Course Description:
A required three course sequence designed to provide students opportunities to communicate, deliver patient care, and develop drug information skills. Emphasis will be placed on the changing needs of patients and ensuring continuity of care. These courses will not only provide students opportunities to apply didactic knowledge to patients, but will also cultivate their affective attributes necessary to becoming a caring pharmacist.

Class Schedule:

<table>
<thead>
<tr>
<th>Class</th>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/ Lecture</td>
<td>Thursday Dec 5, 2019</td>
<td>1:10pm to 3:00pm (All students)</td>
<td>Cardinal C</td>
</tr>
<tr>
<td>Lecture &amp; workshop</td>
<td>Thursday Dec 12, 2019</td>
<td>1:10pm to 3:00pm (All students)</td>
<td>Cardinal C</td>
</tr>
<tr>
<td>Lecture</td>
<td>Thursday Dec 19, 2019</td>
<td>1:10pm to 3:00pm (All students)</td>
<td>Cardinal C</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday Jan 23, 2020</td>
<td>1:10pm to 3:00pm (Students in Group A only)</td>
<td>Cardinal C and 300 rooms</td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday Jan 23, 2020</td>
<td>3:10pm to 5:00pm (Students in Group B only)</td>
<td>Cardinal C and 300 rooms</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Tuesday, Jan 28, 2020</td>
<td>9:00am to 3:00pm (1/2 of class) (non-IPPE-2 students)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>Thursday, Jan 30, 2020</td>
<td>12:00pm to 3:00pm (1/2 of class) (non-IPPE-2 &amp; IPPE-2 students)</td>
<td>Cardinal CSC</td>
</tr>
<tr>
<td>Preceptor meetings</td>
<td>See Assignment Table. (last page of this syllabus)</td>
<td>To be determined by the preceptor and student</td>
<td>To be determined by the preceptor and student</td>
</tr>
<tr>
<td>Patient meetings</td>
<td>See Assignment Table. (last page of this syllabus)</td>
<td>To be determined by the patient and student</td>
<td>To be determined by the patient and student</td>
</tr>
</tbody>
</table>

Attendance is mandatory.
Course Director:
Susan Cornell, BS, PharmD, CDE, FAPhA, FAADE
Associate Director of Experience Education
Associate Professor of Pharmacy Practice
Phone (630) 515-6191
Fax: (630) 515-6103
E-mail: scorne@midwestern.edu
Office: Alumni Hall South, Room 350
Office hours: Thursday’s from 11am to 12pm or by scheduled appointment.

*Please note that email is the best way to contact me. I am not in the office everyday.

Role of the Course Director:
The role of the course director is to handle and organize exam questions, course grading, medical absences, overall format of the class and other related administrative issues.

Instructors:
Several different instructors teach in this course. Students are encouraged to speak directly with the instructors for clarification of lecture material. Please keep in mind that your instructors have numerous obligations during the quarter in addition to teaching courses. While everyone will do their best to respond to your questions in a timely manner, please understand that there may be times when it may take up to 1-3 days to respond to your question (particularly if you ask on an evening or weekend).

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Office #/Phone #</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kelly Lempicki</td>
<td>CAR 428/ 630-515-6407</td>
<td><a href="mailto:klempi@midwestern.edu">klempi@midwestern.edu</a></td>
</tr>
<tr>
<td>Dr. Jennifer Phillips</td>
<td>AH 350/ 630-515-7167</td>
<td><a href="mailto:jphillips@midwestern.edu">jphillips@midwestern.edu</a></td>
</tr>
</tbody>
</table>

**Please use your MWU email when contacting faculty/staff. Faculty/staff WILL NOT reply to personal email accounts.

Required Workbook:
Introductory Pharmacy Practice Experience – Longitudinal. 3rd Edition
(Available on Canvas)

Required Readings:
Required readings will be assigned throughout the course. These readings will enhance material presented during lecture and should be read prior to topic discussion and patient visits. Booklet(s) and articles required for IPPE-L2 will be posted on Canvas under the assigned topic title.

