COURSE DESCRIPTION
Semester course; 40 hours per week for three weeks. 3 credits. Students will work with an assigned hospital pharmacist for a three-week (120 hours) experience at the end of the P2 year to practice pharmacy under supervision in a hospital environment and learn about hospital pharmacy management and medication distribution systems, including the scope of clinical pharmacy services. Students will demonstrate core practice skills: communication, pharmacy calculations, ethics, medication safety, technology, informatics and critical thinking. Graded as honors, high pass, pass, fail.

COURSE LEARNING OBJECTIVES
Upon completion of this course, the student will be able to:
1. Discuss the properties and formulations of drugs and drug products.
2. Interpret and process medication orders accurately, completely, and efficiently.
3. Correctly perform calculations to dispense and compound medications.
4. Identify and use appropriate drug reference sources (electronic and printed) to retrieve drug-related information and apply that information to respond to drug information questions and to identify, resolve, and prevent drug-related problems.
5. Participate in medication reconciliation.
6. Summarize the process of adverse drug reactions and medication errors detection and reporting at the site.
7. Communicate relevant, concise, and timely information in a clear manner using terminology and vocabulary appropriate for the intended audience, e.g. pharmacists, technicians, healthcare providers, patients, and caregivers.
8. Discuss the composition and role of a Pharmacy and Therapeutics Committee, including medication use evaluation, and other quality improvement/patient safety committees.
9. Describe and participate in the various aspects of managing a hospital pharmacy, e.g. policies and procedures, inventory, reports, personnel, career options, etc.
10. Demonstrate communications, attitude, behaviors, and appearance as articulated in the Attributes of Professionalism policy.
## COURSE TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>REQUIREMENTS</th>
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</table>
| March 26, 2019      | Mandatory P2 Class Meeting  
                      | 10AM  
                      | Sanger 1-044                                             |
| March 25, 2019      | *Resume updated & uploaded to CORE  
                      | *Student Rotations Contract, electronically signed in Bb  
                      | *Immunization Record w/ Hepatitis B or Waiver  
                      | & Tuberculin Skin Test Results uploaded in CORE |
| March –May 2018     | Contact preceptor 30 days ahead of start date of rotation (VA and federal hospitals need contact 90 days) |
| Rotations as assigned:  
  April 29 – June 28, 2019 | Hospital IPPE Rotation  
                      | Block 1: April 29 – May 17, 2019  
                      | Block 2: May 20 – June 7, 2019  
                      | Block 3: June 10 – June 28, 2019 |
| Last day of assigned rotation:  
  Block 1: May 17, 2019  
  Block 2: June 7, 2019  
  Block 3: June 28, 2019 | Final Evaluations Completed in CORE:  
                      | • Student’s self-evaluation  
                      | • Student’s evaluation of the preceptor, site, and rotation  
                      | • Preceptors’ evaluation of the student |
STRUCTURE:

This 3-credit hour course consists of three weeks (120 hours) of on-site activity in a hospital pharmacy setting. The Hospital IPPE course involves a combination of observation, application of didactic coursework, feedback, and evaluation between the student and the preceptor.

Hospital pharmacy practice is a requirement of the course. The student is guided and evaluated throughout the rotation by their preceptor. The primary preceptor, in all cases, is a faculty member of the Department of Pharmacotherapy and Outcomes Science at the VCU School of Pharmacy. This individual is responsible for coordinating the course at the site and providing the practice experience grade for each student. It is intended that the preceptor serve as an instructor, role model, and mentor for the student.

The Office of Experiential Education (OEE) is responsible for the overall programmatic planning of the experiential program and interacts with preceptors. The sites to which students will be assigned vary somewhat in the type of experience they can provide. Each student will find their experience different from students at other sites. Knowing this, OEE will provide each student and preceptor with uniform course goals, objectives, and methods of evaluation while still allowing flexibility to accommodate the differences in each student's practice experience. In addition to VCU’s Attributes of Professionalism, professional dress, in accordance with site requirements, and VCU name badge are required while at the rotation site.

