



Student Manual for Experiential Education

2025 - 2026

Professional Experience Program (PEP)

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PROFESSIONAL EXPERIENCE PROGRAM FACULTY AND STAFF

Professional Experience Program (PEP) Office

Email: cop-iowa-prof-exp@uiowa.edu

PEP Website: pharmacy.uiowa.edu/pep

Director

Gretchen Brummel, PharmD, BCPS

Office Location: 375-B1 CPB

Phone: (319) 335-2586 | Email: gretchen-brummel@uiowa.edu

Responsible for:

- Oversight of entire professional experience program
- Ensuring an adequate number and quality of sites and preceptors to deliver the experiential curriculum.
- Relationships with other health science colleges to support development of interprofessional educational experiences in the practice setting.

Assistant Director

Jenny Seyfer, BSPH, RPh

Office Location: 375-B1 CPB

Phone: (319) 335-8835 | Email: jennifer-seyfer@uiowa.edu

Responsible for:

- Administration of APPE
- Administration of the affiliation agreements with practice sites
- Management of onboarding requirements for IPPE/APPE students
- Administration of the PHAR 8132 Continuing Professional Development course
- Administration of the PHAR 8133 IPPE Career Exploration course
- Administration of the PHAR 8301 IPPE Clinical course

Assistant Director

Colleen Gross-Advani, BBA

Office Location: 375-C-1 CPB

Phone: (319) 335-8861 | Email: colleen-gross-advani@uiowa.edu

Responsible for:

- Overall management of CORE ELMS computer management system
- Scheduling of APPE and IPPE through optimization, prior approval requests and changes throughout the year
- Administration of the IPPE Community and IPPE Hospital courses

Director of Preceptor and Site Development

Karri Reising, PharmD

Email: karriann-reising@uiowa.edu

Responsible for:

- Development of new practice sites and preceptors
- Practice site visits
- Quality assurance of the practice experience program

Administrative Program Coordinator

Office Location: 375-A CPB

Responsible for:

- Administrative components of the professional experience program

- New adjunct faculty appointments and appointment renewals
- Management of the CORE ELMS rotation database system

WHAT IS THE PROFESSIONAL EXPERIENCE PROGRAM (PEP)?

The Professional Experience Program (PEP) is the practice-based experiential component of the Doctor of Pharmacy curriculum. These experiences involve real world, real patients, real pharmacists, and real students. The curriculum begins with several Introductory Pharmacy Practice Experiences (IPPE) and concludes with the Advanced Pharmacy Practice Experiences (APPE).

The details of the IPPE and APPE are outlined in the corresponding syllabi and available electronically for the students. The syllabi are reviewed annually, and changes made, as needed, for the improvement of the program. The course syllabi for all IPPE and APPE courses may also be found via links on the CORE ELMS Homepage.

The Office of Professional Education (OPE) will register all student pharmacists for the appropriate IPPE and APPE courses.

Introductory Pharmacy Practice Experiences (IPPE)

First Professional Year (P1 Year)

PHAR:8133 IPPE Career Exploration 1 sh

Course Coordinator: Lorin Fisher, PharmD, BCACP

Email: lorin-fisher@uiowa.edu

The initial experience in the IPPE Program is completed by first year student pharmacists. This experience allows the student pharmacist to observe and interact with a pharmacist for 6 hours in each of 4 different practice settings. The practice settings include community pharmacy, hospital pharmacy, ambulatory care/family medicine, acute care medicine and other elective patient care practice settings. Student pharmacists participate in discussion sessions with classmates and faculty which focus on relevant topics for pharmacy practice. Student pharmacists complete this experience in either the fall or spring semester of the P1 year.

