DOCTOR OF PHARMACY INTERNSHIP MANUAL

Preface

Internships are designed to complete the pharmacy student's education through supervised participation in pharmacy practice. Internships are practical experience courses for which the student receives both academic credit and internship hours required for licensure by the Texas State Board of Pharmacy. During internships, students participate in a wide range of interdisciplinary activities, treating patients of diverse ages, cultures, and disease states, in a variety of ambulatory and institutional facilities. The primary purpose of internships is to assure that each student develops the knowledge, technical skills, professional judgments, values, and competencies needed to obtain licensure for entry level pharmacy practice, in any setting, while ensuring optimal medication therapy and patient safety.

Students work under the supervision of selected preceptors, who are either full-time, adjunct, or voluntary faculty members of the College of Pharmacy. As preceptors, they guide and mentor students in applying the scientific knowledge and principles learned in the classroom to the practice of pharmacy.

This manual is intended to serve as a guide for internship experiences of the University of Houston College of Pharmacy. We appreciate the comments and suggestions of preceptors and students who use this manual. Through cooperative efforts of the Practice Programs Office, full-time faculty members, preceptors and students, we can transition our students from the classroom to the workplace, and facilitate their progress toward becoming pharmacists.

Feel free to contact any of us if you have any questions or problems.

Raymond W. Hammond, Pharm.D., FCCP, BCPS
Associate Dean for Practice Programs
(713) 795-8337 (office)
E-mail: rayhammond@uh.edu

Nancy Ordonez, Pharm.D.
Experiential Coordinator for Institutionally-Based Internships
(713) 795-8366 (office)
(713) 288-0068 (pager)
E-mail: nordonez@uh.edu

May Woo, R.Ph.
Experiential Coordinator for Ambulatory-Based Internships
(713) 795-8359 (office)
(713) 415-7192 (pager)
E-mail: MWoo@uh.edu

5/8/2006
FACULTY PRECEPTORS

Elizabeth Coyle, Pharm.D.
Clinical Assistant Professor
(713) 795-8390
ecoyle@uh.edu

Kevin Garey, Pharm.D.
Assistant Professor
(713) 795-8386
kgarey@uh.edu

Laura Gerard, Pharm.D.
Clinical Assistant Professor
(713) 795-8336
lgerard@uh.edu

Russell Lewis, Pharm.D.
Associate Professor &
Interim Chair Clinical Sciences & Administration
(713) 795-8326
rlewis@uh.edu

Randall Prince, Pharm.D.
Professor
(713) 795-8339
rprince@uh.edu

Vincent Tam, Pharm.D.
Assistant Professor
(713) 795-8316
vtam@uh.edu

Rosa Yeh, Pharm.D.
Assistant Professor
(713) 795-8367
rfyeh@uh.edu
# TABLE OF CONTENTS

Internship Calendar .................................................. v

**Section 1 - General Information and Requirements**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Program General Goals and Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Terminal Competencies – All Clinical Internships</td>
<td>2</td>
</tr>
<tr>
<td>Evaluation of the Internships</td>
<td>3</td>
</tr>
<tr>
<td>Student – Preceptor Conferences</td>
<td>3</td>
</tr>
<tr>
<td>Required Text</td>
<td>3</td>
</tr>
<tr>
<td>Student Guidelines for Internships</td>
<td>4</td>
</tr>
<tr>
<td>Internship Policies and Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Patient Confidentiality and Compliance with HIPAA</td>
<td>7</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>7</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>8</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>9</td>
</tr>
<tr>
<td>Guidelines for Papers</td>
<td>11</td>
</tr>
</tbody>
</table>

**Section 2 - Forms**

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Forms Checklist</td>
<td>13</td>
</tr>
<tr>
<td>Intern Evaluation Form</td>
<td>14</td>
</tr>
<tr>
<td>Internship Hour Sheet</td>
<td>22</td>
</tr>
<tr>
<td>Internship Rotation Grading Form</td>
<td>25</td>
</tr>
<tr>
<td>Preceptor Evaluation Form</td>
<td>27</td>
</tr>
<tr>
<td>Preceptor/Site Update Form</td>
<td>29</td>
</tr>
<tr>
<td>Internship Site Evaluation Form</td>
<td>31</td>
</tr>
<tr>
<td>Professional Leave Request Form</td>
<td>33</td>
</tr>
</tbody>
</table>

