

**2016-2017 P4 ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE)
PROGRAM
MASTER SYLLABUS AND GUIDELINES
FOR
STUDENT INTERNS AND PRECEPTOR-FACULTY
THE UNIVERSITY OF TEXAS AT AUSTIN COLLEGE OF PHARMACY**

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I. GENERAL INFORMATION REGARDING 2016-17 P4 APPE STUDENTS

Students participating in Advanced Pharmacy Practice Experiences during the 2016-17 P4 year, unless otherwise specified:

A. *are certified in:*

1. Compounding sterile preparations training and education—meets Texas State Board of Pharmacy (TSBP) requirements §291.133
2. Medication Therapy Management—through the American Pharmacists Association
3. Immunization Administration—through the American Pharmacists Association
4. CPR, American Heart Association BLS for Healthcare Providers (CPR and AED)

B. *have completed all requirements to participate in P4 APPE courses.* These include:

1. Completion of all required and elective pharmacy coursework and programmatic requirements to date. See <http://catalog.utexas.edu/undergraduate/pharmacy/courses/> for a complete list of courses as part of the *Undergraduate Catalog, 2014-2016*.
2. Immunizations as required by the Texas Administrative Code, Title 25, Health Services, §97.63, and have been screened for tuberculosis per the policy **Immunizations Requirements, College of Pharmacy, The University of Texas at Austin**.
3. Payment of liability insurance for coverage of \$2 million/\$6 million (certificate available upon request).
4. Possession of a current Texas State Board of Pharmacy internship card expiring no earlier than November 2017.
5. Participation in a criminal history check and drug screen as outlined in the policy **Criminal Background Check and Drug Screen Policy, The University of Texas College of Pharmacy**.
6. Health insurance coverage.
7. Acknowledgement of **Technical Standards for Pharmacy Education, The University of Texas at Austin**.
8. Completion of training modules in HIPAA, Bloodborne Pathogens and Fraud, Waste and Abuse.

Students can provide proof of the above at the request of the preceptor-faculty or practice site.

II. THE P4 ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE) YEAR

A. **Rotation Assignments**

Rotation assignments and corresponding rotation manuals are available and updated in **PhIRST**, the college's experiential database (accessed with UT EID and password). *Please recall that assignments are subject to change due to a variety of factors*; however, every attempt will be made to give both student-interns and preceptor-faculty (preceptors) adequate notice of these changes. Student-intern requests for rotation changes must be made using the procedure prescribed by each region. It is not guaranteed that these requests can be accommodated. **CHECK PhIRST OFTEN FOR UPDATES!**

All students are required to participate in a minimum of seven rotations, while a small number may choose to complete eight. Students who, via examination and references, “place out” of either the Advanced Community or Advanced Hospital rotation, must still participate in seven rotations, and must replace the rotation out of which they placed with a patient care experience. Students in the Pharm.D./Ph.D. program must participate in eight rotations, three of which are research and five of which are patient care-focused.

B. Calendar of Events

The schedule of events for all students, irrespective of region, is included below. Please note that this calendar is subject to change at any time, although it is not anticipated that the rotation dates will change.

The regional director may provide an additional calendar of events for regional meetings and other activities.

Rotation Period or Event	Dates	Special Notes
Summer Semester 2016		
Rotation 1	May 23-July 1	(1 st rotation for P4s taking 8 rotations, or make-up period for previous year APPE students)
Region Orientation	Week of June 27	Exact date and time specific to each region
Rotation 2	July 4-August 12	1 st rotation for students participating in 7 rotations (this is most students)
Senior Conference	sometime during Rotation 1	via interactive/ required for all P4s
Fall Semester 2016		
Rotation 3	August 15-September 23	
Rotation 4	September 26-November 4	
Career Day	Thursday, October 20	College of Pharmacy, Austin. Students who attend P4 Interview Day the next day should plan to attend Career Day from approximately 6-7 p.m.
P4 Interview Day	Friday, October 21	Frank Erwin Center, Austin. This, along with Career Day, is an optional activity. Students attending either must make up any rotation hours and activities missed.
Rotation 5	November 7-December 16 Saturday, December 17	December graduation date; no official ceremonies
Spring Semester 2017		
Rotation 6	January 9-February 17	
Rotation 7	February 20-March 31	
Rotation 8	April 3-May 12	The P4 milestone final exam will be given during this rotation period.
College of Pharmacy graduation ceremony	Friday, May 19	More information on this event at Senior Conference and throughout the year
University of Texas Spring Commencement	Saturday, May 20	More information on this event at Senior Conference and throughout the year

C. Hour Requirements for Rotations

The UT College of Pharmacy experiential program is approved by the Texas State Board of Pharmacy (TSBP); thus, experiential hour requirements are designed to meet TSBP internship hour requirements. ***The minimum number of hours for ALL P4 experiential courses, listed below, is 250, which translates to approximately 42 hours per week.***

