



جامعة الفيصل
Alfaisal University

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College of Pharmacy

INTRODUCTORY PHARMACY PRACTICE EXPERIENCE MANUAL

IPPE MANUAL

CONTENTS

Contents

PURPOSE OF INTRODUCTORY PHARMACY PRACTICE EXPERIENCE	2
TIMING REQUIRMENTS	4
ADMINISTRATIVE REQUIREMENTS FOR STUDENTS	5
STUDENT RESPONSIBILITIES	6
PRECEPTOR RESPONSIBILITIES	8
PRECEPTOR GUIDELINES FOR ORIENTATION MEETING	9
PRACTICE SITE RESPONSIBILITIES	10
POLICY OF USE OF COMPUTING RESOURCES AT EXPERIENTIAL SITES	12
STUDENT GUIDELINES FOR DEVELOPING COMMUNICATION SKILLS	14
MINIMUM REQUIREMENT OF ACTIVITIES	15
PORTFOLIO CHECKLIST	16



PURPOSE



Purpose

The purpose of the Introductory Pharmacy Practice Experience (IPPE) courses is for the student to apply didactic information to the day-to-day activities of a pharmacist with emphasis on the development of professional maturity, judgment and skills. This practice experience encourages the student to use knowledge and technique gained in the classroom to interact with patients and health care practitioners.

IPPE preceptors should encourage students to concentrate on those activities that are beneficial to development as a professional. The student should become proficient in communication, gain confidence in their abilities and develop the ability to provide patient-centered care, work in interprofessional teams, employ evidence-based practice, apply quality improvement and utilize informatics.

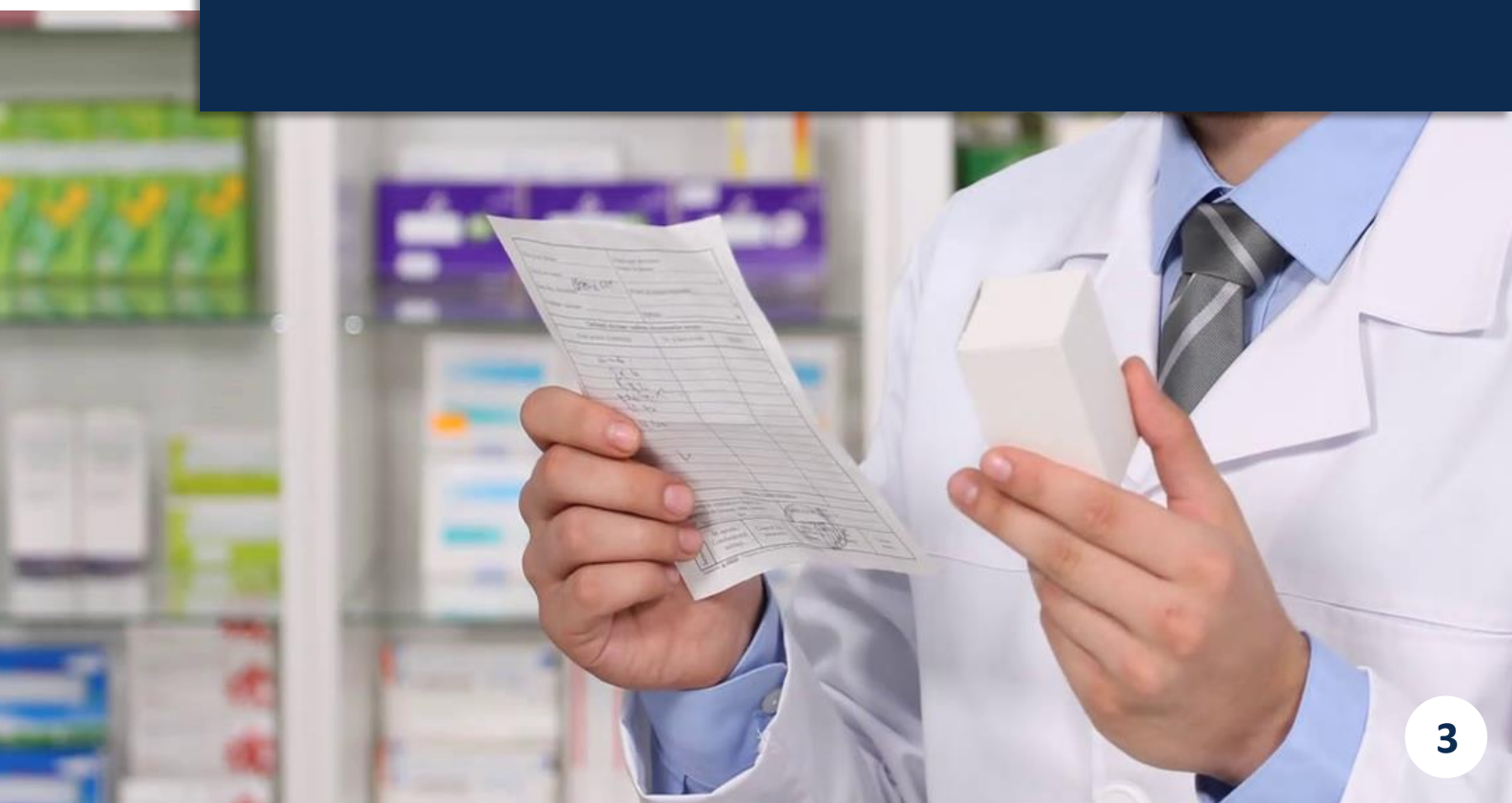
Practical experiences in the pharmacy college curriculum aid the student in developing a deep respect for individual life as well as learning that as professionals, pharmacists treat patients not diseases. The IPPE lead toward the next phase of experiential education, advanced pharmacy practice experiences (APPE).

