

4223 IPPE Institutional Syllabus

1. Course Information

- **Course number and title:** 4223 IPPE Institutional
- **Course Description:** This is a full-time, three-week practicum conducted in an institutional pharmacy; provides introductory experiences in contemporary institutional pharmacy practice including: dispensing; medication management systems; policies and procedures in institutional pharmacy. The practicum (rotation) is ordinarily scheduled during the second summer subsequent to admission to the College of Pharmacy curriculum.
- **Course prerequisites:**
 - Successful completion of PHARM 4331 (Pharmaceutical Care Laboratory III) and PHARM 4142 (Health Systems Pharmacy)
 - Valid intern license
 - Successful completion of other required activities such as training courses on the *Pharmacist's Letter* electronic platform
 - Up-to-date personal immunization status
 - Valid professional liability insurance coverage
 - Valid CPR training status
 - Completion of up-to-date criminal background check
 - Completion of up-to-date urine drug testing

2. Instructor/Course Coordinator Information

- Faculty Name: Nina Morris, IPPE Coordinator
- Office Phone: 580-774-3193
- Email: nina.morris@swosu.edu
- Office: CPP 385
- Office hours: if the office door is open, Dr. Morris is available; the preferred method to contact Dr. Morris is via email and/or by telephone. Dr. Morris travels extensively for both APPE and IPPE program activities and her schedule varies from week to week based on the needs of those courses. Therefore, it is difficult to predict when she might be in her office.
- The IPPE program office is located in CPP 367 and the administrative assistant to the IPPE program, Ms. Casey Merryman, staffs this office. Ordinarily the office is open 8 to 5 PM with the office closed during the 12 noon to 1 PM time period for lunch break. Students are encouraged to visit with Ms. Merryman if they have an IPPE question and Dr. Morris is not available.
- Individual pharmacist preceptors are responsible for the day-to-day activities during the three-week rotation periods in the summer (May to August). Preceptor names, dates of rotation assignment, and specific site assignments are available on the E*Value electronic platform. These are usually published in April of the semester just prior to the assigned summer rotation periods.

3. Course Goals and Objectives /Learning Outcomes

Goals of the 4223 IPPE Institutional Course

- Provide students practical experience in the operation and drug distribution systems at institutional pharmacy settings
- Enhance students' development of communication skills with patients and health care professionals
- Introduce students to the application of scientific knowledge to the daily practice of pharmacy
- Encourage self-assessment of student learning and life-long learning skills
- Further the development of professional attitudes, behaviors and ethos

Objectives/Learning Outcomes of the 4223 IPPE Institutional course include the expectation that by the conclusion of the course, the students should be able to:

- Participate in the processing and dispensing of medication orders in the facility
- Participate in the evaluation of patient medication records
- Develop skills in the medication use evaluation process in the facility
- Observe responses to drug information requests made in the facility
- Interact in a professional manner with other health care professionals (nurses, physicians, nurse practitioners, physician's assistants, lab technicians, etc.)
- Identify patient specific factors that affect health, pharmacotherapy, and/or disease state management for patients served by the facility
- Perform calculations required to prepare, dispense, and administer medications
- Observe the administration of medications in a variety of settings within the facility
- Assist with the preparation of sterile products, where applicable
- Interact with pharmacy technicians in the delivery of pharmacy services
- Document pharmacy interventions towards improvements for patient care within the facility
- Assist with the implementation of proper storage of medications within the facility

4. Class meeting schedule

- Course attendance Policy (attendance at the two required IPPE meetings is mandatory and attendance at the rotation site during the assigned three-week rotation period is also mandatory—see #9 below)
- Attendance policy related to the practicum/rotation is discussed in #9 below

5. Textbooks / other learning resources

- Required texts/readings: Course syllabus and the College of Pharmacy Experiential Manual online located at SWOSU.edu>Academic>College of Pharmacy>Experiential Program
- Websites used
 - SWOSU Canvas platform
 - *Pharmacist's Letter* website
 - E*Value rotation management platform

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6. Methods of learning (Pedagogy)/Teaching Methods

- Experiential learning in a structured practicum using an “apprentice/role-model/master” methodology at the practice site learning environment
- Online discussion boards with peers and moderated by a SWOSU faculty member

Technology (minimum expectation)

