

**Midwestern University College of Pharmacy Downers Grove (CPDG)
Office of Experiential Education (OEE)
Advanced Pharmacy Practice Experience (APPE) Preceptor Guide 2024-2025**

GUIDE TO A SUCCESSFUL ROTATION EXPERIENCE FOR THE PRECEPTOR & STUDENT

REMINDERS FOR THE 2024-25 APPE CYCLE:

- On the last Friday of each APPE block the students will come to campus for their PharmD Seminar course which is focused on preparation for the NAPLEX and MPJE. They will also attend a meeting with the OEE staff. Distant students will participate remotely.
- Elective APPE:
 - ✓ The final evaluation is available to complete online in RMS.
 - ✓ Section two has 5 required items to grade.
 - ✓ Section three has an item to capture the goals and objectives set by the preceptor.
- Please see the last page of this document for a table summarizing the assignments for each APPE rotation.

APPE COURSE SYLLABI:

We have updated the syllabus for each APPE course to reflect current dates, assignments, and policies for the 2024-2025 APPE rotation blocks. As a reminder, we no longer mail paper copies of the syllabi. The updated version of each course syllabus is on our website which you may access using the link below:

www.midwestern.edu/cpdgpreceptors

All APPE course syllabi, evaluation forms & directions for using our online Rotation Management System (RMS) may be found at this site. If you would like to request a paper or electronic copy of the syllabus, final evaluation form, or other forms for your APPE rotation, please email: cpdgoee@midwestern.edu. Indicate the syllabus or form needed, and the APPE rotation type (Elective, Community, Hospital, General Medicine, Ambulatory Care, or Clinical Specialty) along with the email or mailing address to which it may be sent.

SUMMARY OF OEE APPE ROTATION POLICIES

ROTATION ATTENDANCE:

- Students are required to be on site 5 days a week for a minimum of 8 hours each day.
- Students are required to complete a minimum of 240 hours for each APPE rotation.
- Time used for lunch breaks and other personal breaks does not apply towards the 240 required hours.
- Daily start and end times will be set by the preceptor.
- Proper documentation of APPE hours is required. The APPE hours are reported to the Illinois State Board of Pharmacy and other BOPs for pharmacist licensure.
- Preceptors should inform OEE, if a minimum of 240 hours has not, or cannot be completed by the student during the 6-week rotation block. Please email cpdgoee@midwestern.edu

PLANNED TIME OFF:

Planned absences are strongly discouraged and will only be approved for extraordinary circumstances. All requests are handled on a case-by-case basis. Students may not miss more than 1 or 2 days on any rotation and this time MUST be made up before completion of the rotation.

All planned absences must be approved first by the OEE Director (Dr. Susan Cornell), and then by the preceptor. The student must email a request to OEE first. Once OEE has approved the day off, the student will receive an email noting the approval. The student may then request permission from the preceptor and discuss a plan for making up the missed hours.

HOLIDAYS:

Most MWU holidays are considered "off" days for Advanced Pharmacy Practice Experience students.

These include:

- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Thanksgiving Day (the day after Thanksgiving is not a holiday for APPE students)

All APPE holidays are noted on the front page of each syllabus. This time must also be made up to ensure the student has a minimum of 240 hours completed for the rotation.

Occasionally, additional holidays may occur at the site. The preceptor will clarify any scheduling changes as needed.

SICK DAYS:

If the student is absent due to illness, the student MUST contact the preceptor AND the OEE staff within the first two hours of the start time for that rotation day.

Preceptors should call OEE main phone number 630-515-7677 if the student is a no-call, no-show.

There are no sick days built into the rotation. Anytime missed due to illness MUST be made up before the end of the rotation.

KEY INFORMATION AND TIPS FOR PRECEPTORS

ROTATION MANAGEMENT SYSTEM (RMS): This is our online database system.

It allows preceptors to:

- View rotation schedules
- View students assigned to them
- View student contact information and resume or CV
- Complete mid and final rotation evaluations online

BEFORE THE ROTATION BEGINS:

You should expect a call or email from the student(s) approximately 10-15 days prior to the first day of rotation to discuss where to park, where to meet the first day and any site or rotation specific logistics, and/or pre-reading assignments if applicable.

Let your staff know that a pharmacy student is coming before the student arrives.

THE FIRST WEEK OF ROTATION:

Welcome the student and introduce him/her to the staff.

Let the student know whom to report to in your absence and how to contact you if they need to report that they are sick or running late.

Discuss rotation specific expectations, assignments, and due dates. Rotation requirements are detailed in the syllabus for each APPE. The assignments for each APPE are summarized in a table found on the last page of this document.

WEEKLY ACTIVITIES:

Supervise rotation activities.

Share experiences with the student.

Encourage independent discovery and progress in skills and knowledge.