Second Professional Year (P2 Year)

PHAR:8207 IPPE Community 3 sh

Course Coordinator: Stevie Veach, PharmD, BCACP

Email: stevie-veach@uiowa.edu

PHAR:8209 IPPE Hospital 3 sh

Course Coordinator: Stuart Pitman, PharmD, BCPS, FHM

Email: stuart-pitman@uiowa.edu

The second Introductory Pharmacy Practice Experience consists of 2 experiences, an introduction to community pharmacy practice and an introduction to hospital pharmacy practice. Both introductory courses focus on the medication distribution system. The student pharmacist spends 3 weeks (120 hours) in a community pharmacy and 3 weeks (120 hours) or 10 weeks (120 hours) in a hospital pharmacy. These are experiences that take place the summer before or after the P2 year, the fall or spring of the P2 year or the winter break of the P2 year.

Third Professional Year (P3 Year)

PHAR:8301 IPPE Clinical 1 sh

Course Coordinator: Kathryn (Kate) J. Smith, PharmD, BCACP

Office Location: 349 CPB

Phone: 319-335-0534 | Email: kathryn-j-smith@uiowa.edu

The third Introductory Pharmacy Practice Experience (IPPE Clinical) is a prelude to the Advanced Pharmacy Practice Experiences. This experience involves a P3 student pharmacist observing and participating with a P4 student pharmacist completing an APPE with a patient care focus. P3 students complete 24 hours on-site. Additionally, student pharmacists prepare a case write-up for review by UICOP faculty.

Throughout Professional Years One, Two, and Three:

PHAR:8132 Continuing Professional Development 1 sh

Course Coordinator: Kathryn (Kate) J. Smith, PharmD, BCACP

Office Location: 349 CPB

Phone: 319-335-0534 | Email: kathryn-j-smith@uiowa.edu

The Continuing Professional Development course will allow students to become engaged citizens with the profession of pharmacy and their community through professional service and leadership activities intended to promote their growth in communication, advocacy, leadership, and community engagement with reflection assignments woven throughout the experiences. This course involves selection of and participation in selected co-curricular activities and reflection on how the activities promoted professional development. Students will start the course in the P1 fall semester; however, credit will be given in the spring semester of the P3 year. Students must document 20 hours of Introductory Pharmacy Practice Experience hours as part of the 300 hour minimum IPPE hour (20 hours patient care service) as well as 10 hours of professional leadership activities.

Advanced Pharmacy Practice Experiences (APPE)

Fourth Professional Year (P4 Year)

The Professional Experience Program (PEP) concludes with student completion of eight – nine Advanced Pharmacy Practice Experiences (APPE). This component of the Doctor of Pharmacy curriculum is coordinated by the Department of Pharmacy Practice & Science. The APPE time frame runs from April 2025 to May 2026. P4 students complete 200 hours in each APPE rotation. Additional information on practice experiences is in the site description section of CORE ELMS.

9401 Ambulatory Care Rotation 6 sh

Clinical experience in providing pharmaceutical care in outpatient clinic settings.

9404 Community Clinical Rotation 6 sh

Clinical experience in the community setting; emphasis on delivery of clinical care.

9410 Hospital Pharmacy Rotation 6 sh

Instruction and practical experience in various components of hospital pharmacy; emphasis on hospital organization, inpatient, and outpatient services, IV additives, unit dose, clinical services.

9413 Acute Care Medicine Rotation 6 sh

Clinical experience applying therapeutic skills for the pharmacotherapeutic management of patients on general medicine or specialty inpatient areas.

9450 Elective Patient Care Rotation 6 sh

Elective pharmacy practice experiences providing direct patient-centered care in a variety of settings aimed at personalizing student educational interests and career goals.

Practice settings include the following:

Ambulatory Care

Community

Compounding/Complementary Alternative
Medicine

Critical Care

Drug Information

Emergency Medicine

Family Medicine

Hematology/Oncology
Home Health Care
Hospice & Palliative Care
Infectious Disease
International Patient Care
Long Term Care
Managed Care
Medication Use Evaluation
Neurology

Nuclear Pharmacy
Pediatrics
Post-Hospital Rehabilitation
Psychiatry
Surgery
Transitions of Care
Underserved Population
Veterinary

9451 Elective Non-Patient Care Rotation 6 sh

Elective pharmacy practice experiences in unique nonpatient-facing practice settings aimed at personalizing student educational interests and career goals.

