

**School of Pharmacy (SOP)
Howard University
Introductory Pharmacy Practice Experience (IPPE) II**

Course Number IPPE II – 51474-022

Credits 0

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Office Hours P1 Students Monday 2:30p – 5:30p
 P2 Students Tuesday 12p – 3p
 P3 Students Friday 11a – 2p
 All Other Times **By Appointment Only**

Other Instructors/Office of Experiential Programs

Throughout your IPPE, you will be interacting with faculty, community practitioners, pharmacy residents and fourth year professional students. Although your preceptor will ultimately be responsible for grading you, other people may be responsible for aiding in your evaluation.

Introduction - Core Philosophy of Program

The profession of Pharmacy is a highly respected and rewarding one. The attainment of a Doctor of Pharmacy degree is to be taken with appropriate seriousness. The primary goal of Introductory Pharmacy Practice Experiences (IPPEs) is to provide the student with an opportunity to experience a broad range of pharmacy practice experiences early in the student's academic career. IPPEs are characterized by various assignments provided to students from their P1 through P3 including actual practice experiences in community and institutional settings. IPPE provides an introduction to the profession and continue in a progressive manner leading to entry into Advanced Pharmacy Practice Experiences (APPEs) that they will complete during the fourth professional year.

Course Purpose

The purpose of the IPPE II rotation is to expose the student to the various aspects of the dispensing in a non-community pharmacy setting. This 4 week rotation is done the summer after successful completion of the 2nd professional year in a hospital or managed care setting.

Course Goals and Objectives

Hospital Setting

Proper Dispensing of Medications

- Prepares IV admixtures, including adult and baby TPN's
 - Uses appropriate aseptic techniques in preparing IV admixtures
- Medication preparation for distribution
 - Determine appropriateness of prescription order received
 - Quality assurance-check expiration dates etc
 - Selection of appropriate equipment and containers

- Evaluate and select product, while assuring product/prescription accuracy
 - Preparation of special dosage forms
 - Document calculations and procedures
- Drug distribution
 - Cart filling
 - Drug dispensing to appropriate patients
- Recognizing and reporting potential drug interactions (drug/drug, drug/food, drug/disease)

Manage pharmacy operations

- Controls drug inventory
- Provides drug security, storage, and control procedures
- Maintains facilities and equipment
- Participates in personnel management
- Utilizes computer skills to provide patient care and facilitate the management of pharmaceutical care systems

Manage medication use systems

- Attends meetings involving pharmacy services
- Understands and abides with the laws for effective storage and dispensing of controlled substances, and keeps a good log of medicines dispensed
- Good understanding/handling of Code drugs
- Clearly demonstrates an understanding of medications with stop dates

Managed Care Setting

Proper Dispensing of Medications

- Medication preparation for distribution
 - Determine appropriateness of prescription order received
 - Quality assurance-check expiration dates etc
 - Selection of appropriate equipment and containers
 - Evaluate and select product, while assuring product/prescription accuracy
 - Preparation of special dosage forms
 - Document calculations and procedures
- Recognizing and reporting potential drug interactions (drug/drug, drug/food, drug/disease)
- Describe how pharmacists ensure appropriate medication use and safety through quality assurance programs and other drug monitoring programs
- Recognize how managed care pharmacists should communicate with patients, prescribers, and other pharmacists

Manage pharmacy operations

- Controls drug inventory
- Provides drug security, storage, and control procedures
- Maintains facilities and equipment
- Participates in personnel management
- Utilizes computer skills to provide patient care and facilitate the management of pharmaceutical care systems

Manage medication use systems

- Attends meetings involving pharmacy services
- Understands and abides with the laws for effective storage and dispensing of controlled substances, and keeps a good log of medicines dispensed
- Describe the structure and function of the managed care organization
- Explain the drug approval processes, including prior authorization and drug utilization review (DUR)
- Explain the decision-making process involved in formulary management

Suggested Reading/TextBooks

There is no required text for this course. Some suggested references are:

Drug Information Handbook
20th Edition, 2011

Martindale: The Complete Drug
Reference
37th Edition, April 2011

Site Selection

Assignment of student rotations will be done using the means and technologies available to the office of the Co-Director of Experiential and External Programs. Rotation sites will be assigned based on program objectives first, and the elective preferences expressed by the student (to the extent they can be met). **Students are required to report to their preceptor 2 weeks prior to the start of the rotation.** The intent of this is to determine directions to the rotation site, as well as to allow the preceptor to address any issues pertinent to the rotation. **The rules, policies and procedures in force at your rotation site, wherever they demand more than those stated in this document, will be adhered to by the student.**

Student Responsibilities

Attendance Policy

Students are required to be at rotation sites every day of the rotation period. In the event of situations arising which prevent them from being at their site, they need to inform the preceptor at the earliest time possible. Absences due to severe illness, i.e. requiring medical attention, response to summonses or subpoenas from the Courts, or death in the immediate family are the only situations now considered to be excusable absences. Personal plans, e.g. attendance at weddings, funerals, vacations, etc. are not considered valid reasons for absence from your rotation site. **Arrangements for pressing business or medical needs to be met, should be made with the preceptor in a timely way. This is up to the discretion of the preceptor, and the student should be fully prepared to repay the time lost either in real time, or through completion of a project. In addition to notification of the preceptor, the co-Director of Experiential Programs must also be informed whenever some event prevents the student from attending the rotation.** It should be expected that the preceptor will spell out the conditions necessary to make up the missed time.