Course Objectives and Curricular outcomes
The Chicago College of Pharmacy PharmD curriculum provides students with a variety of opportunities to gain knowledge, skills, and attitudes associated with the successful practice of pharmacy, as described by our learning objectives listed below. Specifically the student will be able to:

1. Maintain meaningful relationships with patients and/or their caregivers.
2. Demonstrate effective communication skills when interacting with patients and/or their caregivers.
3. Retrieve appropriate patient and medication data to identify potential medication therapy problems.
4. Accurately and completely reconcile medications across the continuum of care
5. Evaluate health and medication related events found in a SOAP note.
6. Display professional behavior when interacting with patients and/or their caregivers.
7. Discuss safe medication use.
8. Given a clinical query, prepare an accurate yet concise introduction and primary literature critique for a drug information consult.
The course activities (lectures, workshops, assignments, pharmacy visits, etc.) are designed to contribute to the student’s progressive achievement of a number of curricular outcomes. The activities in this course contribute to the following CCP curricular global outcomes:

I. Demonstrate professionalism
   A. Maintain professional responsibility and advocate such action in others
   B. Demonstrate professional behavior in all interactions with patients, caregivers, and other healthcare professionals
   C. Represent and advance the profession of pharmacy

II. Demonstrate critical thinking and problem solving skills
   A. Examine problems systematically and completely
   B. Demonstrate rational and reflective consideration of current knowledge, skills, attitudes, and beliefs necessary to formulate an informed decision
   C. Develop strategies to solve problems
   D. Create and implement the recommendation or solution appropriate for a given patient or situation

III. Communicate effectively
   A. Obtain relevant information necessary to facilitate healthcare decision-making
   B. Convey appropriate information by verbal and/or non-verbal means to the target audience
   C. Develop professionally written communication strategies to meet the target audience’s needs
   D. Evaluate the effectiveness of any communication encounter, modifying as necessary.

IV. Practice evidence-based decision-making
   A. Retrieve and evaluate drug information and literature
   B. Apply information to patient-specific decisions

V. Practice patient-centered care
   A. Establish relationships with patients, healthcare professionals, and other individuals
   B. Design a patient care plan to address therapeutic issues and promote health and wellness
   D. Evaluate patient adherence and response to therapeutic recommendations and adjust the care plan as needed
   E. Document all types of patient care encounters by appropriate means

VI. Promote health and wellness
   A. Contribute to interventions designed to prevent disease and promote health and wellness in individuals
   B. Contribute to interventions designed to prevent disease and promote health and wellness in communities or populations
   C. Identify health disparities and inequities in access to quality care, as well as reduction strategies
Course Requirements: In order to pass this course the student MUST:

1. Work with a preceptor approved by OEE
   - If at anytime over the 3 course sequence the preceptor needs to step down, the student should promptly complete the preceptor change request form with current preceptor’s signature and submit to OEE; then the student can search for a new preceptor and complete the approval process for the new preceptor. Preceptor changes are preceptor driven; unless extenuating circumstances exist.

2. Work with four patients which meet the criteria and are approved by the Course Director.
   - If at anytime over the 3 course sequence a patient is unable or no longer willing to participate, the student should promptly notify OEE, search for a new patient and complete the approval process for the new patient.

3. Complete an accumulative of four 1-hour visits with each patient and four 1-hour meetings with the preceptor each quarter.
   - ALL Winter meetings are to be completed between Dec 2, 2019 and Feb 17, 2020 for IPPE-L2
   - Have preceptor verify time spent between student and preceptor through use of a time log. On the time log the preceptor documents that the student has proof (via documentation in the patient charts) of meetings with their patients
     - This must be submitted to OEE by Monday, February 17, 2020 for IPPE-L2
   - Students that do not submit a time log may fail the course, since the required rotation hours cannot be verified.

4. Receive a passing score from the preceptor
   - The preceptor is responsible for reviewing and evaluating the patient charts and workbook activities and assigning a score at the end of the quarter.

