1. INTRODUCTION AND DEFINITIONS

The Experiential Learning Committee is responsible for approving all new experiential rotations. A Non-Patient Care Rotation is defined as one in which direct/supportive patient care does not occur. Examples of non-patient care rotations include, but are not limited to, community pharmacy administration, compounding, government (e.g. FDA), industry, pharmacy benefits management, research, teaching, pharmacy organizations (e.g. ASHP), and practice management.

2. POLICY

Rotation approval is based on the Experiential Learning Committee’s review of the submitted site syllabus and sample calendar of activities (prepared using the WVU Experiential Rotation Template) and responses provided on the Site Screening Form.

3. PROCEDURES

1. Potential preceptors 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. For research and teaching rotations, a Site Screening form, which includes the core activities for the applicable rotation type, must also be completed either in writing or via telephone interview with the Office of Experiential Learning.

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 Practice Pharmacy 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) that at least one component of three (3) of the six Experiential Education Competencies can be evaluated during the rotation.

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

3) For teaching and research rotations, the Site meets minimum requirements as outlined on the Site Screening form for the applicable rotation type.

4) 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) If written assignments are a main component of the rotation, the syllabus should demonstrate that drafts are reviewed and re-writes of the project are included components of the project(s).

6) If verbal assignments are a main component of the rotation, the syllabus should demonstrate that the student is provided with feedback and provided with opportunities to correct deficiencies.

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 Practice Pharmacy Experiences and 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 the effective rotation block. Permanent approval will follow the steps as outlined above.

6. REFERENCES

Preceptor approval Guidelines
Experiential Education Student Shadowing Policy