

**DALHOUSIE COLLEGE OF PHARMACY  
PRACTICE EXPERIENCE PROGRAM  
(PEP) FOR:  
Bachelor of Science in Pharmacy Degree**

# Policy Manual

For Students and Preceptors

**Policies are subject to change.**

**Updated policy manuals will be posted on the College of  
Pharmacy website and the Student PharmX PEP course site  
Academic Year: 2017-2018**

*Fall 2017 version/further updates will be posted on PharmX*

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

## UPDATED: 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**

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## Academic Year 2017-2018

### Dear Preceptors and Students:

Welcome to the Practice Experience Program (PEP) at the College of Pharmacy, Dalhousie University, for the academic year 2017-2018.

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 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.

Please visit the preceptor development program website for program updates and details about how active preceptors can apply for the Adjunct Clinical Professor appointment and Dalhousie University library access:

<https://www.dal.ca/faculty/health/pharmacy/programs/preceptor-development-program.html>  
<http://preceptor.healthprofessions.dal.ca/>

The College of Pharmacy faculty and staff look forward to working with the many pharmacists and pharmacy students who will participate in the practice experience program this year. The practice experience program continues to evolve with your participation and feedback. Comments, suggestions and feedback are always welcome and are used to strengthen the program.

Over the next few years the Dalhousie College of Pharmacy is embarking on curriculum renewal and the introduction of the Entry-Level undergraduate Doctor of Pharmacy (PharmD) degree. The new PEP curriculum will be designed to meet CCAPP accreditation and AFPC educational outcomes. In addition, the new PEP curriculum will be influenced by the feedback we receive from active preceptors, and will be created to provide meaningful and sustainable PEP rotations within the three Maritime Provinces.

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

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E-Mail: [Harriet.Davies@dal.ca](mailto: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).

<b>Coordinator:</b> Harriet Davies, BSc (Pharm), CDE, M.Ed. College of Pharmacy Dalhousie University PO Box 15000 Halifax NS B3H 4R2
<b>Telephone:</b> 902-494-3464
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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

The Practice Experience Program (PEP) for the Bachelor of Science in Pharmacy degree is managed by the Coordinator of Clinical Education, with direction from the Curriculum and the Practice Experience Committee (PEC). The 20 weeks of structured PEP rotations consist of:

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 3080 (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

**Rotations must be completed as consecutive weeks.**

**The Halifax Regional Municipality and 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.**

PEP enables 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. 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.

Each rotation unit in second, third and fourth year 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>

The preceptor uses an evaluation tool and self-assessment tool completed 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 direct patient care 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 would be required to complete paperwork, 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 each year on the internal PharmX website for students and on the external preceptor website <http://www.dal.ca/faculty/health/pharmacy/programs/related-resources.html> . Students and preceptors are encouraged to check these websites 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.**

### **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 3080)**

The third year rotation provides an introduction to 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 during 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.

**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.**

**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 at all times; and that satisfies the legal requirements for 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.

**UPDATED:** College of Pharmacy, Dalhousie University  
**Four-Year Overview of Curriculum Content for Bachelor of Science in Pharmacy Degree**

