Pharmacy Practice Experiences:
An Overview of Polices and Procedures

“I have no relevant financial relationships or commercial interest to disclose in conjunction with this presentation.”
# IPPE EXPERIENTIAL HOURS

- **Introductory Pharmacy Practice (IPPE)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Community</th>
<th>Hrs</th>
<th>Institutional</th>
<th>Hrs</th>
<th>Other</th>
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<td>40</td>
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</table>

**Total 310 Hrs**

* 200 total hours needed, at least 80 hours in institutional & community
** Reflection time with clinical faculty
*** Health fairs, operation diabetes, immunizations, etc.
**** Shadowing of clinical faculty
Advanced Pharmacy Practice (APPE)

7 Rotations
4 Core Rotations
2 P-Cares Rotations
1 Elective Rotations

Home Bases - must do 4 Core Rotations and 1 P-Care Rotation

- Boise
- Pocatello
- Coeur d’ Alene
- Reno, NV
APPE Continued

Core Rotations
- Ambulatory Care
- Community
- Hospital (Institutional)
- Medicine

P-Care Rotations
- Anticoagulation
- Cardiology
- Critical Care
- Drug Information
- Geriatrics
- Mental Health
- Nuclear Medicine
- Oncology
- Pediatrics
- Pediatric
- Rehabilitation
- Surgery

Intensive Care
- Intensive Care
- Long Term Care
- Managed Care
- Pediatric
APPE Continued

Elective Rotations

- Board of Pharmacy
- Compounding
- Consulting
- DUR
- Pharmacy Management
- Research
- **September**
  - APPE Overview to Students
  - Preceptor Preference Forms Sent Out

- **November (Late)**
  - Students submit Home Base Preference On Line

- **December (Late)**
  - Deadline for APPE Rotation Preference Submissions

- **March**
  - APPE Finalized Schedules to Students

- **October**
  - Preceptor Preference Forms Due Back

- **December 1st**
  - Home Base Assignments Finalized

- **February (Late)**
  - Students Schedules to Preceptors for Final Approval

- **May**
  - First Rotation Block
- Experiential Education/Preceptors
- Affiliate Faculty Nomination Application
  - Letter to Affiliate Faculty
  - Affiliate Faculty Nomination Form
  - Affiliate Faculty Privileges and Procedures
- 2010 Spaghetti Feed
- California Connection Alumni Dinner 2010
- Doctor of Pharmacy Application
- College of Pharmacy Poster Available
- Leaders in Pharmacy
- Biochemistry (BIO 432) will be available during summer term at ISU
Introductory Pharmacy Practice Experience

- Information

Advanced Pharmacy Practice Experience Information

- APPE Manual
- Homebase Selection
- Register APPE Site Preferences (P3 Students)
- Experience Dates

Preceptors

- Preceptor Login
- Preceptor Training and Resource Network

Students

- Evaluate Instructors
Requirements for All IPPE Courses

Student pharmacists must be licensed by the Board of Pharmacy, fully immunized, and have completed CPR certification before starting an IPPE course. Additionally, each pharmacy practice site must have a valid preceptor site license. Please click on the appropriate links below to obtain the correct forms.

- CPR certification*
- Background Check*
  - Fingerprint Background Authorization
  - Fingerprint Check Sheet
  - Fingerprint Instructions
- Immunization record form*
- Pharmacy extern/intern license form
- Preceptor site license form
- Idaho Employer Affidavit Hours form
- Preceptor Information

*Submit completed forms to the Associate Dean's secretary in the the Dean's complex.

Reporting Hours

Student pharmacists must accrue 1500 hours of practical pharmacy experience under a licensed pharmacist before they can become licensed pharmacists. Students are encouraged to report extern hours obtained in Idaho to the Idaho Board of Pharmacy using the form below. Be sure to submit the affidavit within 30 days from the ending date of the training period. If working for an extended period of time, please report your hours at least every 6 months.

