STUDENT MANUAL

2016 – 2017

College of PHARMACY

REAL WORLD | REAL EXCELLENCE | REAL IMPACT

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
# Expectations, Policies, and Guidelines

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**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) and Affiliation Agreements with Practice Sites.

**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 Coordinator:**  
Laura Umlah, BBA, BA  
Office Location: S411 PHAR  
Phone: (319) 353-5157  
Email: laura-umlah@uiowa.edu  
Responsible for new faculty appointments and appointment renewals, E*Value™, and administrative components of the 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 required IPPE and APPE courses may also be found in the E*Value™ Documents Collection.

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 Shadowing  1 sh
Course Coordinator:  Susan S. Vos, PharmD, FAPhA
susan-vos@uiowa.edu

The initial experience in the IPPE Program (IPPE Shadowing) is completed as a shadowing experience for first year student pharmacists. This experience allows the student pharmacist to shadow 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):**
For Students Entering Fall 2015 and After
PHAR:8207 IPPE Community  3 sh
Course Coordinator:  Stevie Veach, PharmD, BCACP
stevie-veach@uiowa.edu

For Students Entering Prior to Fall 2015
PHAR:8200 Intro to Community Pharmacy Practice  2 sh
Course Coordinator:  Stevie Veach, PharmD, BCACP
stevie-veach@uiowa.edu

For Students Entering Fall 2015 and After
PHAR:8208 IPPE Hospital  2 sh
Course Coordinator:  Jay D. Currie, PharmD, FCCP, FAPhA
jay-currie@uiowa.edu

For Students Entering Prior to Fall 2015
PHAR:8206 Intro to Hospital Pharmacy Practice  2 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 2 weeks (80 hours) or 10 weeks (80 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:8300 Intro to Clinical Pharmacy Practice  1 sh
Course Coordinator: Jay D. Currie, PharmD, FCCP, FAPhA
jay-currie@uiowa.edu

The third Introductory Pharmacy Practice Experience (IPPE 3) 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.

**Throughout Professional Years One, Two, and Three:**
For Students Entering Fall 2015 and After
PHAR:8132 Professional Development  1 sh
Course Coordinator: Susan S. Vos, PharmD, FAPhA
susan-vos@uiowa.edu
Course Coordinator: Jennifer Seyfer, BSPh, RPh
jennifer-seyfer@uiowa.edu

The 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, professional service, and community engagement service learning activities. The student completes a total of 30 hours in these activities by the spring semester of the P3 year. Student pharmacists meet with their faculty mentor during the P3 year. Additionally, 21 hours are incorporated into this course in which students participate in interprofessional educational experiences (IPE) with the other health sciences colleges at UIowa.

For Students Entering Prior to Fall 2015
PHAR:8205 Student Pharmacist Professionalism  1 sh
Course Coordinator: Susan S. Vos, PharmD, FAPhA
susan-vos@uiowa.edu
Course Coordinator: Jennifer Seyfer, BSPh, RPh
jennifer-seyfer@uiowa.edu

The student pharmacist professionalism experience (IPPE 4) occurs over the first three years of the curriculum. This IPPE 4 requires the student pharmacist to complete hours in two areas: professional leadership learning activities and professional service learning activities. The student completes a total of 32 hours in these activities over the P1-P3 years of the doctor of pharmacy curriculum. Student pharmacists meet with their faculty mentor during the P3 year.

**Advanced Pharmacy Practice Experiences (APPE)**
**Fourth Professional Year (P4 Year):**
The final component of professional experiences is the Advanced Pharmacy Practice Experiences (APPEs). These are commonly referred to as “rotations”. During this last year of the doctor of pharmacy curriculum, each student pharmacist is required to complete 8 practice experiences in various pharmacy settings. The
APPE year runs from May to May and consists of 9 APPE cycles. Each student pharmacist will have 1 cycle off (referred to as a "Bye") during the year. 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 Pharmaceutical Care 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 pharmaco therapeutic management of patients on general medicine or specialty inpatient areas.

