

Supervision of Student Experiences Policy & Procedure

Policy:

The Department of Pharmacy Services and the Division of Pharmacotherapy maintains a teaching affiliation with Long Island University, Arnold & Marie Schwartz College of Pharmacy, Touro College of Pharmacy, and elective students from other Colleges of Pharmacy.

Procedures:

Faculty Appointments

Colleges of Pharmacy have appointed faculty for the supervision and education of student pharmacists. Appointed faculty range from those holding full-time university appointments, to those who have been granted a non-compensatory (adjunct or volunteer) appointment. Regardless of the type of appointment, these individuals shall be responsible for providing supervision, oversight, and review of all students assigned to them. Student assignments are made jointly between the university and the Director of Pharmacotherapy Services.

Hospital Resources

As per a joint agreement with the university, the hospital will provide the following:

1. Educational opportunities for students in patient care areas and within the pharmacy
2. Maintenance of pharmacy services without reliance on assigned students
3. Consultation with faculty members of the college with regards to implementation of student learning experiences and evaluations
4. Equipment, facilities, supplies, and experiences for students and faculty assigned to the hospital necessary for the objectives of the program

Delineation of Student Experiences

Student experiences may include the following:

1. Introductory Pharmacy Practice Experiences (IPPE)
2. Advanced Pharmacy Practice Experiences (APPE)

Scope of Practice

Students are licensed as interns in New York State. As such their scope of practice is broadly defined to include all activities within the scope of the precepting pharmacist, as long as they are supervised. Students may provide information when collaborating with other healthcare providers, after reviewing the information with their preceptor. Compounding activities, as well as patient assessment activities shall be done only under the direct supervision of a licensed pharmacist. Students shall not be assigned to after-hours activities unless they are

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| Written by: Robert DiGregorio, PharmD, BCACP Sr. Director, Pharmacotherapy Services Revised by: Rebecca Cope, PharmD, BCACP; Maria Longo, PharmD, AAHIVP, BCACP | | Approved by: Robert DiGregorio, PharmD, FNAP Chief Pharmacotherapy Officer | |
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supervised by the faculty preceptor, resident on-call, other staff pharmacist or manager.

Students assigned to the hospital are not considered employees of the hospital, but shall adhere to all hospital and departmental rules, regulations, procedures and policies.

Code of Conduct

When assigned to the department, students shall adhere to (and faculty shall enforce) the following rules:

- Attendance at the institutional site is required except for prearranged college functions. All missed hours must be made up at the discretion of the preceptor. For any absence, students must notify the preceptor by telephone, email or pager, the morning of the absence and provide written documentation as soon as possible (e.g., physician's note). Failure to do so will result in grade deduction as noted in the respective course syllabus. Attendance at professional meetings is allowed with advanced notification and permission from the preceptor. Students should arrive at the site at the time set by the preceptor. Habitual lateness will be reflected on the final assessment form.
- Students will provide proper health documentation to the preceptor prior to beginning the rotation.
- Students must contact Employee Health Services at least six weeks prior to starting at TBHC. Employee health will review all vaccinations and must clear the student prior to starting the first day of rotation. Employee health will provide them with a clearance form that must be presented to security in order to retrieve their TBHC ID card.
- Students will provide documentation of HIPAA training.
- All students are expected to behave in a professional manner at all times. This includes displaying a professional demeanor towards patients and hospital employees, as well as demonstrating professionalism through completion of assignments and patient care activities.
- Students must be appropriately dressed daily, which includes:
 - Short white laboratory coat with identification badge (intern badge and hospital ID).
 - Appropriate and conservative dress, as defined by the department's dress code policy.
- Improper conduct may result in dismissal from the course or disciplinary action by the College.
- Students may have access to medical records (paper and/or electronic) for educational purposes. "View Only" rights will be assigned after the

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- student completes the appropriate training module and is approved by the faculty trainer.
- o Students may only document in the medical record under the direct supervision of their preceptor; such documentation must be signed by the preceptor pharmacist in real time
 - o Students will maintain strict confidentiality with all information contained in the medical and/or pharmacy records
- Students must not utilize patient identifiers in the preparation of written or oral case presentations or other assignments
 - There should be no discussion of any patient outside of patient care areas, such as elevators, hallways, cafeteria, etc.
 - Any professional misbehavior (such as plagiarism, cheating, and other acts of professional misconduct as deemed by preceptors) will be taken seriously. Improper conduct must be reported to the disciplinary committee at the College. Pending action by the College, the student may be removed from the site at the discretion of the Director of Pharmacotherapy Services
 - Falsification of a patient's medical records or providing fabricated information regarding a patient's medical status shall constitute unprofessional behavior.
 - Food and beverage consumption should take place in designated locations away from patient care areas.
 - Students are to refrain from chewing gum while engaging in patient care activities.
 - Smoking is not permitted at the site.
 - The use of other tobacco products such as chewing tobacco is prohibited.
 - Alcoholic beverages are strictly prohibited at the site under all circumstances. Additionally, pharmacy students are expected not to use alcohol or other drugs in ways that impair their ability to perform at the site.
 - All belongings should be placed in designated areas.

Supervision

Faculty will meet with their assigned students on a regular basis and shall provide both direct and indirect supervision of all activities, as appropriate.

Pharmacy residents and staff pharmacists may co-precept students. The use of layered learning models is encouraged. PGY-2 residents who have completed appropriate credentialing through the respective Colleges may be assigned students to precept with the support of faculty mentors. The preceptor assigned by the College will be responsible for all evaluations and the submission of

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grades. Day to day decisions should also be made in conjunction with the assigned preceptor.

Deviations from the above policy and procedures must be reported to the director. Consultation with the director is also to be sought for clarification of any rule or practice described.

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