- Idaho Employer Affidavit Hours form

Out of State Information

Student pharmacists acquiring extern hours at pharmacy practice sites outside of Idaho, are responsible for learning about and following the laws in that state. In general, extern hours obtained in another state will count towards an Idaho pharmacist license. Contact your State Board to familiarize yourself with their laws. A list of Pharmacy Boards may be found on the National Association Boards of Pharmacy site under "Boards of Pharmacy" on the left-hand side.
PHAR 911 - P1 students

Introductory Video

PHAR 912 - P1 students (IPPE syllabus)

During the first professional year, student pharmacists perform 200 hours of traditional pharmacy practice designed to provide them with a basic introduction to pharmacy practice. These experiences include, but are not limited to, receiving, verification and processing prescription, compounding, patient education, patient interaction, drug selection, interpreting telephone and written orders, ordering, inventory control, third-party medical reimbursement, pricing, pharmacy law, patient counseling, providing non-prescription drug information and all other aspects of community, retail and hospital pharmacy practice.

Experiences may be obtained at either a community and/or hospital pharmacy. The overall goals of the externship are to provide the student pharmacist with a fundamental understanding and appreciation of pharmacy practice.

To obtain credit for PHAR 912, students must complete both the PHAR 912 competency form and the PHAR 912 report of hours form below. Both forms must be signed by a licensed pharmacist. Make copies, then submit the originals to the PPRA secretary in LH260.

- PHAR 912 competencies
- PHAR 912 report of hours
PHAR 913 - P2 students (IPPE syllabus)

Second-year professional students are required to complete 40 hours of IPPE experience in pharmacy-related service or volunteer activities. Health fairs, diabetes fairs, brown bag programs (counseling patients about medications they are taking), giving flu shots and vaccination, and counseling patients on their laboratory results (service) are just a few examples of the experiences required. The second-year professional student may also gain these hours in patient care activities (shadowing) such as required of third-year professional students.

To obtain credit for this course, complete the appropriate form(s) below. Make copies, then submit the originals to the PPRA secretary in LH260.