Course Number	Name of Course	Minimum number hours on site	Number of internship hours reported to TSBP
PHR 693P	Advanced Community Pharmacy Practice	250	250
PHR 693N	Advanced Hospital Pharmacy Practice	250	250
PHR 693C	Ambulatory Care Pharmacy Practice	250	250
PHR 694C	Acute Care (Inpatient General Medicine) Pharmacy Practice	250	250
PHR 693E*	Elective in Pharmacy Practice I	250	250
PHR 694E*	Elective in Pharmacy Practice II	250	250
PHR 693S	Selective in Pharmacy Practice I	250	250
Total from P4 courses		Maximum of 1750	1750
	Introductory Pharmacy Practice Experiences (IPPEs)	300	202
	Early Practice Experience If completed after P1 year	200	200
GRAND TOTAL*			Approx. 2152 hours

* PLEASE NOTE: Student-interns who participate in a rotation that is NOT under the supervision of a pharmacist or healthcare professional preceptor recognized by the Texas State Board of Pharmacy cannot count these hours for internship credit (§283.4(b), Texas Administrative Code, Examining Boards, Texas State Board of Pharmacy, Licensing Requirements for Pharmacists, amended March 15, 2012), so total reported internship hours may be less than 2000. However, the course will count towards curricular credit for graduation and must be completed on a full-time basis, and the student-interns will still obtain adequate internship hours to become licensed in Texas.

Supervised Hours

Student-interns may gain internship hours during rotations by participating in activities that are “supervised” or by participating in “special activities”.

Supervised hours are attained by participating in internship activities within a pharmacy practice environment; OR within any other environment 1) in which one or more competencies of the internship as defined by the Texas State Board of Pharmacy can be met AND 2) which has been approved by the College. The student-intern should be present when his /her assigned preceptor-faculty member (preceptor) is present. However, some deviation is permissible if a substitute supervising pharmacist is *a preceptor-faculty member in the College’s program AND is a licensed preceptor with TSBP AND if that person will accept full responsibility for the student-intern’s activities*. The weekly schedule of internship hours should be determined by mutual agreement between the preceptor-faculty member and the student-intern. *However, the final decision will be made by the preceptor-faculty member.*

Supervised hours may also include hours spent in activities not necessarily within an environment as described in the previous paragraph but which are related to the dimensions of the rotation and meet one or more of the competencies defined by Texas State Board of Pharmacy internship rules. These may include brown bag sessions, nursing home visits, presentations to schools or civic groups, etc. Student-intern participation in these activities must be supervised by a preceptor-faculty member. The hours should be reported to the nearest quarter hour and recorded on the appropriate line on the APPE Hour Sheet (found in PhIRST).

Other hours that count for internship/experiential hours credit:

1. Senior Conference qualifies for three (3) supervised hours credit.
2. Regional meetings set up by the regional personnel qualify for the amount of time spent in these meetings; supervised hours credit.
3. The final P4 milestone exam counts for four (4) hours supervised hours credit.
4. Eight (8) hours of supervised credit may be given for a residency interview (for the presentation and other internship-related activities); only a maximum of eight (8) hours in any given rotation or a maximum of sixteen (16) hours (eight in each of two rotations) for the entire spring semester will be allowed.

NOTE: NEITHER Career Day nor P4 Senior Interview Day may be counted for any type of internship or experiential credit. Travel time to and from any internship related activity cannot be counted for internship credit.

TSBP rules do not allow for a student to report more than 50 hours per week. College of Pharmacy policies do not allow for a student to report more than 12 hours per day.

*****Requirements for each rotation may include activities and responsibilities that require a student-intern to spend more time than can be reported as internship hours; i.e. the student-intern may be expected to remain on call with other members of the health care team.*****

Special Activities Hours

Additional hours toward the internship/rotation hour requirement may be gained through participation in local, state, and national pharmacy association meetings. Other similar activities may be included ONLY as approved by the regional director. A description of these activities must be completed on the forms entitled Documentation of Special Activities located in the electronic rotation folders (see III.A). These forms must be signed by a pharmacist-witness or another witness as approved by the regional director, and signed off by the preceptor-faculty member, regional director, or coordinator and submitted to the regional director at the end of each rotation. These hours must also be recorded on the APPE Hour Sheet on the appropriate line. A maximum of 16 hours per semester may be counted for credit. IF the student-intern is counting supervised hours for residency interviews, these are deducted from the 16 hours available for special activities.

III. COURSE/ACADEMIC REQUIREMENTS FOR STUDENT-INTERNS

All required rotations are experience-based courses. Each rotation course is a six hour academic course graded "Credit/Fail". To receive credit for these courses, the student-intern must satisfactorily complete all course requirements.

SPECIAL NOTE: The course titles "Acute Care" (Inpatient General Medicine), "Ambulatory Care", etc. are provided to ensure that student-interns are enrolled in the courses/experiences required for the Pharm.D. degree as determined by the college's Curriculum Committee. If a student-intern is enrolled in an Internal Medicine rotation (for example) with either the label of Acute Care, or Selective, or Elective, the preceptor should not observe different requirements for those rotations because of the course title. So, although the activity requirements are different for every course, be aware that these are considered MINIMUM requirements. Therefore, it is likely that additional assignments may be required of student-interns over and above those listed in the electronic rotation folder. Also, the student-intern may need to spend more than the minimum number of required hours in the rotation practice facility in order to meet the requirements of the rotation.

