



*Faculty of Health  
College of Pharmacy*

**DALHOUSIE COLLEGE OF PHARMACY**

# **Policy Manual**

**For the  
PRACTICE EXPERIENCE PROGRAM (PEP)**

**For Students and Preceptors**

**PEP policies are subject to change.**

**Policy manual updates will be posted on the College of  
Pharmacy website and Brightspace course sites for students.**

**Fall 2024**

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Burbidge Building, 5968 College Street, PO Box 15000 □ Halifax NS B3H 4R2 Canada

Best way to contact the PEP Team is via Email: [pepadm@dal.ca](mailto:pepadm@dal.ca) □ [www.dal.ca/pharmacy](http://www.dal.ca/pharmacy)

Visit the College of Pharmacy Strategic Plan at: <https://www.dal.ca/faculty/health/pharmacy/about/strategic-plan.html>

## Table of Contents

Welcome Note.....	2
The Policy Manual .....	3
Clinical Rotations may be impacted by World and Health System Events .....	3
Program Overview .....	3
Rotation Schedule Expectations.....	5
Preceptor Rotation Management Expectations.....	5
Pharmacy Classes of 2025, 2026, 2027, 2028 - Rotation .....	5
<b>Practice Supervision Reminder to Pharmacist Preceptors &amp; Pharmacy Students .....</b>	<b>8</b>
Undergraduate Degree Program Doctor of Pharmacy Program (161 credits).....	9
DALHOUSIE UNIVERSITY COLLEGE OF PHARMACY COMMITTEE TERMS OF REFERENCE.....	10
Dalhousie University Faculty of Health Guidelines for the Student Use of Social Media and Electronic Communication in Practice Education Setting.....	11
Additional Dalhousie University Policies.....	11
PEP Sites and Preceptors .....	11
PEP Site and Preceptor Policies/Criteria .....	13
To be eligible to be a preceptor, a pharmacist must meet the following criteria:.....	14
Pharmacy practice sites must meet the following criteria: .....	14
Student Registration with Provincial Regulatory Authorities (PRAs) .....	14
PEP Courses and Provincial Pharmacy Regulator Time Service Credit .....	16
Student Placement Agreement – Student Acknowledgement Form Appendix A.....	16
PEP Waiver Form .....	17
Letters of Introduction and Resumes to Preceptors .....	17
Pharmacy Student Completion of Required Paperwork, Documentation, Research and Assignments.....	17
PEP Rotation Dress Code.....	17
Arriving on Time .....	18
Site Computer Use.....	18
Virtual Health .....	18
Smoke Free and Scent Free.....	19
CPR and First Aid .....	19
PEP Grades & Remediation .....	19
Pending Failure.....	20
Action Taken if Student Performance is Trending to a Course Failure.....	20
Attendance Policy.....	21
Liability Insurance Coverage .....	24
Individual Pharmacy Student Personal Professional Liability Insurance Coverage .....	24
Workers’ Compensation Insurance .....	24
Disability Insurance.....	24
Health/Travel Insurance.....	25
Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) and Child Abuse Register Request for Search.....	25
ADDITIONAL SCREENINGS:.....	26
N95 Mask Fit Testing .....	26
PEP Rotations Outside New Brunswick, Nova Scotia, Prince Edward Island (Maritime Provinces) .....	27
PEP Rotations Outside of Canada .....	27

## Welcome Note

### Dear Preceptors and Students:

Thank you for taking the time to read this message. We hope you and your pharmacy team are doing well. Welcome to the Practice Experience Program (PEP) at the College of Pharmacy, Dalhousie University, for the academic year 2024-2025.

Thank you to the community and hospital pharmacist preceptors and pharmacy team members who have worked tirelessly during times of uncertainty and continue to provide care to Canadians as front-line primary health care providers.

A sincere thank you goes out to the many dedicated pharmacists who volunteer their time, expertise, and energy as preceptors. Preceptors, you are the heart of the practice experience program and your dedication to the pharmacy profession is valued and appreciated.

Tracy Jollymore, Administrative Secretary, provides important support to the practice experience program by looking after all things related to the administration and organization of PEP materials that reach both student and preceptor. Tracy's dedication and organizational abilities help this program run smoothly each year. Shaina Houle is in the role of Administrative Assistant supporting the PEP Team. Shaina monitors and replies to the emails and inquiries received through the main pep email [pepadm@dal.ca](mailto:pepadm@dal.ca).

In January 2021, Dr. Natalie Kennie-Kaulbach joined PEP as the new experiential education Faculty member. Dr. Kennie-Kaulbach leads the development and implementation of the entry to practice PharmD clinical rotation course curriculum for PHAR 1083, 2083, 4081, 4082, and 4083. She is also leading and developing a program of research related to experiential education.

In June 2024, Pharmacist Jennifer MacDougall joined the PEP Team as Coordinator, Practice Experience. She brings past experiences as a preceptor, pharmacy manager and pharmacist in Canada and Bermuda. She has also worked as a PEP Regional Coordinator.

PEP Regional Coordinator Pharmacists: Jennifer MacDougall, Jennifer Ryan, Jane Gillis, and Eden d'Entremont-MacVicar have been working to support students and preceptors across the Maritimes.

In September 2020, the College of Pharmacy admitted the Class of 2024 into the new entry-level undergraduate Doctor of Pharmacy (PharmD) degree. They graduated on May 29, 2024. We will admit the fifth cohort into the PharmD for September 2024 (Class of 2028).

The PEP curriculum across all years of students enrolled at the College of Pharmacy is designed to meet CCAPP accreditation and AFPC educational outcomes. The final large cohort of the BSc (Pharm) degree graduated in June 2023. The new PharmD advanced rotation courses PHAR 4081 (Collaborative Health Care), 4082 (Community) and 4083 (Elective) were launched in May 2023.

Please watch for College of Pharmacy updates as the PEP Team expands to continue to support learners and partners across the Maritimes. New PEP roles will be posted here under staff: [Dalhousie Jobs Link](#).

If you need assistance as a student or preceptor, or if you have questions about the current or upcoming PEP or PharmD curriculum, please contact me. Thank you for your support of the Practice Experience Program!

Sincerely,



Harriet Davies, BSc (Pharm), M.Ed.

Assistant Director, Practice Experience email: [harriet.davies@dal.ca](mailto:harriet.davies@dal.ca)

**General PEP Inquiries:** [pepadm@dal.ca](mailto:pepadm@dal.ca)

## **The Policy Manual**

This policy manual is intended to provide guidance and information about the Practice Experience Program (PEP). It outlines the expectations of the College of Pharmacy for students completing structured academic rotations under the supervision of preceptors. Adherence to PEP policies is required of students. These policies have been prepared with direction from the Practice Experience Committee, College of Pharmacy and the Faculty of Health, Dalhousie University. Questions about PEP policies should be directed to the PEP Team via the central contact email: [pepadm@dal.ca](mailto:pepadm@dal.ca).

## **Clinical Rotations may be impacted by World and Health System Events**

Due to circumstances beyond the control of the College of Pharmacy there may be disruptions to rotation course matches including but not limited to available site locations and preceptors due to site staffing changes; site ownership changes; student academic standing; professional practice disruptions; health care system disruptions; natural disasters; disease outbreaks; emergencies; staffing shortages, etc. The PEP Team will work to mitigate disruption in the course scheduling. However, situations may arise beyond our control that could lead to a delay in course completion, progression to the next year of study, or graduation from the program.