5. Attend, arrive on time and participate in all course lectures, workshops and simulation activities.
   - Any IPPE-L class missed without a prior approved absence given by Dr. Cornell will result in a 10% reduction in total course points and possible failure of the course.
   - Any tardy arrival without a prior approval given by Dr. Cornell will result in zero points for the class activities and a 5% reduction in total course points.

   - Students will be able to access the (online) lawroom courses on the COEE dashboard. An email will be sent to you from COEE regarding access. Please print and retain all 3 certificates, as you will need them for your IPPE-2 hospital and IPPE-3 clinical rotations in the PS2 and PS3 year.
   - Any late submission of the lawroom course completion without a prior approval given by Dr. Cornell will result in a 10% reduction in total course points.

   - Students that receive a score < 70% on the drug information paper assignment will receive a full letter grade reduction to their final course grade. For example, if a student scores < 94.5 points for the DI paper assignment and received final course points > 810 points, their final letter grade will be a B.

8. Submit (via Canvas) all 4 patient charts, inclusive of all completed assignments from the previous quarter (Fall) and the current quarter (Winter) by Monday, February 17, 2020 for IPPE-L2
   - Patient charts (inclusive of quarterly assignments) will be reviewed each quarter after the submission date.
   - Minor corrections to the chart will be noted and student will be required to complete these and resubmit the chart for another review. Major corrections to the chart or failure to resubmit the chart on time will result in the loss of 10% of total course points (90 points deduction).

9. Submit (via RMS) a complete experience summary by Monday, February 17, 2020 for IPPE-L2
Recap of Course Assignment Due Dates:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Submission format</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawroom courses</td>
<td>Online: COEE</td>
<td>Monday, December 16, 2019</td>
</tr>
<tr>
<td>Drug Information paper assignment</td>
<td>Online: Canvas</td>
<td>Monday, January 20, 2020</td>
</tr>
<tr>
<td>Handout for grand rounds patient presentation</td>
<td>Paper copy for facilitator</td>
<td>Thursday, January 23, 2020</td>
</tr>
<tr>
<td>Patient charts</td>
<td>Online: Canvas</td>
<td>Monday, February 17, 2020</td>
</tr>
<tr>
<td>Experience Summary</td>
<td>Online: Canvas</td>
<td>Monday, February 17, 2020</td>
</tr>
<tr>
<td>Time Log</td>
<td>Paper copy</td>
<td>Monday, February 17, 2020</td>
</tr>
<tr>
<td>Self-evaluation</td>
<td>Online: RMS</td>
<td>Monday, February 17, 2020</td>
</tr>
<tr>
<td>Final evaluation (from preceptor)</td>
<td>Online: RMS or paper</td>
<td>Monday, February 17, 2020</td>
</tr>
</tbody>
</table>

Grading:
Evaluation in this course will come from your preceptor, required course assignments and activities.

(úa Please note: Passing this course is contingent upon receiving a passing score for your IPPE-L Preceptor.

A score of “1” in the professionalism section of the final evaluation will result in failure of the PPRAD 1652 course.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Possible points</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor evaluation</td>
<td>400</td>
<td>45 %</td>
</tr>
<tr>
<td>IPPE-L1 time log &amp; Charts submission</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Drug Information paper assignment</td>
<td>135</td>
<td>15 %</td>
</tr>
<tr>
<td>Grand rounds: patient presentations</td>
<td>115</td>
<td>20 %</td>
</tr>
<tr>
<td>Workshop assignments</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Experience summary</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CSC Activity</td>
<td>180</td>
<td>20 %</td>
</tr>
<tr>
<td><strong>Total Points Possible/Final Grade</strong></td>
<td><strong>900</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>

A score of <279.9 or a score of “1” in the professionalism section of the evaluation will result in failure of the PPRAD 1652 course.

Final Grades will be calculated using the above scale and grades will NOT be rounded (for example, a score of 809.9% will be a “B”).