**Section 3 – Required Internship Rotations**

<table>
<thead>
<tr>
<th>Rotation Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>35</td>
</tr>
<tr>
<td>Institutional Medicine</td>
<td>36</td>
</tr>
<tr>
<td>Hospital Pharmacy</td>
<td>39</td>
</tr>
<tr>
<td>Community Pharmacy</td>
<td>39</td>
</tr>
</tbody>
</table>
Section 4 – Clinical Specialty Elective Internship Rotations

Overview ................................................................. 40
Cardiology ............................................................... 41
Cell and Gene Therapeutics ........................................ 45
Critical Care ............................................................. 48
Disease State Management .......................................... 54
Drug Information ...................................................... 57
Emergency Medicine ................................................. 60
Family Medicine ...................................................... 63
Geriatrics ................................................................. 66
Government Pharmacy .............................................. 69
Infectious Diseases .................................................. 72
Neurology ................................................................. 75
Nutritional Support ................................................... 78
Oncology ................................................................. 81
Pediatrics ................................................................. 85
Pharmacokinetics .................................................... 88
Primary Care ........................................................... 91
Psychiatry ............................................................... 94
Renal Therapeutics .................................................. 98
Surgery ................................................................. 100
Transplant Therapeutics ........................................... 103
Women’s Health Therapeutics ................................... 106

Section 5 – Other Elective Internship Rotations

Overview ................................................................. 109
Academic Scholarship ............................................... 110
Clinical Pharmaceutical Research ............................... 113
Community Pharmaceutical Care ............................... 116
Consulting Pharmacy ............................................... 119
Home Care ............................................................. 122

5/8/2006
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Pharmaceutical Care</td>
<td>125</td>
</tr>
<tr>
<td>Legal and Regulatory Affairs</td>
<td>128</td>
</tr>
<tr>
<td>Managed Care Pharmacy</td>
<td>131</td>
</tr>
<tr>
<td>Nuclear Pharmacy</td>
<td>134</td>
</tr>
<tr>
<td>Pharmaceutical Industry</td>
<td>137</td>
</tr>
<tr>
<td>Pharmacoeconomics</td>
<td>140</td>
</tr>
<tr>
<td>Pharmacy Management – Community and Hospital</td>
<td>143</td>
</tr>
<tr>
<td>Veterinary Pharmaceutical Care</td>
<td>147</td>
</tr>
</tbody>
</table>
INTERNERSHIP CALENDAR

Rotation 1  May 22 through June 30, 2006

May 17-18......................................................Orientation at UH-TMC
June 9............................................................Practical Exams, Preceptor’s Midterm Evaluation of Student
June 30.................................On Campus Day (Exams, Evaluation, Document Submission, Orientation.)

Rotation 2  July 3 through August 11, 2006

July 19............................................................Advanced Community Practical Exams
July 21.................................Advanced Hospital Practical Exams, Preceptor’s Midterm Evaluation of Student
August 11.................................On Campus Day (Exams, Evaluation, Document Submission, Orientation.)

Rotation 3  August 14 through September 22, 2006

September 1..............................................Practical Exams, Preceptor’s Midterm Evaluation of Student
September 15..............................................Last day to file application for December graduation
September 22.................................On Campus Day (Exams, Evaluation, Document Submission, Orientation)

Rotation 4  September 25 through November 3, 2006

October 13..................................................Practical Exams, Preceptor’s Midterm Evaluation of Student
November 3.................................On Campus Day (Exams, Evaluation and Document Submission, Orientation)

Rotation 5  November 6 through December 15, 2006

November (TBA)..............................Residency Showcase
November 27 (Monday)..................Practical Exams, Preceptor’s Midterm Evaluation of Student
December 15....On Campus Day (Exams, Evaluation and Document Submission, and Orientation)

