COMMUNITY
ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE)
PHAR 9981

Preceptor: 
Experiential Site: 
Current Semester/Year: 
Office: 
Office Phone: 
Email: 
Credit Hours: 6 
Course Prerequisites: Fourth Year Status

Introduction:
The primary purpose of this practice experience is to prepare students to be a health care provider in the community setting where the pharmacist is the “most accessible health care provider.” Community pharmacy has changed from a purely distributive role to focusing on patient-specific-focused care. The Community Pharmacy APPE is a six week (240 hours) experience in a selected community pharmacy. The experience will consist of exposure to pharmacy management, prescription dispensing, nonprescription products, disease management, immunizations, triage of patients to pharmacist-direct care or referral to other medical services, individualized patient education of prescription and non-prescription medications, patient-oriented services such as patient drug use monitoring, consultation, patient follow-up and education, and working with other health care providers in designing, implementing and monitoring a therapeutic plan will produce positive outcomes for the patient. During the session, each student will be supervised by a registered pharmacist who will act as the student's preceptor. It is the responsibility of the preceptor to assist the student in utilizing the knowledge obtained in the classroom and applying it to the everyday practice of pharmacy. The preceptor will also evaluate the student's progress and help direct the student toward the competency level necessary to enter the profession of pharmacy. The pharmacy should be considered a laboratory with the preceptor serving as the instructor. The student should consider the experience as more than an opportunity to observe the preceptor, and should begin to develop skills in patient-oriented pharmacy services.

Orientation:
Orientation to the practice site with tour of the facility and introduction to management, pharmacist, pharmacy technicians, staff and other key personal involved at the practice experience. Introduction of the policies and procedures, expectations in regard to scheduled hours, dress code, and parking. Orientation will also include the specific duties, activities, training and experience which will enable the student to fulfill the goals and objective needed to accomplish the competencies required to pass their APPE community rotation. Professionalism and patient confidentiality (HIPPA) will also be discussed.
Goals of Community Practice Experience:
1. To expose the student to a high level of community pharmacy practice and to introduce each student to concepts necessary in the provision of patient-oriented community pharmacy services.
2. To improve the student’s communication skills in patient interactions and consultation concerning medications and other health care information.
3. Use communication skills to efficiently gather relevant information and medical history from patients and recognize the patient/caregiver’s level of health literacy.
4. To utilize available technology, informatics, medical literature to provide drug information for patient-specific care and communicate information to other health care professionals.
5. To enable the student to gain experience in taking telephone and written prescription orders accurately including computer data entry and label preparation.
6. To familiarize the student with the ability to accurately interpret, select and dispense prescription medications and devices safely, accurately, efficiently and in accordance with all federal and state regulatory policies, procedures and requirements related to controlled substances.
7. To learn the legal procedures for transferring prescriptions.
8. Describe the differences between CII, CIII-V and non-controlled substances and CV controlled substances that can be obtained without a prescription.
9. Determine the urgency of a situation, including the necessity to summon emergency medical services.
10. Provide rational recommendations for initial management and appropriate referral for further evaluation in non-urgent situations.
11. Evaluate a patient’s records for pertinent information before dispensing the prescription, such as drug allergies, compatibility of the drug with the patient’s diagnosis, adverse drug reactions and interactions, and refill status.
12. To provide the student with information concerning nonprescription medications and demonstrate the technique necessary in assisting self medication of patients.
13. Effectively counsel patients about OTC products and other aspects of self-medication, such as, proper use of inhalers, blood glucose meters, topicals, patches, eye drops and injectables.
14. Be able to perform a medication profile review and identify patients at risk for adverse drug reactions and interactions.
15. Be able to efficiently manage and operate third party reimbursement systems.
16. Appropriately calculate and accurately measure the quantity of medication to be compounded and dispensed.
17. Be able to use appropriate compounding techniques and quality assurance methods and accurately compound individual or bulk medications.
18. Be familiar with the basic medication distribution, inventory control and medication error/safety management systems.
19. Demonstrate professional behavior including, but not limited to punctuality, reliability, meeting deadlines, dress and assuming responsibility.
20. Display high standards with regard to moral, ethical and legal conduct and Confidentiality (HIPPA).
21. Be able to communicate with compassion, and interact with patient populations with diverse cultures, medical conditions, gender, age and different cultural, ethnic and religious traditions.
22. Apply the basic principles of marketing, financial and business management, in addition to personnel management, including job descriptions, staffing, recruitment and retention of employees.

23. Demonstrate how to identify, manage and report medication errors, adverse drug reactions and interactions.

24. Demonstrate the process to provide effective health promotion and disease prevention services.

25. Understand the role and responsibility of pharmacist in emergency preparedness and response.

Preceptors Responsibilities:
1. Orientation to the rotation at the beginning of the APPE
   a. Required objectives, activities and expectations
   b. Starting and ending times
   c. Policies and procedures
   d. HIPAA compliance
   e. Introduction to appropriate health care professionals and staff
   f. Tour of the facility

2. Assign student to responsibilities consistent with the rotation objectives.

3. Provide supervision of the student’s activities and monitor achievement of required tasks to assess related student competencies.

