

DALHOUSIE COLLEGE OF PHARMACY

Policy Manual

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

Students **MUST** follow all COVID-19 Public Health Regulations & Clinical Site Specific COVID-19 Policies including any travel related COVID-19 mandatory self-isolation and testing requirements.

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 site for students.

Academic Year: 2020-2021 (version posted: February 2021)

An electronic copy of this manual is available at:

<https://www.dal.ca/faculty/health/pharmacy/programs/related-resources.html>

Enhancing health and wellness through pharmacy education, research and community service.

Through our work, we support the conscientious use of medications in society.

Fall & Winter Term 2020-2021 ON-LINE Faculty and Staff and Students working remotely away from the campus due to COVID-19

College of Pharmacy • Burbidge Building, 5968 College Street, PO Box 15000 • Halifax NS B3H 4R2 Canada

Best way to contact the College of Pharmacy is via • Email: pharmrec@dal.ca • www.dal.ca/pharmacy

We are not able to accept any faxes at this time.

Mission, Vision and Values 2016-2021
Dalhousie University College of Pharmacy

Mission, Vision and Strategic Directions

Mission

Enhancing health and wellness through pharmacy education, research and community service. Through our work, we support the conscientious use of medications in society.



Vision

The College of Pharmacy leads the profession's evolution.
Our expertise, programs and graduates are sought after and valued.

Values

- 1 **We are collegial in all our relationships, both internally and externally**
 - Sharing and collaborative in all we do
 - Informal, inclusive and trusting
 - Consensus oriented
 - Respectful of diversity
- 2 **Our approach is positive and action oriented**
 - Continually striving for improvement
 - Action oriented
 - Supporting our colleagues
 - Problem solving
 - Supporting a range of learning needs
- 3 **We are committed to the success of our students**
 - Wanting to make a positive impact on our profession
 - Preparing students for current and future practice
 - Preparing students to become leaders in the profession
 - Educating students to be critical thinkers, problem solvers and lifelong learners
- 4 **We value ethical and professional relationships with all of our communities**
 - Staying connected and seeking input
 - Learning from each other
 - Benefiting from our interactions
 - Working ethically to the greater good of our people and communities
- 5 **We respect people's boundaries**
 - Recognizing the importance of people's lives outside of the College
 - Wanting people to enjoy what they do
 - Providing a flexible work environment
 - Valuing debate
 - Supporting our colleagues



Strategic Directions

1. **Implement the undergraduate Doctor of Pharmacy**
2. **Strengthen and diversify research inputs and outputs**
3. **Renew CPE direction**
4. **Expand our resource base**
5. **Strengthen our continuous improvement culture**

TABLE OF CONTENTS

	Page
College of Pharmacy – Mission, Vision and Values 2016-2021	1
Dear Preceptors and Students	4
Program Overview	5
Pharmacy Classes 2021, 2022, 2023.....	8
Pharmacy Class of 2024.....	8
IMPORTANT PRACTICE SUPERVISION REMINDER	12
Four Year Overview of Classes of 2021, 2022, 2023 Curriculum Content.....	13
Four Year Overview of Class of 2024 Curriculum Content	14
Practice Experience Committee Terms of Reference	15
Guidelines for Student Use of Social Media & Electronic Communication	16
Dalhousie University Student Accessibility & Accommodation Policy.....	16
Additional Dalhousie University Policies.....	16
PEP Sites and Preceptors	16
Clinical/Fieldwork Education Agreement	16
Sites Coordinated and Matched by the College of Pharmacy.....	17
PEP Site and Preceptor Policies/Criteria	18
Student Placement Agreement	19
Notification to the Dalhousie College of Pharmacy of a Pharmacy Student Complaint while on a Dalhousie University College of Pharmacy PEP Rotation Course	19
Letters of Introduction & Resumes to Preceptors.....	20
Pharmacy Student Completion of Required Paperwork, Documentation, Research and Assignments	20
PEP Rotation Dress Code	20
Arriving on Time	21
Site Computer Use	21
Virtual Health.....	22
Smoke Free and Scent Free.....	22
CPR and First Aid.....	22
Failure during Placement	22
Pending Failure	23
Reasons for Failure	23
Action Taken During Failure	23
Attendance Policy	24
Statutory Holidays	25
Medical Illness Policy.....	25
Pandemic Planning/Policies.....	25
Inclement Weather/Storm Days Policy.....	25
Professional Leave	26
PDW 2021 Attendance Policy	26
Personal Absences	26
Liability Insurance Coverage.....	27
Individual Pharmacy Student Liability Insurance.....	27

