Important Tasks to Complete <u>with Deadlines</u>

Enter Preferences into E-Value between Feb 16, 2015 – Feb 23, 2015!

TURN IT IN!

ALL Policy and Agreement forms are due to the IPPE office by: ***<u>MARCH 3, 2015 at 4:00pm CST</u>***

- Immunization Policy
- ***Practice Agreement***
- ***HIPPA - Confidentiality Agreement***
- Information Agreement Release
- ***Informed Consent Regarding Hazards***
- ***Electronic Portfolio Policy***
- ***Professionalism Report Policy***
- ***Pharmacist's Letter Agreement***

> ***<u>Failure to hand in ANY agreement or policy by the deadline will result in a consequence determined by College of Pharmacy Administrative and Experiential Education personnel. The most severe being a delay in progression of the program by one semester.</u>***

COMPLETE IT

<u>Before April 1, 2015 4:00 pm CST</u>

1. Update TB skin testing record. A TB skin test must be current thru September 1, 2015. If your TB skin test expires any time between now and September 1, 2015, you must be re-tested, and documentation turned into the University nurse by the deadline.
2. All outstanding Immunizations must be completed before going on rotations and all documentation turned into the University nurse.
3. Tdap vaccination must be current thru September 1, 2015. If your Tdap expires before September 1, 2015, you must be revaccinated, and documentation turned into the University nurse by the deadline.
4. *Pharmacist's Letter* required online training courses:
   - *The minimum score required to successfully complete this online training is 90%.*
   - *You will receive an email upon completion with a link to print your certificate. If you don't get the email you didn't complete it!*
5. CPR (Health Care Provider) course with certification in-date through last day of overall IPPE rotations.
   - *If the certification was not obtained thru the COP a copy must be provided to the IPPE office.*
6. Update the E*Value profile online. **[Institutional update Vitae form with Community Rotation information]** Keep the information current including address, phone numbers etc.
7. Must renew Background Check and Drug Screening completed within < 12 months of an experiential rotation. **[Institutional and Community Fall Admit Requirement]**

> ***<u>Failure to complete any of the above will result in a consequence determined by College of Pharmacy Administrative and Experiential Education personnel. The most severe being a delay in progression of the program by one semester.</u>***

UPLOAD IT

<u>Before April 1, 2015 4:00 pm CST</u>

Upload the following documents into your online Competency Assessment Portfolio

1. A copy of all 6 of the SIGNED agreements and policies above that are ***italicized and bold***
2. Professional Liability Insurance policy/policyholder card
3. Cumulative Immunization Record (This includes a tetanus/diphtheria/pertussis vaccine updated within the last 10 years, 2 MMR vaccines administered, a series of 3 hepatitis B vaccines completed, a varicella vaccine administered or documentation of a positive varicella titer and annual influenza vaccination.)
4. Certificates of completion of *Pharmacist's Letter* online training courses.
5. CPR (Health Care Provider) course certification valid through the last day of overall IPPE rotations.

<u>Before April 15th, 2015 4:00 pm CST</u>

6. Background Check and Drug Screening renewal documentation.

> ***<u>Failure to complete any of the above will result in a consequence determined by College of Pharmacy Administrative and Experiential Education personnel. The most severe being a delay in progression of the program by one semester.</u>***

IN YOUR POSSESSION

During your rotation you will need to have the following items with you.

1. Background check results
2. Drug screen results
3. Intern License (required for all rotations)
4. Professional Liability Insurance Policy/Policy Holder Card
5. CPR Card
6. Blood Pressure Card
7. Immunizations Skills Training Certificate
8. Cumulative Immunization Record

BEFORE YOUR ROTATION

- 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.

DURING YOUR ROTATION

- Adhere to the Experiential Education Appearance Policy found in the Online Experiential Education Manual.
- Complete all assigned **online discussions** in Canvas. You must earn a score of 75% or better.
- Complete the **online calculations quiz** that will be posted on Canvas. You must earn a score of 75% or better.
- Complete the required **online *Pharmacist's Letter* quizzes.** Information will be posted on Canvas. You must earn a score of 90% or better.
- Complete the required **120 hours of experience** training with your preceptor at the assigned rotation site.
  - See the EE Manual section on absences: https://bulldog.swosu.edu/academics/pharmacy/current-students/experiential-program/experiential-education-policies/absences.php
  - Some rotations are short 8 hours due to holidays those hours are not required to be made up.
- Spend at least **7.5 hours** outside of the rotation doing the online course discussions and quizzes, and on reflection time.
- Complete your online **end-of-rotation evaluation** by the Sunday midnight following the last day of your rotation.
- Complete your online **Reflection Topic (3 questions)** in E*Value Learning Module by the Sunday midnight following the last day of your rotation.
- Keep your E*Value data up-to-date with any changes of address, phone numbers, or other contact information.

Students are required to complete all program requirements regardless if they earn academic credit or a grade. Examples (not an inclusive list) include maintaining their electronic portfolio, completing evaluations/self-assessments and assignments/ reflections.

Students may receive an incomplete "I" for an associated experiential rotation for incomplete program requirements. An "I" may prevent a student from proceeding into the next semester's course work or being able to take the NAPLEX exam upon graduation. Once the requirements have been met, the "I" will be changed to the earned grade.

Any student, who fails to meet any of these requirements as set by the Office of Experiential Education, will experience a consequence for failing to complete and provide documentation per the regulations and deadlines set by the Office of Experiential Education. See the Experiential Education Manual Student Section: A: Policy for Failing to Meet EE Regulations, Timelines, and/or Policies

https://bulldog.swosu.edu/academics/pharmacy/current-students/experiential-program/students/failing.php