

# APPE Preceptor Manual

(Updated 2024)

# Table of Contents

Introduction.....	4
Contact Information .....	4
Mission Statement.....	4
Program Overview .....	4
APPE Scheduling .....	5
Rural Rotation Placement.....	5
Initial Scheduling.....	5
Replacement Rotations .....	6
Student Responsibilities .....	6
Rotation Completion Requirements.....	6
Housing.....	6
Travel .....	7
RxPreceptor Profile Requirements .....	7
Site Specific Requirements .....	7
Schedules.....	7
Rotation Hour Logs .....	7
Attendance .....	7
Inclement Weather.....	7
Incident Reporting .....	7
Assignments.....	8
APPE Learning Objectives .....	8
Evaluations .....	8

APPE Learning Objectives ..... 8

Student Evaluation Form ..... 8

Preceptor/Site Evaluation Forms..... 8

APPE Grading and Remediation..... 8

Current Topics in Pharmacy Course..... 8

Practice Sites..... 8

    General Site Requirements..... 8

    Patient Care Experiential Site Criteria..... 9

    Affiliation Agreements..... 9

Preceptor Criteria and Expectations..... 9

    Criteria ..... 9

    Preceptor Expectations..... 9

    Preceptor Requirements ..... 10

    Application Process..... 10

    Preceptor Development ..... 11

    Preceptor/Site Assessment..... 11

Syllabi.....12

Evaluations.....12

## Introduction

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## Mission Statement

The mission of the West Virginia University School of Pharmacy (WVU SoP) is to improve the health and well-being of West Virginians and society at large by educating students and practitioners to provide optimal pharmaceutical care; conducting vital research that advances scientific knowledge, pharmacy practice, and economic development; and providing direct and supportive services to patients, the community, and the profession.

## Program Overview

The experiential learning program at WVU SoP provides hands-on experiences throughout each year of the curriculum designed to enhance knowledge and skills learned in the classroom. By completing introductory pharmacy practice experiences (IPPE) and advanced pharmacy practice experiences (APPE), students gain a wide variety of experiences and develop advanced application skills.

## APPE Curriculum

The APPE curriculum consists of a minimum of 1,440 rotation hours completed during the fourth (4th) year of the professional program as is consistent with national standards. Students complete rotations in the summer, fall and spring semesters. Students will complete a minimum of 160 rotation hours for each rotation (5-week block), as is consistent with national standards, with the given reality that students cannot only complete the minimum number of rotation hours for all eight rotation blocks in order to complete the overall requirement of 1,440 APPE rotation hours.

Eight block rotations, 5 weeks in duration. The following combination of rotations is required for successful completion:

- 1 Acute Care (PHAR 760)
- 1 Ambulatory Care (PHAR 762)
- Advanced Practice Community (PHAR 770)
- Advanced Practice Institutional (PHAR 772)
- Additional Acute Care (PHAR 761) or Ambulatory Care (PHAR 763)
- 1 Population/Systems-Based Care (PHAR 766)
- 2 Electives (PHAR 764, 765)

To comply with state legal requirements, one of the eight block rotations must be completed at sites designated as a rural rotation site. The designation of rural is determined by the OEL.

All faculty must be filled prior to all other rotations. Each student will be provided with a list of these rotations.

## APPE Scheduling

### Rural Rotation Placement

The WVU School of Pharmacy (SoP) has a limited number of introductory pharmacy practice experience (IPPE) rotations and advanced pharmacy practice experience (APPE) rotations available to students in larger West Virginia metropolitan areas such as Morgantown and Charleston. Additionally, as a land grant institution, there is a requirement for all student pharmacists to complete at least one rural rotation experience (outside of Morgantown and Charleston). Distribution of students throughout the state is therefore necessary for appropriate utilization of all preceptors and sites.

### Initial Scheduling

Initial APPE rotation scheduling will occur during the P3 fall semester. As a class, students will receive instruction regarding APPE scheduling requirements and the RxPreceptor scheduling. Students will have access to all APPE rotation site descriptions through RxPreceptor prior to ranking rotations. Additionally, the Director of Experiential Learning will schedule one-on-one meetings with every student to discuss both APPE rotation and career considerations.

Students will use RxPreceptor to rank rotations. Within RxPreceptor, students will create rank lists for each rotation type (community, acute care, institutional, etc.).

Rotation scheduling is based on student preference, using the student rank list, while following WVU SoP rules for scheduling. There are a number of rotations requiring a supplemental application process, and students will receive instructions related to application-based APPEs during the P3 fall semester. Whenever possible, rotations filled through an application process will be manually entered into RxPreceptor prior to the assignment of additional rotations through the ranking process.

Faculty rotations must fill prior to other rotations.