**For Classes of 2025-2028 and general inquiries related to PharmD PEP Courses Email:** [pepadm@dal.ca](mailto:pepadm@dal.ca)

## **Program Overview**

**All PEP sites are recruited and matched by the College of Pharmacy. Participating sites must have an updated Clinical/Fieldwork Education Agreement that includes required Pandemic clauses on file with the Dalhousie University College of Pharmacy.**

## **Academic Accommodations for Location, Time, Daily Schedules, or Other Reasons**

PEP courses follow the [Academic Regulations of the College of Pharmacy](#). Students who require academic accommodation to be matched to a certain location, time, daily schedule, or other reasons must consult the [Student Accessibility Office](#) and contact Jen Davis ([Jen.Davis@dal.ca](mailto:Jen.Davis@dal.ca)) who is the Academic Accessibility Advisor for health professions. Appointments can be booked via [this link](#). Students should note that on-campus academic accommodations for on-campus courses do not transfer to off-campus experiential courses. Students would need to meet with an accessibility advisor to arrange accommodation for a PEP course. The PEP Team works closely with the academic accommodations team to ensure that suitable support is in place to support student success. The PEP Team takes direction from the Student Accessibility Office for all requests for accommodation related to PEP coursework.

## **Students with Canadian Military or Reserves Service Requirements**

Students serving in the Canadian Armed Forces either within the ROTP or Reserves program should provide a letter to the PEP Team via [pepadm@dal.ca](mailto:pepadm@dal.ca) documenting the scheduling and location of their military or reserve service commitments by the end of September in years 1, 2, and 3. The university has

a memorandum of understanding with the military Reserves program to support scheduling of clinical course work. Students enrolled in Canadian Armed Forces ROTP would need to seek an accommodation through student accessibility. Please refer to the section above on **Academic Accommodations for Location, Time, Daily Schedules, or Other Reasons** for more information.

**Classes 2025, 2026, 2027, and 2028 PharmD students complete 40 weeks of structured PEP rotations:**

Course Number	Number of Weeks	Minimum Number of Practice Hours
PHAR 1083 (Community)	4 weeks after first academic year	40 hours per week
PHAR 2083 (Hospital)	4 weeks after second academic year	40 hours per week
PHAR 4081 (Collaborative Health Care Setting)	12 weeks after third academic year	40 hours per week
PHAR 4082 (Community)	12 weeks after third academic year	40 hours per week
PHAR 4083 (Elective)	8 weeks after third academic year	40 hours per week

**PLEASE NOTE:** The PEP courses listed above enable students to complete 40 weeks of structured experiential learning in Canadian hospital, community, and/or long-term care pharmacy practice settings as well as the chance to complete an elective rotation. The 40 weeks of structured learning represents part of the required structured practice experience hours needed to license as a pharmacist in Canada. **Students should contact the pharmacy regulator where they intend to first license as a Pharmacist in Canada to determine if there are additional time service requirements pre- and post-graduation.** During PEP rotations students apply what they have learned from academic study in a pharmacy practice setting with the preceptor acting as an educator and role model.

**Due to high demand and interest, the Halifax Regional Municipality and the downtown core of the Halifax metro area are not able to accommodate PEP rotations for all students. Therefore, students should be prepared to complete PEP rotations outside of the Halifax metro area. Students attending the College of Pharmacy and coming from home provinces outside the Maritimes should be aware that most clinical rotations take place within one of the three Maritime Provinces (Nova Scotia, New Brunswick, and Prince Edward Island). All accommodations, travel expenses, and any other related costs for PEP are the responsibility of the student.**

Each rotation unit identifies specific learning objectives with associated defined activities. The student is expected to complete the required activities, with the underlying goal of fulfilling all the objectives of the rotation. The rotation objectives and activities are designed to meet College curricular outcomes that are required to meet the national accreditation standards expected by the [Canadian Council for Accreditation of Pharmacy Programs \(CCAPP\)](#). The College of Pharmacy also adheres to the Association of Faculties of Pharmacy (AFPC) Educational Outcomes for the First Professional Degree Programs in Pharmacy in Canada [AFPC Educational Outcomes](#).

An evaluation tool is used by the preceptor and a self-assessment tool is used by the student to determine whether each activity and corresponding rotation objective(s) has (have) been achieved. Students must participate fully in every activity completed during the rotation. Students must be fully engaged in activities throughout the rotation under the direct personal supervision of a pharmacist preceptor.

## Rotation Schedule Expectations

PEP courses are a busy time, and students should plan accordingly to allow for the greatest chance of success during rotations. While on rotations students must have access to reliable transportation. Partner rotation sites are located across the Maritimes. Extra time outside of rotations will be required to complete course assignments and research.

## Preceptor Rotation Management Expectations

It is the responsibility of the preceptor to manage the rotation in such a way that the activities are meaningful. Preceptors are required to give continuous, formative, and constructive feedback to students. Upon completion of the rotation, the preceptor must assess whether the student has fulfilled each objective and passed the rotation. The preceptor assigns a grade of pass or fail for the rotation course. Any issues identified with a student's academic or professional performance while on a PEP rotation should be brought to the attention of the assigned PEP Regional Coordinator as soon as the situation is identified.

### PEP Manuals and Resources

The College of Pharmacy posts the most recent version of the PEP Policy Manual on Brightspace for students and on the [College of Pharmacy Website for PEP preceptors](#). Students and preceptors are encouraged to check these locations for the updates to program and policy information. **Program policies are subject to change. Policy updates will be posted on the above-noted website and course space.**

## Pharmacy Classes of 2025, 2026, 2027, 2028 - Rotation

First Year Rotation (Class of 2028 – Summer 2025)

### PHAR 1083: Introduction to Pharmacy Practice Experience: Community (4 weeks)

For the Class of 2028, this course will be scheduled between May 2025 and July 2025. **Students must keep their summer schedules open in the above-mentioned months until they are matched to their site. The PEP Team works towards a match release date in February. Further details will be provided during pre-rotation preparation sessions.**

This first-year rotation provides students with an opportunity to contribute to patient care in a community pharmacy setting.

- Students will build upon the knowledge and skills they have developed during their first year of the undergraduate degree.
- Opportunities will be provided to help students cultivate their patient care skills and begin to gain personal clinical experiences working with a variety of patients and other members of the healthcare team encountered in a community pharmacy.
- Students will begin to make health care decisions with the help and guidance of a pharmacist preceptor.

- The Pharmacist's Patient Care Process, pharmacy law and ethics, medication coverage in Canada, the operation of a community pharmacy, case presentations, drug information, quality assurance and interprofessional practice are key parts of this rotation.
- Partner sites are across the Maritimes.

#### Second Year Rotation (Class of 2027 – Summer 2025)

##### **PHAR 2083: Introduction to Pharmacy Practice Experience: Hospital (4 weeks)**

For the Class of 2027, this course will be scheduled between May 2025 and July 2025. **Students must keep their summer schedules open until they are matched to their site. The PEP Team is working towards a match release date in February 2025. Further details will be provided during pre-rotation preparation sessions.**

The second-year rotation provides students with an opportunity to actively participate in pharmacy patient care within a hospital pharmacy practice setting.

- Students will build upon the knowledge, skills, and abilities they have developed during the first two years of the PharmD program.
- Opportunities will be provided to allow pharmacy students to continue to cultivate their patient care skills. Students will gain personal clinical experiences working with a variety of patients and other members of the healthcare team within a hospital setting.
- Students will begin to make healthcare decisions with the help and guidance of a pharmacist preceptor.
- Specific units will focus on the role of the hospital pharmacist as part of the healthcare team; understanding the patient chart; documentation of patient care; applying the Pharmacist's Patient Care Process; ordering and interpreting lab values as required for the management of drug therapy; case presentations; drug information; medication safety; and interprofessional practice.
- Partner sites are across the Maritimes.

#### Fourth Year Rotations (Class of 2026 – May 2025 to March 2026)

**For the Class of 2026, these courses will be scheduled between May 2025, and March 2026. Students will take part in a matching process using ONE45 in January 2025. Each student will have a unique schedule of 32 weeks of required clinical rotation coursework across three separate university terms. The PEP Team is working towards a match release date in February 2025.**

##### **PHAR 4081: Advanced Pharmacy Practice Experience: Collaborative Health Care Setting (12 weeks)**

This clinical rotation focuses on the provision of patient-focused pharmacy care in a collaborative healthcare practice setting e.g., hospital, long-term care, ambulatory, or primary care sites.

