

UNMC College of Pharmacy

Preceptor Guidelines

OBJECTIVES TO BE ACHIEVED BY PHARMACY STUDENTS DURING PHARMACY PRACTICE EXPERIENCE:

- Competence in pharmacy knowledge
- Interpersonal communication
- Role in the Health Care Team
- Appreciation for the Business of Health Care

PRECEPTOR GUIDELINES:

The primary responsibility of the preceptor is to assure that the student has ample opportunities to learn, develop and demonstrate competence in pharmacy practice experience. The preceptor should allocate sufficient time to each objective area and ensure the minimum hour requirement is fulfilled. It is the overall responsibility of the preceptor to serve as a role model and mentor. In doing so, the preceptor recognizes the student's needs and schedules activities accordingly.

Orientation:

Be sure to orient the student to the site and introduce the student to staff members. Please be sure to cover the requirements and expectations you have set forth. Provide orientation to the practice of pharmacy and to the importance of the standards and ethics of the profession (e.g. Code of Ethics, Professionalism, Pharmacist Oath, Responsibility for Patient Confidentiality)

Student Evaluation:

Preceptor should evaluate the progress of the student on a continuous basis and provide feedback. Preceptors must complete and submit the evaluation forms enclosed and provide feedback in order for the student to receive IPPE credit.

College Communication & Participation:

It is recommended that preceptors maintain frequent communication with the Office of Experiential Programs. The Office of Experiential Programs is available to answer any questions you may have.

Incident Reporting:

Contact the Director of Experiential Education Programs, John Ridgway to report violations of the experiential guidelines immediately.

SCOPE OF DUTIES FOR THE PRECEPTOR:

- Set clear learning objectives for the student – allow the student to participate in identifying expectations
- Provide supervision for the student in a way that is appropriate for his/her educational level, maturity level, and experience – close, personal supervision may be required
- Be responsible for all professional activities performed by the student under his/her supervision
- Assess student's performance regularly (e.g. set expectations, plan daily schedules, provide observation, review, and feedback sessions) - acknowledge successful performance or identify strengths/weaknesses and provide necessary remediation to ensure student development
- Assess student's educational level, previous experience, and progress to date – plan activities that match student's educational and developmental level (for both educational & public safety reasons)