

WAYNE STATE
UNIVERSITY

EUGENE APPLEBAUM
COLLEGE OF PHARMACY
AND HEALTH SCIENCES

Doctor of Pharmacy Program Experiential Education Manual

This Manual is subject to revision throughout the year.
The current version will be posted on the Experiential Education Canvas page.

INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE)

Early-Introductory Pharmacy Practice Experience PPR 4365/PPR 5165/PPR 5265 – 1 credit each

These Early-Introductory Pharmacy Practice Experiences are a three-semester course sequence beginning in the spring-summer semester of the first professional year and continuing for the fall and winter semesters of the P2 year. During this sequence the student pharmacists are required to do the following:

- Participate in patient care service provision at Underserved Clinics – Some of the activities included in these visits are patient interview/consultation and disease state management from the patient’s perspective. Some of the clinics include Advantage Health Centers, Cabrini Clinic, FernCare, Gary Burnstein Community Health Clinic, HUDA Clinic, McLaren Mobile Outreach Clinic, The Wellness Plan, and Western Wayne Family Health Centers.
- Shadow Fourth Year Doctor of Pharmacy Students on Advanced Pharmacy Practice Experiences - As a component of the Introductory Pharmacy Practice Experiences, second-year student pharmacists will be assigned to a fourth year student pharmacist. The P-2 student pharmacists are to meet with the P-4 student pharmacist at the advanced practice experience site. P-4 students should expect their P-2 student to shadow them one time per rotation for a total of seven (7) shadowing experiences. P-2 students will be instructed to contact their P-4 student during the first week of each rotation to establish the date of the shadow experience.
- Participate in Community Service

Hospital-Introductory Pharmacy Practice Experience (H-IPPE) PPR 6175 – 2 credits

This experience will introduce the student to the organization and provision of health-system pharmacy services. The competencies to be achieved by the student focus on the fundamental responsibilities of pharmacists in a hospital pharmacy practice. Organization of the department and the role of the pharmacy department within the hospital to provide pharmaceutical care and an overall safe medication process as well as the responsibilities of the pharmacist in providing this care will be stressed.

Community-Introductory Pharmacy Practice Experience (C-IPPE) PPR 6165 – 2 credits

This rotation will introduce the student to the organization and provision of community pharmacy services. The competencies to be achieved by the student focus on the fundamental responsibilities of pharmacists in a community pharmacy practice. The organization to provide

pharmaceutical care and an overall safe medication process as well as supervisory responsibilities of the pharmacist in providing this care will be stressed.

ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE)

Introduction

Advanced Pharmacy Practice Experience is provided during the P4 year. The APPE consists of seven 6-week advanced pharmacy practice experiences including:

- 1 Community (PPR 7560) – 4 credits
- 1 Hospital/Health-system (PPR 7550) – 4 credits
- 1 Inpatient Acute Care General Medicine (PPR 7410) – 4 credits
- 1 Ambulatory Care (PPR7420) – 4 credits
- 1 Patient Care Core (PPR 7430) – 4 credits
- 2 Elective Experiences (PPR 7530/PPR 7540) – 4 credits per course

Student pharmacists must have standing in the fourth professional year of the Doctor of Pharmacy.

Numerous and various experiences are available for Advanced Pharmacy Practice Experiences including:

- Health Care Systems
- Ambulatory Care Practices
- Community Pharmacies
- Community Clinical
- Pharmacy Practice Management (Hospital and Community)
- Managed Care Organizations
- Pharmaceutical Industry
- Clinical and Pharmaceutical Sciences Research Opportunities
- Pharmacy Organizations
- Federal Government
- Specialty Pharmacy

Definitions of Advanced Pharmacy Practice Experiences

Community (PPR 7560)

This is an experience in a community pharmacy in which the student pharmacist will actively participate in the development of skills necessary to practice in patient-oriented pharmacy services; pharmaceutical care activities, and aspects of managing a community pharmacy.