- Students will apply the knowledge, skills, and abilities they have developed during the past three years of the PharmD program to further refine their clinical skills in preparation to enter independent practice.

- Students will serve as an active member of the healthcare team incorporating professional, legal, and ethical principles; identifying and resolving drug related problems; providing drug information and patient education.
- Using the Pharmacist's Patient Care Process learned, students will gain clinical experience providing safe and effective, patient focused and evidence-informed care to a variety of patients with acute and chronic conditions, across the lifespan; and across various levels of care offered within the institution, as well as for patients in the transitions between levels of care.
- Partner sites are across the Maritimes.

#### **PHAR 4082: Advanced Pharmacy Practice Experience: Community Setting (12 weeks)**

This clinical rotation focuses on the provision of patient-focused pharmacy care in a community pharmacy practice setting.

- Students will complete rotations at community pharmacy practice sites offering an expanded scope of pharmacy practice.
- Students will build upon the knowledge, skills, and abilities they have developed during the first three years of the PharmD curriculum to further refine their clinical skills in preparation to enter independent practice.
- Students will serve as active members of the healthcare team and provide safe and effective care under the supervision of a pharmacist preceptor to a variety of patients presenting with chronic and acute conditions across the lifespan.
- Partner sites are across the Maritimes.

#### **PHAR 4083: Advanced Pharmacy Practice Experience: Elective (8 weeks)**

This advanced pharmacy practice rotation will focus on an area of pharmacy practice or research that is of personal interest to the pharmacy student.

- Rotations may take place in a direct or non-direct patient care setting.
- Preceptors may be pharmacists or other suitable healthcare professional supervisors who are committed to learning with and teaching a fourth-year pharmacy student.
- Students will explore and develop both traditional and non-traditional roles of pharmacists within either a Canadian or global healthcare context.
- Students will contribute meaningfully and productively to patient care and professional activities of the rotation site.
- Students will be required to design, develop, and complete a project for the rotation site.
- Partner sites are across the Maritimes.

**PEP rotations are academic courses.**

**All PEP rotations must be completed in accordance with the College of Pharmacy [academic regulations](#) to progress to the next year of pharmacy study and to graduate from the College of Pharmacy.**

**PEP Rotations also follow the [Student Policies and Procedures of the Faculty of Health](#).**



## **IMPORTANT:**

### **Practice Supervision Reminder to Pharmacist Preceptors & Pharmacy Students**

Pharmacy students and preceptors are reminded that while on practice experience program rotations, pharmacy students must be under the appropriate supervision of their pharmacist preceptor. The pharmacist preceptor is professionally responsible for the pharmacy student.

Students and preceptors must review at the start of the rotation the strategy that will be followed to achieve the appropriate level of supervision to meet the pharmacy legislation requirements for the province of the rotation. **The definition of “supervision” may be different in each province, and it would be prudent for both the student and preceptor to know and understand that definition prior to commencing the practice experience.**

Pharmacy Students must clearly identify themselves as pharmacy students when in practice.

It is an expectation of the Dalhousie University College of Pharmacy that students are supervised by preceptors in a manner that maximizes opportunities for regular formative and summative feedback and the provision of safe and effective patient care always; and that satisfies the legal requirements for pharmacy practice in the province of the rotation.

Pharmacy Students must be licensed in the province of their rotation and must hold personal professional liability insurance where required by law. Preceptors and pharmacy students must ensure that any required registration, preceptor, and site documentation is filed with/approved by the provincial pharmacy regulator before a practice experience program rotation starts. **PLEASE NOTE:** In Nova Scotia Pharmacy Students who have completed injection training must also apply for and obtain a technical permit for injection in addition to holding a pharmacy student license and personal professional liability insurance. Students must also make sure that they meet any regulatory requirements for first aid and CPR certification.

**College of Pharmacy, Dalhousie University**  
**Undergraduate Degree Program Doctor of Pharmacy Program (161 credits)**  
**Four-Year Overview of Curriculum Content Classes of 2025, 2026, 2027, 2028**

Program Year	Class Number & Name
First	PHAR 1011.02 – Critical Appraisal Series 1 PHAR 1040.06 – Pharmaceutical Sciences PHAR 1051.06 – Integrated PBL 1: Foundations, Nutrition, Eye and Ear PHAR 1052.06 – Integrated PBL 2: Dermatology, Respiratory, Gastrointestinal PHAR 1061.03 – Social Behavioural and Administration Pharmacy 1 PHAR 1062.03 – Social Behavioural and Administration Pharmacy 2 PHAR 1073.03 – Skills Lab 1: Introduction to Pharmacy Practice PHAR 1074.03 – Skills Lab 2: Fundamentals of the Pharmacist’s Patient Care Process PHAR 1075.03 – Skills Lab 3: Foundations of Calculations and Compounding PHAR 1083.04 – Introduction to Pharmacy Practice Experience: Community (4 weeks) PHYL 1600.03 – Physiology for Pharmacy (now a pre-requisite for Class of 2025 and onwards) PHAC 1471.03 – Pharmacology for Pharmacy 1 PHAC 1472.03 – Pharmacology for Pharmacy 2
Second	PHAR 2013.02 – Critical Appraisal Series 2A PHAR 2014.02 – Critical Appraisal Series 2B PHAR 2041.01 – Special Considerations in Pharmacotherapeutics: Pregnancy and Lactation PHAR 2042.01 – Special Considerations in Pharmacotherapeutics: Substance Use Disorders PHAR 2051.09 – Integrated PBL 3: Cardiovascular Diseases, Diabetes, Thyroid Conditions PHAR 2052.09 – Integrated PBL 4: Contraception, Osteoporosis, Menopause, Common Infectious Diseases, Acute and Chronic Pain PHAR 2063.03 – Social, Behavioural and Administrative Pharmacy 3 PHAR 2064.03 – Social, Behavioural and Administrative Pharmacy 4 PHAR 2073.03 – Skills Lab 4 PHAR 2074.03 – Skills Lab 5 PHAR 2083.04 – Introduction to Pharmacy Practice Experience: Hospital (4 weeks) MICI 3115.03 – Immunology
Third	PHAR 3013.02 – Critical Appraisal Series 3A PHAR 3014.02 – Critical Appraisal Series 3B PHAR 3041.01 – Special Consideration in Pharmacotherapeutics: Geriatrics PHAR 3051.09 – Integrated PBL 5: Infectious Diseases Part II, Autoimmune Diseases, Genitourinary Tract, Liver and Kidney Disease PHAR 3052.09 – Integrated PBL 6: Central Neurologic, Behavioural Disorders and Pathocytologic Disorders PHAR 3061.03 – Social, Behavioural and Administrative Pharmacy 5 PHAR 3062.03 – Social, Behavioural and Administrative Pharmacy 6 PHAR 3073.03 – Skills Lab 6 PHAR 3074.02 – Skills Lab 7: Immunization and Injection Administration Training (Fall Term 2023 for Class of 2025) PHAR 3075.03 – Skills Lab 8 PHAR 3XXX.0 – Pharmacy Elective (Assorted Course Numbers)
Fourth	PHAR 4081.12 – Advanced Pharmacy Practice Experience: Collaborative Health Care Setting (12 weeks) PHAR 4082.12 – Advanced Pharmacy Practice Experience: Community Setting (12 weeks) PHAR 4083.08 – Advanced Pharmacy Practice Experience Elective (8 weeks) One course in any order scheduled across Summer, Fall and Winter terms and based on students’ rankings and ONE45 matching process.