Provide ongoing guidance and feedback.

THE SKILLS/OBSERVATION/DISCUSSION FORM:

A separate Skills/Observation/Discussion form was created for each of the 4 Core APPE rotations: Community, Hospital, Ambulatory Care and General Medicine.

This form outlines skills to be achieved by the student.

This is to be completed over the course of the 6-week rotation experience.

***If any activities are not applicable to your site, or are unavailable to students please disregard.

The preceptor should initial each box on the form and sign the form at the top of page one.

EVALUATIONS:

Please print out and review the mid-rotation and final evaluations with the students, discussing their strengths and weaknesses, as well as strategies for improvement. The students will not automatically receive your online submissions.

MID-ROTATION PROGRESS NOTE:

Ideally this should be done late in week 3, or early in week 4 of the rotation block.

1. Mid-Rotation Progress evaluation of student

a. Complete the mid evaluation form online in RMS

OR

b. Complete a paper copy evaluation form. You may return the form to us:

-Via fax to 630-515-6103

-Via email to cpdgoee@midwestern.edu

2. Discuss the mid evaluation and grade with the student

<p>Please notify OEE if the student is failing at the mid-rotation review or at any time during the rotation.</p>
--

THE FINAL DAY OF ROTATION- THURSDAY OF WEEK 6:

1. Final rotation evaluation of student
 - a. Complete the final evaluation form online in RMS
 - OR
 - b. Complete a paper copy evaluation form. You may return the form to us:
 - Via fax to 630-515-6103
 - Via email to cpdgoee@midwestern.edu
2. Discuss the final evaluation and grade with the student

THE LAST FRIDAY OF EACH ROTATION:

Local students will return to campus for the PharmD Seminar NAPLEX prep course and OEE meeting. Distant students will attend remotely.

PLEASE CONTACT THE OEE DIRECTOR IF ANY OF THE FOLLOWING OCCURS:

Informing OEE as soon as possible when any of the following occurs will allow us to provide guidance to the preceptor, and guidance and due process to the student.

Please call the **OEE main phone number 630-515-7677**. There is someone available Monday through Friday 8:00am to 4:30pm CT to assist you.

- The student does not show up for rotation and has not called to inform you of delay or illness.
- The student has experienced a needle stick, exposure to TB, or any other injury at the site.
- There are behavioral or professional issues with the student.
- The student is showing signs of distress. We can meet with them and offer a referral to the MWU Counseling Services.
- The student has violated HIPAA.
- The student is not in compliance with the APPE sick day and/or planned absence policy as described on page 2 of this document.

IF THE STUDENT IS FAILING AT ANY TIME DURING THE ROTATION:

- ✓ Notify the OEE Director: Dr. Susan Cornell (see contact information on the next page)
- ✓ Document the areas of concern and what improvements are needed to pass the rotation and then discuss with the student. The documentation may be done using the Performance Improvement Plan (PIP) form provided by OEE. This form can be found on the preceptor webpage and on page 6 of this document

OFFICE OF EXPERIENTIAL EDUCATION CONTACT INFORMATION:

If you wish to contact the OEE Course Director:

Susan Cornell, PharmD, CDE, FAPhA Director, Experiential Education 630-515-6191 scorene@midwestern.edu

Our office main phone: 630-515-7677

There is someone available Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

Office fax: 630- 515-6103

Our office email: cpdgoee@midwestern.edu

This is monitored Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

ROTATION MANAGEMENT SYSTEM (RMS) ASSISTANCE:

If you need help with access or use of RMS or any of the online evaluations, please email cpdgoee@midwestern.edu or call 630-515-7677

LIBRARY RESOURCES:

If you have questions or need assistance regarding access to the library resources, please contact Linda Haase at lhaase@midwestern.edu or 630-515-6100

Preceptor Resources Website: www.midwestern.edu/cpdgpreceptors

- Access to all APPE course syllabi, skills sheets, evaluation forms & RMS directions
- Link to MWU Library online resources
- Link to College of Pharmacy Downers Grove campus current course catalog

Midwestern University College of Pharmacy Downers Grove
Office of Experiential Education
Preceptor Guidelines for Students Failing Advanced Pharmacy Practice Experience (APPE)
2024-2025

Please notify OEE if the student is at risk of failing at any time during the rotation. Informing OEE as soon as possible will allow us to provide guidance to the preceptor, and guidance and due process to the student.

OEE recommends creating a 'Performance Improvement Plan' for any student that is failing or may be approaching a failing grade. This will not only help the student understand areas of deficiency but also outline a plan to improve during the remainder of the APPE period.

DIRECTIONS FOR PRECEPTORS:

We have provided a sample Performance Improvement form (attached) for your use. This form will also be available on our preceptor resource page.

