
Belmont University School of Pharmacy (BUSOP)

Student Pharmacist

Pharmacy Practice Experience Course Guide



Adopted July 1, 2009

***DEVELOPING KNOWLEDGE FROM EXPERIENCE AND USING KNOWLEDGE TO
GAIN EXPERIENCE***

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PURPOSE OF THIS DOCUMENT

The purpose of the Belmont University School of Pharmacy (BUSOP)-Pharmacy Practice Experience Program (PPEP) Course Guide is to provide student pharmacists, faculty, affiliate faculty, mentors and students with a comprehensive guide to Student Pharmacist activities in both the Introductory and Advanced PPEP sequences. This document is provided to all students in an on-line, electronic print only format during the First Semester. It is provided to all faculty, affiliate faculty and mentors when first appointed or assigned to a student experience. It will also be made available in PDF file as part of the BUSOP and Belmont University Lila D. Bunch library holdings.

It has been designed in concert with and is consistent with the Belmont University Bruin Guide and the BUSOP Student Manuals. Policies and procedures that are either University or School specific defer to and refer to these documents. Materials on curriculum relate back to and are derived from the official Graduate Course Catalog.

Student Pharmacists are expected to thoroughly review and understand the contents of the most updated version of this guide and use it during their training.

Experiential Education Director's Welcome

Everything we do as pharmacists or student pharmacist should have at its focus protecting and enhancing the health and safety of the public. Whether you are in a traditional area of practice such as in a community, a health system, or an academia setting or in one of the evolving and exciting non-traditional areas of practice such as public policy, information management, financial industry or case management it is your sacred obligation to keep the patient at the center of what you do and how you do it.

The fundamentals of our profession are built on a base of facts, figures and ever expanding knowledge. The application and integration of these fundamentals into the realm of patients is the practice of our profession. Even more important to the needs of our fellow humankind is not our ability to simply provide technically competent care but care at a higher level; compassionate care. Your professional practice is different, distinct and honor-bound from the vocations of the general public. As you grow in your professional practice, you will be required to exercise increasing levels of discretion and judgment on behalf of individual patients. In a broader context, you will also be expected to exercise judgment and discretion in discharging your societal obligations as a health professional and a member of society.

With the beginning of your Experiential Education sequence, you will begin to journey into these arenas and visibly take on the mantle of our profession. You will engage in this journey over the next four years with increasing levels of autonomy, critical thinking and visibility to patients, health care providers and the public. You will embark on these first steps and complete your final steps under the guidance of Experiential Education Faculty who will serve as teachers, mentors and senior professional colleagues. Regardless of whether you have or have not worked in a pharmacy before, now it will all be different; you will become engaged in the practice of a profession. Your whole perspective will have to change. How you view filling a prescription, counseling a patient, managing a practice or engaging in an ethical issue will be done within the context of the privilege society bestows on a professional.

The Accreditation Council on Pharmaceutical Education and the BUSOP faculty have set rigorous guidelines to ensure that the body of didactic, laboratory and seminar education you receive within the confines of the classroom and laboratory are coupled with real-life, hands on practice experience under the watchful and guiding eye of experienced practitioners. The Experiential Education sequence has been designed to provide you with opportunity and resources to take the knowledge you will be receiving in the academic portion of the curriculum and apply it to the practice environments. A full thirty-percent of your overall education and training will be provided as experiential education. This portion of the curriculum will be as challenging and as important as any other part of the curriculum you are responsible for.

The Experiential Education sequence will not only require you to develop competence in applying our profession's knowledge base but will also challenge you to develop situation-based critical thinking skills. These are the first steps in the lifelong process of broadening, enriching and deepening your experience. You will begin the transformation into a Learned Intermediary who has mastered a specialized body of knowledge that is put to use for the benefit of someone else and for society. This is a privileged position in society.

In large part, the ultimate value of experiential education will depend on how astutely you watch, listen, discuss and participate in the opportunities presented to you in the various sites you will have the opportunity to train in.

Salvatore J. Giorgianni, Pharm.D.
Director, Experiential Education and Development
Assistant Professor, Pharmacy

Faculty and Staff Directory

Students are encouraged to maintain a list of phone numbers for the Belmont University, the School of Pharmacy and for PPEP sites and the Experiential Education Faculty members in a convenient place. A list of Belmont University numbers is available in the Pharmacy Student Manual on-line at <http://www.belmont.edu/pharmacy/pdf/2008StudentManual.pdf>

A full listing of important contact information for PPEP sites and Experiential Education Faculty is available to all Student Pharmacists on the Education Management System (EMS). EMS also contains all available important site specific information including: primary contact person at each site; site description and experience types offered; listings will include site address, site and entity emergency phone contact information and web addresses for entity and Faculty/Affiliate Faculty e-mail information as appropriate.