4. Have those qualities which foster a positive professional role model.

5. Possess appropriate communications skills and have the ability to facilitate learning.

6. Supervise all written and verbal recommendations made by the student.

7. Never assume a student’s competency, but determine it by reviewing their work profile, discussion and experience.

8. Provide the student with mid-point performance evaluation during 3rd week.
   a. Specific recommendations for improvement if needed.
   b. Any failing mid-point evaluation to be reported to the Experiential Director.


10. Communicate with Experiential Director regarding any significant irregularities in student behavior:
    a. Irregular attendance
    b. Unprofessional appearance
    c. Violation of facility policies
    d. Unprofessional behavior or inappropriate communications with health professionals, patients, customers or staff

Student Responsibilities:
1. Contact preceptors, 2 weeks in advance, to coordinate first day arrival plans

2. Maintain a high standard of professional behavior:
   a. Appropriate attire and appearance for the professional setting.
   b. Effective verbal and written communications.
   c. Compliance with all site policies and procedures.
   d. Consistent and punctual attendance.
   e. Use of cell phones or other electronic devices is prohibited except with the express permission of the preceptor.
3. Since the primary objective of the rotation is learning, the student needs to be proactive, not passive.
   a. This requires active participation and communication.
4. Maintain patient confidentiality in compliance with HIPAA regulations.
   a. All information concerning patients/customers and patient care is to remain confidential. Any documents or notes with patient-related information should be shredded at the end of the rotation.
5. Actively participate in the professional and technical functions of the site, relative to the rotation objectives.
6. Develop and revise professional and personal goals for each rotation according to the objectives of the particular clerkship.
   a. Professional and personal goals should be within the scope of the present rotation.
7. Satisfy the rotation attendance requirements (240 hours) within the rotation time period.
8. Complete the rotation and preceptor evaluation forms.
9. The student’s rotation schedule is at the discretion of the preceptor.
   a. This may be nights, weekends, holidays, etc.
10. Must conduct themselves in a professional manner at all times.
    a. Unprofessional actions could cause removal from the rotation site and failure of the rotation.
11. Must inform preceptor in advance of any expected absence or tardiness

**Academic Dishonesty/Professionalism:**
Consistent with University regulations, academic dishonesty will not be tolerated. Students found guilty of infractions will be removed from the course. Likewise, consumption of alcohol or other substances of abuse during the experiential component will be grounds for dismissal. Any student asked to leave an APPE site for any reason will fail the rotation and be called before the Progressions Committee.

**Compensation Prohibited:**
Pharmacy students, while participating in any experiential activities to satisfy required hours stated in the College curriculum, shall not, under any circumstances, receive financial remuneration or compensation for hours obtained from experiential sites. Any hours in which the student is paid will not count toward fulfillment of the experiential experience.

**Methods of Learning:**
The preceptor will assess professional outcome abilities throughout the APPE by involving the student in specific activities and tasks. These may include:
1. Reviewing and properly documenting in patient files.
2. Assessing appropriateness of drug therapy by means of patient interviews, drug utilization evaluations, and identification of drug interactions or adverse effects
3. Student observation of pharmacist role model.
4. Performing selected aspects of physical assessment.
5. Effectively communicating with patients and their caregivers.
6. Effectively communicating with health care providers.
7. Interaction with patient and/or caregiver’s.
8. Using open-ended question to determine patient needs and understanding of mediation counseling.
9. Practicing patient counseling with your preceptor s the patient for several prescriptions you assisted in filling
10. Patient counseling.
11. Learning issues assigned by preceptor.
12. Recommending changes in therapy based on medical literature and assuming responsibility for the outcome.
   Serving as a patient and health professional educator. This may include oral and/or written projects such as:
   a. Case presentations
   b. Journal club presentations
   c. Research projects
   d. Inservices
   e. Administrative projects
   f. Grand rounds presentations
   g. SOAP or PHARME write-ups
   h. Seminars
   i. Clinical intervention logs
   j. Drug information responses
   k. Clinical conferences
   l. Lab Indices

Grounds for APPE Failure:
Students will be dismissed from the APPE for any of the following:
1. Poor performance in clinic
2. Unprofessionalism
3. Inappropriate behavior
4. Failure to complete all written and oral assignments satisfactorily
5. Lack of attendance
6. Violation of patient confidentiality
7. Informing a patient to change or discontinue a drug without consulting provider
8. Providing inappropriate information to patients, providers, or other staff (including guessing or agreeing with irrational pharmacotherapy)
9. Lack of active participation
10. Academic/professional dishonesty
11. Plagiarism
12. Consumption of alcohol or other substances of abuse
13. Any failure to comply with HIPPA

Mid-Point Performance Evaluation:
Preceptors must provide the student with a mid-point performance evaluation during the 3rd week of the six week rotation. Preceptors will provide specific recommendations for areas of improvement if necessary. Preceptors should report any student failing the mid-point evaluation to the Director of Experiential Education.