Hospital/Health System (PPR 7550)

This is an experience in the operation and services of a hospital department of pharmacy in which the student pharmacist through active participation further develops knowledge and skills necessary for pharmacy practice in this setting. The educational experiences include participation in medication processing, clinical services, drug information, and drug use policy. Education on the overall pharmacy operations, the medication process and medication safety are incorporated into the rotation.

Inpatient Acute Care General Medicine (PPR 7410)

This is a direct patient care experience in which the student pharmacist is involved in the collaborative management of the *total* medication therapy of the patient conducted under the supervision and direction of pharmacist preceptor(s). This experience may occur with any patient population admitted to the hospital. Acute care is defined as a patient admitted to a hospital for care of an immediate/acute clinical problem(s).

Ambulatory Care (PPR 7420)

This is a direct patient care experience in which the student pharmacist is involved in the collaborative management of the medication therapy of the patient conducted under supervision and direction of pharmacist preceptor(s) in an ambulatory setting. An ambulatory setting is defined as an outpatient setting where the student pharmacist is in direct communication with patients, other healthcare professionals involved in the care of the patient, and has direct access to the medical record of the patient.

Patient Care Core (PPR 7430)

This is a direct patient care experience in which the student pharmacist is involved in the collaborative management of the total medication therapy of the patient conducted under supervision and direction of pharmacist preceptor(s). This may occur with any patient population in any pharmacy practice setting where the pharmacy practice at the site includes the direct medication therapy management by the pharmacist-preceptor of patients such as institutions, community pharmacies, and nursing homes.

Patient Care Electives (PPR 7530)

These are direct patient care experiences in which the student pharmacist is involved in the collaborative management of a *component* of the medication therapy of the patient conducted under supervision and direction of pharmacist preceptor(s). This can be conducted in any setting where the pharmacy practice at the site includes the direct medication therapy management by the pharmacist-preceptor of patients. Additional patient care core rotations may be taken as electives.

Non-Patient Care Electives (PPR 7540)

These are practice experiences that do not involve direct patient care. Examples of these experiences include drug information, community and hospital pharmacy practice management, clinical or pharmaceutical sciences research, and pharmaceutical industry.

Description of Advanced Pharmacy Practice Tracks

Longitudinal Advanced Pharmacy Practice Experiences (LAPP)

Student pharmacists will be matched with institutions participating in the Longitudinal Advanced Practice Program (LAPP) by a process similar to the one used by the American Society of Health-System Pharmacists (ASHP) for residency training. LAPP options will be provided to student pharmacists in the fall semester of the P3 year. Student pharmacists interested in the LAPP are invited to apply and interview with the various participating programs.

Following the interviewing process, student pharmacists are asked to rank-order the programs and participating institutions are asked to rank-order the student pharmacists who are interviewed. Student pharmacist and institution rankings are to be submitted to the Experiential Education Director by the designated date (around the end of January/beginning of February).

The Director assumes the responsibility for conducting a matching process that assures each student pharmacist and each institution are matched with their highest ranked choices. Student pharmacists are under no obligation to rank any institution nor is an institution under an obligation to rank any student pharmacist who interviews. However, student pharmacists and organizations are obligated to accept the results of the match once it is completed.

Guarantees cannot be made that every interested student pharmacist will be placed in a LAPP or that every LAPP position will be filled. Participating institutions agree to abide by all applicable regulations.

University anti-discrimination policies are adhered to throughout the matching process. Once matched, student pharmacists may be dismissed from a LAPP only in accordance with the organizational or University policies and procedures governing dismissal.

Community Advanced Pharmacy Practice Experiences (CAPP)

Student pharmacists will be matched with institutions participating in the Community Advanced Practice Program (CAPP) by a process similar to the one used by the American Society of Health-System Pharmacists (ASHP) for residency training. CAPP options will be provided to student pharmacists in the fall semester of the P3 year. Student pharmacists interested in the CAPP are invited to apply and interview with the various participating programs.

