

Dalhousie College of Pharmacy PHAR 4081 APPE Rotation Handover Guideline

For students completing a 12-week PHAR 4081 Collaborative Health Care APPE rotation across multiple practice areas within a single course, at the same site/health system.

This guideline applies to all rotation formats within a single course structure, including but not limited to:

- 2 × 6-week rotations
- 3 × 4-week rotations
- 2-week orientation + 2 × 5-week blocks
- Rotations scheduled across multiple services at the same hospital site

The handover guideline should be used to structure written communication and help standardize feedback and goals for learning and teaching. To support the continuous development and progression of APPE students across a 12-week rotation, this guideline provides a structured handover process between preceptors when the student transitions from one practice area (e.g., clinical unit, practice setting, ambulatory clinic) to the next. This ensures continuity in learning, assessment, and support of student goals.

Handover Procedures

A handover of communication should occur 1–3 days prior to the student's transition to a new clinical practice area and preceptor. Communication may take the form of:

- A brief phone call or virtual meeting
- A secure email exchange to discuss the student's learning style, organization, clinical reasoning, and team interactions

The following section outlines the responsibilities of everyone involved:

Student Responsibilities	Outgoing Preceptor Responsibilities	Incoming Preceptor Responsibilities
<ul style="list-style-type: none">✓ Email a copy of learning goals from the Learning Plan (ONE45).✓ Email a copy of the most recent student performance assessment (ONE45).✓ Discuss areas of knowledge, skills, strengths & areas of improvement.	<ul style="list-style-type: none">✓ Discuss the types of tasks assigned, case load, level of patient complexity the student can handle, and level of supervision, autonomy, and independence the student was able to achieve in the rotation so far.✓ The student has unique learning needs or academic accommodation.✓ Further clarification is needed around student performance, professionalism, or time management.	<ul style="list-style-type: none">✓ Review student learning goals, previous assessment(s).✓ Review current case load, complexity, and level of independence.✓ Review unique learning needs, and academic accommodations (as applicable).

Documentation of Handover Process

The handover process will be documented within the midpoint or final evaluation in One45: indicating that a handover discussion occurred or is planned with the student's next scheduled preceptor (select: yes, no or not planned, not applicable).