Contact Information for Office of Experiential Education

Mailing Address:

1900 Belmont Blvd.
Nashville, TN 37212
General Office Number: 615-460-6748

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Mission, Vision and Goals

The Mission, Vision and Goals of Experiential Education Programs are aligned with those of Belmont University and BUSOP. Student Pharmacists are referred to these documents.

PPE Program And Philosophy

Our Professional Practice Experience Programs (PPEP) are delivered in collaboration with and through our pool of Fulltime Practice Faculty, Affiliate Faculty and mentors (collectively referred to as Experiential Education Faculty). Our PPEP program strives to help our students develop knowledge from experience and how to use knowledge to gain experience. Creating this fundamental link between practice and knowledge helps instill a sense of lifelong learning as well as build core competencies. The PPEP provides student-centric, skill-based, outcome-oriented experiences that develop skills, values and attitudes that foster effective pharmacist-provided patient care. Further, our learning community provides our students with fundamental skills that prepare them for careers in health care business, public policy and other areas of increasing importance in the health care arena and the profession of pharmacy.

The PPEP's are a core component of the BUSOP educational plan. These experiential based programs span seven semesters, beginning in the second semester of the first professional year. These programs are tiered as Early, Intermediate and Advanced experiences. The overarching goal of the PPEP is to provide our students exposure to and interactions with a broad range of patient and interprofessional groups within a range of practice environments that are representative of different areas contemporary pharmacist-provided patient care is found. The learning objectives and curriculum for the PPEP is coordinated with our overall curriculum design.

PPEP Program Policies and Procedures

Policies and Procedures for PPEPs are a derivative of those found in the Bruin Guide and School of Pharmacy Student Manuals. Students have the responsibility to have a working understanding of these documents and their relationship to policies and procedures that apply specifically to the PPEP. Every attempt has been made to maintain consistency between these documents and through normal chain of responsibility through the BUSOP Student Government and the BUSOP Grievance Procedures.

Overview of PPEP Structure and Phases

The Office of Experiential Education is responsible for all aspects of the conduct and management of the Introductory and Advanced PPEP programs. As an integrated, lock-step program BUSOP's PPEPs are developed and delivered in collaboration with both the faculty of the Pharmaceutical Science and Pharmacy Practice. Experiential Education is an academic function of the department of Pharmacy Practice. It is administered and managed out of the Office of Experiential Education.

BUSOP Pharmacy Practice Faculty and others are assigned teaching responsibilities within the Experiential Education sequence as needed. Affiliate Faculty are appointed by Belmont University School of Pharmacy to teach Student Pharmacists at various training sites and provide other educational and professional development services as may be needed to meet the educational goals of PPEPs. Administrative personnel, and Experiential Education faculty assigned to the PPEPs are responsible to the Director, Experiential Education for delivery of the both Introductory and Advanced PPEPs.

Structure and Progression of PPEPs

PPEP Curricular Design

The PPE curricular model is progressive: assignments, expected competencies and skills build upon one another. Student Pharmacists assume direct patient care responsibilities and interprofessional communication commensurate with their education level. PPE skills will coordinate with didactic and laboratory coursework.

The Experiential Education curriculum reflects the curriculum effected structural details within the five-semester Introductory Professional Practice Experience (IPPE) and the Advanced Professional Practice Experience (APPE) sequence.

- IPPE 1-3 (Semesters 2-4) focuses student learning on distributive pharmacy practice, resulting in 150 hours of experience in community and institutional practice. During this 3-semester sequence, students focus on developing core competencies in pharmacy operations, distributive functions, OTC care, patient counseling, information management, and practice law and ethics.
- IPPE 4-5 (Semesters 5-6) begins to emphasize students' academic concentrations (and these area's attendant practice settings and opportunities) within the context of the development of core competencies in professional communication, patient advocacy, public health and interdisciplinary teamwork. One (1) of these semesters' experience must occur in concentration area.
- APPE (Semesters 7-8): Students must complete at least two (2) of four (4) elective APPEs in their area of concentration.

Students are responsible to regularly review the PPEP Portion of the BUSOP Calendar which will have important academic, review, grading and activity dates. A copy of this calendar will also be available in the Office of Experiential Education at all times for students to review.

