PHR 5666 Practice Experiences I Course
3 Credit Hours

Course Purpose
This course enables the WPPD student to refine clinical practice and patient care skills and demonstrate competency in 10 core categories. In addition, the WPPD student will refine their lifelong learning skills and demonstrate competency in performing Continuing Practice Development (CPD).

Course Faculty and Office Hours
Course Coordinator
Beatriz Manzor Mitrzyk, PharmD, BCPS
Regional Director, Clinical Practice Assessments
Email: bmitrzyk@cop.ufl.edu
Office phone: 248-596-1447
Office hours by appointment only; email to request.

Co-coordinator (CPI)
Sue Markowsky, PharmD
Regional Director, Remote/PC Papers
Email: sjmarkow@ufl.edu
Office hours by appointment; email to request

Place and Time of Class Sessions
All 3rd semester WPPD students are enrolled automatically into this course. Fourth semester WPPD students who do not complete 12 CPAs and/or CPI requirements by the end of their 3rd semester must manually enroll into this course to complete any remaining Practice Experiences requirements.

Relation of Course to WPPD Program Outcomes:
This course will promote the student’s achievement of the following Student Learning Outcomes (SLOs) which must be demonstrated upon graduation from the WPPD Program:

1. Provide Patient-centered Care - Specifically: Design, implement, monitor, evaluate, and adjust pharmacy care plans that are patient-specific; address health literacy, cultural diversity, and behavioral psychosocial issues; are evidence-based and accomplished in collaboration with other health professionals.
   1.1 Formulate a concise and evidence-based patient-centered care plan in collaboration with other health care professionals, patients, and/or their caregivers which considers the patient’s health literacy, culture, and psychosocial factors. (Also see Outcome Domain S)
   1.2 Implement, monitor, evaluate, and adjust pharmaceutical care plans with accuracy and timeliness.
   1.3 Administer medications using appropriate technique and by following established precautions.
   1.4 Assess patients who seek self-care products; then develop an appropriate patient-specific care plan and provide the patient with advice including criteria for follow up.
   1.5 Ensure continuity of pharmaceutical care among health care settings.

2. Provide Population Health by promoting effective drug use and disease prevention/ wellness.
   2.1 Participate in quality processes that promote effective drug use and/or health (e.g., medication safety, quality improvement).
   2.2 Optimize population health by documenting patient outcomes (e.g., drug use evaluations, patient outcomes assessments, pharmacoeconomic evaluations, and practice-based research).
   2.3 Implement strategies for the lay public which promote health (e.g., health screenings, educational programs, immunizations). (IPPE Competency-ACPE Std)
2.4 Prepare and deliver educational programs to health professionals that promote appropriate use of medications by applying pharmacy knowledge and using effective communication skills.

3. Relate a pharmacy's medication use system to the larger health care system/the US healthcare system as a whole and call on all system resources to provide quality patient care.
   3.1 Perform pharmacist responsibilities within the medication use system including the provision of drug products to patients and coordinating safe, accurate, and time-sensitive medication distribution.
   3.2 Demonstrate a commitment to and a valuing of patient safety by assuring accurate preparation, labeling, dispensing, and distribution of prescriptions and medication orders.
   3.3 Assist in managing human, physical, informational, technological, and medical resources within the pharmacy - medication use system.
   3.4 Identify, report and analyze medication errors and adverse drug reactions to identify preventable cause and remedial preventive actions.
   3.5 Resolve problems related to reimbursement for medications and health-care services.
   3.6 Participate in the design, development, marketing, and reimbursement process for new patient services.
   3.7 Provide quality patient care by assuring a pharmacy's medication use system appropriately relates to the larger health care system.