Practice settings include the following:

Academic
Community Management
Hospital Management
Industry
Informatics

International Non-Patient Care
Pharmacy Innovation
Professional Association
Regulatory
Research

STUDENT REQUIREMENTS (Prior To and Throughout PEP Curriculum)

Student pharmacists must complete all requirements necessary to begin the IPPE and APPE as delineated by the Office of Professional Education (OPE) and referenced in the University of Iowa College of Pharmacy (UICOP) **Student Handbook**. Satisfaction of all listed requirements is necessary prior to beginning any IPPE or APPE. **Non- compliance with any requirement may result in immediate release from the practice experience.**

Student pharmacists must complete all required and elective core didactic coursework and IPPE prior to the initiation of the APPE curriculum.

Students on APPE rotations may not concurrently complete an APPE rotation and didactic (on-line or in-person) course.

Practice Site Requirements

Student pharmacists must complete all site-specific requirements in the timeframe required as stated in the CORE ELMS site description or communicated directly to the student pharmacist by the preceptor or site's representative. **The cost and coordination of fulfilling these site-specific requirements is the responsibility of the student unless otherwise directed in the site description.** It is essential to read the site description fully and follow all instructions for each of your practice experiences. **Non- compliance with site specific prerequisites may result in immediate release from the practice experience and may delay graduation.**

Intern License

All students must follow the State Board of Pharmacy rules for the states in which they are completing their experiences. Contact information for the various State Boards of Pharmacy may be found at <https://nabp.pharmacy/about/boards-of-pharmacy/>

Drug Screening

- Some experiential sites require the student pharmacist to submit to a drug screen prior to participating in the practice experience. The following procedure will be followed by the student pharmacist for sites requiring a drug screen.
- When a site requires a drug screening, the standard 10-panel urine drug screen will be completed, unless specified differently by the site. Students may secure the standard panel in Iowa City at the University of Iowa Student Health by appointment. Students will need to search for sites outside the Iowa City area if unable or do not wish to secure the drug screen in Iowa City.
- The student pharmacist will be responsible for securing the drug screen and providing documentation of the results to the Associate Dean of Student Affairs unless other documentation recipients are specified by the site.
- Documentation of the completed drug screen must be received at least 60 days prior to the start of the practice experience, unless specified by the site.
- The student will bear any cost associated with the drug screen not covered by the site.
- Notification of completion of the student pharmacist's drug screen will be provided to the Professional Experience Program by the Office of Professional Education.

All documentation relating to a student pharmacist's drug screen will be kept in the student pharmacist's record in the Office of Professional Education.

EXPECTATIONS, POLICIES, AND GUIDELINES

Attendance

According to Accreditation Standards, students are required to meet time requirements for each practice experience. However, simply meeting the time requirement does not guarantee passing of the course.

Schedules for most practice experiences are available to student pharmacists in the site description. Student pharmacists may be required to be on site earlier, stay later, or be present on weekends. Additionally, students are expected to complete assignments, readings, etc. on their own time (i.e., outside normal working hours).

Course orientations and discussion sessions attendance are required for Introductory practice experiences (IPPE). These are made-up at the Course Coordinator's discretion.

Absences

For any missed time, the student must develop a plan with their preceptor to make up those hours. It is preferred that hours are made up in the practice environment, as originally scheduled.

- The inability to make up any time as agreed upon may result in failure of the experience.
- Absences from the site for more than 40 hours (APPE) or 24 hours (IPPE Community or Hospital), without an approved plan for make-up that is satisfied, will automatically result in a failing grade, regardless of the student's overall performance while present.

Employment is not an acceptable reason to be excused from practice site, discussion, or orientation.

Students must contact the preceptor in a timely manner in case of illness, tardiness, or other unforeseen circumstances.