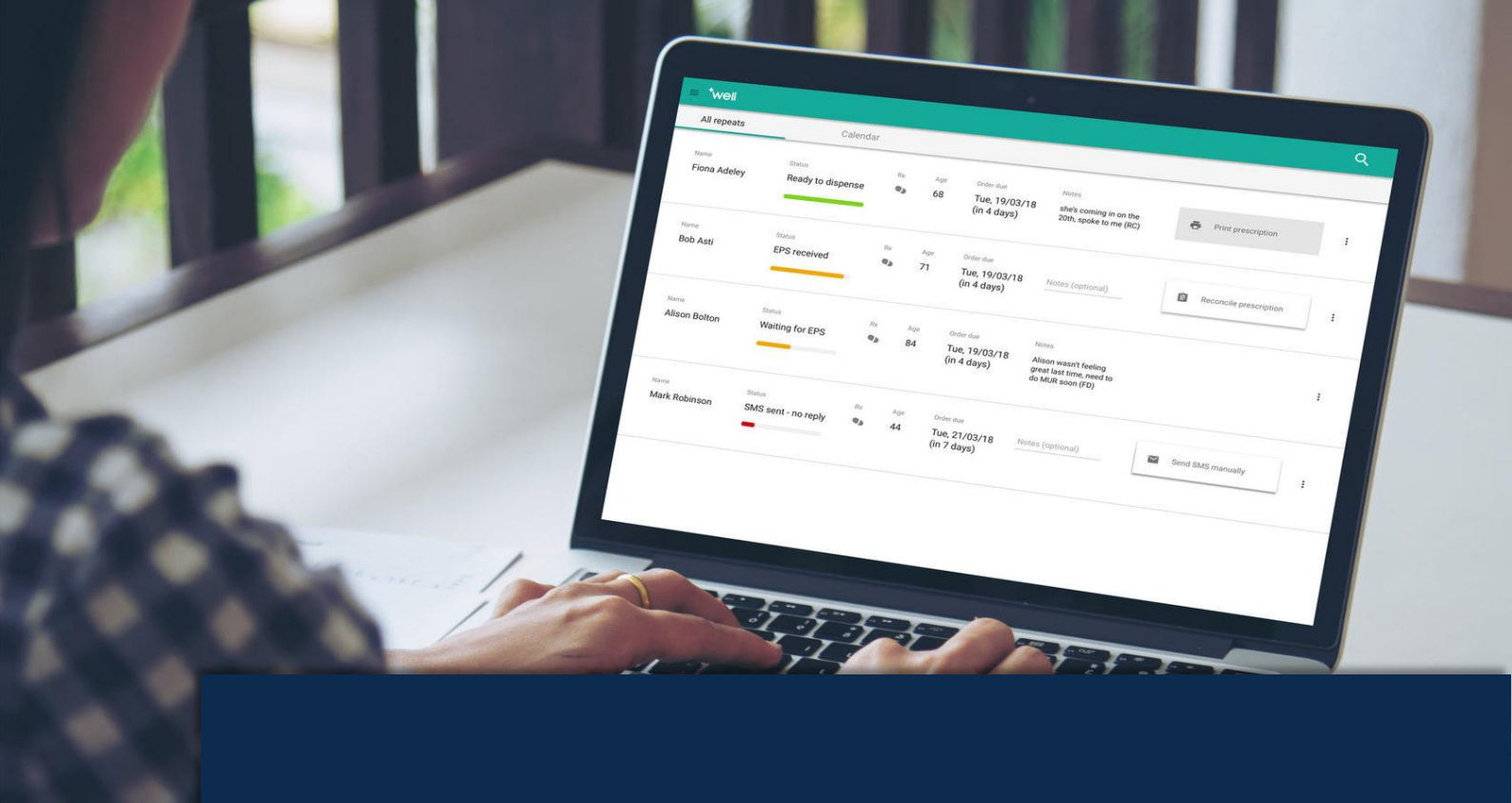
Upon completion of IPPE courses, the student shall be able to:

1. Participate in patient care activities in the community pharmacy setting, hospital outpatient/inpatient settings.
2. Demonstrate professionalism in all daily activities.
3. Interpret prescriptions for completeness and accuracy.

PURPOSE

4. Understand the process of prescription filling process (e-prescription or traditional prescription, verification, filling, dispensing and counselling), inventory management, medication storage, pre-packaging and distribution, proper procedures for dispensing sterile products.
5. Understand the process of identifying, resolving, and preventing medication related problems.
6. Communicate accurate and appropriate medical and drug information to a patient, pharmacist, preceptor or other health care professionals.
7. Use appropriate references available to counsel patients or answer drug information questions.
8. Identify and practice the relevant laws and standards as pertain to institutional pharmacist.
9. Understand and demonstrate professionalism in all daily activities.
10. Develop effective communication skills with patients and preceptors.
11. Participate in a promoting health/wellness with other health care professional students in the community.
12. Reflect on the degree of professionalism displayed by practitioners at the site.
13. Reflect on the various practice skills needed to function effectively within a practice setting.
14. Identify the variety of career opportunities.





Timing Requirements

IPPE I

In this introductory pharmacy practice experience, the student is required to spend 4 weeks of training (40 hours/week) for a total of 160 hours separated as follows:

- 3 weeks of community pharmacy training.
- 1 week of community service activity: in-service education, and/or public health awareness activity.

IPPE II

In this introductory pharmacy practice experience course, the student is required to spend 5 hours/week; comprising 75 hours of training in an outpatient institutional environment.

IPPE III

In this introductory pharmacy practice experience course, the student is required to spend 5 hours/week; comprising 75 hours of training in an inpatient hospital pharmacy.

Administrative Requirements for Students

A. Successful completion of IPPE is required to progress through the scheduled curriculum for experiential education.

Registration of the course, drop, and withdrawal follow the university policy.

Failure to successfully complete the IPPE I course will result in the need to repeat it within the same summer vacation for another 3-4 weeks depending on the failed components and the feedback from preceptor.

Changing the training site will not be allowed once training starts.