Following the interviewing process, student pharmacists are asked to rank-order the programs and participating institutions are asked to rank-order the student pharmacists who are interviewed. Student pharmacist and institution rankings are to be submitted to the

Experiential Education Director by the designated date (around the end of January/beginning of February).

The Director assumes the responsibility for conducting a matching process that assures each student pharmacist and each institution are matched with their highest ranked choices. Student pharmacists are under no obligation to rank any institution nor is an institution under an obligation to rank any student pharmacist who interviews. However, student pharmacists and organizations are obligated to accept the results of the match once it is completed.

Guarantees cannot be made that every interested student pharmacist will be placed in a CAPP or that every CAPP position will be filled. Participating institutions agree to abide by all applicable regulations.

University anti-discrimination policies are adhered to throughout the matching process. Once matched, student pharmacists may be dismissed from a CAPP only in accordance with the organizational or University policies and procedures governing dismissal.

CAPP student pharmacists will be assigned to a specific community pharmacy organization for three practice experiences of which there will be one community practice experience, one patient care *core* practice experience, and one non-patient care elective. CAPP student pharmacists will also complete one hospital/health-system, one inpatient acute care general medicine, one ambulatory care, and one elective experience. Student pharmacists will rank preferences for inpatient acute care general medicine, ambulatory care, and elective experience, and submit them to the Experiential Education Director by the designated date (around the end of January/beginning of February).

Traditional Advanced Practice Programs (TAPP)

This program is for student pharmacists who desire to complete the Advanced Pharmacy Practice Experiences at a variety of practice sites. Student pharmacists will rank preferences inpatient acute care general medicine, ambulatory care, patient care, and elective experiences. Rankings will be submitted to the Experiential Education Director by the designated date (around the end of January).

Advanced Pharmacy Practice Experiences Scheduling

The Director of Experiential Education is responsible for all APPE scheduling. LAPP and CAPP coordinators will submit experience schedules for their respective matched student pharmacists to the Director of Experiential Education for coordination and finalization in conjunction with the scheduling of the TAPP track student pharmacists

STUDENT PHARMACIST REQUIREMENTS

Health Requirements

Student pharmacists are required to meet the health requirements established by the institution. When a student pharmacist is assigned to a practice site, the student pharmacist is expected to complete the requirements before beginning a practice experience. The student pharmacist acknowledges that there are no medical conditions or health-related reasons or problems, which preclude or restrict the student pharmacist's participation in or ability to complete a practice experience once it has begun. If special medical or health situations arise, student pharmacists may be asked to produce physician verification of the student pharmacist's ability to still complete a practice experience in the required time.

The following information must be documented:

- Written documentation of a negative tuberculin skin test with Purified Protein Derivative (PPD). In the case of a positive PPD test or a known contraindication to the PPD test, documentation of a negative chest X-ray for tuberculosis must be provided initially. Annually the student pharmacist must provide documentation that he or she is clinically-free of tuberculosis. Follow-up chest X-rays will be done at the discretion of the individual's physician.
- Measles Immunity - Documented administration of *two* doses of live measles virus vaccine (MMR) or serologic laboratory evidence of immunity.
- Mumps Immunity - Documented administration of *one* dose of live mumps virus vaccine (MMR) or serologic laboratory evidence of immunity.
- Rubella Immunity - Documented administration of *one* dose of live rubella virus vaccine (MMR) or serologic laboratory evidence of immunity.
- Varicella Immunity - Documented administration of *two* doses of live varicella virus vaccine or serologic laboratory evidence of immunity.
- Influenza vaccination – Documented administration for the current season
- It is recommended, but not required, that student pharmacists obtain the Hepatitis B Vaccine. All student pharmacists refusing this vaccine must sign a waiver form.