Late assignments:
Assignments and IPPE-L documentation (e.g. D.I. paper assignment, patient chart submission, experience summary, time log, student self-evaluation, etc.) is due on the date stated in this syllabus, lecture handout and/or your workbook. Assignments or documentation received after the due date and time will be subject to a 10% loss of points for each day that it is late. As an example, the experience summary assignment is worth 50 points, so each day the assignment is late will result in a loss of 5 points.
EXPERIENTIAL EDUCATION IPPE POLICIES

Onboarding and Site Requirements for IPPE Rotations
The following requirements must be met prior to starting and throughout your IPPE rotations:

1. State of Illinois Pharmacy (Student) Technician License
   - All students attending pharmacy site visits MUST have a valid (in date) State of Illinois Pharmacy technician (Student) license.
     - A copy of this license MUST be kept on file with the Office of Experiential Education.
     - A copy of this license MUST be kept in your rotation binder and the binder MUST be with you at all pharmacy site visits.
     - The wallet size copy of your technician license MUST be with you at all times while at your pharmacy site.
     - Students are required to renew their Illinois Pharmacy Technician license each year and provide a copy of the new license to OEE by March 1st each year.

   NOTE: Students with an expired or no license while at the pharmacy will be asked to leave the site until resolved. This will be considered an unexcused absence resulting in the loss of 10% of total course points.

   Please note: Students must provide the Director of Experiential Education any information regarding disciplinary actions taken by the Department of Financial and Professional Regulation against their Technician license, including the date(s) of discipline and a brief synopsis of the case. A student who has their technician license revoked or suspended will result in the student being withdrawn from the experiential program.

2. University Health Requirements:
   Compliance and documentation of immunizations are requirements of the University, the Office of Experiential Education, and the sites assigned to you for IPPE site visits and advanced rotations.
   a) Flu Shot: Yearly seasonal influenza vaccine is required by MWU.
   b) TB Test: The University requires that you submit documented laboratory proof of the absence of tuberculosis (updated yearly) by having a 2-step TB test.
      - This must be a Mantoux test.
      - Prescriber MUST report:
        1. Date placed
        2. Date read
        3. Results must be reported in millimeters (mm)
      - If you experience a positive skin test, absence of disease via chest x-ray is required and must be updated every 2 years. Some sites may require a yearly chest x-ray.
   c) Proof of immunization against measles, mumps, rubella, varicella (chicken pox), diphtheria/tetanus/pertussis (Tdap) (updated every 10 years), and hepatitis is required prior to matriculation.
   d) Quantitative Titers are required to assess immunity for measles, mumps, rubella, varicella, and hepatitis B.
   e) Meningococcal vaccine, only required for students less than 22 years of age
   f) Completion of a physical exam prior to matriculation

   There may be some immunization exceptions depending on the student’s particular health status and some site requirements may be more stringent. Any immunization exceptions must be documented by a primary healthcare prescriber. Please refer to the University Certificate of Immunity for exact details. This can be found on the Wellness Center website. You will be notified via MWU email of missing immunization documentation.

3. Special Site Requirements
   Some sites also may require the following:
   - Signature on a confidentiality agreement
   - Drug screen
   - Additional background check

   You will be notified via MWU email if you need to complete any special requirements prior to going to your pharmacy site visits.
4. **LawRoom Course Certificates**
   Student must have completed the following self-study LawRoom courses and have a copy of their certificate of completion for each course in their rotation binder. (You can locate your certificates of completion for LawRoom courses on the portal). These include:
   - Certificate of HIPAA orientation
   - Universal Precautions:
   - Occupational Safety and Health Administration (OSHA)

   **Students not in compliance with the above onboarding requirements will not be allowed to go their rotation site and will result in the loss of 10% of total course points.**

**DRESS CODE:**
As stated in the MWU Student Handbook:
[http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43](http://mwunet.midwestern.edu/administrative/SS/ssSH_policy.htm#43)

Students are expected to dress in an appropriately professional manner. Some departments may establish a dress code for particular activities (eg., scrubs for dental lab; closed-toed shoes for gross lab). The wearing of clothing having caricatures, messages, symbols, etc, that, based on societal norms, can be construed to be vulgar, offensive or to contribute to creating a hostile learning/academic environment demonstrates inappropriate professional judgment that may be subject to review and action by the Dean of Students along with the student's respective college Dean.