B. Placement Information:

I. Doctor of Pharmacy candidates who completed the 4th year of the programme are eligible to proceed to register for IPPE I (IPP 489). The university is responsible to schedule all site placements. All assignments are random based on preceptor availability and after the add/drop period are final.

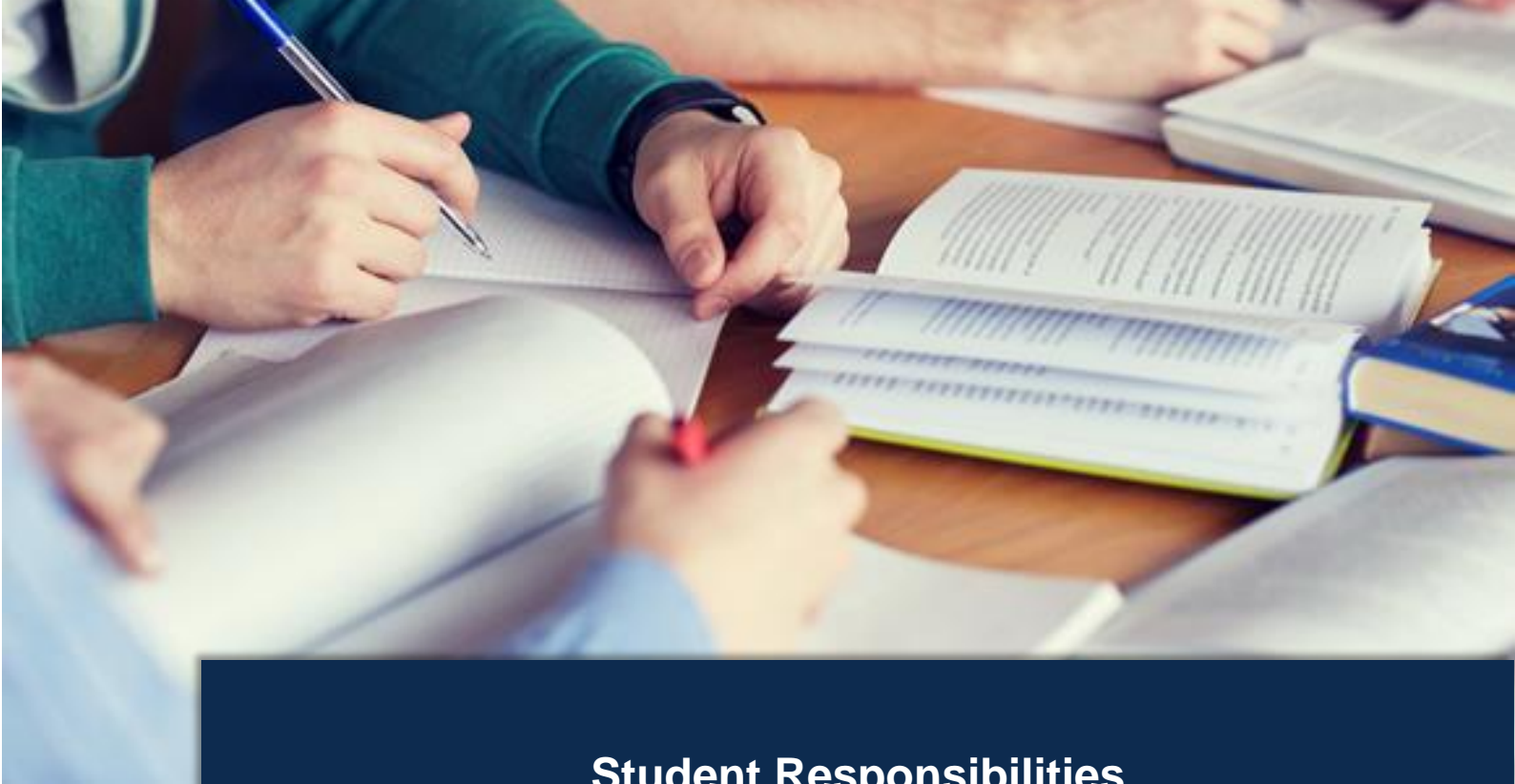
II. The IPPE I course will be completed during the summer; the student will attend the site from Sunday through Thursday for 8 hours per day over a four-week timeframe. Additional time beyond site attendance will be required to perform assigned readings and complete written assignments. Students should expect to receive grades that reflect their performance, for example, an average performance will result in average grade.