## DALHOUSIE UNIVERSITY COLLEGE OF PHARMACY COMMITTEE TERMS OF REFERENCE

**COMMITTEE:** PRACTICE EXPERIENCE COMMITTEE

**REVISED:** March 2, 2022

**AUTHORITY:** The Practice Experience Committee is responsible to the Director and Faculty of the College of Pharmacy.

**MEMBERSHIP:**

- Coordinator of Clinical Education (Chair)
- Experiential Education Faculty Member
- Registrar, Prince Edward Island College of Pharmacists, or designate
- Registrar, New Brunswick College of Pharmacists, or designate
- Registrar, Nova Scotia College of Pharmacists, or designate
- One faculty member and three hospital practitioners participating in the practice experience (1 per Maritime province)
- Three community pharmacy practitioners participating in the practice experience in community sites (1 per Maritime province)
- One pharmacy practitioner in ambulatory or primary care in the Maritimes
- A minimum of two students from the undergraduate degree programs offered by the College of Pharmacy
- Director of the College of Pharmacy (*ex officio*)

### DUTIES AND RESPONSIBILITIES:

The Practice Experience Committee is responsible for:

1. Ensuring the practice experience program is aligned with the curricula of the College of Pharmacy and the practice requirements of the Maritime pharmacy regulatory authorities.
2. Developing and maintaining policies for the practice experience program.
3. Developing and maintaining criteria for the approval of practice sites and preceptors and a process to assess compliance with the criteria.
4. Reviewing and providing recommendations based on summary results of student, preceptor and site evaluations or other evaluation reports to support continuous quality improvement (CQI) for the practice experience program.
5. Forwarding recommendations to the Curriculum Committee on program matters as appropriate.
6. Providing guidance as appropriate to the Coordinator of Clinical Education on matters concerning the practice experience program.

PEC Approval: February 18, 2021

COP Full Faculty Approval: March 2, 2022

## **Dalhousie University Faculty of Health Guidelines for the Student Use of Social Media and Electronic Communication in Practice Education Setting**

[Dalhousie Faculty of Health Social Media Guidelines for Clinical Courses](#)

[Dalhousie University Student Accessibility and Accommodation Policy](#)

"Dalhousie University recognizes the diversity of its students and is committed to providing a learning environment and community in which students are able to participate without discrimination on grounds prohibited by the Nova Scotia *Human Rights Act*. In particular, the University is committed to facilitating students' access to the University's academic programs, activities, facilities and services." – Accommodation Policy for Students

All requests for academic accommodations for PEP rotation courses listed below must be considered and communicated by the Dalhousie University Student Accessibility Centre well in advance of the start of a clinical rotation. Please check the course syllabus for deadlines.

- PHAR 1083 (community)
- PHAR 2083 (hospital)
- PHAR 4081 (collaborative care)
- PHAR 4082 (community)
- PHAR 4083 (elective)

[Link to Dalhousie Academic Accommodations Office](#)

[Link to book an appointment with an Academic Accommodations Officer](#)

### **Additional Dalhousie University Policies**

Policies related to students within the Faculty of Health at Dalhousie University:

[Link to related student policies e.g. Student Appeals Procedures](#)

### **PEP Sites and Preceptors**

### **Clinical/Fieldwork Education Agreement and Other Amendments**

As a requirement of Dalhousie University and the Faculty of Health, a Clinical/Fieldwork Education Agreement and any required amendments must be signed by all sites participating in any of the Practice Experience Programs. This education agreement is a formal contract between the university and the clinical rotation site. The agreement outlines the responsibilities of the site and the College of Pharmacy, and the liability coverages required for student(s) and sites participating in structured practicum placement(s). Students are unable to complete a rotation at a site that does not have a signed agreement with the College of Pharmacy.

### **All sites are coordinated and matched by the College of Pharmacy**

There is no guarantee that students will be assigned to their preferred geographical area. Students must be prepared to complete clinical rotations outside the Halifax Regional Municipality (HRM).

- Students rank site selections using the One 45 program.
- Site assignments will be released online in PharmX. Please see the course syllabus for matching release dates.
- Students should note that there are a limited number of collaborative care and hospital sites that require students to be able to complete a rotation in a unilingual French environment (PHAR 2083 and 4081). Students who are bilingual and are comfortable working in a unilingual French healthcare setting are welcome to rank a unilingual French hospital as a site preference.
- If due to unforeseen circumstances a site is unable to accept a student once site assignments have been completed, the assigned student will be notified by the College of Pharmacy and placed at an alternative site as soon as one is located.
- Students are responsible for meeting all deadlines for required PEP pre-rotation onboarding requirements, coursework, and online assessment. Failure to provide required PEP onboarding materials may result in the delayed start or cancellation of a rotation and/or entry into the next year of the pharmacy program. In fourth year, this could delay graduation and/or eligibility to write PEBC Pharmacist Qualifying Exams Part 1 (Multiple-Choice) and Part 2 (OSCE).
- A Student Placement Agreement, any required university amendments, and the Student Application Form must be completed for each PEP course. These documents will be reviewed during pre-rotation classes and posted on Brightspace. Should a student require help with any PEP paperwork they should email [pepadm@dal.ca](mailto:pepadm@dal.ca) for assistance.

**All PEP rotation sites are subject to final approval by the College of Pharmacy, and when necessary, with direction from the Practice Experience Committee. Students may be required to complete additional paperwork and screenings as required by the site to be accepted as a learner at a rotation site.**

## PEP Site and Preceptor Policies/Criteria

- Students at the College of Pharmacy cannot be supervised in any PEP rotation by a direct relative. **A direct relative is defined as** any family member including those through marriage (including common-law relationships) – parents, grandparents, siblings, spouse, in-laws, aunts, uncles and first cousins, legal guardians or any other person who may have a relationship with the student that creates a conflict of interest or the potential for bias during the evaluation process. Preceptors are asked to declare any personal or economic conflicts of interest prior to the release of the match results.

**The College of Pharmacy cannot accept responsibility for any financial costs students may incur because of a last-minute site change. Last-minute changes to sites can and do occur. PLEASE NOTE: Should a site charge a fee to host a student rotation this would be the responsibility of the student ([see statement in university calendar](#)).**

- Students **are not** permitted to complete a rotation at a **community pharmacy** site where the student has previously been employed, or volunteered as a **registered pharmacy student**, or intends to be employed as a registered pharmacy student, intern, or pharmacist in the future. This policy applies to pharmacies located in separate geographic areas operated by the same owner. For corporately owned pharmacies, students would be permitted to complete a rotation at a different location if the criteria above are followed. The intent of this policy is to provide the student with a learner-teacher relationship and remove any potential conflicts that may arise from an employee-employer relationship. Situations may arise and will be addressed on a case-by-case basis by the College of Pharmacy.
- Students **are not** permitted to complete a **community pharmacy rotation** at a site where they have previously completed a PEP rotation or any unstructured time service. The intent of this policy is to provide students with a variety of placement experiences with different preceptors and to expose the students to numerous practice environments. Situations may arise and will be addressed on a case-by-case basis by the College of Pharmacy.
- All preceptors must complete a *Preceptor Application Form* prior to the beginning of any rotation. If a preceptor will be taking part in the assessment of a student, they must complete a preceptor application form prior to receiving the electronic assessment forms.
- When two or more pharmacists on a pharmacy team plan to coordinate the PEP rotation for one or more pharmacy students, one pharmacist must assume the role of primary preceptor and as such is responsible for the successful completion of the program. If a secondary preceptor is involved, a second Preceptor Application Form is required to be completed and submitted to the College of Pharmacy. This allows for proper recognition of all preceptors who participate in PEP rotations.
- If preceptors plan to be away for a vacation or for March break during a rotation, the substitute preceptor must complete a Preceptor Application Form. Please email [pepadm@dal.ca](mailto:pepadm@dal.ca) for assistance.

**To be eligible to be a preceptor, a pharmacist must meet the following criteria:**

- Licensed and in good standing with their pharmacy regulatory body for at least one year in a direct patient care setting for PHAR 1083, 2083, 4081, and 4082.
- Not a direct relative (note definition of direct relative above) of the student.
- Does not have a relationship with the student that could be viewed as a conflict of interest.
- Have no current or future personal or economic relationship with the student they will supervise.
- Have an interest in learning and teaching with a pharmacy student.
- Willing to work towards the successful completion of the student's rotation.
- Have the support of the pharmacy owner(s), pharmacy manager, pharmacy team and support staff to host a student rotation.
- For PHAR 1083, 2083, 4081, and 4082: Work in a direct patient care setting that allows for sufficient opportunity to work up patient cases and provide patient care to a diverse group of patients.
- Complete any required preceptor education programs.
- Preferred: Adjunct Appointee with the College of Pharmacy: [visit the College of Pharmacy website for details on how to apply for an Adjunct Appointee appointment.](#)
- Actively engaged in the full scope of pharmacy practice activities for the province of the rotation including injection certified or partnered with a Co-Preceptor Pharmacist who is injection certified.

