

UNIVERSITY OF COLORADO
SCHOOL OF PHARMACY

Distance Degrees and Programs

North American-Trained PharmD Program

Advance Pharmacy Practice Experience

Rotation Manual

2013-2014

**ADVANCED PHARMACY PRACTICE EXPERIENCE
ROTATION MANUAL**

**University of Colorado
Skaggs School of Pharmacy and Pharmaceutical Sciences**

Distance Degrees and Programs

2013-2014

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DISCLAIMER

Students pursuing their doctor of pharmacy degree through the North American-Trained PharmD (NTPD) or International-Trained PharmD (ITPD) Program at the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) are University of Colorado students, and are responsible for reading, understanding and abiding by the policies and procedures as listed in the following bulletins and manuals:

- ❖ Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Student Bulletin
- ❖ Distance Degrees and Programs (DDP) Student Bulletin
- ❖ Advanced Pharmacy Practice Experience (APPE) Rotation Manual
- ❖ Advanced Pharmacy Practice Experience (APPE) Online Drug Information Rotation Manual
- ❖ Advanced Pharmacy Practice Experience (APPE) Credit-by-Challenge Manual

The bulletins and manuals listed above are not contracts. The SSPPS reserves the right to modify the policies and procedures described in the bulletins and manuals at any time. Students and preceptors will be notified of any changes and can refer to the website for the program's updated policies and procedures.

EXECUTIVE SUMMARY

Preceptors

Preceptors are required to:

- I. Complete the Advanced Pharmacy Practice Experience (APPE) rotation Practice Site Survey (syllabus template) as provided by the DDP office. The preceptor will submit the completed rotation syllabus template and the preceptor CV. The preceptor will also provide these tools to the student during the first week of the rotation, along with an orientation to the site policies and procedures.
- II. Complete the **PRECEPTOR WEEK ONE ASSESSMENT OF STUDENT** form after the student finishes approximately 40 hours of the rotation. Discuss the assessment with the student and provide a copy to the NTPD office.
- III. Complete the **PRECEPTOR MID-POINT ASSESSMENT OF STUDENT** form after the student finishes approximately 100 hours of the rotation. Discuss the assessment with the student and provide a copy to the NTPD office.
- IV. Follow the procedures described in sections nine and ten if a student's performance does not consistently meet or consistently exceed expectations at any time during the rotation.
- V. Complete the **PRECEPTOR FINAL ASSESSMENT OF STUDENT** form and provide an assessment of the student at the end of the rotation after receiving the student's self-assessment. Discuss the assessment with the student and provide a copy to the DDP office.

Students

Students are required to:

- I. Complete the immunization and certification requirements one semester prior to the start of any rotation. Students should contact the DDP office to receive a copy of the immunization and certification requirements.
- II. Complete the **STUDENT WEEK ONE ASSESSMENT OF PRECEPTOR** form after finishing approximately 40 hours of the rotation. Discuss the assessment with the preceptor and provide a copy to the DDP office.
- III. Complete the **STUDENT MID-POINT ASSESSMENT OF PRECEPTOR** form after finishing approximately 100 hours of the rotation. Discuss the assessment with the preceptor and provide a copy to the DDP office.
- IV. Follow the procedures described in sections nine and ten if performance does not meet or exceed preceptor expectations at any time during the rotation.

- V. Complete the student part of the **PRECEPTOR FINAL ASSESSMENT OF STUDENT** form at the end of the rotation and give to the preceptor for him/her to complete the preceptor part of the assessment form.
- VI. Complete the **STUDENT FINAL ASSESSMENT OF PRECEPTOR AND ROTATION SITE** form and provide a copy to the DDP office at the end of the rotation.

Note: The DDP office will provide a rotation assessment packet to the preceptor and student prior to the start of a rotation. The rotation assessment packet includes all the assessment forms, action plan and student and preceptor nomination forms.

1. PROGRAM OVERVIEW

Advanced pharmacy practice experience (APPE) rotations are designed to enable students to learn, build competence and gain experience in the application of acquired knowledge in various health care settings.