PHAR:9414 Elective Neurology Rotation* 6 sh
Clinical experience in the pharmaco therapeutic and pathophysiologic considerations of neurological disorders. Note: Beginning with the 2017-2018 rotation year, the PHAR:9414 Elective Neurology Rotation will no longer be offered. A rotation with a neurology focus will be classified as a PHAR:9413 Acute Care Medicine Rotation.

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/Complimentary 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 pharmacothepeutic 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 Advanced Community Pharmacy 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 Rotation**  6 sh
Practice experiences in pharmacy practice outside the United States.

* denotes a patient care practice experience (an experience with a patient care focus completed within the United States)
** denotes a non–patient care practice experience or an experience completed outside the United States
PEP Curriculum: Class of 2019, 2020

Professional Experience Program (PEP)

Learning & Living Curriculum
Contact Hours (CH) = 1912 hours; Semester hours (SH) = 56-68 hours

Introductory Pharmacy Practice Experiences (IPPE)

312 hours
SH = 8 hours
Start of P1 year through mid-Spring of P3 year

IPPE Shadowing
- CH = 35 hours
- SH = 1 hour
  - 4 Shadowing Experiences (24 hr)
  - Faculty Mentor (1 hr)
  - Discussion Sessions (6 hr)
  - Reflective Assignments (4 hr)

IPPE Community
- CH = 124 hours
- SH = 3 hours
  - Onsite (120 hr)
  - Orientation, Reflection, and Discussion (4 hr)

IPPE Hospital
- CH = 84 hours
- SH = 2 hours
  - Onsite (80 hr)
  - Traditional: 2 weeks, 40 hours/week or
  - Longitudinal: 10 weeks, 8 hours/week
  - Orientation, Reflection, and Discussion (4 hr)

IPPE Clinical
- CH = 14 hours
- SH = 1 hour
  - Orientation (1 hr)
  - Limited Advanced Practice Clinical Experience (12 hr)
  - Presentation (1 hr)

Advanced Pharmacy Practice Experiences (APPE)

CH = 1600-2000 hours
SH = 48-60 hours

APPE
- CH = 200 hours for each
- SH = 6 hours for each
  - Ambulatory Care (200 hr)
  - Acute Care Medicine (200 hr)
  - Community Pharm Care (200 hr)
  - Hospital (200 hr)
  - 4-6 Elective APPE (000-1200 hr)

Professional Development

CH = 55 hours
SH = 1 hour

- Pharmacy-related Service, Leadership and Community Engagement (30 hours total minimum):
  - Pharmacy-related service (at least 10 hours)
  - Leadership (at least 10 hours)
  - Community engagement activities (up to 10 hours)
- Continuing Professional Development Discussions (4 hours)
- Interprofessional Practice and Education Case Discussions (21 hours)

1. 10 hours are not counted as IPPE hour due to the nature of the experience.
**PEP Curriculum: Class of 2017, 2018**

**The University of Iowa College of Pharmacy Professional Experience Program**

- Contact hours (CH) = 1907 hours
- Semester hours (SH) = 56 hours

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**Introductory Pharmacy Practice Experiences (IPPE)***

- CH = 307 hours
- SH = 8 hours

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**Advanced Pharmacy Practice Experiences (APPE)**

- CH = 1600 hours
- SH = 48 hours

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**Professional Year 1**

- Intro to Pharmacy Practice (IPPE 1)
  - CH = 36 hours
  - SH = 1 hour
  - Orientation (1 hr)
  - 4 Shadowing Experiences (6 hr each, totaling 24 hr)
  - Faculty mentor (1 hr)
  - 5 discussion sessions and preparation (6 hr)
  - 4 reflective assignments (4 hr)

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**Professional Year 2** (summer and winter break)

- Community (IPPE 2)
  - CH = 124 hours
  - SH = 3 hours
  - Orientation (1 hr)
  - Onsite (120 hr)
  - Reflection (3 hr)

- Hospital (IPPE 2)
  - CH = 84 hours
  - SH = 2 hours
  - Orientation (1 hr)
  - Onsite (80 hr)
  - Reflection (3 hr)

