

STUDENT MANUAL

2018 – 2019



College of
Pharmacy

EXPERIENTIAL EDUCATION

PROFESSIONAL EXPERIENCE PROGRAM (PEP)

115 S. GRAND AVE

IOWA CITY, IA 52242

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

PEP WEBSITE: pharmacy.uiowa.edu/pep

Table of Contents

PEP Faculty / Staff	1
What is the Professional Experience Program (PEP)?	2
Introductory Pharmacy Practice Experiences (IPPE).....	2
<i>First Professional Year (P1 Year):</i>	2
<i>Second Professional Year (P2 Year):</i>	2
<i>Third Professional Year (P3 Year):</i>	2
<i>Throughout Professional Years One, Two, and Three:</i>	3
Advanced Pharmacy Practice Experiences (APPE)	3
<i>Fourth Professional Year (P4 Year):</i>	3
Student Requirements (Prior To and Throughout PEP Curriculum)	7
Background Checks	7
Basic Cardio-Pulmonary Resuscitation (CPR) Certification for Healthcare Providers	7
Blood-Borne Pathogen Exposure Training	7
Compliance Training	7
Health Insurance	7
Health Requirements	7
Intern License	7
Liability Insurance	7
Practice Site Requirements	8
Expectations, Policies, and Guidelines	8
Attendance and Participation Expectations	8
Background Checks (Additional)	10
Blood-Borne Pathogen Exposure	10
Communication	10
Compensation	11
Drug Screening	11
Employment	11
Evaluations	11
E*Value™ Help Documents	12
E*Value™ Case Logs.....	12
Housing & Transportation.....	12
Professionalism.....	13
Appearance.....	13
Civility.....	14

Confidentiality	15
Late or Missed Assignments	15
Placement/Assignment Process	15
Site Placement Procedures	16
Preference Selection.....	16
Request for a Bye Cycle.....	16
Request for a Prior Approval Experience	17
Request for an Out-of-System Experience	17
Changing a Practice Experience: The Switch Session	18
Sexual Harassment	19
Process for Problems or Disputes Regarding the Practice Site, Preceptor, or practice experience	19
Process for Special Requests Regarding Scheduling the Introductory and Advanced Pharmacy Practice Experiences	19
Appendix A.....	21

PEP Faculty / Staff

Professional Experience Program (PEP) Office

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

PEP Website: pharmacy.uiowa.edu/pep

Director:

Susan Vos, PharmD, FAPhA

Office location: S413 PHAR

Phone: (319) 335-8837

Email: susan-vos@uiowa.edu

Responsible for oversight of entire professional experience program and development of practice sites and preceptors.

Associate Director and Administrator for Advanced Pharmacy Practice Experiences:

Jenny Seyfer, BSPH, RPh

Office Location: S414 PHAR

Phone: (319) 335-8835

Email: jennifer-seyfer@uiowa.edu

Responsible for administration of Advanced Pharmacy Practice Experiences (APPE), affiliation agreements with practice sites, scheduling of APPE Out-of-System and Prior Approval requests and management of onboarding requirements for IPPE/APPE students.

Assistant Director and Administrator for Introductory Pharmacy Practice Experiences:

Colleen Gross-Advani, BBA

Office Location: S411 PHAR

Phone: (319) 335-8861

Email: colleen-gross-advani@uiowa.edu

Responsible for administration of Introductory Pharmacy Practice Experiences (IPPE) and scheduling of APPE and IPPE.

Director of Site and Preceptor Development:

Jackie Thompson-Oster, MA

Phone: (319) 360-0580

Email: jacqueline-thompson-oster@uiowa.edu

Responsible for development of new practice sites and preceptors, practice site visits and quality assurance of the practice experience program.

Administrative Program Coordinator:

David Lam-Lu, BBA

Office Location: S411 PHAR

Phone: (319) 353-5157

Email: david-lam-lu@uiowa.edu

Responsible for new faculty appointments and appointment renewals, E*Value™, and administrative components of the professional experience program.

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 a number of 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 distributed to the students at appropriate times in the curriculum. 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 E*Value™ Homepage.

The Office of Academic Affairs (OAA) 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: Susan S. Vos, PharmD, FAPhA

susan-vos@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, plus a block of time to spend with his/her faculty mentor. The practice settings include community pharmacy, hospital pharmacy, ambulatory care/family medicine, acute care medicine and other elective practice settings. Student pharmacists participate in discussion sessions with classmates and faculty which focus on relevant topics for pharmacy practice. Additionally, the students spend time with their assigned faculty mentor and participate in written and oral reflection. 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

stevie-veach@uiowa.edu

PHAR:8209 IPPE Hospital 3 sh

Course Coordinator: Jay D. Currie, PharmD, FCCP, FAPhA

jay-currie@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: Jay D. Currie, PharmD, FCCP, FAPhA

jay-currie@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. Student pharmacists prepare a case write-up, present the case verbally to faculty or pharmacy residents at the college, write a SOAP note for the care and identify drug information inquiries from the case.

