

First Year Pharmacist Patient Care Experience Site Visits Preceptor Guide



Welcome!!!

As a Northeastern Ohio Universities College of Pharmacy (NEOUCOP) Preceptor, you are embarking with us on a new and exciting phase of experiential pharmacy education. The primary goal of the first year Pharmacist Patient Care Experience (PPCE) site visits is for the student to gain exposure to a variety of practice settings and to begin the process of professional orientation to attitudes, values and behaviors expected in pharmacy practice.

The first PPCE site visits take place during the winter and spring of the first year in the professional curriculum. You will be assisting students in acquiring very basic skills in pharmacy practice and professionalism. Teaching students basic pharmacy practice skills, assigning them meaningful tasks and modeling the best in professionalism and ethical behavior will be your challenge, especially when you must combine these efforts with your normal job responsibilities. Please use this manual as a guide to assist you. You are providing an invaluable service to NEOUCOP by assisting us to prepare students for the pharmacy profession. As a working pharmacist training future professionals, you are making an enormous contribution to the students, the college and northeast Ohio.

Please do not hesitate to contact the college if you have any questions; we are happy to assist you.

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Vice Chair of Pharmacy Practice

Precepting

A preceptor is a unique combination of teacher and mentor. As a preceptor, you are in a position to teach students the necessary skills they will need to practice pharmacy, while also being in a position to foster the growth and progress of each student you teach. You may find yourself providing advice, support, and encouragement to your students in addition to exposing them to pharmacy practice skills. You may never have imagined yourself as a teacher when you were in pharmacy school, but as a preceptor, you are first and foremost a teacher. Experiential instruction is much different from didactic instruction and the College does not expect you to be intimately familiar with instructional theories or methods. You will teach by sharing your knowledge base, instilling enthusiasm for the profession, and exhibiting patience toward your students.

Precepting is an individual endeavor; what works well for one site, for one preceptor, and for one student, may not work as well elsewhere or for other preceptors or students. Please take your role as a preceptor seriously, just as we expect students to take their experiences seriously. We realize that precepting and fulfilling regular job duties may be difficult. We encourage you to make the most of your time with your student and to prepare for them in advance as much as possible.

College of Pharmacy Curriculum Themes

Each year of the NEOUCOP four year professional pharmacy curriculum is guided by a theme. Year one is Dosage Forms, year two is Medication Use Systems, year three is Medication Safety, and year four is Patient Centered Care. The introductory pharmacy practice experiences conducted in years one through three are therefore conducted around these themes. The goals and objectives that follow are specific to the year one theme; Dosage Forms.

Although we want students to appreciate the full scope of pharmacy practice at your site, their activities are appropriately limited to those in the goals and objectives below and other activities you may identify consistent with these goals and the theme. Experiences in years 1, 2 and 3 will build upon one another and be more meaningful as they correlate with their classroom learning.

Although we will strongly advocate it in future experiential goals, direct patient care activities (i.e. patient counseling, MTMS, therapeutic evaluation) are not appropriate for this stage of the student's education.

First Year PPCE Experiential Goals and Objectives

Goal #1: Understand the scope of pharmacy services provided

Description: One of the primary goals of the PPCE 2-4 site visits is for the student to gain exposure to a variety of practice settings and to begin the process of professional orientation to attitudes, values and behaviors expected in pharmacy practice.

Objective(s)

1. The student will complete a site profile questionnaire with guidance from the preceptor or the preceptor's designee which describes the nature of pharmacy practice at the site and services provided. This activity should not exceed a total of 60 minutes of on-site time.

Goal #2: Identify pharmaceuticals commonly utilized/dispensed at the site

Description: This activity is designed to reinforce the students' knowledge of the "top 200" drugs they've been learning in the classroom. The student should be able to identify the pharmaceutical products most frequently utilized at the site, with the ultimate ability to compare this to other pharmacy practice environments.