**Pharmacy practice sites must meet the following criteria:**

- Licensed and in good standing with the provincial regulatory authority that oversees the practice site.
- Able to provide sufficient space and equipment to allow a student to observe and provide supervised patient care in a safe and effective manner.
- The pharmacy owner/signing officer can complete a Clinical Placement Agreement and any required pandemic or other amendments with the Dalhousie University, College of Pharmacy prior to the start of a rotation.
- Pharmacy owners must not be a direct relative of the student or have an economic relationship with the student. Situations may arise and will be addressed on a case-by-case basis by the College of Pharmacy please email [pepadm@dal.ca](mailto:pepadm@dal.ca) for assistance.

**Student Registration with Provincial Regulatory Authorities (PRAs)**

It is the responsibility of the student to ensure that they are appropriately licensed and insured as a Pharmacy Student in the province of their rotation. The Nova Scotia College of Pharmacists (NSCP), the New Brunswick College of Pharmacists (NBCP) and the Prince Edward Island Pharmacy Board (PEIPB) comprise the pharmacy regulatory authorities for the three Maritime Provinces. Each organization has specific requirements for licensure as a pharmacist and a pharmacy student.

From time-to-time these registration policies may be changed. Please check the website of each regulatory body for the latest information:

Nova Scotia: [www.nspharmacists.ca](http://www.nspharmacists.ca)

New Brunswick: [www.nbpharmacists.ca](http://www.nbpharmacists.ca)

Prince Edward Island: <http://www.pepharmacists.ca/>

For other Canadian provinces and territories student should check this website: [www.napra.ca](http://www.napra.ca)

Completion of all components of the PEP is required for graduation from the College of Pharmacy.

**Before fulfilling any licensing/registration requirement or completing any practice experience rotation, either structured (part of your degree) or unstructured (outside your degree requirements), the student must register with the appropriate provincial regulatory authority (PRA). Pharmacy students may not legally represent themselves to the public, under pharmacy legislation, as “students” unless they are registered as a pharmacy student with their respective PRA. Registration with the appropriate PRA is also required for liability protection as well as to ensure that time service will be credited. All provincial pharmacy legislation/regulations refer to “registered” students.**

**PLEASE NOTE:** Students who have completed the injection certification portion of the entry to practice pharmacy degree must contact their provincial pharmacy regulator to determine additional steps required by a student and whether students are able to administer under the supervision of a pharmacist an injection e.g., Nova Scotia College of Pharmacists require students to obtain a technical permit for injections in addition to holding a pharmacy student license and personal professional liability insurance.

The student must contact the regulatory authority **before** the commencement of the practice experience and **submit the required student application and appropriate fee**. The entire registration process must be completed **before** commencement of any type of practice experience (coursework or unstructured). Any time service completed prior to registration may not be credited toward the requirements for licensure. Student application forms and information on registration can be found on the NAPRA website at [www.napra.ca](http://www.napra.ca) or obtained from the individual provincial regulatory authorities. Individual provincial regulatory authorities may have additional requirements. It is the student’s responsibility to ensure that their registration is accurate and complete prior to the commencement of structured or unstructured practice experience.

**Failure to register with the appropriate pharmacy regulatory authority is an action that contravenes the Pharmacy Act of every province in Canada and may result in the student being disciplined by the provincial regulatory authority and/or being required to repeat the practice experience. Registration as a pharmacy student with the required PRA is 100% the responsibility of the student.**

Students currently registered in one of the Maritime Provinces must submit a written request to the provincial regulatory authority where they are currently registered before completing any unstructured time service outside of the province to obtain Council/Board approval for time service/credit hours. In some provinces collection of time service in a different province may not be permitted. Please check with



your regulator.

NSCP, NBCP and PEIPB each require that a pharmacy student must be registered **with them while completing either a structured or unstructured practice rotation in their respective province**. The three provincial regulatory authorities may or may not accept transfer of time service hours accumulated in another province, provided they were accumulated while registered as a student in that province. Please verify with the regulatory bodies involved for advice on transferring recorded time service.

**STUDENTS ARE ADVISED TO CONSULT DIRECTLY WITH THE APPLICABLE PHARMACY REGULATORY AUTHORITY IN ADVANCE OF ANY TIME SERVICE ROTATION (STRUCTURED OR UNSTRUCTURED/PEP COURSE OR NON-PEP TIME SERVICE) TO ENSURE THEY ARE PROPERLY REGISTERED AS A PHARMACY STUDENT AND TO ENSURE THAT ALL REQUIRED PAPERWORK FOR THE ROTATION IS ON FILE WITH THE REGULATORY AUTHORITY.**

### **PEP Courses and Provincial Pharmacy Regulator Time Service Credit**

Dalhousie University College of Pharmacy students are required to complete all academic PEP rotations as part of the degree requirements. The hours eligible for structured time service credit will be submitted by the College of Pharmacy to the respective provincial regulatory authority upon successful graduation from the College of Pharmacy.

**Students may be required to complete additional paperwork for a structured PEP rotation course beyond what is required to be licensed as a pharmacy student with a provincial regulatory organization. It is the responsibility of the student to contact the pharmacy regulatory authority in the province of their rotation to verify that their file and paperwork is complete prior to the start of their rotation.**

Students are responsible for:

1. determining the maximum number of hours allowable for credit from the PEP courses they complete, and;
2. providing additional information/paperwork/documentation to the provincial regulatory authority as required.

**Please note that from time-to-time Dalhousie University policies may be updated. Please see the university website for the latest information: [www.dal.ca](http://www.dal.ca)**

### **Student Placement Agreement – Student Acknowledgement Form Appendix A**

All students are required to sign a Student Placement Agreement prior to the start of rotations. This agreement describes the student's responsibilities during their rotation. Student Placement Agreements will be distributed, signed, and returned during the early part of the academic year. A copy of the student agreement for each academic year will be posted on the course Brightspace.

## **PEP Waiver Form**

All students must read and sign the PEP Waiver Form posted on the PEP Brightspace each Fall.

## **Notification to the Dalhousie College of Pharmacy of a Pharmacy Student Professional Complaint while on a Dalhousie University College of Pharmacy PEP Rotation course**

All students must **immediately** notify the College of Pharmacy by contacting the PEP Team at [pepadm@dal.ca](mailto:pepadm@dal.ca) should they be the subject of or be involved in a complaint or investigation process through any provincial pharmacy regulatory body while on or because of completing a Dalhousie University College of Pharmacy clinical rotation course. This is required so that the university can provide the student with the appropriate legal and academic support.

## **Letters of Introduction and Resumes to Preceptors**

All students are required to submit a current letter of introduction and a resume to each preceptor following the instructions sent with their match results. The letter of introduction should include, but is not limited to, practice experiences to date, areas of strengths and weaknesses, and learning goals for the rotation. This letter should be professional in appearance and serve as an introduction for discussions about structure and scheduling of the rotation.

Provision of the introduction letter and resume is a professional responsibility and an expectation of the program. Failure to provide this information relates to the professionalism component of the rotation and may affect the student's rating received in this area of the learning objectives. Resources to help students prepare a resume and letter of introduction will be posted on the PEP online classroom space.

## **Pharmacy Student Completion of Required Paperwork, Documentation, Research and Assignments**

Pharmacy students are reminded that rotation time at the practice site should be focused on the delivery of patient care activities. Extra time before the start of onsite clinical rotations in the morning and at the end of the clinical day will be required to complete required paperwork, documentation, research, and assignments. Personal schedules should be organized to permit extra work outside of regular clinical practice time. Students may also be required to stay longer than regularly scheduled clinical rotation time to complete their professional patient care obligations e.g. sign-off or hand-over of cases to the next shift pharmacist.