- Supporting technologies utilized will include: Canvas online-course for discussion boards, IPE log uploads, on-line calculations quizzes, etc.; and E*Value platform for site assignment information, preceptor contact information, completion of IPPE reflections and evaluations, etc.; and Pharmacist's Letter website for assigned CE courses/quizzes
- Canvas and E*value platforms expected frequency of use: **daily basis during assigned rotation periods** and *regularly during the Fall and Spring semesters of the first 4 semesters of the Curriculum*; the *Pharmacist's Letter* platform is expected to be accessed for pre-requisite work and during the second week of the assigned rotation period
- Requirements for students course work includes electronic submission of course work to the E*Value platform, the Canvas platform and/or the *Pharmacist's Letter* platform
- Personal electronic devices usage policy (see the SWOSU COP Experiential Manual policies); students are expected to avoid personal use of devices such as cell phones during the on-site rotations; the devices may be used, **with permission of the on-site preceptor**, for accessing drug information or other professional information gathering
- Students will be involved in direct patient care activities on-site during the assigned three-week rotation period

7. Methods of assessment/methods of achievement (used to evaluate student progress)

- Quizzes on Canvas (calculations quiz) and *Pharmacist's Letter* (quizzes associated with assigned readings); these are primarily multiple choice response type quizzes.

- Assignments (discussion boards on Canvas during week #1 and week #3 of assigned rotation) with applicable deadlines published on Canvas. In general, the specific deadlines are published in Canvas for each rotation period during the summer
- Late or missed assignment policy (grading will reflect loss of points for late submissions to the discussion board (per grading rubric); missed assignments will not be permitted)
- Grading for the course is **Pass/ Fail**. The required elements necessary for a passing grade in the course include:
 - Attendance at the required IPPE informational and briefing meetings (usually held in January/February and April, respectively)
 - Satisfactory evaluation from preceptor on E*Value platform (no evaluation mark of less than a “2”; scale is 1 to 3 with a “1” being below expectations and a “3” being exceeds expectations)
 - Satisfactory participation in the Canvas platform discussion board activities (two of these are scheduled) and this requires earning at least 75% of the available points on the discussion board grading rubrics
 - Satisfactory completion of the twelve question calculations quiz on Canvas (minimum of 75% score)
 - Satisfactory completion of *Pharmacist’s Letter* readings and quizzes (score of 90% or better on the accompanying PL quizzes)
 - Satisfactory completion of IPPE Reflections on the E*Value platform at the conclusion of the rotation
 - Satisfactory completion and electronic submission of IPE log into the Canvas platform at the conclusion of the rotation
- Grading scale for each course component (See above)
- Grading rubrics utilized in course include the rubric used by faculty to evaluate/grade the Canvas discussion board activities located in the “Files” section

8. Outline of Material/Schedule

- Informational meeting (Mandatory attendance) usually in January/February of the semester just prior to the scheduled summer rotation
- Briefing meeting (Mandatory attendance); usually scheduled in April of the semester prior to the scheduled summer rotation
- Deadlines are applicable for prerequisite information to be submitted to the IPPE office and/or uploaded into the E*Value electronic platform. These are published each spring term. Deadlines are also applicable for other required elements during the assigned rotation period (i.e., deadlines for submission of discussion board materials, quizzes, PL readings/quizzes, completion of IPE log, completion of IPPE reflections and evaluations)

9. Academic policies and statements

Attendance for rotations is as per the experiential absences and Illnesses policies and includes the following elements:

- Students will obtain, in advance, approval for any planned rotation absences from both their preceptor and from the IPPE Coordinator. These planned absences would include appointments for job interviews, physician appointments, etc.
 - In the event of an unplanned absence, for example, illness or car trouble, the student must notify both his/her preceptor and the IPPE Coordinator in a timely manner. Documentation of the event may be required.
 - Any student who seeks medical attention due to an accident or illness must provide a health care provider's note documenting the time missed and a release stating when the student may resume the rotation. The documentation should be submitted to the preceptor and the IPPE Coordinator.
 - In order to satisfactorily complete the rotation, students should make up missed hours per an approved plan with the preceptor and the IPPE coordinator. Missed hours may be made up by arriving early, staying later, taking shorter breaks, substituting non-scheduled rotation days (e.g., weekends) and/or fulfilling hours in other approved ways.
 - A student's failure to comply with the policies outlined above may result in an unexcused absence(s) that can result in a failing grade for the rotation.
 - Excessive absences and the inability to make up hours in an approved manner may result in failure of the rotation.
 - Failing an IPPE rotation will result in a delay of graduation.
- **Dress code/Appearance Policy:** the experiential program dress code is applicable and is published in the SWOSU COP Experiential Manual. The local (on-site) dress code will supersede if it differs from the one in the manual.
 - **Grade Inquiries:** Grade inquiries should be made to the appropriate individual(s) in the following order as it relates to the course/rotation: (1) preceptor or faculty member who assigned the grade; (2) IPPE Coordinator; (3) Director of Experiential Education; (4) Chair of the Pharmacy Practice Department; and (5) Dean of the College of Pharmacy