Program Year	Class	PracExp (Days)	Learning Method	Credit Hours	
First	PHAR 1060.015 Pharmacy Administration I	14	Lect; Tut	1.5	
	PHAR 1070.03 Skills Lab I		Skllab; Tut; Lect	3	
	PHAR 1080.00 Community Experience Program		PracExp	0	
	ANAT 1040.03 Human Anatomy		Lect; Tut	3	
	MICR 1050.03 General Microbiology		Lect; Tut; SciLab	3	
	CHEM 2442.03 Introductory Organic Chemistry for Students of Pharmacy		Lect	3	
	PHYL 1400.06 Human Physiology		Lect; Tut	6	
	BIOC 1040.06 Biological Chemistry & Metabolism for Students of Pharmacy		Lect; Tut; SciLab	6	
PHAC 1470.06 Pharmacology for Pharmacy		Lect; Tut	6		
Second	PHAR 2010.03 Critical Appraisal Series I	10	Lect	3	
	PHAR 2015.03 Topical Products (Dermatologicals)*		Lect; Tut	3	
	PHAR 2020.03 Topical Products (Eye & Ear)*		Lect; Tut	3	
	PHAR 2035 Respiratory Tract Complaints*		Lect; Tut	6	
	PHAR 2040.03 Gastrointestinal Disorders*		Lect; Tut	3	
	PHAR 2045.015 Nutrition		Lect; Tut	1.5	
	PHAR 2055.015 Drug Disposition		Lect	1.5	
	PHAR 2060.015 Pharmacy Administration II		Lect	1.5	
	PHAR 2070.03 Skills Lab II		Skllab	3	
	PHAR 2081.03 Practice Experience I		PracExp	3	
PHAR 2082.03 Practice Experience II	10	PracExp	3		
Third	PHAR 3010.03 Critical Appraisal Series II	20	Lect	3	
	PHAR 3020.03 Women's Health Issues*		Lect; Tut	3	
	PHAR 3030.03 Infectious Diseases*		Lect; Tut	3	
	PHAR 3040.06 Cardiovascular Diseases*		Lect; Tut	6	
	PHAR 3050.03 Pain and Rheumatology*		Lect; Tut	3	
	PHAR 3055.06 CNS and Behavioral Disorders*		Lect; Tut	6	
	PHAR 3060.03 Endocrine Disorders*		Lect; Tut	3	
	PHAR 3070.03 Skills Lab III		Skllab	3	
	PHAR 3080.03 Practice Experience III		PracExp	3	
Fourth	PHAR 4010.015 Critical Appraisal Series III	30	Lect	1.5	
	PHAR 4025.06 Pathocytologic Disorders*		Lect; Tut	6	
	PHAR 4035.06 Disorders of the Liver and Genitourinary Systems*		Lect; Tut	6	
	PHAR 4060.03 Pharmacy Administration III		Lect	3	
	PHAR 4070.015 Skills Lab IV <b>includes injection training for Class of 2018 in September/October 2017</b>		30	Skllab	1.5
			30	PracExp	4.5
		PracExp	4.5		
	Degree Totals	114		123	

Key:      Lect-            Lecture  
             PracExp-        Practice Experience  
             SciLab-          Science Laboratory  
             Skllab-          Skills Laboratory  
             Tut-              Problem-Based Learning Tutorial

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

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

**COMMITTEE:** PRACTICE EXPERIENCE COMMITTEE

**REVISED:** March, 2015

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

**MEMBERSHIP:**

- Coordinator of Clinical Education (Chair)
- First Year Placement Coordinator
- 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 two hospital practitioners participating in the practice experience in institutional sites
- Two community pharmacy practitioners participating in the practice experience in community sites
- One fourth year student appointed by the Dalhousie Student Pharmacy Society
- One third year student appointed by the Dalhousie Student Pharmacy Society
- Director of the College of Pharmacy (*ex officio*)

The Practice Experience Committee meets at least twice a year:

- In the Fall to review the upcoming 4<sup>th</sup> year rotations and review the feedback from the past summer's rotations.
- In the Spring, prior to the start of the 2<sup>nd</sup> and 3<sup>rd</sup> year rotations.

**DUTIES AND RESPONSIBILITIES:**

The Practice Experience Committee is responsible for:

1. Ensuring the practice experience portion of the curriculum is aligned with the strategic direction of the College of Pharmacy and the practice requirements of the Maritime pharmacy regulatory authorities.
2. Maintaining and developing policies and procedures for the practice experience portion of the curriculum.
3. Maintaining and developing criteria for the approval of practice sites and a process to assess compliance with the criteria.
4. Maintaining and developing criteria for the approval of preceptors and a process to assess compliance with the criteria.

5. Reviewing manuals and materials provided to students and preceptors to ensure they provide clear direction and facilitate the achievement of the specified learning outcomes.
6. Reviewing the overall results of student, preceptor and site evaluations to identify weaknesses and opportunities.
7. Reviewing the results of the structured practice experience quality assurance and planning process to identify weaknesses and opportunities.
8. Utilizing the results of student, preceptor and site evaluations as well as the quality assurance assessment and planning process to continually enhance the practice experience.
9. Providing advice and assistance to the Coordinator of Clinical Education when student-, preceptor- or site-specific problems arise.
10. Forwarding recommendations to the Curriculum Committee on program matters as appropriate.