4. Communicate effectively with patients, caregivers, peer pharmacists, other pharmacy staff, and other health professionals.
   4.1 Demonstrate general principles for good communication with patients and other providers when listening, talking, and writing.
   4.2 Demonstrate sensitivity and tolerance within multicultural interactions and settings.
   4.3 Conduct an effective interview with patients/caregivers to gather medication/health information with consideration about the patient's culture, level of education, socioeconomic status, and emotional state of mind.
   4.4 Provide patient education/counseling to a diverse population of patients/caregivers which effectively promotes adherence, optimizes therapeutic outcomes, and promotes safe use of medicines.
   4.5 Communicate and collaborate with prescribers, policy makers, members of the community and other involved health care providers and administrative and support personnel regarding rational drug therapy, wellness/health promotion, issues concerning public health problems and policy, and the medication use system.
   4.6 Communicate with pharmacists and other health professionals concerning patient care issues using appropriate written and verbal communication skills.

5. Collaborate as a member of an interprofessional team when providing patient-centered care.
   5.1 Work with individuals of other professions to maintain a climate of mutual respect and shared values. (Values and Ethics for Interprofessional Practice)
   5.2 Use the knowledge of one's own role and those of other professions to appropriately assess and address the healthcare needs of the patients and populations served. (Roles and Responsibilities)
   5.3 Communicate with patients, families, communities, and other health professionals in a responsive and responsible manner that supports a team approach to the maintenance of health and the treatment of disease. (Interprofessional Communication)
   5.4 Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan and deliver patient-/population-centered care that is safe, timely, efficient, effective, and equitable. (Teams and Teamwork)

6. Use pharmacy knowledge in the care of patients and resolution of practice problems.
   6.1 Demonstrate the ability to assimilate and apply basic, clinical, and social science knowledge in the care of patients.

7. Demonstrate ethical behaviors and adhere to legal requirements in pharmacy practice.
7.1 Demonstrate ethical behaviors that are essential to the practice of pharmacy
7.2 Adhere to legal requirements in pharmacy practice

8. Solve complex practice problems (both patient-specific and general practice) using an evidence-based approach, other aspects of good clinical science, and informatics.
   8.1 Solve practice problems (patient care and general practice) in a timely manner by using informatics to gather relevant information (including scientific and evidence-based data), analyzing findings, and forming appropriate conclusions.
   8.2 Use informatics tools when performing self-directed learning, routine pharmacy practice responsibilities, and when solving problems.
   8.3 Gather, analyze, and apply relevant scientific data, evidence-based data, and other information when solving practice problems (both patient-specific and general practice problems).

9. Demonstrate professional behaviors and responsibilities expected of a pharmacist (ie, UF PharmD CORES).
   9.1 Demonstrate professional behaviors expected of a pharmacist.
   9.2 Demonstrates personal traits expected of a professional and essential for a successful career.
   9.3 Demonstrate the ability to identify learning needs, develop a plan for accomplishing learning needs, and self-assess achievement of personal learning goals and the self-motivation to accomplish continuous professional development.
   9.4 Improve the profession and community by exhibiting "Little L" and/or "Big L" leadership.

Figure 1. COP Outcome Domains (Adapted from Harden, 1999)
Course Competencies
Upon completion of this course, the student will demonstrate minimum competency in the following areas by completing CPAs 1-12 and CPI requirements:

1. Participate as a member of an Inter-professional, multidisciplinary Team
2. Perform patient assessments
3. Conduct drug therapy reviews
4. Develop a pharmaceutical care plan
5. Use effective communication skills
6. Monitor for endpoints
7. Perform pharmacokinetic monitoring
8. Provide patient education and counseling
9. Use systems management to improve therapeutic outcomes
10. Promote public health
11. Use the continuing professional development process to refine practice abilities

Course Objectives
Upon completion of this course, the student will:

1. Demonstrate the ability to implement and complete CPAs and CPI requirements.
2. Demonstrate the ability to perform the following tasks with accuracy and proficiency:
3. Participate as a member of an Inter-professional Team and assess the team effectiveness.
4. Assess a hypertensive patient’s vital signs by measuring blood pressure, temperature, pulse, respiration, and by assessing drug efficacy and toxicity.
5. Review a minimum of five medication profiles and identify all medication-related problems.
6. Assimilate patient data and write a pharmaceutical care plan.
7. Conduct a medication and health history interview with a patient.
8. Assimilate patient data and establish drug therapy endpoints for the patient (e.g., the therapeutic goal).
9. Evaluate a patient and individualize a dosage regimen of a drug which has a narrow therapeutic range.
10. Educate and counsel a patient about a new medication that is being started for a chronic disease.
11. Review a medication error incident to identify root causes and then recommend strategies to improve the pharmacy system.
12. Recommend solutions for a current public health issue.
13. Demonstrate the ability to identify an area for personal improvement by self-assessment, and then develop, implement, and successfully complete a personal learning plan that enables this personal improvement.