## **PEP Rotation Dress Code**

- Students must follow any required Public Health protocols for health and safety requirements and infection control protocols while at a rotation e.g., masking, personal protective equipment requirements etc.
- Students are expected to follow the site's required dress code/policy.
- A clean lab coat should be worn if required (please consult with preceptor).

- Any items of clothing or accessories that contain direct business competitor logos should not be brought to, worn, or used at the PEP rotation site e.g., lab coats, jackets, briefcases, knapsacks, lunch bags, travel coffee mugs, pens, etc.
- Students may be required to wear comfortable, clean, and professional footwear that adheres to the site's health and safety footwear policy. Students should anticipate that they will be required to wear closed toe footwear.
- Students must wear a Dalhousie University, Faculty of Health student identification badge (DAL Clinical ID) and/or a name tag provided by the site always while at the rotation site. The nametag must clearly identify the student as a *Pharmacy Student*.

The rotation site will have the final authority in determining the appropriateness of the student's attire. Students are expected to adhere to a "no scents" policy at their rotation sites for the health and safety of patients and colleagues.

### Arriving on Time

Students are expected to arrive on time and be ready to start their rotation activities at the required starting time that was agreed upon with their preceptor or delegated preceptor. Please plan for first day arrival or inclement weather. Students must report any arrival delays directly to their preceptor as soon as possible using the pre-agreed communication method e.g., via telephone, text, or e-mail. Please review with your preceptor the best way to report a delayed arrival. Lateness will result in poor professional evaluations and hinder the success of a student's rotation. **Issues of continued lateness should be reported to the PEP Team via email at [pepadm@dal.ca](mailto:pepadm@dal.ca) and a member of the PEP Team will help as soon as the issue is identified. All student absences from PEP for any reason must be reported via email to [pepadm@dal.ca](mailto:pepadm@dal.ca).**

### Site Computer Use

Students may be granted access to a site's computer system and must adhere to and follow all applicable computer usage and patient privacy policies. Students are reminded that they should not automatically download any computer programs onto any onsite computers without the prior consent of their preceptor or appropriate site person. Students should confirm with their preceptor what the policy is regarding onsite use of electronic devices (cell phones, iPhones, laptops, wireless internet, etc.) prior to the start of their rotation.

### Virtual Health

Students may be involved in the provision of virtual health care under the supervision of their preceptor. Any virtual care should take place onsite at the pharmacy to ensure data security and privacy. If sites are using off site virtual health care, the preceptor and student should check with the PEP Team to ensure the appropriate Clinical Placement Agreement is in place please email: [pepadm@dal.ca](mailto:pepadm@dal.ca). Students should

consult their preceptor to determine if they will be required to complete any digital/virtual health privacy training/modules. Students must follow all federal and provincial privacy laws.

Students enrolled in PharmD PHAR 4083 (elective) may complete elective coursework that involves virtual/remote work, and the student must follow the course policy and procedures provided for such coursework. Please refer to your course PHAR 4083 syllabi and course materials for more information.

### **Smoke Free and Scent Free**

Most clinical sites are smoke free and scent free. Please check with your preceptor to determine what the scent policy is at your clinical placement site. A scent free policy is designed to prevent harm to people who suffer from chemical sensitivities. Scent free policies require that you refrain from using scented deodorant, after shave, hairspray, cologne, shampoo, soap, and other scented personal care products as they release chemicals which may harm sensitive people. [Dalhousie Environmental Health & Safety](#) You are required to always adhere to any site-specific smoking and scent free policies while on rotation.

### **CPR and First Aid**

Students are required to complete a cardiopulmonary resuscitation (CPR) level C or equivalent and emergency first aid (minimum) course. The deadlines for each class are posted within the course syllabus posted on Brightspace for PHAR 1083, 2083, 4081, 4082 and 4083. All pharmacy students are responsible for keeping their CPR and first-aid certifications up to date throughout their studies at the College of Pharmacy. Students should keep a copy of their certification in their personal files and note the expiry date. Pharmacy students may be required to hold a valid first aid and CPR as a requirement of student licensure with a provincial pharmacy regulator. Please check with your pharmacy regulator as pharmacy regulators may have additional requirements for CPR and first aid certifications.

**PLEASE NOTE:** Injection certified pharmacists supervising pharmacy students who have completed the injection training should verify with their provincial regulator whether a pharmacy student is required to hold a valid first aid and CPR certificate and at what level before they can administer an injection under the direct supervision of an injection certified pharmacist. Students with NSCP injection permits should bring a copy of the certificate and their first aid and CPR certification to their rotation site.

### **PEP Grades & Remediation**

It is important to remember that PEP rotations are academic courses (PHAR 1083, 2083, 4081, 4082, and 4083); failure in any rotation is considered failure of an academic course and is subject to the academic regulations of the College of Pharmacy regarding failure. Failure to achieve learning objectives in specific units/components of the rotation may result in a student being required to remediate certain portions or all the PEP rotation, depending on the information in the preceptor's evaluation. Remediation for any component of the PEP will be at a different practice site, with a different preceptor. Decisions on remediation are made based on the recommendation of the preceptor, in consultation with the Course Coordinator and the Assistant Director, Practice Experience and when appropriate in consultation other members of the College of Pharmacy leadership team. Students are responsible for all financial costs associated with remedial rotations. Any concerns about a student's performance during a PEP rotation

should be communicated to the assigned Regional Coordinator as soon as the concern is identified so appropriate support and assistance can be provided to the student and preceptor.

### **Pending Failure**

If by the interim or mid-point evaluation, or as soon as the situation is identified, a student has the potential of failing, the preceptor must inform the student and contact the assigned Regional Coordinator for assistance.

Upon the assessment by the preceptor, if the student is unable to satisfactorily meet the objectives of a specific unit/component of the rotation, the student may be required to repeat that specific unit/component. Remediation at a different site and/or with a different preceptor may be required. The student and preceptor are both encouraged to contact the PEP Team via [pepadm@dal.ca](mailto:pepadm@dal.ca) at any time if problems are identified during a placement.

### **Action Taken if Student Performance is Trending to a Course Failure**

For PharmD Students

1. The preceptor and student should contact their assigned Regional Coordinator as soon as a student performance concern is identified during a practice experience course. The Regional Coordinator gathers information from the preceptor and student and works with the Coordinator, Practice Experience to provide supports to the identified performance concerns.
2. A plan consisting of specific goals and actions will be designed, if appropriate, by the Coordinator, Practice Experience in consultation with the Course Coordinator and the Assistant Director, Practice Experience, and in conjunction with the preceptor and student. This may require, a site visit (virtual or in-person) by the Coordinator, Practice Experience.
3. The Coordinator, Practice Experience will maintain follow-up with the preceptor, student, for the balance of the rotation. The final grade of pass or fail earned by the student is assigned by the preceptor.

The purpose of this intervention is to provide the student with every opportunity for success. If a student is not able to achieve the goals within the time of the course, this could result in the student earning a failing grade for the rotation.

Failure of a PEP course follows the academic regulations of the College of Pharmacy & the Faculty of Health:

[College of Pharmacy Regulations](#)

[Faculty of Health Policies & Procedures](#)

## Attendance Policy

Students must follow all COVID-19, or other disease related site-specific, or Public Health regulations. Should a student be required to self-isolate or quarantine during a clinical course they should not attend their site until they are cleared to do so by Public Health. Students who are not able to attend their clinical site due to COVID-19 Public Health regulations should contact the PEP Team via email [pepadm@dal.ca](mailto:pepadm@dal.ca) as soon as the situation is identified.

