

C. Pre-Rotation Requirements

1. Licensure and Laws:

- Students must abide by all federal, state and local laws and regulations which govern the conduct of interns.
- Students must be registered as an intern with the Oklahoma State Board of Pharmacy.
- Students performing rotations outside of Oklahoma are required to obtain intern licensure from that state and familiarize themselves and follow that state's intern laws.

2. Identification

- All students on rotations must have a valid SWOSU picture I.D., SWOSU name tag and a SWOSU College of pharmacy patch on the left sleeve of their white coat.

3. Drug Testing

Upon admission to the COP, students are required to complete a urine drug screen at their expense. The results of the screen are sent directly to the COP. Students should obtain a copy of said screen from the COP, prior to beginning their first Experiential Education course. It is the student's responsibility to maintain a copy of the screen during their tenure with the COP. Students must be able to provide documentation of this screen if requested by the OEE or a rotation site.

If a student has a break in enrollment or if the student is unable to provide a copy of the drug screen if requested, the student will be required obtain another urine drug screen, at their expense, with the results sent directly to the COP. This must be done in accordance with the OEE regulations and timelines.

Any student, who fails to meet these requirements as set by the OEE, will experience a consequence for failing to complete and provide documentation per the regulations and deadlines set by the OEE. [*\(See specific consequences outlined in the students section.\)*](#)

4. Background Check

Upon admission to the COP, students are required at their expense, to request a national criminal background and national sexual offender report by a SWOSU COP approved reporting agency. This report is sent directly to the COP, as well to the student. A copy of this background check must be provided by the student, if requested, to a rotation site.

Any student requiring a waiver from OBN or DEA will not be enrolled in or allowed to complete an Experiential Education Experience. Therefore, they will not be admitted into the professional program or be able to progress through the program.

If a student has a break in enrollment or if the student is unable to provide a copy of their background check to a site, the student will be required obtain an additional

national criminal background and national sexual offender report by an approved SWOSU reporting agency at their expense. The results will be sent directly to both the COP and the student. This must be done in accordance with the OEE regulations and timelines.

Any student, who fails to meet these requirements as set by the OEE, will experience a consequence for failing to complete and provide documentation per the regulations and deadlines set by the OEE. ([See specific consequences outlined in the students section.](#))

5. Professional Liability Insurance

Professional liability insurance is mandatory for pharmacy practice rotation.

Required insurance coverage is \$1,000,000 per Occurrence and \$3,000,000 Aggregate. Fees paid by the student to the COP will be used to purchase professional liability insurance for each student in the above amounts.

It is each student's responsibility to make sure they have received their policy and that it is renewed each year they are enrolled in the COP. Proof of current professional liability insurance is required for EE rotations and must be kept in the student portfolio and be produced if requested.

The student can be removed from rotations if they are unable to provide documentation of current professional liability coverage.

Any student, who fails to meet these requirements as set by the OEE, will experience a consequence for failing to complete and provide documentation per the regulations and deadlines set by the OEE. ([See specific consequences outlined in the students section.](#))

6. CPR

Current CPR/AED certification at the Healthcare Provider level is required for all courses with an Experiential Education component. If the student has a break in enrollment or if their certification will expire prior to the end of their experiential education course, they must obtain re-certification and provide documentation to the OEE in accordance with Experiential Education regulations and timelines.

- American Heart Association and the Red Cross are the only approved providers of CPR/AED Certification for the SWOSU Experiential Education program

Any student, who fails meet the CPR requirements set by the OEE, will experience a consequence for failing to complete CPR certification and provide documentation per the regulations and deadlines set by the OEE. ([See specific consequences outlined in the students section.](#))

7. Communication

- All students MUST have an E-mail address capable of accepting/sending attachments. Your E-mail address should be checked regularly. In addition, students are responsible for regularly checking their SWOSU provided e-mail. Some information will only be sent via the SWOSU e-mail system. Students will be held responsible for information sent to any e-mail address provided by the student to the OEE, and their SWOSU provided e-mail.
- The student is responsible to update the OEE with any name or school e-mail change. This must be done within 10 days of a change.
- It is the student's responsibility to keep all other contact information current in E*Value.
- You will be notified by email when the rotation schedule is released and of any changes made to your rotation schedule
 - Students must check all sites for any special requirements
 - Some site requirements must be fulfilled a minimum of 30-120 days in advance
- Five to seven working days before the start of each rotation, students must check E*Value for updates and/or changes, and contact their preceptor for rotation information. During holiday times, students should contact preceptors earlier than 5-7 working days; the preceptor may be taking vacation during this time. Failure to contact your preceptor a minimum of 5 working days prior to the start of a rotation may result in a report being submitted to the Professionalism Committee and/or other disciplinary action at the discretion of the preceptor.

8. Site Information and Contact

- Review your rotation schedule when it is released and view all sites for special requirements and information. Some site requirements must take place a minimum of 30 days-120 days in advance of rotation.
- Be on the alert for email notification of schedule changes. If your schedule is changed, check E*Value for special requirements and information involving your new site.
- Five to seven working days before the start of each rotation, students must check E*Value for updates and/or changes, and contact their preceptor for rotation information. During holiday times, students should contact preceptors earlier than 5-7 working days; the preceptor may be taking vacation during this time. Failure to contact your preceptor a minimum of 5 working days prior to the start of a rotation may result in a report being submitted to the Professionalism Committee and/or other disciplinary action at the discretion of the preceptor.