Key Dates and Activities to be found in the PPEP Calendar include:

- Immunization Completions
- Site Change Requests Due
- Last Day to Change Assignments
- First and Last Days of Rotations
- Experiential Education Faculty Evaluation Due Dates
- BU/BUSOP-Recess and Special Meetings
- PPEP Reflection and Seminar Dates
- Special Activities
- Special Announcements

PPEP Site Identification Cards and Rotation Site Security Requirements

Security procedures ensure the safety of the public and integrity of medication and equipment. PPEP Site Identification Cards help to insure proper security and access at teaching sites.

Student Pharmacists are required to have and keep current a validated BUSOP PPEP Identification Tag. These identification tags are to be worn at all times on an external most jacket, shirt or blouse while at rotation sites. Safety and security of these identification tags are the responsibility of students. Students may also be required to secure, wear, safely manage and return upon request site-specific identification tags. At the beginning of each rotation, Student Pharmacists are responsible to site Experiential Education Faculty to inquire about site specific security procedures. Student Pharmacists are responsible to ensure that all such requirements are adhered to. Any deviation from site security measures will be reported to the Director, Experiential Education by Experiential Education Faculty or other site authorities and after a review the Director, Experiential Education will determine if any administrative or disciplinary action may be needed.

Loss of either BUSOP or site-specific tags must be reported in-writing *immediately* to the on-site Experiential Education Faculty person. Statement of loss must include best estimate of date of loss, last known use of tag and any insight as to the circumstances of loss. Students must begin the process to replace both BUSOP and site-specific tags within two regularly scheduled class days after the loss. Access to and thus required attendance for rotations may be denied without proper identification; thus, improper management of required identification tags may adversely affect Student Pharmacist academic and attendance records. Student Pharmacists are responsible for replacement costs of BUSOP identification tags which will be posted to the student's university account. Student Pharmacists may also be responsible for any fees associated with replacement of lost or damaged site-specific identification tags.

Copying, mutilating, destroying, loaning or other misuse of identification tags is strictly prohibited. Any such mismanagement of such tags is a serious breach of policy; the Director, Experiential Education and the Assistant Dean of Student Affairs will review any case of such breaches on a individual basis and determine what, if any, disciplinary actions are warranted.

Should Student Pharmacists encounter any conflicts or discrepancies between the security needs of any particular PPEP site at any time these should be reported in writing to the Director, Experiential Education. The DEE will make a determination of what action may be needed to address such conflicts or discrepancies.

Training Site Conflict and Concern Process

Any conflict between Belmont University or BUSOP policy and procedures or areas of concern regarding these should be reported to the Director, Experiential Education in writing for review. These will be considered by the DEE in conjunction with other appropriate members of the school or university administration. A determination regarding such concerns and any action deemed necessary from this review will be provided to students by the DEE. All such requests for review will be held confidential except in the discussion with necessary individuals for assessment or resolution.

Accident, Injury or Adverse Events Reporting Process

Any accident, injury or irregular event that may occur at a PPEP site or when students are engaged in an official PPEP program regardless of location, shall be immediately communicated to the Director, Experiential Education using the Adverse Event Report (AER), found in Appendix I to this course guide. Students should also use good judgment in determining if notification should be made to other individuals and if verbal or e-mail communication should also be made prior to completion and submission of the AER. Normally an AER should be submitted to the DEE office within 24 hours of occurrence.

Student Pharmacists are also required to report any such incidents if required to the site director in a manner consistent with policies and procedures of the site management. A copy of any such site-specific reports should accompany the AER. Students Pharmacists are strongly encouraged to maintain a personal copy of all such reports.

Insurance Policy

Consistent with the policy described in the official Student Manual, all students are required to maintain and show evidence of health insurance.

All BUSOP Student Pharmacists are provided malpractice liability insurance as part of the Belmont University group insurance plan. However, because of the complexities of professional practice litigation all BUSOP Student Pharmacists are *required to maintain* in force, prior to beginning their first semester of Experiential Education (Semester 2) and through the last day of their Experiential Education, an individual professional malpractice insurance policy in their own name. This policy must provide coverage for the student in the amount of \$1,000,000 US per occurrence and \$3,000,000 US aggregate.

BUSOP has arranged for a substantially discounted group rate to purchase a qualifying individual professional malpractice insurance policy. The cost for this policy will be paid for by the student pharmacist.

Financial Compensation

Student Pharmacists are prohibited from receiving any compensation of any type for practice experience hours or any time spent practicing for which BUSOP academic credit is received.

PPEP Site Assignment Process

PPEP Site Assignment is a process that is designed to provide Student Pharmacists with placement in Experiential Education sites with the primary focus of placements on educational needs. Student Pharmacist preferences for sites and site locations will be considered as a part of the process but such preferences are not the primary consideration.