FAILURE TO SUCCESSFULLY COMPLETE ANY OF THE FOLLOWING COURSE REQUIREMENTS WILL RESULT IN AUTOMATIC FAILURE OF THE ENTIRE ROTATION AND COURSE:

- A. The student-intern must receive a successful (or positive) evaluation** from the preceptor-faculty member on the P4 APPE Evaluation Form for each rotation. APPE evaluation forms are available through each preceptor-faculty's and student's **PhIRST** login under the rotation assignment.

Minimum requirements for "successful" evaluation are defined on the first pages of the evaluation form itself.

- B. The student- intern must perform satisfactorily on all assignments required by the college, preceptor-faculty member and the regional personnel.** These assignments may or may not be included and rated on the P4 APPE Evaluation Form. **College of Pharmacy requirements are articulated in each rotation manual** linked through the rotation assignment in **PhIRST**. The preceptor-faculty or regional faculty may require additional assignments, which the student may upload, upon completion, into the **Canvas** Learning Management System P4 portfolio (see D. below).

Rotation manual links:

Advanced Community: <https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/advanced-community/>
 Advanced Hospital: <https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/advanced-hospital/>
 Ambulatory Care: <https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/ambulatory-care/>
 Inpatient General Medicine (Acute Care):
<https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/inpatient-general-medicine-acute-care/>
 Selective: <https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/selective/>
 Elective: <https://sites.utexas.edu/phr-exp-restricted/rotation-manuals/elective/>

- C. The student-intern MUST complete the minimum number of hours for each course** (six-week rotation) as defined in Section II of this document.
- D. The student-intern must maintain a P4 portfolio in Canvas.** It is into this portfolio that students will upload required documents (including DOPS described below) and assignments for preceptor and regional coordinator review. These may include self-assessments on the CAPE Outcomes, and interprofessional collaborative practice reflections. The framework for this portfolio has already been created, and students are to follow the prescribed portfolio structure. The student must provide their preceptor with a link to his or her portfolio so that the preceptor can view student performance on other rotations and assist the student in meeting rotation requirements and longitudinal competencies. NOTE: It is the *student-intern's* responsibility to ensure that all rotation competencies and CAPE outcomes are addressed by the end of the rotation year.
- E. The student-intern must complete one DOPS (Direct Observation of Procedural Skills) during each of the four core rotations: Acute Care (Inpatient General Medicine), Ambulatory Care, Advanced Community, and Advanced Hospital.** The DOPS are to be used as tools that provide a framework to better assess particular skills in real-life situations. A form with evaluation rubric will be provided for the DOPS associated with each rotation. This year, DOPS are not “high stakes”, but should be used to identify students’ strengths and weaknesses.
- F. The student-intern must pass the P4 milestone examination during the eighth rotation.** A minimum score of 70% on each practice area module: Acute Care (Inpatient General Medicine), Ambulatory Care, Advanced Community, and Advanced Hospital, and overall, is required to pass this examination.

P4 Milestone Exam Policy: Once the exam date is set, there will be no exceptions to that date, nor rescheduling of the exam for any individual student-intern, except at the discretion of the assistant dean. Student-interns are expected to be present for this exam on the designated date and time set by the college. Only those absences reported directly to assistant dean prior to the exam time or immediately thereafter, and are considered extenuating in nature (personal illness or injury, or death in the family, or others as deemed appropriate by regional personnel or the assistant dean), will be considered excused. Student-interns who miss the exam because of an excused absence must take the full P4 milestone exam (all modules) during the make-up exam time designated. Should any student-intern fail to demonstrate mastery on any of the practice area modules of the exam as described in the first paragraph of this section, he or she will be given the opportunity to take one make up exam only on the practice area module(s) failed, scheduled the week following. Student-interns missing the first offering of the milestone exam with an unexcused absence must take the entire P4 milestone exam during the make-up exam period and, should a student-intern fail that exam or any section of that exam, NO make-up exam will be provided, and the student will be subject to the consequences described in the section “Consequences of failure of the P4 milestone exam” below as if the student had failed the make-up exam.

This exam will be given toward the end of the eighth rotation period.

ONLY student-interns who have passed all rotations to date as determined by the preceptor-faculty and recorded on the P4 APPE evaluation form at the time of the exam may take the exam. In other words, students must be in good academic standing at the time the exam is given.

No smartphones or other electronic devices other than non-programmable calculators are allowed in exam rooms. Student-interns will be asked to leave all personal belongings in an area outside of the exam room, or in another designated area away from where students are taking the examination. References as appropriate for the exam will be provided.

Honor statement: Each student, on each of the exams, must sign the statement “I have neither participated in nor witnessed any acts of academic dishonesty pertaining to this examination.”

