROFESSIONAL CONDUCT

Student expections for academic, ethical, and professional conduct are defined within the school's [Ethical and Professional Conduct Policy](#) and the university's [Academic Dishonesty Policy](#).

## **Second Chance and Remediation Policy**

Second chance and remediation are mechanisms designed to assist students who have struggled within the classroom environment in demonstrating achievement of classroom and curricular learning outcomes. These processes are described in sections 200.001.003 (Second Chance) and 200.001.004 (Remediation) of the [Academic Standards for Grading, Progressions, Dismissal, and Re-admission Policy](#).

## **Test Security Policy**

In order to ensure the security of all examinations, the School of Pharmacy has adopted the following policies:

### **1. Test Administration**

- A. Non-electronic testing
  - a. Students may not access any electronic equipment during the exam that has not been provided by the faculty, including but not limited to calculators, cell phones, laptops and PDAs.
- B. Electronic testing
  - a. Only those resources (electronic or otherwise) approved by the instructor may be used or accessed during the testing session.
  - b. Students enrolled within courses using electronic testing must download and install the [Respondus Lockdown Browser](#). The installation will require an installation code that must be acquired from Computing Services.

### **2. Test Review**

- A. Students will not be allowed to view any exam without direct supervision of course faculty or site facilitator
- B. Students must review tests within time specified by the course faculty.
- C. Limited numbers of students may be allowed to view the exam at one time depending on office size, space, and faculty preference.
- D. Students will be allowed to review the exam only one time, and time limits may be placed on review as specified by course faculty.
- E. NO notes can be taken by the student while reviewing the test, and students are not allowed to access any electronics while reviewing the tests. NO copies electronic or written!
- F. Individual student printouts for exams are to be retained by the faculty.
- G. Faculty have the right to place further restrictions on test review as deemed necessary.