Licensure, Clearance, Certification, and Insurance Requirements

The following licensures, clearances, certifications, and insurances are required and must be documented:

- Proof of a State of Michigan Pharmacy Internship License
Note: All applicants for a health profession license in Michigan are required to submit fingerprints and undergo a criminal background check.
- Proof of Individual Pharmacists Professional Liability Insurance. Coverage must be for \$1,000,000 per occurrence and \$3,000,000 aggregate.

- Proof of health insurance covering *injury and sickness*.
- Proof of completion of a Basic Cardiac Life Support course
- All students must annually complete HIPAA knowledge including the Security Rule
- APhA Immunization Certification (must be completed by the end of the P2 Fall Semester)
- Travel release (Each student pharmacist will be asked to sign)
- All students must annually complete the Biosafety/Bloodborne Pathogen Training.
- For completion of practice experiences in certain settings, students may be required to complete additional requirements such as background checks, drug testing, etc.
- Canadian student pharmacists MUST be registered with the Ontario College of Pharmacy for site placement in Canada for APPE rotations with a community pharmacy.

It is the responsibility of each student to make sure that all documentation for required immunizations, licenses, certifications and other requirements has been submitted to Eric Upshaw (af8230@wayne.edu) and posted in E*Value . A copy of the documentation should be turned in. It is not enough to just drop off the information. Students must follow-up until all of the requirements have been updated in E*Value.

Also, students may be asked to present a copy of any of the above requirements, so it is advised that each student maintain a personal copy of all the requirements.

If a student fails to keep all of the required immunizations, licenses, certifications and other requirements up-to-date in E*Value, they will be automatically removed from the rotation they are in and receive a grade of F for the rotation/course.

STUDENT PHARMACIST RESPONSIBILITIES

Preceptor Contact: Introductory Pharmacy Practice Experience (IPPE)

At least eight weeks prior to the start of the practice experience, the student pharmacist is responsible for contacting the preceptor at the site via email or telephone to verify assigned day, obtain the start time and initial meeting location for the first day, provide information as requested by the site preceptor, and learn of any other starting instructions.

Preceptor Contact: Advanced Pharmacy Practice Experience (APPE)

At least four weeks prior to the start of practice experience, so that additional required paperwork may be completed, be prepared to give the preceptors the following information, if requested:

- Full Name
- Complete Address
- Telephone Number
- Date of Birth
- Social Security Number
- Practice Experience Dates
- Mother's Maiden Name

This contact is to be made even if you have been to the site for an earlier experience.

When contacting the preceptors, information concerning directions, parking arrangements and schedule from the primary preceptor should be obtained.

Professional Demeanor

Student pharmacists must remember that they are guests of the practice site to which they have been assigned and that they are representatives of Wayne State University. Behavior and attitude should reflect this understanding. Students should follow the guidelines of the site they are assigned. For example the site may have a policy prohibiting smoking on hospital grounds. Inappropriate or nonprofessional behavior will not be tolerated. Each site reserves the right to ask the College to withdraw a student pharmacist who is disruptive to the pharmacy department or the institution; or who in any way hinders appropriate patient care. In the event a student pharmacist is asked to leave a site because of inappropriate behavior, a grade of "F" will be assigned to the practice experience.

Dress Code

Professional dress is required for each day at the sites. Attire should be appropriate and well-fitting. Men are to wear a dress shirt with tie and dress trousers. Women are to be

professionally dressed such as a dress, dress slacks or skirt with a coordinated blouse and/or sweater. If a dress or skirt is worn, it must be an appropriate length. Men and women should wear clean dress shoes with socks or hosiery. No blue or denim jeans, short skirts, tank tops, athletic shoes, open-toed shoes, or sandals are to be worn. Students should refrain from wearing cologne and/or perfume. Many sites are considered “scent free.”

Clean, white, short laboratory jackets with Wayne State University name tags and/or other identification as indicated by your preceptor are to be worn at all times.

The site at which the practice experience is being completed may require additional dress code conditions that are to be followed.