Only for students in Class of 2019:

PHAR:8400 IPPE Transitions 1 sh

Course Coordinator: Susan Vos, PharmD, FAPhA

susan-vos@uiowa.edu

The final Introductory Pharmacy Practice Experience (IPPE Transitions) is completed as a pre-APPE (Advanced Pharmacy Practice Experiences) course to which the student pharmacist will be exposed during the P₄ year. This course involves student pharmacists working alongside a pharmacist preceptor to assist the student in making a smooth transition to providing direct patient care in his/her APPE curriculum. The student will identify, collect pertinent information, evaluate, and document a patient case or problem encountered at the pharmacy practice site. IPPE Transitions course will involve students observing and participating in clinical activities and problem solving. This interaction with patients, pharmacist preceptors, and health care providers will help prepare student pharmacists for the practical aspects as they transition to the advanced pharmacy practice experiences.

Throughout Professional Years One, Two, and Three:

PHAR:8132 Continuing Professional Development 1 sh

Course Coordinator: Susan S. Vos, PharmD, FAPhA

susan-vos@uiowa.edu

Course Coordinator: Jennifer Seyfer, BPh, RPh

jennifer-seyfer@uiowa.edu

The Continuing Professional Development course occurs over the first 3 years of the curriculum. This course requires the student pharmacist to complete hours in 3 areas: professional leadership (10 hour minimum), professional service (20 hour minimum), and community engagement (no minimum) service learning activities. The student completes a total of 30 hours in these activities by December of the P₃ year. Student pharmacists meet with their faculty mentor during the P₃ year.

Advanced Pharmacy Practice Experiences (APPE)

Fourth Professional Year (P₄Year):

The Professional Experience Program (PEP) concludes with student completion of eight – ten 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 February 2018 to May 2019. All practice experiences are 5 weeks in length.

Additional information on practice experiences is located in the site description section of E*Value™.

PHAR:9401 Ambulatory Care Rotation* 6 sh

Clinical experience in providing pharmaceutical care in outpatient clinic settings.

PHAR:9402 Elective Ambulatory Care Rotation* 6 sh

Clinical experience providing pharmaceutical care in specialty outpatient settings.

PHAR:9403 Elective Nuclear Pharmacy Rotation* 6 sh

Practical experience in the handling and clinical use of radiopharmaceuticals.

PHAR:9404 Community Clinical Rotation* 6 sh

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

PHAR:9405 Elective Hospice & Palliative Care Rotation* 6 sh
Clinical experience providing pharmacotherapy for end-of-life care.

PHAR:9406 Elective Drug Information Rotation* 6 sh
Practice experience applying drug information knowledge to service and research projects.

PHAR:9407 Elective Family Medicine Rotation* 6 sh
Clinical practice experience applying primary care therapeutics in family medicine practice settings.

PHAR:9408 Elective Hematology/Oncology Rotation* 6 sh
Drug therapy management of oncology patients and patients with hematologic malignancies, aplastic anemia, sickle cell disease, and hemophilia.

PHAR:9409 Elective Home Health Care Rotation* 6 sh
Clinical experience in the team approach to health care delivery, including total parenteral nutrition, chemotherapy, intravenous antibiotics, lab analysis, hospice care, and pain management.

PHAR: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.

PHAR:9411 Elective Long Term Care Rotation* 6 sh
Practice in consulting and providing services to varied long-term patient care environments.

PHAR:9412 Elective Managed Care Rotation* 6 sh
Practice experience in providing pharmaceutical care or pharmacy-related services in a managed care organization.

PHAR: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.

PHAR:9415 Elective Pediatrics Rotation* 6 sh
Clinical experience in drug therapy management of general and specialty pediatric patients.

PHAR:9416 Elective Pharmacy Rotation* 6 sh
Selected practice experiences in various pharmacy practice settings.

PHAR:9417 Elective Psychiatry Rotation* 6 sh
Clinical experience in the rational use of psychiatric drugs in treatment of psychiatric disorders.

PHAR:9418 Elective Research Rotation** 6 sh
Practice experience in basic pharmaceutical or clinical research; proposal, study design, data collection and analysis, presentation of the results.

PHAR:9419 Elective Surgery Rotation* 6 sh
Clinical experience in drug therapy management on a surgery unit.

PHAR:9420 Elective Pharmacy Practice Underserved Population Rotation* 6 sh
Opportunity to learn the best practices for pharmaceutical management; approaches to enhance access to and appropriate use of medicines in underserved and resource-limited environments.