Professional meeting attendance (e.g., ASHP Midyear, APhA) must be approved by the preceptor before travel plans are made. Time away from the site should be minimized.

Interview Days for APPE Student Pharmacists

Student pharmacists should schedule residency/fellowship/job interviews during their Bye cycle and the designated breaks in the APPE curriculum. If a student needs to schedule an interview during an APPE, the student must obtain approval from their preceptor before scheduling the interview. It will be at the preceptor's discretion if the request is granted and how the student pharmacist fulfills the time requirement of the practice experience.

Leave of Absence

Student pharmacists must complete all practice experiences within the IPPE timeframe or APPE year. For circumstances that may arise during the year in which the student pharmacist is unable to complete all practice experiences within the required cycle time frame, the student pharmacist may work with the Office of Professional Education and the Director of the Professional Experience Program to determine a course of action for the student's completion of the experiential curriculum.

Practice Site Incidents (e.g Blood Borne Pathogen Exposure)

Instructions are below should a student be involved in a practice site incident

- Follow the site protocol for the incident
- Communicate the incident with your site preceptor
- Contact the PEP office as soon as possible after the event and follow-up with a written summary of the event

Note: Medical expenses incurred while on-site will be at student expense

Dismissal from Site

Students dismissed from a practice site for any reason related to their performance at the site will result in a failed grade designation. Occurrence of any of the following may result in a student's dismissal from a practice site:

- Persistent unacceptable performance, conduct and/or behavior as determined by the preceptor in consultation with the Director of Experiential Education
- Failure to adhere to the Site's or College's policies and procedures
- Violation of State and/or Federal laws
- Unauthorized removal of items such as books, charts, references, journals, medications, or equipment from a patient area or practice site
- Any action which is detrimental to the care of a patient or to the clinical service provided by the site and/or preceptor

Inclement Weather

If extreme weather conditions result in a student's inability to safely travel to a rotation site, students should discuss the weather conditions with the IPPE/APPE preceptor and reach agreement as to the need for the student pharmacist to attempt travel to assist with providing care. If agreement cannot be reached, the student should contact the Director of PEP. Students should use their own judgment in travel decisions when travel conditions are dangerous. Time missed is made up at the preceptor's discretion.

Suspension of Classes

If University, Board of Regents, State, or federal authority mandates the suspension of classes, experiential education will continue as scheduled unless there is a site objection or a student concern. Exceptions will be reviewed on a case-by-case basis by the PEP Director.

Federal Holidays

Students are expected to complete the rotation hour requirements for each IPPE and APPE rotation. If a federal holiday falls during a rotation cycle, the student may work on-site if a preceptor is available to supervise them. If a preceptor will not be available to supervise the student pharmacist, the student is expected to make up the hours during the rotation cycle or the preceptor may assign additional projects to make up the holiday hours.

Religious Holidays

Because patient care occurs on religious holidays, students completing an APPE or an IPPE are often expected to be at practice sites on these days. Please be mindful of this when selecting preferences and discuss any need for time off with your preceptor.

IPPE Community and Hospital in Winter Break

The IPPE Community and Hospital winter break time frame is 4 weeks in duration, but the student will only need to complete the 120 hour or 3-week course time commitment. This longer time frame allows for scheduling flexibility during the winter break.

APPEs Only

The 6th cycle of the APPE rotation year is 6 weeks in length. The extra days allow for scheduling flexibility. Student pharmacists are expected to fulfill the required 200 hours or 5-week time commitment at the site. Professional meeting attendance should be discussed with the preceptor prior to the start of the APPE cycle and a plan developed to fulfill all requirements.

Communication

Electronic Communication

Throughout the year, email is PEP's method of communication to student pharmacists. Email is an official communication mechanism in the College of Pharmacy. All students enrolled in the Doctor of Pharmacy program are required to maintain an official University of Iowa email address. You are expected to check your uiowa.edu email daily and respond in a timely fashion.

