Points of Pride:

VCU SOP Students Excel in The NAPLEX

Excerpted From the VCU School of Pharmacy’s Newsletter:

“I am proud to announce that our most recent class has excelled in the NAPLEX. For years, our graduates have scored very well in the exams. The most recent results exceed even our own high standards, recording a first-time pass rate of 98.45 percent! This puts our school at eighth in the nation, with a pass rate higher than that of almost all the pharmacy schools ranked in the top 10 by U.S. News & World Report. These results are the outcome of extraordinary dedication and hard work on the parts of everyone involved in the education of our students...We are proud to celebrate their success — and yours.”

Joe DiPiro, Dean

And we in the OEE wish to add our congratulations to our great preceptors, who are critical to the success of our students, for your hard work and dedication to the mission of educating the pharmacists of tomorrow.

Many thanks!

Coming Soon!!!

Announcing CE Programs for VCU Preceptors

Rucha Bond, Associate Dean for Experiential Education, will begin offering one-hour live webinars for VCU preceptors this spring. Registration information will be forthcoming soon, but save the dates!

An Overview of Experiential Education and an Introduction to Precepting Webinar

Tuesday, April 23, 12 Noon - 1 PM and

Monday, May 13 - 5:30 - 6:30 PM

Information about other CE programs to be presented by the School of Pharmacy this spring may be found on page 7 of this newsletter.
Q & A: Student Management on Rotations

OEE often receives questions from preceptors on how to manage student issues that arise during rotations.

In this newsletter we will address questions we receive on student attendance and provide some tips and tool to help in those situations.

Question: My student has asked for time off from rotation to attend a friend’s wedding. What should I tell her?

Answer:
In general students should not have to miss rotation. Attendance is mandatory. However, on occasion missing a day of rotation is necessary. The table below outlines acceptable/excused reasons for missing rotations versus unacceptable/unexcused reasons. If you ever have questions or feel uncomfortable making the judgment on your own, please contact OEE and we can help.

<table>
<thead>
<tr>
<th>Acceptable/Excused</th>
<th>Unacceptable/Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Illness, medical emergency, or dental emergency</td>
<td>• Weddings</td>
</tr>
<tr>
<td>• Death of a relative or friend</td>
<td>• Graduation</td>
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<tr>
<td>• Mandatory court appearance</td>
<td>• Vacation</td>
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<tr>
<td>• Mandatory religious observance</td>
<td>• Anniversaries</td>
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<tr>
<td>• Failure of private, public, or university transportation*</td>
<td>• Birthdays</td>
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<tr>
<td>• Attendance at approved professional meetings</td>
<td>• Personal events</td>
</tr>
</tbody>
</table>

*The caveat is that students are expected to take reasonable precautions to ensure functional transportation (eg. maintaining their vehicles, selecting flights that minimize time away from rotation, etc.)

Question: I have a student who is regularly late to rotation. What should I do?

Answer:
If the reason for tardiness meets one of the acceptable/excused criteria then it is also considered excused. Students sign a rotation contract stating that they understand that tardiness is unacceptable and that they can fail or be asked to leave a rotation for repeated tardiness.

It can be uncomfortable to discuss tardiness with students, so please contact OEE for support if needed. Here are some recommendations:

- As soon as a pattern of unexcused tardiness is seen, have a formal conversation with the student about expectations.
- Document the conversation with an email reiterating the expectations. Feel free to copy someone from OEE on the email so that we are aware.
- Incorporate this into the student’s evaluations and try to reflect this in the score. Comments on the evaluation are very helpful.
- If a student continues with unacceptable tardiness, please contact OEE so we can help figure out an appropriate response. Options are dismissing the student from the rotation or accounting for the tardiness in the student’s evaluation.
Documenting Midpoint Evaluations

Having midpoint evaluations with your student(s) and documenting them in CORE ELMS halfway through a rotation is very important!

Here are some reasons why having a formal midpoint evaluation and documenting it in CORE ELMS is so important:

- **Written in addition to verbal feedback is helpful for students**: Documenting a written midpoint provides students with another format to “hear” feedback halfway through the rotation. Students can compare the written feedback to what they “heard” from the verbal feedback which is beneficial for self-reflection.