Workers Compensation Insurance	27
Disability Insurance	28
Health/Travel Insurance.....	28
Students Travelling in Vehicles during Rotation.....	28
Criminal Record & Vulnerable Sector Checks & 28	
Child Abuse Registry Request for Search	28
FOHP Statement on Criminal Records Check or Other Screening Procedures for Clinical Placements Including Immunizations and Mantoux Testing	29
N95 Mask Fit Testing	30
PEP Rotations Outside Maritime Provinces	30
Academic Standing Policy for Students Requesting PEP Rotations Outside the Maritimes	31
PEP Rotations Outside of Canada.....	31
PEP Courses & Provincial Time Service Credit.....	32
Student Registration with Provincial Regulatory Authorities	32

Academic Year 2020-2021

Dear Preceptors and Students:

I hope this note finds you and your pharmacy team doing well.

Welcome to the Practice Experience Program (PEP) at the College of Pharmacy, Dalhousie University, for the academic year 2020-2021.

The past year has been very challenging for our country and the world as we navigate the reality of the ongoing COVID-19 Pandemic.

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

Sincere thanks are sent to the large group of dedicated pharmacists who volunteer their time, expertise and energy as preceptors. Working in a hospital, long-term care or community pharmacy is a busy and challenging job. The College of Pharmacy Practice Experience Program thanks you for taking the time to participate as a PEP preceptor. 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.

In September 2020, the College of Pharmacy admitted the Class of 2024 into the new Entry-Level undergraduate Doctor of Pharmacy (PharmD) degree. The PEP curriculum across all the years of students currently enrolled at the College of Pharmacy is designed to meet CCAPP accreditation and AFPC educational outcomes.

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 faculty and staff:
<https://dal.peopleadmin.ca/>.

Please feel free to contact me at any time should you need assistance either as a student or preceptor or have questions about current or future PEP curriculum.

Thank you for your support of the Practice Experience Program!

Sincerely,



Harriet Davies, BSc (Pharm), CDE, M.Ed.
Coordinator of Clinical Education
WORKING REMOTELY OFF-CAMPUS DUE TO COVID-19
E-Mail: Harriet.Davies@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 all policies is required of all students on rotation. These policies have been prepared with direction from the Practice Experience Committee, College of Pharmacy and the Faculty of Health, Dalhousie University. Questions regarding PEP policy should be directed to the Coordinator of Clinical Education (CCE).

Coordinator of Clinical Education: Harriet Davies,
WORKING REMOTELY OFF-CAMPUS DUE TO COVID-19
E-Mail: Harriet.Davies@Dal.Ca

For Class of 2024

Course Coordinator for PEP Courses: PHAR 1083, 2083, 4081, 4082, 4083: Dr. Natalie Kennie-Kaulbach

E-Mail: nkennie@dal.ca

For Classes 2021-2024 and general inquiries related to PEP Courses Email: pepadm@dal.ca

The PEP Policy Manual contains information on:

- PEP Policy and Procedures
- Program Description
- College Curricular Outcomes Met by the Rotation
- Academic Background of Pharmacy Students
- Information on PBL (Problem Based Learning) Pharmacy Education
- Evaluation and Grading
- General Guidelines for the Program
- Guidelines with Respect to Performance Difficulties

Program Overview

As of the 2020-2021 academic year, all PEP sites are recruited and matched by the College of Pharmacy and must have an updated Clinical Placement Agreement that includes required Pandemic clauses on file with the Dalhousie University College of Pharmacy.

Scheduling of PEP rotations may be impacted by Public Health Pandemic Advisories.

The Practice Experience Program (PEP) for the undergraduate degree programs offered by the Dalhousie University College of Pharmacy is managed by the Coordinator of Clinical Education, with direction from the Curriculum and the Practice Experience Committees (PEC).