Consequences of failure of the P4 milestone exam: If the student-intern fails the P4 milestone exam (one or more modules) on the second attempt (the make-up exam), he or she will receive an “Incomplete” (“X”) for Rotation 8. *The student will be required to repeat full six-week rotation experience(s) in which he or she did not demonstrate mastery via the P4 milestone exam.* During this time period, the student will be registered in absentia. At the conclusion of the rotation(s) repeated successfully per preceptor evaluation, the student will be required to retake the related P4 milestone exam practice area module(s); this exam could be written or oral. Based on student performance on this exam:

1. Should the student pass the P4 milestone exam practice area module(s), he or she will then receive a grade of “Credit” (“CR”) in rotation 8.
2. Should the student either fail the preceptor evaluation, or fail any practice area module in the exam, the student will receive a grade of “Fail” (“F”) for Rotation 8.

G. The student-intern must attend all required regional meetings in their experiential region. *These will vary by region.* An excused absence may be requested of the regional director or the regional coordinator either prior to or immediately following the required meeting. Excused absences are for extenuating circumstances only (personal injury or illness, or family death, or others deemed appropriate by regional personnel or the assistant dean), or MAY be for a residency interview. If a student-intern misses a required meeting, whether with an excused or an unexcused absence, he or she is responsible for the information presented during the meeting and should obtain this information from another student-intern. Those with unexcused absences will be required to make up the hours missed at a 4:1 ratio at the current practice site OR complete one or more assignments (to be determined by the regional personnel). Student-interns with an unexcused absence risk academic penalty as determined by the regional personnel and the assistant dean, as well as an unprofessional conduct referral to the Dean’s Office.

If presentations or other assignments are required by the region as part of these meetings, they must be satisfactorily completed in order for the student to pass the rotation. If the student fails to complete these assignments, a penalty will be assessed, and the student-intern will receive an unprofessional conduct referral to the Dean’s Office.

H. The student-intern must complete a web-based evaluation of the preceptor-faculty member, site and rotation experience at the conclusion of each rotation. Failure to complete this evaluation by the stated deadline will prevent a student-intern from starting the next rotation. Any hours that the student-intern may be required to work in the next rotation will not be counted until the evaluation is completed.

I. The student-intern must uphold the College of Pharmacy, University of Texas at Austin, Texas State Board of Pharmacy, and profession of pharmacy's standards for academic and professional conduct.

1. Academic Dishonesty Policy

Pharmacists enjoy a special trust and authority based upon the profession's commitment to a code of ethical behavior in its management of client affairs. The inculcation of a sense of responsible professional behavior is a critical component of professional education, and high standards of ethical conduct are expected of pharmacy students. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the College and/or University. Since dishonesty harms the individual, fellow students and the integrity of the University and the College of Pharmacy, policies on scholastic dishonesty will be strictly enforced. Academic dishonesty in each internship course is defined by, but not limited to, falsification of site-based hours and/or special activity hours, and cheating on the practical exam, and will result in failure of the course.

Plagiarism is considered a form of scholastic dishonesty and is defined by The University. Student-interns who are determined to have violated plagiarism policies on any assignment during any rotation will automatically fail the course involved.

2. Honor Code

Upon entering the College of Pharmacy, and each academic year thereafter, students are asked to recite and sign the following pledge: "As a student of the University of Texas College of Pharmacy, I have reviewed and hereby pledge my full support to the **Honor Code**. I pledge to be honest myself, and in order that the spirit and integrity of the Honor Code may endure, I pledge that I will make known to the appropriate authorities cases of dishonesty which I observe in the College of Pharmacy." Student-interns will be required to sign an honor code at the beginning of the P4 experiential year.

3. College of Pharmacy Code of Conduct

Students are expected to abide by the college's **Code of Conduct**.

Professional demeanor and dress are expected and required of all University of Texas College of Pharmacy student-interns. Not only does a student-intern represent himself or herself as a pharmacy student-intern while on rotations, but each student-intern also represents The University of Texas at Austin College of Pharmacy.

4. Student-intern Professional Conduct

Student-interns must also abide by all laws and regulations pertaining to a student-intern as defined by the **Texas Pharmacy Act and Rules**. *Violation of these laws and regulations may jeopardize the intern's privilege to become a registered pharmacist in Texas and may also result in failure of the course and dismissal from the College and/or The University.*

Special Note: Student-interns who exhibit unprofessional conduct, as defined in the P4 APPE Evaluation Form, or within this course syllabus, or as determined by the preceptor-faculty member, regional personnel or the dean's office, may be removed from the rotation, may fail the course, and may be dismissed from the College and/or University pending investigation. Student-interns will immediately be removed from a rotation for conduct deemed unprofessional by the preceptor-faculty, practice site, or Student Affairs Office, OR if the student-intern's actions endanger patient health or welfare.

