

## D. Rotation Policies

### 1. Disciplinary action and Termination

- Any student who must be terminated because of conduct during the rotation MAY be given a failing grade and MAY not be reassigned until the next rotation, or the next semester, depending on the offense.
- Any student who is under investigation for actions occurring at a rotation site that could lead to possible disciplinary action will receive an incomplete for that rotation until the investigation is resolved. This will be enforced even if the student had been informed of a grade before the investigation began. Depending on the outcome of the investigation the "I" will be replaced with the earned grade or disciplinary action will be carried out.
- Cheating on any project or examination given in EE rotations (including plagiarism) will not be tolerated. Cheating will result in a failing grade for the rotation and dismissal from the course.

### 2. Absences

- Students will obtain advance approval for planned absences, for example job interviews, from both their faculty advisor and preceptor. Students must contact their faculty advisor for approval prior to requesting leave time from the preceptor. The student must make up the time absent before each rotation is considered complete. Students must arrange with their preceptor and faculty advisor to make up missed 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 any 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.

### 3. 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.](#))

#### 4. [Laws and Hour Reporting](#)

- All reports to the Oklahoma State Board of Pharmacy will be made by the OEE. Students will receive 300 hours for IPPE activities unless indicated otherwise by your preceptor. Each of the nine (9) rotations will be worth a minimum of 152 (most months are 160 hours) concurrent hours, unless otherwise indicated by your preceptors
- \*Some exceptions apply see site descriptions in E\*Value for more information.
- The student is responsible for reporting concurrent hours earned in any state outside of Oklahoma to that State board of Pharmacy.
- **It is the student's responsibility to ensure a preceptor is on duty while on rotations.** Preceptors, (other than university faculty who may have 2 interns), may only have one intern at a time. If there is more than one intern on site with one preceptor, the student is to leave the site and contact their faculty advisor or the OEE immediately. Students may need to be flexible and be willing to have an alternate schedule if necessary. If a schedule cannot be worked out where the student can meet the requirements for the Experiential Education rotation, the student may be moved to a new site.

#### 5. [Academic Integrity](#)

<http://www.swosu.edu/academics/pharmacy/student-resources/experiential/forms/acad-integrity.pdf>