C. No more than 40 hours per week for students will be credited towards experience. Prior arrangements with preceptors for a make-up session will be allowed only at the preceptor's discretion.

D. All placements are subject to preceptor and site availability

E. There are NO circumstances when it is appropriate for students or preceptors to schedule their own course. Students are not to contact preceptors directly to determine availability or placement





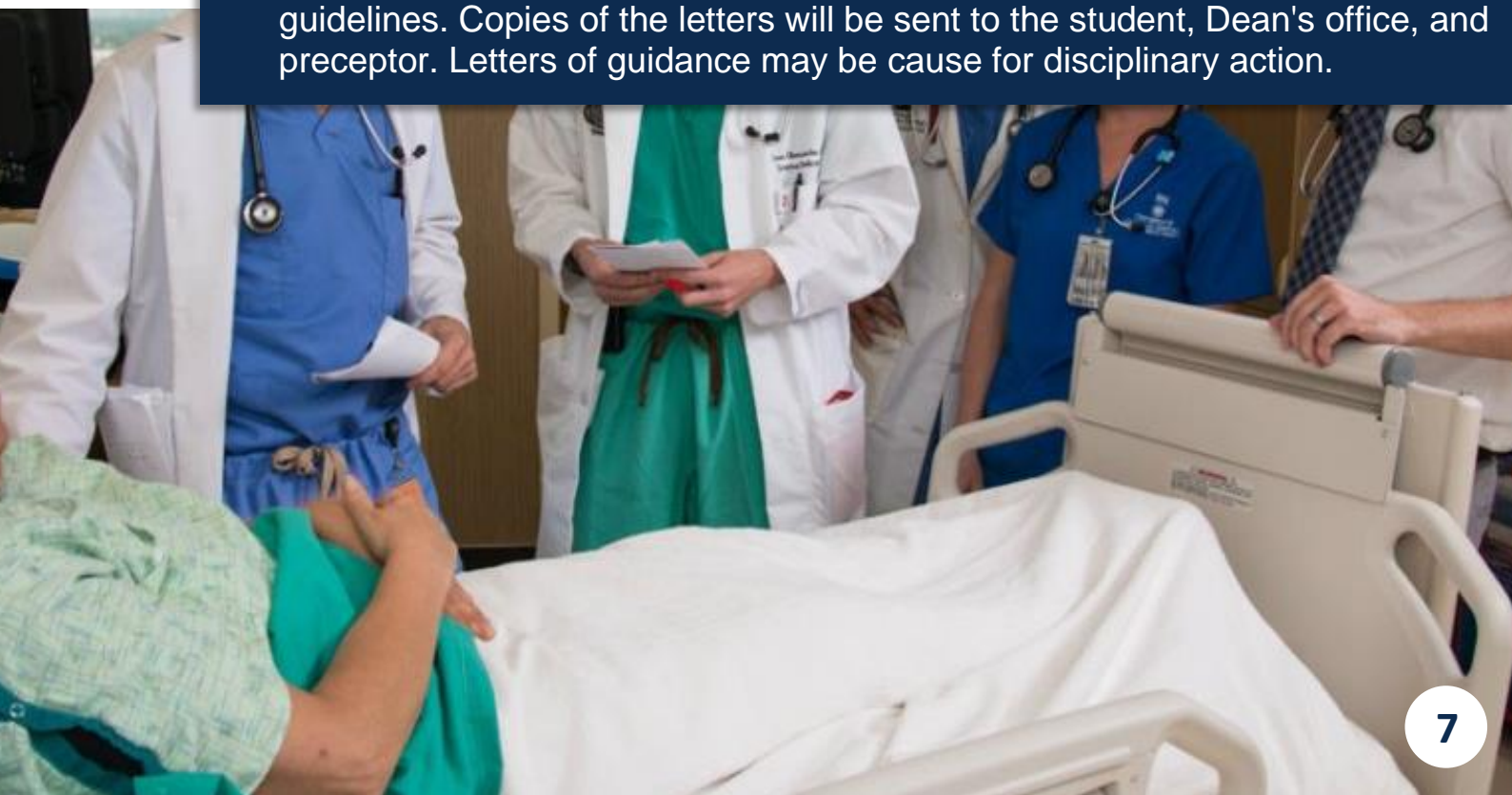
Student Responsibilities

1. Exhibit professionalism in manner and dress code. Demonstrate a level of maturity required in a professional practice environment. Adhere at all times to the standards of dress and behaviour specified by the preceptor.
2. Punctuality is essential. Notify the preceptor, as soon as possible, of any excuse for absence. Schedules will be determined by the preceptor. Attendance is MANDATORY. Holidays DO NOT APPLY. Any missed time must be made up prior to the end of the current experience. The preceptor may, at their discretion, deduct 10 points from a final grade for repeated absence.
3. The primary objective of these courses is learning. Learning is not a passive process; it occurs actively and requires ongoing commitment by the student.
4. Recognize that the optimum learning experience requires mutual respect and courtesy between the preceptor and the student.
5. Wear a nametag, identifying student as a pharmacy student at all times in their assigned practice environment.
6. Respect all confidences revealed during the practice experiences, including pharmacy records, professional policies, patient data, patient charts, etc.
7. Encourage clear, concise and effective communication with all persons involved at the assigned sites, including pharmacists, physicians, other health professionals, patients and other students.
8. Be responsible for all transportation, housing and other incidental expenses associated with IPPEs.