If a student is in a facility participating in patient care—no matter how briefly—he or she must comply with the following dress code:

- The photo identification badge must be worn so that it is visible to anyone approaching.
- Clean, professional coats or jackets that clearly identify students according to their professional program and status and distinguish them from physicians and other health care professionals must be worn by students when with a patient, unless other dress is specified by the program/college or service (eg., scrub suits in surgery, obstetrics or dental labs/clinics).
- Male students are encouraged to wear a tie. When they do not wear a tie, only the top button of their shirt should be open at the neck.
- T-shirts, sweat shirts, halter tops, tank and tube tops, and backless or midriff-baring tops are not allowed.
- Casual slacks, blue jeans, fatigues, white trousers, short skirts, short dresses and shorts are not permitted.
- Dress shoes with socks/stockings are required, except in the dental clinic/simulation lab, surgery or obstetrics, where clean athletic shoes may be allowed.
- Sandals are not acceptable.
- Any visible body piercing, except ears, must be removed.
- Visible tattoos should be discreetly covered.
- Scrub suits are not to be worn except when the student is on the obstetrics service, in surgical scrub, in the emergency department or in the dental clinic/simulation lab.
- Scrub suits are not to be worn in other areas of medical centers, particularly not on the floors where there are patients or in the cafeteria (except in an emergency situation and only if the scrub suit is covered by a white coat.)
- Hair is to be neat, clean, and properly maintained, and a natural hair color.
- Failure to observe these dress code policies may result in the student being asked to leave the premises. Habitual violators are subject to disciplinary action. Individual sites may have dress code requirements that are more stringent than those outlined above. Students must also comply with the dress code of the facility in which they are rotating.

**University’s disability statement**
It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Student Services coordinates accommodations for all eligible students. If you need accommodations for a disability, please contact Student Services. It is the student’s responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. In Downers Grove, please contact Associate Dean Dr. Carrie Torgerson (ctorge@midwestern.edu ; 630-515-7142) for additional information.
Attendance Policy:
Attendance is mandatory at all orientations, lectures, workshops, simulation activities and pharmacy site visits. Attendance will be taken before the start of each class. Students are responsible to ensure their ID is properly scanned for attendance documentation. For students with an ID that does not scan properly, the student is required to sign in on a paper attendance roster. Students must scan their ID or sign the attendance roster prior to the start of class to avoid a tardiness or absent penalty.

To receive an approved absence from orientation/lecture/workshop/simulation activity the student must notify (via email) the course director, Dr. Cornell, prior to the orientation/lecture/workshop/simulation activity.

The student will be required to provide documentation for claims of personal illness (e.g. a note from the primary healthcare prescriber). Other forms of documentation may be requested for other extenuating claims, at the Course Director’s discretion. Required documentation is due to the course director within 72 hours of the scheduled class.

- Unexcused absence will result in the loss of 10% of total course points (90 points deduction) for the orientation/lecture/workshop/simulation activity/site visit missed and possible failure of the course.
- Unexcused tardiness will result in the loss of 5% of total course points (45 points deduction) for the orientation/lecture/workshop/simulation activity/site visit missed and possible failure of the course.
- Unexcused absence for more than 1 orientation/lecture/workshop/simulation activity/site visit will result in failure of the course.

Students that are tardy or do not attend the orientation session may not be allowed to start or continue on rotation and may need to withdraw from the course. This may result in delay of graduation.

Personal illness, personal emergency, personal incapacitation, or other exceptional problems are the only legitimate excuses for missing a required experiential class activity (orientation/lecture/workshop/simulation activity/site visit). Oversleeping, traffic delays, returning back to campus late from summer/fall/winter/spring break, forgetting to add or misreading IPPE-L2 class dates to your calendar and not thoroughly reading the syllabus are NOT considered valid excuses.