PHAR:9421 Elective Community Management Rotation** 6 sh
Practice exposure to community pharmacy operations and management at the store, district, or corporate level.

PHAR:9422 Elective Compounding/Complementary Alternative Medicine Rotation* 6 sh
Clinical work in a community setting with focus on team approach; experience developing extemporaneous compounds to optimize patient care and/or integrating traditional and nontraditional medicine.

PHAR:9423 Elective Critical Care Medicine Rotation* 6 sh
Practice experience providing pharmaceutical services to intensive care unit patients.

PHAR:9424 Elective Emergency Medicine Rotation* 6.s.h.
Clinical experience providing pharmaceutical care for patients treated in the emergency department.

PHAR:9425 Elective Hospital Management Rotation** 6.s.h.
Practice experience in hospital pharmacy operations and management.

PHAR:9426 Elective Infectious Disease Rotation* 6 sh
Clinical experience providing pharmacotherapeutic management of patients receiving antimicrobial medications.

PHAR:9427 Elective Medication Use Evaluation Rotation* 6 s.h
Practical experience in drug use evaluation to improve patient outcomes.

PHAR:9428 Elective Pharmacy Industry Rotation** 6 sh
Practice experience in an area of the pharmaceutical or related industries.

PHAR:9429 Elective Pharmacy Regulatory Rotation** 6 sh
Pharmacy experience with a pharmacy regulatory body.

PHAR:9430 Elective Professional Association Rotation** 6 sh
Practice experience in professional association management environment at the state or national level.

PHAR:9431 Elective Veterinary Pharmacy Rotation* 6 sh
Practice experience in managing drug therapy for animals.

PHAR:9432 Elective Community Rotation* 6 sh
Community pharmacy experience emphasizing patient-centered care.

PHAR:9433 Elective Academic Rotation** 6 sh
Practice experience delivering pharmacy education with a College of Pharmacy faculty member.

PHAR:9434 Elective International Pharmacy Non-Patient Care Rotation** 6 sh
Practice experiences in pharmacy practice outside the United States with a focus on research, healthcare policy and/or pharmacy education.

PHAR:9436 Elective Transitions of Care Rotation* 6 sh
Practice experience providing services to patients transitioning through different patient care environments.

PHAR:9437 Elective Pharmacy Informatics Rotation** 6 sh
Practice experience with a focus on medication-related data and knowledge within health care systems.

PHAR:9438 Elective International Pharmacy Patient Care Rotation* 6 sh
Practice experiences in pharmacy practice outside the United States with a patient care focus.

** denotes a patient care practice experience*

*** denotes a non-patient care practice experience*



Professional Experience Program Total Hours = 1918 to 2318 hours

Total Introductory Pharmacy Practice Experiences (IPPE) = 318 hours

P1 = 26 hours

IPPE Career Exploration 24 hours

Exploration of Pharmacy Practice in a wide variety of clinical experiences balanced between community and health-system pharmacy environments.

Reflection & Discussion 2 hours

Continuing Professional Development and the Pharmacists Patient Care Process are the focus of assignments, reflections, and discussion sessions to allow for professional socialization.

P2 = 246 hours

**IPPE Community
120 hours**
Practice-based experience in a community pharmacy.

**Reflection & Discussion
3 hours**
Medication use process and Pharmacist Patient Care Process.

**IPPE Hospital
120 hours**
Practice-based experience in a hospital pharmacy.

**Reflection & Discussion
3 hours**
Medication use process and Pharmacist Patient Care Process.

P3 = 24 hours

**IPPE Clinical
24 hours**
Pharmacy patient care focused experience culminating with a case presentation, SOAP note, and DI response with assessment and feedback

Total Advanced Pharmacy Practice Experiences (APPE) Hours = 1600 to 2000 hours

- APPE**
- Ambulatory Care
 - Acute Care Medicine
 - Community Pharmaceutical Care
 - Hospital
 - 4 elective rotations selected from a variety of practice settings with a maximum of 2 electives allowed in non-patient care areas.

Continuing Professional Development, Longitudinal Service, 22 hours

Pharmacy service-learning including patient care activities (e.g., Cardiovascular Screening, Immunization Clinic, Medication Education Event).

Direct Patient Care Service, 20 hours

Reflection & Discussion, 2 hours

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 Academic Affairs (OAA) and referenced in the subsections below. Satisfaction of all listed requirements is necessary prior to beginning any IPPE or APPE. Not complying with any requirement may result in immediate release from the practice experience.

Practice sites may also have additional requirements for students before arrival at the practice site. Those additional requirements may be found in the E*Value™ site descriptions.

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

Background Checks

Student pharmacists must have a criminal background screening completed with approval of the Office of Academic Affairs. The check is included in the application process. Refer to page 11 for information regarding additional background checks.