SUMMARY

A passing grade in each course, as assigned by the College of Pharmacy, is based on:

1. Completion of assigned site-based and special activities hours.
2. Completion of all assignments required by the college, preceptor-faculty member and the regional personnel during the course of a particular rotation.
3. Attendance at required conferences, activities and functions.
4. Certification by the preceptor-faculty member of a successful, or positive, evaluation on the P4 APPE Evaluation Form, and satisfactory completion of all assigned activities.
5. Completion and submission all documents as required for each rotation (College of Pharmacy and site-based), including the P4 APPE Evaluation Form, P4 APPE Hour Sheet, Documentation of Special Activities sheets, DOPS, reflections, and preceptor-faculty/site evaluations for each rotation at the date and time designated by the regional director or the College.
6. A score of 70% or better on the P4 milestone examination during Rotation 8.
7. Maintenance of the P4 portfolio in **Canvas**.
8. Upholding all policies as defined in III. above.

IV. GENERAL REQUIREMENTS FOR STUDENT-INTERNS

A. E-Mail

Student-interns are required to be accessible via e-mail, and encouraged to check e-mail frequently, if not daily. E-mail is the primary form of communication between regional faculty, the Dean's Office, and student-interns. Additionally, it is mandatory that student-interns communicate any changes in e-mail or regular mail addresses to the Office of Student Affairs and the regional director immediately. The student is also responsible for making e-mail and other address changes in **UTDirect**.

Students are encouraged to use the official @utexas.edu address to avoid any potential issues with college, university and practice site communications.

B. Dress Code

Intern identification badges **MUST** be worn on-site and at off campus college or professional functions. The student-intern must meet the preceptor-faculty's dress code while on site and while participating in special activities, including a *blazer-style* (short, not long) white jacket (with tie, if male student-intern) AND UT student-intern orange nametag. Blue jeans, shorts, inappropriately short skirts, exposed midriffs, excessively low necklines, and open-toed shoes are not acceptable for student-interns. Also, be aware that denim of any color may not be accepted in some facilities.

Please also note that "fake" (acrylic or other) fingernails and body piercings may not be acceptable in most, if not all, hospital pharmacy practice sites. These may, if requested by the facility, have to be removed for the student-intern to complete rotations at these sites.

C. Compensation

Students may not be compensated for experiential learning.

D. Transportation

The student-intern is responsible for his/her transportation to any assigned site or class activity to guarantee prompt arrival.

E. Use of Electronic Devices

Inappropriate use, as defined by the practice site, of cell phones, smart phones, cameras and any devices with cameras is prohibited. This includes but is not limited to accessing any websites not previously approved by the site, and at times not approved by the site. Failure to abide by this policy is grounds for confiscation of the device, dismissal from the practice site, possible failure of the rotation with a delay in graduation, or dismissal from the program. *Know the practice site's policy for use of electronic devices.*

F. Outside Courses and Employment

The rotation schedule and other regional activities must take precedence over work and other personal activities until graduation. Failure to prioritize the rotation appropriately could lead to possible failure of one or more rotations and associated academic penalties, and a delay in graduation.

We suggest that no outside course(s) be taken during semesters in which the student-intern is participating in rotations. Any deviation from or conflict with this policy should be submitted in writing to the regional director.

Outside employment should be limited. Student-interns should notify the preceptor-faculty member at the outset of the rotation if they intend to continue or are seeking outside employment. Work schedules will not be considered an adequate reason for missing site-based hours or special activity hours. Furthermore, outside employment should not compromise the student-intern's ability to satisfy internship and course requirements.

Additionally, student-interns **may not be employed at an institution to which they are assigned for rotations** until the rotation is successfully completed. Refer to the **College of Pharmacy Policy on Placement in Rotation Sites** for additional information.

Each student and preceptor, when submitting the end of rotation evaluation, must certify the following via attestation:

- Both student and preceptor have referenced the web-based rotation manual for this rotation, and have met all of the requirements for this rotation articulated therein, including the completion of required DOPS (Direct Observation of Procedural Skills).
- I recognize that this form, its contents, and the final result of this evaluation are protected by the Family and Educational Rights Privacy Act (FERPA), and may not be reproduced, distributed, or shared with anyone except the student and University of Texas at Austin College of Pharmacy faculty and administration involved with the experiential program (see Course Syllabus and Guidelines, last page) without the express permission of the student. Please contact the regional director or Assistant Dean for Experiential and Professional Affairs with any questions regarding this statement;
- The student is not currently an employee of the facility in which this rotation has been completed. If, under circumstances approved in advance consistent with policy, the student is an employee of the facility, the preceptor-faculty attests that the student was not supervised by any facility employee involved in evaluating that student in his or her employee role, and that the student did not rotate through the area of the facility where he or she is works, and that no bias entered into the evaluation process;
- The student was not remunerated for this rotation;
- Students or preceptors who are found to have falsified information in the above attestations, or otherwise are believed to have exhibited bias in the evaluation process, either pre-rotation or post-rotation, risk sanctions from the College of Pharmacy, included but not limited to:
 1. Students may fail a rotation, with delayed graduation and other implied penalties, including referral for unprofessional conduct; and
 2. Preceptors may lose preceptor-faculty status with the College of Pharmacy.