Preceptor and Patient Meetings:
Since preceptor and patient meetings are to be scheduled at your and their convenience; it will be the student’s responsibility to reschedule any missed meetings and complete the required hours within the quarter. All hours MUST be completed within the 2019-2020 Winter quarter.

Accurate Reporting of IPPE hours:
In accordance with all CCP IPPE and APPE courses, ACPE guidelines and CCP graduation requirements all experience hours must be completed by each student and documented accordingly by the preceptor. Completion of all 20 IPPE-L2 hours is required for all students in this IPPE-L2 course.

The experience hours from this course series are counted and reported to the Illinois State Board of Pharmacy as part of the total required IPPE and APPE hours for the CCP Experiential Program. Failure to complete any required IPPE course hours may result in course failure and delay of the student’s planned graduation. Falsification of any required IPPE course hours will result in academic misconduct proceedings and may cause professional licensure disciplinary actions, as described in the Illinois Pharmacy Practice Act (225 ILCS 85/ 30 from Ch. 111, par. 4150)

Complete and accurate reporting of experience hours must be done by the preceptor by notation on the IPPE-L2 time log. The Time Log is submitted to OEE no later than the last day of the IPPE-L rotation. Any hours missed MUST be reported to the Office of Experiential Education (OEE) by contacting the one of the Course Directors.
**Patient Care and Confidentiality:**
Patients are to be respected at all times. Follow the adherence (patient and health care provider come to mutual understanding of treatment and goals) rather than compliance (patient is expected to do what health care provider dictates) model. Students will maintain the patient’s right to confidentiality at all times. Under no circumstances shall the student discuss a patient with anyone unless that person has a medically-defined “need to know”. Therefore, it is appropriate to discuss patients only with other health care workers directly involved in the patient’s care. Discussion of patients in public areas is not permitted and is grounds for immediate removal from the site with a failing grade.

**Students must at all times adhere to the MWU HIPAA policy and all site HIPAA policies.**

**Violation of HIPAA unacceptable and is grounds for immediate removal from the site with a failing grade.**
Examples of HIPAA compliance include, but are not limited to:
- Medical charts or any printed patient data/information with patient identifiers are not to leave the site under any circumstances.
- Patient data is to be accessed and disclosed only as needed for the treatment of a patient.
- No discussion of patients in public areas.
- No taking pictures of patients.
- No posting pictures of patients online.
- No recording patient conversations or responses.

A student who is requested by the preceptor or site administrator to permanently leave the IPPE-site for unprofessional behavior or patient safety issues may be issued a failing grade.

**LIABILITY INSURANCE:**
MWU/CCP students are covered by professional liability insurance. Any other insurance needs (i.e., health, accident, or car insurance) are the student’s responsibility.

**STUDENT COMPENSATION:**
Students will not receive financial or other compensation from the preceptor or Pharmacy Practice Experience site for services associated with the rotation.

**PARKING:**
Arrangements are site-dependent. Ask your preceptor about parking prior to the start of the rotation. Any cost for parking or transportation will be the student's responsibility.

**Videotaping:**
The Chicago College of Pharmacy believes that student attendance and active participation in course sessions are integral to student learning. The College also recognizes that video recordings of lectures may be a valuable supplemental learning tool. Therefore, as a supplement to live teaching, lectures in required courses will be video recorded and posted on the course Canvas site within one week of the lecture. There may be occasions when the video recording is not available. Video recorded lectures are not intended to be a replacement for live instruction and students are expected to attend and actively participate in class sessions.

**Algorithm for Handling Course-Related Issues:**
Questions or complaints about content, organization, grading, due dates for assignments and faculty (preceptors) should follow the algorithm listed below. If the issue is not resolved by the preceptor or the course director the student should proceed with successive steps in the algorithm as appropriate.