Students are required to be available to the experiential program from 8AM to 5PM every day of the rotation. If the site requires a “flexible” time schedule; you will be notified before the start of the rotation. Students are strongly urged to arrange their employment schedules so that there is no conflict. Whenever the experiential program and work schedules collide, the program will take precedence.

Students are required to arrive punctually at the rotation site daily. It is a requirement that students be at their assigned rotation sites for 8 hours/day, 5 days/week for the duration of the rotation. The only exception to this requirement is school-mandated activities. The preceptor will make the final determination if/when a student has to report for a federal holiday. The preceptors should be expected to require that time be made up.

Dress Code

- Students must arrive at their rotation sites in professional attire. Jeans and sneakers are absolutely forbidden. Open-toed shoes and sandals should not be worn by the rotation site.
- Shirts and ties must be worn by male students. Clean white pharmacy jackets are required to be worn. At all times, student attire and demeanor must be professional and exemplary.
- Students are required to have good personal hygiene. Use of perfumes and colognes should be held to a minimum since excessive use can provoke allergic responses in patients and colleagues.

Professionalism

Students of Howard University School of Pharmacy are required to exhibit the following professional behaviors during rotations:

- Exercise effective time management that places the patients needs first at all times
- Applies professional and ethical standards of practice when communicating with others
- Communicates effectively with other health professionals (physicians, nurses etc). Student obtains and provides accurate and concise information in a professional manner by appropriate use of oral, written or/and non-verbal language.
- Clearly exhibits reliability and credibility in dealing with others
- Is assertive and self motivated
- Is conscientious in following appropriate work procedures, keeping accurate records, documenting actions and takes appropriate steps to ensure accuracy in services delivered.
- Is diligent in making sound judgment, and gives thought to possible consequences

Preceptor Responsibilities

The preceptor is, in fact, adjunct faculty of the School of Pharmacy, and is considered to be the authority figure at the site. All the guidelines and policies which govern Howard University faculty will be operative. Questions, suggestions, requests and other concerns should be initially addressed by dialogue between the student and preceptor

The preceptor should make sure that the student gets an appropriate orientation to the site and is introduced to appropriate persons at the work site. Detailed instruction to the student concerning tasks which are required to be done will be provided by the preceptor.

The preceptor should meet with the student on the first or second day of the rotation to review what is expected of the student during the rotation. Students may also have individual goals to be addressed.

The preceptor should provide feedback to the student during the rotation on how they are progressing during the rotation.

Assignments

The successful completion of a portfolio which contains a number of projects assigned to the students, and a compilation of documents/activities generated throughout the senior year, is a prerequisite for getting a passing grade for the IPPE rotation. The required assignments for IPPE II include

- IPPE II Hospital Worksheet OR
- IPPE II Managed Care Worksheet

Projects in addition to the basic rotation requirements, may be assigned by both the preceptor, and Co-Director of the Experiential Program. All such projects have to be completed in order to achieve a passing grade for the rotation. All portfolio assignments must be uploaded to Myfolio on E-Value **no later than 5 days after the end of the rotation. Projects will be turned in along with site/preceptor evaluation forms.**

Evaluation

The student evaluation should be completed by the preceptor within a week of the completion of the rotation. All evaluations should be completed utilizing the e-value system. If your preceptor does not have an e-value log in ID and password; please tell him/her to contact Tamara Foreman at tamara.foreman@howard.edu or 202-806-4212.

Preceptor evaluation should be completed by the student within a week of the completion of the rotation.

Grading Scale

Students enrolled in the IPPE II will earn either a PASS, INCOMPLETE, or a FAIL grade.

A **PASS** grade will be assigned with an
(1) Evaluation average of 4.0 or above
(2) Completion of 160 hours (excellent attendance)
(3) Approved portfolio assignments and
(4) Completed preceptor evaluation.

An **INCOMPLETE** will be assigned if student obtains items (1) and (2) but (3) and (4) was not turned in by the deadline.

A **FAIL** will be assigned if student does not obtain items (1) and (2) and if INCOMPLETE is not resolved according to University Policy.