Pre-Requisite Knowledge and Skills
Through either coursework in a B.S. pharmacy degree program or work experience, the student is expected to have the following knowledge and skills:

1. Time management skills
2. Technical skills as outlined in the requirements for admission to the WPPD program.
3. Knowledge of medical abbreviations and common medical terminology
4. Familiarity with basic pharmacokinetic concepts: half-life, volume of distribution, time to steady state
5. Ability to perform calculations using natural logarithms and exponential equations
6. Ability to perform calculations that require use of basic algebra
7. Ability to collaborate with pharmacists and other healthcare professionals
8. Ability to work with an approved preceptor and find a UFL affiliated site to complete CPAs.
9. Understanding of the CPA program, requirements for completion of CPAs, and expectations for CPA competency.
10. Understanding of the CPI (Clinical Practice Improvement) requirements and expectations.

Course Structure & Outline
Students are required to attend the Practice Experiences Institute (PEI) in Gainesville, FL and successfully complete CPAs 1-10. You will learn via a “blend” of experiential learning activities (multiple self-directed learning activities
and learning activities in the simulated practice setting). Acquisition of knowledge and skills are assessed with completion of CPAs 1-12, CPI outline / plan, and the Practice Experiences competency quiz.

**Course Outline/Activities:**
See CPA Student Manual for a list of CPAs, objectives, and required activities.

**Textbooks**
The following textbooks will be used throughout your course of study in the WPPD program. No other textbooks will be required. Textbooks can be purchased via various internet sites; however, make sure you buy the latest editions.

1. DiPiro et al. Pharmacotherapy: A Pathophysiological Approach, 2011, 8th ed. (ISBN: 0071703543). This text is available via the UF library/Pharmacy Access. Although you can use the online version for study, most students find it essential to purchase a hardcopy of the Pharmacotherapy Text. (Caution: Old editions are sold on the internet and should not be purchased. Watch carefully what edition you purchase. A Pharmacotherapy Handbook is also available with the current edition. This handbook is a useful reference in daily practice but should not be purchased in lieu of the text listed above.)

Additional textbooks, handbooks, or drug information resources may be needed depending on the student’s previous clinical expertise and CPA activities.

**Active Learning Requirements**
Active learning requires students to actively participate in synchronous learning activities and complete assignments/activities that require application of what is learned from lectures or independent study. Active learning will occur with successful completion of CPAs 1-12, CPI outline, and CPI plan.

**Technology Requirements**
The WPPD program requires that students have the following hardware and software resources: [http://pharmd.distancelearning.ufl.edu/admissions/pharm-d-admissions/pharm-d-computerrequirements/](http://pharmd.distancelearning.ufl.edu/admissions/pharm-d-admissions/pharm-d-computerrequirements/)

**How to Access the Course Website**
The course website is at the following URL: [https://lss.at.ufl.edu/](https://lss.at.ufl.edu/) This website contains pdf files, URLs, and other learning resources.

To begin the course, login into [https://lss.at.ufl.edu/](https://lss.at.ufl.edu/) using your gatorlink login and password. Once you are in the course website (PHA 5666), select the “Resources” tab on the left side of the screen. You should also access the WPPD Resources and Practice Experiences site for additional information and resource documents on CPAs, CPI, and PC Paper requirements.

**Student Evaluation & Grading**
**Evaluation Methods:** For adult learners who are already practicing pharmacists, the development of competency in the practice of pharmaceutical care is of utmost importance, not course grades. This is emphasized in the entire WPPD Program.