1. During the initial meeting with the student:
 - Note and discuss the identified performance issues with the student
 - List and discuss specific performance goals that need to be met
 - Both student and preceptor sign the form
 - Submit the form to OEE

2. Follow up meetings: Add notes from each follow up meeting to the originally created form so that all notes are kept on the same document
 - Discuss improvements in performance and where improvement is still needed
 - If needed, provide guidance for continued improvement
 - Both student and preceptor sign the form
 - Submit the form to OEE

Please submit this form:

Susan Cornell, PharmD, CDE, FAPhA Associate Director, Experiential Education 630-515-6191 scorene@midwestern.edu

If you have any questions, please do not hesitate to contact us.

**Midwestern University College of Pharmacy Downers Grove
Office of Experiential Education
Notice to students at risk of failing an Advanced Pharmacy Practice Experience (APPE)
2024-2025**

Performance Improvement Plan

Student Name:	Date:
Preceptor Name:	Rotation:
Performance Issue(s): Below list each identified area for improvement.	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
Action Plan for Improvement: List the performance goals that need to be met.	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
Follow-Up Date #1	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #1	
Next Follow-up Date	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #2	
Next Follow-up Date	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #3	
Next Follow-up Date	
Student Signature	
Preceptor Signature	

APPE Rotation Schedule for August 2024 through May 2025

May also be found on the front cover of each APPE syllabus.

SCHEDULE: ◆3YC Students Blocks 1-6

	Dates	Time	Location
<p>APPE Rotation</p> <p><u>Each rotation block is 6 weeks.</u></p> <p>*Each block will begin on a Monday and end on a Friday unless noted otherwise.</p> <p>**For the noted holidays, the students will not be at the site.</p>	<p><u>Block 1:</u> August 19 thru September 27, 2024 **Labor Day September 2, 2024</p> <p><u>Block 2:</u> September 30 thru November 8, 2024</p> <p><u>Block 3:</u> November 11 thru December 20, 2024 **Thanksgiving Day November 28, 2024</p> <p><u>Block 4:</u> January 6 thru February 14, 2025</p> <p><u>Block 5:</u> February 17 thru March 28, 2025</p> <p><u>Block 6:</u> March 31 thru May 9, 2025</p>	<p>Daily start and finish times will be set by the preceptor.</p> <p>Students are required to be at the site a minimum of 8 hours each day, 40 hours each week for a total of 240 hours.</p> <p><i>Completion of all 240 hours is required for this rotation. These hours are reported to the State Board of Pharmacy.</i></p>	<p>Assigned APPE rotation site</p>
<p>PharmD Seminar AND OEE Meeting</p>	<p><u>Last Friday of the rotation</u> Students will return to campus the last Friday of each rotation or participate remotely if distant.</p>	<p>TBA Attendance is mandatory for both.</p>	<p>Midwestern University campus Room - TBA</p>

MWU College of Pharmacy Downers Grove: Required Assignments for APPE Rotations 2024-25

APPE Rotation Assignments:	Community PPRAD 1781		Hospital PPRAD 1782		Gen Med PPRAD 1787		Am Care PPRAD 1784		Clinical Specialty PPRAD 1785		Elective PPRAD 1786		Extra Clinical for PPRAD 1785 **MUST use PPRA 1806 syllabus		
Case or Disease state presentation					X	1	X	1							
Journal Club	X	1			X	1	X	1	X	1			X	1	
Formal written assignment/documentation (SOAP Note, Patient Care Documentation, DI Paper, Drug Monograph, Patient Care Plan)					X	1	X	1	X	1			X	1	
Skills/Observation/Discussion sheet	X	1	X	1	X	1	X	1							
Experience Summary (student completes on their own at the end of the rotation)	X	1	X	1	X	1	X	1	X	1	X	1	X	1	
Project(s)- topic TBD by student & preceptor			X	2					X	1	X	2	X	1	
ADR weekly Journal (2-3 per week)	X	12-18													
Health Promotion Project	X	1													
OTC Pharmacotherapy worksheet	X	5													
Med Worksheet- Antibiotics			X	1											
Med Worksheet- Calculations			X	1											
Med Worksheet- Chemotherapy			X	1											
Med Worksheet- TPN			X	1											
Med Worksheet- Anticoagulants			X	1											
Med Worksheet- hyper & hypotensive agents			X	1											

Examples of projects for the Clinical Specialty APPE (PPRAD 1806):

- ✓ Case or disease presentation
- ✓ Journal Club
- ✓ DI paper/Drug monograph
- ✓ Patient Care plan
- ✓ Newsletter
- ✓ In-service presentation
- ✓ Patient education or community awareness presentation
- ✓ Drug Utilization Review (DUE)

This is by no means an exclusive list. Preceptors may assign other projects/activities. Format, including handouts, will be determined by type/scope of project, and as required by preceptor.