

G. Absences and Illness

- Students will obtain advance approval for planned absences, for example job interviews, from both their preceptor and faculty advisor. The student must make up the time absent before each rotation is considered complete. Students must arrange with preceptors and faculty advisors to make up such hours.
- In the event of an unplanned absence, for example illness or car trouble, the student must notify both the preceptor and faculty advisor in a timely manner. Documentation of the event may be required. The student must make up time absent before each rotation is considered complete.
- A student's failure to do any of the above may result in an unexcused absence that can result in failure of the rotation.

H. HIPAA and Confidentiality

Information students gain about patients or sites through their Experiential Education activities must be considered personal and confidential. Such information must not be circulated or discussed outside of Experiential Education settings. Discussions of patient care (example - Medical History, Medications, Disease States, etc.) or site information (example - financial information, pricing, customer lists, contracts, trade secrets, etc.) should not take place outside the site or in hallways, lunchrooms, or in the presence of patients or other departments and/or employees.

Patient and site information should not be removed from the Experiential Education site.

Breach of HIPAA policies or loss of trust through lack of confidentiality can have serious consequences, not only for the patient and his family but for the student, rotation site and the College of Pharmacy.

Students are required to sign the [SWOSU COP Agreement to Maintain Confidentiality of Patient Protected Health Information](#) prior to selected experiential education opportunities, IPPE and APPE rotations.

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. [\(See specific consequences outlined in the students section.\)](#)