Objective(s)

1. The student will identify the top ten utilized pharmaceuticals (by volume, cost or both) in stock at this site. The student will determine which of these products are in common with the "top 200" list assigned in the classroom.

2. The student will observe, assist or perform the task of correctly placing medications into appropriate storage locations.

Goal #3: Understand pharmaceutical packaging needs and requirements at the site, and how the product is prepared for dispensing

Description: This goal is intended to expose the student to the many facets of pharmaceutical packaging (manufacturer and repackaging) including labeling, stability, expiration dating, storage conditions, lot numbering, handling, container selection, stability vs. sterility, etc. This goal is also intended to allow the student to participate in as much pharmaceutical compounding (i.e. suspensions, creams, mouthwashes, sterile IV preparation, ophthalmic, etc.) as appropriate for the specific practice site.

Objective(s)

The student is to perform as many of the following activities as possible and appropriate for the practice site:

1. Review assigned (by preceptor) inventory of pharmaceuticals for expiration status, and remove/identify expired or soon-to-expire products according to the direction of the preceptor.

2. Confirm that the storage conditions are appropriate for ten pharmaceutical products representing 10 different dosage forms.

3. Identify and review the presence of bar-coding on drug packaging (manufacturer and/or repackaged) and all uses for this bar-coding at the practice site.

4. Participate in the repackaging of drug products (including calculations and documentation) as typically performed at the site (if applicable) and at the discretion of the preceptor.
5. Document the expiration dating policy for repackaged items at the site.
6. Participate in the compounding of pharmaceuticals in preparation for dispensing (if applicable).

Goal #4: Understand availability of various dosage forms and their purpose

Description: This goal is in keeping with the curriculum P1 theme “Dosage Forms.” Through an understanding of the many available drug product dosage forms, students will ultimately be able to associate these dosage forms with indication and therapeutic goals. Types of activities may include: measuring/selecting correct dose/volume, evaluating benefits of different dosage forms of same pharmaceutical, compounding of alternative dosage forms (i.e., suspensions, solutions), equipment/tools utilized, etc.

Objective(s)

1. Identify the pharmaceutical product at the site which is available in the greatest number of available dosage forms. Review each dosage form and suggest under which circumstances it would be the preferred therapeutic choice.

Goal #5: Understand basic pharmaceutical distribution methods

Description: The purpose of this goal is to provide the student with an understanding of the various dispensing/distribution methods (i.e., automation, centralized, decentralized, automated dispensing devices, etc.) and their purpose. These include the processes used within the pharmacy for preparation of the dispensable product and design of the end-product itself (e.g., prescription vial, multiple day blister packaging, unit-dose, etc.)

Objective(s)

1. Observe or participate (at preceptor discretion) in the preparation of pharmaceuticals for dispensing (e.g., selecting and counting tablets, filling of automated/robotic devices, filling of automated dispensing cabinets, etc.)
2. Observe or participate in the selection, preparation and/or organization of drug products for verification/checking by a pharmacist.

Goal #6: Understand pharmaceutical inventory management

Description: The purpose of this goal is to provide the student with an understanding of the process of procurement of pharmaceuticals. This is to include: source, ordering (method and frequency), receiving, invoicing, returns, handling of expired products, recalls, etc.

Objective(s)

1. Observe, participate in or review the order preparation process used at the site.
2. Observe, participate in or review the order receipt and stocking process at the site.

Grading

The introductory pharmacy practice experiences are graded on a “Pass”/ “Fail” basis; students will not receive a letter grade for participation in these experiences. The goals and objectives listed for the PPCE 2-4 site visits were developed to address specific competencies needed to fulfill requirements for the Doctor of Pharmacy degree. We hope that you will develop your rotation and site by creating meaningful activities and duties for your students which will help them meet these goals and objectives. You will be documenting the level to which a student accomplishes each objective (satisfactory, needs improvement, or unsatisfactory) using the Preceptor Evaluation of Student form. “Satisfactory” marks should not be given to students who participate minimally or who lack professionalism. Evaluations should be reviewed with the student during the last day of the rotation, taking the opportunity to reinforce the student’s strengths and also provide constructive development opportunities.

