West Virginia University  
School of Pharmacy  
Policies and Procedures

Number: 30-80

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<tr>
<th>Title of policy: Student-to-Preceptor Ratio for Experiential Learning</th>
<th>Type of policy: Academic</th>
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<tr>
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<td>Approved by Experiential Learning Committee 1/15/09</td>
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1. INTRODUCTION AND DEFINITIONS

This policy ensures that IPPE and APPE preceptors are assigned an appropriate number of student pharmacists at any given time to allow for a quality educational experience. The 2007 ACPE Accreditation Standards discuss specific expectations regarding the student-to-preceptor ratio for students:

Guideline 14.1
The student-to-preceptor ratio for the pharmacy practice experiences should be adequate to provide individualized instruction, guidance, supervision, and assessment.¹

Guideline 24.3
The student-to-preceptor ratio for the practice experience components of the curriculum should be adequate to provide individualized instruction, guidance, and evaluative supervision, and to comply with state statutes and regulations. Important factors to be considered are the number of students each preceptor is assigned during the introductory pharmacy practice experiences and, particularly, during the advanced pharmacy practice experiences, the nature of the practice setting, and the character of instructional delivery.¹

Appendix C
Important factors to be considered and assessed to ensure the desired outcomes are the number of students each preceptor and/or site is assigned; the nature, dynamics, and other responsibilities of the practice site; the experience and other commitments of the preceptor; the specific objectives of the experience; the potential benefit of student-to-student interaction and collaboration; and the instructional methodologies employed.¹
2. POLICY

Introductory Pharmacy Practice Experiences

1. A student-to-preceptor ratio of 1:1 will be maintained for community rotation sites for the Community Practice Experience in the Fall and Spring semesters and the Capstone Community Rotation.
2. A student-to-preceptor ratio of no more than 2:1 will be maintained for institutional sites for each block of the Capstone Institutional Rotations.

Advanced Pharmacy Practice Experiences

1. A student-to-preceptor ratio of 1:1 will be maintained for community rotations for each block. There are an adequate number of community sites available in WV and surrounding areas to allow for individualized instruction at the community practice sites.
2. A student-to-preceptor ratio of no more than 2:1 will be maintained for acute, ambulatory, and institutional rotations for each block. This ratio will also be maintained for acute, ambulatory, or institutional elective rotations.
3. A student-to-preceptor ratio of no more than 2:1 will be maintained for elective rotations offered by the WV Poison Center and WV Center for Drug and Health Information. These rotations are faculty elective rotations that benefit from student-to-student interactions and are also structured to meet the needs of two students during an assigned block.
4. A student-to-preceptor ratio of 1:1 will be maintained for any elective rotation other than those addressed by #2 and #3. The various experiences that are available to students are plentiful and diverse. Because of this diversity, individualized instruction is beneficial to the students during these rotations.

3. PROCEDURES

Introductory Pharmacy Practice Experiences

1. The Director of IPPE, the Director of APPE, and the Program Specialist in the Office of Experiential Learning will work together to assign rotation sites for the Community Practice Experience for the first-year student pharmacists. The site location, whether in the Morgantown area or near their hometown, will be determined based on student preference and availability. One student pharmacist will be assigned to each approved site.
2. The Director of IPPE, the Director of APPE, and the Program Specialist will work together to assign rotation sites for the Capstone Institutional Rotation for the second-year student pharmacists. The site location will be determined based on student housing
availability and site availability. Up to 2 student pharmacists will be assigned to each approved site for each of the three available sessions.

3. The Director of IPPE, the Director of APPE, and the Program Specialist will work together to assign rotation sites for the practice experiences for the third-year student pharmacists.

**Advanced Pharmacy Practice Experiences**

The Director of APPE and the Program Specialist will work together to assign rotation sites for the fourth-year student pharmacists so as to enable them to meet all guidelines of rotation requirements.

4. **COMMENTS/EXCEPTIONS**

**Introductory Pharmacy Practice Experiences**

There may be emergent situations that require the ratios set forth for the IPPE rotations to be exceeded. Recommendations will be made by the Director of IPPE with approval of the preceptor, Experiential Learning Committee, and the Chair of the Clinical Pharmacy Department. Examples of an emergent situation may include, but are not limited to the following:

a. Student loses site placement because preceptor leaves position.

b. Student housing situation changes throughout the year.
Advanced Pharmacy Practice Experiences

1. There may be emergent situations that require the ratios set forth for the APPE rotations to be exceeded. Recommendations will be made by the Director of APPE with approval of the preceptor, Experiential Learning Committee, and the Chair of the Clinical Pharmacy Department. Examples of an emergent situation may include, but are not limited to the following:
   a. Student loses site placement because preceptor leaves position.
   b. Student housing situation changes throughout the year.
   c. Remediation guidelines require a student to have a specific site.
2. The Director of APPE will work with the Director of Experiential Education, University of Charleston, to ensure that the student/preceptor ratios set forth above are not exceeded.

5. REFERENCES