PEC Approval – February 27, 2015 via email consultation and vote  
COP Full Faculty Approval – March 4, 2015

## **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 PEP rotation courses Pharmacy 2081/2082/3080/4080/4085 must be done through the office of Student Accessibility and Accommodation well in advance of the start of a clinical rotation. Please refer to the following websites for more information:

[https://www.dal.ca/campus\\_life/academic-support/accessibility.html](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**

As a requirement of Dalhousie University and the Faculty of Health, a Clinical/Fieldwork Education Agreement 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.

#### **New Site Request Procedure**

A “New Site” is defined as a pharmacy practice site that does not have an up-to-date Clinical/Fieldwork Education Agreement on file with the College of Pharmacy. Students interested in a new Canadian practice site inside or outside the Maritimes are asked to e-mail the Coordinator of Clinical Education ([Harriet.Davies@dal.ca](mailto:Harriet.Davies@dal.ca)) with the following information:

1. Site Name
2. Site Address

3. Site Telephone Number
4. Site Fax Number
5. Owner's Name
6. Pharmacy Manager's Name
7. Name of Anticipated Pharmacist Preceptor

Sites which have participated in a 2<sup>nd</sup> year rotation are eligible to participate in a 3<sup>rd</sup> or 4<sup>th</sup> year rotation and vice versa. A signed Clinical/Fieldwork Education Agreement does not guarantee the site will participate in the Practice Experience Program(s). Rotations cannot start unless an up-to-date Clinical/Fieldwork Agreement is on file with the College of Pharmacy. Clinical/Fieldwork Education Agreements may need to be updated from time to time.

### **Sites Coordinated by the College of Pharmacy**

Site assignments for **PHAR 2081 (Hospital)**, **PHAR 4080 (Hospital/Institutional)**, **and PHAR 4085 (Community)** are coordinated by the College of Pharmacy.

There is no guarantee that students will be assigned to their preferred geographical area. The College of Pharmacy will try to accommodate student preferences as much as is realistically possible. Students must be prepared to complete clinical rotations outside the Halifax Regional Municipality (HRM).

- For sites that are coordinated by the College of Pharmacy, 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 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 will be released directly to students online via the PharmX Matching Program on the announcement date.
- Once rotation assignments have been matched, they are considered final. Trading or rotating of assigned spots is not allowed without prior discussion with and approval by the Coordinator of Clinical Education, and the practice sites involved.
- Rotation assignments whether matched or self-selected may not be changed without the approval of the Coordinator of Clinical Education.
- Fourth year rotation dates are assigned by the College of Pharmacy and approved by the curriculum committee each Spring for the upcoming fourth year class. Students must be available to attend rotations on these dates. Fourth year rotation dates are non-negotiable. In some circumstances sites may request that students complete their rotation on a specific set of dates to meet the practice needs of the site. Student rotation dates will be provided

in the match e-mail.

- 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.
- Students are responsible for meeting all deadlines for required PEP paperwork. Failure to provide required PEP paperwork may result in the delayed start or cancellation of a rotation.
- A Student Placement Agreement 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. Should a site charge a fee to host a student rotation this would be the responsibility of the student (see statement in university calendar).**

### **Sites Coordinated by the Student**

Preceptor and site recruitment and organization for **PHAR 2082 (Community) and PHAR 3080 (Community)** is the responsibility of the student.

- The student is required to identify a preceptor willing to participate in the program. It is recommended that the student contact the pharmacist and arrange a personal meeting to discuss the rotation. To be a success, PEP requires **approximately ten hours a week** of the preceptor's time. It is important to ensure the preceptor is willing and able to commit the time required for this program. Preceptors also require the full support of their pharmacy staff, pharmacy manager and owner(s) in order to participate in PEP. The preceptor must complete and sign a Preceptor Application Form for each student they precept. The site and preceptor must be able to meet the criteria set out by the practice experience program (see upcoming sections on preceptor and site criteria).
- The Coordinator of Clinical Education and/or Administrative Secretary for PEP can make recommendations of possible community sites that students may approach if they are experiencing problems finding a site.
- PEP information sessions are scheduled in the Fall of 2<sup>nd</sup> and 3<sup>rd</sup> year to help students start the search process early for a preceptor and site.