The process for assigning sites is known as The Spin. Site assignments will be made using a standard lottery-like algorithm that takes into account several factors but assigns sites in a random order to ensure fairness. The Director of Experiential Education reserves the right to assign or reassign any student pharmacist to a specific site or Affiliate Faculty Member. Except as noted below for Long-Distance Privilege assignments, Student Pharmacists are not to contact prospective sites or Affiliate Faculty about availability.

Should a student request a Long-Distance Privilege site assignment (that is a site located greater than 50 miles away from BUSOP or an international site) such a request must be made in writing to the Director,

Experiential Education by the first day of April for an August assignment or the first day of September for a January assignment. Normally such Long-Distance Privilege site assignments will only be made for Advanced PPEPs.

Posted site assignments will **only** be changed under unusual and extenuating circumstances. Students may request to change rotation assignments by following these procedures:

- Provide a written reason why the request for a switch is being made
- Secure the written agreement by another Student Pharmacist in the same academic training year that is willing to switch.
- Only one switch request will be honored in any one semester.
- Switch requests will be granted only after review by the Director Experiential Education's and is at the sole discretion of the Director. All requests for switches normally must be made within 10 days of the official posting of results of the lottery. Requests for switches based on significant hardship may be made at any time in writing to the Director, Experiential Education but normally these will only be considered if submitted not later than 14-calander days into a rotation.

The assigned times to be at the rotation site are not flexible. Activities at a site are a part of an academic course and the activities need to occur during the assigned times as determined by the Director of Experiential Education and assigned faculty. Any request to change assignment due dates or activities must be made in writing to the Instructor of Record for the IPPE course and approved by the DEE and Experiential Education Faculty. A request for changing from the assigned times must be made in writing and submitted to the DEE prior to the change taking place for approval. Experiential Education faculty often make unannounced drop-in visits to monitor the activities and progress on site. If a drop-in visit is conducted and the student is not present during the assigned times, a report will be filed in the student's permanent course record.

BUSOP reserves the right to change assigned site rotations at any time and without notice based on academic needs, site management issues or any other relevant cause. In the case of such a change the Director, Experiential Education will be responsible for reassigning the Student Pharmacist to a site. A reasonable attempt will be made to make this reassignment in a manner consistent with the profile of the original site but because this may not always be possible.

Once a rotation assignment has been made, it is the responsibility of Student Pharmacists to contact their Experiential Education faculty member by phone or e-mail within 10 working-days of the start of a rotation. The purpose of this contact is to make an introduction to that faculty member, obtain specifics of site location, parking and hours and establish agreement on logistics for the first day on-site.

Student Pharmacists are not permitted to contact potential Experiential Education faculty members and request their availability. All availability will be obtained by the Office of Experiential Education. Students are only permitted to have the initial contact with potential Experiential Education faculty members if it is a long-distance site.

Requirements For Long-Distance Privilege Site Assignments

Student Pharmacists requesting such assignments must:

- Abide by the timing requirements noted in the above section
- Make all such requests in writing to the Director, Experiential Education

- Have letters of support from either the Chair of Pharmacy Practice, Pharmaceutical Sciences or the Associate Dean for Academic Affairs
- Demonstrate appropriate academic ability, professionalism and maturity
- Provide evidence of adequate financial resources to sustain them for the duration of the experience
- Provide evidence of the ability to secure appropriate transportation to and from the site as well as housing
- If the site is not one normally in the BUSOP pool the site and preceptor at the site must complete an application process in accord with both ACPE and BUSOP standards and requirements; these applications will be provided and administered through the Office of Experiential Education. Whenever possible, the standard BUSOP Agreement should be utilized for this purpose. A copy of this may be obtained from the Office of Experiential Education.
- Should the site requested be an international site, provide evidence of any needed visas, immunizations, etc.

Decisions regarding Long Distance Privilege site assignment are at the discretion of the Director, Experiential Education. Denials may be appealed through the Appeal Process noted in the official Bruin Guide.

Licensure Requirement

In the State of Tennessee no special license, permit or certification is needed to engage in experiential education programs or to accumulate required hours in partial fulfillment of intern requirements prior to state licensure. All student pharmacists must have matriculated and be considered a student in good academic standing at BUSOP to be eligible for this level of educational practice.

Student Pharmacists who may be engaged in an Experiential Educational activity outside of the State of Tennessee must comply with any applicable requirements of that state pertinent to activities of Student Pharmacists. It is the specific responsibility of any Student Pharmacist studying outside of the State of Tennessee to know and comply with applicable state or national requirements. Student Pharmacists must provide a copy of any such required extra-Tennessee credentials to the Experiential Education Program Assistant prior to beginning such rotations.