- PHAR 913 service form
- PHAR 913/914 shadowing form
<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda Center Meth Awareness</td>
<td>Alameda Center-Pocatello, Idaho</td>
</tr>
<tr>
<td>Albertsons Meningitis Presentation</td>
<td>Albertsons Pharmacy-Boise, Idaho</td>
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<tr>
<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Boise, Idaho</td>
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<tr>
<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Burley, Idaho</td>
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<tr>
<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Eagle, Idaho</td>
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<tr>
<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Idaho Falls, Idaho</td>
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<td>Albertsons Pharmacy-Pocatello, Idaho</td>
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<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Rexburg, Idaho</td>
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<td>Albertsons Flu Shot Immunization Clinic</td>
<td>Albertsons Pharmacy-Twin Falls, Idaho</td>
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<tr>
<td>American Falls Senior Center Health Fair</td>
<td>American Falls Senior Center-American Falls, Idaho</td>
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<tr>
<td>AMI Semiconductor Corporation Flu Shots</td>
<td>AMI Semiconductor Corporation-Pocatello, Idaho</td>
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<tr>
<td>Bannock County Health Fair</td>
<td>Bannock County Annex-Pocatello, Idaho</td>
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<tr>
<td>Boise Senior Center Flu Shots</td>
<td>Boise Senior Center-Boise, Idaho</td>
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<tr>
<td>Boise State University Flu Shots</td>
<td>Boise State Stadium-Boise, Idaho</td>
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<tr>
<td>Boo At The Zoo</td>
<td>Tauphus Park Zoo-Idaho Falls, Idaho</td>
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<tr>
<td>Burley High School Diabetes Fair</td>
<td>Burley High School-Burley, Idaho</td>
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<td>Burley High School Health Fair</td>
<td>Burley High School-Burley, Idaho</td>
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<tr>
<td>Cedar Creek Alzheimer’s Screening</td>
<td>Cedar Creek Health Center-Pocatello, Idaho</td>
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<tr>
<td>Century High School Meningitis Presentation</td>
<td>Century High School-Pocatello, Idaho</td>
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<tr>
<td>City of Chubbuck, City Hall Health Fair, Flu Shots</td>
<td>City of Chubbuck, City Hall-Chubbuck, Idaho</td>
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<tr>
<td>City of Pocatello, City Hall Health Fair, Flu Shots</td>
<td>City of Pocatello, City Hall-Pocatello, Idaho</td>
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<td>Clair E Gale Junior High School Meth Awareness</td>
<td>Clair E Gale Junior High School-Idaho Falls, Idaho</td>
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<td>CVS Pharmacy Flu Clinic</td>
<td>CVS Pharmacy-Elko, Nevada</td>
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<td>Ed Snell’s Pharmacy Flu Clinic</td>
<td>Ed Snell’s Pharmacy-Pocatello, Idaho</td>
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<td>Ellis Elementary School Poison Control</td>
<td>Ellis Elementary School-Chubbuck, Idaho</td>
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<td>Farm Bureau Flu Shot Clinic</td>
<td>Farm Bureau Corporation-Pocatello, Idaho</td>
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<td>Fitness Inc-Metro Health Spa Flu Shots</td>
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<td>Fred Meyer Pharmacy-Idaho Falls, Idaho</td>
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<td>Fred Meyers Flu Shot Clinic</td>
<td>Fred Meyers Pharmacy-Pocatello, Idaho</td>
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<td>Fred Meyer Heart Burn Awareness</td>
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<td>Gate City Elementary Poison Prevention</td>
<td>Gate City Elementary-Pocatello, Idaho</td>
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<td>Grace Lutheran Flu Shots</td>
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<td>Grace Lutheran Poison Prevention</td>
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<td>Healthwest Clinic—Designed Mediation Brochures</td>
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<td>Heart Burn Awareness Booth-Game Day</td>
<td>ISU Holt Arena-Pocatello, Idaho</td>
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<tr>
<td>Idaho Power Company Flu Shot Clinic</td>
<td>Idaho Power Company-Pocatello, Idaho</td>
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<tr>
<td>Idaho Society of Health-Systems Pharmacist Annual Meeting</td>
<td>Sun Valley Lodge-Sun Valley, Idaho</td>
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<tr>
<td>ISU College of Pharmacy Diabetic Fair</td>
<td>ISU College of Pharmacy-Pocatello, Idaho</td>
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<td>ISU College of Pharmacy Health Fair</td>
<td>ISU College of Pharmacy-Pocatello, Idaho</td>
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<tr>
<td>ISU College of Pharmacy Flu Shots</td>
<td>ISU College of Pharmacy-Meridian, Idaho</td>
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<tr>
<td>ISU College of Pharmacy Meningitis Presentation</td>
<td>ISU College of Pharmacy-Meridian, Idaho</td>
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<td>ISU College of Pharmacy Open House</td>
<td>ISU College of Pharmacy-Pocatello, Idaho</td>
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<td>ISU College of Pharmacy Shot Refresher</td>
<td>ISU College of Pharmacy-Pocatello, Idaho</td>
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<td>ISU Health Fair Diabetes Fair &amp; Making Healthy Snacks</td>
<td>ISU Student Union Building-Pocatello, Idaho</td>
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<td>ISU Heartburn Awareness</td>
<td>ISU College of Pharmacy-Pocatello, Idaho</td>
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<td>ISU Open House</td>
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<td>ISU Student Flu Shots</td>
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<td>Kmart Diabetic Clinic</td>
<td>Kmart Pharmacy-Ammon, Idaho</td>
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<td>Kmart Flu Clinic</td>
<td>Kmart Pharmacy-Ammon, Idaho</td>
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<td>Kmart Flu Clinic</td>
<td>Kmart Pharmacy-Pocatello, Idaho</td>
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<td>Mall Walk-Diabetes</td>
<td>Pine Ridge Mall-Pocatello, Idaho</td>
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<td>Meth Awareness</td>
<td>Leonard Hall College of Pharmacy-Pocatello, Idaho</td>
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<td>National Association of Boards of Pharmacy Poster Session</td>
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<td>Poison Prevention Presentation</td>
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<td>Poison Prevention Presentation</td>
<td>Chubbuck Elementary School-Chubbuck, Idaho</td>
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<td>Poison Prevention Training</td>
<td>Lava Elementary School-Lava Hot Springs, Idaho</td>
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<td>Portneuf Medical Center Flu Shots</td>
<td>Portneuf Medical Center Urgent Care-Pocatello, Idaho</td>
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<td>R &amp; R Pharmacy Vaccine Clinic</td>
<td>R &amp; R Pharmacy-Jerome, Idaho</td>
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<td>R &amp; R Pharmacy-Twin Falls, Idaho</td>
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<td>Senior Center Health Fair</td>
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<td>Wilcox Elementary Poison Prevention</td>
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PHAR 914 - P3 students (IPPE syllabus)