In order to receive a passing grade, students will also be required to submit a narrative after each rotation describing their experience, how it relates to what they are learning in school, and how they will apply what they have learned to future practice experiences. This narrative will be submitted to the college and will not be the preceptor’s responsibility to review.

Student Standards

The following are standards which all students must meet before participating in PPCE 2-4 site visits:

- Be in good academic standing at NEOUCOP
- Have completed all health requirements (immunizations, etc.)
- Be a licensed pharmacy intern in Ohio
- Have completed Basic Life Support or CPR
- Not have a family member, employer or previous employer as a preceptor or site
- Will not receive monetary compensation for site visits

Students on professional practice experiences represent the College of Pharmacy. Students are expected to conduct themselves in a respectful, courteous manner in *all* interactions while on rotations.

The following are student responsibilities while on site visits. The student:

1. Shall be **professional** in both appearance (dress) and conduct
2. Should work to quickly master assigned activities so that more time is used efficiently to gain the widest experience possible
3. Shall recognize that learning requires **mutual respect and courtesy**, and an open line of communication between teacher and student
4. Shall not divulge any information of a **confidential** nature
5. Shall not make professional decisions without preceptor supervision and approval
6. Shall **adhere to a specified schedule** predetermined with the preceptor
7. Shall be **punctual** and be required to notify preceptor of lateness or absence

8. Is responsible to know and comply with all applicable **pharmacy laws and regulations**
9. Is responsible to know and adhere to all **policies and procedures** of the College and training sites
10. Is responsible for **completion of all assignments** from the preceptor
11. Is responsible for the **evaluation** of the preceptor

Preceptor Checklist: Before the Student Arrives

The following are several items which you may want to check off before the rotation begins. You may also wish to provide this information to your student when he or she contacts you two weeks prior to the start of the rotation.

1. Review goals and objectives for the First Year PPCE experiential site visits.
2. Prepare a list of student tasks/activities/assignments in accordance with goals and objectives.
3. Inquire about additional orientation sessions and/or procedures student must attend and/or follow for your facility such as orientation sessions, additional ID badges, etc.
4. Have information available regarding parking-location, permits, fees, etc.
5. Remind staff of arrival of student, what the student's roles and responsibilities will be and what role staff members will have in regard to the rotation.
6. Prepare a list of your facility's contact names and numbers for student use in case of emergency, absence, etc.

Preceptor Checklist: While the Student is with You

1. Introduce the student to staff and colleagues.
2. Make the student feel welcome and important.
3. Treat the student as part of the team.
4. Make sure the student understands his or her responsibilities and what's expected.
5. Take the student to meetings, special events, if appropriate and time permits.
6. Have a pre-determined time to meet with your student to review significant events or activities.
7. Exhibit patience with your student, while having high expectations of him or her.
8. Contact NEOUCOP if you have questions or concerns:

Contact:

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HELPFUL WEBSITES

National Association of Chain Drug Stores (NACDS)

The Community Pharmacist Preceptor Education Program

Although titled as “Community Pharmacist,” this program is applicable and valuable for any practice environment.

<http://nacds.rxschool.com/>

American Society of Health-Systems Pharmacists (ASHP) Preceptor Information Page

http://www.ashp.org/s_ashp/cat1c.asp?CID=1177&DID=1219

Website also has link to purchase ASHP-published *Preceptor's Handbook for Pharmacists*

http://www.ashp.org/s_ashp/sec_detail.asp?CID=1472&DID=4957

APEX-Achieving Preceptor Excellence

Website dedicated to pharmacy preceptor training and support materials

<http://www.cop.ufl.edu/safezone/doty/apex/about.html>