Absence Policy:
Mandatory attendance is required for all Advanced Pharmacy Practice Experiences (APPEs). Each APPE consist of six weeks and each week consist of 40 hours at the designated experience for a total of 240 hours. Students are required to be at the practice facility in accordance with the schedule for each particular site, including nights and weekends.
Absences may be excused in the event of unforeseen emergencies, unusual circumstances, illnesses, or severe weather. Any foreseeable absences must be pre-approved by the principal preceptor. All absences are expected to be made up as directed by the preceptor.
Continual unexcused absences or tardiness are grounds for failure of the rotation.
The only designated holiday during the year is during the Christmas break.
Students With Disabilities:
The Americans with disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. Students with disability related needs should contact the Director of the Center for Students with Disabilities, Campus Box 8118, 208-282-3599. TTY 1-800-377-3529. In addition the student must supply copies of official correspondence from the Center for Students with Disabilities to the Associate Dean of the College of Pharmacy. Arrangements will then be made to notify individual module directors of the student’s special needs.

Confidentiality:
Pharmacy students must be in compliance with the Health Information Portability and Accountability Act (HIPAA). The Office for Civil Rights enforces the HIPPA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPPA Security Rule, which sets national standards for the security of electronic protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety (US Department of Health & Human Services, HSS.gov).
All patient information, names, medical records, social security numbers, date of birth, and other identifiers will not be used, removed, or discussed for any reason outside the facility. Any breach of HIPPA will be grounds for removal from the facility and failure of the rotation. See Student Handbook under HIPPA.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Assessment:
The College has an ongoing assessment program. A requirement for accreditation, the program is designed to assure curricular effectiveness. The assessment program at the College of Pharmacy employs a variety of measures from students, faculty, and preceptors. Throughout the curriculum, students participate in assessments that are embedded as required components of courses and practice experiences. Participation in these assessment activities is required. Assessment is a required component of all pharmacy courses.

Textbooks and Resources
The student should start to put together a personal library of information resources which is important for professional growth and life-long learning. Having a personal library of resources he/she is familiar with increase the quickness and efficiency medical information is obtained and distributed to the patient or healthcare provider. At a minimum the following list is an example of the text to be used.

- Pharmacotherapy
- Injectable Compatibilities
- Hand Book of Drug Data
- Compounding
- Handbook of Non-Prescription Drugs
- Laboratory Interpretation
- General Medicine
- Drug Identification
- Pharmacokinetics
- Adverse Drug Reactions
- Medical Dictionary
- Adverse Drug Interactions.
### Competencies:

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<thead>
<tr>
<th>Skills and Abilities</th>
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<tr>
<td><strong>I. Ensure appropriate Pharmacotherapy and Health Outcomes</strong></td>
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<tr>
<td>Efficiently gathers relevant medical history and recognizes the patient’s/caregiver’s level of health literacy.</td>
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<td>Performs a medication profile review and identifies patients at risk for adverse drug reactions</td>
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<td>Counsels patients/caregivers effectively using level-appropriate OBRA 90 education requirements</td>
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<td>Determines the urgency of a situation, including the necessity to summon emergency medical services</td>
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<td>In non-urgent situation, provides rational recommendations for initial management and appropriate referral for further evaluation</td>
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<td>Able to access and appropriately apply the medical literature to patient-specific drug information requests</td>
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<td>Recognizes health care disparities and effectively counsels patients regarding patient assistance resources</td>
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<td><strong>II. Dispense Medications and Devices</strong></td>
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<td>Processes phone and written prescription orders accurately, including computer data entry and label preparation</td>
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<td>Selects and dispenses prescription medications and devices safely, accurately, efficiently, and in accordance with all federal and state requirements</td>
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<td>Accurately calculates the quantity of medication to be compounded or dispensed</td>
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<tr>
<td>Uses proper compounding techniques and quality assurance methods, and accurately compounds individual or bulk medications.</td>
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<td>Follows all state and federal regulatory policies, procedures and requirements related to controlled substances</td>
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<td>Effectively manages and works with third party reimbursement systems</td>
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<td><strong>III. Manage Health Systems</strong></td>
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<td>Is familiar with basic medication distribution, inventory control and medication error/safety management systems</td>
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<td>Applies basic principles of marketing, financial and business management to the delivery of pharmacy services</td>
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<td>Understands personnel management principles including job descriptions, staffing plans and processes used to recruit and retain employees.</td>
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<td>Understands how to identify, manage and report medication errors and adverse drug reactions</td>
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<td><strong>IV. Health Promotion and Disease Prevention</strong></td>
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<td>Identifies and provides effective health promotion and disease prevention services</td>
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<td>Identifies the role and responsibility of pharmacists in emergency preparedness and response</td>
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<td><strong>V. Display Professionalism</strong></td>
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<td>Communicates and interacts in a professional and culturally sensitive manner</td>
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<td>Demonstrates professional behavior including, but not limited to, punctuality, reliability, meeting deadlines, dressing appropriately, and assuming responsibility</td>
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<td>Maintains high standards with regard to moral, ethical and legal conduct. Maintains HIPAA confidentiality</td>
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<tr>
<td>Demonstrates a commitment to professional growth and life-long learning, including the ability to self-assess, accept and utilize feedback, and learn independently</td>
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