Classes 2021, 2022 and 2023 Students complete 20 weeks of structured PEP rotations:

Course Number	Number of Weeks	Minimum Number of Practice Hours
PHAR 2081 (Hospital)	2 weeks after second academic year	35 hours per week
PHAR 2082 (Community)	2 weeks after second academic year	35 hours per week
PHAR 3081/3082 (Community)	4 weeks after third academic year	35 hours per week
PHAR 4080 (Hospital)	6 weeks during fourth academic year	40 hours per week
PHAR 4085 (Community)	6 weeks during fourth academic year	40 hours per week

PLEASE NOTE: The PEP courses listed above enable students to complete 20 weeks of structured experiential learning in Canadian hospital, community and/or long-term care pharmacy practice settings. The 20 weeks of structured learning represents part of the required 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 real pharmacy practice setting with the preceptor acting as an educator and role model.

Class of 2024 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 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 real pharmacy practice setting with the preceptor acting as an educator and role model.

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 must be prepared to complete PEP rotations outside of the Halifax metro area. Students who are attending the College of Pharmacy and come from home provinces outside the Maritimes should be aware that they may be required to complete all their clinical rotations within one of the three Maritime Provinces. All accommodations, travel expenses, and any related costs for PEP are the responsibility of the student.

During the COVID-19 pandemic students must follow all Public Health advisories and regulations. These advisories may impact when a student may be able to travel to a clinical site. Timelines and locations for clinical rotations may be impacted and plans for clinical rotations may need to be adjusted. Students must monitor their DAL email for updates on clinical coursework. Students are responsible for staying up to date on provincial and national public health COVID-19 advisories and regulations.

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 of the objectives of the rotation. The rotation objectives and activities are designed to meet College curricular outcomes that are required in order 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:

<http://www.afpc.info/node/39>

An evaluation tool is used by the preceptor and self-assessment tool 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.

Students should expect a busy time during rotations and understand that the expectation during scheduled times at the rotation site is to be fully engaged in patient care at the clinical site under the supervision of their pharmacist preceptor. Students should expect that extra time outside of clinical rotations will be required to complete course assignments and research. PEP courses are a busy time, and students should plan accordingly to allow for the greatest chance of success during rotations. It is the responsibility of the preceptor to manage the rotation in such a way that the activities are meaningful, and to give continuous, constructive feedback to the student. Upon completion of the rotation, the preceptor must evaluate whether the student has fulfilled each objective and passed the rotation. Any serious issues identified with a student's academic performance while on a PEP rotation should be brought to the attention of the Coordinator of Clinical Education (CCE) as soon as identified to allow for assistance and support to be provided by the College of Pharmacy to the both the preceptor and student.

PEP Manuals and Resources

The College of Pharmacy posts an updated version of the PEP Policy Manual on Brightspace for students and on the College of Pharmacy website for preceptors:

<http://www.dal.ca/faculty/health/pharmacy/programs/related-resources.html>. Students and preceptors are encouraged to check these locations for the latest program and policy information.

Program policies are subject to update at any time. Policy updates will be posted on the above noted websites.

Pharmacy Classes 2021, 2022, 2023

Second Year Rotations (Pharmacy 2081/2082)

Second year rotations provide students with a basic introduction to patient focused pharmacy care in both hospital and community pharmacy settings.

The second-year hospital and community rotations provide the student with an opportunity to learn about:

- hospital and community pharmacy patient care activities;
- the role of hospital and community pharmacists within the Canadian healthcare system;
- hospital and community pharmacy practice in Canada.

Third Year Rotation (Pharmacy 3081/3082)

The third-year rotation introduces the practical provision of patient focused pharmacy care in a community pharmacy setting. It is essential that the student obtain significant exposure to the patient care experience before advancing to their fourth-year rotations. The four-week program is intended to bridge the gap between the initial introduction to patient focused pharmacy care provided in second year, and the more in-depth patient care activities required for fourth year rotations.

Fourth Year Rotations (Pharmacy 4080/4085)

Fourth year pharmacy rotations are centered on the provision of patient focused pharmacy care. Students are provided with an opportunity to practice the practical application of patient focused pharmacy care within the current Canadian healthcare system. Students are required to spend the majority of their time on activities that result in the provision of direct patient care in both community and hospital/long-term care pharmacy settings.

Pharmacy Class of 2024

First Year Rotation

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

For the Summer of 2021 this rotation will be scheduled during August 2021 for the Class of 2024.

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, skills and abilities they have developed during the 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 areas of this rotation.
- Students are required to travel to sites outside the Halifax area and are responsible for all associated costs.