Communication with Preceptors - IPPEs

Students must contact their IPPE preceptor in a timely manner in advance of the experience. Contact should be made by email unless directed in the site description to contact by phone. Students must review the CORE ELMS site description and the course syllabus to determine if the site or experience type specifies an earlier timeline for establishing communication.

If the student has not received a response from the preceptor after 2 or 3 emails, the student should then try reaching the preceptor by phone. If the student is not able to reach the preceptor after several attempts, they should contact the PEP office for assistance. Students are required to contact each preceptor in this fashion.

Communication with Preceptors - APPEs

Students must contact their APPE preceptor for the purposes described above no less than 1 month in advance, unless the CORE ELMS site description specifies a different timeline for contacting the preceptor.

Compensation

Student pharmacists will not receive any remuneration, payment, or compensation for participation in curricular pharmacy practice experiences (e.g., APPE or IPPE).

Employment

Outside employment must not interfere with experiential courses. Refer to the rules of the site assignment process for information on site placement regarding previous or current pharmacy employment.

Evaluations

Student Evaluation of the Preceptor and Site

Student pharmacists are expected to complete an evaluation of the preceptor and the site at the conclusion of the experience. All evaluations will be completed on-line via CORE ELMS.

Evaluations of preceptors and practice sites are extremely important for ensuring ongoing quality of our pharmacy practice experiences. Preceptors use this feedback to help improve their experience and become better teachers.

Feedback that is constructive should be offered. Positive and constructive feedback is information-specific, focuses on the issue, and is based on observations at the practice site. Student pharmacist feedback should not criticize the site or preceptor by using personal judgments based on opinions or feelings.

CORE ELMS Help

Student pharmacists can find help documents and training videos on the CORE ELMS homepage.

Housing & Transportation

IPPE and APPE sites are located not only in the Iowa City area, but throughout the State of Iowa, out of state and throughout the world. The location of these sites may require the student pharmacist to relocate out of the Iowa City area to fulfill the requirements of the program. The student pharmacist is responsible for transportation and housing needs when assigned to these sites.

Some off-campus sites do have housing available for the student pharmacist. In the CORE ELMS site description, student pharmacists will be provided information on which sites have arranged housing and whom to contact.

Pets are not allowed in housing provided by practice sites. However, we recognize the importance of assistance animals (defined as service animals or emotional support animals) to individuals with documented disabilities. Animals living in shared, practice site housing create a unique variable in community living, potentially impacting the entire community in differing ways. As such, care must be taken to ensure the rights of all residents living in the community are protected.

Requests for service animals as accommodations may require documentation from a health care professional and should be made well in advance of the practice experience to the primary housing contact at each site.

Professionalism

Professionalism is a character attribute which encompasses appearance, attitudes, beliefs, and behaviors. Student pharmacists represent the profession and The University of Iowa College of Pharmacy and as such are expected to demonstrate professional and ethical demeanor appropriate to their educational level.

- Student pharmacists must be able to learn and recognize the relationship between supervised and independent actions in an educational environment and modify behaviors based on feedback.
- Student pharmacists must demonstrate compassion and integrity and a concern for others.

- Student pharmacists are expected to exhibit respectful interactions with all patients, families and/or care givers, faculty, preceptors, staff, and other trainees.

Our guiding principle is to provide a safe and positive learning environment of patient- centered care for everyone.

All issues of plagiarism, cheating and unauthorized use or distribution of controlled drug substances occurring during the practice experience shall follow the policies outlined in the appropriate sections of The University of Iowa Student Policy, the College of Pharmacy Student Handbook, and the College of Pharmacy's Code of Conduct.

Appearance

The student pharmacist is expected to present a professional image in both conduct and personal appearance at all practice experience sites. The student pharmacist must adhere to the specific guidelines stated below as derived from the Professional Experience Program and the UIHC Professional Appearance Policy. A preceptor may dismiss the student pharmacist from the practice experience if the student pharmacist does not comply with this policy. Other sites may have additional dress requirements that must be adhered to while completing the practice experience.