Basic Cardio-Pulmonary Resuscitation (CPR) Certification for Healthcare Providers

Certification is required in basic life support covering the time that the student pharmacist is enrolled at The University of Iowa College of Pharmacy.

Blood-Borne Pathogen Exposure Training

Student pharmacists are required to complete annual training on the Blood-borne Pathogens Standard as directed through the Compliance Training Hospital Safety and Infection Control module. Refer to page 11 for procedure information regarding student exposure.

Compliance Training

All student pharmacists must complete UIHC Compliance training annually. Students will be informed of these requirements as they become eligible to complete them. More information regarding the compliance training modules is located on the E*Value™ Homepage.

Health Insurance

All student pharmacists must carry health insurance. This may be provided through a personal policy or through plans available through The University of Iowa.

Health Requirements

All student pharmacists must satisfy the health screening requirements as prescribed by Student Health Service. Student pharmacists will be given ample notice of the health screening requirements and the date by which they must be satisfied. Current requirements for Health Science Students may be located at <http://studenthealth.uiowa.edu/info/requirements-and-forms/>.

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 <http://www.nabp.net/boards-of-pharmacy>.

Liability Insurance

All student pharmacists are required to carry professional liability insurance covering the time that the student pharmacist is enrolled in The University of Iowa College of Pharmacy program. This coverage is provided by the College of Pharmacy. Student pharmacists should carry the insurance card on his/her person when completing an IPPE or APPE.

Practice Site Requirements

Student pharmacists must complete all site-specific requirements as stated in the E*Value™ site description or communicated directly to the student pharmacist by the preceptor or site's representative. It is essential to read the site description fully and follow all instructions for each of your practice experiences. Not complying with site specific prerequisites may result in immediate release from the practice experience.

Expectations, Policies, and Guidelines

Attendance and Participation Expectations

Attendance

Each practice experience requires a full time commitment by the student pharmacist. The professional experiences are typically scheduled within the 8:00 AM – 5:00 PM, Monday - Friday time frame. However, student pharmacists may be required to be on site earlier than 8:00 AM or later than 5:00 PM or on weekends. Schedules for most practice experiences will be available to student pharmacists in the E*Value™ site description. This will allow the student pharmacist to plan their overall academic and personal schedules well in advance of the start of the program. Additional time outside the time spent at the site may also be necessary to complete the practice experience requirements.

A student pharmacist will not be excused from any experience, discussion session, or orientation session for employment.

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 time frame, the student pharmacist may request a leave of absence. The student pharmacist unable to complete the IPPEs during the defined time blocks will be referred to the Director of the Professional Experience Program to determine a course of action for the student's completion of the experiential curriculum.

The student pharmacist requiring a leave of absence from APPEs may have the following options open to complete the missed experience(s).

- Complete a practice experience during the student pharmacist's Bye cycle.
- Complete a practice experience(s) during the first cycle(s) of the next APPE year. This option will delay graduation for the student.

Absences

In the case of illness, tardiness, or other unforeseen circumstances it is the student pharmacist's obligation to promptly notify the Preceptor, or for a Continuing Professional Development activity, the event organizer. Student pharmacists may be asked to provide documentation to verify the reason for the absence.

For IPPE Hospital and Community, when any absence of more than 1 day occurs, the student pharmacist must notify the IPPE Administrator, Course Coordinator and the Office of Academic Affairs in addition to the Preceptor.

For APPEs, when any absence of more than 2 days occurs, the student pharmacist must notify the APPE Administrator and the Office of Academic Affairs in addition to the Preceptor.

All time missed will be made up at the preceptor's discretion. If needed, the student pharmacist and preceptor will outline a plan to make up the time missed to fulfill the requirements of the IPPE or APPE and present the plan to the IPPE or APPE Administrator.

Absences of 20 hours or more during an IPPE Hospital or Community and absences of 40 hours or more during an APPE that have not been successfully resolved within the IPPE/APPE cycle will result in a grade of an "Incomplete" or "Fail". Completion of minimum time requirements for attendance on an IPPE or APPE does not assure that a passing grade will be assigned for the IPPE or APPE.

Holidays

Because patient care occurs on 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 (cycle 5) 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 25 days (or 200 hours) 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.

Interview Days for APPE Student Pharmacists

Student pharmacists should schedule residency/fellowship/job interviews during his/her Bye cycle and the designated breaks in the APPE curriculum. Preceptor approval is required for requests outside of the defined Bye/break. 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. Various factors will play a role in granting a request and not all requests will be granted. To ensure satisfactory completion of the APPE, absences of more than 2 days require notification to the APPE Administrator.

Inclement Weather

If extreme weather conditions result in the suspension of classes at the University of Iowa, students on an IPPE or APPE should, as appropriate for the IPPE or APPE site, discuss the weather conditions with the IPPE or 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 IPPE or APPE Administrator. Students should use their own judgment in travel decisions when travel conditions are dangerous.