For the University and COP policies

SWOSU College of Pharmacy Experiential Manual

<http://www.swosu.edu/academics/pharmacy/student-resources/experiential/ee-manual.pdf>

SWOSU Student Handbook

<http://www.swosu.edu/students/index.aspx>

College of Pharmacy Student Handbook

<http://www.swosu.edu/academics/pharmacy/docs/student-handbook.pdf>

College of Pharmacy Policies

<http://www.swosu.edu/academics/pharmacy/policies.aspx>

- University policies
 - See the Academic Integrity and Plagiarism policies found in the SWOSU Student Handbook under academic dishonesty

Academic Integrity

Academic Integrity is expected and required. All suspected violations of the academic integrity policy will be reported. Sharing, copying, or doing work together is not permitted unless explicitly stated. Ignorance is not defense against academic integrity violations. No forms of cheating or plagiarism will be tolerated. Please see the student handbook for clarification about the meaning of these terms or the consequences of violating academic integrity.

Plagiarism

An essential rule in any university class is that all printed and spoken work that a student submits should be entirely his/her own, or properly documented. If it is not, the student is guilty of plagiarism. The following are two types of plagiarism of which the student should be aware:

1. Word for word copying, without acknowledgement, of the language of another person. Obviously, having another person write or dictate all or part of one's printed or oral work. In addition, a student should copy NO printed, spoken or electronic passage, no matter how brief, without acknowledging its source. This applies to even the briefest of phrases if they are truly individual and distinctive.
2. Another type of plagiarism is the unacknowledged paraphrasing of another's ideas. A student should no more take credit for another's thoughts than for another's language. Any distinctively original idea taken from another should be credited to its author. If the student does not know whether another's idea is distinctively original, he/she should incline to believe that it is; no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism.

American with Disabilities Act Amendment Act (ADAAA)

Special Accommodations

Students requiring special accommodations due to a learning disability or physical limitation must notify the Dean of Students **prior to the end of the semester scheduled before the summer of the assigned rotation period**. The student should meet with the IPPE coordinator this same semester during office hours before the end of that semester and discuss the specific accommodation options that have been recommended and how they will be adopted in his or her class.

Students with Disabilities

If any member of the class feels that he/she has a disability and is in need of special academic accommodations, the instructor will work with the student and Student Services in order to provide reasonable accommodations. This will help ensure that the student has an equal opportunity to perform in this class. The student will please advise the instructor of such disability and the desired accommodations at some point **before** the scheduled rotation period. Students needing accommodations should contact the Dean of Students at studentdean@swosu.edu. See webpage for additional information:

<http://www.swosu.edu/administration/studentdean/students-disabilities.aspx>

Resources for Student Success

In the Canvas course, on the left side of the screen in the Course Navigation, the student will find *Resources for Student Success*. The Center for Excellence in Teaching and Learning has developed a course guide to assist the student with all of his/her academic needs. The course includes numerous resources and strategies for student success such as: Canvas orientation, university and student policies, numerous links for academic support, information about the library, tutoring, writing center, financial support, technology, and many other important resources to help the student not just in this courses, but all courses. Students are strongly encouraged to take the time to review the *Resources for Student Success*.

Additional applicable COP Policies

Professionalism Policies (see the College of Pharmacy Student Handbook)

HIPAA and Confidentiality Policies (see the College of Pharmacy Student Handbook)

10. Other information:

Any concerns, questions, or procedural matters related to this course should be addressed in the following order of progression: (1) the IPPE Coordinator; (2) the Director of Experiential Education; (3) Chair of the Department of Pharmacy Practice; and (4) finally, the Dean of the College of Pharmacy.

This course syllabus is a general plan for the course. The instructor reserves the right to make changes to any information contained in this syllabus at any time during the semester. That is, the syllabus may be modified at any point during the semester and deviations communicated to the class via email.