Deadlines for site selection and submission of all forms will be communicated to respective classes at the start of each academic year.

**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.**

### **Date of Rotation(s) – Second and Third Year**

Once rotation dates are confirmed and prior to the last day of classes in second term, 2<sup>nd</sup> and 3<sup>rd</sup> year students are required to complete a form noting the dates of their rotation(s) and a contact number for the student during the rotation. This form will be distributed and completed during the last PEP class of the year. If any changes in the rotation times occur after the last day of classes in April, then the student is required to notify Tracy Jollymore, Administrative Secretary, by phone or e-mail ([Tracy.Jollymore@dal.ca](mailto:Tracy.Jollymore@dal.ca)) of such a change as soon as possible, and prior to the start of the rotation.

### **Latest Start Date for Third Year Community Rotation**

The latest start date for a self-scheduled 3<sup>rd</sup> year community rotation is **the third Monday in July**. Should a student need to schedule a rotation beyond this potential start date they must contact the Coordinator of Clinical Education for permission.

### **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.
- 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 pharmacy student, 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 – page 18) of the student
  - 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
  - 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
  - Make every effort to enrol in and complete voluntary preceptor education programs as offered or recommended by the College of Pharmacy
  - Preferred: Adjunct Clinical Professor with the College of Pharmacy: visit the College of Pharmacy website for details on how to apply for an Adjunct appointment as a preceptor.
  - <https://www.dal.ca/faculty/health/pharmacy/programs/preceptor-development-program/adjunct-appointments.html>
- **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 to allow a student to observe and provide supervised patient care in the practice site
  - The pharmacy owner/signing officer is able to complete a Clinical/Fieldwork Agreement 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 (see Page 18).

## **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 PharmX and the College of Pharmacy website.

## **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 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 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.

## **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 are expected to follow the site's required dress code/policy.
- Clothing should be clean and pressed.

- Clothing should be professional and appropriate at all times.
- A clean white lab coat must be worn when required.
- 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, hats, jackets, lab coats, briefcases, knapsacks, lunch bags, travel coffee mugs, pens, etc.
- Makeup and jewellery must be discreet, maintaining a professional appearance.
- No jeans, baseball caps, hats, or hoods should be worn during the placement. Religious headdress is acceptable.
- If the site offers a “casual” or “charity day” dress code at certain times, students may participate if they wish to after consultation with their preceptor. If jeans are to be worn for a “casual” or “charity day,” they must be clean and presentable (i.e. conservative, no holes, stains). Jeans should not be worn if the student is presenting or speaking to a group of professionals or patients on that day.
- 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 at all times.
- Students must wear a Dalhousie University, Faculty of Health student identification badge (DAL Clinical ID) and/or a name tag provided by the site at all times while at the rotation site. The nametag must clearly identify the student as a *Pharmacy Student*. Students are provided with a Faculty of Health Vertical and nametag that identifies them as a Pharmacy Student in first year.
- Students must adhere to any health and safety and infection control policies of the site.

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 e.g. via telephone or e-mail. Please review with your preceptor the best way to

report a delayed arrival. Sending a message via a classmate **is not** acceptable. 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 handheld and electronic devices (cell phones, blackberries, pagers, iPhones, laptops, wireless internet, etc.) prior to the start of their rotation.

### **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 during PHAR 2070 (second year skills lab). These courses are components of skills lab and are mandatory requirements of the pharmacy degree program. CPR and First Aid certifications must be completed in order to start second year PEP rotations. 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. Injection certified pharmacists learning and teaching with Class of 2018 pharmacy students who have completed the injection training part of the curriculum in the Fall of 2017 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.

### **WHMIS – NEW for 2017/2018 Academic Year**

All students completing PHAR 2081, 2082, 4080, 4085 must provide proof of WHMIS course

completion.