**Attendance during a PEP rotation is required. All absences from a PEP rotation for any reason must be reported to the preceptor and the PEP Team via email: [pepadm@dal.ca](mailto:pepadm@dal.ca).**

Preceptors may ask students to sign in and out of the practice site to keep track of rotation hours or the student and preceptor may wish to track rotation hours in another manner. **When preceptors award a grade of pass, they are also verifying that the minimum required rotation hours have been completed, as per the requirements of the course and if applicable for time-service reporting to provincial regulatory authorities in Canada.**

Students are expected to be in attendance when their preceptors are on site to allow maximum exposure to clinical experiences and patient contact. Preceptors work regular shifts, and this may mean students are completing rotation time in the evenings, on weekends or on statutory holidays. Additional time may be required after hours (nights and weekends) for completion of activities related to the rotation (e.g., research, case workups, presentations etc.). **Students should not expect that their preceptor will grant time away from the practice site for library research. The student should expect that extra academic work, research and readings will be required outside of regular pharmacy practice hours.** Should a concern or difference of opinion arise re: a student's rotation schedule both the preceptor and student are encouraged to contact their assigned Regional Coordinator for assistance.

<p><b>Students must expect and plan for a busy workload during their PEP rotations and should adjust their personal schedules to allow for this.</b></p>
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### Lunch and other Breaks

Students will be provided with the opportunity to have a thirty-minute lunch break at an appropriate time during their daily coursework at the rotation site. The time for lunch breaks or any other type of break should be reviewed at the start of the rotation with the preceptor.

### Statutory Holidays

Students are required to attend the site according to the rotation schedule assigned by the preceptor that meets the time service requirements of the course. The only exception to this policy is for statutory holidays when a pharmacy may be closed, or the preceptor is not scheduled to work. Students should note that if their preceptor is scheduled to work on a public statutory holiday that falls during their rotation, they are expected to attend the rotation site. **FOURTH YEAR STUDENTS PLEASE NOTE: Dalhousie University holidays (e.g., Munro Day in February) and university study breaks are not considered**

**statutory holidays and are not part of APPE clinical rotation course schedules.**

**Medical Illness Policy:** Students should discuss at the start of their rotations the procedure to follow at their site should they be ill and not able to attend their site. **In the event of an illness, the preceptor and PEP Team must be notified, by the student, by e-mail or telephone as early as possible. Students should email [pepadm@dal.ca](mailto:pepadm@dal.ca) if they are ill and not able to attend the rotation site.** Students must also adhere to any site-specific occupational health and safety or COVID-19 Public Health policies.

**Pandemic Planning/Policies:** Students placed at clinical rotation sites must follow the health and safety policies, plans, monitoring, quarantine, self-isolation, testing, and screening procedures implemented before, during or after a pandemic or infectious disease outbreak or as part of a pandemic planning process. Rotation schedules, site locations and activities may be adjusted because of pandemic responses at practice sites and/or at the university. This may affect the student's ability to graduate and/or write the PEBC Pharmacist Qualifying Exams Part 1 (multiple choice) and Part 2 (OSCE).

**Inclement Weather/Storm Days:** Students who cannot reach their rotation site due to inclement weather **must notify the preceptor and the PEP Team via email at [pepadm@dal.ca](mailto:pepadm@dal.ca)** as soon as they realize that they will not be able to attend. Failure to contact the preceptor and the PEP Team could constitute an unexcused absence. Students are expected to make every reasonable and safe effort to reach the rotation site. Students who miss rotation time at the site due to inclement weather are required to make up the time missed. The method of making up the time is at the discretion of the preceptor, who will consult the Course Coordinator, and may include additional hours at the site or completion of additional projects, not to exceed the number of hours required to be made up. **Consultation with the PEP Team is recommended if there is any ambiguity regarding time to be made up.** Students are encouraged to consider arranging back-up accommodation in advance of a storm e.g., overnight accommodations arranged closer to the site in the event of an impending storm. **For students commuting to rotation sites, it is important to review your travel and back-up accommodation plans with your preceptor on the first day of the rotation.**

**Professional Leave from a PEP Placement:** may be requested by e-mailing the PEP Team **in advance of the start of the rotation.** Students should email [pepadm@dal.ca](mailto:pepadm@dal.ca) to request leave from a rotation. Professional leave includes academic functions/meetings organized by the College of Pharmacy, such as professional meetings, and residency or job interviews. The Assistant Director, Practice Experience or their delegate will review the request with the respective preceptor prior to commencing the rotation.

#### **PDW (Professional Development Week) 2025 Attendance Policy for Class of 2025:**

Class of 2025 Pharmacy Students who wish to attend PDW 2025 in Halifax must apply for permission to take leave from their clinical rotation course (PHAR 4081, 4082, or 4083). The process of requesting permission to attend PDW 2025 will be distributed on Brightspace after the match results are released. Students will need to seek permission to attend PDW 2025 from their site/preceptor and then submit their request to the PEP Team for approval. Students should also be mindful that as travel continues to be disrupted in Canada that any delays in returning to a rotation site could lead to the possible delay in degree completion and may affect their ability to graduate and/or be eligible to write the May 2025 PEBC/OSCE Pharmacist Qualifying Exams. To avoid disappointment, students should not make any

personal travel plans to attend PDW 2025 until their application to attend PDW has been approved.

**PLEASE NOTE: Some rotation sites have mandatory orientations and onsite health screenings that cannot be rebooked and if missed could result in the cancellation of a rotation, delay of a student's progression to the next year of study, or a delay in graduation. Please check with your site prior to booking any travel plans to ensure there are no mandatory sessions prior to the start date of your rotation.**

Absences of greater than two days per rotation or a combination of absences and professional leave greater than two days per rotation must be made up. The method of making up the time is at the discretion of the preceptor and the Assistant Director, Practice Experience (or their delegate) and may include additional hours at the site or completion of additional projects (the Course Coordinator will be consulted for content direction). **Consultation with the Assistant Director, Practice Experience (or their delegate) is recommended if there is any ambiguity regarding time to be made up or if attendance challenges arise due to outbreaks of COVID-19 in the rotation site please email [pepadm@dal.ca](mailto:pepadm@dal.ca) for assistance.**

### Personal Absences

Absences due to personal needs e.g., social/vacation travel, social events, are not permitted during scheduled clinical rotations. It is expected that every effort be made to attend the rotation in its entirety. Any exception to this should be requested in writing via email to the PEP Team via email [pepadm@dal.ca](mailto:pepadm@dal.ca) at least two weeks prior to the beginning of the rotation and approved by the preceptor and the Assistant Director, Practice Experience, or their delegate.

Absences of any type may decrease a student's ability to be assessed providing optimal patient care and to successfully complete all rotation objectives. Unreported or unexcused absences may result in a "failure" for the rotation, until resolved to the satisfaction of the Assistant Director Practice Experience in consultation with the preceptor.

Students may be required to complete additional rotation time due to unexcused absences. Unexcused absences include failure to contact the preceptor (or site) and the PEP team via email [pepadm@dal.ca](mailto:pepadm@dal.ca) in case of illness, absence due to inclement weather, or for any reason the student is unable to arrive at the site at the time agreed upon with the preceptor. All unexcused absences must be made up on an hour per hour basis. The method of making up the time is at the discretion of the preceptor and/or Assistant Director Practice Experience or delegate and may include additional hours at the site or completion of additional projects for the site, not to exceed the number of hours required to be made up. **Consultation with the Assistant Director, Practice Experience or their delegate is recommended if there is any ambiguity regarding the time to be made up. Please email [pepadm@dal.ca](mailto:pepadm@dal.ca) for support. The Course Coordinator would be consulted for any rotation curriculum content discussions.**



## **Requests for Leave of Absence from a PEP Course**

PEP courses are academic courses and follow the College of Pharmacy Academic Regulations. For details about the process to follow to request a leave of absence please see the information posted in the [College of Pharmacy Regulations – Leave of Absence and Withdrawal](#). The Director of the College of Pharmacy oversees all requests for Leave of Absences from a PEP Course or any other academic course.

