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IPPE SITE VISITS

The fundamental goals of IPPE site visits is to develop clinical skills through direct patient care activities in institutional and community pharmacy settings and to introduce students to different career options in pharmacy. In order to facilitate this, each P1 student will be assigned to a community IPPE site and an institutional IPPE site. These sites will be your IPPE sites for the duration of the IPPE course series. For each of the P1 – P3 years, you will spend one semester in your community setting and one semester in your institutional setting according to the following schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 (PHPR 3920)</td>
<td></td>
<td>20 hours</td>
<td>20 hours</td>
</tr>
<tr>
<td>P2 (PHPR 4920)</td>
<td></td>
<td>40 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>P3 (PHPR 6920)</td>
<td>60 hours</td>
<td>60 hours</td>
<td></td>
</tr>
</tbody>
</table>

Specific details regarding site visit expectations will be provided at the beginning of each semester of the IPPE course series. Additional assignments and activities to complete outside of your assigned IPPE site will be a component of each IPPE course and will be outlined at the beginning of each semester as well.
IPPE POLICIES AND PROCEDURES

Attendance, Absences, and Tardiness
The IPPE course series will follow The University of Toledo Missed Class Policy which can be found at: http://www.utoledo.edu/facsenate/missed_class_policy.html. Please note, for the purposes of the IPPE course series, “class” and “experiential site visit” are considered equivalent.

Attendance at all classroom activities as well as scheduled experiential site visits is mandatory.

If you must miss a scheduled experiential site visit for any of the reasons outlined in the UT Missed Class Policy you are expected to notify both the course coordinator as well as the site preceptor as soon as possible. It will be your responsibility to reschedule the missed visit at a time which is suitable for both you and your preceptor. Similarly, if you must miss a scheduled classroom activity you are expected to notify the course coordinator as soon as possible. Advanced notification is expected whenever possible. Notification of absence should occur through email and a phone call.

Unexcused absences are NOT tolerated and jeopardize the student's successful completion of the IPPE course series. Individual preceptors should immediately contact one of the IPPE Directors if such absences occur. Any unexcused absence will result in a 5% deduction from your final course score.

Class/Group Participation
There will be several opportunities in which students will be expected to participate in discussion and group work throughout the IPPE course series. Students are expected to appropriately and professionally participate in discussions and contribute to all group work. The course instructor reserves the right to deduct up to 5% of your final course grade for lack of participation in group and class activities.

Communication
All important information will be communicated with you in class and via your UT email. It is essential that you attend class and that you check your UT email daily.

Guest Speakers
There may be opportunities for guest speakers to address the IPPE classes throughout the IPPE course series. These speakers will be pharmacists who practice in a variety of settings and will share their experiences. This is a valuable experience for you, as it allows you to explore different career paths. You will be required to attend these presentations as part of the IPPE course series. In general, the college will try to schedule these speakers during ‘college hour’ and inform you well in advance via your UT email of presentation dates/times. Failure to attend these presentations will be seen as a lack of participation in class activities and subject to a 5% deduction in your final course grade.
Submission of Late Work
Late assignments, including health requirements and submission of IPPE hours, will result in a 5% deduction from your assignment score for each day the given assignment is late. If multiple assignments are due on the same day, 5% will be deducted for each component submitted late.

All assignments for a given course within the IPPE course series must be submitted by the last day of the semester in order for the student to receive a grade for the course. Failure to complete and turn in assignments by this date will result in failure of the course.

Writing Center
Many assignments for the IPPE course series require communicating through writing (including journal assignments, email contacts, papers, etc.). Effective written communication is essential, not only to meet the requirements of IPPE courses, but to becoming a successful health care professional. Use of the University of Toledo Writing Center is highly encouraged for those who have trouble writing clearly or expressing ideas. Hours and further information can be found by visiting http://www.utoledo.edu/centers/writingcenter/index.html.

Experiential Site Visit and Classroom Behavior Expectations
1. Records bearing patient names or their forms of identification are NOT to be removed from the health care facility. All records should be placed in the appropriate area as designated by the preceptor. Students cannot remove a medical record from the designated area without permission.
2. All information concerning patients and patient care is to remain confidential. Federal regulation 45CFR Part 160 & Part 164 (collectively HIPAA) prohibits the disclosure of any patient information without the written consent of the person to whom the information pertains.
3. The use of cell phones, pagers, iPods, MP3 players, and other electronic devices is prohibited during any experiential site or classroom activity, or in patient care areas except with the expressed permission of the preceptor.
4. Students will dress in a professional manner. This includes: for men— shirt, tie, and a clean, white professional jacket with the UTCOP patch; for women— a blouse with slacks or skirt or a dress and a clean, white professional jacket with the UTCOP patch. No jeans, tennis shoes, or sandals! The student's clothing, hair, jewelry, personal hygiene, and the use of fragrances should be appropriate for the professional setting.
5. Students must wear either their UTCOP name tag or another name tag as designated by the experiential site.
6. All students must have liability insurance. The University of Toledo provides liability insurance for students, however, certain sites may require additional insurance. The course coordinator or the site preceptor will make the student aware if additional insurance is required.
7. Affiliation agreements between the College of Pharmacy and the institutions providing clinical experience require that all students in a particular institution comply with the policies that are in effect for its staff.
8. The lines of communication between the student and his/her preceptor should be open at all times. Problems or concerns that the student may have should be addressed early on during the experience with the preceptor. However, the student is expected to be sensitive to the preceptor’s daily schedule and time commitments. Each preceptor has responsibilities not only to the student, but also to his/her institution, practice roles, research projects and the Department of Pharmacy Practice. Blocks of time are often required to fulfill these activities and untimely distractions can adversely affect the preceptor’s productivity. It is suggested that the student attempt to schedule specific times to meet with his/her preceptor and keep other interruptions to a minimum. Of course, urgent questions and problems should be handled as soon as possible.