Second Year Rotations

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

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.
- Opportunities will be provided to allow pharmacy students to continue to cultivate their patient care skills and 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.
- Students are required to travel to sites outside the Halifax area and are responsible for all associated costs.

Fourth Year Rotations

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 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 all levels of care offered within the institution as well as for patients in the transitions between levels of care.
- Students are required to travel to sites outside the Halifax area and are responsible for all associated costs.

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 an active member 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.
- Students are required to travel to sites outside the Halifax area and are responsible for all associated costs.

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 be completed in a direct or non-direct patient care setting.
- Preceptors may be pharmacists, other health professionals or suitable supervisors who are committed to learning and teaching with a fourth-year pharmacy student.
- Students will explore and/or develop both traditional and non-traditional roles of pharmacists within either a Canadian or global health care context.
- Students will contribute meaningfully and productively to the patient care and/or professional activities of the rotation site.
- Students will be required to design, develop and complete a project for the rotation site.
- Students are required to travel to sites outside the Halifax area and are responsible for all associated costs.

PEP rotations are academic courses. All PEP rotations must be successfully completed in accordance with the College of Pharmacy academic regulations in order to enter the next year of pharmacy study and to graduate from the College of Pharmacy.

During the COVID-19 pandemic, College of Pharmacy clinical course work and scheduling may be unexpectedly interrupted or delayed. Students should monitor their DAL email for course updates.

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 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 prior to the start of a practice experience program rotation. **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.

College of Pharmacy, Dalhousie University
Bachelor of Science in Pharmacy Undergraduate Degree Program
Four-Year Overview of Curriculum Content
Pre-Requisites for PEP

Program Year	Class Number & Name
First	PHAR 1060 Pharmacy Administration I PHAR 1071/2 Skills Lab I PHAR 1081/2 Community Experience Program (Service Learning) ANAT 1040 Basic Human Anatomy MICR 1050 Basic Microbiology & Immunology for Pharmacy CHEM 2442 Organic Chemistry PHYL 1400 Human Physiology BIOC 1040 Biochemistry for Pharmacy PHAC 1470 Pharmacology for Pharmacy
Second	PHAR 2011/2 Critical Appraisal Series IA & IB PHAR 2200 Topical Products (Dermatologicals and Eye & Ear) PHAR 2035 Respiratory Tract Complaints* PHAR 2040 Gastrointestinal Disorders* PHAR 2045 Nutrition PHAR 2055 Drug Disposition PHAR 2060 Medication Use Management PHAR 2071/2 Skills Lab II PHAR 2081 Practice Experience I (Hospital 2 weeks) PHAR 2082 Practice Experience II (Community 2 weeks)
Third	PHAR 3011/2 Critical Appraisal Series II PHAR 3020 Women's Health Issues* PHAR 3040 Cardiovascular Diseases* PHAR 3050 Pain and Rheumatology* PHAR 3055 CNS and Behavioral Disorders* PHAR 3060 Endocrine Disorders* PHAR 3071/2 Skills Lab III PHAR 3081/2 Practice Experience III (Community 4 weeks)
Fourth	PHAR 3030 Infectious Diseases* PHAR 4010 Critical Appraisal Series III PHAR 4025 Pathocytologic Disorders* PHAR 4035 Disorders of the Liver and Genitourinary Systems* PHAR 4060 Advanced Patient Health Management PHAR 4071/2 Skills Lab IV Injection Training for Class 2021: Fall 2020 (special on campus session during COVID-19 October 2020) Future Dates for Classes of 2022 and 2023 TBA PHAR 4080 Practice Experience IV (Hospital/Long-Term Care 6 weeks) PHAR 4085 Practice Experience V (Community 6 weeks) IPHE 4900 Interprofessional Health Education Portfolio (Completed over 4 years)

* These are multidisciplinary PBL units consisting of pharmaceutical sciences, pharmacotherapeutics, and pharmacy administration.

NOTE: The Fall and Winter terms of the 2020-2021 academic year will be offered online due to the pandemic with the exception of specially approved classes for the Class of 2021 (fourth year) – injection training, skills lab and practice OSCE exam.

NOTE: The Class of 2022 (third year) is being scheduled to return to campus in March/April 2021 for select Skills Lab activities. This plan is subject to university approvals and Public Health regulations.

