

Preceptor Selection Criteria

Preceptors for Northeastern University's (NU's) School of Pharmacy and Pharmaceutical Sciences (SOPPS) introductory and advanced pharmacy practice experiences (Co-ops/IPPEs & APPEs) must exhibit all of the following:

- Licensed pharmacist in good standing with the licensing authority in the state in which the preceptor will accept students. Non-pharmacist preceptors who are subject to licensing must have a license in good standing with the appropriate licensing authority.
- Have at least one year of practice experience with a minimum of three months experience at respective practice site unless circumstances of the practice experience indicate otherwise. In circumstances where the supervisor is not a pharmacist, but another healthcare professional, the individual must have at least one year experience with a minimum of three months at respective practice site.

Other pharmacists working in the setting with less than one year experience may, and are encouraged to, interact with students and will be eligible to be acknowledged by the SOPPS as a preceptor once they fulfill the selection criteria.

- Agree to abide by preceptor responsibilities as defined by the Office of Experiential Education (OEE), including but not limited to: (*) Provide an orientation; (*) incorporate student learning goals (when possible); (*) set clear expectations for the student regarding appearance, conduct, attitude, scheduling of hours; (*) describe experiences (aka activities) to complete; (*) share professional conduct and dress expectations; (*) general policies and procedures of practice; and (*) complete an end of experience review with the student.
- Routinely and frequently provide formative feedback (evaluate during a task, i.e., a mid-point feedback session) to the student on the performance in a professional manner.
- Complete a fair and constructive summative (aka final) student assessment and review it with the student in a timely and professional manner. Final student assessment must be submitted online 10 business days (or less) after a practice experience is complete.
- Serve as a role model for the student and exhibit exemplary professional ideals as reflected through appearance, attitudes, practice style and accomplishments in practice.
- Provide practice experience and sufficient mentoring and supervision to accomplish objectives of the rotation.
- Always maintain student confidentiality and adhere to the principles outlined in FERPA (Family Educational Rights and Privacy Act).
- Inform site personnel, who will interact with and/or be involved with the practice experience, all program objectives, and student's expectations.
- Provide access to professional references and applicable technology as relevant to experience and the student.
- Identify suitable alternative pharmacist contacts for the students if you will be out of town for a portion of the practice experience.
- Communicate issues regarding the practice experience or significant deficiencies of a student promptly to the OEE.
- Use policies and procedures, available in the learning management software (i.e., E*Value), to manage academic (e.g., plagiarism) and professional (e.g., drug diversion, tardy/late/no show, etc.) misconduct.

- All new preceptors have access to program guidelines electronically (available on the homepage of E*Value), which are reviewed prior to taking their first student. This is accomplished by email or a phone discussion with an OEE team member.
- Are encouraged to participate in preceptor development programs, including an on line program provided at no cost through the CEImpact. Access details are available on the homepage of E*Value.
- Be willing to participate in site visit(s) with OEE faculty/staff.

Pharmacy Practice Experience Site Criteria

- Accredited and/or certified where appropriate
- Be in good standing with the licensing authority in the state in which the preceptor will accept students
- Have adequate resources available to support teaching activities
- Employ high standards of practice and dedication to continuous quality improvement
- Support daily contact of student and preceptor, or qualified designee, to ensure prompt and efficient feedback as well as have questions answered
- Maintain adequate supervision during the training period to provide the student an experience consistent with the program objectives
- Support professional staff involvement in the education of students
- Provide adequate exposure to and contact with other health professionals and/or patients, as appropriate for setting
- Promote a healthcare team approach to patient care, as appropriate for setting
- Promote the clinical role/patient-centered care role of the pharmacist, as appropriate for setting
- Have patient data readily accessible for patient care activities, as appropriate for setting (this may include: patient care records, laboratory results, pharmacy/nursing administration records, etc.)
- Encourage pharmacist and student participation on inter-professional teams, as appropriate for setting

How to determine experience type:

IPPE/Co-op	APPE
<ul style="list-style-type: none">• Introductory	<ul style="list-style-type: none">• Advanced
<ul style="list-style-type: none">• Foundational Learning	<ul style="list-style-type: none">• Involves higher or more complex knowledge & understanding then foundational
<ul style="list-style-type: none">• Covers basic concepts/terminology	<ul style="list-style-type: none">• Exceeds basic concepts by including analysis, synthesis & evaluation of information
<ul style="list-style-type: none">• Knows/Knows How	<ul style="list-style-type: none">• Intermediate or advanced conceptual knowledge
<ul style="list-style-type: none">• Identifies and assists in performing a task with supervision	<ul style="list-style-type: none">• Learned and practiced enough to perform task with a degree or quality & independence (as legally possible)
<ul style="list-style-type: none">• Learns and practices to perform a task with supervision	<ul style="list-style-type: none">• Performs task(s) with consistent quality and independence (as legally possible)