At the end of Semester 3, a grade of either S (Satisfactory) or U (Unsatisfactory) will be assigned for the course. A grade of S will be assigned when the student successfully completes the 12 CPAs and CPI outline/plan in year 1 of the WPPD program.
Practice Experiences Course I – Course Syllabus

**CPA 1-12 Requirements:**

CPAs 1-12 should be completed during Semesters 1—3. During these three semesters, a preceptor will evaluate each CPA completed by the student. To successfully complete a CPA, the student must achieve a score of either Competency or Mastery. For each CPA, criteria and a rubric have been established for assigning a score. The preceptor will use the criteria and rubric to assign a score. For CPAs 11-12, the facilitator will review all documentation, including that submitted by the student to Turnitin, and certify that a CPA has been successfully completed with a score of Competency or Mastery.

In order to provide students with guidance in completing 12 CPAs in the first three semesters of the WPPD program, the student will receive feedback from the facilitator in Semesters 1 and 2 about progress achieving a grade of S by the end of Semester 3.

**Grading Scale**

The following rubrics will be used to provide the student with feedback and used for course grading:

<table>
<thead>
<tr>
<th>By Final Exam Date</th>
<th>Unsatisfactory Progress (U)</th>
<th>Satisfactory Progress (S)</th>
<th>Exceeds Expectations (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>One or more of the following have not been completed: 1. Profile of Practice Experiences 2. Plan for Completing CPAs 3. Submission of an Affiliation Agreement to the WPPD office. Student has not made any progress in completing CPAs.</td>
<td>Profile of Practice Experiences and a draft Plan for Completing CPAs are completed. Student has registered for PEI. In addition, the student and/or site has submitted an affiliation agreement to the WPPD office.</td>
<td>Profile, plan, and submission of affiliation agreement are completed. Student has completed 1 CPA.</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Student has less than 1 CPA completed and/or has not enrolled or completed the PEI for CPAs 1-10.</td>
<td>Student has completed 1 CPA and student has enrolled in the PEI for next semester. Or student has completed the PEI for CPAs 1-10.</td>
<td>Student has attended the PEI and completed CPAs 11.</td>
</tr>
</tbody>
</table>

At the end of Semester 3, the student’s facilitator will evaluate the student’s progress in successfully completing the 12 required CPAs using the rubric below. A grade of S will be assigned if the facilitator indicates the student has accomplished either “Satisfactory Progress” or “Exceeds Expectations.” A grade of U will be assigned if the facilitator indicates the student has accomplished “Unsatisfactory Progress.”

<table>
<thead>
<tr>
<th>Grade = U</th>
<th>Grade = S</th>
<th>Grade = S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory Progress</td>
<td>Satisfactory Progress</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Student has less than 12 CPAs completed.</td>
<td>CPAs 1-12 are completed.</td>
<td>Student has completed CPAs 1-12 and started second year CPAs (11-36).</td>
</tr>
</tbody>
</table>

**CPI Requirements:**

During Year 1, students will review the Foundations CPI* video and outline and plan a strategy to improve Pharmaceutical Care (PC). Clinical Practice Improvement (CPI) strategies should be designed to improve pharmaceutical care in some way within the student’s realm of influence. Examples include giving in-services to the community, counseling patients, implementing drug delivery systems to reduce medication errors, or traditional clinical pharmacy services. The strategy may be one that is expected to have either a direct or indirect impact on drug therapy outcome of patients. See Sakai Resources Section for Clinical Practice Improvement (CPI)
overview and requirements. The facilitator reviews the CPI outline and plan for approval during the 2nd and 3rd semesters. By the course end date (12/8/12), students will need to upload evidence of faculty approval for their CPI outline and plan presented during the concurrent body system course. As evidence for satisfactory completion, facilitators will sign the Normann tracking form for the CPI outline and plan (2nd and 3rd semester requirements).