- **Improving your precepting skills**: A formal midpoint evaluation gives you the opportunity to see if your student has any constructive feedback for you. Having this conversation at the halfway point gives you a couple of weeks to try out those suggestions and to evaluate if they helped.

- **Midpoint evaluations are required for accreditation**: In Appendix II of the 2016 Standards, the American Council for Pharmacy Education (ACPE) states that assessment of APPEs should be evaluated at a minimum at the midpoint and end of the rotation. This provides two data points for assessment during the rotation and provides information on growth of the student over that time.

- **Written documentation is needed**: When issues arise with students during rotations OEE looks at both the midpoint and final evaluations in CORE ELMS when assessing the situation. Having both data points to review and compare for a rotation is helpful to OEE and the VCU SOP.

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**IPPE Rotations Start Soon!**

IPPE rotations are coming up soon! The Community rotation starts on May 6th and ends on May 31st. Students are expected to be on rotation for at least 40 hours per week for a total of **160 hours**. In case of urgent or emergency absences, students must make up missed time.

The IPPE Hospital rotation is a 3-week rotation and again, students must be at their rotation at least 40 hours per week for a total of **120 hours**. There are three 3-week blocks and the first block starts on April 29th.

Students are asked to contact their preceptor at least 30 days in advance to find out essential information such as what time to arrive on their first day; where to park; and any other information/paperwork your site requires of them.

Please do not hesitate to contact me if I can be of help at any time during a rotation. We are very grateful to those of you who precept IPPE students. The first-year students are looking forward to their very first rotation while the P2s are both nervous and excited to have an experience in a hospital setting.

Thank you for the important role you play in the education of these student pharmacists, and for being their introduction to the world of ‘hands-on’ learning.
Preceptor Alerts

VCU’s Database Update Project May Affect YOU!

VCU has launched an “Identify Access Management” project to update and improve the security of its online systems. Preceptors who use the online libraries will need to “claim” their eID when prompted by a Reset Password email you will receive sometime in the next few months.

The prompt you will receive will look similar to the text shown at left. Since preceptors are not generally provided a VCUCARD, you should enter only your birthdate and V-Number to reaffirm and claim your eID.

You may find additional information about this process at the related online FAQ section of VCU’s website at https://go.vcu.edu/myeid.

As always, if you have any questions about accessing the online libraries, reach out to Kathy or Betty for prompt assistance!

Recent Change to CORE ELMS Evaluation Labeling

In early February CORE ELMS made a change to evaluations. The Score Label (“Midpoint Score” or “Adj. Final Score”) for all evaluations will no longer be visible to the evaluator until the evaluation has been saved or submitted. This will prevent the evaluator from seeing the score label before completing the evaluation.
Preceptors Make a *Difference*!

Stephen LaHaye was a preceptor for the VCU SOP for many years before going into pharmacy consulting. A recent LinkedIn post of his reminds us of the impact a preceptor can have on the life and profession of a student.

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Hey Stephen. Hope this message reaches you well. I've been meaning to reach out. I don't know how but this year my hospital awarded me the title of pharmacist of the year!! It brought me back to the beginning when I was at my lowest for not matching (twice) and how you brought me up when you didn't have to. You pushed me to realize my goals and ambitions and now here I am. For that I could never repay you. Again and again thank you for everything. I'll never forget it! This award is for you!!
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Top 5 Reasons to be a Preceptor

- To share your knowledge and experience
- To be recognized as a role model and a mentor
- To constantly improve your clinical and teaching skills
- To help shape the future of pharmacy
- To give back to the profession

In Memoriam

VCU SOP recently experienced the loss of two important people in our world. Kevin Roshak and William Garnett both had a major impact on the lives they touched. They will be greatly missed.

Kevin Roshak, Pharmacy Clinical Coordinator and Residency Program Director at HCA Reston Hospital Center Pharmacy. Kevin was a dedicated preceptor for the VCU SOP for over a decade.