Transportation

Student Pharmacists are responsible to provide, at their own cost, a means of reliable transportation to and from all rotation sites.

Student Pharmacists must comply with any parking requirements of the University or at sites as outlined in the official Bruin Guide.

Financial Responsibilities

Student Pharmacists are responsible for all costs incurred while traveling to and from experiential sites and all costs while at sites.

Student Pharmacists who are participating in Long-Distance Privilege sites or missions are responsible for all costs associated with their participation, unless otherwise agreed upon by the Director, Experiential Education.

Student Pharmacists who are attending official BUSOP functions normally are responsible for all expenses involved in attending these functions unless costs for attendance are specifically authorized by the Director, Experiential Education or the Dean, BUSOP prior to attendance.

Student Pharmacists who are asked to attend professional activities by Experiential Education Faculty must inform the Director, Experiential Education of such activities by e-mail prior to attendance, whenever practical. Such notice must include the nature of the activity, where it is when it is and, as far as possible, the approximate start and end times of the activity. Students may not leave the rotation site or off-site assigned areas without the express knowledge and permission of the responsible on-site experiential education faculty member.

Concurrent Courses, Supervision and Employment

Student Pharmacists are prohibited from receiving any compensation of any type for practice experience hours or any time spent practicing for which BUSOP academic credit is received.

However, students may receive compensation for time worked that is not part of course work. Student Pharmacists will not be allowed to take Experiential Education rotations at any specific site (as defined by site physical location address) in which they are also employed or have been employed. This does not preclude site rotations for any company which may have multiple sites. Upon completion of rotations, students are free to be employed, pursuant to other provisions of this policy, at sites where they have successfully and fully completed a rotation and for which grades have been finalized and accepted by the Director, Experiential Education.

Family members may not serve as faculty for students at PPEP sites.

Attendance Policy

Attendance and being on time are hallmarks of professionalism. If a student pharmacist anticipates being more than 10 minutes late for their rotation, it is their responsibility to contact their Affiliate Faculty member and notify them.

Student Pharmacists are responsible for being at sites and ready for activities they may be responsible for in a regular and timely manner and ready to begin on time; tardiness will adversely effect the academic evaluation of students at sites.

Attendance at all scheduled PPEPs is mandatory. This policy is to ensure that students complete the ACPE required mandatory minimums for experiential education. Student Pharmacists who have an unexpected absence for any PPEP must make these hours up prior to the end of the grading period for the semester or rotation.

From time to time, Student Pharmacists may be asked by faculty members or advisors to participate in activities of relevance to the learning goals of any particular PPEP rotation that will be conducted away from the rotation site. Such assignments are considered in the same context as any extra-classroom assignment or project of relevance to achieving the educational goals for that course. If the student believes such requests are excessive or produce an undue and unmanageable hardship, the normal course of appeals for any academic issue applies.

For students in Semesters 2-6, inclusive, the Belmont University Holiday schedule applies. That is, if one of your prescheduled on-site rotation days falls on an official university holiday (as published in the official BU Academic Calendar) you are excused from the rotation for that day. It is encouraged that Student Pharmacists remind on-site supervisory Affiliate Faculty of your absence due to an upcoming official university holiday. For Students in Semesters 7 and 8, the Belmont University Holiday schedule does not apply. Pharmacy Students in these Advanced Practice Rotations will adhere to the holiday schedules of their assigned Experiential Education sites.

Adverse Weather Policy

Refer to the Bruin Guide for general procedures on university closures due to weather. If either the university or school of pharmacy are closed **or** the rotation site is closed because of weather students have an automatic excused absence. Excused absences due to weather must be made up. It is the obligation of the Student Pharmacist to schedule make up time for this absence.

Academic Performance Evaluations

Experiential Education is graded according to the same scale as all other course work at BUSOP and subject to all of the standards, requirements, policies and procedures covering all other aspects of evaluations and academic progression. There will be two formal assessment periods during each rotation; one at the mid-point and one at the conclusion of the experience. IPPEs will be assessed in four dimensions: Site Activity Assessments, Projects, Reflective Seminars and Final Examination. Specifics requirements for each semester will be published in the appropriate syllabus. Students should understand that based on individual needs of the course content and competencies these assessment periods may be adjusted by Experiential Education faculty in consultation with the Director, Experiential Education. Student Pharmacists should refer to the Belmont University Graduate Course Catalog for a comprehensive listing of policies governing academic performance.