Suspension of Classes

If University, Board of Regents, State, or federal authority mandates the suspension of classes, students on an APPE in health care settings may be called upon to assist in the delivery of care. Students not able to complete an assigned APPE, but assisting in care delivery will be given the option of obtaining elective APPE credit for this activity. Students not assisting in care delivery and not completing the assigned APPE will need to complete the minimum weeks of experience requirement in order to qualify for graduation. These arrangements will be facilitated by the College and the Professional Experience Program. Appeals by individual students for hardships or special circumstances not covered by this policy will be handled by the Dean of the College or her/his designated authority at the time of the appeal.

If University, Board of Regents, State, or federal authority mandates the suspension of classes all professional courses in the first three years of the program, including IPPEs, will be placed on a 'hold' status. When classes can be resumed the college faculty will determine how the established curriculum will be delivered, changes in the academic schedule, and related issues. Students will be provided with new or revised syllabi for each college course upon the resumption of the classes stating the revised schedule of classes, assignments, exams, grading, etc. Students who choose not to return to classes, or cannot return to classes, at that time will be given the option of withdrawing, without a prejudice, from all courses. Students that do not return for resumption of classes have 2 years to return to the college and join a following class at the beginning the professional semester that was not completed by the student. The student will then become a member of that professional class.

Background Checks (Additional)

A number of experiential sites require student pharmacists to either provide a copy of the initial background check or secure an additional background check prior to completing the scheduled experience. If required by the site, as identified in the E*Value™ site description, the student pharmacist should follow the instructions located on the E*Value™ Homepage or contact Vern Duba (vernon-duba@uiowa.edu) in the Office of Academic Affairs.

All documentation relating to a student pharmacist's background check will be kept in the student pharmacist's record in the Office of Academic Affairs.

Blood-Borne Pathogen Exposure

A student pharmacist exposed to a blood-borne pathogen while on an IPPE or APPE must follow the policy and procedure listed on the Student Health web site located at <http://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure/>. The website information includes:

- Standard precautions
- The policy for student pharmacists who are exposed while enrolled at the university
- Protocols to follow
- Forms to be completed if exposure occurs

Contact the IPPE/APPE Administrator as soon as possible after following protocol.

Communication

Electronic Communication

Throughout the year, email is our 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.

Do not enter an academic chat room, send email, or participate in an online discussion under an alias, a false name, or as "anonymous." This is an important rule that everyone must follow so that we may maintain a safe academic environment. Entering an academic space, whether it be online, in a traditional classroom, or at an experiential site, and misrepresenting yourself is a violation of college expectations for student conduct, and could be subject to college disciplinary action.

Communication with Preceptors - IPPEs

Students must contact their IPPE preceptor by email in a timely manner in advance of the experience. Students must review the E*Value™ site description and the course syllabus to determine if the site or experience type specifies an earlier timeline for establishing communication.

- Introduce yourself and remind the preceptor you are scheduled to complete a rotation at their site and the date your cycle begins
- Confirm when and where to report for first day of rotation
- Ask if there are specific articles/guidelines to review in preparation for the rotation

Additional information students may wish to include:

- Share a copy of your CV
- Share your personal goals for the rotation

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 been able to reach the preceptor after several attempts, he/she 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 E*Value™ 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).

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.

- For sites requiring drug screening, specific information will be placed in the Drug Screening Information fields of the site description in E*Value™. The student pharmacist must follow the instructions in the site description.
- 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 or Prelude. 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 completing the drug screening and providing documentation of the results to the Associate Dean for Professional Education 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 Academic Affairs.

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

Employment

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

Evaluations

Student Evaluation of the Preceptor and Site

Student pharmacists will complete an evaluation of the preceptor and the site at the conclusion of the experience. All evaluations will be completed online.

Evaluations of preceptors and practice sites are extremely important for ensuring ongoing quality of our pharmacy practice experiences. Once 2 evaluations have been completed for a preceptor or site, a summary of the evaluation scores and comments is available for the preceptor to view, but student specific ratings or comments are not viewable. 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. For example, using phrases like "I noticed that..." focuses on the action or behavior. Giving specific ways for improvement such as "my suggestion for improvement would be to..." will help the preceptor to see what could be improved upon. Avoid using phrases like; "you need to..." which can seem defensive and criticizing.

Confidential Comments

On every evaluation, there is a space for confidential comments. These comments are available only to PEP faculty and staff. Preceptors are not able to view the confidential comments. Confidential comments should be reserved for relaying critical information to the PEP office that student pharmacists do not want preceptors to read.

