DALHOUSIE UNIVERSITY

Faculty of Health
College of Pharmacy

DALHOUSIE COLLEGE OF PHARMACY

Information & Policy Manual

For

PRACTICE EXPERIENCE PROGRAM (PEP)
ACADEMIC COURSES:
PHAR 1083, 2083, 4081, 4082 & 4083
OFFERED IN COLLABORATION WITH
VALUED PRECEPTORS & ROTATION SITE PARTNERS

PEP course information changes will be posted on the College of Pharmacy website and Brightspace

Course Manuals are posted on Brightspace and ONE45

FALL 2026

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

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Welcome Note

Dear Preceptors and Students:

Welcome to the Practice Experience Program (PEP) at the College of Pharmacy, Dalhousie University, for the academic year 2026-7.

Thank you to the pharmacist preceptors, pharmacy team members, and interprofessional preceptors who support the education of Dalhousie College of Pharmacy PharmD students. A sincere thank you goes out to the many dedicated preceptors who volunteer their time, expertise, and energy as preceptors. Preceptors, you are at the heart of the practice experience program, and your dedication to the pharmacy profession is valued and appreciated.

Tracy Jollymore, Administrative Lead, Practice Experience provides important support to the practice experience program by leading all things related to the administration of the PEP rotations. Tracy's expertise, dedication, and organizational abilities help this program run smoothly each year. Ankur Anand and Joshua Collins are in the roles of Administrative Assistants Practice Experience. They monitor and reply to the emails and inquiries received through the main pep email pepadm@dal.ca and provide valued support for the opertaion of the PEP courses.

Dr. Kennie-Kaulbach is the Experiential Education Faculty Member and 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 a program of research related to experiential education. For the 2026-27 Academic year Dr. Kennie-Kaulbach will be on sabbatical leave from July 1, 2026, to June 30, 2027. Dr. Emily Black will be the Experiential Faculty member during this time.

Pharmacist Jennifer MacDougall is the 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 Coordinators: Jennifer Ryan, Jane Gillis, Michael Weale, Janeen Damczyk, Michael MacNeil, , Lynne MacNeil, and Haitham Fathalla are working to support students and preceptors across the Maritimes. Regional Coordinators are the first point of contact for students and preceptors participating in PEP courses.

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 College of Pharmacy was recently successful in obtaining 6 years of CCAPP accreditation.

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

Sincerely,

Harriet Davies, BSc (Pharm), M.Ed.
Assistant Director, Practice Experience email: harriet.davies@dal.ca
General PEP Inquiries: pepadm@dal.ca

The Information Manual

The manual provides key information about the required Practice Experience Program (PEP) academic clinical rotation courses offered by the Dalhousie University College for Pharmacy for the Doctor of Pharmacy PharmD degree. It outlines the expectations of the College of Pharmacy for students completing structured academic rotations under the supervision of preceptors. This information has been prepared with direction from the Practice Experience Committee, College of Pharmacy and the Faculty of Health, Dalhousie University. Questions may be directed to the PEP Team via the central contact email: pepadm@dal.ca and an appropriate member of the team will respond.

During their degree, PharmD students complete 40 weeks of structured PEP rotations over five required academic courses:

Course Number	Number of Weeks/Credit Hours	Minimum Number of Practice Hours
PHAR 1083 (Community)	4 weeks after first academic year/4 credit hours	40 hours per week
PHAR 2083 (Hospital)	4 weeks after second academic year/4 credit hours	40 hours per week
PHAR 4081 (Collaborative Health Care Setting)	12 weeks after third academic year/ 12 credit hours	40 hours per week
PHAR 4082 (Community)	12 weeks after third academic year/11 credit hours	40 hours per week
PHAR 4083 (Elective)	8 weeks after third academic year/9 credit hours	40 hours per week

PLEASE NOTE: The PEP academic courses listed above enable students to complete 40 weeks of structured experiential learning in Canadian pharmacy practice settings as well as the chance to complete an elective rotation in a variety of practice settings. The 40 weeks of structured learning is 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.

Exploring New Places, Building New Skills

We're excited by the strong interest in PEP rotations—especially in the Halifax area! Because of this high demand, not every student will be placed within the Halifax Regional Municipality (HRM) or the downtown core. That means students should be ready to embrace the opportunity to complete their PEP rotations outside the Halifax Regional Municipality.

For those coming to the College of Pharmacy from outside the Maritimes, it is important to know that most clinical placements take place across Nova Scotia, New Brunswick, and Prince Edward Island. There are a small number of elective partners located in other Regions of Canada.

