

# Setting the Stage for Excellence



2023-2024

**UF** | College of Pharmacy  
UNIVERSITY of FLORIDA  
Office of Experiential Programs

# Agenda

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- CIPPE – Stacey Curtis
- HIPPE - Lisa Vandervoort
- APPE – Carinda Feild
- Helpful Information and Tips for Success – Carinda Feild
- Student Accommodations- Janel Soucie
- Announcements & Reminders - Carinda Feild





# CIPPE

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- 160 hours, 4-week format
- Learning Objectives and activities remain the same
  - Final quiz requires proctoring on site/campus
  - Workbook to be completed by the student during the four-week rotation
  - Preceptors to attest student completion of all workbook activities in the final evaluation
- CIPPE student workbook and syllabus are now available
  - Will be Distributed by Regional Coordinators shortly



# HIPPE

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- 160 hours, 4-week format
- Variety of completion models (standard, longitudinal)
- Learning Objectives and activities remain the same
  - Provide 10 opportunities for students to complete a vancomycin pharmacokinetic consult
- HIPPE student workbook and syllabus distributed by Regional Coordinators



# APPE

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- 7 Rotations, 240 hours each, 6-week format
- 4 Core: General Medicine, Hospital Practice, Community, Ambulatory Care
- Refer to syllabus for required activities for each rotation
- At least 2 Patient Care Electives, up to 1 Non-Patient Care Elective
- May petition for an 8<sup>th</sup> rotation
- APPE Portfolio Assignments (a.k.a. Field Encounters)
  - Highlight best APPE work, remove all patient-protected information

# Feedback for Excellence (Evaluating Students)



# Rotation Syllabi and Information

Pharmacy

MY ACCOUNT

MY SCHEDULE

Home

Profile Information

Scheduling

Evaluations

My Requirements

Field Encounters

Electronic Forms

Surveys

Message Center

Document Library

Reporting

Training/Benefits

Help Center

External Resources

Filter Student List by Rotation Date Group

Select Student From Your Schedule

UF

UNIVERSITY of FLORIDA

College of Pharmacy

Welcome to your University of Florida College of Pharmacy database. Should you experience any difficulty, please contact the Office of Experiential Programs at (904) 399-1234.

Quick Links (3 Files)

VIEW

TITLE

VIEW

Experiential Quick Links

VIEW

Gator Guidance - Student Crisis

VIEW

OEP Policy on COVID exposure c

Preceptor Information (7 Files)

VIEW

TITLE

VIEW

\*Student Spotlight Nomination\*

The UF Student Spotlight was crea

VIEW

APPE Evaluation Instructions for

VIEW

CEImpact Preceptor Subscription

VIEW

How to Link Multiple Preceptor

VIEW

How to Submit Rotation Availab

VIEW

Introduction to CORE ELMS Slid

VIEW

Introduction to CORE ELMS Vide

CIPPE (2 Files)

VIEW

TITLE

VIEW

CIPPE Syllabus PHA5941

VIEW

CIPPE Workbook 2022

HIPPE (2 Files)

VIEW

TITLE

VIEW

HIPPE Syllabus PHA5942

VIEW

HIPPE Workbook 2022

APPE (8 Files)

VIEW

TITLE

VIEW

Ambulatory Care Syllabus PHA5763

VIEW

Community Practice Syllabus PHA5763

VIEW

General Medicine Syllabus PHA5761

VIEW

Hospital Practice Syllabus PHA5762

VIEW

Non-Patient Care Elective Syllabus PHA5765

VIEW

Patient Care Elective Syllabus PHA5765

VIEW

\_APPE Journal Club Presentation Rubric

VIEW

\_APPE Patient Case Presentation Rubric

Rubrics (3 Files)

VIEW

TITLE

VIEW

Drug Information Form Template

VIEW

Journal Club Presentation Rubric

VIEW

Patient Case Presentation Rubric

# Evaluation Guidance

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- Midpoint and Final evaluations provide students with important feedback and opportunity for improvement – required for accreditation
- Provides office of experiential programs opportunity to assist preceptors in achieving student success
- Best Practice: Fill out and **save** final evaluation in CORE by **LAST DAY** of rotation, then **submit** after discussing with student
  - Final preceptor evaluation of student is visible to students only after submitted **AND** students complete the evaluation of site/preceptor
- CORE Evaluation Reminder Emails contain direct link to evaluation
  - If changes are needed after submission, email [rotation-grades@cop.ufl.edu](mailto:rotation-grades@cop.ufl.edu)