Identification

- All student pharmacists are required to always wear identification badges at their practice site. Site specific identification may be required at some practice sites.
- The ID badge must be worn above the waist, without attachments. Pins and awards are to be attached to clothing or a lanyard, not the ID badge.

Grooming/Personal Hygiene

- Student pharmacists must be physically clean, well groomed, and take steps to prevent and/or address offensive odors such as body odor, tobacco smoke, etc.
- Student pharmacists should avoid excessive use of fragrances and must be sensitive to scented chemicals that may be offensive, cause allergic, or other adverse reactions for patients, visitors, or staff.
- Hairstyle and/or color including facial hair should not interfere with assigned duties.

Jewelry/Adornments

- The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection risk or physical hazard to the patient, to self or to another person.
- Tattoos and body art with wording or images that may be perceived as offensive (such as racial slurs, swear words, revealing body parts in a way that a reasonable person could perceive as inappropriate, symbols of death) to patients, families or other persons should be covered during working hours.
- Hands and nails should be clean and well-manicured. Artificial nails are not permitted due to infectious disease concerns.

Clothing/Apparel/Uniforms

- Clothing must be neat, clean, and free from offending odors.
- The student pharmacists must wear an appropriate lab jacket, unless indicated otherwise by the practice site.
- Certain practice experiences may require special dress standards, such as wearing protective uniforms.
- Shorts, blue denim jean pants of any length, and exercise or workout clothing, including sweatpants, spandex or leggings are not considered appropriate attire. Denim jean pants in colors other than blue are acceptable if they are clean, and in good condition with no holes, ragged hems, or patches. Students on an IPPE or APPE at UIHC may NOT wear denim of any color.
- Appropriate footwear to the job and duties is required. Slippers and open-toed footwear including sandals and flip-flops are not appropriate at any time at the practice site.

- Caps, hats, or scarves, unless worn for medical or religious reasons or for the nature of specific patient care duties, are not considered appropriate attire.
- Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients, families or others are not considered appropriate attire.
- Tank tops, halter tops, or tops that leave the midriff or back exposed, skirts or other clothing that expose undergarments are not considered appropriate attire.

Requests for an exception to the above policy should be addressed to the individual preceptor and the Director of PEP.

Civility

Learning and the exchange of ideas may take place in many settings, including the formal classroom and practice site. When students and preceptors come together, the expectation is always that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn, and that each preceptor has the best opportunity to teach.

- Personal cell phones should be turned off or placed in silent mode during the practice experience working hours unless the preceptor has approved student use
- Use of site computers for non-practice experience related business is not permitted. Personal internet and e-mail use is not permitted at any time while the student pharmacist is at the practice site. Inappropriate use may be grounds for failing a practice experience.
- Everyone at practice sites is to be treated with respect and compassion.
- No recording devices (e.g., cameras, audio recorders, video recorders) may be used during the practice experience working hours.

Differences of opinions or concerns related to the rotation should be welcomed if presented in a mutually respectful manner. The challenging of viewpoints is part of the academic experience but should occur in a manner that opens dialogue and does not threaten any member of the learning community.

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the preceptor or fellow students will not be tolerated and may lead to dismissal from the site. Disruptive conduct may include, but is not limited to:

- Rude or disrespectful behavior
- Unwarranted interruptions
- Failure to adhere to preceptor's directions
- Vulgar or obscene language, slurs, or other forms of intimidation
- Physically or verbally abusive behavior

Confidentiality

The student pharmacist is obligated to respect all confidences revealed during the training period including Protected Health Information, patient records, pharmacy records, proprietary information, pricing systems, professional policies, personnel records, etc. Policies of the practice site regarding confidentiality must be followed by the student pharmacist. Discussion of any identifiable information regarding patients or providers outside the care delivery team is prohibited. This includes, but is not limited to, verbal conversation, texting, or posting to social media.