G. Schedules

Student-interns are required to be present on ALL days of the scheduled rotation periods. The vast majority of our practice sites are not in a position, for a variety of reasons such as mandatory site orientations and other scheduled activities, to honor individual student-intern requests for time off. The exceptions, of course, are illness, or death in the family, or other activities approved in advance by the regional director. We must honor the volunteer efforts of our preceptor-faculty and their attempts to ensure that student-interns make the most of their time at the practice site.

Student-interns are expected to arrive and depart at appropriate times agreed upon by the preceptor-faculty and student-intern. Any deviation from the proposed schedule should be preceded by a phone call or e-mail to the preceptor-faculty. If the preceptor-faculty reports to the regional director or coordinator that a student-intern is having difficulty following the mutually determined schedule, a penalty will be assessed as described in the third paragraph of this section (see below).

A penalty for any unexcused absence from scheduled days of the rotation or from scheduled region activities will be assessed by the regional personnel in consultation with the preceptor-faculty and the assistant dean. This may include, but is not limited to, making up hours at a ratio of 4:1 practice hours (working additional full days during the rotation period or outside of the rotation period, or evenings), or equivalent assignments as determined by continuing education home study formulas, or a referral to the Dean's Office for unprofessional conduct.

Student-interns must petition at least six weeks in advance in writing to the preceptor-faculty, regional director, and Asst. Dean Ridings-Myhra for time off during any rotation period. There is a chance that the request cannot be granted.

Regular and prompt attendance is expected during all rotations, which mimic in a very real sense the actual working world. Therefore, compliance with the published rotation schedule is mandatory for all student-interns.

G. Holidays

Holidays may be observed by the student-intern provided the preceptor-faculty member approves. Religious holidays may be observed according to University policy. *The student-intern must make up hours missed.*

H. Summary of Student-intern Responsibilities

It is the **student-intern's** responsibility to:

1. contact the preceptor-faculty at least three weeks (or at a time interval specified by the regional director) in advance of the upcoming rotation in order to ensure a smooth transition into that rotation.
2. submit all onboarding paperwork (that required by the practice site for you to start your rotation) at the time mandated by the site or the regional director.
3. ensure that all required rotation documents are complete, accurate, reviewed by the preceptor-faculty, current, and submitted by the last day of each rotation.
4. complete the online evaluation of the preceptor, site and experience at the end of each rotation by the deadline given.
5. talk with the regional director and preceptor well in advance of the rotation, or in advance of the P4 milestone exam, if requesting special accommodations for a *documented* disability covered by the ADA.
6. comply with all course and general requirements as articulated in sections III-IV of this document.
7. possess a current TSBP intern card at all times while on rotations.

8. ensure that they are EARLY registered for each semester, and have paid all required tuition and fees, in order to begin rotations for that semester on time.

V. LEGAL DOCUMENTS

The P4 APPE Evaluation Form and P4 APPE Hour Sheet are considered legal documents in that they are periodically audited by the Texas State Board of Pharmacy in order to determine and verify internship credit awarded to student-interns. These two forms should be maintained and certified electronically by the student-intern and preceptor-faculty and, upon completion, submitted to the college electronically. Preceptor-faculty supervising certain elective rotations may find that patient-focused competencies do not apply to the rotation; however, all students for every rotation must be evaluated on professional competencies via the P4 APPE evaluation form. All patient care rotations will use the P4 APPE Evaluation Form. Neither the hour sheet nor the evaluation forms are valid unless checked for accuracy and certified by preceptor-faculty final submission.

A. The P4 APPE Hour Sheet

The P4 APPE Hour Sheet can be found in PhIRST. The Hour Sheet must be initiated by the student, and certified by preceptor electronic submission at the conclusion of week 6. In completing the hour sheet the preceptor-faculty should make sure that the student-intern:

1. enters specific dates on the “Date” line, e.g., under Monday 7/15/13, etc.
2. on the “Site-based Hours Scheduled” line, records specific hours, e.g., “8:00-5:30” or “1:00-9:00”, etc.
3. At the end of the day the student-intern or preceptor-faculty member must record the “Site-based Hours Completed” box and “Special Activities Completed” box.
4. At the end of each week, the electronic hour sheet will automatically calculate the total hours completed and enter this figure on the appropriate line. During a given week the total number of internship hours credit cannot exceed fifty (per TSBP), and no more than ten hours per day (College of Pharmacy). If hours need to be made up for some reason, please contact the regional director for instructions on how those should be recorded. Except for this constraint the preceptor-faculty may vary the number of hours scheduled according to the specific needs of the practice site.

If a preceptor-faculty member feels that there is reason to believe that a student-intern may be misrepresenting his or her hours as recorded on the hour sheet, the regional director or coordinator should be notified immediately. This type of behavior equates to academic dishonesty and will not be tolerated. The penalty for falsification of hours is failure of the course and therefore delayed graduation.

A visiting **Texas State Board of Pharmacy Compliance Officer** will expect to find a projected schedule and an up-to-date log of the hours completed. Hour sheets should be available for preceptor or regional faculty review when requested.

B. The P4 APPE Evaluation Form

The P4 APPE Evaluation Form is provided in **PhIRST**, and *is specific for that particular rotation*. The form should be initiated by the student prior to the rotation when the student completes the initial self-assessment. Once the form is completed at the conclusion of the rotation, it must be submitted electronically by the preceptor on the last day of the rotation.

