

Sample Orientation Guide Template

This document contains information for preceptors to consider including as part of an orientation for students completing an advanced pharmacy practice experience (APPE).

Site Logo



Northeastern University
Bouvé College of Health Sciences
School of Pharmacy

Advanced Pharmacy Practice Experience (APPE)

Orientation Guide

**Type of Experience/Rotation (such as Internal Medicine, Cardiology,
Managed Care, etc)
Site Name, City, State**

Preceptor: Name
 Title

Contact Information: Phone Number
 Pager
 Email
 Fax

Site Information: Address
 Phone Number
 Web-site

This orientation guide should be used as an addition to the APPE syllabus (available at www.blackboard.neu.edu), not as a replacement. This rotation strives to meet all goals and objectives and follow all policies and procedures listed in the APPE syllabus.

Overview

- Provide a brief overview of the site.
- Consider adding the site's mission and/or goals.
- Briefly describe pharmacy-related activities at the site, particularly those the student will be involved in.

Goals

- Consider using examples in the APPE syllabus to complete this section.

Objectives

- Consider using examples in the APPE syllabus to complete this section.

Rotation Requirements

Examples:

1. Refer to the rotation calendar (and/or preceptor as needed) for daily requirements.
2. Complete all assignments planned and unplanned. Points will be deducted for late or incomplete assignments (including rough drafts).
3. Document all interventions and recommendations through the PEMS intervention system and/or SOAP notes in patient medical records.
4. Complete all requirements for your portfolio.
5. Refer the APPE Rotation Evaluation for breakdown of rotation grade.
6. Complete the evaluation for this APPE in PEMS on the last day of this rotation.

What a Typical Day/Week May Look Like

Example:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30am – 12pm Clinic	9 – 10 am Chart reviews/prep for clinic 11am – 12:30 pm Pharmacy team mtg	9 – 11 am Chart notes, follow-up care/research	8:30 am – 12 pm Clinic	8:30 am – 12 pm Clinic
Afternoon	1-2 pm Follow-up care/research, finish chart notes 2-4 pm Pharmacy team mtg	1 – 5 pm Clinic	11 am – 1 pm Educational conference 2-5 pm Project time	1 – 3 Pharmacy team mtg 3 – 5 pm Follow-up care/research, finish chart notes	1 – 3 pm Pharmacy team mtg 3 – 5 pm Chart reviews/prep for clinic

Assignments

- List potential assignments (such as formal and informal case presentations, drug information paper, journal club, P&T drug monograph, newsletter article, drug overview sheet, etc.)

Expectations

Examples:

- Always be professional, courteous, and respectful towards patients and all health care professionals. You are representing Northeastern University, the Profession of Pharmacy, and the site/preceptor name(s).
- Have a professional appearance, wear professional attire and exhibit proper hygiene at all times. Business casual attire is preferred (e.g., button down shirts and dress pants for men; blouses and pants or appropriate length skirts for women). Jeans and sneakers are not acceptable attire. Perfume or cologne (if allowed) should not be obvious or overbearing. If your site has a specific dress code policy consider including it here – for example – no open toe shoes, no perfume, etc.
- Cell phones should be on vibrate or off and should not be answered during activities until you have a break to do so.
- Wear your name tag/badge at all times.
- Wear your lab coat at all times (if applicable).
- Exhibit professional behavior (e.g., do not use inappropriate language, chew gum, run in the halls, etc).
- You are expected to devote at least 40 hours per week to rotation activities. Rotation activities do not always fall neatly into an 8-hour day. You are expected to be on site for whatever time is necessary to complete rotation activities.
- Attend and be on time to all rotation activities.
- All absences must be cleared in advance. If you are going to be late or miss part of the rotation, you must provide advanced notice (via pager/phone/in person) as soon as possible. If you are sick please call (do not email) and if needed leave a message including how to reach you.
- In the event of inclement weather (for example a snow storm), call/page me to determine whether you should attend rotation that day. If Northeastern closes you may still be expected to attend rotation that day.
- Be an active participant in your learning. To get the most out of this rotation, you must be a self-initiated, active learner. This is your experience so make the most of it.
- If you do not know the answer to a question, do not make up an answer or guess. Instead, state you do not know but that you will look into it and get back to the requestor. You are expected to then actually find the information, discuss with me and respond in a timely manner.
- Be well prepared for discussions with preceptors and meet deadlines imposed by you and/or me.
- Written assignments should be neatly written or typed, checked for spelling and typographical errors and proofread for grammatical correctness before they are turned in. Do not rely on spell-check to proof your work (an example of a common typographical error that will not be picked up: trail instead of trial).
- Do not discuss patient information in any public areas even if you don't mention the patient's name. This includes in the elevator, cafeteria, hallway, etc.
- Medical records cannot be copied under any circumstance.
- You must comply with HIPPA regulations at all times during the rotation.
- Provide honest and constructive feedback during the midpoint and final evaluation.
- Although you may be off-campus, keep in mind that Northeastern University's Academic Honesty and Integrity Policy applies to students completing APPEs.
- If you are having difficulty with a task or assignment, ask for help and/or clarification.

First Day Orientation Checklist

- Include tasks that you and/or the student may need to do to help make the first day a success.

Examples may include:

- Get badges
- Turn in forms
- Log on to the computer
- How to access clinical information and resources
- Site tour
 - Include where they can store their belongings; do their work; how to find/contact preceptors/other pharmacists, places to eat, the restroom, etc.
- Introduce pharmacy/medical/other staff
- Review portfolios
- Review dates or make appointments for mid-point and final evaluations
- Consider including tasks that a student will need to know to be successful at the rotation

Calendar

Consider creating a calendar with APPE dates, assignment due dates, reminders about evaluations, etc that can be used to plan, discuss progress, track assignments, etc.