PEP rotation courses are more than just academic course requirements—they are a chance to grow personally and professionally in diverse communities and pharmacy practices. While students are responsible for their own accommodations, travel, and related expenses, support and guidance are always available to help navigate your unique circumstances and prepare you for success wherever your rotation takes you.

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 learning objectives of the academic clinical rotation course. 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 learning objective(s) has (have) been achieved. Students must participate fully in every activity completed during the rotation course. Students must be fully engaged in activities throughout the rotation under the direct personal supervision of a qualified pharmacist preceptor.

Rotation Schedule Expectations: Plan with Purpose

PEP rotations are a valuable and immersive part of your pharmacy journey—designed to help you grow both professionally and personally. These courses are busy and rewarding, so planning is key to getting the most out of the experience.

Here is what to expect:

- 🚚 **Reliable transportation** is essential, as partner sites are located across Nova Scotia, New Brunswick, and Prince Edward Island.
- 📍 **Flexibility** in location helps you gain exposure to diverse communities and pharmacy practices.
- 📚 **Outside the rotation hours**, you will need to set aside dedicated time for assignments, reflection activities, and preparation for applied learning.

By staying organized, staying curious, and staying open to new experiences, you will set yourself up for a successful and fulfilling academic clinical rotation course experience.

Preceptor Expectations: Supporting Growth Through Mentorship

Preceptors play a key role in shaping meaningful and engaging PEP academic clinical rotation course experiences. They create an environment where students can apply their knowledge, grow their confidence, and develop as future pharmacists.

Here is what preceptors are encouraged to do:

- ✅ **Design learning experiences** that are purposeful, relevant, and connected to real-world practice
- 🔄 **Provide ongoing, constructive feedback** to support student growth and reflection throughout the rotation
- 🎯 **Assess progress** during and at the end of the rotation to determine if each learning objective has been met
- 📝 **Assign a final outcome** (pass/fail) for the academic course based on the student's overall performance.

If any concerns arise—whether academic or professional—preceptors and students are encouraged to connect early with their assigned PEP Regional Coordinator so that timely support can be provided.

Together, we are creating a positive, feedback-rich learning environment where students can thrive and succeed.

PEP Academic Course Manuals and Resources

The College of Pharmacy posts the most recent version of the PEP Information 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 2027, 2028, 2029, 2030 – Academic Clinical Rotation Courses

First Year Rotation (Class of 2030 – Summer 2027)

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

Looking ahead: Summer 2027 Rotation Planning (Class of 2030)

For the Class of 2030, this PEP course is scheduled to take place between **May and August 2027**. To ensure flexibility during the placement process, students should keep their summer schedules open during this timeframe **until site assignments are confirmed in mid-February 2027**.

The College of Pharmacy plans to notify students of their site assignments by **February 10, 2027**, giving you time to plan with confidence. More information and next steps will be shared during pre-rotation prep sessions—so stay tuned!

This is your time to prepare, stay flexible, and get excited about where your clinical rotation learning will take you next. This first-year academic clinical rotation course 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 located across the Maritimes.

Second Year Rotation (Class of 2029 – Summer 2027)

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

Planning Ahead: Summer of 2027 Rotations (Class of 2029)

For students in the **Class of 2029**, this PEP course is scheduled to take place between **May and August 2027**. To make the most of this clinical rotation academic course experience, students should keep their **summer schedules open** until their rotation site is confirmed.

The College of Pharmacy plans to release course **site assignments on February 10, 2027**, giving you time to prepare and plan for the spring/summer months.
More details, tips, and next steps will be shared during your **pre-rotation prep sessions**.

Stay flexible, stay curious—your first learning experience in hospital pharmacy is just around the corner!

The second-year introductory hospital pharmacy academic course 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 located across the Maritimes.

Fourth-Year Rotations (Class of 2028 | May 2027 – March 2028)

As part of your final year, Class of 2087 students will complete **32 weeks of clinical rotation coursework** scheduled between **May 2027 and March 2028 and** spanning three university terms.

Students will participate in a **site ranking process through ONE45 in November 2026**, and every student will receive a personalized rotation schedule based on availability and preferences.

The College of Pharmacy plans to **release student site assignments on February 10, 2027,** to give you time to plan, prepare, and get excited for this next stage of your journey.

This is a meaningful milestone—where everything you have learned starts to come to life in real-world settings! These are the final three academic courses of your PharmD degree!