# Evaluation Guidance

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- Timely submission needed for grade submission
- Provide actionable feedback on how to reach excellent/next level in comments section
  - Especially for competent or below (competent = C on grading)
- Good Rule of thumb – Start with excellent and work back if evidences of deficit

Letter Grade	Percentage
Excellent	100%
Above Average	87.5%
Competent	75%
Below Average	62.5%
Deficient	50%
N/A - Did not occur	Does not calculate

# Evaluation Guidance: Documenting Patient & Provider Diversity

## Completed by Student

Type of patients encountered on rotation

- ☐ Caucasian
- ☐ Hispanic
- ☐ Black
- ☐ Asian
- ☐ Indian/Non-Native American
- ☐ Pediatric
- ☐ Geriatric
- ☐ Pregnant or Lactating
- ☐ LGBTQ
- ☐ Low or limited health literacy
- ☐ Poverty/Lower income status
- ☐ Other (Specify in Comment Box)
- ☐ None (ex: Non-Patient Care Rotation)

## Completed by Preceptor

Select ALL of the health care professionals interacted with during the entire rotation:

- ☐ Nurses
- ☐ Doctors
- ☐ Physician Assistants (PAs)
- ☐ Nurse Practitioners (ARNPs)
- ☐ Respiratory Therapists
- ☐ Physical Therapists
- ☐ NONE
- ☐ Other (if other, please provide type in comment box)



# Evaluation Guidance

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- Recording attendance (tardies, absences) and make-up plans
  - For IPPEs, all 160 hours must be completed for academic credit
  - For APPEs, all 240 hours must be completed for academic credit, excluding time away for the Spring 4PD OSCE / Law Review day (up to 8 hours)
  - Missed hours must be accounted for, whether pre-approved or unplanned
  - How missed time is completed is at the preceptor's discretion and recorded on final evaluation
  - If a preceptor/site is unable to accommodate the missed time, OEP will provide support
  - Any missed hours not made up earns an incomplete grade
  - If the student is dismissed for excessive tardies/absences, this results in not passing



# Attendance FAQs

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- ***Do holidays need to be made up when the site is closed?***
  - Yes, all hours are required to be completed in order to receive academic credit. How the time is made up is at the discretion of the preceptor. Acceptable options for making up missed time include performing assignments remotely, coming in on extra days, staying later on other days, and working weekends.
- ***What if the practice site/preceptor is unable to accommodate all of the time missed?***
  - The student will receive an incomplete grade and OEP will develop an alternative make-up plan.
- ***Does the time away for OSCEs need to be made up?***
  - Time missed for Spring 4PD OSCEs or Law Review (up to 8 hours) will not need to be made up since the college considers this activity to be an application of experiential learning.



# ance FAQs

***Students need to make up time missed when attending professional conferences and interviewing for residencies or jobs?***

All experiential hours need to be accounted for in order to receive academic credit. However, how the time is made up is at the discretion of the preceptor.

If the preceptor determines the activities completed as part of the conference or interview should be considered an application of experiential learning (e.g. presentations, topic discussions, professional development), then these hours may be included as part of the make-up plan. At the preceptor's discretion, students may also provide a brief written reflection or oral presentation on information learned at the conference upon return to the program. Overall, the goal is to ensure that the student is able to apply the information learned to their future practice.



Facilitating Excellence



# the Stage for Success

Expectations

al Meeting

What do you expect of the student and what they can expect from you?

How/when should/will communication happen?

etermining Student Goals – What does the student hope to learn/achieve  
n the rotation, how can that be incorporated?

# the Stage for Success

## g Feedback

ate intentional space for feedback during the rotation (ex. Feedback  
ays)

vide specific and actionable feedback

ow student time to process and provide their feedback

ate an action plan/timeline if needed



# the Stage – Student Contact

Students reaching out to preceptors to start off on the right foot

Students instructed to reach out to preceptors about 3 weeks prior to start (New)

Consider if directed in onboarding instructions (ex. Federal facilities)

to ensure they take care of the details and have the information to arrive on site on time and ready to go.