College of Pharmacy, Dalhousie University
Undergraduate Degree Program Doctor of Pharmacy Program (161 credits)
Four-Year Overview of Curriculum Content
Pre-Requisites for PEP

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 Behaviour and Administration Pharmacy 1 PHAR 1062.03 – Social Behaviour 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 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: Addictions 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 2061.03 – Social, Behavioural and Administrative Pharmacy 3 PHAR 2062.03 – 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 3074.01 – Skills Lab 7: Immunization and Injection Administration Training (Fall Term 2022 for Class of 2024) PHAR 3075.03 – Skills Lab 8 PHAR 3XXX.01 – Pharmacy Elective
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)

NOTE: The Fall & Winter terms of the 2020-2021 academic year, will be offered online due to the pandemic, with select on-campus clinical skills development sessions as approved by Public Health and the Dalhousie University health and safety office.

**DALHOUSIE UNIVERSITY COLLEGE OF PHARMACY
COMMITTEE TERMS OF REFERENCE**

COMMITTEE: **PRACTICE EXPERIENCE**

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

MEMBERSHIP: Coordinator of Clinical Education (Chair)
- 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 curriculum 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.

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

<https://www.dal.ca/faculty/health/practice-education/for-students/Social-media-guidelines.html>

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 2020-2021 PEP rotation courses:

- PHAR 1083 (community)
- PHAR 2081 (hospital)
- PHAR 2082 (community)
- PHAR 3081/3082 (community)
- PHAR 4080 (hospital)
- PHAR 4085 (community)

must be done through the Dalhousie University Student Accessibility Centre well in advance of the start of a clinical rotation. Please refer to the following website for more information:

https://www.dal.ca/campus_life/academic-support/accessibility.html

Additional Dalhousie University Policies

See the following link for a complete listing of current policies related to students within the Faculty of Health at Dalhousie University:

<http://www.dal.ca/faculty/health/current-students/student-policies-and-procedures.html>

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 site. The agreement outlines the responsibilities of the site and the College of Pharmacy and the liability coverage for student(s) 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 will be asked to rank geographical areas in the Maritimes in order of preference in advance of the yearly site recruitment and matching process.
- There are a limited number of collaborative care and hospital sites that require a student to be able to complete a rotation in a unilingual French environment. 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.
- Site assignments for each PEP course will be released directly to students online via the College's Matching Program on the announcement date (for 2020-2021: PharmX).
- If due to unforeseen circumstances a site is unable to accept a student once site assignments have been completed, the student assigned to that site will be assigned to an alternate site by the Dalhousie College of Pharmacy as soon as a suitable site is located.
- Students are responsible for meeting all deadlines for required PEP paperwork and/or online assessment. Failure to provide required PEP 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 OSCE Pharmacist Qualifying Exams.
- A Student Placement Agreement, any required university amendments, and Student Application Form must be completed for each year a student is enrolled in a PEP course.

The College of Pharmacy cannot accept responsibility for any financial costs students may incur as a result of a last-minute site change. Last minute changes to sites can and do occur, please be prepared for this potential situation. 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): <https://academiccalendar.dal.ca/~Catalog/ViewCatalog.aspx>

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 of 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. This policy is specifically intended to avoid a conflict of interest and potential bias by the supervising pharmacist during the evaluation process.
- 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. 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. Special circumstances 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 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. Special circumstances 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.
- When two pharmacists 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.
- **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
 - Not a direct relative (note definition of direct relative above) of the student
 - Have no 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 and support staff to host a student rotation
- For PHAR 1083, 2081, 2082, 2083, 3081/2, 4080, 4081, 4082 and 4085: 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:
- <https://www.dal.ca/faculty/health/pharmacy/programs/preceptor-development-program/adjunct-appointments.html>
- 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 the practice site in a safe and effective manner.
- The pharmacy owner/signing officer is able to complete a Clinical Placement Agreement and any required amendments with the Dalhousie University, College of Pharmacy prior to the start of a rotation
- Pharmacy owner must not be a direct relative of the student or have an economic relationship with the student. Special circumstances may arise and will be addressed on a case by case basis by the College of Pharmacy.

Student Placement Agreement

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 PEP online classroom space.

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 Coordinator of Clinical Education should they be the subject of or be involved in a complaint or investigation process through any provincial pharmacy regulatory body while on or as a result 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, **no later than one month prior to beginning any PEP rotation or as requested by the Coordinator of Clinical Education or preceptor/site.** 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 rating received by the student 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 after 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.