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**Professional Year 3**

- Clinical Pharmacy Practice (IPPE 3)
  - CH = 14 hours
  - SH = 1 hour
  - Orientation to Clinical Practice (1 hr)
  - Limited Advanced Practice Clinical Experience (12 hr)
  - Presentation (1 hr)

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**Professional Year 4**

- Advanced Pharmacy Practice (APPE)
  - CH = 1600 hours
  - SH = 48 hours
  - Ambulatory Care (200 hr)
  - Acute Care Medicine (200 hr)
  - Community Pharmaceutical Care (200 hr)
  - Hospital (200 hr)
  - 4 elective rotations selected from a variety of practice settings (800 hr)

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**Professional Service and Professional Leadership (IPPE 4)**

- CH = 34 hours
- SH = 1 hour

- Orientation (1 hour)
- Face-to-face reflection discussion with Faculty Mentor (1 hour)
- A minimum of 32 hr are required from two components before APPE begin: service learning and leadership/professional learning with at least 10 hr from each component. (32 hours)

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*Additional IPPE hours in curriculum:
- Interprofessional Education (15 hr)

**hr = hour(s)**
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. Each topic requires completion of a corresponding ICON quiz with a minimum score of 80%. Compliance training modules include:

- Health Insurance Portability and Accountability Act (HIPAA)
- Hospital Safety and Infection Control
- Mandatory Reporter
- UIHC Hospital Orientation
- Domestic Violence
- Fire Extinguisher Safety

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/.

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.
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 this URL http://www.nabp.net/boards-of-pharmacy.

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 an IPPE 4 / Professional Development activity, the event organizer. Student pharmacists may be asked to provide documentation to verify reason for absence.

For IPPE (2) Hospital and Community, when any absence of more than 1 day occurs, the student pharmacist must notify the Preceptor, IPPE Administrator, Course Coordinator, and the Office of Academic Affairs.

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

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 (2) Hospital or Community and absences of 40 hours or more during an APPE may result in repeating the practice experience at a later time. 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 (2) Community only**
The IPPE (2) Community 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. If an interview absolutely cannot be scheduled during these times, a formal request must be completed and submitted to the preceptor and to the APPE Administrator well in advance. The request shall include the following:

- Company/program with whom you are interviewing
- location of the interview
- dates to be missed
- plan for making up missed time

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.

**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 of 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 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. E-mail 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 a chat room, send e-mail, 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 e-mail for the following purposes no less than 1 week in advance, unless the E*Value™ site description or the course syllabus specifies an earlier timeline.

- 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 e-mails, 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 8-panel urine drug screen will be completed, unless specified differently by the site.
- 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 (page 16).

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.

**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 (2) Community
2. Immediately following the IPPE (2) Community
3. Prior to beginning an IPPE (2) Hospital
4. Immediately following the IPPE (2) Hospital
5. Prior to the beginning of the first APPE

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**

Student Help Pages can be found on your E*Value™ homepage. When you click on the Student Help Pages link it will take you to a separate web page with help pages for the following categories: schedules, evaluations, learning modules (coursework), PxDx, MyProfile, and Sites & Affiliations. These are great resources for you.

**E*Value™ PxDx**

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 PxDx Case Logger™ to assist you in this requirement.

Student pharmacists will use the PxDx Case Logger™ feature of E*Value™ for documentation of patient care encounters and activities during IPPE, APPE, and Professional Development.

PEP personnel will complete periodic reporting and notification to student pharmacists to allow steady progress and assure all student pharmacists complete the PxDx 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 and APPE course syllabi for specific PxDx course requirements.

**Housing & Transportation**

IPPE and APPE sites are located not only in the Iowa City area, but throughout the State of Iowa, a few located 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™ practice experience site description, student pharmacists will be provided information on which sites have arranged housing, a description of the accommodations, cost, and whom to contact. Housing information found in E*Value™ is provided to assist students in finding housing for sites outside the Iowa City area. The College of Pharmacy cannot guarantee the availability or quality of the housing provided.

