

**Advanced Pharmacy Practice Experience (APPE - 4)
Advanced Institutional Syllabus
PHAR 884
Fall 2015 and Spring 2016**

School of Pharmacy

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 (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	Craig.kimble@marshall.edu
Office hours	Monday 10AM -12PM or by appointment

Faculty	Email	Office	Phone Number	Office Hours / Appointments accepted?
Robert Stanton, MBA, PharmD, BCPS	rstanton@marshall.edu	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 Institutional Pharmacy Practice Experience (APPE) is a required 5-week experiential rotation in an approved health system that prepares the student to function within a hospital or health-system of integrated pharmacy services. Particular emphasis is placed on the preparation, distribution, and control of medications, medication monitoring, and the ability to communicate with other healthcare professionals. This rotation develops competence to practice in a hospital staffing position. It integrates problem-solving and clinical skills with the basics of inpatient medication distribution, monitoring, and control.

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, 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 and check original and continuing medication orders accurately and appropriately. This includes drug product selection and evaluation for individual patients, taking into consideration dosing, disease, age, weight, contraindications, allergies, and labs (when appropriate).	1: Critical thinking and problem solving 23: Execute a patient order or prescription 24: Accurately perform pharmaceutical calculations 33: Uses and plans for use of technology to improve dispensing efficiency 35: Applies organizational skills and time management 41: Mentors peers and subordinates 64: Provides customer service 66: Adheres to tenets of patient safety 67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice to minimize patient risk	Preceptor evaluation of educational activities using a rubric scoring aid
2	Utilize and maintain patient medication profiles in order to monitor and evaluate drug therapy as well as identify drug-related problems.	1: Critical thinking and problem solving 33: Uses and plans for use of technology to improve dispensing efficiency 64: Provides customer service 66: Adheres to tenets of patient safety 67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice to minimize patient risk	Preceptor evaluation of educational activities using a rubric scoring aid
3	Professionally communicate and document recommendations and interventions to various healthcare professionals.	12: Resolve conflicts so everyone wins 17: Debates and negotiates effectively for the betterment of the team 28: Networks as a method of self-marketing 36: Uses decision making skills to improve pharmacy's standing 37: Is a credible member of the healthcare team 47: Provides and receives feedback 49: Speaks in public settings 50: Assess nonverbal communication 51: Actively listens 52: Professionally communicates through the use of professional written media	Preceptor evaluation of educational activities using a rubric scoring aid

		<p>53: Develops and presents continuing education programs</p> <p>54: Performs efficient medical literature searches</p> <p>55: Evaluates medical literature for the purpose of validity assessment</p> <p>56: Interprets research findings within the context of current practice</p> <p>58: Aware of current political and professional debates</p> <p>59: Adapts to new practice challenges and environments in a positive manner</p> <p>65: Is empathetic in the provision of patient care</p> <p>66: Adheres to tenets of patient safety</p> <p>68: Integrates technology and practice to minimize patient risk</p> <p>69: Reports incidences that threaten patient safety</p>	
4	Demonstrate good aseptic technique to compound sterile dosage forms and IV medications.	<p>25: Compound oral, topical, rectal, vaginal, parental, sterile medication formulations</p> <p>35: Applies organizational skills and time management</p> <p>66: Adheres to tenets of patient safety</p>	Preceptor evaluation of educational activities using a rubric scoring aid
5	Comply with health system policy and procedures, as well as statutes and regulations affecting general pharmacy operations	<p>26: Manages personnel</p> <p>28: Networks as a method of self-marketing</p> <p>32: Writes and implements cost containment policy (project management)</p> <p>33: Uses and plans for use of technology to improve dispensing efficiency</p> <p>36: Uses decision making skills to improve pharmacy's standing</p> <p>37: Is a credible member of the healthcare team</p> <p>39: Assumes responsible for actions, success, and failures</p> <p>41: Mentors peers and subordinates</p> <p>46: Applies education theory to the continued develop of one's self, patients, health practitioners, researchers, and future pharmacists</p> <p>57: Dresses appropriately for each practice setting</p> <p>59: Adapts to new practice challenges and environments in a positive manner</p> <p>61: Self-evaluates for the purpose of CQI</p>	Preceptor evaluation of educational activities using a rubric scoring aid

		<p>62: Commits to life-long learning 63: Practices lawfully and ethically 66: Adheres to tenets of patient safety 69: Reports incidences that threaten patient safety 70: Performs continuous quality assurance</p>	
6	Describe the role of the pharmacist on hospital committees that have pharmacist representation and its impact or application on patient care.	<p>17: Debates and negotiates effectively for the betterment of the team 35: Applies organizational skills and time management 36: Uses decision making skills to improve pharmacy's standing 37: Is a credible member of the healthcare team 51: Actively listens 53: Develops and presents continuing education programs 58: Aware of current political and professional debates 59: Adapts to new practice challenges and environments in a positive manner 66: Adheres to tenets of patient safety 69: Reports incidences that threaten patient safety</p>	Preceptor evaluation of educational activities using a rubric scoring aid
7	Communicate with and educate patients about prescription and non-prescription medications, through completion of medication histories and discharge consultations.	<p>33: Uses and plans for use of technology to improve dispensing efficiency 37: Is a credible member of the healthcare team 38: Deserves the public's trust due to existence of personal integrity, professional competency, and dedication to the profession and patient 50: Assess nonverbal communication 51: Actively listens 52: Professionally communicates through the use of professional written media 64: Provides customer service 65: Is empathetic in the provision of patient care 66: Adheres to tenets of patient safety 67: ID's, assesses, and avoids potential medication misadventures 68: Integrates technology and practice to minimize patient risk</p>	Preceptor evaluation of educational activities using a rubric scoring aid

Course Evaluation (assessment): Point Distribution

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

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
- Problem solving
- Overall hospital pharmacy skills and abilities (preparation of pharmaceuticals for patient use, competency in making drug therapy recommendations)
- Documentation of interventions
- Daily activities
- Patient information / Case presentation(s)
- In-service(s)/Presentation(s)
- Project(s) / Assignments

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.