2. STATEMENT OF PRINCIPLE

The guiding principle for the rotations is that pharmacy practitioners have responsibility for the outcomes of drug therapy in patients. Therefore, PharmD students will, under appropriate supervision, take responsibility for outcomes of drug therapy in multiple patients. Emphasis is placed on ensuring the safe, effective and economical use of medicines in the prevention and treatment of human diseases.

3. GOAL

The goal of the rotations is to build on previous didactic course knowledge as well as a student's prior professional experience to further develop a student's ability to apply general and professional competencies in pharmacy practice. After successful completion of a rotation, students gain knowledge and skills to expand upon their current level to become better clinicians.

4. ADVANCED PHARMACY PRACTICE EXPERIENCE ROTATIONS

Students are required to complete **six (6)** APPE rotations where students demonstrate competence through **three (3)** required and **three (3)** elective rotations.

The following rotations are required:

- I. PRDO 8300 Drug Information
 - **Please note:** Our current practice is for students to successfully complete the drug information rotation first, before any other APPE rotation, as this rotation provides students with a strong foundation to be successful in all other rotations. Students should refer to the drug information rotation manual for complete details regarding the drug information rotation.

- II. PRDO 8400 Ambulatory Care
- III. PRDO 8500 Hospital Clinical
- IV. PRDO 8XXX Elective 1
- V. PRDO 8XXX Elective 2
- VI. PRDO 8XXX Elective 3

All rotation courses are assigned up to six (6) academic credits and are up to 240 hours in length at an on-site location. The time spent and work completed for a rotation will likely be more than what is required in the online didactic coursework. Students should realize that rotations are challenging in order to enhance their clinical and practice skills and off-site homework and research maybe required. Rotations will be completed at sites with limited dispensing responsibilities, which allow students the opportunity to focus on clinical activities and/or projects.

5. PREREQUISITES

5.1 Experiential Planning Policy

All students enrolled in a degree program within the Distance Degrees and Programs (DDP) complete advanced pharmacy practice experiences (APPEs) in order to fulfill the experiential training requirements. Students may complete the APPEs through rotations or a combination of rotations and credit-by-challenges.

To plan for APPE rotations, all students will participate in an advising call. The purpose of the advising call is to identify the credit-by-challenge(s) a student may submit, which is based on the student's work experience, and determine where the student can complete his or her rotations. Students will complete the experiential planning call within one year of enrolling in the Distance Degrees and Programs or up to one year prior to completing the didactic coursework. By completing the experiential planning call within these timelines students have an increased opportunity for a variety of rotations through advanced scheduling, which can provide further flexibility for students' schedules. If a student does not complete an advising call within these timelines, then a student's rotation start date may be delayed. The completion of the advising call will be based on how many requirements each student has completed, and **each student is responsible for contacting the DDP office to schedule an experiential planning call.**

All NTPD students have the opportunity to complete APPE rotations in Colorado; all ITPD students will complete rotations in Colorado. All students have the opportunity to complete one rotation outside of the US or Canada. The DDP office will email instructions about the Colorado match process to students each fall semester. Students will need to follow the instructions and deadlines regarding the Colorado match process in order to secure a Colorado rotation for the next academic calendar year; otherwise, students may select a Colorado rotation from an unfilled slot. **Please note:** the DDP office cannot guarantee all

students will have the opportunity to select a Colorado rotation from an unfilled slot if students do not follow the deadlines associated with the Colorado match process.

NTPD students who complete their rotations outside of Colorado, meaning elsewhere in the United States, will work with the Experiential Practice Consultant to identify and secure a rotation site. All students who complete a rotation outside of the US, including Canada, will work with the International Affairs Coordinator to identify and secure a rotation site.

All students will be subject to the Rotation Site Availability and Drop Policy and the deadlines associated with completing their immunization and certification requirements when planning for their rotations. Also, all students should review the experiential training website page to learn more about the rotation process.