PHAR 4081: Advanced Pharmacy Practice Experience: Collaborative Health Care Setting (12 weeks – 12 credit hours)

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 located across the Maritimes.

PHAR 4082: Advanced Pharmacy Practice Experience: Community Setting (12 weeks – 11 credit hours)

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 – 9 credit hours)

This advanced pharmacy practice rotation will focus on an area of pharmacy practice or research that is of 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 taking up approximately 50% of their time while on rotation.
- Partner sites are located across the Maritimes, with a small number located in other areas of Canada.

All College of Pharmacy clinical rotation academic courses follow the College of Pharmacy academic regulations. and 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, injection certification/registration/permit, preceptor, and site documentation is filed with/approved by the provincial pharmacy regulator before a practice experience program rotation starts. In some select elective partner sites, students may not need to secure a pharmacy student license with the permission of the PEP Team. **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 2027, 2028, 2029, 2030

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 PHAR 1074.03 – Skills Lab 2 PHAR 1075.03 – Skills Lab 3 PHAR 1083.04 – Introduction to Pharmacy Practice Experience: Community (4 weeks) 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, Lactation, and Pediatrics PHAR 2042.01 – Special Considerations in Pharmacotherapeutics: Substance Use Disorders PHAR 2051.09 – Integrated PBL 3: Cardiovascular Diseases, Endocrine Disorders, Integration PHAR 2052.09 – Integrated PBL 4: Contraception, Osteoporosis, Menopause, Infectious Disease 1, Pain, Integration 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 (Class of 2027 and 2028); PHAR2021.03 - Immunology and Vaccinology for Pharmacy Students (Class of 2029 and 2030)
Third	PHAR 3013.02 – Critical Appraisal Series 3A PHAR 3014.03 – Critical Appraisal Series 3B PHAR 3041.01 – Special Consideration in Pharmacotherapeutics: Geriatrics PHAR 3051.09 – Integrated PBL 5: Infectious Disease 2 Autoimmune Diseases, Genitourinary/Renal/Liver, Integration PHAR 3052.09 – Integrated PBL 6: CNS, Oncology, Integration 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) (Class of 2027 and 2028); PHAR307X – Skills Lab 7 (Class of 2029 and 2030) PHAR 3075.03 – Skills Lab 8 PHAR 3XXX.03– Pharmacy Elective (Assorted Topics and Course Numbers)
Fourth	PHAR 4081.12 – Advanced Pharmacy Practice Experience: Collaborative Health Care Setting (12 weeks) PHAR 4082.11 – Advanced Pharmacy Practice Experience: Community Setting (12 weeks) PHAR 4083.09 – Advanced Pharmacy Practice Experience Elective (8 weeks) One course in any order scheduled across Summer, Fall and Winter terms, based on students' rankings and assigned by the College of Pharmacy.

DALHOUSIE UNIVERSITY COLLEGE OF PHARMACY COMMITTEE TERMS OF REFERENCE

COMMITTEE: PRACTICE EXPERIENCE COMMITTEEREVISED: 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 preceptors and sites are coordinated and assigned by the College of Pharmacy

The College of Pharmacy has an extensive network of preceptors and rotation sites across the Maritimes with a few approved elective partners located in other parts of Canada. While students may not always be assigned to their first ranked choice due to high demand areas such as the Halifax Regional Municipality (HRM), all clinical rotation partners provide a great opportunity to grow and gain diverse practice experiences. Students should be prepared to complete clinical rotations outside the Halifax Regional Municipality (HRM). We understand that you may have questions unique to you, and we encourage you to reach out to Jennifer MacDougall, Coordinator Practice Experience email: Jennifer.MacDougall@dal.ca in advance of the site assignment process.

- Students rank site selections using the One 45 program.

- Site assignments will be released online in PharmX. Please see the course syllabus for site assignment release dates. For the 2026-27 academic year the expected release date is February 10, 2027.

- Students should note that there are some collaborative health care and hospital sites in the province of New Brunswick 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. These sites will be noted when the information list of partner sites is released.

- 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 a replacement site.

- To meet the timelines and onboarding requirements of PEP partner sites, students are responsible for meeting all deadlines for required PEP pre-rotation onboarding requirements, coursework, and online assessment.

- Any required pre-rotation paperwork will be posted on Brightspace. Support to navigate any required course paperwork or onboarding procedures is available and students who require help with any PEP requirements please email pepadm@dal.ca for assistance.