Personal Communication

Personal business and phone calls should be limited to break/lunchtime and should not take place while engaged in rotation activity/practice. Use of institutional resources (i.e., telephones, computers) for personal use is not appropriate at the practice site. Clarify with the primary preceptor the areas and times where personal business and cell phones and other electronic communication devices may be used.

Confidentiality

Student pharmacists shall respect the confidential nature of all information that they have access to, including but not limited to patients’ personal health information provided to them orally, contained in patient medical records, or maintained on the site's electronic information system.

The University shall advise all student pharmacists of the importance of complying with all relevant state and federal confidential laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Security Rule (April 20, 2005), to the extent applicable. You are to comply with site policies and procedures relative to HIPAA.

Sites may ask the student pharmacist to participate in HIPAA training for the site and sign a *Confidentiality Statement*.

Confidentiality of patient information is required. Do not discuss names, cases, or experiences outside the patient care setting. Do *not* remove patient records from the nursing unit or service area. Patient information may *not* be photocopied, scanned, or photographed under any circumstances.

ATTENDANCE/LEAVES OF ABSENCE

Punctuality

Be on time for practice experiences and all assigned meetings and activities. Allow time for traffic congestion, parking problems, and car trouble. Communicate with your preceptor if you are going to be late.

Early IPPE Attendance

Attendance is mandatory for all lectures and scheduled experiential education activities. Absences will be excused for reasons related to a serious illness or emergency only if the student notifies the course coordinator (by phone or email) PRIOR to the start of the session. A written medical excuse signed by treating physician or documentation of the emergency (e.g. accident reports, death notices, etc.) must be presented to the course coordinator. Failure to contact the course coordinator and/or provide appropriate documentation for the serious illness or emergency will result in an automatic unexcused absence. Any unexcused absence will result in an “Unsatisfactory” grade for the course (No Exceptions).

P-3 IPPE Attendance

Attendance for all rotation days is mandatory. An excused absence may be given by the preceptor only in the case of serious illness or emergency. Students must contact their preceptor if they are going to be absent. All expected assignments must be completed and competencies attained. Appropriate make-up time for excused absences will be determined and scheduled by the preceptor. Greater than two excused absences may result in a score of 1 for the specified competency. Any instance of an unexcused absence may result in a score of 1 for the specified competency.

You are expected to be at the site and ready to begin the activity for the day no later than the scheduled time. After the third instance of tardiness, competency for this parameter will be scored as a 1. You are expected to be on time for scheduled meetings, presentations, or other activities. Being tardy for these activities could result in a score of 1 or 2 for this parameter.

IPPE Leave of Absence

A *leave of absence* (LOA) may, and should, be requested by a student when personal circumstances interfere with the student’s ability to devote sufficient time to academic pursuits to assure reasonable expectations of success. A leave of absence is requested from and granted by the Dean or designee in consultation with the Committee on Academic and Professional Progress (CAPP). If a student requests and is granted an immediate leave of absence during a term, the student must withdraw from ALL courses enrolled in for that term.

A leave of absence must be requested no later than the end of the tenth week of the term, or in the case of courses not offered over a traditional semester, prior to completion of seventy-five percent of the course. Exceptions to these time parameters for requesting a LOA will be made for personal medical emergencies.

APPE Attendance

An advanced pharmacy practice experience is six weeks for five days a week at a Wayne State University approved site. The site preceptor sets the schedule and activities. The student is expected to inform the preceptor of residency interviews as early as possible. See discussion below on absences.

APPE Absences Less Than One Week

In cases of emergency or illness, contact the site preceptor or other individuals as indicated by preceptor. Documentation may be required for any absence (i.e., physician's note, accident reports, residency interviews, etc.). The preceptor will determine the activities and time to be made up.