Table 1. Recommended Timelines and Requirements for Practice Experiences Courses I (grey highlighting)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirements (facilitator signature on Normann Tracking Form indicates evidence of satisfactory completion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>• Submit and Present CPI Outline: Decide on project idea for Clinical Practice Improvement (CPI) strategy. Complete a CPI outline form (Resources tab). Include a literature search relevant to topic. Submit and present to facilitator during Session 2 (body system course).</td>
</tr>
</tbody>
</table>
| 3        | • Write CPI plan: Write a CPI plan or proposal (1-2 page written project plan/proposal). Include a literature search relevant to topic.  
        | • Submit Outline and Project Plan to Pass Practice Experiences I Course and Move forward to next course. |

At the end of Semester 3, the student’s facilitator will evaluate the student’s progress in successfully completing the CPI outline and plan as Satisfactory (S) or Unsatisfactory (U). A grade of S will be assigned if the facilitator indicates the student has completed the CPI outline and plan by the CPA due date.

<table>
<thead>
<tr>
<th>Grade = U</th>
<th>Grade = S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory Progress</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>Student has completed less than the CPI outline.</td>
<td>CPI outline and plan are completed.</td>
</tr>
</tbody>
</table>

Remediation
If a student receives a grade of Unsatisfactory for the Practice Experiences I course, the student must manually register for the course again in Semester 4. In order to be eligible to continue taking WPPD coursework that semester, the student must have approval of the CPA Regional Director. The student will be responsible for the cost incurred in registering for this additional course. If the 12 CPAs are not completed by the final exam date of their 4th semester, student may not go on to their 5th semester until the 12 core CPAs are completed. Students who fail any UFL course more than twice will be dismissed from the program.

Class Attendance Policy
Students are required to attend the Practice Experiences Institute (PEI) in Gainesville, FL and successfully complete CPAs 1-10. See CPA Student Manual for specific attendance requirements for each CPA.

Quiz Policy
The student may contact the instructor to obtain details about why points were deducted. The student is allowed unlimited opportunities to pass the quiz.

Assignment Deadlines
The student must obtain a 100% on the quiz to pass the course; the student has until the end of the semester to pass the quiz.

The student must have 12 CPAs and CPI plan/outline completed by the final CPA due date in their 3rd semester to pass the Practice Experiences I course. It is highly recommended that that student submit documentation to their facilitator by the second session to ensure that all CPAs are completed satisfactorily.
Student must upload their most recent Norman Tracking Form by the course end date posted on the Practice Experiences course home page. The tracking form should indicate that the 12 CPAs and CPI outline/plan have been completed.

Signed CPA documentation (preceptor and facilitator signatures as well as student evaluation information) must be uploaded to the Practice Experiences course site using available links by the date of the final CPA due date for this semester.

All CPAs uploaded to the course website must include the student's name, site where CPAs were completed, and CPA number clearly documented.

The student is requested to complete an evaluation of Practice Experiences course I. The link to the evaluation tool will be available on the Practice Experiences Course Assignments tab at the end of the semester.

General College of Pharmacy Course Policies
The following policies apply to all College of Pharmacy Courses:

University Grading Policies
Please visit the following URL to understand how the University uses the course grade to compute your overall GPA: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Academic Integrity Policy
Students are expected to act in accordance with the University of Florida policy on academic integrity (http://www.dso.ufl.edu/scr/honorcodes/honorcode.php). Students are also expected to abide by the UF Honor Code. The following is the UF Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Psychomotor and Learning Expectations (How to Request Learning Accommodations)
Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific learning disabilities such as sensory deficit or sensory-motor coordination problems should cooperate with the faculty and staff in addressing these problems in order to meet academic standards. Students with disabilities are strongly encouraged to register with Disabled Student Services in the Office for Student Services (P202 Peabody Hall) and this must be accomplished prior to starting the course.

- Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.
- Please visit the following URL for more information: http://www.dso.ufl.edu/drc
- Please note that you must arrange for accommodations in advance; grades cannot be retroactively changed.

Faculty and Course Evaluations
All students are strongly encouraged to complete the course and instructor evaluations. The Office of Curricular Affairs and Accreditation will provide students with directions for completing the online evaluations.