PEP Site and Preceptor Policies/Criteria

- Students at the College of Pharmacy may not be supervised in any PEP rotation course by a direct relative or anyone who holds a personal or economic conflict of interest with the student. **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 personal or economic 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 course site assignments.

The College of Pharmacy cannot accept responsibility for any financial costs students may incur because of a last-minute site change. 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).

Expanding Your Learning Horizons: Community Pharmacy Placement Criteria

To support your growth as a future pharmacist and ensure you gain the most from your experiential education, community pharmacy rotation academic courses are designed to offer fresh, diverse, and enriching learning environments.

Students are encouraged to explore new settings and are **not eligible to complete a rotation at a community pharmacy location where they have previously worked or volunteered as a registered pharmacy student, or intend to be employed as a pharmacy student, intern, or pharmacist in the future**. This includes pharmacies in different locations under the same ownership. If the pharmacy is part of a community pharmacy corporate chain, students **may be eligible to complete a rotation at a different location** if it meets the criteria above and offers a distinct learning experience.

Why does this matter? It is all about making sure your placement feels like a **true learning experience**, rather than an extension of an existing work relationship. We want you to benefit from a clear learner-preceptor dynamic and avoid any unintended conflicts that might arise from overlapping roles.

Additionally, to further broaden your skills and professional network, this policy also allows you to be placed in **new practice environments**—so returning to a community pharmacy location where you have already completed a rotation or worked is not permitted.

We know that every student's path is unique, and you may have questions about your situation. If you think your situation warrants a closer look, please contact the Coordinator, Practice Experience, Jennifer MacDougall at Jennifer.MacDougall@dal.ca to arrange a meeting to discuss further.

- 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 access to the online assessment system.

- 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 and all required documentation. 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, March break or other reason during a rotation, the substitute preceptor must complete a Preceptor Application Form. Please email pepadm@dal.ca for assistance. If a preceptor will be absent during a scheduled required assessment period, a plan should be made for the substitute preceptor to complete the required course assessments.

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 of the student (please note definition of direct relative above).
  - Does not have a relationship with the student that could be viewed as a personal or economic 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 this link for more details on how to become an Adjunct Appointee as a preceptor.
  - 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 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 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 Pharmacy Regulator (NSPR), the New Brunswick College of Pharmacists (NBCP) and the Prince Edward Island College of Pharmacy (PEICOP) comprise the pharmacy regulatory authorities for the three Maritime Provinces. Each regulatory organization has specific requirements for licensure as a pharmacist and a pharmacist/pharmacy student. There are a small number of elective PHAR 4083 partner sites that may not require licensing. Students will be notified via email if this situation applies to an assigned elective rotation site.

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.nspharmacy.ca
New Brunswick: www.nbpharmacists.ca
Prince Edward Island: http://www.pepharmacists.ca/

For other Canadian provinces and territories student should check this website: www.napra.ca

Before fulfilling any licensing/registration requirement or completing any practice experience rotation, either structured (part of your degree) or unstructured (outside your degree requirements but required by a pharmacy regulator), pharmacy students must register with the appropriate provincial regulatory authority (PRA). Pharmacy students may not legally represent themselves to the public, under pharmacy legislation, as "students" or equivalent title 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.

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 injections under the supervision of an injection-certified pharmacist e.g., the Nova Scotia Pharmacy Regulator requires students to obtain a technical permit for injections in addition to holding a pharmacy student license, required level of First Aid and CPR certification, and personal professional liability insurance.

The student must contact the pharmacy regulatory authority **before** the commencement of their practice experience course 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.

Students currently registered in one of the Maritime Provinces must submit a written request to the provincial pharmacy 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 pharmacy regulator.

NSPR, 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 pharmacy regulatory authorities may or may not accept transfer of time service hours accumulated in another province, provided they were accumulated while registered as a pharmacy student in that province. Please verify with the pharmacy 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 PHARMACY REGULATORY AUTHORITY.

PEP Courses and Provincial Pharmacy Regulator Time Service Credit

Dalhousie University College of Pharmacy students are required to complete all academic PEP rotation courses as part of the pharmacy 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 academic rotation course.

Students are responsible for:

1. determining the maximum number of hours allowable for credit from the PEP academic courses they complete, and;
2. providing any 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

Student Academic Course Paperwork: Appendix A & Information of Understanding Form

All students are required to sign a Student Placement Agreement Appendix A and an Information of Understanding Form prior to the start of rotations. These agreements describe the student's responsibilities during their rotation. These forms will be distributed, signed, and returned during the early part of the academic year through the course Brightspace.