Students are prohibited from inputting patient or site-specific information into large language models (LLMs) or other artificial intelligence platforms including, but not limited, to ChatGPT, CoPilot, Bard, or Gemini.

Violation of these confidences could result in failure of the practice experience and referral to the Associate Dean of Student Affairs for disciplinary procedures regarding non-academic behavior.

To ensure uniform knowledge and understanding of confidentiality rules, all student pharmacists will complete mandatory general instruction on HIPAA annually at the start of the academic year and APPE year.

Student pharmacists may be required to fulfill individual site expectations regarding HIPAA training on each practice experience.

PLACEMENT/ASSIGNMENT PROCESS

Practice Experiences will be assigned using CORE ELMS.

This procedure for assigning practice experiences permits a balance in meeting the needs of the student pharmacist, the preceptor, and the needs of the Introductory and Advanced Pharmacy Practice Experience Program. Student pharmacists are actively involved in creating their IPPE (IPPE Career Exploration being an exception) or APPE schedules by conscientiously submitting their practice experience preferences. Student pharmacists needing assistance or advice should contact Professional Experience Program personnel. The Professional Experience Program is committed to fairness to all student pharmacists in the IPPE and APPE selection process.

To provide the student pharmacist a diverse range of practice experiences and avoid any conflicts of interest, the following rules and guidelines will be adhered to in the assignment process. The student pharmacist must keep these in mind when selecting their preferences.

- A student pharmacist will not be scheduled to the following IPPE/APPE at a practice site where the student is presently, or has been previously employed as an intern or technician:
 - PHAR: 8209 IPPE Hospital
 - PHAR:8207 IPPE Community
 - PHAR:9410 Hospital Pharmacy Rotation
 - PHAR:9450 Elective Patient Care Rotation (community pharmacy sites)
- A student pharmacist will not be placed in an IPPE Community pharmacy practice site or in an Elective Patient Care APPE community site of the same pharmacy chain as work experience.
- A student pharmacist will not be scheduled at sites where there is a potential conflict of interest, such as:
 - The preceptor is a relative
 - The relative provides supervisory authority over the preceptor

APPEs only

- A student pharmacist is required to complete 1 APPE in each of the 4 required APPE categories:
 - Acute Care Medicine (PHAR:9413)
 - Ambulatory Care (PHAR:9401)
 - Community Clinical (PHAR:9404)
 - Hospital Pharmacy (PHAR:9410)
- A student pharmacist is required to complete 4 APPEs included in the elective APPE category.
- A student pharmacist must complete 8 APPEs within the P4 year (May – May).
- A student pharmacist will be allowed to complete up to 2 non-patient care electives during the P4 year.

Student pharmacists will not ask preceptors with the University of Iowa College of Pharmacy to add an extra practice experience slot to their agreed upon teaching availability to accommodate a student pharmacist. Preceptors will inform the Professional Experience Program if their teaching availability changes.

Site Placement Procedures

Preference Selection

Student pharmacists will have the opportunity to preferentially select IPPE Community, IPPE Hospital, IPPE Clinical and APPE rotations after which the CORE ELMS process will produce the student's schedule. Students will be provided guidance for the selection process through scheduled informational meetings. Students may also request to meet individually with a member of the Professional Experience Program regarding IPPE/APPE selection.

Student pharmacists will have the opportunity to amend their rotation schedule once the scheduling process is finalized. Refer to the section, Changing a Practice Experience: The Switch Session.

Request for an APPE Bye Cycle

Students will have the opportunity during the CORE ELMS preference selection period to enter a preferred Bye cycle as a preference. The Bye cycle is one in which the student pharmacist is not scheduled for an APPE. If a student enters a preferred cycle, they are guaranteed to be assigned a Bye that cycle. If no preference is selected, the Bye cycle will be scheduled through the CORE ELMS scheduling process.

