



GENERAL INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) GUIDELINES

1. On all practice experiences, students are expected to adhere to the College's *Code of Conduct* and *Statement on Patient Confidentiality* as well as the operating procedures of the institution and/or preceptor. **FAILURE TO DO SO WILL RESULT IN FAILURE OF THE CLERKSHIP.**
2. Upon receiving their final schedule for practice experiences, students are expected to review the *Site-Specific Information* in the *RxCOP Student Resources* section. Information provided here is subject to change. Students must check it periodically and no less than 6 weeks prior to beginning their Introductory Pharmacy Practice Experience.
3. The College of Pharmacy does NOT provide students with housing for practice experiences. Some clerkship sites do provide housing for students. Students must contact the site to make arrangements for housing if offered and be prepared to make their own arrangements if necessary. It is recommended that students contact their preceptors regarding housing as soon as their final schedule has been confirmed by preceptors and released for students to view on *RxCOP My Assignments* or around March 1st.
4. Students must obtain the respective state's intern license for any out-of-state clerkship, unless otherwise noted.
5. Unless otherwise noted in *Site-Specific Information*, students are expected to contact their preceptor **at least two (2) weeks prior to beginning their clerkship**, to introduce themselves and obtain instructions for the first day of their rotation (i.e. where and to whom to report, where to park, what to bring, specific requirements of site not listed on RxCOP, etc.)
6. Required reading prior to beginning clerkships:
 - A. Course Syllabus (see RxCOP, Site Listing, click "Show Course Syllabus" at top of screen, find clerkship site and click on syllabus listed under site name)
 - B. *Infection Control Guidelines for Pharmacy Students* (see RxCOP Student Resources, General)
7. All students **MUST** carry their University Identification Card and Pharmacist Intern License at all times when on clerkship.
8. Students will **not** be excused from clerkship for **work** or **courses on any campus**.
9. If you are sick or absent from more than one fourth of any clerkship, you may complete the clerkship only with permission from the preceptor and Mr. Ridgway.
10. The attendance policy is as follows:
 - A. Two or more unexcused absences WILL result in failure of the clerkship.
 - B. Excused absences are left to the discretion of the individual preceptor.
 - C. If you are ill or otherwise unable to attend the clerkship, you **MUST** contact both the preceptor AND Mr. Ridgway's office (ph. 402-559-5774).



D. **Holidays** – UNMC College of Pharmacy recognizes the following Student Breaks & Holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Friday after Thanksgiving

****It is recommended that students contact their preceptors regarding any time off taken for holidays that occur during their practice experience.**

11. If you feel you have a personality conflict with the preceptor, or other problems with the clerkship which could affect your final grade, contact Mr. Ridgway IMMEDIATELY.

12. You must complete an evaluation of each pharmacy practice experience **within one (1) week** of completing the pharmacy practice experience, using the *My Eval's of Sites* option found in RxCOP. You must also upload your journal to RxCOP within **one (1) week** of completing the pharmacy practice experience.

The student journal will consist of the following;

- Summaries of patient counseling activities for OTC and legend drug products
- Brief descriptions of significant points of learning or professional experiences for each of the practice experience weeks.
- A weekly self-assessment of the student's progress during the practice experience period
- The **journal** MUST be a MINIMUM of **750** words.

*****If you do not submit the Evaluation Form AND Journal, the preceptor WILL NOT be able to complete an evaluation on you.*****

13. All submissions for IPPE credit MUST be received via RxCOP **within one (1) month** of the date the activity/event/meeting.