**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. 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 and the College of Pharmacy Student Handbook.

**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 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 legging 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 the UIHC may NOT wear denim of any color.
• Students on an IPPE or APPE at the 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 class 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 Shadowing 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 placed in a practice site where he/she is presently, or has been previously employed as an intern or technician. Exceptions are made if the student pharmacist has been employed in a large health system and is scheduled in an area he/she has not previously worked.
- A student pharmacist will not be placed in an IPPE (2) Community pharmacy practice site or in a PHAR:9432 Elective Advanced Community Pharmacy Rotation site of the same pharmacy chain as work experience.
- A student pharmacist will not be placed in a practice site where the student pharmacist has worked with, or is a relative of a site preceptor.
- A student pharmacist will not be placed in a practice site where a student pharmacist’s relative provides supervisory authority over a preceptor.
- A student pharmacist is strongly advised against completing a rotation at a practice site where a student pharmacist’s relative works as a health care professional. This will avoid the appearance of a conflict of interest as well as provide a student pharmacist with a more well-rounded learning experience.
• A student pharmacist must report to the Professional Experience Program any other potential conflicts of interest due to personal, financial or other relationships.

**IPPEs only**
- Only P2 IPPE (2) 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 Pharmaceutical Care (PHAR:9404)
  - Advanced Hospital Pharmacy (PHAR:9410)
- All required APPE must be completed at a site showing availability or requiring prior approval in E*Value™ (In System site).
- A student pharmacist is required to complete 4 APPE 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 2 practice experiences with the same preceptor at the same site only if they receive approval from both the APPE Administrator and the primary preceptor.
- A student pharmacist will be assigned only one PHAR:9432 Elective Advanced Community Pharmacy Rotation.
- A student pharmacist may not interchange a required PHAR:9404 Community Pharmaceutical Care Rotation with a PHAR:9432 Elective Advanced Community Pharmacy Rotation.
- A student pharmacist will be assigned only 1 PHAR:9410 Hospital Pharmacy Rotation as an elective.
- A student pharmacist will be allowed to complete no more than 2 elective APPE outside the United States.
- A student pharmacist will be allowed to complete up to 2 non-patient care electives (refer to pages 4 and 5 for a list of non-patient care electives).
- 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 elective.
- An Out of System request for a PHAR:9432 Elective Advanced Community Pharmacy Rotation will not be granted.

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.

All schedules will be reviewed by the APPE Administrator to ensure that all schedules reflect a diverse range of experiences. A student pharmacist’s final schedule is subject to change if the student pharmacist’s electives do not represent a diverse range of experiences.

**Site Placement Procedures**

**Preference Selection**
Student pharmacists will have the opportunity to preferentially select IPPE (2) Community, IPPE (2) Hospital, IPPE Clinical (3), 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 (page 20).
Request for a Bye Cycle
During the APPE year, students complete 8 out of 9 rotation cycles. The Bye cycle is one in which the student pharmacist is not scheduled for an APPE rotation.

Students will have the opportunity during the E*Value preference selection period to enter a preferred Bye cycle as a preference or leave their preference as “Any Time Frame” if they have no Bye cycle preference. If a student enters a preferred cycle, they are guaranteed to be assigned a Bye that cycle.

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.

Students not requesting a specific cycle for a Bye will be randomly assigned a Bye cycle during Optimization.

Request for a Prior Approval Experience
A Prior Approval experience is defined as an experience that requires approval or selection prior to Optimization. The selection may be done through an application, interview or other process defined by the 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 emailed to students after the Fall Information Meeting).
- If the 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.

Selecting 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.

Additional Requirements and Procedures for International Advanced Pharmacy Practice Experiences
All Prior Approval international experiences should have a primary preceptor/coordinator at the University of Iowa College of Pharmacy. Ideally, this should be a faculty member.