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 should they be the subject of or be involved in a complaint or investigation process through any provincial pharmacy regulatory body while 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.

Professional Introductions: Letters & Resumes for Preceptors

As part of your preparation for each PEP rotation, you will be expected to submit a **professional**

letter of introduction and an up-to-date **resume** to your assigned preceptor—following the instructions shared with your site assignment information.

Your **letter of introduction** is a chance to:

- Highlight your **practice experiences** so far
- Share your **strengths, areas for growth**, and
- Outline your **goals for the rotation**

This letter also helps start conversations around the **structure and expectations** of the rotation. It should be clear, polished, and professional in tone.

💼 **Need support?** Templates and resources to help you craft your resume and letter of introduction will be available on the PEP online classroom in Brightspace.

This is your opportunity to make a strong first impression—showing initiative, self-awareness, and readiness to learn!

PEP Rotation Dress Code

- For their safety and protection, 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. as required by the rotation site.

- Students are expected to follow the site's required dress code/policy.

- A clean lab coat should be worn if required by the site (please consult with your preceptor to determine if this is a site requirement).

- Out of respect for the partner site, 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 should wear a Dalhousie University, Faculty of Health student identification badge (White DAL Clinical ID) and/or a name tag provided by the site while at the rotation site. The name tag 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.

Site Computer Use

Students may be granted access to a site's computer systems 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 IT 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.

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 hybrid PEP rotation coursework. All hybrid rotations must be pre-approved by the practice experience program. Please refer to your course PHAR 4083 syllabi and course materials for more information. Any virtual healthcare should take place onsite at the pharmacy to ensure data security and privacy.

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

As part of the academic course requirements for clinical rotations 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 beyond the minimum level required for these courses.

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 NSPR injection permits should bring a copy of their injection certificate and their first aid and CPR certification to their rotation site.

PEP Grades & Remediation

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 as described in the university academic calendar. 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 their 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 at any time if problems are identified during a placement.

Action Taken if Student Performance is Trending to a Course Failure

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 cannot 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

Attendance during a PEP rotation is required. Absence from a PEP rotation for any reason is expected to be reported to the preceptor and the PEP Team via email: pepadm@dal.ca.

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.

Attendance and Rotation Expectations

To gain the fullest learning experience, students are expected to be present when their preceptors are scheduled at the site. This allows for maximum exposure to clinical practice and meaningful patient interactions. Since preceptors work regular shifts, students should be prepared for rotations that may include daytime, evenings, weekends, and/or statutory holidays.

In addition, extra time outside of scheduled shifts—such as nights or weekends—may be needed to complete important rotation activities like research, case workups, or presentations. Students should plan to complete academic work and readings outside of regular practice hours, as preceptors may not be able to provide time away from the practice site for study.

If any scheduling concerns or differences arise between student and preceptor, both parties are encouraged to reach out to their assigned Regional Coordinator for support and guidance.

Students should anticipate a busy workload throughout their PEP rotations and adjust their personal schedules accordingly to ensure success.

Breaks and Lunch

Students will be given the opportunity to take a 30-minute lunch break at an appropriate time during the day. The timing of lunch and other breaks should be discussed and agreed upon with the preceptor at the start of the rotation.

Statutory Holidays

Students are expected to attend rotations according to the schedule set by their preceptor to meet course requirements.

If a preceptor is scheduled to work on a public holiday during the rotation, students are expected to attend as well.

Please note: Dalhousie University holidays (e.g., Munro Day) and university study breaks are not considered statutory holidays and do not affect clinical rotation schedules

Illness and Medical Absences

At the start of your rotation, discuss the site's procedure for reporting illness or inability to attend. If you become ill, please notify your preceptor and the PEP Team as early as possible by email pepeadm@dal.ca.

Please follow all site-specific health and safety or public health policies, including COVID-19 protocols.

Pandemic and Infectious Disease Policies

Students must comply with all health and safety measures, including monitoring, quarantine, testing, and screening, as required by the site or university during any pandemic or infectious disease event.

Inclement Weather and Storm Days

If you cannot safely reach your rotation site due to weather, please notify both your preceptor and the PEP Team pepadm@dal.ca as soon as possible.

Any missed time due to weather must be made up, as determined by your preceptor in consultation with the Assistant Director, Practice Experience, or their delegate. Make-up options could include additional hours on site or extra assignments/projects that support the practice site.