William Garnett, retired VCU SOP Professor and alumnus of the school. Many of our preceptors will remember William’s love of NASCAR, fishing and corny jokes.
Get Acquainted with your Student Rotations Contract

As students prepare for their upcoming rotations we would like to take this opportunity to share the Student Rotations Contract, which every student is expected to have read, understood, and signed prior to the start of rotations. All students are required to satisfactorily fulfill the School’s policies and responsibilities, as outlined in the contract.

The individual contracts of students with APPE rotations will be uploaded into CORE under requirements and can be used as a tool during your rotation orientation to review with students and remind them that they will be held to these standards.

Virginia Commonwealth University – School of Pharmacy
Student Rotations Contract

By and between _________________________________ and VCU School of Pharmacy
(print name)

The Student Rotations Contract is an Agreement made between the Virginia Commonwealth University School of Pharmacy (hereinafter the “School”) and each student enrolled in the Doctor of Pharmacy program. Whereas, pharmacy practice experiences (aka rotations) are a required component of the Doctor of Pharmacy curriculum, the School has entered into affiliation agreements with practice sites and affiliate faculty/preceptors at those practice sites to train, guide, supervise, and evaluate student performance relative to the learning objectives of each course/rotation. This contract is a summary of the student’s responsibilities as fully articulated in the VCU SOP Experiential Education Manual, which every student is expected to have read and understand.

1. PROFESSIONALISM: I will dress, speak, and act professionally and be actively engaged at all times, upholding the school’s Attributes of Professionalism.

2. PREREQUISITES FOR ROTATIONS: I will submit evidence of fulfilling all School requirements for rotations and any other requirements of the assigned site(s) by specified due dates. I understand that sites may decline to allow me on rotation if I have not fulfilled all requirements.

3. ROTATION EXPENSES: I understand that I am responsible for all rotation expenses (e.g. housing, parking, transportation, etc.) and that I may need to travel 70+ miles to my rotations.

4. REMUNERATION: I understand that I may NOT receive any remuneration from my assigned practice site(s) or preceptor(s).

5. CONTACT THE PRECEPTOR: I understand that I am required to contact each assigned preceptor at least two weeks prior to the start of my rotation(s) or as required by the site.

6. ROTATION PREPARATION, HOURS, AND ASSIGNMENTS: The primary objective of experiential rotations is learning. Therefore, as an adult learner, I will actively prepare for and be actively engaged in my rotation(s) to maximize my learning. I will fulfill the required number of hours and I understand that extended hours including evenings and weekends may be necessary. I will take assignments and deadlines seriously, as I know this is a measure of professionalism and maturity and I will adjust my outside working hours as needed to ensure rotation(s) are my first priority.

7. ATTENDANCE: I understand that leaving early or leaving the site during rotation hours without permission is not permitted. I will contact my preceptor(s) immediately in the event of unscheduled circumstances, such as illness, bereavement, traffic delays, failed alarms, etc. with the reason for my tardiness and my expected time of arrival. I understand that repeated absences may result in failure of my rotation. I also understand that I must follow the site(s) policy and decision to close for inclement weather, and not that of VCU.

8. TIME AWAY FOR THE SCHOOL’S PREAPPROVED EXCUSED ABSENCES: I understand that I do not have to make up time away from rotations for the School’s preapproved excused absences: A. 4 designated holidays (Memorial Day, Independence Day, Labor Day, and Thanksgiving Day); B. Mandatory attendance required of the entire P4 class for a scheduled on-campus assembly; C. Optional attendance of the VCU SOP Employment/Residency Fair, 1 day or portion of the day; D. Attending a state, regional, or national professional meeting for 1-4 days varying by meeting and student, provided I have confirmed approval from the Dean’s Office at least 3 weeks prior to the event. Reasons constituting excused absences are listed in the VCU School of Pharmacy Student Handbook.

9. INAPPROPRIATE USE OF TECHNOLOGY: I understand that Smart phones are not routinely used in all practice settings as a device for accessing pharmacy-related research and references. Therefore, I will seek permission from my preceptor(s) to use my personal Smart phone for pharmacy-related references and research.