There are additional finances required for each practice experience completed outside the United States. Please refer to the site description and primary preceptor for more information. All fees and additional expenses are estimated and are subject to change.
- The following fees will be charged to the student pharmacist’s university bill. The student pharmacist is eligible for additional scholarships through the Study Abroad Office and for additional student financial aid.
  - University of Iowa Study Abroad Fee ($400)
  - International Travel Insurance ($1.22 per day)—information may be found at: http://international.uiowa.edu/study-abroad/health-insurance-information

The student pharmacist must submit the following forms to the Professional Experience Program Office (S411 PHAR) by the required due date. The Professional Experience Program Office will submit these forms
to the Office for Study Abroad. You do not have to submit as stated on the website available at
http://international.uiowa.edu/study-abroad/forms-procedures:

- Student Travel Registration Form
- Copy of the information/picture page of the passport

Student pharmacists who do not complete these International Programs Office requirements within the
required timeframe will not be allowed to participate in the International APPE.

If a problem should arise during the experience, faculty and students should FIRST call the 24-hour
emergency number for the International Programs Office for Study Abroad. (Office for Study Abroad, 8am-
5pm: 319-335-0353; 24/7 Emergency Number: 319-530-2540).

Request for an Out of System Experience
An Out of System experience is an IPPE (2) Hospital or APPE Elective at a site requested by a student that is
not routinely used as a practice experience site for students.

Student pharmacists may only participate in an IPPE (2) Hospital Out of System experience during the
summer after their P2 year.

Student pharmacists may only participate in 1 elective APPE Out of System practice experience.

To request an Out of System experience, the student pharmacist must follow the procedure below:

- Contact the preceptor to arrange the experience
- Complete the Out of System request form in Qualtrics (link will be emailed to students after the Fall
  Information Meeting)

The Professional Experience Program personnel will use the following criteria in the decision making process
for the acceptance/denial of the student pharmacist’s Out of System request:

- The student pharmacist is pursuing an experience type not currently offered by our professional
  experience program or is a practice experience type with a limited number of available slots.
  - Requests for an Out of System Elective Advanced Community Pharmacy Rotation (PHAR: 9432) will
    not be honored.
- Any preceptor pursued by the student pharmacist may not be affiliated with another college of
  pharmacy at an appointment level higher than that of an adjunct or volunteer faculty.
- The preceptor is willing to provide a practice experience as a non-paid, volunteer preceptor for The
  University of Iowa College of Pharmacy.
- The preceptor must meet the requirements outlined in the PEP Preceptor Manual.
- 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.
- 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.

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

Refer to Appendix A for Out of System request deadlines.

This practice experience will be assigned to the student pharmacist’s schedule prior to Optimization.

Selecting to use an Out of System practice experience will result in less flexibility of the Optimization
process in filling the student pharmacist’s schedule with other desired practice experiences.
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. The Switch Session procedure is as follows:

- Schedule change requests will be addressed using the student pharmacist’s Switch Session Number.
- The Switch Session Number is a computer-generated, random number given to each student in the IPPE/APPE scheduling process. This number is used only for the spring IPPE/APPE, and the fall APPE Switch Sessions.
- Round 1 requests will start with the student with the lowest Switch Session Number and progress in ascending order to the student with the highest Switch Session Number.
- Round 2 requests will begin with the student with the highest Switch Session Number and progress in descending order to the lowest Switch Session Number.
- 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, after this session, no student pharmacists’ requests for changes to the schedule will be allowed.

For APPEs, after this session, no student pharmacists’ requests for changes in cycles 1 through 6 will be allowed.

Procedure for Changing a Practice Experience Scheduled in APPE Cycles 7, 8, and 9: The Fall Switch Session
The APPE student pharmacist will have another opportunity to request schedule changes for experiences scheduled in APPE cycles 7, 8, and 9. Information regarding the process will be sent via email prior to the start of the Fall Switch Session.

Refer to Appendix A for process timeline and due dates.

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.