### **Liability Insurance Coverage**

Dalhousie University carries insurance which provides for liability coverage for third party personal injury and property damage that has been caused by negligent acts of university employees during their employment at the University or by students registered at Dalhousie University in respect of any activity related to the discipline, whether conducted on or off campus.

The University also carries insurance which provides coverage for any error or omission in the rendering or failure to render professional services to a third party. The insurance policy covers employees of Dalhousie University acting during their employment and covers any person while registered as a student at Dalhousie University in respect of any activity to the discipline in which the student is so registered in the furtherance of his or her education or training in such discipline whether conducted on or off campus.

### **Individual Pharmacy Student Personal Professional Liability Insurance Coverage**

Where required by law, pharmacy students must secure their own individual professional liability insurance policy that meets the requirements set out by the pharmacy regulator for the province of their rotation. Students should check with their provincial [pharmacy regulator](#) for further details. Students are responsible for any associated costs.

### **Workers' Compensation Insurance**

In several provinces, students on clinical placements are covered by provincial workers' compensation legislation. In general, workers' compensation law says that if an individual is unable to work because of a workplace accident, that person will receive money to compensate him or her for lost income. For students at universities in other provinces, this means that if they become disabled while they are on a clinical/fieldwork placement and are permanently prevented from working in the area that they are training for, the workers' compensation scheme will provide them with money calculated based on an assessment of how much they would have otherwise made in the profession.

### **Disability Insurance**

Dalhousie has purchased occupational accident coverage for all students in all faculties that participate in unpaid placements, except placements in those provinces that have mandatory workers compensation coverage. We have tried to align this coverage with worker's compensation coverage as closely as possible. If a student is injured while participating in an unpaid placement, the student should follow the normal placement site protocol but also contact [pepadm@dal.ca](mailto:pepadm@dal.ca) at the earliest opportunity so the injury

can be documented following Dal Safety Office procedures. Students still need to maintain their DSU Health Insurance or equivalent private health plan coverage, as the disability insurance does not include health insurance. Please note: The occupational disability insurance coverage does not apply to international placements.

### **Health/Travel Insurance**

**The university advises that students obtain travel health and accident insurance if completing a rotation outside of the province of their provincial health card.** The student is responsible for obtaining, and for, the cost of any additional insurance required for their PEP rotation.

### **Students Travelling in Vehicles during PEP Rotations**

Students or preceptors who use their own vehicle while travelling to or from a clinical education activity or event should be aware that there is no automobile coverage provided under Dalhousie's automobile policy. If a preceptor or student were driving a student or preceptor somewhere while on a clinical placement, the driver's automobile insurance policy would be the policy that would respond to an accident claim. They should notify their broker/insurer to make sure they have adequate coverage. Dalhousie University recommends that anyone using their own vehicle for university business/study carry a minimum liability of \$2 million on their automobile policy. It should be noted that occupational disability insurance would not apply if a student were injured while commuting to or from his or her clinical placement. The occupational disability insurance would only apply in a motor vehicle accident where the student was travelling as part of their clinical placement experience.

### **Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) and Child Abuse Register Request for Search**

At certain points in the PEP curriculum, pharmacy students must obtain a current CRC and VSC and sometimes a Child Abuse Register Request for Search. **Students will be notified by the College of Pharmacy when they should order such checks.** Failure to submit CRC/VSC and any other checks as requested by the rotation site could lead to failure or cancellation of the rotation and/or the potential to delay graduation. These checks are required for hospital/institutional clinical rotation sites and some community rotation sites (i.e., Walmart requires a CRC dated within 3 weeks of rotation start date to be submitted to the Pharmacy Manager). Students are responsible for any costs associated with these checks. In some situations, students may need to return to their hometown to complete these checks. **Students should always open and review their checks and follow any instructions for secondary screenings prior to submitting the record to the Dalhousie University College of Pharmacy.**

For details on how to complete and information about CRC/VSC, please visit the website of your local Police Department or RCMP. CRC/VSC can also be completed online. In Halifax [use this link](#) to order an online CRC/VSC. Please make sure you select the Vulnerable Sector Option and follow any required steps after submitting the request with this screening company. Please email a copy of the final check that includes both CRC and VSC to [pepadm@dal.ca](mailto:pepadm@dal.ca) by the deadline communicated in your PEP course syllabus.

**Failure to complete a criminal record check and vulnerable sector check may result in the delay,**

**cancellation, or failure of a clinical rotation course and a delay in graduation in or entry into the subsequent year of pharmacy study.**

**Students must review the results of all the checks you request and keep a photocopy or scanned copy for your personal records.**

Delays in completing such checks can lead to the cancellation of a clinical rotation and the possible delay of your course work which could delay admission into the next academic year or graduation from the pharmacy program.

**PLEASE NOTE:** Clinical sites may request that checks are completed within a certain time to be accepted as a learner at a site.

#### **ADDITIONAL SCREENINGS:**

Rotation sites may require students to complete additional screenings (e.g., Child Abuse Register Request for Search at some Nova Scotia sites) and students will be notified of these requirements within their match site profiles on PharmX. It is the student's responsibility to identify whether the PEP rotation site requires a criminal record check/vulnerable sector check or other type of check/screening, and what time is acceptable to the site for the report. Should students require assistance on this topic please contact pepadm@dal.ca.

**CRC/VSC Checks and other Required Screenings for Remedial or Repeat Rotations:** Should a pharmacy student require remediation or need to repeat a PEP course, a new CRC/VSC and other additional screenings may be required by the new rotation site to be accepted as a learner at the new rotation site. There is no guarantee that a remedial or repeat rotation will be arranged and completed to facilitate graduation or promotion into the next program year. Each remedial or repeat rotation is handled on a case-by-case basis.

**PLEASE NOTE:** The current global pandemic involving COVID-19 may cause unexpected delays in offering, scheduling, or rescheduling clinical coursework. Current workforce shortages within the Canadian healthcare system may result in delays, cancellations, or mitigation strategies for clinical rotation coursework.

**The College of Pharmacy adheres to the Faculty of Health Statement on Criminal Record Check or Other Screening Procedures including the Faculty of Health Immunization and Mantoux Testing Policy for Clinical Placements [please see this link](#).**

The College of Pharmacy Immunization Form is sent with the first-year information packages and posted on the Brightspace course space and.

#### **N95 Mask Fit Testing**

Students are advised that some clinical sites in Canada may require a student to be fit tested for a N95

mask prior to the start of their rotation. The cost of the fit testing is the responsibility of the student. If possible, the PEP Team will help the student arrange for N95 fit testing prior to or on the first day of their clinical rotation.

### **PEP Rotations Outside New Brunswick, Nova Scotia, Prince Edward Island (Maritime Provinces)**

**PLEASE NOTE:** The current global pandemic involving COVID-19 may prohibit students from moving between provinces or outside public health regional zones.

All rotation courses will be scheduled within the Maritimes (Nova Scotia, New Brunswick, and PEI). This information was communicated prior to students taking part in admissions interviews and upon acceptance into the PharmD program.

**The clinical site and the College of Pharmacy cannot accept responsibility for any financial cost students may incur because of last-minute site changes. Last minute site changes can and do occur, please be aware of and prepare for this potential situation.**

### **PEP Rotations Outside of Canada**

All direct patient care and elective Practice Experience Program rotations take place within the Maritime Provinces (Nova Scotia, New Brunswick, and Prince Edward Island) or other Canadian locations with up-to-date Clinical Placement Agreements. All rotation sites are recruited and approved by the College of Pharmacy.

The College of Pharmacy's Practice Experience Committee has determined that all direct patient care practice experience program rotations must be completed in Canada. The Mobility Agreement for Canadian Pharmacists (MACP), which was signed by the Canadian pharmacy provincial and territorial pharmacy regulatory authorities, adopts the National Licensing Program that includes a framework for structured practice experience. The framework was designed with the expectation that all practice experience will be completed in Canada, with a Canadian licensed preceptor. This means that structured practice experience must occur in Canada to be accepted for Canadian licensure requirements.