APPE Absences Longer Than One Week

Absence from an advanced practice experience for duration of 1 week or longer will only be permitted for extenuating personal or medical reasons. Request for an extended absence is to be directed to the preceptor and Experiential Director. Documentation must be provided. If possible, the time will be made up at the convenience of the preceptor. If the absence cannot be made up before the end of the rotation period, an appropriate grade of "Y" or "I" depending on the circumstances will be entered on the University grading sheet. In the likelihood that the time cannot be made up with the preceptor/site initially assigned, the Experiential Director will assign the student a new placement to fulfill the rotation requirements. This may necessitate completion of a new 6-week rotation. The grade will be changed when the practice experience is completed.

APPE Leave of Absence

If a more extended period of time is needed, for example 6 weeks or longer, then consideration should be given to taking a leave of absence (LOA). A request for leave of absence should be initiated with the Director of Experiential Education and granting of such a leave will be done by the Dean or designee. Students who wish to take a leave of absence must complete the P4 Experiential Education Leave of Absence form (posted on the Experiential Education page on Blackboard) and meet with the Director of Experiential Education.

A leave of absence during the APPE, must be made by the end of the fourth week. Withdrawal from advanced pharmacy practice experiences must be done for each rotation period for the duration of the LOA. Exceptions to the time parameters for requesting a LOA will be made for personal medical emergencies.

University Closure

When Wayne State University is closed, student pharmacists are not required to be at the practice sites.

These days are:

- Martin Luther King Jr. Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the Friday after (Students are excused on Wednesday, the day before Thanksgiving, even though the University is not closed.)
- Christmas closing

This also includes closure due to inclement weather and catastrophic events. In the event of University closure due to inclement weather and catastrophic events, students are responsible to contact their preceptors to let the preceptor know that the University has closed for the day.

Note: Student pharmacists will not be required to make these days up, per se, but all competencies for the rotation must be satisfactorily met.

ACADEMIC POLICIES AND PROCEDURES

IPPE Course Drops and Withdrawals

In the first two weeks of the (full) term, students can drop these classes and receive 100% tuition and course fee cancellation. The course will not appear on your academic record. After the end of the second week there is no tuition or fee cancellation. If you drop before the end of the fourth week, you will not receive a grade but there is no tuition reimbursement.

Students who wish to withdraw from the class must complete the Experiential Education Withdrawal Form (posted on the Experiential Education page on Blackboard). This form should be submitted to the Director of Experiential Education. Students will also need to initiate a withdrawal request through the WSU online registration system and complete a SMART check (<http://wayne.edu/students/register/dropping/>). Students will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade.

Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step.

APPE Course Drops and Withdrawals

Students can drop an APPE and receive 100% tuition and course fee cancellation if the withdrawal is filed on or before the end of the first week. The course will not appear on your academic record. After the end of the first week, there is no tuition or fee cancellation. If you drop before the end of the second week, you will not receive a grade but there is no tuition reimbursement.

If you withdraw before the end of the fourth week, you will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the 4th week. Students enrolled after the end of the 4th week will receive a grade. To view the specific withdrawal dates, students should go to http://classschedule.wayne.edu/courses_new.cfm?Subj=PPR and click on the course number. Students may then click on the CRN for their specific course to see the specific dates for the last day to drop with 100% tuition cancellation, last day to drop with no grade reported (no refund), and the last day to withdraw.

Students who wish to withdraw from an APPE must complete the Experiential Education Withdrawal form (posted on the Experiential Education page on Blackboard). This

form should be submitted to the Director of Experiential Education. Students will also need to initiate a withdrawal request through the WSU online registration system and complete a SMART check (<http://wayne.edu/students/register/dropping/>). Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step.

Final Course Grade Appeals Policy and Dismissal from the Program

All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals detailed at <http://cphs.wayne.edu/students/eacphs-grade-appeal-dismissal-policy.pdf>

Student Disabilities Services (edited statement from the SDS web site)

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located in the Adamany Undergraduate Library. The SDS telephone number is 313-577-1851 or 313-202-4216 (Videophone use only). Once your accommodation is in place, someone can meet with you privately to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at www.studentdisability.wayne.edu

Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction- reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student's accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

Counseling and Psychological Services (CAPS)

It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression, that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services (caps.wayne.edu; 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, and the Counseling Psychology Training Clinic, in the WSU College of Education

(coe.wayne.edu/tbf/counseling/center-index.php). Services at all three clinics are free and confidential. Remember that *getting help, before stress reaches a crisis point, is a smart and courageous thing to do* – for yourself, and for those you care about. Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

Academic Misbehavior

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (<http://www.doso.wayne.edu/student-conduct-services.html>). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

- Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student's test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.
- Fabrication: Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.
- Plagiarism: To take and use another's words or ideas as one's own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- Other forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.