Suspending Evaluations

Students have the ability and should suspend any evaluation when they did not spend adequate time with the preceptor to provide an evaluation of that preceptor. Indicate you did not work with the individual when suspending the evaluation. Please note: E*Value™ will not allow students to view their own evaluation without first completing the evaluation on the corresponding preceptor.

Self-Evaluations

Honest self-evaluations and reflection are imperative for your professional growth. Thoughtful completion of this component of the rotation will help you set expectations for what you will learn on the experience and assess what you gained by completion of the rotation. Students should expect each preceptor to ask them about their strengths and weaknesses and their overall performance assessment.

Student pharmacists are required to complete the Self-Assessment of Student Pharmacist Performance through E*Value™ at the following times:

1. Prior to beginning an IPPE Community
2. Immediately following the IPPE Community
3. Prior to beginning an IPPE Hospital
4. Immediately following the IPPE Hospital
5. Prior to the beginning of the IPPE Transitions

The student pharmacist failing to complete this assessment will receive an incomplete grade for the corresponding course until the self-assessment has been successfully submitted.

E*Value™ Help Documents

A link to Student Help Pages can be found on the E*Value™ homepage. Help pages include instruction on: Schedules, Evaluations, Learning Modules (Coursework), Case Logs, Requirement Statuses and Sites Descriptions.

E*Value™ Case Logs

The Professional Experience Program works with the College's Assessment and Curriculum Committees to assure you are receiving an education of the appropriate breadth and depth, and to continuously improve our curriculum. It is also increasingly important that you document your ability to care for different patient populations and perform patient care skills in real world settings. Documenting your abilities will be useful in marketing yourself in the future. Adding details to practice site information on your CV, or documenting experiences to show cultural competence are examples. To that end, the College has made available tools in E*Value™ such as Case Logs to assist you in this requirement.

Student pharmacists will use the Case Logs feature of E*Value™ for documentation of patient care encounters and activities during IPPE and APPE and for documentation of co-curricular activities in the Continuing Professional Development course.

PEP personnel will complete periodic reporting and notification to student pharmacists to allow steady progress and assure all student pharmacists complete the Case Logs requirements of the IPPE and APPE curriculum.

PEP will provide training and advice on documenting activities and generating reports to monitor progress during the orientation sessions. Individual training is also available from PEP upon request.

Refer to the IPPE course syllabi and the APPE syllabus for specific Case Logs course requirements.

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 his/her transportation and housing needs when assigned to these sites.

Some off-campus sites do have housing available for the student pharmacist. In the E*Value™ site description, student pharmacists will be provided information on which sites have arranged housing and whom to contact. Additionally, there is a “City-Wide Housing Options” document on the E*Value™ Homepage. The College of Pharmacy cannot guarantee the availability or quality of the housing provided.

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. They 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 personal appearance and conduct of the student pharmacist must reflect concern and respect for the diverse group of individuals served at the College’s teaching sites, inspire confidence in the student pharmacist’s knowledge and skills, and assure student pharmacist and patient safety. Student pharmacists must be aware that being unclean, unkempt, offensive to individuals, or inappropriate in personal appearance, actions, or dress may provoke discomfort, lack of confidence, or a negative image of the student pharmacist, the practice site, and the University of Iowa College of Pharmacy. 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. All provisions of the policy apply to both male and female student pharmacists.

Identification

- All student pharmacists are required to wear identification badges at all times 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.
- Students on an IPPE or APPE at UIHC are not allowed to wear fleece apparel.
- 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 exposes undergarments or could be perceived as sexually provocative to a reasonable person are inappropriate attire in light of the desire to be patient-centered.

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 faculty 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 faculty member or preceptor has the best opportunity to teach. Disruptions of any kind affect the atmosphere of civility that is expected and interfere with the opportunity for learning and growth to which both faculty and students are entitled.

- Personal cell phones should be turned off or placed in silent mode during the practice experience working hours.
- 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 up 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 instructor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to:

- Rude or disrespectful behavior
- Unwarranted interruptions
- Failure to adhere to instructor'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.

Violation of these confidences could result in failure of the practice experience and referral to the Associate Dean for Professional Education 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.

Late or Missed Assignments

Late or missed assignments are not tolerated. Late submission of any required assignments will result in an incomplete grade for the practice experience and if not resolved, will result in a failing grade. Assignments include but are not limited to written assignments, presentations, time commitment on experiential site, mentor meetings and documentation of experiential activities.

Placement/Assignment Process

Practice Experiences will be assigned using E*Value™ which uses Optimization Scheduling. Optimization Scheduling incorporates all possible preferences and scenarios to create the most ideal schedule possible.

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 he/she 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:9432 Elective Community Pharmacy Rotation
- A student pharmacist will not be placed in an IPPE Community pharmacy practice site or in a PHAR:9432 Elective Community Pharmacy Rotation 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

IPPEs only

- Only P2 IPPE Hospital Out-of-System requests will be considered.

