

PRECEPTOR

DAILY SCHEDULE TEMPLATE FOR IPPE HOSPITAL PAL LEARNERS

This is a sample template schedule that can be adapted to specific clinical areas within a hospital pharmacy rotation.

Remember to maintain flexibility and adjust based on the specific needs of the learners, preceptor, and the hospital environment.

SAMPLE PAL COLLABORATIVE PATIENT CARE ACTIVITIES & PROJECT WORK

- ✓ **Medication Reconciliation:** Learners can divide the workload and cross-check each other's work.
- ✓ **Order verification and processing:** Learners can alternate verifying orders and discuss any discrepancies.
- ✓ **Preparing for patient rounds:** Learners can review charts together and anticipate questions from the healthcare team.
- ✓ **Debrief** about cases from the morning.
- ✓ **Investigate** learning topics from the morning cases.
- ✓ **Project work examples:** Preparing drug information responses, researching a therapeutic topic, developing an education pamphlet for patients.

- 8:00 am **Arrive and Prepare for the Day.** Both learners arrive at the hospital pharmacy and prepare for the day's activities. This might include reviewing patient lists, checking emails, and gathering necessary materials.
Preceptor Tip: Ensure both learners have access to a computer or workstation. If resources are limited, consider staggering computer use.
- 8:30 am **Morning Debrief with Preceptor.** This dedicated time allows for a focused discussion on the day's plan, specific learning objectives, patient assignments, and any anticipated challenges.
Preceptor Tip: Encourage learners to ask each other questions before coming to you.
- 9:00-12:00 pm **Collaborative Patient Care Activities.** Learners work together on assigned patient care tasks.
Preceptor Tip: Observe learners during patient interactions and provide real-time feedback.
- 12:00-1:00 pm **Lunch Break.** Learners break for lunch.
- 1:00-3:00 pm **Continued Collaborative Activities and Project Work.** Learners continue with patient care activities, focusing on independent assignments while still providing support and feedback to each other. This time can also be used for collaborative project work.
Preceptor Tip: Allocate dedicated time for learners to present their work to each other for peer review and feedback.
- 3:00 pm **Afternoon Debrief with Preceptor.** Review the day's activities, discuss any challenges, and provide feedback on learner performance.
Preceptor Tip: Encourage learners to share insights and learning moments from their interactions with each other.
- 3:30 pm **Individual Learner Time.** This time slot allows for independent study, reflection on the day's learning, and preparation for future activities. Learners can also use this time for individual meetings with the preceptor to address specific questions or concerns.
- 4:00 pm **End of Day.** Learners wrap up their day.

ASSESSMENT AND FEEDBACK:

Formal assessments should be conducted individually as outlined by the PEP Course Manual. Informal feedback should be provided continuously throughout the day, following patient interactions, case presentations, and project work. Encourage peer feedback, ensuring it is constructive and respectful.

KEY CONSIDERATIONS FOR PAL SUCCESS:

- **Clear Expectations:** Set clear expectations for collaboration, peer support, and professionalism from the outset.
- **Open Communication:** Facilitate regular debriefing sessions to address challenges, provide feedback, and promote knowledge sharing.
- **Individualized Attention:** Ensure each learner receives dedicated time with the preceptor for personalized feedback and guidance.
- **Flexibility:** Adapt the schedule as needed to accommodate learner needs, workflow demands, and unique opportunities that arise during the rotation.

Please reach out to your **Regional Coordinator** should you have questions about Peer Assisted Learning.