Third-year professional students are required to complete 40 hours of IPPE credit in strictly patient care activities (shadowing). Examples would be shadowing a clinical pharmacy faculty member or preceptor as they function in their different clinical practice sites such as ambulatory care, anticoagulant, pediatrics, geriatrics, psychiatric, family medicine and HIV care clinics. Other examples are working with the Idaho Drug Utilization Review (DUR) or Idaho Drug Information Services.

To obtain credit for this course, complete the appropriate form(s) below. Make copies, then submit the originals to the PPRA secretary in LH260.

- PHAR 913/914 shadowing form
Introductory Pharmacy Practice Experience

- Information

Advanced Pharmacy Practice Experience Information

- APPE Manual
- Homebase Selection
- Register APPE Site Preferences (P3 Students)
- Experience Dates

Preceptors

- Preceptor Login
- Preceptor Training and Resource Network

Students

- Evaluate Instructors
The purpose of the College of Pharmacy at Idaho State University is to prepare a competent pharmacy practitioner with effective primary care practice skills, including abilities to communicate and educate others on the rational use of medications and related devices. Also to engender a lifelong learner who possesses a caring, professional attitude and seeks to be an agent of change within the profession. Our program includes forty-two (42) weeks of experiential training in a variety of patient care areas.

**Introductory Materials**

- Assignment formats [PDF]
- APPE requirements
- Learning objectives [PDF]
- Mission statement and philosophy
- Pharmaceutical care process
- Resources
- Student requirements

**Miscellaneous**

- Evaluation and Remediation [PDF]
- Preparation for APPE

**Syllabi for Advanced Practice Experiences**

- Ambulatory Care [PDF]
- Community [PDF]
- Drug information [PDF]
- Geriatrics [PDF]
- Hospital [PDF]
- Medicine [PDF]
- Mental health
- Nuclear Pharmacy [PDF]
- Pediatrics [PDF]

**Form**

- APPE Change Form [PDF]
Introductory Pharmacy Practice Experience

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Students

- Evaluate Instructors
Preceptor Sign In

Dear preceptors,

Thank you for your continued interest and help in precepting ISU College of Pharmacy Advanced Pharmacy Practice Experience (APPE) fourth-year students. Please use the link below to view your schedule for the APPE year. If you have any concerns, conflicts, or need to make a change to the schedule, please contact Rick Rhodes at 208-282-2438 as soon as possible.

From this website, you can view your schedule as well as the student’s picture, CV, and their rotation schedule. (This is also the form that you will use to evaluate the students when they have completed your rotation).

Preceptor link: [http://pharmacy.isu.edu/live/appe/login.php](http://pharmacy.isu.edu/live/appe/login.php)

Your user ID will be your complete email address

For first time users your password will be “password” (case-sensitive). You will be prompted to change your password once you gain access.

We sincerely appreciate your extremely important contributions to the educational experience of ISU College of Pharmacy students and if you have any questions, please don’t hesitate to contact us.

Rick Rhodes, PharmD
Interim Experiential Director
ISU College of Pharmacy

Questions

For questions regarding sign in difficulties please email the [technical support manager](mailto:mcummins@pharmacy.isu.edu). Matt at mcummins@pharmacy.isu.edu
Welcome Richard to the online evaluation for fourth year pharmacy students.