9. Do not make professional decisions without prior discussion with the

STUDENT

preceptor, particularly when filling prescriptions or medication orders, or advising patients and other health care providers on therapeutic and drug related matters.

10. Take the initiative in communicating with physicians and patients, but do not step beyond the bounds of professional courtesy or common sense.
11. Be constantly alert to the laws, regulations and policies that govern the practice of pharmacy, and seek clarification of any points that are not clear.
12. Be responsible for adhering to your predetermined schedule. It may be necessary to devote more than the scheduled time to take advantage of certain experiences and exposures.
13. Master the basic pharmacy procedures as soon as possible so that time can be devoted to those aspects of the practice of pharmacy which involve professional judgment and the decision-making process.
14. Do not accept or receive any form of payment, financial or otherwise, from the assigned preceptor during any Introductory or Advanced Pharmacy Practice Experience.
15. Be responsible for submitting the evaluation form to the site preceptor.
16. Be responsible for evaluating your preceptor on or before 12:00 PM on the Sunday after the end of the experience. Evaluations must be completed to receive a final grade.
17. Be responsible for keeping copies of all submitted activities in a portfolio. Portfolios should be submitted on or before 12:00 PM on the Sunday after the end of the experience. Portfolios must be completed to receive a final grade.
18. Letters of guidance will be issued to students upon a complaint from a preceptor regarding the students' lack of compliance with the above guidelines. Copies of the letters will be sent to the student, Dean's office, and preceptor. Letters of guidance may be cause for disciplinary action.