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)
 - Advanced Hospital Pharmacy (PHAR:9410)
- A student pharmacist is required to complete 4 APPEs included in the elective APPE category.
- Any extra required APPE spots may be used for electives after the schedule is finalized.
- A student pharmacist will be allowed to complete up to 2 non-patient care electives during the p4 year.
- A student pharmacist will be allowed to request the cycle in which the Bye is scheduled.
- A student pharmacist will be allowed to complete up to 1 Out-of-System APPE course which will count as an APPE elective.

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 Optimization 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 rotation selection.

Refer to Appendix A for scheduled meetings and important dates.

Student pharmacists will have the opportunity to make changes to his/her rotation schedule once the Optimization is finalized. Refer to the section, Changing a Practice Experience: The Switch Session.

Request for a Bye Cycle

Students will have the opportunity during the E*Value™ 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 Optimization.

Selecting a specific cycle for the Bye will result in less flexibility of the Optimization process in filling the student pharmacist's schedule with desired practice experiences.

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 Optimization. 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 E*Value™ site descriptions.

To request a Prior Approval experience, the student pharmacist must follow the procedure below:

- Follow the instructions located in the site's Prior Approval fields of the E*Value™ site description.
- Complete the Prior Approval request form in Qualtrics (link will be located on the E*Value Homepage after the Fall Information Meeting).
- If a site application is required, but not available by the request form due date, students must still complete the Prior Approval request form to show intent to submit an application for a Prior Approval experience.

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

Refer to Appendix A for Prior Approval request deadlines.

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

Opting to use a Prior Approval practice experience will result in less flexibility of the Optimization process in filling the student pharmacist's schedule with other desired practice experiences.

International Advanced Pharmacy Practice Experiences

All Prior Approval international experiences will be coordinated by Dr. Jeanine Abrons, Director of Student Pharmacist International Activities. Dr. Abrons will provide further information regarding the international request process at the beginning of the fall semester.

Request for an Out-of-System Experience

Students may request an Out-of-System experience for selected IPPE and/or APPE courses as a way to expand opportunities for student experiences. PEP faculty and staff review and approve all requests to ensure each experience meets the following criteria. Criteria are subject to change on an annual basis.

Criteria for Out-of-System Experiences:

1. **Courses.** The courses currently approved for requests for Out-of-System experiences include:
 - a. IPPE Hospital—
 - i. Student may only request IPPE Hospital for completion during the summer after the P2 year.
 - b. APPE Electives—
 - i. Out-of-system APPEs will count as one of the student's elective APPEs. Required APPEs cannot be out-of-system experiences.
 - ii. If the type of experience is similar to one of the required APPE courses (i.e., Acute Care, Ambulatory Care, or Hospital), the course number assigned will be PHAR:9416 Elective Pharmacy Rotation. Otherwise, the course number will be related to the type of elective course offered (e.g., an out-of-system site at a children's hospital would be listed under PHAR:9415 Elective Pediatrics Rotation)
 - iii. Students may complete up to 1 APPE Out-of-System practice experience.
2. **Practice Sites.** Practice sites must be in types of experiences that are either not offered or offered with a limited number of available slots.
3. **Preceptors.** The preceptor must be willing to provide a practice experience as a non-paid, volunteer preceptor for The University of Iowa College of Pharmacy.

- a. The preceptor may not be affiliated with another college of pharmacy at an appointment level higher than that of an adjunct or volunteer faculty.
 - b. The preceptor must meet the requirements outlined in the PEP Preceptor Manual.
 - i. Licensed pharmacist in good standing with state licensing board
 - ii. Have 1 year of pharmacy practice experience with minimum 6 months experience at respective site
 - c. The preceptor is willing to submit the required documentation that includes but is not limited to a site description, preceptor training, syllabus and resume/CV of the preceptor.
4. **Affiliation Agreement.** An affiliation agreement between the University of Iowa and the site must be completed prior to the start of the practice experience. A reminder to the student pharmacist that the ability to complete an experience at an out of system site will depend on both parties (i.e. The University of Iowa and the practice site) agreeing to this legal document. This may be a time consuming process and there is no guarantee the agreement will be fully executed.

To request an Out-of-System experience, the student pharmacist must follow the procedure below and refer to Appendix A for Out-of-System request deadlines.

1. Contact the preceptor to arrange the experience
2. Complete the Out-of-System request form in Qualtrics (link will be located on the E*Value Homepage after the Fall Information Meeting)
3. This practice experience will be assigned to the student pharmacist's schedule prior to Optimization.
4. Once the Out-of-System experience has been approved, the student pharmacist must complete the experience and will not be allowed to drop it.