Recognizing Excellence



# Best Awards and Recognitions

## Best Practices of Professionalism Award

Intended to foster students' understanding and application of the core values of professionalism

Award recognizes those students who have demonstrated outstanding professionalism

To nominate a student for Best Practices of Professionalism, please go to:

<https://students.pharmacy.ufl.edu/student-affairs/awards/best-practices-of-professionalism/>

Nominations for 2023-2024 academic year end on **March 1st 2024**. submissions

# Awards and Recognitions

## Comparison Excellence in Clinical Communication Award

For Pharmacy graduating senior with superior verbal and written clinical communication skills  
Top 5% of the class by overall GPA in the College of Pharmacy (UF COP will confirm)

## Stewart Award for Excellence in Clinical Pharmacy

For superior achievement in clinical pharmacy  
Outstanding academic performance (UF COP will confirm)  
Professional conduct and attitude

## Drug Information Award

For superior proficiency in the provision of drug information services  
Demonstrate high professional motivation and the intent to enter practice upon graduation



# nominate a student

award nominations  
mitted via CORE by  
g “Electronic Forms”  
e blue column on the  
n selecting “Student  
” from the drop down  
and clicking on “Open  
m”. Nominations for  
rent academic year end

The screenshot shows the 'Pharmacy' section of a web application. The top navigation bar includes links for 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', and 'LOGOUT'. A left-hand sidebar contains a list of menu items: Home, Profile Information, Scheduling, Evaluations, My Requirements, Field Encounters, Electronic Forms, Surveys, Message Center, Document Library, Reporting, and Training/Benefits. The main content area is titled 'Preceptor Forms (Pharmacy)' and features a dropdown menu currently set to 'Student Awards'. An 'Open New Form' button is located to the right of the dropdown. Below the dropdown, a list of 'Student Awards' is visible. Three red arrows are overlaid on the image: one points from the 'Electronic Forms' menu item in the sidebar to the main content area; another points from the 'Student Awards' dropdown to the 'Open New Form' button; and a third points from the 'Open New Form' button to the 'Student Awards' list.

# Student Spotlight

Recognizing students showing excellence on rotations

Home Page

Information (7 Files)

## Student Spotlight Nomination\*

UF Student Spotlight was created to recognize a student that is exceptional in any area while on rotation. Thank you for taking the time to nominate your student for the Student Spotlight!

Evaluation Instructions for Preceptors Video

Impact Preceptor Subscription Instructions

to Link Multiple Preceptor Accounts

to Submit Rotation Availability



# Accommodations

# Essential Accommodations

Accreditation Council for Pharmacy Education standards require colleges & schools of pharmacy to provide reasonable accommodations to students with documented disabilities

Accommodations address barriers which hinder students with disabilities from having equal access to the learning opportunities of the program

Accommodations DO  
not change the usual approach to accomplishing outcomes

Accommodations DO NOT  
lower the standards of the program  
or provide an unfair advantage



# Sample Experiential Accommodations

aphic site  
ection

Assistive  
technology

Mobility aids

Modified  
schedule

rpreter

Disability-related  
absences

Written  
instructions for  
assignments

Formal feedback  
process

straction  
/ quiet  
space

Adjusted timeline  
for assuming full  
responsibilities

Periodic breaks  
during rotation  
hours

Testing  
accommodations  
for exam/quiz

# ptor notification

coordinator will email de-identified accommodation letter to the  
r several weeks prior to the rotation. Please use this opportunity to:

- estions / seek clarification

- orate on approach(es) to meet accommodations

- m accommodations are reasonable and can be met at your site

will include accommodation letter in the introductory email to their  
r. Please use this opportunity to:

- e an open and supportive environment for dialogue with the student regarding  
modations

- s implementation of accommodations in your practice setting



Will this impact my workload with the student?

In most cases, there will be minimal to no impact.

Will disability related absences change the need to complete required hours?

Students are responsible for making up any missed work.

What should I do if I am concerned that an accommodation fundamentally alters the program requirement?

Contact your Regional Coordinator as soon as possible to discuss.

Do I have access to the university Disability Resource Center (DRC)?

# steps

ors are vital to the education and support of all students  
ave questions regarding creating a supportive learning  
ment, including providing student accommodations, please  
your regional coordinator

nal resources:

[//disability.ufl.edu/](http://disability.ufl.edu/)

et al. AJPE 2019; 83 (8) 7468 DOI: 10.5688/ajpe7468



# Setting the Stage to Achieve and Recognize Experiential Excellence





# Questions