Preceptor Responsibilities

1. The preceptor should encourage the principles of professional ethics and serve as a role model.
2. The preceptor should expose student(s) to all aspects of professional practice and serve to facilitate learning experiences.
3. The preceptor should ensure objectives of the student experience are discussed with all employees to avoid misunderstanding and conflict about the students' role.
4. The preceptor must supervise the students' activities at all times; however, the preceptor may delegate this responsibility to another pharmacist or health care professional.
5. The preceptor should conduct or should arrange for an orientation for student(s) assigned. Topics to cover during orientation should include, but are not limited to preceptor expectations, standard operating procedures, and expected activities for student participation.
6. The preceptor is responsible for evaluation of student progress. Critique should be in the form of constructive feedback, and conveyed to the student in private, whenever possible. Feedback should be given on an ongoing basis. The preceptor must provide the student with a midpoint evaluation during the experience (approximately after 10 days of training in IPPE I) and the final evaluation upon completion of the experience.
7. Preceptors are expected to maintain a representative portfolio of student work completed at the site.
8. The preceptor may use his/her discretion in allowing off-site experiences such as continuing education seminars, pharmacy conferences, etc. to count toward the experience requirements.
9. The preceptors must assist Alfaisal University, College of Pharmacy in the achievement of the educational goals, objectives, and outcomes set forth and to provide a professional environment for the training of the students.
10. The preceptor helps and guides college of pharmacy regarding the need for letters of guidance if required to be issued.

Preceptor Guidelines for Orientation Meetings

PRECEPTOR

1. Schedule an orientation for students on day 1 of the Introductory Pharmacy Practice Experience.
2. Develop a schedule with the student that is agreeable, for no less than 40 hours per week.
3. Provide the student with safety information about the area and site, including the facility safety office phone and emergency number (if applicable).
4. Provide information regarding preceptor expectations and expected activities the student should participate in.
5. Provide the student with other general information about the facility.
6. Discuss the student's previous pharmacy experiences.
7. Tour the facility and introduce the student to those individuals with whom they will be interacting.
8. Orient the student to the general operation of the pharmacy, and policy and procedures of the facility.
9. Orient the student to the duties of other personnel in the facility.
10. Orient the student to the communication system within the facility (telephones, computers, messenger service, etc). Provide the student with information about emergency numbers on site.
11. Orient the student to cafeteria, personal care areas and library facilities (if available). Include guidelines on the use and availability to students for each of these areas.
12. Explain the facility's record keeping system if applicable.
13. Explain the facility's inventory control system if applicable.
14. Explain the guidelines for patient contact in the facility if applicable.





Practice Site Responsibilities

- 1. The practice site must meet all standards set by appropriate governmental, regulatory, and accrediting agencies.**
- 2. All practice sites must reflect a professional image.**
- 3. The introductory pharmacy practice experience sites should have facilities to provide a wide range of pharmaceutical services such as, but not limited to:**
 - a) Dispensing services or a contemporary drug distribution system: The pharmacy should employ and maintain an inventory system (regular and systematic means of reviewing stock levels; system for ordering direct from manufacturer and/or from wholesaler; method of determining most economical turnover of stock for various sections of the pharmacy; etc).
 - b) Patient profile review mechanisms: The pharmacy must maintain and utilize patient or family medication record systems for drug therapy monitoring purposes and, in addition, should have an area set aside for patient consultation.
 - c) Learning and information resources: Appropriate reference materials must be available for use in supplying drug information to the patient, physician or allied professionals. The pharmacy should supply drug and health related information for the needs of its patients, perhaps by literature or brochure displays, mailings to clients, workshops, etc. Recommended computer resources: Access to the Internet, Microsoft Office and Excel, or equivalent is recommended, as well as access to scientific periodicals.
 - d) Clinical pharmacy services: The pharmacy should strive to achieve outcomes that improve patients' quality of life and optimise disease control. The scope of which should include:
 - Participating in drug therapy decisions
 - Selecting the drug product dosage form

PRACTICE SITE

- Determining the dose and dosage schedule
- Monitoring the patient to maximize compliance with therapy instructions
- Monitoring the patient to detect adverse drug reactions and drug interactions
- Monitoring the patient to enhance the probability that therapy proceeds with established therapeutic objectives
- Providing patients with effective transitions of care, thus playing an active role in minimizing adverse drug events from occurring when patients transition from one level of care to another

4. Where applicable, the pharmacy should have procedures to provide for the appropriate handling of pharmaceutical waste.

5. Where applicable, the site should utilize and actively maintain a formulary system.



A close-up photograph of a person wearing a white lab coat. They are holding a tablet in their right hand and have their left hand on a laptop keyboard. The background is blurred, showing other people in a clinical or educational setting.