Students must contact the preceptor at least one month in advance (military and federal sites require more than a month’s notice) to make arrangements for the first day and to identify any site-specific documentation and/or processes that will be needed such as a drug screen, finger printing, health insurance, etc. Please recognize that you are a guest at the site and pharmacists are volunteering time in their busy schedules to help you learn. To give you the most experience possible during this rotation, your preceptor may assign you to work with one or more pharmacists in addition to your preceptor. It is imperative that you be patient when they are busy and be appreciative of their support and time. If any difficulties arise with completing the tasks, the preceptor should be consulted. If the preceptor is unable to help, the student should contact OEE at OEE@vcu.edu.

ASSIGNMENTS
There will be a mandatory IPPE class meeting.

A Hospital IPPE Guide is provided to the student (and is available on-line for the preceptor) with a list of activities to assist the student and preceptor in meeting the course objectives. The Hospital IPPE Blackboard site and CORE will be utilized to submit and grade specified assignments.

EVALUATIONS
Competencies and professionalism evaluations will be completed in the CORE web-based system using a grading rubric that describes performance requirements. At the conclusion of the course/rotation, the student self-evaluates their competencies and professionalism for the purpose of self-reflection to identify areas for improvement. In addition, the student will evaluate the preceptor and the rotation at the conclusion of the rotation for the purpose of providing feedback to the school and the preceptor. This evaluation is not shared with the preceptor until the end of the academic year and only in an anonymous, aggregate fashion.
At the conclusion of the course/rotation, the preceptor evaluates the student’s competencies and professionalism. The competencies grade and the professionalism grade are independent of each other. Regardless of the competencies grade, the student will fail the rotation if the professionalism evaluation is failed. Termination and failure of the rotation can result from these infractions: an unprofessional act deemed as such by the preceptor or authorities at the practice site; breach of patient or site confidentiality; persistent display of disinterest and apathy; excessive tardiness; excessive absences; or inappropriate personal use of internet access, computer, or phone.

### COURSE GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>2.85 - 3.00</td>
</tr>
<tr>
<td>High Pass</td>
<td>2.65 - 2.84</td>
</tr>
<tr>
<td>Pass</td>
<td>2.10 – 2.64</td>
</tr>
<tr>
<td>Failure</td>
<td>&lt;2.10</td>
</tr>
</tbody>
</table>

### PROFESSIONALISM GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>2.50 - 3.00</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 2.5</td>
</tr>
</tbody>
</table>

### POLICIES

**Absences and Tardiness During Rotations**

Attendance during each assigned rotation period is mandatory except for pre-approved excused absences as described below. Illnesses, employment, potential job or residency interviews, bereavement, inclement weather, family/personal events, traffic delays, failed alarms, or other absences or tardiness do not take priority over rotation assignments. If the student is unable to attend required rotation hours and responsibilities because of such circumstances, the student must notify their preceptor immediately or ahead of time when possible, and for each day they will be absent. Time away from the rotation site for such circumstances must be made up in order to fulfill the course requirements and Board of Pharmacy licensure requirements. (For more information, see the Rotation Absence & Make-Up Time form on the school’s website [www.vcu.pharmacy.edu](http://www.vcu.pharmacy.edu) > Experiential Education > Students > IPPE and APPE tabs > Forms & Other Documents.

In the event of inclement weather, the student must adhere to the instructions of the preceptor and site. If the preceptor excuses the student due to weather conditions, the time missed should be made up before the end of the rotation. The decisions of VCU to close due to inclement weather do not apply to students on rotations.

Chronic tardiness, chronic absences, and unexcused absences, as documented by the preceptor, will be reported to OEE and may result in failure of the rotation.

Time away from rotations for pre-approved excused absences does not have to be made up. Pre-approved excused absences are granted for four (4) purposes only:

a) Four (4) designated holidays: Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. The days preceding and following the holiday are regular rotation days. As will occur in practice as a pharmacist, the student may be asked to work on the actual holiday and be off on another day. (Christmas Day and New Year’s Day fall during the winter break when no rotations are scheduled.)

b) Mandatory attendance required at scheduled on-campus P4 class assemblies -- one day in the fall and one day in the spring -- organized by the Associate Dean of Admissions and Student Services.

c) Attending the VCUSOP Employment and Residency Fair (aka Career Day/Fair in the Fall), in whole
or in part.

d) Attending a state, regional, or national meeting provided the student has approval in advance in writing from the Dean’s Office, for a specific number of days that may vary from student to student. (See Attendance at Professional Meetings While on Rotation below)

**Attendance at Professional Meetings While on Rotation**

Students are encouraged to participate in the activities of professional organizations, and if in good academic standing, may receive a pre-approved excused absence from the Dean’s Office to attend a meeting of a professional pharmacy organization.