Affiliate Faculty Resources

- Idaho Health Sciences Library
- Facts and Comparisons, username: rxweb, password: idapharm
- Micromedex, username: rxweb, password: idapharm
- Lexi-comp, username: isupharm, password: pharm1

Evaluation tools

Please select the student to evaluate. Make sure to assign a grade at the bottom of the form.

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<th>Date</th>
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<td>2:2009-06-29</td>
<td>Jennifer Horton (Geriatrics)</td>
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<td>Matthew Walker (Geriatrics)</td>
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<td>3:2009-08-10</td>
<td>Katherine Hope (Geriatrics)</td>
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<td>Amy Stokes (Geriatrics)</td>
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<td>5:2009-11-02</td>
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<td>6:2009-12-28</td>
<td>David Iverson (Geriatrics)</td>
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<td>7:2010-02-08</td>
<td>Mark Lindhardt (Geriatrics)</td>
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<td>8:2010-03-22</td>
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<tr>
<td>Name</td>
<td>Mark Lindhardt</td>
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<tr>
<td>Cell-Phone</td>
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<tr>
<td>Email</td>
<td><a href="mailto:lindmark@pharmacy.isu.edu">lindmark@pharmacy.isu.edu</a></td>
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Current APPE Schedule

<table>
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<tr>
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<tbody>
<tr>
<td>Marilyn Silcock</td>
<td>Craig Haslam</td>
<td>Gina Davis</td>
<td>Kevin Cleveland, ANP</td>
<td>Susan Wilson</td>
<td>Cara Liday</td>
<td>Richard Rhodes</td>
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<tr>
<td>(General Medicine)</td>
<td>(Community)</td>
<td>(Student Health)</td>
<td>(Drug Information (Pocatello or Reno))</td>
<td>(Hospital)</td>
<td>(Ambulatory Care)</td>
<td>(Geriatrics)</td>
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</tr>
</tbody>
</table>
Introductory Pharmacy Practice Experience

- Information

Advanced Pharmacy Practice Experience Information

- APPE Manual
- Homebase Selection
- Register APPE Site Preferences (P3 Students)
- Experience Dates

Preceptors

- Preceptor Login
- Preceptor Training and Resource Network

Students

- Evaluate Instructors
Welcome Idaho State University Preceptor

Idaho State University COP provides its preceptors with the Preceptor Training & Resource Network and automatic registration in the National Preceptor Database.

If you already know how to log in to Pharmacist's Letter, enter your info on the right →

If you're not sure how to log in, please click on the link that best describes you:

I personally subscribe to Pharmacist's Letter

My employer provides Pharmacist's Letter

I'm new to Pharmacist's Letter - sign me up for Preceptor CE and Resources!

If you have any questions please email us or call Pharmacist's Letter at (209)472-2240.

Login

Already know how to login?
To gain access enter your:

Email Address or CE ID #:

Password (not required if you are logging in with a CE ID #):

Login

Forgot your login codes?
NEED HELP?
Ask me now, chat online!

Click Here

Need more help logging in?
If you have any questions please chat now, contact us by email or call our offices at (209) 472-2240.
Preceptor Training & Resource Network

Schools & Colleges of Pharmacy
Select a School/College of Pharmacy to get more information about precepting students or find out how to become a preceptor.

EIPC designates School/College participating in the Excellence in Precepting Cooperative

Schools/Colleges Listed Alphabetically
Schools/Colleges Nearest to Me
Schools/Colleges Listed by State: Idaho

Preceptor Training CE

IPPE Preceptor Training:
Precepting Introductory Pharmacy Practice Experiences 1.0

APPE Preceptor Training - Community Practice:
Precepting in the Community Pharmacy Part 1: Teaching Advanced Practice Experience Students 1.0
Precepting in the Community Pharmacy Part 2: Developing Challenging Student Activities and Assignments 1.0
Precepting in the Community Pharmacy Part 3: Incorporating Students into the Development and Implementation of Pharmacy Services 1.0
The Community Pharmacist Preceptor Education Program Accredited and provided by NACDS Foundation and APhA 3.0
APPE Preceptor Training - Hospital Practice:

- Precepting in the Hospital Pharmacy Part 1: Teaching Advanced Practice Experience Students in the Hospital
- Precepting in the Hospital Pharmacy Part 2: Developing Challenging Student Activities and Assignments
- Precepting in the Hospital Pharmacy Part 3: Incorporating Students into the Development and Implementation of Pharmacy Services

APPE Preceptor Training - Core Rotations:

- Precepting a Drug Information Experience
- Precepting an Acute Care Experience
- Precepting an Ambulatory Care Experience

Preceptor Development:

- Incorporating Experiential Students into New or Existing Pharmacy Services - Live CE
- Promoting Professionalism in Pharmacy Practice Experiences - Live CE
- Evaluation and Feedback in Pharmacy Practice Experiences - Live CE
- Teaching Clinical Problem Solving - Instructing, Modeling, Coaching, and Facilitating - Live CE
PL Journal Club

View all 126 PL Journal Club Topics in the Library

February 2010 Instructor Key (Leader Notes)  February 2010 Student Handout (Participant Notes)

Topic #1: Backpedaling on aspirin to prevent heart disease...Covers the benefits of aspirin in patients with diabetes, evaluating a meta-analysis, and primary and secondary prevention of cardiovascular disease.

Topic #2: In addition to concerns about stroke, heart disease, or death, there are questions about the usefulness of antidepressants in all but severe depression...Covers efficacy of antidepressants, evaluating a meta-analysis, and depression rating scales.

January 2010 Instructor Key (Leader Notes)  January 2010 Student Handout (Participant Notes)

Topic #1: The Zetia (ezetimibe) controversy sparks new emphasis on treating lipids...Covers ezetimibe versus niacin in patients receiving a statin, carotid intima-media thickness as a surrogate marker, and adjusting lipid-treatment regimens.

Topic #2: Ensuring kids get enough vitamin D...Covers national survey results on vitamin D levels in children, potential biases in survey and epidemiological data, and screening for vitamin D deficiency.

View all 126 PL Journal Club Topics in the Library

Pharmacy 101

View all 16 Pharmacy 101 Topics

Drug Expiration Dates (Preceptor Key)  Drug Expiration Dates (Student Case)

Covers the basics of drug expiration dates. A sample Lantus prescription is used in a case to explain the differences in manufacturer expiration dates and beyond-use dates, special requirements assigning beyond-use dates, and provide tips to prevent patients from getting and using expired medications.

Which Tablets and Capsules Can Be Crushed, Opened, or Split? (Preceptor Key)  Which Tablets and Capsules Can Be Crushed, Opened, or Split? (Student Case)

Covers practical issues with dispensing medications that can be crushed, split or chewed. A sample Protonix prescription and a nurse request for medications that can be administered via a feeding tube are used in cases to explain special requirements for identifying and dispensing medications that can or cannot be split, crushed or opened, and provide tips for inputting directions, figuring days' supply, labeling, etc of these prescription orders.

View all 16 Pharmacy 101 Topics
Preceptor Toolbox

Preceptor resources you need to prepare for your students and rotations.

Handling Difficult Learning Situations
Literature Evaluation and Biostats for Preceptors
Professionalism Resources
Incorporating Students Into Clinical Practice Resources
Activity Ideas - Community Pharmacy - Additional community practice forms, sample assignments, and student schedules can also be found throughout the toolbox.
Syllabus Examples - View sample syllabi for Advanced Community Pharmacy, Ambulatory Care, Adult Medicine, Drug Information and other experiences.
Evaluation Tools
Sample Assignments - Use these sample completed assignments to get ideas for your rotation or to help communicate your expectations to students when they are completing an activity/project.
Student Schedules - View sample student schedules for structure and activity ideas and use the calendar template to help in creating your student’s schedule.
Orientation Resources
Patient Safety Teaching Resources
Practice-Based Teaching Resources
APEX Program Resources
Browse the full Toolbox
Preceptors Interact

Need help developing challenging project ideas for your student? Have a great strategy for assessing patient counseling skills? Post your teaching questions here for feedback and information from other pharmacy preceptors...or provide an answer or two to help out your colleagues.

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