Other Policies
Expectations of Students
Students are expected to:
- Be diligent and timely in studying the course material.
• Be on time to meetings with preceptors and submission of CPA and CPI documentation to facilitator.
• Be prepared for each learning activity and group discussion.
• Do your own work.
• Actively collaborate with peers when assigned to groups.
• Dress appropriately for class sessions or clinically related activities.
• Turn off cell phones and other electronic communication devices during a class session or phone conference.
• Be quiet during class sessions including peer presentations.
• Be focused and avoid distractive behaviors in class.
• Participate in class or group discussions.
• Be respectful to the facilitator and preceptor.
• Be respectful to fellow students in discussions.
• Be courteous, respectful, and civil when using discussion boards.
• Address faculty with the appropriate title and name, i.e., Dr. (last name) or Professor (last name).
• Address concerns about performance or course material directly with the course coordinator, facilitator, or teaching assistant.
• Seek assistance with academic or personal difficulties as soon as possible.

Complaints
Should you have any complaints with your experience in this course please visit:
http://www.distancelearning.ufl.edu/student-complaints to submit a complaint.

Discussion Board Policy
The purpose of the discussion board is to provide a venue for you to enhance your learning and communication with other students and the course coordinator.

Such interaction on the discussion boards will allow a student to get answers to questions. The goal of these discussions is to help the student learn and successfully complete CPAs.

Use "netiquette." If you have never learned "netiquette" - please visit the following URL:
http://www.albion.com/netiquette/corerules.html . If you follow the rules of netiquette described in this URL, you will avoid posting an embarrassing or inappropriate comment.

Faculty members are expected to adhere to the following:
The Course Coordinators/instructors will work to respond to postings within 72 hours of the posting between Monday and Friday 12N. Responses on weekends and holidays will be sporadic.

Email Communications:
1. When communicating with faculty via email, the subject line needs to include the course number & title.
2. At the end of the email, in addition to listing your name, list your academic year and campus/site.

Religious Holidays
Please see the University policy on attendance and religious holidays:

Counseling and Student Health
Students who are experiencing issues and events that could adversely affect academic performance and personal health are encouraged to talk with their facilitator.

Students who are experiencing issues and events can also contact their local crisis center. The following national call numbers are also available: a) 1-800-273-8255, and b) 1-800-784-2433.
Appendix A

Course Faculty

Course Coordinator
Beatriz Manzor Mitrzyk, PharmD, BCPS, Regional Director, Clinical Practice Assessments, Working Professional PharmD Program, College of Pharmacy, University of Florida, Gainesville, FL, Email: bmitrzyk@ufl.edu

Co-coordinator (CPI)
Sue Markowsky, PharmD, Regional Director, Remote/PC Papers, Working Professional PharmD Program, College of Pharmacy, University of Florida, Gainesville, FL, Email: sjmarkow@ufl.edu

Facilitators
See course website for list of regional and remote facilitators.

Program Director
Sven Normann, Pharm.D., DABAT
Associate Dean, Distance, Continuing, and Executive Education
Director, Working Professional Doctor of Pharmacy Program

Program Managers
Misty Thomas
Program Manager - University of Florida WPPD Program
Email: m.thomas@distancelearning.cop.ufl.edu
1-800-431-6687 ext.632

Rayshawn Engram
Student Advisor
Email: r.engram@distancelearning.cop.ufl.edu
1-800-431-6687

Whom Do You Contact?
Course Coordinator will address:
1. Course specific issues (e.g., course content, clarification of assignments, can’t find grades, and questions about quiz)
2. Any exceptions made for student emergencies affecting course participation or completion
3. Late or missed quiz

Facilitator will address:
1. Submission and review of CPA and CPI documentation
2. Final grades received

WPPD Office will address:
1. Faculty and program evaluation
2. Course credit
3. Facilitators and student/facilitator assignments and relationships
4. Student Records
5. Tuition
6. Affiliation Agreements (Cheryl Meyer)
7. Preceptor approvals (Beatriz Mitrzyk)

Program Manager will address:
1. Registration
Technical Support:
University of Florida Computing Help Desk
(352)-392-4357

Addresses issues related to:
1. eLearning (Sakai)
2. Gatorlink accounts
3. Gatorlink email
4. myUFL
5. ISIS.

