

**Midwestern University College of Pharmacy Downers Grove (CPDG)
Office of Experiential Education (OEE)
Introductory Pharmacy Practice Experience (IPPE)
Preceptor Guide Summer 2024**

Guide to a Successful Rotation Experience for Preceptors & Students

Summer 2024: IPPE-1 Community and IPPE-2 Health System

REMINDERS IPPE-1 AND IPPE-2:

- The students have completed 4 quarters of didactics and are beginning their second year of our 3-year curriculum.
- IPPE site visits are 8 hours per day, Monday through Friday for 4 consecutive weeks, for a total of 160 hours.
 - There are three 4-week IPPE blocks during the summer quarter.
 - The students attend site visits on 2 blocks and have 1 block off.
 - A copy of the Summer 2024 IPPE schedule can be found on page 7 of this document.

IPPE COURSE SYLLABI AND MANUAL:

We have updated the syllabus for each IPPE course to reflect current dates, assignments, and objectives. We have also updated our IPPE Rotation Manual. The IPPE Rotation Manual contains information on policies, expectations, OEE contact information and copies of all evaluation forms. The Rotation Manual has a Table of Contents page to assist in locating specific information.

As a reminder, we no longer mail paper copies of the syllabi. The updated version of each IPPE syllabus and the IPPE Rotation Manual will be on our preceptor webpage mid to late May which you may access using the link below:

www.midwestern.edu/cpdgpreceptors

All IPPE course syllabi, evaluation forms, the Rotation Manual & directions for using our online Rotation Management System (RMS) may be found at this site.

If you would like to request a paper or electronic copy of the syllabus, final evaluation form, or other forms for your IPPE rotation, please email: cpdgoee@midwestern.edu. Indicate the syllabus or form needed, and the IPPE rotation type (Community or Health System) along with the email or mailing address to which it may be sent.

POLICIES

ROTATION ATTENDANCE:

- Students are required to be on site 5 days a week for a minimum of 8 hours each day.
- Daily start and end times will be set by the preceptor.
- Lunch and other break times do not apply towards completion of the required IPPE hours.
- Students are required to complete a minimum of 160 hours for each IPPE rotation.
- Proper documentation of IPPE hours is required. The IPPE hours are reported to the Illinois State Board of Pharmacy (BOP) and other BOPs for licensure.
- Preceptors should inform OEE if a minimum of 160 hours has not, or cannot be completed by the student during the 4-week IPPE rotation block.
- The summer IPPE schedule can be found on page 7 of this document.

PLANNED TIME OFF:

Planned absences are strongly discouraged and will only be approved for extraordinary circumstances. All requests are handled on a case-by-case basis. Students may not miss more than 1 or 2 days on any rotation and this time MUST be made up before completion of the 4-week rotation.

All planned absences must be approved first by Susan Cornell, and then by the preceptor. The student must email a request to OEE first. Once OEE has approved the day off, the student will receive an email noting the approval. The student may then request permission from the preceptor and discuss a plan for making up the missed hours.

SICK DAYS:

If the student is absent due to illness, the student MUST contact the preceptor AND the OEE staff within the first two hours of the start time for that rotation day.

Preceptors should call OEE main phone number 630-515-7677 if the student is a no-call, no-show.

There are no sick days built into the rotation. Anytime missed due to illness MUST be made up before the end of the rotation.

ROTATION MANAGEMENT SYSTEM (RMS):

This is our online database system.

It allows preceptors to:

- View rotation schedules
- View students assigned to you
- View student contact information and resume or CV
- Complete mid and final rotation evaluations for each student

If you require assistance accessing or using RMS, please email cpdgoee@midwestern.edu

ROTATION OUTLINE

BEFORE THE ROTATION BEGINS:

You should expect a call or email from the student(s) approximately 10-15 days prior to the first day of rotation to discuss where to park, where to meet the first day and any site or rotation specific logistics, and/or pre-reading assignments if applicable.

Let your staff know that a pharmacy student is coming before the student arrives.

THE FIRST WEEK OF ROTATION:

Welcome the student and introduce him/her to the staff.

Let the student know whom to report to in your absence and how to contact you if they need to report that they are sick or running late.

Discuss rotation specific expectations, assignments, and due dates.

REQUIRED IPPE ASSIGNMENTS

- ✓ Both IPPE-1 and IPPE-2 have the following two required on-site assignments.
- ✓ The preceptor will grade the two assignments below.