Professional Leave Requests During Rotation Courses

If you require professional leave—such as for academic meetings, residency, or job interviews—please submit your request by emailing pepadm@dal.ca ideally **before** your rotation begins. The Assistant Director, Practice Experience or delegate will review the request with your preceptor prior to your rotation start. An email will be sent to you confirming approval of your leave request.

PDW (CAPSI Professional Development Week) The Canadian Association of Pharmacy Students and Interns (CAPSI) organizes a national pharmacy student conference each year usually in January. For more information about PDW please see this website. APPE rotation pharmacy students who plan to attend PDWshould apply for professional leave from their January Block Two clinical rotation course (PHAR 4081, 4082, or 4083). The process of requesting permission to

attend PDW will be distributed on Brightspace after the site assignments are released. Students will need to seek permission to attend PDW from their site/preceptor and then submit their request to the PEP Team for approval. To avoid disappointment, students should not make any personal travel plans to attend PDW until their application to attend PDW has been approved.

Approved absences of greater than two days per rotation or a combination of any type of absence 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).

Personal Absences

Personal absences—for reasons like social events, vacations, or travel—are **not encouraged during scheduled clinical rotation courses.** It is important to fully commit to your rotation schedule to maximize learning and patient care opportunities.

If an exception is needed, please submit a written request via email to the PEP Team at pepadm@dal.ca ideally **at least two weeks before your rotation begins**. Approval is required from both your preceptor and the Assistant Director, Practice Experience (or their delegate).

Impact of Absences

Any absence can affect your ability to meet rotation learning objectives and demonstrate your skills in patient care. Unreported or unexcused absences can lead to a **failing grade** for the rotation until the issue is resolved with the Assistant Director, Practice Experience (or delegate), and your preceptor.

Making Up Unexcused Absences

Unexcused absences include missing course time without notifying your preceptor and the PEP Team: pepadm@dal.ca , whether due to illness, weather, or other reasons.

All unexcused absence time must be **made up on an hour-for-hour basis**. How you make up the time will be decided in consultation with your preceptor and/or the Assistant Director, Practice Experience (or delegate), and could involve extra hours on site or additional projects—never exceeding the hours missed.

If you are unsure about how to manage missed time, reach out to pepadm@dal.ca for support.

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 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: 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.

Travel Outside the Assigned Rotation Province During a Rotation Activity

Students may occasionally need to travel outside the province of their assigned rotation to participate in an approved rotation-related activity, such as a rotation-related professional conference or meeting. Any proposed travel must be planned in consultation with the preceptor. Before making travel arrangements, the student and preceptor must contact the Practice Experience Program (PEP) Team at **pepadm@dal.ca** to ensure that appropriate

workplace-related insurance coverage is in place.

Vulnerable Sector Check (VSC)

At certain points in the PEP curriculum, pharmacy students must obtain a current Vulnerable Sector Check (VSC). **Students will be notified by the College of Pharmacy about when to order a VSC.** This check is required by hospital/institutional clinical rotation sites. Students are responsible for any costs associated with these checks. In some situations, students may need to return to their hometown police department or RCMP detachment to complete the check. **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 a VSC, please visit the website of your local Police Department or RCMP. The VSC can also be completed online. In Halifax use this link to order online VSC. **Please make sure you select the Vulnerable Sector Option** and follow any required steps after submitting the request to the screening company. Please email a copy of the final VSC to pepadm@dal.ca by the deadline communicated in your PEP course syllabus.

ADDITIONAL SCREENINGS:

Rotation sites may require students to complete additional screenings (e.g., Nova Scotia Child Abuse Register Request for Search at some Nova Scotia sites, Criminal Record Checks via some corporate pharmacy human resource departments etc.), and students will be notified of these requirements via email after the site assignment process.

VSC Check and other Required Screenings for Remedial or Repeat Rotations: Should a pharmacy student require remediation or need to repeat a PEP course, a new VSC and other additional screenings may be required by the new rotation site to be accepted as a learner at the new rotation site.

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 **Faculty of Health Immunization Form** is sent with the first-year information packages following acceptance into the PharmD program and posted on the Brightspace course space.

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)

All PHAR 1083, 2083, 4081 and 4082 rotation course partners are located within the Maritimes (Nova Scotia, New Brunswick, and PEI). There are a small number of PHAR 4083 partners located in other parts of Canada.

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). Some elective rotations may take place in other Canadian provinces with approved partner sites and up-to-date Clinical Placement Agreements. To meet CCAPP accreditation and quality assurance standards, all academic clinical rotation courses 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 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.