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 white 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, lab coats, 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 may 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. It is the responsibility of the student to maintain their attire in a clean and tailored fashion as well as maintain proper personal hygiene. Students are expected to adhere to a "no scents" policy at their rotation sites for the health and safety of patients and colleagues. Students should recognize that an important component of the rotation evaluation is based upon the professional image presented; a poor evaluation may result if expected standards are not adhered to or maintained.

Arriving on Time

Students are expected to arrive on time and be ready to start their rotation activities at the required starting time. This means that students are expected to be ready to start their rotation day at the agreed upon time with their preceptor or delegated preceptor. Please allow extra time 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 can result in poor professional evaluations and hinder the success of a student's rotation. **Issues of continued lateness should be reported to the Coordinator of Clinical Education at the College of Pharmacy as soon as the issue is identified. All absences from PEP for any reason must be reported to the Coordinator of Clinical Education.**

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 course coordinator to ensure the appropriate Clinical Placement Agreement is in place.

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 University Environmental Health & Safety: <https://www.dal.ca/dept/safety.html>)

You are required to adhere to any site-specific smoking and scent free policies at all times while on rotation.

CPR and First Aid

Students are required to complete a cardiopulmonary resuscitation (CPR) and standard first aid Health Care Provider course for second year skills lab for the Classes 2021, 2022, 2023. The deadline for the Class of 2024 is to be determined. 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.

PLEASE NOTE: Injection certified pharmacists supervising Class of 2021 pharmacy students who have completed the injection training should verify with their provincial regulator whether or not a pharmacy student is required to hold a valid first aid and CPR certificate before they can administer an injection under the direct supervision of an injection certified pharmacist.

Failure during Placement

It is important to remember that PEP rotations are academic courses (PHAR 1083, 2081, 2082, 2083, 3081/2, 4080, 4081, 4082 and 4085); 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 of 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 Coordinator of Clinical Education, and the Director of the College of Pharmacy (or their delegate). 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 Coordinator of Clinical Education as soon as the concern is identified.

Pending Failure

If by the mid-point evaluation (or as soon as the situation is identified) it appears that a student has the potential of failing, the preceptor must inform the student and contact the Coordinator of Clinical Education immediately.

If the student is having difficulty and by the assessment of the preceptor, is unable to satisfactorily

meet the objectives of a specific unit/component of the rotation, the student may be required to repeat that unit/component of the rotation. Remediation at a different site, with a different preceptor, may be required in addition to the required time frame of the original rotation.

The student and preceptor are both encouraged to contact the Coordinator of Clinical Education at any time if problems are identified during a placement.

Reasons for Failure

1. Withdrawal of the student at the request of the site from the rotation for whatever reason.
2. If the student is unable to successfully meet the learning objectives of the program as outlined in the course manual for each Practice Experience Program rotation and identified by the preceptor.

Action Taken During Failure

In the event of a potential failure:

1. The preceptor must contact the Coordinator of Clinical Education immediately or as soon as a problem or concern is identified.
2. An action plan is developed by the Coordinator of Clinical Education (or their delegate) in consultation with the preceptor, the student, and the Director of the College of Pharmacy (or their delegate) for the remainder of the placement. This may require, if feasible, a site visit (virtual or in person) by the Coordinator of Clinical Education or delegate.
3. The preceptor, student and Coordinator of Clinical Education or delegate will maintain follow-up either in person, by phone and/or email for the balance of the rotation.

The purpose of this intervention is to provide the student with the opportunity to remediate performance and avoid failure.

Students are subject to individual review by the preceptor, Coordinator of Clinical Education and the Director of the College of Pharmacy (or their delegate) and may be required to repeat certain components or all of the program requirements, depending on individual circumstances.

Attendance Policy

Students must follow all COVID-19 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 Coordinator of Clinical Education 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 Coordinator of Clinical Education as well as the preceptor.

Preceptors may wish to 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 up until that point in time at the site, as per the requirements of the course and 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 may expect students to attend more than the minimum number of hours designated for the rotation e.g., attendance at a CE event or public event organized by the pharmacy. Additional time will 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 difference of opinion arise or concern re: a student's rotation schedule both the preceptor and student are encouraged to contact the Coordinator of Clinical Education for assistance.