5.2 Coursework

Prior to starting rotations, all students must complete the following coursework:

- I. PRDO 7240 Evidence-based Pharmacy Practice – 3 credits
- II. PRDO 7700 Clinical Skills Foundations – 2 credits
- III. PRDO 7460 Advanced Drug Literature Evaluation and Clinical Applications – 1.5 credits
- IV. PRDO 7560 Instructional Methods, with Seminars in Pharmaceutical Care – 2 credits

Also, all students will complete at least **four (4)**, if not all, of the following Advanced Disease State Management Courses before starting rotations:

- I. PRDO 7310 Cardiovascular and Renal Disorders – 3.5 credits
- II. PRDO 7320 Gastrointestinal Disorders, Nutrition and Critical Care – 4 credits
- III. PRDO 7330 Infectious Disease, Pediatrics and Toxicology – 4 credits
- IV. PRDO 7340 Oncology, Rheumatology and Immunologic Disorders – 4 credits
- V. PRDO 7360 Endocrine Disorders, Hematology and Pulmonary Disorders – 4 credits
- VI. PRDO 7350 Neurology, Psychiatric Disorders and Geriatrics – 4 credits

In addition, students will complete the specific ADSM course that corresponds to each rotation. For example, if the student plans to do an elective oncology rotation, then the student should have already completed PRDO 7340.

5.3 Grade Point Average

All students must have a minimum 2.0 grade point average prior to beginning any rotation. Any student who does not have a 2.0 grade point average will be placed on academic probation. In addition, any student placed on academic probation should refer to the

Academic Advancement section in the Nontraditional PharmD Student Bulletin to review the policies and procedures associated with academic probation.

5.4 Immunization and Certification Requirements

The North American-Trained PharmD (NTPD) Program has learned most sites now require us to verify students have completed all their immunization and certification requirements **one to two months prior to the start of a rotation**. Therefore, students will need to complete their updated immunization and certification requirements one semester in advance of the anticipated rotation start date in order for the student to begin their rotation. **Students who do not submit their updated requirements will not start their rotation, including the online drug information rotation.** Students will upload their requirements into EValue. Students who have misplaced their EValue login and password and/or directions on how to use EValue may contact the Distance Degrees and Programs (DDP) office to receive these items.

Please Note: Any requirement that expires while on a rotation needs to be updated prior to starting the rotation. The DDP office will review and verify the requirements uploaded into EValue before any student can start their rotation. All students must complete the immunization and certification requirements one semester prior to the start of any rotation. Failure to complete the immunization and certification requirements will delay the rotation start date. Students should contact the DDP office to receive a copy of the immunization and certification requirements.

Students must also abide by all rules and regulations of each practice site. Each site may have different rules and regulations for issues including HIPAA, immunization requirements, malpractice insurance, conduct and occupational health. Students will document information in medical records in accordance with the policies and procedures of the institution and as directed by their preceptor.

5.5 Preceptor CV, Practice Site Survey and Affiliation Agreements

Along with the completion of the administrative and immunization pre-rotation requirements, the DDP office needs to receive the preceptor's CV, the completed practice site survey (syllabus template), and affiliation agreement before the student can start the rotation.

An affiliation agreement is a signed legal document between the University of Colorado SSPPS and the rotation site agreeing to student rotation(s) at the site. All rotations must have a signed affiliation agreement prior to the start of any rotation. The University of Colorado SSPPS will facilitate and acquire the signed affiliation agreement. However, students should be aware that it often takes **six months to a year** to complete this requirement. Even though students are already licensed pharmacists, they are students of the University of Colorado Denver and are subject to the same affiliation agreement standards for students completing their Doctor of Pharmacy degree through the entry-level program.

6. GENERAL POLICIES AND PROCEDURES

6.1 Rotation Approval

All rotations will be approved by the Academic and Experiential Program Coordinator at a minimum of one semester prior to the start of a rotation. In order to gain approval, students must:

- Complete eight (8) out of the eleven (11) didactic courses as described in this manual.
- Submit immunization and certification requirements one semester prior to the rotation start date as required by DDP and rotation site.
- Maintain a 2.0 grade point average.

