

Institutional Advanced Pharmacy Practice Experience (APPE) Orientation Checklist

General Orientation

Introduction to practice

Work space (insert location here), office (insert if key/combination/badge required), reference materials, online access, institutional APPE, ASHP standards, Joint Commission, etc

Dress code: name tag, lab coat, etc..

Hours/ days

Parking, phone system, and e-mail

Restrooms, locker room, etc.

Cafeteria/microwave/refrigerator/vending machines

Introduce staff, describe each one's role and responsibilities

Unique learning opportunities (insert meetings, opportunities varies, Student interests --student to add here:_____)

Introduction to hospital

Facility tour

Hospital/health system characteristics

Community resources

IF new to area, where to buy groceries, do laundry, etc.

Overview of APPE

Relate APPE to learner's career plans

Introduction to learner

APPEs completed to date

Experience and skills mastered

Areas needing experience

Clarifying Expectations

Expectations of School and Preceptor

Course objectives of APPE

Criteria included in evaluation form (institutional APPE)

Review 3 ring binder for institutional APPE

Learner Objectives

Specific knowledge, skills and attitudes to develop

Grade expectations

Board of Pharmacy Intern Requirements and documentation (student to provide)

Preceptor Expectations

Daily routine:

Hours/ days learner in the office _____

Learner's level of responsibility and autonomy

- Travel, meetings, etc.
- Times preceptor is off; what to do then
- Amount of reading expected
- Review preceptor's schedule

Policies:

- Directions
- FERPA Policies, HIPPA Policies, Sexual Harassment Policies
- Hospital/Site policies

Values:

- Show respect to preceptors, faculty, students and staff
- Get to know pharmacists, students, preceptors, health care professionals, community members
- Other:

Preceptor/learner interaction:

- Format for presentations, Powerpoint, posters, etc
- Regular time and process for feedback
- Integrating teaching and learning styles
- Learner responsibility to explain needs
- Criteria to evaluate learner performance, what it takes to get a specific grade
- Learner self-evaluation before discussing preceptor's evaluation

If a problem arises:

- Absentee policy, how to notify preceptor, College Experiential Education office, etc
- Contact for questions or problems
- How to reach preceptor in an emergency- office (insert #)

APPE Objectives:

- Required activities based on institutional outcomes, attend meetings, participate in quality assurance initiatives, insert others....
- Specific knowledge, skills, and/or attitudes you notice learner could benefit