

**PHAR 4083: Advanced Pharmacy Practice Experience –
APPE-Elective Rotation 8 weeks @ 40 hours per week**

Remote or Partially Remote Non-Patient Care Rotations

The Dalhousie University, College of Pharmacy Doctor of Pharmacy (Pharm D) Advanced Pharmacy Practice Experience (APPE) elective rotation PHAR 4083 relies on experiential learning. Some pharmacists who work in non-patient care roles work remotely. The elective APPE could provide an opportunity for students to gain experience completing an elective rotation remotely or partially remotely.

This document should be reviewed PRIOR to the ranking of an elective rotation site that is described as partially or fully remote. **Students should not rank a fully/partially remote elective rotation site unless they are able to meet the following required parameters for a remote/partially remote rotation.**

Remote or Partially Remote Rotations

To gain the best experience from a remote or partially remote rotation, students need a space that promotes privacy, concentration, and comfort. This space is usually located within the student's place of residence.

- The student should have access to the use of a reliable computer with access to video and audio communications, and most likely a working headset.
- The internet should be strong and reliable.
- The remote space should be set up in a quiet area with as much privacy as possible and away from busy living areas.
- Students cannot work from public spaces such as a public or university library or café.
- The student should talk to family or roommates about their space needs prior to beginning a remote or partially remote elective course.
- Ideally, the space should have natural light to reduce eye strain and maintain wellbeing.
- Any activities and assignments should not require the use of a printer.
- Access to shared files should be set up, including the use of VPN (Virtual Private Network) technology (as required), and tested. The organization's security and privacy protocols for accessing shared files should be reviewed.
- Students will need to follow any of the rotation sites remote policies and procedures and security and privacy protocols.

Orientation

Taking the time to cover important information early in the first week of the rotation can help students settle into a remote work routine. Here is a list of topics that should be covered early on in a remote rotation:

- Basic contact information:

- Preceptor(s) name, title, share pronouns, email, phone number(s) and preferred method of communication
- Student name, share pronouns, email address and primary telephone number
- The communication platforms used by the site should be discussed and tested. Students use Microsoft Teams as their primary way of communicating virtually at Dalhousie University. If another platform (i.e., Zoom, Skype, Web Ex, Slack etc.) is used within the organization, ensure any necessary software is downloaded and the platform is working.
- Share any relevant background information about the rotation including websites, publications and/or past student projects. Share where to access any other applicable reference material or manuals specific to the rotation.
- Student and preceptor should review the organization's structure and relevant policies e.g., organizational structure/strategic plan/mission etc., privacy and confidentiality, data security etc.
- Dress and expected online platform background setting i.e., blurred objects, acceptable backdrops policy for online meetings.

Expectations

To help ensure a successful rotation, the expectations of the student and preceptor should be reviewed during the first few days of the rotation including:

- Hours of the course are 40 hours per week for eight weeks (note: hours must be equivalent to fulltime clinical rotation course and students are often asked to keep the same hours as their preceptor's schedule).
- Hours of the course assumes that the student is available and completing course activities during these arranged hours. Students should be provided with details about breaktimes and lunch.
- Students should expect to spend additional time (i.e., 10 to 15 hours) outside of the 40 remote rotation hours each week to complete, organize or prepare for rotation activities and coursework.
- Required completion of a course log that outlines coursework time completed and activities.
- Student learning plan, course objectives and deadlines.
- Student and preceptor's daily check-in time (minimum once per day via mutually agreed upon method such as a video meeting, phone call or email). Student and preceptor should discuss each day:
 - what the student accomplished the previous day
 - what is the plan for the current day (including outcome(s) to be met)
 - what is needed/ requires input from others
 - as the rotation progresses the interval of check-in between preceptor and student may widen
- Expected response times to communications. It is recommended that both the preceptor and student commit to responding to rotation related emails or phone calls on the same day when possible.

- The student is expected to follow the course attendance policy and if they are unexpectedly absent, they should notify their preceptor as soon as the possibility of being absent is identified.

Staying Connected

Remote learning can be isolating, especially for a student who does not have the experience or history with the organization.

- It is recommended students contact preceptors and organize a structured schedule ahead of the rotation.
- As the rotation begins students and preceptors should connect once a day at a minimum, and as the rotation progresses this interval may widen. Students and preceptors may benefit from sharing a brief daily summary of the work completed by the student and the plan for the next day. This helps with providing the preceptor with a record of the work assigned, completed, and planned for as the rotation progresses.
- Provide a tentative schedule for the rotation.
- Provide a list of people in the organization the student should meet with as part of the orientation, and who can help the student meet their learning objectives.
- Students should be included in all regular team meetings, communications, and education/training, and any other meetings as appropriate to their learning and rotation activities.
- Students should check their email regularly and students and preceptors should consider setting up text or chat functions for quick questions and responses as appropriate.

Tips and information on completing a rotation remotely can also be found at:

1. <https://www.cspc-efpc.gc.ca/tools/jobaids/working-virtually-eng.aspx>
2. <https://www.medicalnewstoday.com/articles/working-from-home-health-tips>
3. <https://www.everydayhealth.com/healthy-living/your-work-from-home-survival-guide-for-self-care/>