

# Advanced Community APPE Syllabus Template

Insert Pharmacy Logo

## **Contact Information**

[Insert Pharmacy Name, Address, Store Hours]

## **Course Description**

[Insert description]

Example:

Students will have opportunities to participate in patient centered dispensing roles as well as patient care activities as part of mandatory rotation activities. Students will also be required to lead an enhanced service project(s) as identified by the Preceptor.

## **Professionalism**

### **Attendance Policy**

[Insert or edit policy]

There are no excused absences or recognized student holidays for experiential course work. In some instances, experiential hours will be scheduled to conform to site activities (e.g., weekends, early morning and late afternoon). Requests for absences must be made in advance with the preceptor at the beginning of the rotation.

### **Dress Code**

[Insert or edit policy]

Students must wear neat, clean business casual dress. Business casual male students must wear slacks and a collared shirt. Ties are not required. Female students may wear slacks, dresses, or skirts. White coat is required for both male and female students. Students who do not meet these requirements will be sent home for that day.

### **Social Media**

[Insert or edit policy]

Do not post any patient information to any social media site such as Facebook, Twitter, Instagram, etc. Compliance with HIPAA must be followed and violation is grounds for dismissal and possible criminal prosecution. You must maintain professionalism at all times and any disparaging posts to the site, preceptors, or college can result in disciplinary action.

### **Confidentiality**

[Insert or edit policy]

The student must keep confidential all information pertaining to the patient's health and any other information of a personal nature, which may be learned in the externship program. Discussion of any patient-specific information must only be done in a professional manner and in an appropriate environment.

The student will learn certain aspects of the pharmacy that should be kept confidential including pricing procedures and other aspects of operation.

### **Evaluations**

[Insert or edit evaluations]

For patient-centered dispensing and patient care activities, students will be evaluated based on criteria set forth by [insert College of Pharmacy].

For enhanced service project(s) students will be evaluated based on due diligence and completion of the tasks that are outlined for the service project.

Students must fulfill the course requirements as outlined in the course syllabus/manual, and complete all other required documentation prior to receiving credit for the APPE program. A student may fail for reasons including violation of patient confidentiality, tardiness or failure to show up for a rotation, plagiarism, or other action which, in the opinion of the preceptor and the Experiential Director is unprofessional conduct damaging to the reputation of the College and/or the pharmacy.

### ***Inclement Weather Policy***

[Insert or edit policy]

During inclement weather conditions, the student should contact the preceptor as soon as possible to receive information about site hours of operation and function. If the student is unable to travel during inclement weather, any absence requires that the student contact their preceptor and make up the hours as assigned.

### ***Calendar or Daily Schedule***

[Insert schedule or calendar appropriate for your rotation. Consider intended percent of time devoted to enhanced service projects and patient care/dispensing activities. The example below is 50/50.]

Example:

8:00am-12:00pm: Direct Patient Care

Students will focus on mastering pharmacist roles by participating in dispensing related activities in a retail pharmacy setting. Minimum activities include: complete at least 5 CMRs, identify interventions to promote adherence, administer at least 1 vaccine to a patient, take at least 1 verbal prescription order from a prescriber, assist in compounding 1 prescription, participate in prescription dispensing workflow, counsel and document at least 5 patients on new medications, counsel and document at least 5 patients on OTC requests, and participate in 1 patient education class.

12:00-1:00pm: Lunch

1:00-5:00pm: Enhanced Service Project(s)

Work on activities related to enhanced service project (see next section) and prepare for weekly topic discussions. Students will also be expected to provide a progress report at each weekly discussion.

### ***Example Enhanced Service Project: eCare Plans***

*[After completing pharmacy self-assessment, a pharmacy identified need to start documenting care planning via “eCare plans”. For this example, the pharmacy has not yet begun documenting care plans, but does have the software capability.]*

Intended Outcomes for Implementing eCare Plans

1. Identify feasibility of integration of care plan documentation with current technology and workflow
2. Identify areas of improvement at the pharmacy that would support the implementation of care plan documentation.
3. Develop customizable roles of staff to complete care plan documentation.

| <b>Week</b> | <b>Activities</b>  | <b>Weekly Goals</b>  | <b>Assessment</b>  |
|-------------|--|--|--|
| Week 1      | <ul style="list-style-type: none"> <li>● Complete background reading and watch introduction video to eCare plans (See Appendix 3)</li> <li>● Complete training on eCare plans provided by vendor</li> <li>● Shadow a pharmacist or vendor representative inputting eCare plan</li> </ul>   | <ul style="list-style-type: none"> <li>● Competent in eCare plan/systems</li> </ul>  | <ul style="list-style-type: none"> <li>● Quiz on background reading</li> <li>● Discussion and demonstration with preceptor</li> <li>● Weekly topic discussion</li> </ul>   |
| Week 2      | <ul style="list-style-type: none"> <li>● Observe workflow and staff to see what is happening;</li> <li>● Identify where care plan could be used;</li> <li>● Complete assessment of pharmacy;</li> <li>● Practice eCare plan implementation themselves;</li> <li>● Meet with preceptor to talk about what they've done</li> </ul> | <ul style="list-style-type: none"> <li>● Identify 'patient type' for pharmacy staff to focus on in week 3</li> <li>● Create an implementation plan</li> <li>● Demonstrate care plan documentation</li> </ul> | <ul style="list-style-type: none"> <li>● Midpoint Evaluation via standard rubric</li> <li>● Number of student-submitted care plans</li> <li>● Weekly topic discussion</li> </ul>   |
| Week 3      | <ul style="list-style-type: none"> <li>● Practice implementation for targeted patient type or intervention</li> <li>● Gradual de-escalation of student-conducted eCare plans over this week...increase of staff doing this (staff doing 80% of plans)</li> </ul>   | <ul style="list-style-type: none"> <li>● Identify what is working and what is not working</li> <li>● Check volume capacity based on target patient/scenarios</li> </ul>                                      | <ul style="list-style-type: none"> <li>● Number of student-submitted care plans</li> <li>● Number of total care plans submitted by staff members</li> <li>● Submit progress report on implementation plan, staff involvement, and changes needed</li> <li>● Weekly topic discussion</li> </ul> |
| Week 4      | <ul style="list-style-type: none"> <li>● Students not doing plans anymore; back to observing and acting as resource only if needed</li> <li>● Create finalized protocol for care plan documentation for the pharmacy</li> <li>● Create additional resources needed to support service</li> </ul>                                 | <ul style="list-style-type: none"> <li>● Determine best workflow for documenting care plans</li> <li>● Proficient in training staff and pharmacists on care plans</li> </ul>                                 | <ul style="list-style-type: none"> <li>● Submit final report on lessons learned and suggestions for continual improvement for the pharmacy. Report changes implemented and observed.</li> <li>● Final evaluation via standard rubric</li> <li>● Weekly topic discussion</li> </ul>             |