1. INTRODUCTION AND DEFINITIONS

The Accreditation Council for Pharmacy Education (ACPE) requires (Standard 28) that “the college or school has a plan for reviewing practice sites and an evaluation process exists to assure annual contact with every site.” In addition, “The college has a procedure to investigate problems noted on student assessments of the site or the preceptor.”

All APPE students are required to complete a preceptor and site evaluation at the end of each rotation in order to receive their grade for that rotation. These evaluations are submitted through SOLE. SOLE has the ability to generate reports by preceptor but not by rotation site. In addition, the evaluation document is a single document that includes questions regarding both preceptor performance and a review of rotation site activities.

2. GUIDELINE

Every APPE preceptor who has had a WVU School of Pharmacy APPE student rotate through their practice site will have their site evaluated by the Experiential Learning Committee. The Experiential Learning Committee will devote two meetings each year to the review of practice sites and to determine if each APPE preceptor is following APPE policies established by the School.

3. PROCEDURES

Evaluation Dates

The October meeting of the Experiential Education Committee will be devoted to the evaluation of rotation sites utilized during Blocks 8, 1, 2, and 3 (covers end of March through the middle of September).
October is selected as the review date so that, should a rotation site be found not to be usable, the site is not entered into the site selection database which gets utilized in November.

The April meeting of the Experiential Learning Committee will be devoted to the evaluation of rotation sites utilized during Blocks 4, 5, 6, 7 (last half of September to the end of March).

**Student Evaluation Questions Utilized for Review**

Questions on the SOLE preceptor and student evaluation form consists of a mix of those that are objective and those that are subjective.

SOLE will be used to generate a report detailing which preceptors have evaluations in which a NO response was recorded for an objective criteria related to preceptor performance. The questions include the following:

- “Provided written syllabus/learning objectives at the beginning of the rotation”
- “Completed and reviewed the written two-week evaluation with me”
- “Completed and reviewed the written five-week evaluation with me”

SOLE will be used to generate a report detailing which questions related to the rotation site had a NO response for an objective criteria. The questions include the following:

- “The resources needed to complete required or assigned tasks were readily available at the site.”
- “The site provided experiences that allowed me to meet program activity requirements.”
- Did your preceptor actively participate in patient care on their service”
- “For community pharmacy rotations: Did you have the opportunity to counsel patients and contact prescribers about therapeutic problems identified, without solely functioning as a technician.”
- “For ambulatory care rotations: Did you participate in patient counseling and medication therapy management provision.”
- “A sufficient patient population was available to provide the opportunity to identify drug-related problems.”
- A sufficient patient population was available to provide the opportunity to make individualized therapeutic recommendations.”

SOLE will also generate a list of those preceptors in which the number of NO responses to subjective questions on the preceptor/site evaluations for the time period evaluated exceeds 5%.

Reports will include the number of student evaluations for each preceptor/site.
Review Process

During its October and April meetings, the Experiential Learning Committee will review 3 items:
1) Generated reports described above
2) A report from the Office of Experiential Learning regarding additional areas of concern that are not captured in the preceptor/site evaluation process (e.g., failure to follow Experiential Learning procedures such as turning in completed evaluations in a timely manner).
3) Student responses to open-ended questions on the preceptor/site evaluations that are of potential concern.

APPE preceptors/sites that are not included in the reports or flagged by the Office of Experiential Learning for discussion, will not be evaluated as they will be categorized as meeting the School’s standards.

When reviewing the preceptors/sites listed on the reports, the Committee will take into consideration the number of evaluations being reviewed for each site. Sites that are determined by the Committee to be of concern will receive a telephone call and/or site visit to discuss the deficiencies noted. If necessary, sites will receive a letter from the Experiential Learning Committee outlining the deficiencies noted. The Chair of the Clinical Department will be copied on all letters.

Preceptors/sites that are found to be of concern for two evaluation periods within two years may be recommended for removal from rotation availability. These recommendations from the Experiential Learning Committee will be forwarded to the Dean of the School of Pharmacy with a copy to the Chair of the Clinical Department for final decision.

4. COMMENTS/EXCEPTIONS

Rotation sites that have not been utilized during the period in review will not be evaluated.

Comments of concern on preceptor/site evaluations that are considered to be of imminent need of addressing, will be reviewed by the Co-Chairs of the Experiential Learning Committee at the time they are discovered. If the situation is verified and immediate action is determined to be necessary, an emergency meeting of the Experiential Learning Committee will be called. In some situations, removal from rotation availability can occur outside of the October and April evaluation times.

5. REFERENCES

ACPE Standard 28