Assistance in Completing Online Assignments/Quizzes
If you are having a technical problem that is preventing you from completing an assignment or quiz on time, please inform your facilitator immediately. If you cannot reach your facilitator, please contact your course coordinator.
Practice Experiences Course I
Policies and Procedures for Clinical Practice Experiences

General Policies and Procedures
1. Students are responsible for routinely checking the Sakai Resources and Practice Resources site for updates related to the following: 1) Policies and Procedures for Practice Experiences, 2) Clinical Practice Assessments, 3) Pharmaceutical Care Improvement Project, and 4) Other experiential program requirements such as case presentations.
2. All work related to practice experiences (e.g., CPA documents, CPI outline/plan, case presentations) that is submitted must be the work of the student. Plagiarism and other forms of academic dishonesty will be monitored by use of Turnitin® (available in Sakai) and audits by faculty. Any submitted work that is suspected not to be created/accomplished by the student will be turned over to the Office of Student Judicial Affairs.

CPAs - General Policies:
1. The student is limited to completing a maximum of 6 CPAs per semester unless the student is attending the Institute/Advanced CPA program in Gainesville or has a similar individual CPA Plan that has been approved by the CPA Regional Director. Students should contact their Regional Director to request exemption from this policy.
2. The student must maintain all original CPA documents (e.g., documentation required to complete the CPA, CPA forms signed by preceptor, CPA Form for Tracking Completion of CPAs). The only time an original document should be submitted is when it is requested by a WPPD administrator for purposes of a CPA audit and the student is responsible for making a copy of the original before submitting it to the administrator. The original document is the student’s only evidence that CPAs have been completed and should be kept in a safe place such as a safe deposit box. In addition, back up copies should be maintained in a place separate from the originals.
3. Students must not submit patient cases or other clinical activities that are used for Course/Session presentations/assignments for CPA credit.
4. CPA credit will not be given for any activities required of the Pharmaceutical Care Improvement project. All learning activities completed as a CPA (especially a CPD CPA) must be distinct from the project activities. (The Project and the CPA topic may be related, but the CPA must involve acquisition of new abilities and skills that have not been/will not be learned during the project.)
5. The student is responsible for the following:
   a. **Identification of One or More Practice Sites.** A practice site is the patient-care setting where the student will complete a CPA. The student must identify one or more practice sites that meet the criteria outlined in the CPA documentation. In addition, the student must provide the site with the UF affiliation agreement and have the site submit a signed copy to the WPPD Office.
   b. **Identification of Two or More Preceptors:** A preceptor is a practitioner who can supervise the student’s completion of a CPA. Once a potential preceptor is identified, the student must direct the individual to complete the application found at the following URL: [http://www.cop.ufl.edu/wppd/preceptors/](http://www.cop.ufl.edu/wppd/preceptors/). All preceptor applicants will be reviewed and approved by the WPPD Office in Gainesville. Up to three (3) weeks may be required for approval. CPAs that are started before this approval step will not be certified as completed by the facilitator and WPPD Director.
      i. Note: Two or more preceptors will be needed across the program. In order to keep on schedule, students should acquire at least one preceptor in the first semester and acquire additional preceptors across future semesters.
   c. **Submission of a request for preceptor to be approved:** Students must make a request for a preceptor to be approved. To do this, go to the Sakai WPPD Resources and Practice Experiences Site or [http://www.cop.ufl.edu/ned/formgen/beck3.htm](http://www.cop.ufl.edu/ned/formgen/beck3.htm) (First year students will find this link in “Year 1” hyperlink and all other students must use the “Year 2 and 3” hyperlink).
   d. **Completion of all pre-requisites required of the site (HIPAA, drug-screen and background check).** Some of the sites require students to complete prerequisite paperwork/background checks/drug screens that...
must be coordinated with the WPPD office. Sakai contains a list of sites that have an affiliation agreement and if the site has these special requirements, it is noted in the list. Please contact the WPPD office within the time designated in this list if you intend to use the site for any experiential activities related to the WPPD program. Students who complete experiential activities (e.g., CPAs, obtaining patient data for presentations or other assignments, project) at one of these sites without completing these pre-requisites will not receive credit for the work and will have to re-do the work (e.g., CPA, presentation, project).