If the student wants to attend a professional state, regional, or national meeting, the student must first submit an online Absence Request to the Dean’s Office (according to guidance contained in the Student Handbook) and secure prior approval for the excused absence for a specific number of days. It will be considered a violation of the Honor Code to make false or misleading statements on the Absence Record form. The maximum number of days for pre-approved excused absences will vary from 1 to 4 (excluding Saturday and Sunday) for travel and meeting attendance and will vary from student to student. In addition to seeking the pre-approved excused absence from the Dean’s Office, the student should request their preceptor’s permission to attend the professional meeting when contacting the preceptor at least one month prior to the rotation.

The student will provide a copy of the approved Absence Record form to the preceptor if requested. Students are not required to make up these pre-approved excused absence days for attending professional meetings; however, time missed to attend professional meetings will be deducted from the student’s internship hours reported to the Virginia Board of Pharmacy.

If the student does not secure a pre-approved excused absence to attend the professional meeting, then the time missed to attend the meeting must be made up.

**Attributes of Professionalism**
The following describes the attributes of professionalism expected from students, faculty, and staff in the School of Pharmacy:

**Scholarship & Commitment to Excellence:** Actively engaged; demonstrates strong work ethic; strives to exceed minimum requirements; punctual; prepared; conscientious; seeks additional knowledge and skills

**Accountability & Initiative:** Accepts personal responsibility; demonstrates reliability and follow-through with commitments in a timely manner; accountable for his/her performance; recognizes limitations and seeks help when necessary; addresses individuals who demonstrate unacceptable behavior

**Self-Growth & Self-Care:** Commits to life-long learning; seeks & applies feedback for improvement; sets & achieves realistic goals; maintains personal health and well-being; avoids harmful behaviors

**Responsibility & Sense of Duty:** Contributes to the profession; provides service to the community; follows established policies

**Compassion & Respect for Others:** Displays empathy; considerate; cooperative; sensitive; respectful of different socioeconomic backgrounds & cultural traditions; avoids promoting gossip & rumor; respects authority

**Integrity & Trustworthiness:** Demonstrates high degree of integrity, truthfulness, and fairness; adheres to ethical standards; maintains confidentiality

**Teamwork & Professional Demeanor:** Interacts effectively with others; listens & communicates effectively; willing to assist others; flexible; nonjudgmental; controls emotions appropriately; inspires trust; carries oneself with professional presence
Concern for the Welfare of Patients: Treats patients & families with dignity; respects patient privacy, values and belief systems; advocates for patients; places patients’ needs above their own; promotes a culture of safety.

Blood-Borne Pathogen Exposure
The student must follow these procedures in the event of potential contamination with a blood-borne pathogen:

a. Immediately wash the site for 5 minutes with soap and water or flush eyes with normal saline or tap water for 15 minutes (remove and discard contact lenses).
b. Report the incident immediately to the preceptor.
c. The preceptor will file a report at the site and follow the site’s procedures.
d. The preceptor will also report the incident to OEE and send the student for follow-up to either student health services on the MCV, Inova, or UVa campuses or to the student’s physician.

(The School’s policy and procedure addressing Blood-borne Pathogen Exposure during Experiential Education can be found in the Student Handbook in Blackboard and in the Experiential Education Manual and www.pharmacy.vcu.edu > Experiential Education > Manual.)

POLICIES AND STATEMENTS
Please refer to Office of the Provost website at http://go.vcu.edu/syllabus for information relating to the policies and statements listed below.

1. Campus Emergency Information
2. Class Registration Required for Attendance
3. Honor System: Upholding Academic Integrity
4. Important Dates
5. Managing Stress
6. Mandatory Responsibility of Faculty Members to Report Incidents of Sexual Misconduct
7. Military Short-Term Training or Deployment
8. Student Conduct in the Classroom
9. Student Email Policy
10. Student Financial Responsibility
11. Students Representing the University – Excused Absences
12. Students with Disabilities
13. Withdrawal from Classes
14. Faculty Communication about students