The abbreviations by each competency statement indicate which rotations require an evaluation for that competency. Each required competency must be evaluated before the form can be submitted at the conclusion of the rotation:

AC=Acute Care

ACP=Advanced Community Practice

AHP-Advanced Hospital Practice

AmC=Ambulatory Care

EL=Elective

SEL=Selective

The criteria for a positive, or successful, evaluation may be found in the P4 APPE evaluation form.

Both the Hour Sheet and the P4 APPE Evaluation Form must be submitted electronically at the conclusion of the rotation, at the time designated by the regional director.

VI. OTHER ACADEMIC/STUDENT-INTERN INFORMATION AND POLICIES

A. Drop Policy

Student-interns should consult the **Course Schedule** to determine when courses can be dropped without academic penalty and in order for the student to receive a refund. Also, the Course Schedule will list the last day a student-intern may, with the Dean's approval, withdraw from the University, or drop courses except for urgent and substantiated, nonacademic reasons acceptable to the Dean. Student-interns must contact the Student Affairs Office to drop a course. All P4 students must be registered for three (3) 6 hour rotations during both fall and spring long terms, and one (1) 6 hour rotation during the summer, unless previous arrangements have been made with the Student Affairs Office.

B. Registration for subsequent semesters

Student-interns are responsible for EARLY REGISTERING for the next semester's rotations. **Failure to early register will prevent timely participation in the next semester's rotations, and therefore possible delay of graduation.** *It is the student-intern's responsibility to register and pay for courses in a timely manner!*

C. Failure of a rotation

If a student-intern fails a rotation, the failed rotation must be repeated with the same type of rotation (i.e. acute care, selective, advanced community pharmacy practice, etc.). A delay in graduation is automatically implied, since rotations cannot be completed during times other than specified six-week rotation periods—in other words, rotations cannot be repeated during the winter break or on weekends.

Any student-intern failing the same rotation twice, failing two rotations in the same semester, or failing two rotations in different semesters (i.e. one in the fall and one in the spring) is automatically **subject to dismissal** from the College of Pharmacy. A student-intern with a grade of D+, D, or D- in any pharmacy course prior to the P4 year who has not repeated that course with a grade of "C-" or better, and fails one rotation, is also automatically subject to dismissal. Student-interns subject to dismissal may appeal dismissal only through the College's Academic Performance Committee.

D. HIPAA

Student-interns, although not employees of the practice facilities to which they are assigned, are required to abide by each facility's Health Information Portability and Accountability Act (HIPAA) policies.

E. Sexual Harassment

University policies regarding **sexual harassment** may be found on UT's Student Judicial Services web site.

VII. PRECEPTOR-FACULTY GUIDE TO PRECEPTOR-STUDENT-INTERN RELATIONSHIP

Student-interns have been instructed to contact their preceptor-faculty member at least three weeks (or more, depending on the site and at the discretion of the regional director) prior to the start date of the rotation by telephone or e-mail. The student-intern should be told exactly where and when to report on the first day.

A. Before the student-intern arrives the preceptor-faculty member should:

1. Prepare a **general** outline of the rotation so the student-intern will know what to expect.
2. Set up a conference time for an initial discussion with the student-intern.

B. The preceptor-faculty member, upon arrival of the student-intern, should:

1. Share his/her professional background and experience(s) with the student-intern.
2. Discuss the preceptor-faculty's and student-intern's expectations of the rotation.
3. Review the student-intern's P4 APPE "portfolio" through a guest pass to **Canvas** and, collaboratively with the student-intern, develop a plan to address the competencies applicable to that rotation.
4. Introduce the student-intern to individuals with whom he/she will interact throughout the rotation. Identify the student-intern as a student-intern who "is here to learn". Brief the student-intern on the physical layout of the pharmacy/facility or other environment. Go over all relative policies (e.g., security, infection control, confidentiality, priority access to medical records, etc.)
5. Review the P4 APPE Evaluation Form with the student-intern on a regular basis, and at midpoint and final evaluations, including any student performance improvement plan articulated therein.
6. Make sure that the student-intern's Texas State Board of Pharmacy intern card *is current and does not expire before November 2017*.
7. Show the student-intern a preliminary basic outline for his/her rotation and repeat the expectations discussed in B.2 above.
8. Emphasize availability for discussions. Have the student-intern keep a log of questions that come up while you are busy for later discussion.

C. After the student-intern begins the rotation the preceptor-faculty member should:

1. Set up weekly meetings (if possible have a short recap two or three times per week) to review the student-intern's performance and progress related to competencies outlined in the P4 APPE Evaluation Form. A comparison of performance with the student-intern's initial self-assessment may be beneficial to both the student-intern and the preceptor-faculty member.
2. Use positive directives and appropriate techniques for providing feedback to student-interns.

D. If the preceptor-faculty senses ANY developing issues related to student-intern academic performance or professional behavior, he or she should:

1. document the issues in detail; **and**
2. contact the regional internship personnel *immediately*.