e. Submission of learning plans to preceptors prior to beginning the learning activities. For all CPD CPAs (electives), the preceptor must approve the student’s learning plan before the student implements it. Activities that are NOT acceptable for a CPD include basic life support (BLS) or OSHA Blood borne pathogen training.

f. Selection of patients without conflict of interest. Students should avoid using family and friends as sources of patients for Clinical Practice Assessments if the student cannot put oneself in a caregiver role with the individual.

g. Completion of all CPA documentation including securing of preceptor signatures and facilitator certification/signature. Each CPA document must be signed by both the preceptor and the facilitator. The student must direct the preceptor to answer all items and also sign the CPA form. The student is then expected to submit a copy of the form along with relevant documents to the facilitator for certification/signature. The CPA documentation (See section entitled, “Directions for CPA Completion”) contains a list of “relevant documents” that should be submitted to the facilitator during the certification process. Please note, the facilitator may request additional documentation related to the CPA at any time.

h. Maintenance of all CPA documentation in a safe and sure place. As noted above, the student should maintain a back-up copy of all CPA documentation in another place in case of disaster.

i. Submission of a portfolio (CPA binder) for final certification and approval for graduation. The CPA Portfolio is a notebook with three tabs/dividers that are labeled for CPAs 1-36. The “Normann CPA Tracking Form” (completed and signed by facilitator) and documentation of preceptor approval and site affiliation should be placed in front of the portfolio. Use numbered tabs from 1-36. For each CPA in the portfolio, there must be a copy of the entire CPA document including the CPA Competency Assessment Form (signed by the preceptor and facilitator) and evidences (as required). Turnitin reports are reviewed by the facilitator and do not need to be included in the portfolio. The CPA Portfolio must be submitted 2 months prior to the date of graduation in order to allow time for final certification. Begin developing your portfolio now.
Appendix C

Requirements of 4th Semester Student
Practice Experiences Course I

All 4th semester students enrolled in Practice Experiences course I need to have an introductory conference call with the Regional Director, CPAs within the first 2 weeks of the semester. The student must email the Regional Director to set up the conference call.

At that time, an individualized plan detailing the goals and objectives and outlining the activities for the semester will be discussed. All students must write up the plan discussed in the first conference call in a Word 2003 document and submit it to the Regional Director for approval.

After the initial call, it is the expectation of the Regional Director that the student will maintain e-mail of other contact at least weekly to update the Director on CPA progress. This must all be documented electronically.

To pass CPA component of the Practice Experiences course I, the student must complete the required CPAs as described in the CPA rubric and meet the expectations described in the individualized plan. In addition, it is the expectation that the student will also begin working on 3 CPAs to meeting 4th CPA semester expectations (see CPA rubric).

Beatriz Manzor Mitrzyk, PharmD, BCPS
Regional Director, CPAs
bmitrzyk@ufl.edu
E-mail first, before calling 248 596 1447
Appendix D
Requirements of 4th Semester Students Enrolled in Practice Experiences Course I
CPA Plan

We will be working together to meet your CPA goals this semester. Please fill out the information below and send it to the Regional Director, CPAs as an attachment. From this information we will develop your goals and objectives for this course and a satisfactory grade will be given when these goals are met.

Name:
Contact phone:
E-mail address:

Indicate which CPAs you have already completed (signed off by your facilitator).

<table>
<thead>
<tr>
<th>CPA #</th>
<th>Preceptor/Describe activity in detail</th>
<th>Timeframe/ begin and end date</th>
<th>Expected completion date (submission to facilitator)</th>
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Indicate which CPAs you want to complete this semester:

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<th>Preceptor/Describe activity in detail</th>
<th>Timeframe/ begin and end date</th>
<th>Expected completion date (submission to facilitator)</th>
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Indicate what barriers you have to completing CPAs:

Within the first week of class:
E-mail bmitrzyk@cop.ufl.edu a copy of your Normann Tracking form
Set up a conference call to discuss your plan