1. INTRODUCTION AND DEFINITIONS

The Experiential Learning Committee is responsible for approving all new experiential education rotations. Examples of Direct/Supportive Care Rotations include: acute, ambulatory, community, hospital, poison center, drug information, home health, long term care, and IV infusion, public health service, emergency medicine, rehabilitation medicine, and palliative care.

2. POLICY

Approval of a rotation is based on the Experiential Learning Committee’s review of the site’s syllabus and sample calendar of activities (prepared using the WVU Experiential Rotation Template) and responses provided on the Site Screening Form. Rotation approval is also contingent on the site having a sufficient number of patient encounters (in person or via telephone) to provide the students enough experience to meet learning objectives.

3. PROCEDURES

1. Potential preceptors complete the Site Screening form for the applicable rotation type. This can be done in writing or via a telephone interview with the Office of Experiential Learning. If responses suggest that the site meets applicable criteria, the preceptor will be asked to submit a completed syllabus prepared using the WVU Experiential Rotation Template. If the preceptor is new to WVU, a preceptor approval form must also be completed.

2. The Experiential Learning Committee approves new sites at its regularly scheduled monthly meeting. Applications for site approval will be reviewed at the first scheduled meeting following receipt of the completed application.
3. In order for the Committee to vote on site approval:

   1) Committee members must receive a copy of the rotation syllabus in addition to any written documentation the Director of Advanced Pharmacy Practice Experiences or Co-chair of the Experiential Learning Committee determine will help with the decision process, prior to the scheduled meeting (either via e-mail, regular mail, fax copy, or posting on SOLE).

   2) A quorum must be present.

   3) A simple majority of “yes” votes are required for approval.

4. The following criteria are required in order for site to be approved:

   1) Demonstration (via the rotation description and responses to the site screening form) that at least one component of all six (6) Experiential Learning Competencies will be evaluated during the rotation.

   2) Site syllabus has been submitted and meets WVU Experiential Guidelines for format and included information.

   3) Site meets minimum requirements as outlined on the Site Screening form for the applicable rotation type.

   4) The number of patient encounters (in person or via telephone) is sufficient to provide the student enough experience to meet learning goals.

   5) Sample calendar of student activities demonstrates:

      i. appropriate pharmacy student activities;
      ii. activities appear consistent with the rotation’s stated goals and objectives;
      iii. policies regarding student shadowing activities are met.

5. COMMENTS/EXCEPTIONS

The Committee recognizes the need for flexibility required by emergencies. In these situations the following options apply:

   a) If there is no time for a Committee vote, the Director of Advanced Pharmacy Practice Experiences and the Co-Chair of the Experiential
Learning Committee can approve the rotation based on verbal information. This approval is provisional for the affected rotation block. Permanent approval will follow the steps as outlined above. (If the co-chair is unavailable, the Director of Introductory Pharmacy Practice Experiences will provide the second vote.)

b) If there is time, the rotation syllabus and any additional information can be e-mailed, sent regular mail, be faxed, or posted on SOLE (with an e-mail informing all members to access the site). An e-mail vote will be allowed. A simple majority of all voting members is required.

1. If a written syllabus is sent, the approval will be considered permanent.

2. If a written syllabus is not sent, the approval will be provisional for affected rotation block. Permanent approval will follow the steps as outlined above.

6. REFERENCES

Preceptor approval guidelines
Experiential Education Student Shadowing Policy