In addition, the DDP office needs to receive the following information to approve a rotation site:

- Preceptor's CV/resume
- Completed practice site survey template (syllabus template)
- Affiliation agreement

6.2 Preceptor and Student Guidelines

Regardless of any policies and procedures described in this packet, preceptors and students are encouraged to contact the Academic and Experiential Program Coordinator to discuss any issues or problems that may arise.

Students must abide by all rules and regulations of each practice site. Preceptors will provide each student with an orientation to site policies and procedures at the start of each rotation. The student should ask for this information if it is not automatically provided. In the self-motivated learning environment that rotations present, students and preceptors should be proactive in determining the student's expectations at the beginning of a rotation.

If a student commits a minor violation of site policies and procedures, the preceptor is asked to inform the student of the violation. The student will not repeat the violation.

If a student commits a major violation of site policies and procedures or repeats a minor violation, the preceptor is asked to contact the Academic and Experiential Program Coordinator to discuss the case.

6.3 Rotation Site Availability and Drop Policy

DDP takes great care to choose appropriate rotation sites for our students. This process becomes increasingly challenging as more pharmacy schools open across the nation. Therefore, DDP will offer one live rotation opportunity per rotation completed by the student. The one live rotation opportunity also includes the online drug information rotation offered by DDP.

After mutual discussion between the student and the DDP experiential staff, a rotation is considered "assigned" once the DDP staff sends an email to the student confirming a site can

accept the student for a rotation. The student may select to complete their rotation at this assigned rotation site; otherwise, the student will travel to Colorado to complete their rotation.

All students are expected to complete an assigned rotation. Any student who considers dropping a rotation must immediately inform the Academic and Experiential Program Coordinator and their preceptor.

A dropped rotation occurs when the student, at anytime, chooses not to complete an assigned rotation or chooses not to show up at the assigned rotation site. All students who drop a rotation and are in need of another rotation will come to Colorado to complete their replacement rotation. The student will be charged full tuition, a retake fee and two times the original non-refundable rotation fee for the replacement rotation or if the student submits a credit-by-challenge in lieu of completing a replacement rotation. If the student is not yet registered for their dropped rotation, then the student will be charged the equivalent semester credit hours of tuition.

All dropped rotations will appear on the student's transcript with an "I" (incomplete) grade. If the student does not retake and receive a final grade for the dropped rotation within 12 months, then the "I" grade will automatically turn into an "F" (failing) grade as written by the University's Uniform Grading policy.

No student will be allowed to carry over the completed rotation hours from the dropped rotation to another rotation.

Exceptions to the above will be considered in the event of extenuating circumstances, which are listed under the excused absence section in this (APPE Rotation) manual.

Documentation of the extenuating circumstance must be provided by the student to the Academic and Experiential Program Coordinator. If the student experiences an extenuating circumstance not listed in this manual, then the student should contact the Academic and Experiential Program Coordinator.

All students are expected to exhibit professional behavior while in the program and working with their preceptors, and should refer to the school's Student Ethics and Conduct Code.

6.4 Elective Rotations Completed Outside the United States and Canada

Students can complete **one elective** rotation at an international rotation site located outside of the United States and Canada. DDP and student will follow DDP and Skaggs School of Pharmacy and Pharmaceutical Sciences procedures in assuring the rotation site meets the DDP requirements.

Students may submit one elective full portfolio credit-by-challenge using international work experience acquired outside of the United States and Canada. The student is responsible for providing the supportive documents in the English language prior to submitting the full portfolio credit-by-challenge to the DDP office.

Students cannot submit an abbreviated challenge for work or educational experience acquired outside of the United States or Canada.

Students who complete an elective, international rotation and/or submit an elective full portfolio credit-by-challenge using international work experience will complete at least two live rotations in the United States or Canada. One of these rotations will be a clinical, patient-care rotation, which will fulfill either one of the required or elective rotations. The online drug information rotation is considered a United States-based rotation since the drug information preceptors are US-licensed pharmacists.