Additionally, students may not repeat a specific rotation with the same preceptor.

Students will be scheduled at sites within an hour of Morgantown or the free rural housing available through AHEC, or at the Charleston dorms (as available for Charleston faculty rotations).

Exemptions for assignment at sites more than one hour from Morgantown will only be granted in specific circumstances (school aged child, medical care needs specifically located in Morgantown, etc.).

Once released, the APPE schedule is final with the exception of loss of preceptor or significant extenuating circumstances approved by the Office of Experiential Learning. Decisions regarding rotation schedule changes from the Office of Experiential Learning are final.

## Replacement Rotations

In the event that a preceptor becomes unavailable for a scheduled rotation, the student will be contacted by the Office of Experiential Learning. Whenever possible, students will be given a list of potential replacement options from remaining preceptor availability to rank for their replacement rotations. Faculty rotations have priority for replacement rotations. Replacement rotations must allow the student to meet all graduation requirements. Decisions regarding replacement rotations from the Office of Experiential Learning are final.

## Student Responsibilities

Students are required to have all respective site requirements completed and documented with appropriate uploaded documents to RxPreceptor by 5pm EST on the Wednesday prior to the start of all respective APPE rotations, although it is expected that completion will occur much sooner. Site requirements include, but are not limited to, respective state pharmacy intern license(s), immunizations, serological testings, a 10 Panel Urine Drug Test, HIPAA training, OSHA training, CPR training, and First Aid (BLS) training.

Students must refer to the site specific requirements document well in advance (i.e., at least 4-months prior) of each rotation. Failure to complete these requirements may result in an inability to begin the rotation and delay in graduation.

Students are required to contact their preceptor at least 4 weeks prior to the start each rotation block, yet typically not more than 3 months ahead of schedule. Students should introduce themselves, identify any assignments or requirements that are due prior to day one of the rotation. Students are also responsible for informing the preceptor of their participation in any school related event during that block and requesting any excused absences for interviews or professional meetings in advance.

## Rotation Completion Requirements

The following items must be completed on RxPreceptor as outlined in the respective APPE rotation syllabi:

- Rotation Hours Log
- Assignments
- Evaluation of Preceptor
- Evaluation of Site
- Evaluation of Self

## Housing

Students are responsible to obtain their own housing for APPE rotations.

Some rural housing for APPE is available through the West Virginia Area Health Education Centers (AHEC) program. Students may request this housing for applicable rotations by emailing the OEL Program Coordinator. This rural housing is assigned on a first come, first served basis, and students are responsible for submitting their housing requests in a timely fashion.

## **Travel**

Students are responsible for any and all travel expenses for APPE rotations.

In general, rotations will be scheduled within one hour driving distance of available housing when possible. If a suitable rotation is not available within one hour driving time of a student's housing, rotations may be assigned outside of that driving distance.

## **RxPreceptor Profile Requirements**

The Office of Experiential Learning will enter all student contact information, as provided by the Office of Admissions and Student Affairs, into RxPreceptor including full name, date of birth, last 4 digits of a social security number, address, phone number, and WVU Mix email. Students are required to update their contact information as there are changes (e.g., address, phone number, or name changes). Students are not permitted to change their primary email in RxPreceptor to a personal email account, as the primary means of communication will be conducted via that WVU MIX email.

## **Site Specific Requirements**

The Office of Experiential Learning maintains rotation site specific requirements for experiential rotations within RxPreceptor. Students are responsible for completing all school mandated requirements and any requirements specific to their assigned rotation sites via RxPreceptor.

Students are responsible for costs of associated with all site requirements.

## **Schedules**

Students will use the RxPreceptor system to access their rotation schedule and respective preceptor contact information.

## **Rotation Hour Logs**

Students must complete hour logs for APPE rotations within RxPreceptor. Students must account for 200 hours for each rotation including both rotation hours and absences.

## **Attendance**

Students are responsible for following the attendance policy and obtaining appropriate approvals for absences as outlined in the APPE rotation syllabi.

## **Inclement Weather**

Students are responsible for following the inclement weather policy as outlined in the APPE rotation syllabi.

## **Incident Reporting**

Students are expected to report any incidents (e.g., needle sticks, accidents, etc.) and/or concerns to OEL via email or phone as soon as reasonably possible.

## Assignments

There are specific assignments that are required for most rotations through RxPreceptor. These assignments are outlined in APPE rotation syllabi. Students must complete all required assignments in RxPreceptor by the last day of each rotation.

## APPE Learning Objectives

Learning objectives can be found within APPE rotation syllabi.

## Evaluations

Students must complete three evaluations (Preceptor, Site, & Self) on RxPreceptor as outlined in APPE rotation syllabi.