The process for dispute of any grade or evaluation for Experiential Education programs is Affiliate Faculty and Instructor of Record, Chair, Pharmacy Practice, Associate Dean of Academic Affairs, Dean of the School of Pharmacy, Dean, College of Health Sciences and last the University Provost.

Professionalism and Professionalism Performance Evaluations

The Bruin Guide provides general policies and guidelines governing student behavior. In addition to these policies, Student Pharmacists have an additional and important responsibility to engage in behavior that is professional and ethical at all times. Evaluation of Professionalism is a core competency component of PPEP assessments and part of grading.

Two Guiding Principles must be considered in forming and demonstrating professional behavior.

First is the Pharmacist Code of Ethics as promulgated by the American Pharmacist Association. A copy of this important document has been made available to all BUSOP students and is also available on-line.

Second are elements of professional behavior which have been endorsed by the American Association of Colleges of Pharmacy (AACCP). Student Pharmacists should consider the AACCP elements of Professional Behavior (1) as outlined in the BUSOP Student Manual.

Student Pharmacists who engage in practices, attitudes or characteristics that are deemed unprofessional in nature on a routine basis by Experiential Education Faculty may be subject to disciplinary review by the

Director, Experiential Education and the Dean, Student Affairs of BUSOP. Any such disciplinary review will be subject to the overall policies and procedures for dispute resolution specified in the Bruin Guide.

Confidentiality Of Patient, Personnel, Student and Commercial Records

In addition to the policies regarding confidentiality found in the Bruin Guide Student Pharmacists are bound, or may be bound, to additional requirements for confidentiality, security and safety of records and information. These may include: confidentiality of information regarding patients, patient records and caregivers, including but not limited to provisions of HIPAA; confidentiality of records and other types of information regarding personnel they may come in contact with in the course of their rotations; records and academic performance of fellow students and; records, information, documents, business or research data, proprietary information, policies and procedures of commercial, corporate or individual entities where they may be training.

Students will receive instruction in appropriately maintaining the safety and security of all such confidential information as part of their normal BUSOP course work.

Equipment And Materials Policy

During the course of any given rotation, Student Pharmacists will have access to and be required to work with various types of equipment and materials. It is the obligation of each Student Pharmacist to properly use, care for, store and service any equipment or materials.

If during the course of any rotation any site equipment becomes damaged, lost or malfunctions, the Student Pharmacist must immediately report this to the Experiential Education Faculty member in charge of the site. The Experiential Education Faculty member will make a determination regarding the nature of the irregularity and may, at their discretion, report this to the Director, Experiential Education for evaluation and in necessary remediation. Student Pharmacists may be held liable for any damage, loss or malfunction which occurs to site equipment due to their negligence.

Student Pharmacists will have access to materials, including chemicals, pharmaceuticals and office supplies at sites. Student Pharmacists must utilize these materials in an appropriate manner in accord with their educational activities. If a Student Pharmacist notices any unusual level or inappropriate use of such materials, they have an obligation to report this to the Experiential Education Faculty member in charge of the site. The Experiential Education Faculty member will make a determination regarding the nature of the irregularity and may, at their discretion, report this to the Director, Experiential Education for evaluation. Student Pharmacists may be held liable for any irregularity due to their negligence.

Medication, Illegal Drug and Alcohol Policy

Student Pharmacists are referred to the Bruin Guide for this policy. Student Pharmacists are reminded that this policy applies to all events, venues and activities, including Long-Distance Privilege Rotations.

Conscientious Objection Practices

In the course of any particular patient care situation while assigned to a PPE if a Student Pharmacist believes certain drugs, therapies or procedures are morally, religiously, or ethically troubling, they may refuse to assist the Experiential Education Faculty or preceptor in preparation, dispensing, counseling, participating or observing delivery of the medication, therapy or procedure. The Student Pharmacist understands however, that patients have the right to obtain any legally prescribed and medically indicated treatments and the student, along with their preceptor, needs to refer the patient to a health care provider who may consider

assisting them in obtaining these treatments. Additionally, it is the Student Pharmacist's responsibility to have a general knowledge of the role that such drugs, therapies or procedures have in contemporary patient care. Student Pharmacists may demonstrate this knowledge and understanding by engaging in didactic study and discussion of any such matter with the Experiential Education Faculty. Student Pharmacists also should make a reasonable effort to inform the Experiential Education Faculty member at the beginning of each practice experience, or as soon as practical, of any objectionable areas so as to mitigate any uncomfortable encounters yet facilitate intellectual learning.