Exceptions (APPE)
The student pharmacist becomes eligible to begin APPEs after the completion of the selection process:
The student pharmacist will work with PEP staff to schedule APPEs and will receive a new switch session number. When more than one student pharmacist becomes eligible at the same time a randomization process will be used to assign APPEs. The APPE Administrator will work with the student pharmacist to see that schedules are created in a timely manner so that the student can begin APPEs as soon as possible. The student pharmacist will begin APPEs based on available experiences and date of eligibility.

The student pharmacist becomes ineligible for APPEs after the selection process is completed:
The student pharmacist who becomes ineligible for practice experiences after the APPE assignment process has been completed will forfeit his/her schedule. In other words, practice experiences presently assigned to the student pharmacist will be returned to the pool of available practice experiences. Once the student pharmacist is again eligible to complete APPEs, the student pharmacist will work with PEP staff to schedule APPEs and will receive a new switch session number. The student pharmacist will begin APPEs based on available experiences and date of eligibility.

The student pharmacist continues into the next APPE year:
Reasonable attempts will be made to help a student pharmacist complete practice experiences during the first cycles of the next APPE year. Practice experiences required or desired by the student pharmacist are not guaranteed to be available in every circumstance. The practice experience will be completed only during the specific dates of the APPE cycle as stated in the calendar. The APPE Administrator will work with the student pharmacist to see that he/she graduates at the earliest possible
date. If several student pharmacists continue into the next APPE year and request the same practice experience, their selection number will determine who is assigned the experience. Student pharmacists continuing into the next APPE year will be scheduled prior to the selection process for that year.

Additional Advanced Pharmacy Practice Experience
An additional practice experience is allowed during the student pharmacist’s off cycle (Bye). Assignment of a practice experience during the student pharmacist’s cycle off will be based upon availability and made after all student pharmacists are assigned. Requests for an additional experience will only be allowed during the scheduled opportunities to change a rotation.

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
- http://www.sexualharassment.uiowa.edu/
- 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
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 the Introductory and Advanced Pharmacy Practice Experiences

Requests should be explained fully, describing all information or events in the order in which they occurred. Electronic transmission is preferred. Once submitted, no changes will be made to the request.

- 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 2016-2017 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 2016-2017 Student Handbook.
### Appendix A

<table>
<thead>
<tr>
<th>Event</th>
<th>Class of 2020</th>
<th>Class of 2019</th>
<th>Class of 2018</th>
<th>Class of 2017</th>
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<tr>
<td>2016-2017 APPE Mid-Year Switch Procedure Information Sent to Students via Email – Round 1</td>
<td></td>
<td></td>
<td></td>
<td>September 30, 2016</td>
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<tr>
<td>Switch Request Deadline – Round 1</td>
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<td></td>
<td>October 10, 2016</td>
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<tr>
<td>Request Notification to Students – Round 1</td>
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<td>October 11, 2016</td>
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<tr>
<td>Switch Information Sent to Students via Email – Round 2</td>
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<td>October 12, 2016</td>
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<td>Switch Request Deadline – Round 2</td>
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<td>2017-2018 Rotation Scheduling Information Meeting (OOS, PA)</td>
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<td>Prior approval request deadline (includes international experiences)</td>
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<td>October 28, 2016</td>
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<td>Preference Selection Meeting</td>
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<td>Preferences Open</td>
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<td>November 1, 2016</td>
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<td>Preferences Close</td>
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<td>November 11, 2016</td>
<td>November 18, 2016</td>
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<td>Schedule Release to Students</td>
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<td>Week after Thanksgiving</td>
<td>After last final</td>
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<td>Switch Session</td>
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<td>2017-2018 APPE Mid-Year Switch Procedure Information Sent to Students via Email – Round 1</td>
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<td>September 29, 2017</td>
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<td>Switch Request Deadline – Round 1</td>
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<td>October 9, 2017</td>
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<td>Request Notification to Students – Round 1</td>
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<tr>
<td>Switch Information Sent to Students via Email – Round 2</td>
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<td>October 11, 2017</td>
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<td>October 17, 2017</td>
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<td>Request Notification to Students – Round 2</td>
<td></td>
<td></td>
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<td>October 18, 2017</td>
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Dates are subject to change based on room availability and class schedule.