6.5 Rotations in the Workplace

DDP permits students to perform rotations where they work if the Academic and Experiential Program Coordinator is convinced that this option provides an appropriate learning experience for that pharmacist. Whether or not a student's place of employment is an appropriate site for a rotation depends on many variables. It is most likely to be successful at large teaching institutions with experienced pharmacy clinician preceptors, where you can work in areas that are outside your normal pharmacy practice experience and truly be in a learning situation. It is much less likely to be possible in small institutions with few pharmacy staff members or in community pharmacies. In these settings, most pharmacists are trained to cover or cross-cover all existing practice areas. You cannot earn APPE rotation credit for doing your normal work. However, the variety of experiences sometimes provided in these settings can be very useful when applied to the credit-by-challenge process. Students should review the APPE Credit-by-Challenge Manual to learn more about the credit-by-challenge process.

Another very important concern in performing a rotation in a student's place of employment is that of interpersonal relations on the job. Working as a student with a fellow employee can sometimes prove to be an excellent way to develop strong future working relationships. However, there are some risks, especially if performance on the rotation is evaluated as sub-standard and since the work environment is not likely to provide complete privacy. It is sometimes difficult to accept guidance and be evaluated by colleagues, who might sometimes have less experience in the institution or be in a less senior position to the student. Conflict of interest becomes another risk that most typically becomes another problem if the preceptor is supervised by the student taking the rotation or vice versa. This is a situation that should be avoided.

6.6 Safe Behavior in the Practice Environment

If a Skaggs School of Pharmacy and Pharmaceutical Sciences student is deemed to be unsafe in his/her performance in the practice environment due to an inability to meet the Technical Standards (the student is referred to this policy on the SOP website), the Experiential Education Committee (EEC), the Office of Student Services (OSS) or if applicable, the Distance Degrees and Programs (DDP) office are required to take action to ensure a safe environment for students, patients, and other personnel. **This action may require that the student be immediately removed from the practice environment.** For any student observed to be unsafe due to a temporary or permanent inability to meet any of the Technical Standards, it is the duty of qualified pharmacy or other healthcare personnel to report these observations to the Office of Experiential Education, and if applicable, the DDP office.

The EEC in collaboration with OSS or the DDP office reserves the right to research the issues and modify the student's educational plan within the experiential program if deemed necessary. In addition, the EEC may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals capable of assessing the situation. These professionals may include, but are not limited to, health care providers, mental health care providers, drug and alcohol counselors, English as a Second Language instructors, Disability Resource Services, or Peer Assistance Services, the entity charged by the State Board of Pharmacy, to assess each student's ability to practice safely and competently.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The OSS or DDP office will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the EEC and the DDP office as appropriate. The EEC will then respond to the evaluation report and responses may range from taking no action, modifying the student's experiential education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from his/her experiential education experience. For any of these situations, the student may request review by the Scholastic Advancement and Appeals or other committee. If appropriate, OSS or DDP office, in collaboration with EEC, will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

6. ASSESSMENTS

The DDP office will provide the rotation assessment packet to the preceptor and student prior to the start of a rotation. The rotation assessment packet includes all the assessment forms, action plan and student and preceptor nomination forms. The preceptor and student should review the rotation assessment packet together at the beginning of the rotation.

6.1 Week One Assessment

Week one student and preceptor assessments are primarily designed to ensure that preceptors and students have shared their expectations for the rotation and must be completed after the first 40 hours of the rotation.

6.2 Mid-Point Assessment

Mid-point student and preceptor assessments are primarily designed to promote continued dialogue between preceptors and students in a rotation and must be completed after the first 100 hours of the rotation.

6.3 Final Assessment

6.3.1 Overview

The final assessment is the process by which the preceptor evaluates the student's performance at the end of the rotation. This process starts after the student completes the

student section of the **PRECEPTOR FINAL ASSESSMENT OF STUDENT** form. The student then gives the final assessment form to the preceptor who completes it as the supervisor.

6.3.2 Developing the Final Assessment Form

The preceptor may use a final assessment form developed by the School of Pharmacy at the University of Colorado Denver, or the preceptor may develop a final assessment form. The preceptor should use the CAPE competencies or modify one of the tools provided by the University of Colorado School of Pharmacy when developing a final assessment form. The final assessment form will have approximately 20-25 domains if the preceptor develops their own summative form. In addition, the preceptor will submit their final assessment form to the NTPD Academic and Experiential Program Coordinator and/or the Experiential Education Committee for review prior to the start of the rotation.