1. Skills/Observation/Discussion Competencies form

- A copy of the Skills/Observation/Discussion Competencies can be found on pages 32 (IPPE-1) and 42 (IPPE-2) of the IPPE Rotation Manual.
- Items on the form are to be completed over the course of the 4-week rotation.
- The student may work with the preceptor, other pharmacists, APPE students, residents, or technicians.
- The preceptor or another pharmacist should initial each skill as it is completed.
- The preceptor must sign the Skills/Observation/Discussion Competencies at the end of the 4-week rotation.
- The student will submit the Skills/Observation/Discussion Competencies form to OEE by uploading to Canvas per the direction provided.

2. IPPE Project

- A copy of the IPPE Project directions and evaluation form can be found on page 24 & 25 of the IPPE Rotation Manual
- The project should provide the opportunity for the student to practice the following skills:
 - ✓ Written communication
 - ✓ Verbal communication
 - ✓ Time management
 - ✓ Ability to organize thoughts, ideas, and facts.
 - ✓ Create a project appropriate for the intended audience.
 - ✓ Appropriate use of drug information resources

Calculations Assignment:

There is also a required calculations assignment for IPPE-1 and IPPE-2. The students may spend some time to complete the assignment on site at the preceptor's discretion. Or the student can work on this at home. The assignment will be submitted to the OEE for grading.

WEEKLY ACTIVITIES:

Supervise rotation activities.

Share experiences with the student.

Encourage independent discovery and progress in skills and knowledge.

Provide ongoing guidance and feedback.

EVALUATIONS:

Please print out and review the mid-rotation and final evaluations with the student, discussing their strengths and weaknesses, as well as strategies for improvement. The students will not automatically receive your online submissions.

Mid-Rotation progress note:

Ideally this should be done late in week 2 of the rotation.

Mid-Rotation Progress evaluation of student

- Complete the mid-evaluation form online in RMS.

Mid-rotation evaluation is due:

At the end of week 2 for each block.

- ✓ Block A: complete by June 21st
- ✓ Block B: complete by July 19th
- ✓ Block C: complete by August 16th

Please notify OEE if the student is failing at the mid-rotation review or at any time during the IPPE rotation.

Final Rotation evaluation

The final day of rotation will be Thursday of week 4.

On the last Friday of each block, students will return to campus for a mandatory IPPE meeting and assessment.

Final rotation evaluation of student

- Complete the final evaluation form online in RMS.

Final rotation evaluation is due:

Friday of week 4. That is the last day the students will be at the site.

- ✓ Block A: complete by July 5th
- ✓ Block B: complete by August 2nd
- ✓ Block C: complete by August 30th

WHEN TO CONTACT THE OEE TEAM

PLEASE CONTACT AN OEE DIRECTOR IF ANY OF THE FOLLOWING OCCURS:

Informing OEE as soon as possible when any of the following occurs will allow us to provide guidance to the preceptor, and guidance and due process to the student.

Please call the **OEE main phone number 630-515-7677**. There is someone available Monday through Friday 8:00am to 4:30pm CST to assist you.

- The student does not show up for rotation and has not called to inform you of the delay or illness.
- The student has experienced a needle stick, exposure to TB, or any other injury at the site.
- There are behavioral or professional issues with the student.
- The student has violated HIPAA.
- The student is in distress. We have on campus counseling services available to all students.
- The student is not in compliance with the IPPE sick day and/or planned absence policy as described on page 2 of this document.

IF THE STUDENT IS FAILING AT ANY TIME DURING THE ROTATION:

- ✓ Notify one of the course directors.
- ✓ Document the areas of concern and what improvements are needed to pass the rotation and then discuss with the student. The documentation may be done using the Performance Improvement Plan (PIP) form provided by OEE. This form can be found on pages 8-10 of this document and is also available at: WWW.MIDWESTERN.EDU/CPDGPRECEPTORS

OFFICE OF EXPERIENTIAL EDUCATION CONTACT INFORMATION:

If you wish to contact one of the IPPE Course Directors:

Susan Cornell, PharmD, CDCES, FAPhA, FADCES Director, Experiential Education 630-515-6191 scorene@midwestern.edu	Amy Lullo, BPharm, RPh Associate Director, Experiential Education 630-515-6043 alullo@midwestern.edu
---	--

Our office main phone: 630-515-7677

There is someone available Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

Office fax: 630- 515-6103

Our office email: cpdgoee@midwestern.edu

This is monitored Monday through Friday 8:00am to 4:30pm CST- excluding holidays.