Students must expect and plan for a busy workload during their PEP rotations and should adjust their personal schedules to allow for this.

In the event that student attendance or coursework is impacted by the COVID-19 pandemic, the preceptor and student should contact the Coordinator of Clinical Education as soon as possible and after managing all Public Health requirements.

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) are not considered statutory holidays.**

Medical Illness Policy: Students should discuss at the start of their rotations the procedure to follow at their site should they be too ill to attend the site or are required to self-isolate or quarantine by Public Health. **In the event of an illness, the preceptor and the Coordinator of Clinical Education must be notified, by the student, by e-mail or telephone as early as possible. If a student tests positive for COVID-19 while on a clinical rotation course or there is an outbreak of COVID-19 at the clinical site, the student and preceptor are asked to contact the Coordinator of Clinical Education as soon as possible.** Students must also adhere to any site-specific occupational health and safety or COVID-19 Public Health policies. If a student is following the instructions/policies of a pandemic or disease outbreak plan at the practice site, they should send an e-mail to the Coordinator of Clinical Education documenting their absence as soon as possible.

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 and activities may be adjusted as a result 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/OSCE.

Inclement Weather/Storm Days: Students who cannot reach their rotation site due to inclement weather **must notify the preceptor and the Coordinator of Clinical Education** as soon as they realize that they will not be able to attend. Failure to contact the preceptor and the Coordinator of Clinical Education could constitute an unexcused absence. Students should use reasonable judgment in the decision as to whether or not they can travel to the site. Advising a preceptor of an absence due to inclement weather prior to the inclement weather event is not appropriate and will be considered 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 on an hour for hour basis. The method of making up the time is at the discretion of the preceptor and/or Coordinator of Clinical Education 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 Coordinator of Clinical Education is recommended if there is any ambiguity regarding time to be made up.** Students are encouraged to consider arranging back-up accommodation plans 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 Coordinator of Clinical Education **in advance of the start of the rotation**. Professional leave includes academic functions/meetings at the College of Pharmacy (please note that for 2020-21 the College of Pharmacy building is currently closed and has restricted access due to COVID-19), professional meetings, and residency/job interviews. This includes online meetings and interviews. The Coordinator of Clinical Education will discuss the request with the respective preceptor in advance of the beginning of the rotation. Professional leave must be approved by both the preceptor and the Coordinator of Clinical Education prior to the leave dates.

Due to unforeseen pandemic related Public Health restrictions related to interprovincial or international travel, students are advised to be well informed of such restrictions and/or testing requirements prior to arriving and during any scheduled clinical rotation times. Students must be prepared to be able to be accepted at their site as scheduled and be ready and able to adhere to all Public Health rules and regulations.

PDW 2021: Due to COVID-19 PDW 2021 has been cancelled.

PLEASE NOTE: Some rotation sites have mandatory orientations and onsite health screenings that cannot be rebooked and if missed can result in the cancellation of a rotation and the possible delay of 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.

Excused absences of greater than two days per introductory rotation or a combination of excused 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/or Coordinator of Clinical Education and may include additional hours at the site or completion of additional projects. **Consultation with the Coordinator of Clinical Education 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 area of the rotation site.**

Personal Absences

Absences due to personal needs are not encouraged 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 Coordinator of Clinical Education at least two weeks prior to the beginning of the rotation and approved by the preceptor and the Coordinator of Clinical Education or their delegate.

Absences of any type may decrease a student's ability to provide optimal patient care and to successfully complete all rotation objectives. Unreported or unexcused absences may result in a

“fail” for the rotation, until resolved to the satisfaction of the Coordinator of Clinical Education and the Director of the College of Pharmacy (or their delegate).

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 Coordinator of Clinical Education 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 completed (made up) on an hour per hour basis. The method of making up the time is at the discretion of the preceptor and/or Coordinator of Clinical Education 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 Coordinator of Clinical Education is recommended if there is any ambiguity regarding the time to be made up.**

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 also 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 regulators for further details: www.napra.ca. Students are responsible for any associated costs.

Workers' Compensation Insurance

In several provinces, students on clinical or fieldwork 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 in 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 the Coordinator of Clinical Education at the earliest opportunity so the insurer can be notified. 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 that is 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 the 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

FOR 2020-2021: All pharmacy students will be required to obtain a current CRC and VSC and in some cases 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 will 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: <http://www.backcheck.net/halifax/>.