6.3.3 Assessing a Student's Performance

A student's grade in a rotation shall be based on a four-point scale for each component (domain) on the assessment tool:

- I. Consistently Exceed Expectations
- II. Consistently Meets Expectations
- III. Needs Further Development and Guidance (Defined as not consistently exceeding or meeting preceptor expectations.)
- IV. Needs Significant Improvement (Defined as consistently failing to exceed or meet preceptor expectations.)

Students (as part of their self-evaluation) and preceptors shall be required to provide written comments to support grades of "**consistently exceeds expectations**", "**needs further development and guidance**" or "**needs significant improvement**" in any domain in an advanced pharmacy practice experience.

7. SUBMITTING ASSESSMENTS

The week one, mid-point and final assessments are mandatory and copies of all assessments must be forwarded to the DDP office. It is to each student's advantage to ensure all assessments are completed and returned on a timely basis. **A final grade will not be assigned until ALL assessments have been received. The final grade will be posted on the student transcript at the end of the semester the rotation was completed.**

The Academic and Experiential Program Coordinator at his/her discretion shall provide a copy of any assessment to the Experiential Education Committee and to administrative officers in the School of Pharmacy.

8. GRADES

8.1 Overview

The grade for each student for each rotation will be one of the following:

- I. Pass
- II. I (Incomplete)
- III. F (Fail)

8.2 Experiential Grading Policy

8.2.1 Consistently Exceeds Expectations and Consistently Meets Expectations

The student's respective experiential program will submit a "Pass" (P) grade to the Office of the Registrar for an APPE course when the preceptor recommends a "Pass" grade and her/his summative (final) assessment of the student's performance is comprised only of "consistently exceeds expectations" and/or "consistently meets expectations" scores.

8.2.2 Needs Further Development and Guidance

The student's respective experiential program will submit a "**Pass**" grade to the Office of the Registrar for an APPE course when the student's preceptor recommends a "**Pass**" grade, or chooses not to recommend a grade, and her/his summative (final) assessment of the student's performance contains no more than **five (5) "needs further development and guidance"** scores. The Experiential Education Committee will assign a course grade if the student's preceptor recommends a "**Fail**" (F) grade. Students shall be expected to improve their performance in future APPE courses for all areas of performance graded "**needs further development and guidance**" in an APPE course.

A student with **six (6)** or more scores of "**needs further development and guidance**" in the preceptor's summative (final) assessment of her/his performance in a single rotation, shall have her/his course grade assigned by the Experiential Education Committee and, at the Committee's choosing, may be required to create an action plan designed to help the student to improve her/his performance in future APPE courses. If requested to write an action plan, the student will submit a written copy of the plan to the student's respective experiential program within **seven (7)** days of notification of the requirement to write an action plan. The Experiential Education Committee has the right to interrupt the APPE program of any student who does not meet the **seven (7)** day deadline to submit an action plan.

A student scored "**needs further development and guidance**" in an APPE course summative (final) assessment for the same **one (1) or more areas** of performance scored "**needs further development and guidance**" in a previous APPE course summative (final) assessment:

- i. Will be required to create an action plan designed to help the student to improve her/his performance in future APPE courses and the student will

submit a written copy of the plan to the student's respective experiential program within **seven (7)** days of receipt of the second summative (final) assessment. The Experiential Education Committee has the right to interrupt the APPE program of any student who does not meet the **seven (7)** day deadline to submit an action plan.

- ii. Will have their APPE course grade determined by Experiential Education Committee. The course grade for the student's second APPE course and a copy of the action plan will be provided to the Student Advancement and Appeals Committee.