E. If the preceptor-faculty believes that the student-intern is in danger of failing the rotation, he or she should, in this order:

1. contact the regional internship personnel *immediately*; and
2. inform the student-intern *immediately*; and
3. develop and discuss a plan to remediate unacceptable performance with the student-intern. This plan must be recorded on the APPE evaluation form in the area designated for this purpose.

NOTE: The preceptor-faculty should NOT evaluate the student's performance as "unsuccessful" UNTIL the regional internship personnel have been notified and the issue is examined thoroughly. Under no circumstances should a final assessment of unacceptable performance be abruptly (without warning), and at the last minute, assigned to the student-intern. Situations that the preceptor-faculty feels warrant such action should be discussed with the regional personnel to ensure sufficient detail and due process to which the student-intern is entitled.

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact Services for Students with Disabilities (512) 471-6259. (This statement is provided at the request of the Provost. You may first contact the Student Affairs Office should you have any questions regarding a particular student-intern.)

STATEWIDE EXPERIENTIAL PROGRAM ADMINISTRATION

Assistant Dean:	Ms. Jennifer Ridings-Myhra (512) 471-1737	jennifer.ridings-myhra@austin.utexas.edu
Administrative Associate:	Ms. Cene Abroms (512) 232-1768	cene.abroms@austin.utexas.edu
Associate Dean for Clinical Programs:	Dr. Bill McIntyre (512) 232-3407	bill.mcintyre@austin.utexas.edu
Program Coordinator:	Ms. Sherrie Bendele (512) 232-2630	s.bendele@austin.utexas.edu

REGIONAL PERSONNEL

AUSTIN

Regional Director:	Ms. Donna Burkett (512) 475-6152	donna.burkett@austin.utexas.edu
Adv. Comm. Practice Coordinator:	Ms. Sharon Rush (512) 471-3756	sharon.rush@austin.utexas.edu
Ambulatory Care Practice Coordinator:	Dr. April Hinds (512) 978-9477	april.j.hinds@gmail.com
Inpatient Practice Coordinator:	Dr. Sarah Hardt (830) 426-9015	sarahrhardt@gmail.com

DALLAS/FORT WORTH

Regional Director:	Ms. Linda Albrecht (817) 265-0435	lalbrech@yahoo.com
Coordinator:	Dr. Ashley Chasse (520) 358-5925	ashley.n.chasse@gmail.com
Coordinator:	Dr. Julia Janich (972) 981-8176	juliajanich@texashealth.org

EL PASO

Assistant Dean:	Dr. Jose Rivera (915) 747-8554	jrivera@utep.edu
Regional Director:	Dr. Jacquelyn Navarrete (915) 494-5225	jpnavarrete@utep.edu
Adv. Comm. Practice Coordinator:	Mr. John Rudder (915) 584-9481	jvrudder@sbcglobal.net
Clinical Practice Coordinator:	Dr. Robert Reilly (915) 521-7663	BRReilly@umcelpaso.org
Adv. Hosp. Practice Coordinator:	Dr. Kim Ho (915) 564-7529	kim.ho@va.gov

GALVESTON/HOUSTON

Regional Director:	Dr. Sharla Tajchman (732) 407-4295	houstongalvestonregion@gmail.com
Adv. Comm. Practice Coordinator:	Ms. Consuelo Worley (713) 365-6705	cworley88@att.net
Inpatient Practice Coordinator:	Dr. Todd Canada (713) 745-0685	tcanada@mdanderson.org

RIO GRANDE VALLEY

Assistant Dean:	Dr. Lydia Aguilera (956) 665-5221	aguileral@utpa.edu
Regional Director:	Dr. Analiza Amaya-Diaz (956) 389-1466	analiza.amaya-diaz@valleybaptist.net
Adv. Comm. Practice Coordinator:	Mr. Daniel Hernandez (956) 364-6735	Daniel.Hernandez@USOncology.com
Clinical Practice Coordinator:	Dr. Isidro Ramirez (956) 632-6172	Isidro.Ramirez1@hcahealthcare.com
Adv. Hosp. Practice Coordinator:	Mr. Gavino Garza (956) 664-0036	ga.garza@dhr-rgv.com

SAN ANTONIO

Regional Director:	Dr. Jennifer Seltzer (210) 567-4285	seltzer@uthscsa.edu
Adv. Comm. Practice Coordinator:	Dr. Gabe Quintanilla (210) 682-3149	gquintanilla@hotmail.com
Clinical Practice Coordinator:	Dr. Pam Maxwell (210) 743-3902	pamela.maxwell@uhs-sa.com
Adv. Inst. Practice Coordinator:	Dr. Tony Dasher (210) 575-4142	James.Dasher@MHShealth.com

Please contact your Regional Director or Coordinators if there are questions about the program or student-interns.

PRECEPTOR-FACULTY SUPPORT OF THE EDUCATION AND TRAINING PROGRAMS OF THE UNIVERSITY OF TEXAS COLLEGE OF PHARMACY IS SINCERELY APPRECIATED.