Policy for Using Computing Resources at Experiential Sites

The computing resources of your experiential site are intended to be used for programs of instruction, research and to conduct legitimate business. Students are responsible for seeing that these computing resources are used in an effective ethical and legal manner. Students must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Students have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

Computing Resource Policy Violations:

- For purposes other than the experiential site's program of instruction, research and legitimate business of the site
- To harass, threaten or otherwise cause harm to specific individuals or classes of individuals
- To impede, interfere with or otherwise cause harm to the activities of others
- To download, post or install to experiential site computers or transport across experiential site network, material that is illegal, proprietary or violates copyrights or otherwise damaging to the experiential site
- To recklessly or maliciously interfere with or damage computer or network resources or computer data, files or other information

Examples of Policy Violations:

- Using computer resources for personal reasons
- Sending email on matters not concerning legitimate business or the experiential site
- Sending an individual or group repeated or unwanted (harassing) email
- Accessing or attempting to access another individual's data or information without authorization

RESOURCES

- Obtaining, possessing, using or attempting to use someone else's email password regardless of how the password was obtained
- Using illegally obtained licensed data/software in violation of their licenses or purchase agreements
- Releasing a virus, or other program that damages or otherwise harms a system or network
- Attempting to tamper with the operation of the site's computer systems/networks
- Violating copyright laws





Student Guidelines for Developing Communication Skills

1. Provide privacy, confidentiality, and reduce or eliminate interruption.
2. Be attentive to nonverbal communication; eye contact, body language, appearance, etc.
3. Begin with general open questions, and then ask more specific questions
4. Be an attentive and empathetic listener.
5. Encourage spontaneity in patient responses.
6. Avoid judgmental questions.
7. Avoid statements that imply social criticism.
8. Be aware of any impairments to the communication process, (visual and hearing impairment, level of comprehension, etc.).
9. Incorporate written and/or visual material into the counselling process to reinforce or clarify your statements.
10. Structure your interview so that the information progresses logically, usually from easier topics to concepts that are more difficult.
11. Avoid overloading the patient with too much information during an interview session.
12. Encourage questions throughout the encounter.

Minimum Requirement of Activities

IPPE I

- Observe/shadow the preceptor in performing community practice duties.
- Perform community practice duties under the supervision of the preceptor.
- Conduct at least 2 patient counselling sessions
- Answer at least 2 drug information questions
- Perform one presentation (journal club, topic or patient case)
- Produce public health awareness activity.

IPPE II

- Observe/shadow the preceptor in performing out-patient pharmacy practice duties.
- Perform out-patient pharmacy practice duties under the supervision of the preceptor.
- Conduct at least 2 patient counselling sessions
- Answer at least 2 drug information queries
- Perform one presentation (journal club, topic or patient case)

IPPE III

- Observe/shadow the preceptor in performing inpatient pharmacy practice duties.
- Perform inpatient pharmacy practice duties under the supervision of the preceptor.
- Conduct at least 2 patient counselling sessions
- Answer at least 2 drug information queries
- Perform one presentation (journal club, topic or patient case)





Portfolio Checklist

- ✓ Table of contents
- ✓ Written drug information responses
- ✓ Presentations performed
 - Journal club, topic or case presentations
 - In-service education, or public health awareness activity presentations
- ✓ Educational materials (brochures, flyers, ... etc)
- ✓ Reflection paper (at least one page, single spaced, 12-pt font) explaining:
 - IPPE experience with appropriate detail and specific examples (i.e. expectations vs. reality, ability to complete objectives, etc)
 - What you learned from the experience
 - Evaluate yourself and your role in the practice of pharmacy
 - Examples of how the experience ties to past didactic work and/or previous healthcare/service/life experiences
 - Interactions with other healthcare professionals and pharmacists' roles on the healthcare team
 - Impact of the experience on your pharmacy career/care of future patients

Contact Us

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