Free DAL WHMIS course:

<https://www.dal.ca/dept/safety/programs-services/chemical-safety/whmis.html>

### **AFPC Privacy and Security Module 3 – NEW for 2017/2018 Academic Year**

All students completing PHAR 2081, 2082, 4080, 4085 must provide proof of completion of the AFPC Privacy and Security Module 3:

<http://afpc-education.info/moodle/index.php>

See course schedules for dates and deadlines.

### **Failure during Placement**

It is important to remember that PEP rotations are academic courses (PHAR 2081, 2082, 3080, 4080, 4085); failure in any rotation is considered failure of an academic course and is subject to the academic policies 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 at any point during the rotation) 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 will 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 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 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 by the Coordinator of Clinical Education.
3. The preceptor, student and Coordinator of Clinical Education 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**

**Attendance during a PEP rotation is mandatory.** Students are required to be in attendance during PEP in direct patient care related activities. **All absences from a PEP rotation must be reported to the Coordinator of Clinical Education as well as the preceptor:**

- PHAR 2081/2082:
  - a minimum of 35 hours/week
- PHAR 3080:
  - a minimum of 35 hours/week
- PHAR 4080/4085:
  - a minimum of 40 hours/week

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, as per the requirements of the course and for time-service reporting to provincial regulatory authorities in Canada.**

Absences must be supported with a valid reason, such as an illness with a medical certificate when requested, or another reason approved by the Coordinator of Clinical Education in consultation

with the Director of the College of Pharmacy (or their delegate).

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 work-ups, presentations etc.). **Students should not expect that their preceptor would 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 (CCE) for assistance.

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

### **Statutory Holidays**

Students are required to be in attendance at the site on a daily basis, during the length of the rotation. 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 be in attendance at 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. **In the event of an illness, the student, by e-mail or telephone as early as possible, must notify the preceptor and the Coordinator of Clinical Education.** Failure to contact the preceptor and Coordinator of Clinical Education will constitute an unexcused absence. A medical certificate may be required to support an absence due to an illness during the rotation. If requested, the medical certificate must be provided to the Coordinator of Clinical Education (a faxed copy is acceptable). Failure to provide a requested medical certificate when requested will constitute an unexcused absence. Students must also adhere to any site-specific occupational health and safety policies. If a student is following the instructions/policies of a pandemic or disease outbreak plan at the practice site they should notify the Coordinator of Clinical Education via e-mail to document their absence.

**Pandemic Planning/Policies:** Students placed at clinical rotation sites must follow the health and safety policies, plans, monitoring and screening procedures implemented before, during or after a pandemic or infectious disease outbreak or as part of a pandemic planning process.

**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 will 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, professional meetings, and residency/job 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.

**UPDATED: PDW 2018 Attendance Policy:** for students completing fourth year rotations who wish to attend PDW (January 10-13, 2018) in Winnipeg, Manitoba, must complete and have approved a Permission to Attend PDW 2081 Form posted on the 4<sup>th</sup> year PharmX files after they receive their match details. **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 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 for the site. **Consultation with the Coordinator of Clinical Education is recommended if there is any ambiguity regarding time to be made up.**

### **Personal Absences**

Absences due to personal needs are not encouraged. It is expected that every effort be made to attend the rotation in its entirety. Any exception to this should be requested in writing 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 in consultation with the Director of the College of Pharmacy (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. This may result in a sub-optimal final evaluation. All unexcused absences must be made up on an hour for hour basis. Absences during the rotation may be reported to the Promotions Committee. 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 in the course of 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 in the course of 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](http://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 Academic 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**

Rotation sites located outside a student's home province (province of their provincial health card) may require that students carry travel health and accident insurance. It is the student's responsibility to identify whether the site they are interested in for a PEP rotation requires this insurance. This information is sometimes available from the Main Office at the College of Pharmacy (if a Clinical/Fieldwork Education Agreement already exists with that site) or from the proposed preceptor or Clinical Coordinator at the site. Should the site not stipulate this requirement in its Clinical/Fieldwork Education Agreement with the College of Pharmacy, it is still recommended that students carry this type of insurance while completing PEP rotations outside of their home province (province of their health card). The student is responsible for obtaining, and also for the cost of any additional insurance that is required for their PEP rotation. **The university advises that students obtain travel health and accident insurance if completing a rotation outside of the province of their provincial health card.**

### **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 Registry Check (CARC)\***

**FOR 2017-2018:** All members of the second and fourth year pharmacy classes will be required to obtain a current CRC and VSC and in some cases a CARC. 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 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. 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.