If any such conscientious objector matters are not appropriately addressed on a case by case basis, either the Experiential Education Faculty member or Student Pharmacist should discuss the matter with the Director, Experiential Education to seek resolution. Should any such matter not be resolvable through this means the usual grievance system outlined in the BUSOP Faculty and Staff Handbook should be followed to achieve satisfactory resolution. **Electronic Library and Other Resources.**

As per the BUSOP Student Manual and the official Bruin Guide, Student Pharmacists will have access to a range of electronic resources. These resources will be accessible through the Internet while at most sites. These resources are intended for use in conjunction with academic activities. Student Pharmacists must not abuse the access privileges at sites when using electronic library resources.

At certain sites, Student Pharmacists will be granted access to reference materials, library resources and other information materials as a privilege of being at this site. Student Pharmacists are responsible for following all on-site policies and procedures governing the use, loan or copying of such resources. Any abuse of such privileges or breach of site policy will be monitored and managed by the Experiential Education Faculty member at that site. The Experiential Education Faculty member will make a determination regarding the nature of any such abuse or breach and may, at their discretion, report this to the Director, Experiential Education for evaluation and in necessary remediation. Student Pharmacists may be held liable for any damage, loss or improper distribution of information irregularity due to their negligence.

Site Specific Projects and Special Projects

Experiential Education Faculty may assign students with site specific projects or special projects to ensure Student Pharmacists achieve the stated competencies for the course. Student Pharmacists are obliged to treat these assignments as any other academic responsibility.

Health and Safety

To ensure the health and welfare of Student Pharmacists, fellow professionals and patients BUSOP has, in collaboration with its site partners adopted a policy of required tests for communicable diseases and vaccinations. Student pharmacists may be required to take all documentation of such vaccinations to their rotation site on the first day. If a copy of such records is needed by the precepting facility, the student pharmacist is to contact the Experiential Education Program Assistant. All Student Pharmacists are required to comply with the provisions of this policy as a prerequisite to participation in PPEPs; this then is a requirement for continued enrollment in BUSOP. The following summarizes the general requirements of this policy.

Prior to arriving at the first site of the first rotation (that is the Spring Semester of Year One) Student Pharmacists must:

- a. Provide written evidence of a two-step TB skin test within the past twelve (12) months; i.e. after the initial TB skin test another TB skin test will be performed within two (2) to

three (3) weeks. If the second TB skin test is positive, a baseline chest X-ray will be required. Thereafter, a TB skin test will be performed annually.

- b. If born on or after January 1, 1957, provide written documentation of two (2) live measles (rubeola) vaccines given no less than one month apart, after the first birthday; or written documentation of laboratory evidence of immunity to rubeola: date and result; or written documentation of physician diagnosed rubeola infection.
- c. Provide written documentation of a positive varicella (chicken pox) titer drawn from a reputable laboratory: date and result; or written documentation of two (2) varicella vaccines given no less than one month apart and a titer showing their post vaccination immunity status. [Note: in the event of a documented exposure, prior vaccine recipients who are not immune will be restricted from entering the medical center during the incubation period (days 8-21)].
- d. Provide written documentation of a completed series of Hepatitis-B vaccines within requisite time period, or provide written documentation of positive surface antibodies to Hepatitis-B, or documentation of an approved informed refusal of the vaccine. Approval can be obtained from the Director of Experiential Education.
- e. Provide written documentation of vaccination or laboratory evidence of immunity to rubella (German measles) and mumps date and result or written documentation of vaccination or titers.
- f. Provide written documentation of a tetanus/diphtheria booster given within the last ten (10) years.

g. Provide evidence of any other appropriate immunizations requested by the institution to be required in order to ensure that Student Pharmacists will not be a health hazard to patients and to protect the personal health of the student. Each site has the option of reviewing all health screening documentation at their discretion to verify that all of the required immunizations and laboratory tests are complete prior to the clinical internship. Student Pharmacists may also be asked by any site to complete and submit to that institution a summary of prerequisite health screening requirements for that site. The Office of Experiential Education will provide students with notice of any such documentation requirements and any required forms in adequate time for submission to the site along with requisite deadlines for submission of the information. It is the responsibility of the Student Pharmacist to have any requisite documentation or assertions to present to Experiential Education Faculty at the required time prior to beginning a rotation where such is required.

If such a requirement is in force at any site Student Pharmacists who do not have all required immunizations and laboratory tests will not be allowed to begin his/her clinical internship. Any and all PPEP time not completed due to failure to have such documentation must be made up prior to the middle of the semester. Arrangements for such make up hours must be arranged with the Experiential Education Faculty member responsible for this site at the convenience of the Experiential Education Faculty.