8.2.3 Needs Significant Improvement

A student scored "**needs significant improvement**" for **one or more areas** of performance in an APPE course summative (final) assessment:

- i. Will be required to create an action plan designed to help the student improve her/his performance in future APPE courses and to submit a written copy of the action plan to the student's respective experiential program within **seven (7)** days of receipt of the summative (final) assessment. The Experiential Education Committee has the right to interrupt the APPE program of any student who does not meet the **seven (7)** day deadline to submit an action plan.
- ii. Will have their APPE course grade determined by the Experiential Education Committee. The APPE course grade and a copy of the action plan will be provided to the Student Advancement and Appeals Committee.

8.3 "I" Incomplete Grade

A student assessed with an "**I**" (incomplete) rotation grade will have one year to satisfactorily complete the rotation, and the student will be charged a rotation retake fee. In accordance with school policies, the "**I**" (incomplete) grade will automatically become an "**F**" (fail) grade if the student does not satisfactorily complete the rotation within one year. Students should refer to the NTPD Student Bulletin for more information regarding this policy.

8.4 "F" Fail Grade

A student assessed with an "**F**" (fail) rotation grade shall be required to satisfactorily complete another rotation, and the student will be charged a rotation retake fee. In accordance with school policies, failing a rotation places the student on academic probation and failing the repeated rotation or another rotation may result in academic suspension.

Any student placed on academic probation should refer to the Academic Advancement section in the NTPD Student Bulletin to review the policies and procedures associated with academic probation.

8.5 Selecting a Grade

Preceptors are encouraged but not required to select a course grade recommendation for students:

- I. I Recommend a PASS Grade
- II. I Recommend a FAIL Grade
- III. I Do Not Wish to Recommend a GRADE

Preceptors who propose a **“Fail” or “I Do Not Wish to Recommend a Grade”** recommendation shall be required to provide written comments to justify the grade. Written comments will explain why the preceptor feels the student accomplished or did not accomplish the overall competencies of the course.

8.6 General Grading Procedures and Policies

- The Experiential Education Committee shall have the power to approve or revise a submitted action plan designed to assist individual students. The plan approved by the Committee shall be in writing and shall be signed by the student. The student’s signature shall not denote that the student agrees with the summative (final) assessment of her/his performance in any APPE course. A student who refuses to sign an action plan shall have their APPE program terminated.
- A copy of the approved action plan prescribed by the Experiential Education Committee for a student completing APPE courses shall be sent by the Office of Experiential Programs to the student’s preceptor at the start of all future APPE courses.
- An approved action plan prescribed by the Experiential Education Committee may include an interruption or modification of the student’s APPE courses.
- The Experiential Education Committee shall review the on-going performance of a student who has had an action plan prescribed by the Committee. The plan shall be modified as seen fit by the Committee. A review for a student permitted to continue APPE courses shall take place after each APPE course is completed. A review for a student not permitted to continue their APPE courses shall take place after the completion of the prescribed action plan and, if the student’s APPE courses continue, after each subsequent APPE course is completed.
- For students graded “needs further development and guidance” or “needs significant improvement” during any rotation, the Academic and Experiential Coordinator may contact the preceptor and the student to determine why the student received the grade. DDP may provide a pass grade for the rotation following the guidelines outlined above. However, the student’s grade for the rotation may be determined by

the Experiential Education Committee if the Academic and Experiential Program Coordinator learns from the preceptor(s) any factors that may put the grade into question.

- A student assessed an “I” (incomplete) grade for one or more APPE courses shall have their performance reviewed by the Experiential Education Committee after the completion of the student’s last APPE course and “I” (incomplete) grade changed to a “Pass” or “Fail” grade.
- A student who fails to complete an APPE course and does not submit the final assessment of course and student will receive an “I” (incomplete) grade for their APPE course. If the student does not retake and receive a final grade for the incomplete rotation within 12 months, the “I” grade will automatically turn into a “Fail” grade in accordance with University Uniform Grading policy. (Please refer to the Rotation Site Availability and Drop policy.)
- A student who wishes to appeal an Experiential Education Committee decision are advised to follow the grievance policies and procedures as described in the School of Pharmacy Student Bulletin.
- A student whose performance is to be reviewed by the Experiential Education Committee shall be permitted to submit documentation to the committee. This may take the form of a dossier documenting their competency through the APPE courses.
- Any decision made by the Experiential Education Committee in the case of an individual student shall not set a precedent for subsequent decisions for other students.