Failure to complete a criminal record check and vulnerable sector check may result in the delay, cancellation or failure of a clinical rotation or service learning course and a possible 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 timeframe 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) 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, and what timeframe is acceptable to the site for the report.

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 in order 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.

The College of Pharmacy adheres to the Faculty of Health Statement on Criminal Records Check or Other Screening Procedures including the Faculty of Health Immunization and Mantoux Testing Policy for Clinical Placements please see:

<https://www.dal.ca/faculty/health/current-students/student-policies-and-procedures.html>

The College of Pharmacy Immunization Form is sent with the first-year information packages and

posted on PharmX.

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 Coordinator of Clinical Education 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 bubbles or zones.

Students considering PEP rotations outside of the Maritime Provinces must first contact the Coordinator of Clinical Education to determine the feasibility of such a placement and to discuss the reasons why they want to complete a PEP rotation in that region.

There are several factors which must be considered prior to contacting potential sites and preceptors in provinces other than New Brunswick, Nova Scotia and Prince Edward Island. First and most importantly, the College of Pharmacy must respect that other faculties/colleges and schools of pharmacy are trying to place their own students in their respective regions.

Discussions exploring rotations outside of the Maritimes must occur between the respective Coordinators of Clinical Education from each university involved. It is also important for the Coordinator of Clinical Education to determine whether the site is appropriate to send a student and whether it can meet the College of Pharmacy's Practice Experience Program objectives and activities.

It is important for students to note that even though approval is granted for a PEP rotation outside of the Maritimes many factors may arise after the approval process that could compromise the rotation for example: site and preceptor criteria, obtaining a Clinical Placement Agreement, the ability of the site to meet the educational objectives of the program or unexpected staffing shortages at the site may change the status of the approved rotation or Public Health restrictions due to COVID-19.. The College of Pharmacy's main objective in placing students for PEP rotations is to find sites that will provide the best possible learning experience for students and where the student will successfully complete the defined objectives and activities of the program.

Academic Standing Policy for Students Requesting PEP Rotations outside the Maritimes

PLEASE NOTE: Public Health restrictions due to COVID-19 may affect this policy.

Students who request permission to complete a community or hospital PEP rotation outside the Maritimes (NS, NB, PEI) in any academic year of pharmacy study:

- Must have remained in good academic standing throughout their time at the College of Pharmacy and currently be in good standing. This means that the student will NOT have:
 - Any repeat years
 - Been required to complete any remedial work, supplemental examinations or other supplemental assessments (this refers to all courses including all PEP courses).
- Must be licensed and in good standing (or eligible to be) as a Registered Pharmacy Student for the province requested
- Must be prepared to return to the Maritimes if any remedial PEP rotation work is required
- Must be prepared to complete a rotation in the Maritimes if a last-minute cancellation or change occurs with the outside Maritime rotation site
- Understand that they are responsible for all financial costs associated with completing a PEP rotation outside the Maritimes
- Understand that there is no guarantee that a suitable site will be located in the requested province and must be prepared to complete a rotation within the Maritimes

Approved by Dalhousie University College of Pharmacy Practice Experience Committee November 13, 2007

The clinical site and the College of Pharmacy cannot accept responsibility for any financial costs students may incur as a result 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 Practice Experience Program rotations must take place in Canada.

The College of Pharmacy's Practice Experience Committee has determined that 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.

PEP Courses and Provincial Pharmacy Regulator Time Service Credit

Dalhousie University College of Pharmacy students are required to complete all academic PEP rotations. The hours eligible for 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 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 as required by the provincial regulatory authority.

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

Student Registration with Provincial Regulatory Authorities (PRAs)

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 policies may be updated. Please check the website of each regulatory body for the latest information:**

Nova Scotia: www.nspharmacists.ca

New Brunswick: www.nbpharmacists.ca

Prince Edward Island: <http://www.pepharmacists.ca/> (please note First/Aid & CPR requirement for students)

Other Canadian provinces and territories: www.napra.ca

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

Before fulfilling any licensing, 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.

NOTE: Students who have completed the injection certification portion of the entry to practice degree must contact their provincial pharmacy regulator to determine additional steps required by a student 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 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 in order 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 COURSE) 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.