Appendix I
Adverse Event Report (AER) Form

Belmont University School of Pharmacy (BUSOP)

Office of Experiential Education

ADVERSE EVENT REPORT

This form is to be used any time a student, faculty member or staff member of BUSOP is involved in any unexpected event. Every attempt is to be made to complete all requested information on this form. This form must be returned to the Office of Experiential Education within one business day of the event

PLEASE PRINT CLEARLY

Who Was Involved In The Adverse Event:

Name of BUSOP Individual Involved _____

Status: Student () Faculty () Staff () Guest of BUSOP () Other ()

Name And Contact Information Of Other Individual(s) Involved

(use separate sheet of paper if more than three)

Involved Person 1

Name (First/Last) _____

Residence/Business Address _____

City _____ State _____ Zip _____

Phone Number Home _____

Cell _____

Other _____

Involved Person 2

Name (First/Last) _____

Residence/Business Address _____

City _____ State _____ Zip _____

Phone Number Home _____

Cell _____

Other _____

Involved Person 3

Name (First/Last) _____

Residence/Business Address _____

City _____ State _____ Zip _____

Phone Number Home _____

Cell _____

Other _____

Where There Any Witnesses To The Event?

Yes No

Name _____ Contact Information _____

Name _____ Contact Information _____

Name _____ Contact Information _____

When Did The Adverse Event Occur?

Date _____ Time _____ AM/PM

Where Did The Adverse Event Occur?

Address _____

(Actual or closest) _____

What is the description of the physical location of the event (description of area, For Example: sidewalk outside of shop; store room; patient room; nursing unit; central pharmacy; parking lot of store)

What Was The Nature Of The Event That Occurred and How Did It Happen?

Name of Person Completing This Report _____ (Print Name)

_____ Date Of Report _____

Signature

Address _____ Phone Number _____

I certify that to the best of my knowledge the above events are a correct and complete accounting of the event.

Appendix II

B.U.S.O.P. Dress Code for Experiential Education

In order to prepare the student pharmacist to enter the profession of pharmacy, the university expects the student to present an image of professionalism particularly while at practice sites. Appropriate attire demonstrates your commitment and preparation for practice to patients, preceptors, and other healthcare professionals. The following information outlines acceptable attire for Student Pharmacists while participating in professional practice experiences. If for religious, medical, or other cultural reasons there is a need to deviate from the stated policy, the student must make a written request to the Director, Experiential Education for review and consideration.

White Coats:

All student pharmacists must wear a BUSOP clean, waist-length, long-sleeve white lab coat.

ID badges:

All student pharmacists must wear a university-approved name badge identifying them as a student pharmacist. If required, the student must wear any institution specific name badge as well.

Personal Hygiene:

All students should maintain good personal hygiene including daily grooming, shaving, hairstyling, and nail care. Students should avoid excessive hairstyles and jewelry. Fingernails should be clean, short, and neatly trimmed. Fragrances should be conservative or avoided to prevent allergic reactions or offence.

Men:

Pants: Dress pants or khakis without holes or excessive wrinkles

Shirts: Shirts and ties

Footwear: Socks and appropriate clean, closed-toe shoes

Women:

Pants: Dress pants or khakis without holes or excessive wrinkles

Skirts and Dresses: At least knee length (dresses must not be low-cut at the neck)

Tops: Blouses, shirts, or sweaters (must not be low-cut at the neck)

Footwear: Appropriate clean, closed-toe shoes

If the preceptor/site has a more relaxed dress code, the student may abide by those standards.*

Scrubs:

Student pharmacists are not allowed to wear scrubs unless required by the site.

*Students may not wear the following:

- Hats, caps or head wraps/scarves (unless worn for religious purposes)
- Shorts (casual or dress) or skorts
- Revealing clothing including but not limited to:
 - Low cut blouses or shirts/pants that allow the abdomen to be exposed
 - Pants worn in a manner that causes the upper portion of the buttock or underwear to be exposed
 - Skirts or dresses that are tight or with a high split
- Jeans or denim pants (in any color), sweatpants, spandex, or exercise attire
- T-shirts (as the outer shirt)
- Excessive jewelry or accessories
- Any visible body piercing, other than ear lobes (including tongue rings)
- Any body art which is visible
- Tennis shoes, clogs, sandals or any open-toed shoes

Additional requirements may be set by the on-site faculty or practice site and must be observed by the student. Students should contact the Director, Experiential Education if they have questions regarding dress at practice site.

Any student pharmacist who fails to comply with this policy may be asked to leave the practice site. Repeated non-compliance may be treated as a matter for School of Pharmacy disciplinary review. Students will be required to make up practice time at the site due to violations of the dress code.