**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. Please plan ahead when ordering a criminal record check as in some situations a criminal record check may take up to 120 days to complete. Most criminal record checks are valid for six months. Though some sites may only accept checks done within the last three months. Students should also verify if choosing to use an online checking service that their rotation site will accept such checks.**

**Students must review the results of all the checks and keep a copy for your personal records. If a student anticipates needing to register as a pharmacy student in a new province they should order multiple originals of the checks as these checks will also be required to obtain your pharmacy student license.**

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 Registry Checks and students will be notified of these requirements in their match site profiles. 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.

**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)**

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 discuss the reasons why they want to complete a PEP rotation in that region.

There are a number of 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/Fieldwork Education 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. 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**

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 twelve Canadian pharmacy provincial and territorial 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 in order to be accepted for licensure requirements.

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

Dalhousie University pharmacy students are required to complete a minimum of five academic PEP rotations (PHAR 2082, 2081, 3080, 4080, 4085). 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 for the PEP, 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](http://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](http://www.nspharmacists.ca)

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

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

Other Canadian provinces and territories: [www.napra.ca](http://www.napra.ca)

Completion of all components of the PEP is required for graduation from the College of Pharmacy. PEP time which exceeds the structured requirements of the respective provincial regulatory authority could be applied to the unstructured time service requirements upon completion of appropriate paperwork with the PRA. It is the responsibility of the student to arrange documentation and approval of any additional time service collected in PEP courses whether structured or unstructured.

**Before fulfilling any licensing requirement or completing any practice rotation, either structured or unstructured, 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.**

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

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

Students currently registered in one of the Maritime Provinces must submit a written request to the provincial regulatory authority where they are currently registered before completing any unstructured time service outside of the province 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.**

**APPENDIX I**

**PEP RELATED FORMS**



**COLLEGE OF PHARMACY  
PRACTICE EXPERIENCE PROGRAM  
PRECEPTOR APPLICATION FORM 2017-2018**  
(PLEASE PRINT)

Name of Preceptor: \_\_\_\_\_

Legal name you are registered with your pharmacy regulator (if different than above): \_\_\_\_\_

Professional License Number: Province: \_\_\_\_\_ Number: \_\_\_\_\_

Are you a Dalhousie University pharmacy graduate?  Yes  No      Year of graduation: \_\_\_\_\_

Highest pharmacy practice degree obtained: \_\_\_\_\_

Other pharmacy practice related credentials: \_\_\_\_\_

Description of practice area: \_\_\_\_\_

Will you be the only preceptor involved in this rotation?  Yes  No

If "no" please ensure that all involved preceptors complete a Preceptor Application Form.

**PLEASE NOTE:** If you plan to be away for March Break/or a vacation, please ensure you assign a secondary preceptor while you are aware and have them complete this form.

I am the primary preceptor     I am a supporting preceptor     I am the March Break/vacation preceptor

Practice Experience Program Course:

2081 (hospital)     2082 (community)     3080 (community)     4080 (hospital/LTC)     4085 (community)

Name of Student: \_\_\_\_\_

Site Name: \_\_\_\_\_

Pharmacy Owner: \_\_\_\_\_ Pharmacy Manager: \_\_\_\_\_

Site Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Have you been actively practicing in direct patient care for at least one year?  Yes  No

Do you want a paper copy or electronic copy of the rotation manual?

Paper Copy     Electronic (must provide email above, a paper copy will not be provided)

Have you completed the five Dalhousie University voluntary preceptor education modules?  Yes  No

<http://preceptor.healthprofessions.dal.ca/>

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**I agree to participate in the 2017-2018 Practice Experience Program with the above named pharmacy student, and in accepting the responsibility of being the preceptor for the above named pharmacy student, I realize that I am obligated to help oversee the satisfactory completion of the program/course work. I confirm that I have the support of the pharmacy team at this practice site to host a learner and that I am licensed and in good standing as a pharmacist in direct patient care with the Pharmacy Regulatory Authority of my province and am able to act as a preceptor.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:**

