West Virginia University
School of Pharmacy
Guidelines and Procedures

Number: 30-20

<table>
<thead>
<tr>
<th>Title of guideline:</th>
<th>Attendance Guideline for Advanced Pharmacy Practice Experience Rotations</th>
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<td>Date approved:</td>
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<td>Approved by:</td>
<td>Experiential Learning Committee, Executive Committee</td>
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<tr>
<td>Date(s) revised:</td>
<td>January 15, 2009 to adjust for change to 8 x five-week curriculum;</td>
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<td>February 16, 2010 (EC)</td>
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<tr>
<td>Distribution:</td>
<td>Faculty and Staff SOLE site; Guidelines and Procedures Manual;</td>
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<td></td>
<td>Preceptor and Student Manuals on SOLE and annually via the preceptor</td>
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<td>newsletter</td>
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1. INTRODUCTION AND DEFINITIONS

ACPE requires a minimum of 1440 hours in the APPE curriculum. Our 8 five-week rotation curriculum totals 1660 hours.

2. GUIDELINE

Students are permitted to have five excused day-long absences that will not need to be made up unless otherwise required by the preceptor. These excused absence days are to be used for illness, emergency situations, residency interviews, and job interviews. The excused absences are not vacation/personal days. Students may not accumulate more than three excused absences during any one rotation unless approved by the Director of Advanced Pharmacy Practice Experiences.

The student must report to the APPE Director any time more than two consecutive days of excused absence occur. Failure to notify the Director may result in the student having to make up those days.

It is the responsibility of the student to contact the preceptor two weeks in advance of the first day of the rotation to ask for permission to miss days that they anticipate they will miss (e.g., previously scheduled medical/dental appointment, legal appointment, job/residency interviews, etc.). Preceptors reserve the right to decline requests that would significantly impair the student’s rotation activities or request that the time be made up either on site or through assigned projects.

Unexcused absences can result in a failing grade for the rotation. Students having greater than five excused absences during the experiential year will need to make up all days over the five-day limit. Students having greater than three excused absences during any one block will need to make up the days unless granted a waiver by the Director. If the Director approves excused absences of greater than three days, but the preceptor requests that the days be made up, the preceptor’s decision will be honored. The Director of Advanced Pharmacy Practice Experiences will monitor days absent.
3. **PROCEDURES**

Preceptors will submit an attendance sheet to the Office of Experiential Learning at the end of each rotation block.

4. **COMMENTS/EXCEPTIONS**

Students are excused from the rotation site and are not required to make up the time if they notify the preceptor when they check in for the rotation of their participation in the following programs: Career Fair, Career Day and reception, Residency Fair, and P4 Day (held during the last month of the rotation) and other special events designated by the School of Pharmacy. Days absent to attend these School-sponsored events are not to be included in the five excused absence days defined in paragraph 1 of this policy.

Exceptional circumstances will be reviewed by the Director of Advanced Pharmacy Practice Experiences in consultation with the Experiential Learning Committee Co-Chair and the Assistant Dean for Student Services.

5. **REFERENCES**

Class of 2010 Attendance Guideline, Class of 2009 Attendance Guideline, Class of 2008 Attendance Guideline

6. **COMMENTS/EXCEPTIONS**

**Inclement Weather**

- Since severe weather conditions may often be a local phenomenon, closure of WVU in Morgantown does not necessitate the day(s) off for students on rotations elsewhere.

- If a student’s site is closed, this is not counted as an absence.

- If a student’s site is open, the student is expected to come to the site. However, students should use their own judgment in determining whether or not they are able to travel in adverse weather conditions. The student MUST call the preceptor if they are going to be late or are unable to attend. If the site is open, the student’s absence will be counted as one of the five excused absences. However, preceptors may request that the student make up the time.

- If the student’s site is open AND the student’s preceptor instructs the student not to come in, this is not counted as an unexcused absence.

- If the site is closed (or the student is instructed not to come in) for > 3 days during a rotation; all days over the 3 days must be made up.
Requests to Change Rotation Days/Hours

Students are to be in attendance on the day/shift assigned by the preceptor. If a student wishes to be in attendance on a day/shift other than that scheduled by the preceptor (i.e., exchange a day/shift) the student must first obtain preceptor consent. Preceptors reserve the right to decline such requests. If the student day/shift exchange request exceeds more than one day, the student must also obtain permission from the APPE Director. The exchanged days/shifts must be made up prior to the start of the next rotation block.