Continued on page 7
10. INITIATIVE, DISCRETION, AND CONFIDENCES: I will take initiative in communicating and engaging with my preceptor(s), pharmacists, staff, other healthcare professionals, and patients, but I will not step beyond the realm of professional courtesy, common sense, or preceptor supervision. I understand that I should never publicly challenge the advice or directions of my preceptor(s), but should discuss any concerns or disagreements in private. I will respect any and all HIPAA confidences revealed during each rotation, including patient information, pharmacy records, fee systems, professional policies, etc.

11. PROFESSIONAL LIABILITY: When completing assigned rotations, I understand that I am covered for professional liability by the self-insured risk management plan of the Commonwealth of Virginia. In addition, I may individually carry professional liability insurance.

12. HEALTH RELATED EXPENSES: I understand that neither the School nor the practice sites will be liable for any medical expenses incurred by me participating in the program.

13. POLICIES AND PROCEDURES; LAWS AND REGULATIONS: I will follow all policies, procedures, and requirements of each rotation site in addition to the policies, procedures, and requirements of the School of Pharmacy. I will obey all laws and regulations that govern pharmacy practice and seek clarification when I am uncertain.

17. EVALUATIONS: I understand that I am required to complete all rotation evaluations.

18. INCOMPLETE AND FAILED ROTATIONS: If for any reason I cannot start a rotation, do not complete a rotation, or fail a rotation, I understand that I may have to wait until the start of the next regularly scheduled rotation cycle to complete or repeat that rotation. I understand that rotation assignment(s) will be based upon preceptor availability and any terms associated with any academic probation, medical leave of absence, or administrative leave of absence could delay my graduation. I also understand that failing two (2) APPE rotations may result in my dismissal from the program.

19. ROTATION CHANGE REQUESTS: I understand that after rotation assignments are announced, I cannot contact a preceptor to attempt to arrange or change a rotation. I understand that changes are made only when the preceptor or site becomes unavailable, or if the OEE Committee approves a Rotation Change Request that I submit describing my substantial problem that prevents participation.

I have read, understand, and will uphold this Student Rotations Contract. Further, I agree that it is my responsibility to read and understand the explicit policies and responsibilities fully articulated in the VCU SOP Experiential Education Manual.

Signature __________________________________________   Class of _______   Date ________________

Upcoming CE Programs in Pharmacy

USP <797> Sterile Compounding and Aseptic Processing Training Program
Registration Fee: $795
May 14 - 15, 2019

USP <800> Training for Proper Handling of Hazardous Drugs
Registration Fee: $450
May 16, 2019

VCU Health Continuing Medical Information (CME) and the VCU SOP have partnered to provide continuing pharmacy education programs.

Additional information may be found on the website at https://cme.vcuhealth.org/learn/pharmacy
Rotation Dates

2018-2019

APPEs
Block 1: May 21 - June 22, 2018
Block 2: June 25 - July 27, 2018
Block 3: July 30 - August 31, 2018
Block 4: September 3 - October 5, 2018
Block 5: October 8 - November 9, 2018
Block 6: November 12 - December 14, 2018
Block 7: January 14 - February 15, 2019
Block 8: February 18 - March 21, 2019
Block 9: March 25 - April 26, 2019

IPPEs
Community
Block 1: May 6 - 31, 2019

Hospital
Block 1: April 29 - May 17, 2019
Block 2: May 20 - June 7, 2019
Block 3: June 10 - June 28, 2019

2019-2020

APPEs
Block 1: May 20 - June 21, 2019
Block 2: June 24 - July 26, 2019
Block 3: July 29 - August 30, 2019
Block 4: September 2 - October 4, 2019
Block 5: October 7 - November 8, 2019
Block 6: November 11 - December 13, 2019
Block 7: January 13 - February 14, 2020
Block 8: February 17 - March 19, 2020
Block 9: March 23 - April 24, 2020

IPPEs
Community
Block 1: May 4 - 29, 2020

Hospital
Block 1: April 27 - May 15, 2020
Block 2: May 18 - June 5, 2020
Block 3: June 8 - June 26, 2020

Office of Experiential Education

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