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 to the student with the lowest Switch Session Number (i.e. 144, 143, 142, etc... 3, 2, 1).
4. This process will repeat until all requests are fulfilled. The student pharmacist must have a complete schedule at the end of each change request.

For IPPEs and APPEs, no student pharmacists' requests for changes to the 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, he/she 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 course of the year.

Sexual Harassment

Sexual harassment and unwelcome sexual behavior is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. If you believe you are the victim of discrimination or sexual harassment or unwelcome sexual behavior, please visit one of the websites below for information about how to get help:

- <http://diversity.uiowa.edu/policy>
- <https://opsmanual.uiowa.edu/students/sexual-misconduct-datingdomestic-violence-or-stalking-involving-students>
- <http://www.uiowa.edu/ombuds/>

Depending on the circumstances, additional College of Pharmacy or University of Iowa policies may apply. These policies are available on the web, and students are responsible for being familiar with them.

- College of Pharmacy Doctor of Pharmacy program policies
- The University of Iowa Policies and Regulations Affecting Students

Process for Problems or Disputes Regarding the Practice Site, Preceptor, or practice experience

If a problem or dispute arises in connection with preceptor actions in a practice experience or with grading, you should take the following actions in this order:

- Contact the preceptor and attempt to resolve the issue directly.
- If your complaint is not resolved, contact the Director of the Professional Experience Program if applicable*
- If your complaint is still not resolved, you may contact the Chair, Department of Pharmacy Practice and Science.
- If your complaint is still not resolved, you may contact the Associate Dean for Professional Education.
- If your complaint is still not resolved, you may contact the Dean of the College of Pharmacy.

A full explanation of the College of Pharmacy and UI procedures for disputes is in the Pharm.D program Student Handbook on the College of Pharmacy web site.

*If your complaint concerns accommodation for a disability and it is not resolved after contacting the Director, you should then contact the Associate Dean for Professional Education.

Process for Special Requests Regarding Scheduling the Introductory and Advanced Pharmacy Practice Experiences

If a problem arises with an IPPE or APPE schedule, students may appeal using the following process:

- Send your appeal to the Director of the Professional Experience Program.
- If your request is still not resolved, you may choose to send your appeal to the Chair, Department of Pharmacy Practice and Science.
- If your request is still not resolved, you may choose to send your appeal to the Associate Dean for Professional Education.
- If your request is still not resolved, you may choose to send your appeal to the Dean of the College of Pharmacy.

All 2018-2019 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 2018-2019 Student Handbook.

Appendix A – P1 Important Dates for IPPE Scheduling

	Class of 2022 (P1)
Preference Selection Meeting (IPPE C/H)	TBD (1 st week of spring semester)
Preferences Open (IPPE C/H)	Right after Preference Selection Meeting
Preferences Close	TBD (approximately one week after preferences open)
Schedule Release to Students	Mid-February 2019
Switch Session (IPPE C/H)	Late February 2019

Dates are subject to change based on room availability and class schedule

Appendix A – P2 Important Dates for IPPE Scheduling

	Class of 2021 (P2)
Out-of-System request deadline (refer to email sent first week of class for explanation)	September 14, 2018
Prior approval request deadline (refer to email sent first week of class for explanation)	October 19, 2018
Preference Selection Meeting (IPPE C/H)	October 30, 2018
Preferences Open (IPPE C/H)	October 30, 2018
Preferences Close	November 9, 2018
Schedule Release to Students	Week after Thanksgiving
Switch Session	December 4, 2018
Preference Selection Meeting (IPPE Clinical)	First week of April 2019
Preferences Open (IPPE Clinical)	Right after Preference Selection Meeting
Preferences Close (IPPE Clinical)	April 12, 2019
Schedule Release to Students (IPPE Clinical)	Last week of April 2019

Dates are subject to change based on room availability and class schedule

Appendix A – P3 Important Dates for APPE Scheduling

	Class of 2020 (P3)
2019-2020 Rotation Scheduling Information Meeting	August 21, 2018
Out-of-System request deadline for P4 year	September 14, 2018
Preference Selection Meeting & Preferences Open (APPE 8-P3, 9-P3)	September 21, 2018
Prior Approval requests due (APPE 8-P3, 9-P3)	September 28, 2018
Preferences Close (APPE 8-P3, 9-P3)	October 1, 2018
Prior approval request deadline for P4 year (includes international experiences)	October 19, 2018
Schedule Release to Students (APPE 8-P3, 9-P3)	Week of October 22, 2018
Preference Selection Meeting (APPE May – May)	October 31, 2018
Preferences Open (APPE May – May)	October 31, 2018
Preferences Close	November 16, 2018
Add Session (APPE 8-P3, 9-P3)	November 9, 2018
Schedule Release to Students	After last fall semester final
Switch Session	1 st or 2 nd week of spring semester

Dates are subject to change based on room availability and class schedule