Request for a Prior Approval Experience

A Prior Approval experience is defined as an experience that requires approval or selection by the site prior to CORE ELMS scheduling. The selection may be done through an application, interview or other process defined by the site or site primary preceptor. Prior Approval experiences are indicated in the CORE ELMS site descriptions.

Once the Prior Approval experience has been approved, the student pharmacist must complete the experience and will not be allowed to drop it.

This practice experience will be assigned to the student pharmacist's schedule prior to CORE ELMS scheduling. If a student is selected for a prior approval experience after rotation scheduling, PEP personnel will work with the student to schedule the experience.

Request a New Site for IPPE/APPE

The new site must be willing to be developed as a regular experiential site for the UICOP. This means the site must agree to provide yearly availability for our experiential students.

The preceptor and/or site must be willing to provide practice experiences on a volunteer basis. The UICOP does not pay preceptors/sites for experiential purposes.

An affiliation agreement between the U of Iowa and the site must be executed prior to the start of the Preference Selection Process.

A new preceptor may not be affiliated with another college of pharmacy at an appointment level higher than that of an adjunct or volunteer faculty.

A new preceptor must meet the requirements outlined in the PEP Preceptor Manual: Licensed pharmacist in good standing with the state licensing board in which they practice:

- Have one year of pharmacy practice experience with a minimum six months of experience at the respective site
- Be willing to submit the required documentation which includes, but is not limited to, a site description, preceptor training, syllabus, and resume/CV

To request a new practice experience site, the student pharmacist must follow the procedure below:

- Contact the preceptor/site to arrange the experience ensuring the above requirements have been discussed and are agreeable to the new preceptor/site
- Determine the type of practice experience to be delivered

- Collect contact information (name, email address and accessible phone number)
- Complete the **New Site Request Form** found on the CORE ELMS Home Page

International Advanced Pharmacy Practice Experiences

All Prior Approval international experiences will be coordinated by Dr. Jeanine Abrons, preceptor of student pharmacist international activities. Dr. Abrons will provide further information regarding the international request process at the beginning of the spring semester.

Changing a Practice Experience: The Switch Session

Once the IPPE or APPE schedules are made available to students, student pharmacists will have an opportunity to make changes in their schedule at a special Switch Session. Schedule change requests will be addressed using the student pharmacist's Switch Session Number (a computer-generated, random number given to each student in the IPPE/APPE scheduling process). This number is used only for the IPPE/APPE Switch Sessions.

The Switch Session procedure is as follows:

1. Start with the student with the lowest Switch Session Number (i.e., 1)
2. Progress in ascending order until every student has had a chance to switch – up to the student with the highest Switch Session Number (i.e., 2, 3, etc....143, 144, 145).
3. Once every student has had a chance to switch, repeat this process in descending order back down
4. to the student with the lowest Switch Session Number (i.e., 144, 143, 142, etc.... 3, 2, 1).
5. This process will repeat until all requests are fulfilled. The student pharmacist must have a complete schedule at the end of each change request.

No student pharmacists' requests for changes to the IPPE/APPE schedule will be allowed after this Switch Session.

Additional Advanced Pharmacy Practice Experience (During the P4 Year)

An additional APPE during the P4 year is allowed during the student pharmacist's Bye cycle. Assignment of an APPE during the Bye cycle will be based upon availability and made after all student pharmacists are assigned. Requests for an additional experience will only be allowed during the Switch Session.

During the year, situations may arise where a practice experience is no longer available in the College's Introductory or Advanced Pharmacy Practice Experience Programs. When this affects a student pharmacist, they will be notified and presented with available alternative practice experiences.

Waiver/Substitution of a Practice Experience

There will be no waiver or substitution of any practice experience based on the student pharmacist's previous experience.

The PEP Director and PEP Committee reserve the privilege to develop and implement new policies as necessary during the year.

All 2025-2026 policies and guidelines addressed in the Student Manual for Experiential Education are consistent with the policies and guidelines of the University of Iowa College of Pharmacy as stated in the 2025-2026 Student Handbook.