Student --> Preceptor --> Course Director --> Director of Experiential Education --> Deans Office

**Academic dishonesty:**
Academic dishonesty is intentional cheating, fabrication, or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on your knowledge and integrity. Academic dishonesty is defined in the MWU Student Handbook as: 1) Cheating: Intentionally copying from another student’s work, using or attempting to use unauthorized materials, information, or study aids during any academic exercise. 2) Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise. 3) Plagiarism:
Intentionally or knowingly representing the words or ideas of another person as one’s own in any academic exercise. 4) Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. 5) Computer Misuse: Disruptive or illegal use of computer resources. 6) Knowingly furnishing false information to the University. 7) Malicious obstruction or disruption of teaching, research, or administrative operational procedures. 8) Unauthorized Collaboration: working together on an exam or lab report when expressly prohibited from doing so by an instructor. 9) Forgery, alteration or misuse of University documents, records, identification, etc.

Acts of academic dishonesty are absolutely forbidden in this course. Academic dishonesty by students should be discouraged by peers as not being appropriate professional conduct. Every effort is made to prevent occurrences of academic dishonesty. Actions that will be taken in the event that a student is caught in a dishonest act include, but are not limited to: a failing grade for the work involved; suspension from the course which may result in a failing grade for the course; automatic failure in the course; and/or expulsion from the program or University.

Classroom Etiquette:
In order to maintain an appropriate classroom/exam environment that is most conducive to teaching, learning and performing one’s best on exams, students are expected to behave in a manner that is not disruptive or disrespectful to any person and that does not adversely affect teaching, learning or examination performance of any person. Students arriving late to lectures are asked to sit in the back of the room so as to provide minimal disruption. If cell phones need to be turned on during classroom time, then they must be set to the vibrate mode. All calls must be made/received outside of the classroom as this type of activity is disruptive to the teaching/learning environment and is disrespectful to others in the classroom. Students who do not abide by this policy may be asked to leave the classroom and continued abuse of this policy will result in disciplinary procedures. Any concerns or questions regarding this policy, please discuss with the course director.

Students are expected to bring their laptops to all class sessions on campus to access materials for in-class activities and related references. Use of laptops for purposes unrelated to the course during class sessions is considered unprofessional and will not be tolerated.

Children are not allowed in the classroom. Students who have an unforeseen temporary need to bring a child into the lecture must receive prior approval from the lecturer AND the course director.

In keeping with MWU policy, all students are required to wear their ID badge at all lectures, training and exams. The ID should be worn above the waist in clear view to instructors and teaching assistants.

Communication:
It is the responsibility of the student to check their e-mail and Canvas™ daily for class announcements. Since students will be working independently for this course, e-mail is often used to communicate information from the course director or teaching assistant to the students in a timely manner. Students are responsible for information contained in these e-mails or on Canvas™. Not checking your e-mail or Canvas™ will not be accepted as an excuse for having missed important class information.

E-Mail:
All orientation handouts, assignments, required reading, and other course related documents will be posted on the site.

Canvas™
Students missing any documentation required for IPPE will be notified via email.

Student Evaluations:
Midwestern University recognizes the value of faculty and course evaluations by students. Voluntary and confidential feedback from students regarding courses and faculty provide critical information to faculty for course and self-improvement. These data also play an essential role in the annual faculty evaluation process. The ability to provide constructive feedback is an essential skill for professionals. Midwestern University views that one of your responsibilities as a student is to complete faculty and course evaluations and this is a step in your development as a professional. Midwestern University is constantly striving to improve its educational experiences for students. Please complete the faculty and course evaluations as directed.
## Course Assignments and Schedule Overview for IPPE-L2 Winter 2019-20

Complete your meetings with your preceptor and patients between Dec 2, 2019 and Feb 17, 2020