9. ROTATION DISMISSAL POLICY

The following may result in the dismissal of a student from a rotation:

- I. Failure to adhere to rotation site policies and procedures.
- II. Failure to adhere to University of Colorado School of Pharmacy policies and procedures.
- III. Persistent unacceptable performance, unprofessional conduct and/or behavior.
- IV. Any action which is detrimental to the care of a patient or to the clinical service provided by the site and/or preceptor.
- V. Unauthorized removal of any books, charts, references, journals or equipment from a patient area or practice site.
- VI. Violation of State and/or Federal laws.

10. STUDENT ETHICS AND CONDUCT CODE

The University of Colorado SSPPS Student Ethics and Conduct Code provides guidelines for attitudes and behaviors expected of pharmacy students as they pursue professional studies. The administration, faculty and students share in the responsibility to maintain appropriate student conduct in the online environment. The full text of the Student Ethics and Conduct Code is found in the SSPPS Student Bulletin.

PLEASE NOTE: A student's acceptance of admission in the NTPD or ITPD Program indicates the student's understanding and willingness to comply with the Student Ethics and Conduct Code.

11. PERSONAL TIME

Attendance for a rotation is mandatory, though the SSPPS realizes that events can occur which may prevent attendance. The following statements address these circumstances and the procedures for making-up lost time.

11.1 Excused Absence

Excused absences fall into four categories:

- I. **Medical Necessity** – Refers to an unpredictable or serious illness of the student or an immediate family member. Routine physician and other health care practitioner visits within the student's control do not fall under this policy and should be scheduled at other times.
- II. **Death of a Family Member** – Includes death of a spouse, child or significant other in the immediate family as well as parents, grandparents and sibling of the student, spouse or significant other.
- III. **Jury Duty** – Students summoned for jury duty will contact the Academic and Experiential Program Coordinator for advice.
- IV. **Extenuating Circumstances Unforeseen by This Policy** – Students with extenuating circumstances not addressed by these policies should contact the Academic and Experiential Program Coordinator.

11.2 Unexcused Absences

Absences that do not fall into any of the above categories are unexcused and are not permitted.

11.3 Procedures for Notification and Make-Up

Students who require an excused absence will inform their preceptor and the Academic and Experiential Program Coordinator as soon as possible. If requested, the student shall provide

documentation, signed by an appropriate authority, to verify the requirement for an excused absence.

Students who miss one or two days of a rotation for an excused absence shall be required to make-up that time at the discretion of the preceptor. Students who miss more than two days of a rotation for an excused absence shall be required to make-up that time at the discretion of the preceptor and the DDP office. Students who have an unexcused absence shall be required to make-up the missed time.

Failure to complete make-up work within a time frame specified by the Academic and Experiential Program Coordinator and/or preceptor will result in an “**I**” (**incomplete**) grade. In accordance with school policies, an “**I**” (**incomplete**) grade will automatically become an “**F**” (**fail**) grade if the student does not satisfactorily complete the make-up work assigned by the preceptor and/or the Experiential Practice Coordinator within one year. In addition, if the “**I**” (**incomplete**) grade automatically becomes an “**F**” (**fail**) grade, then the student will be required to repeat the entire rotation and charged a retake fee.

Irrespective of time-off for any reason, students are required to complete all the objectives of the rotation. A student shall normally be deemed not to have completed all the objectives of a rotation if they are in attendance for less than 200 hours during the prescribed dates for a rotation. They will then be required to complete an additional rotation.

12. RECOGNITION OF OUTSTANDING ACHIEVEMENT

12.1 Nominating a Student

Preceptors shall have the option to nominate a student for a SSPPS award of excellence in experiential training. Preceptors can find this nomination form in the rotation assessment packet provided by the DDP office.

12.2 Nominating a Preceptor

Students shall have the option to nominate a preceptor for a SSPPS award for excellence in experiential training. Students can find this nomination form in the rotation assessment packet provided by the DDP office.