Preceptors will complete both midpoint evaluation and a final evaluation for each rotation via RxPreceptor. Preceptors will complete the midpoint evaluation by the end of week 3 of the rotation and the final evaluation within 5 business days of the last day of rotation. Students are required to complete all three final evaluations upon the completion of the rotation (i.e., the final day of the respective rotation), as grades cannot be submitted without completion of these evaluations.

All evaluations are mutually viewable by both preceptors and students once both preceptors and students have completed the respective evaluations. In other words, a preceptor cannot view a student's evaluation of a preceptor until that preceptor has already submitted the respective evaluation of student, and vice versa.

## APPE Grading and Remediation

APPE Rotation grading and remediation will occur as outlined in APPE rotation syllabi.

## Current Topics in Pharmacy Course

All students will be concurrently enrolled in Current Topics in Pharmacy (PHAR 774) in the P4 fall and spring semesters. These courses are hybrid online/in-person courses that may require travel to campus during the APPE year. Students may not count the time from the Current Topics course efforts as rotation hours. Students must communicate with their respective preceptors to plan ahead for any rotation time missed due to the Current Topics course efforts.

## Practice Sites

### General Site Requirements

All experiential sites must have:

- Commitment to the education of pharmacy students
- At least one qualified pharmacist (or other professional) meeting the West Virginia University School of Pharmacy Preceptor Criteria and willing to serve as the preceptor of record for each rotation type offered
- Adequate physical facilities (e.g., space for students to work, computer access, etc.) to provide a quality experience for the students
- Adequate activities and opportunities for students to meet the learning objectives for each rotation type offered
- Access to learning and information resources, as appropriate for each rotation type offered
- Adequate resources to ensure that students receive oversight, professional guidance, and performance feedback from preceptors
- An active affiliation agreement with West Virginia University



- Instructions for any special requirements of students at the rotation site (e.g., criminal background check, drug screening, etc.), including updated information if site policies change

## Patient Care Experiential Site Criteria

In addition to above criteria, sites providing patient care must have:

- A patient population that supports the learning objectives for the experience
- A practice environment that nurtures and supports professional interactions between students, pharmacists, and patients and their caregivers
- Equipment and technology that reflect contemporary practice and support student education for that practice
- Contemporary services for patient care
- Collaborative professional relationships with other healthcare providers
- A strong commitment to health promotion, disease prevention, and patient safety, as reflected by the services provided and/or products made available

## Affiliation Agreements

The formal affiliation agreement (i.e., contract) outlines the responsibilities of the school, practice site, and general conditions for a specified period of the agreement. Affiliation agreements must be fully executed by both parties (the school and the site) prior to the placement of students at the site. Affiliation agreements are managed by the Assistant Director of Experiential Learning.

## Preceptor Criteria and Expectations

### Criteria

Preceptors for West Virginia University School of Pharmacy will:

- Be licensed and actively practice for at least one full year after graduation from pharmacy school (or another applicable academic program)
- Actively practice in the applicable rotation practice setting for at least six months
- Serve as a role model by displaying the attributes listed in the Preceptor Expectations section of this document
- Fulfill all requirements for preceptors listed under the Preceptor Requirements section of this document

### Preceptor Expectations

Preceptors for West Virginia University School of Pharmacy will serve as a role model for IPPE and APPE students by:

- Practicing ethically and with compassion for patients
- Accepting personal responsibility for patient outcomes
- Having professional education, experience, and competence commensurate with their position
- Utilizing clinical and scientific publications in clinical care decision-making and evidence-based practice
- Desiring to educate others (patients, caregivers, other healthcare professionals, students, residents)
- Demonstrating the willingness and ability to advocate for patients and the profession
- Demonstrating creative thinking that fosters an innovative, entrepreneurial approach to problem solving
- Having an aptitude for facilitating learning
- Being competent in the assessment and documentation of student performance
- Having a systematic, self-directed approach to their own continuing professional development and actively participating in self-directed lifelong learning
- Collaborating with other healthcare professionals as a visible and contributing member of a team
- Being committed to their practice organization, professional societies, and the community
- Treating all students, colleagues, and patients with respect, without discriminating on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability

## Preceptor Requirements

- Complete all paperwork to process adjunct academic appointment with West Virginia University School of Pharmacy as requested by the Office of Experiential Learning
- Complete all required screening forms as requested by the Office of Experiential Learning
- Complete preceptor orientation
  - Review of the school's mission, goals, values, curriculum, and teaching methods
  - Review of the specific objectives for the pharmacy practice experiences
  - Review guidance for assessment of students' prior knowledge and experience relative to the rotation's objectives. This allows the preceptor to tailor the rotation to maximize the student's educational experience and ensure appropriate interaction with patients, their caregivers, and other health professionals, as applicable
  - Orientation to systems in place to assist preceptors in dealing with serious student problems and/or unprofessional student behaviors
  - Review of the school's performance assessment and grading systems, and policies to address behavioral problems or misconduct
- Maintain an active license in good standing with the appropriate licensing body (typically state board of pharmacy) for the preceptor's practice setting
- Provide requested availability information for IPPE and/or APPE in a timely fashion
- Provide Office of Experiential Learning with instructions for any special requirements of students at the rotation site (e.g., criminal background check, drug testing, etc.), including updated information if site policies change
- Complete midpoint and final evaluations for IPPE and APPE students
- Review midpoint and final evaluations with students in person
- Complete 2 hours of preceptor development CE every 2 years
- Complete any specific training developed for all preceptors as requested by the Office of Experiential Learning
- Undergo preceptor assessment by the Office of Experiential Learning as required by accreditation standards, including the preceptor's ability to: 1) facilitate learning, 2) communicate effectively, 3) serve as a professional role model and mentor, and 4) positively represent and advance the profession

## On-Boarding Process

- Completion of required paperwork available from the OEL (CV, Drug Free Workplace Form, etc.)
- Discussion of experiential goals, rotation type, activities, syllabus, and calendar with corresponding experiential director
- Providing a description of pharmacist and student pharmacist expectations and efforts in order for OEL to determine the rotation type (e.g., Acute, Ambulatory, Community, Health System, Systems/Populations, or Elective).
- Once all paperwork is submitted and efforts are completed, the Experiential Learning Committee will review new rotation sites for approval
- New preceptors will be notified by the OEL Program Specialist of ability to begin precepting (after completing the respective 2-hour online WVU-Specific Preceptor CE program to be able to provide availability).

## Preceptor Development

All IPPE and APPE preceptors will be required to complete a minimum of 2 hours of preceptor development every 2 years, which is available online at no cost for all WVU SOP preceptors, and includes IPPE and APPE orientation information. Additional CE programs specific for preceptor development are offered through the WVU SOP OEL, which are available through RxPreceptor via CEImpact; along with various state, regional, or national pharmacy association meetings.

## Preceptor/Site Assessment

Every IPPE and APPE preceptor who has had a WVU School of Pharmacy IPPE or APPE student rotate through their

practice site has their site evaluated by the Office of Experiential Learning (OEL) based on the procedure below.

### **Preceptor Assessment**

- The OEL continually reviews all rotation evaluations (Student, Preceptor, Site, and Self) for any remarkable scores (<3) and/or comments.
- A faculty member of the Experiential Learning Committee completes an additional evaluations using data collected from student and site assessment, as well as any unsolicited feedback received from preceptors or students during the academic year to report to the entire Experiential Learning Committee.
- The Experiential Learning Committee reviews any remarkable scores (<3) and/or comments to decide if further action is warranted.

### **Site Assessment**

- Rotation sites are continually contacted by email, phone, or in-person depending on the needs of the site and the OEL.
- Rotation site visits are conducted in-person approximately every other year, with West Virginia sites assessed in-person and out-of-state rotation sites assessed remotely.
- Rotation sites are assessed using a standard form and process to assure that WVU School of Pharmacy Site Criteria are met.
- Remarkable results from the site visit report are reported to the Experiential Learning Committee for review.
- The Experiential Learning Committee discusses preceptors or sites with significant deficiencies on-demand as needed.
- When reviewing the preceptors and rotation sites brought forth by the OEL for consideration, the committee takes into consideration the quantitative number of evaluations being reviewed for each site and the qualitative comments. Rotation sites that are determined by the Committee to have substantial deficiencies receive a telephone call and/or site visit (depending on the nature of the deficiency and the ability of the Directors to travel) by the Experiential Learning Director to discuss the deficiencies. If deficiencies are not addressed by the next evaluation cycle, sites receive a letter from the Experiential Learning Committee outlining the deficiencies. The Chair of the Clinical Pharmacy Department is copied on all letters. The Experiential Learning Committee may recommend that preceptors/sites that have unresolved substantial deficiencies be removed from rotation availability. These recommendations are considered by the OEL, Clinical Department Chair, and Dean.

### **OEL Database Information**

1. OEL Program Specialist updates preceptors' contact information, rotation descriptions, CV's, and preceptor development CE continually and at least annually within RxPreceptor (online database).
2. The OEL Program Specialist verifies that the preceptor and site are in good standing with their respective Board of Pharmacy annually.

## **Syllabi**

All syllabi are readily available on RxPreceptor.

## **Evaluations**

All evaluations are readily available on RxPreceptor.