For additional information and student rights, please refer to the webpage; especially the Student Code of Conduct Brochure and the Section 10.1 of the Student Code of Conduct links.

Note: Student pharmacists will be expected to abide by the policies and procedures of each site.

EVALUATIONS

Preceptor Evaluation of Students

For each P3 IPPE and each APPE rotation, student pharmacists will be evaluated on the stated competencies for each experience as specified in the syllabi (sample syllabi are posted on the experiential education page on Blackboard). Evaluations are to be conducted at mid-point to discuss the student's progress, strengths and weaknesses, and include what needs to be completed to achieve success in the practice experience. Final evaluations are to be done with the student pharmacists at the conclusion of the experience. Evaluations will be completed through E*Value.

Assessment and grading for the E-IPPE is conducted as stated in the syllabi for the experiences. P3 IPPE rotations (C-IPPE and H-IPPE) are graded as A, B, C, or F (fail). All APPE rotations are graded as honors (A), pass (B), or fail (F).

Student Self Evaluations

For each P3 IPPE and APPE rotation, students will complete a self-evaluation at the mid-point and final. The evaluations are to be completed by the student and shared with the preceptor. Evaluations will be completed through E*Value.

Student Evaluation of Experience/Preceptor/Site

Students will provide an evaluation of their experience/preceptor/site at the conclusion of the experience. Evaluations for the P3 IPPE and each APPE rotation will be completed through E*Value.

Student Pharmacist Portfolios

A student pharmacist portfolio provides the student pharmacist with a means of maintaining a record of the projects, presentations, and learning experiences accomplished in their Advanced Pharmacy Practice Experiences.

The portfolio will include the following:

- The student pharmacist's personal statement and professional goals
- Curriculum Vitae

There will also be sections for each individual practice experience to include such items as:

- Presentation handouts, projects, and assignments

Safety Precautions

1. Be aware of your surroundings. Be aware of what is going on around you and know whether or not that activity is normal and expected. Keep your guard up.
2. Know the route to your destination. Always have a back-up plan. Plan a secondary route to travel in case there is a major accident or construction tie-up on your regular route.
3. Park your car in well lighted areas where there is a high volume of traffic.
4. Keep your car windows closed and doors locked.
5. Always keep your vehicle well maintained and have a full tank of gas. Have an extra set of car keys.
6. Stay in populated areas. After dark, walk in well lighted areas. When possible, try to walk with someone else from your site especially at night.
7. Try to "travel light." Carry all your belongings in one bag. Keep anything of even minimal value in the trunk of your car if you do not take it with you. The open display of valuables, including jewelry, cash, and/or high end electronics in public places could be just the information a potential thief needs to target you as his next victim.
8. Walk with purpose and attitude. Display confidence. Even if you are lost, act like you know where you are going. Keep your head up and don't be afraid to make eye contact with people. Avoid unnecessary cell phone use while walking.
9. Notice other people. Look at the people around you, not just a momentary casual glance, but take a good look. Notice if they just glance at you (a normal reaction when making eye contact with a stranger) or if they are watching you. If you notice that they are paying more than momentary attention to you, that may be a red flag that you are about to be targeted.
10. Have ready access to mobile phone and contact information for site preceptor, school, and any participating colleagues.
11. Trust your instincts. If someone makes you feel uneasy, trust your instincts and act accordingly.
12. Make sure someone knows where you are going and how long you expect to be there.