RMS ASSISTANCE:

For help with RMS or any of the online evaluations, please contact: cpdgoee@midwestern.edu

RESOURCES FOR PRECEPTORS

LIBRARY RESOURCES:

If you have questions or need assistance regarding access to the library resources, please contact Linda Haase at lhaase@midwestern.edu or 630-515-6100

Here is the link to the newly updated MWU Library “Where to Find It” Guide.
<http://library.midwestern.edu/apps>

Preceptor Resources Website: www.midwestern.edu/cpdgpreceptors

- Access to all APPE course syllabi, skills sheets, evaluation forms & RMS directions
- Link to MWU Library online resources
- Link to College of Pharmacy Downers Grove campus current course catalog

IPPE SCHEDULE SUMMER 2024

	Dates	Time	Location
Course Orientation	Tuesday, April 30th AND Tuesday, May 7th	1:10pm to 3pm Attendance is Mandatory	CARD A
IPPE Rotation Each rotation block is 4 weeks. Each block will begin on a Monday and end on a Friday unless noted otherwise.	Block A: June 10 thru July 5, 2024 Block B: July 8 thru Aug 2, 2024 Block C: Aug 5 thru Aug 30, 2024	Daily start and finish times will be set by the preceptor. Students are required to be at the site a <u>minimum</u> of 8 hours each day, 40 hours each week for a total of 160 hours. <i>Completion of all 160 hours is required for this rotation. These hours are reported to the State Board of Pharmacy.</i>	Assigned IPPE rotation site
IPPE end of rotation meeting on campus	Last Friday of each IPPE rotation Students will return to campus the last Friday of each rotation.	9:30am to 11:00am Attendance is mandatory	
	Block A: July 5, 2024		CARD B
	Block B: Aug 2, 2024		CARD B
	Block C: Aug 30, 2024		TBA

Mid-rotation evaluation is due:

At the end of week 2 for each block.

- ✓ Block A: complete by June 21st
- ✓ Block B: complete by July 19th
- ✓ Block C: complete by August 16th

Final rotation evaluation is due:

Friday of week 4. That is the last day the students will be at the site.

- ✓ Block A: complete by July 5th
- ✓ Block B: complete by August 2nd
- ✓ Block C: complete by August 30th

**Midwestern University College of Pharmacy Downers Grove (MWU CPDG)
Office of Experiential Education (OEE)
Preceptor Guidelines for Students Failing Introductory Pharmacy Practice Experience (IPPE)
Summer 2024**

Please notify OEE if the student is at risk of failing at any time during the rotation. Informing OEE as soon as possible will allow us to provide guidance to the preceptor, and guidance and due process to the student.

OEE recommends creating a 'Performance Improvement Plan' for any student that is failing or may be approaching a failing grade. This will not only help the student understand areas of deficiency but also outline a plan to improve during the remainder of the IPPE rotation.

DIRECTIONS FOR PRECEPTORS:

We have provided a sample Performance Improvement form (attached) for your use. This form will also be available on our preceptor resource page.

1. During the initial meeting with the student:
 - Note and discuss the identified performance issues with the student
 - List and discuss specific performance goals that need to be met
 - Both student and preceptor sign the form
 - Submit the form to OEE

2. Follow up meetings: Add notes from each follow up meeting to the originally created form so that all notes are kept on the same document
 - Discuss improvements in performance and where improvement is still needed
 - If needed, provide guidance for continued improvement
 - Both student and preceptor sign the form
 - Submit the form to OEE

Please submitted this form to anyone listed below:

COURSE DIRECTORS:

Susan Cornell, PharmD, CDCES, FAPhA, FADCES Director, Experiential Education 630-515-6191 scorne@midwestern.edu	Amy Lullo, BPharm, RPh Associate Director, Experiential Education 630-515-6043 alullo@midwestern.edu
---	--

If you have any questions, please do not hesitate to contact us.

**Midwestern University College of Pharmacy Downers Grove
Office of Experiential Education
Notice to students at risk of failing an Introductory Pharmacy Practice Experience (IPPE)
Summer 2024**

Performance Improvement Plan

Student Name:	Date:
Preceptor Name:	Rotation:
Performance Issue(s): Below list each identified area for improvement.	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
Action Plan for Improvement: List the performance goals that need to be met.	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
Follow-Up Date #1	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #1	
Next Follow-up Date	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #2	
Next Follow-up Date	
Student Signature	
Preceptor Signature	

Follow-Up Assessment #3	
Next Follow-up Date	
Student Signature	
Preceptor Signature	