Tracy Jollymore, College of Pharmacy, Dalhousie University, 5968 College Street, POB 15000, Halifax NS B3H 4R2

Fax: 902-494-1396 or [tracy.jollymore@dal.ca](mailto:tracy.jollymore@dal.ca)

**Questions:** Please contact Harriet Davies, Coordinator of Clinical Education, 902-494-3464, [harriet.davies@dal.ca](mailto:harriet.davies@dal.ca)

## Fourth Year PEP Students Who Wish to Attend PDW 2018

Students are required to successfully complete PEP rotations in order to graduate from the College of Pharmacy with their undergraduate degree. There are two 6-week rotations scheduled as follows: January 8 to February 16 and February 26 to April 13, 2018. Students are required to spend **a minimum of 40 hours per week in direct patient care activities** during 4<sup>th</sup> year clinical rotations for PEP. **Students will also need to spend additional time beyond the 40 hours of direct patient care preparing and completing PEP required activities. PEP rotations should be anticipated by students to be busy periods of study and practice, and students should plan accordingly.**

The College of Pharmacy and the Coordinator of Clinical Education (CCE) recognizes the value of student participation in national pharmacy student professional organizations. However, PEP rotations are mandatory academic components of the College of Pharmacy curriculum. The College of Pharmacy will consider approval of requests to attend PDW from Class of 2018 members based on the following procedures found below.

**In order to receive approved leave from the PEP rotation to attend PDW 2018, a fourth year pharmacy student must do the following after the fourth year match has been completed:**

1. Contact your preceptor, site clinical coordinator or designate to request/ask permission from the site to attend PDW. Students are not to assume that the site will automatically approve their request. **PLEASE DO NOT MAKE ANY TRAVEL ARRANGEMENTS UNTIL YOUR SITE AND THE COLLEGE OF PHARMACY HAVE APPROVED YOUR REQUEST.** There may be circumstances at your clinical site where your request may not be able to be approved e.g. mandatory site orientations.
2. Complete and sign the student section of the form: "Request to Attend PDW 2018 Form" which can be found in this Appendix and is also posted on PharmX.
3. Fax or forward the form that is signed by the student to the preceptor or site coordinator of PEP to be completed, signed and then fax or forward the form back to the College of Pharmacy Main Office at 902-494-1396.
4. The completed form (signed by preceptor and student - faxed copies are acceptable) is **due no later than Monday, November 27, 2017, at 4:30 pm**. Incomplete forms will not be accepted and students will be notified by e-mail of their approval to attend PDW by the CCE by, **Friday, December 1, 2017. Students are welcome and encouraged to submit request forms prior to this deadline for earlier approval.**

Students are fully responsible for arranging and completing the above required paperwork. The CCE can only give approval for complete request forms.

**Please refer to the attendance policy for PEP to help understand whether or not time will need to be made up during your clinical placement as a result of attending PDW or other accumulated absences.**

It is recommended that fourth year students make timely and efficient travel arrangements.  
*(Modeled after University of Toronto, Faculty of Pharmacy PDW Attendance Policy)*

**REQUEST TO ATTEND PDW 2018 FORM**  
**College of Pharmacy Practice Experience Program**  
(to be completed by the student)

<b>Student Name:</b>	
<b>Rotation:</b>	<input type="checkbox"/> PHAR 4080 Hospital <input type="checkbox"/> PHAR 4085 Community
<b>Site Name:</b>	
<b>Preceptor Name:</b>	
<b>Preceptor Phone Number:</b>	

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**Deadline for Submission:** **Monday, November 27, 2017, at 4:30 pm**

Submissions received after this date will not be eligible for consideration and should you attend PDW without permission you will be considered on an unexcused absence from PEP.

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**Date(s) of requested absence:** from: \_\_\_\_\_ to: \_\_\_\_\_

Represents \_\_\_\_\_ # of days of rotation.

**Reason for Request:** Please fill in the space below or attach a separate letter detailing why you are requesting permission to attend PDW.

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**If the number of days away from rotation for PDW exceeds two days, please provide details of proposed make-up dates to compensate for more than two days missed.**

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Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form may be faxed back to: 902-494-1396**