9. The lines of communication should remain open between the student and the appropriate IPPE course coordinator. All students are encouraged to bring problems and concerns to his/her attention as soon as they are identified. In this circumstance they can often be resolved or minimized before the student or preceptor is adversely affected.

10. Students should maintain an appropriate positive, professional attitude throughout the experience. It is important for the student to realize that his/her actions and words are not only a reflection of the individual, but also of the institution, the program, the College and the University.

11. Realize that your experiential site visits take priority over any outside employment commitments, even during evenings. In addition, in some instances, this may include weekends or holidays.

12. If at any point during the introductory experiential course series your attitude and/or conduct are determined to jeopardize patient care or the college’s relationship with the site the preceptor and/or course coordinator reserve the right to terminate your participation immediately, and you will receive an “F” grade in the course.

Failure to adhere to any of the expectations listed above or any of the expectations set forth by your IPPE site will be evaluated on an individual basis by the appropriate course coordinator. Consequences may include initiation of a discipline contract, up to a 20% reduction of your final course grade and/or additional assignments related to the expectation which was not met. In addition, the preceptor and course coordinator reserve the right to dismiss you from the site.

Academic Dishonesty
The IPPE course series will follow The University of Toledo Policy Statement on Academic Dishonesty which can be found at: http://www.utoledo.edu/dl/students/dishonesty.html.

Academic dishonesty will not be tolerated in the IPPE course series and any student caught in this action will be dealt with according to the UT Policy on Academic Dishonesty. Generally, the student will receive a failing grade for the course. Additionally, the student may be dismissed from the Doctor of Pharmacy program and expelled from the University.
Background Checks
The Ohio State Board of Pharmacy requires all students to undergo a criminal records check at the State and Federal levels prior to being licensed as an intern. In order to facilitate this process, each entering P1 student will be fingerprinted electronically through The University of Toledo Police Department, located in the Transportation Center. Officer Jill Goldberg processes the fingerprinting for the College of Pharmacy. The police department will submit your fingerprints electronically to the appropriate agencies and ask for the results to be sent directly to the Ohio State Board of Pharmacy.

Any student charged with or convicted of an offense after receiving their initial background check must notify the appropriate IPPE course coordinator and the Ohio State Board of Pharmacy as soon as possible. A second background check will be required for each student prior to beginning Advanced Pharmacy Practice Experiences (APPEs). The results of the second background check will be maintained at the University of Toledo College of Pharmacy.

Please note, a positive finding or “hit” on any background check will be handled on a case by case basis. The finding will be reviewed and the student will be expected to provide a written explanation. Results of such action may delay or prevent graduation from the program. Once the case is reviewed, the student will be allowed to participate in experiential coursework at the discretion of the Directors. Depending on the circumstance, preceptors may be informed that the student had a “hit” on his/her criminal background check. Each site will then have the right to accept or refuse the student. Should the site refuse to accept the student, the course coordinator will make his/her best effort to find an alternative site, but the student should be aware that acceptance is not guaranteed.

A “hit” occurring on the second background check without prior notification to the Ohio State Board of Pharmacy and appropriate IPPE course coordinator will be considered academic dishonesty and the student will be dealt with accordingly. It is very important to inform the course coordinator of any new criminal charges at the time they occur throughout the IPPE course series.

SPECIAL REQUIREMENTS

Intern License
An Ohio intern license must be obtained prior to beginning experiential site visits. Additionally, if your experiential site is outside of Ohio (including Michigan), an intern license in that state is required as well. You will be required to maintain your intern license(s) throughout the professional division of the PharmD program in order to enroll in experiential courses (IPPE and APPE). Intern licenses are administered through the Ohio State Board of Pharmacy and are renewed annually by September 15.

Upon graduation, the 1500 hours of pharmacy internship required for Ohio pharmacist licensure will be considered met by the Ohio State Board of Pharmacy. No paperwork is necessary to confirm this 1500 hours. Please be aware, however, that some states require more than 1500 internship hours to apply for licensure as a pharmacist. This number can be determined by contacting that state’s board of pharmacy. Additional internship hours can be accumulated through a paid internship. A practical experience affidavit and statement of preceptor form must be submitted to the Ohio State Board of Pharmacy at least once per year in order to count additional hours.
For information on applying for and renewing an Ohio intern license, as well as the forms mentioned above, please visit the Ohio State Board of Pharmacy website at http://pharmacy.ohio.gov/forms.htm. For questions regarding these issues, you can contact the Ohio State Board of Pharmacy at 614-466-4143 or interns@bop.state.oh.us.