<table>
<thead>
<tr>
<th>Class</th>
<th>Date/Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/lecture</td>
<td>Thursday, Dec 5, 2019</td>
<td>Orientation to IPPE-L2 Medication adherence and health beliefs (2 hours)</td>
</tr>
<tr>
<td>Dr. Cornell</td>
<td></td>
<td></td>
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<tr>
<td>Lecture/workshop</td>
<td>Thursday, Dec 12, 2019</td>
<td>Patient Care Plan (S and O) (2 hours)</td>
</tr>
<tr>
<td>Dr. Lempicki</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture/Workshop</td>
<td>Thursday, Dec 19, 2019</td>
<td>DI assignment: Part 2, (1 hour) IPPE-L progress check-in, grand rounds and CSC preparation (1 hour)</td>
</tr>
<tr>
<td>Dr. Phillips</td>
<td></td>
<td></td>
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<tr>
<td>Dr. Cornell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop</td>
<td>Thursday, Jan 23, 2020</td>
<td>Grand rounds – patient presentations (2 hours)</td>
</tr>
<tr>
<td>Dr. Cornell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Skills Center</td>
<td>Tuesday, Jan 28, 2020</td>
<td>Patient simulation activity – Medication adherence assessment (1/2 of class) 30 minutes (non-IPPE-2 students)</td>
</tr>
<tr>
<td>Dr. Cornell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Skills Center</td>
<td>Thursday, Jan 30, 2020</td>
<td>Patient simulation activity – Medication adherence assessment (1/2 of class) 30 minutes (non-IPPE-2 students &amp; IPPE-2 students)</td>
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<tr>
<td>Dr. Cornell</td>
<td></td>
<td></td>
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</tbody>
</table>

### Assignment/ Approx time needed

<table>
<thead>
<tr>
<th>Assignment/ Approx time needed</th>
<th>Suggested Schedule</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting one with preceptor</td>
<td>Week of 12-2-19</td>
<td>Review course assignments, set dates for meetings 2, 3 &amp; 4 Have time log signed</td>
</tr>
<tr>
<td>Meeting one with patients</td>
<td>Week of 12-9 and/or 12-16-20</td>
<td>Complete adherence assignment and the progress note Make any updates to the patient chart, including missed information from previous visit.</td>
</tr>
<tr>
<td>Meeting two with preceptor</td>
<td>Week of 1-13-20</td>
<td>Review any new information/data Review the adherence assignment Have time log signed</td>
</tr>
<tr>
<td>Meeting two with patients</td>
<td>Week of 1-20-20</td>
<td>Make any updates to the patient chart, including missed information from previous visit. Complete generational views assignment &amp; progress note</td>
</tr>
<tr>
<td>Meeting three with preceptor</td>
<td>Week of 1-27-20</td>
<td>Review any new information/data Review the generational views assignment Have time log signed</td>
</tr>
<tr>
<td>Meeting three with patients</td>
<td>Week of 2-3-20</td>
<td>Make any updates to the patient chart, including missed information from previous visit. Complete health beliefs assignment and the progress note</td>
</tr>
<tr>
<td>Meeting four with preceptor</td>
<td>Week of 2-10-20</td>
<td>Review any new information/data Review the health beliefs assignment Have time log signed</td>
</tr>
</tbody>
</table>

### Assignment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time log</td>
<td>Monday Feb 17, 2020</td>
<td>Student to submit to OEE (Paper Copy)</td>
</tr>
<tr>
<td>Patient Charts</td>
<td>Monday Feb 17, 2020</td>
<td>Student to submit online (on Canvas)</td>
</tr>
<tr>
<td>Experience summary</td>
<td>Monday Feb 17, 2020</td>
<td>TO BE DONE BY STUDENT (online via RMS)</td>
</tr>
<tr>
<td>Final Self Evaluation</td>
<td>Monday Feb 17, 2020</td>
<td>TO BE DONE BY STUDENT (online via RMS)</td>
</tr>
<tr>
<td>Final Preceptor</td>
<td>Monday Feb 17, 2020</td>
<td>Preceptor can submit online via RMS or a paper copy either by giving a copy to the student, or email (<a href="mailto:COPOEE@midwestern.edu">COPOEE@midwestern.edu</a>) or fax to OEE at 630-515-6103.</td>
</tr>
</tbody>
</table>