IMPORTANT NOTICE FOR INTERNATIONAL STUDENTS: A social security number (SSN) is required in order for you to obtain an intern license in most states, including Ohio. It is strongly suggested that you obtain a SSN as soon as possible to prevent any problems with beginning the IPPE course series. There is no cost associated with obtaining a SSN. The procedure for obtaining a SSN is as follows:

1. **Obtain employment on campus.** This can be either a paid or volunteer position and it does not have to be in a pharmacy setting. It does not need to be long-term employment.

2. Your employer will complete an **Employment Verification Form (I-9)**, which you will take to the International Student Services office. If your employer does not have this form, please contact the International Student Services office.

3. The International Student Services office will provide you with the necessary documentation to take to the Social Security office.

For questions regarding the procedure for obtaining a SSN, please contact the International Student Services office at 419-530-4229 or email peter.thomas@utoledo.edu. Information can also be found at their website: http://www.utoledo.edu/offices/ogi/international/. General information on SSN’s can be found at www.socialsecurity.gov.

**Immunizations / Health Requirements**

There are several health requirements students must provide documentation for prior to beginning IPPE site visits. These requirements, including deadlines for completion, are outlined on the “Health Requirement Checklist”. Your physician’s office can use the “Experiential Program Health Data Form” to document that your health requirements have been met. Additionally, all students must sign a “Medical Information Release” form allowing the College of Pharmacy to release your health records to your experiential sites. All health requirement-related documentation will be kept on file in the College of Pharmacy.

Please note, a physical exam and one-step PPD testing must be repeated annually. All other health requirements only need to be completed once.

For questions regarding health requirements, please contact Kristin Kamcza.

**Confidentiality**

HIPAA training is mandatory for every student prior to beginning experiential site visits. All Students must successfully complete a self study on-line training course during the first week of fall semester of the P1 year. All students must also sign a “Confidentiality Statement”, which will be kept on file in the College of Pharmacy.

In addition to the HIPAA training required for the IPPE course series, some experiential sites may require you to complete institutional specific HIPAA training before beginning your site visits.
Waiver
All students must sign a “Waiver and Acknowledgement” indicating you are aware of the potential risks of being exposed to blood and blood products through participating in experiential coursework. This waiver will be kept on file in the College of Pharmacy.
EDUCATION MANAGEMENT SYSTEMS (EMS) SOFTWARE*

The EMS software program is a secure database that will be used during the IPPE course series for the following purposes:

- Updating student contact information throughout the year
  1. Address change – IMPORTANT NOTE: A primary/current address is required. Upon initial login you will want to update this information as it will say “unknown”. You can also add/update your permanent address if it differs from your primary.
  2. A current cell phone number is required.
  3. You may want to consider adding additional email addresses.
- Viewing assigned sites
- Accessing preceptor and site contact information

The EMS website can be accessed at the following link: https://www.ems-webs.com/Toledo

The user will be prompted to login. Only students enrolled in the professional division of the PharmD curriculum (P1 – P4) and established preceptors can access the database.

For first time users, the username is the person’s first name.last name (note the period separating first and last name) and the password is ‘Password’ (case sensitive). Your username and password will follow you through the professional division; it is not course-specific.

For example:

Login: sally.student
Password: Password

You will be immediately prompted to change your password. Please write down and remember your password for future use. If you forget your password, please contact Kristin Kamcza to receive this information.

*Software program used and functions to be completed within the software program are subject to change throughout the IPPE course series. Students will be notified as soon as possible should such changes occur.
ELECTRONIC PORTFOLIO

Each student is expected to maintain an electronic portfolio which will be added to from year to year. The course coordinator will provide a template for you to use throughout the IPPE course series. Your e-portfolio is meant to be a venue for you to showcase your growth and development as a pharmacy student, and should contain the following:

- All assignments, activities, and projects completed at your IPPE site or as a component of the IPPE course series
- Current curriculum vitae (CV)
- Evaluations

Additionally, you may add any other materials relevant to your professional development which are not a component of the IPPE course series (i.e. research projects, presentations, awards/honors, etc.); however you are not required to do so.

All students’ e-portfolios will be uploaded to Blackboard/WebCT at the end of every semester throughout the IPPE course series for review by the course coordinator. Additionally, each student should share the contents of their e-portfolio with all IPPE preceptors at the beginning of each new semester. For this reason, you may want to consider maintaining a print copy of your e-portfolio as well.

Please note, the IPPE course coordinators as well as your preceptors reserve the right to view your e-portfolio at any point during the IPPE course series.

The Directors of Experiential Education reserve the right to adjust the manual as needed throughout the IPPE course series. Should changes to the manual occur you will be notified via your UT email immediately, and you will be expected to adhere to the policies as outlined in the revised manual.