Rotation 6  January 8 through February 16, 2007

January 8..........................................................Start Rotation 6 at “Site”
January 26..................................................Practical Exams, Preceptor Midterm Evaluation of Student
February 9.....................................................Last day to file application for May graduation
February 16......On Campus Day (Exams, Evaluation, Document Submission, TSBP Presentation on licensure application and NAPLEX, and Placement Conference Sign-up)

Rotation 7  February 19 through March 30, 2006 (April 6, 2007)

March 9..................................................Practical Exams, Preceptor’s Midterm Evaluation of Student
March 14....................................................Community Placement Conference
March 15......................................................Hospital Placement Conference
March 30........................................................Last Day at “Site”
April 6..................................................On Campus Day (Exams, Evaluation and Document Submission)
May 12..........................................................College of Pharmacy Graduation Ceremony

***DATES AND TOPICS ARE SUBJECT TO CHANGE***

5/8/2006
Internships: General Goals and Objectives

Goals: To develop a pharmacist who:
Assumes responsibility for drug therapy outcomes
Can select, initiate, and monitor drug therapy
Can provide drug information in all practice settings
Has good problem-solving skills and professional judgment
Has good interpersonal skills and professional relationships
Is a life-long learner

Objectives: At the completion of all internship rotations the student should be able to:
Use and manage the drug distribution system.
Identify and prioritize patients who require clinical services.
Obtain a medication history from a patient.
Interview a patient and review the medical record to obtain signs and symptoms of the patient’s illness, past and current drug therapy, and adherence to current therapy in order to select and/or recommend specific drug therapy.
Monitor drug therapy using pharmacokinetic parameters.
Monitor drug therapy for effectiveness and lack of adverse effects, using physical assessment.
Communicate verbally and in writing specific recommendations regarding outcomes of drug therapy to patient and health care professionals.
Retrieve and evaluate specific drug information and communicate verbal and written information and recommendations to health care professionals.
Provide verbal and written patient educational materials concerning the proper use and self-monitoring of medication and devices.
Discuss the role of the pharmacist on the health care team.
Effectively communicate with non-health care caregivers.
Prepare and give a formal presentation.
Complete a thorough written review of appropriate drug therapy or complete a written project or activity, which relates to an elective course.
Terminal Competencies Expected Upon Completion of All Clinical Internships

Upon completion of all required clinical internships, the student should be able to:

1. Establish professional relationships with patients as well as other health care professionals and staff in a health-care facility.

2. Effectively provide verbal and written drug information to patients.

3. Provide risk-management-sensitive drug information, recommendations, and documentation of activities in the medical records of patients.

4. Using an evidence-based medicine approach, design patient-specific pharmacotherapy with realistic goals that ensure effective, safe, and economical patient care.

5. Formulate an optimal pharmacotherapeutic regimen by selecting patient-specific drug, dose, dosage form, route of administration, schedule, duration of therapy, and identification of necessary monitoring parameters.

6. Determine appropriate therapeutic endpoints for a specific pharmacotherapy regimen.

7. Implement patient-specific pharmacotherapy that is effective, safe and economical.

8. Interpret subjective and objective data (i.e., physical findings and laboratory test results) to assess patient compliance, response to drug therapy, and absence of adverse drug reactions.


11. When response is less than expected, evaluate and modify a patient’s pharmacotherapy to improve desired outcomes.

12. Develop a written pharmaceutical care plan that communicates goals, endpoints, monitoring parameters, and frequency of monitoring so the plan can be followed by other pharmacists.

13. Apply knowledge of drug-specific pharmacokinetic principles and patient-specific clinical parameters to recommend or initiate the proper dosage regimen for a patient.

14. Provide interpretation of serum drug concentrations for the adjustment of dosage based on pharmacokinetic principles.

15. Provide patient-specific drug therapy consults to physicians and other healthcare providers.

16. Apply age, gender, and ethnic considerations in developing a therapeutic plan.

17. Develop criteria and participate in drug use evaluation and peer review programs.

18. Using resources of the clinical practice site, the medical library, and the Internet, develop and use self-directed learning skills to provide evidence-based pharmacotherapy information to other health care professionals.

19. Provide in-service education to peers and other healthcare providers.

20. Practice pharmaceutical care in a confidential and ethical manner, and in compliance with federal and state laws, and Texas State Board of Pharmacy rules.
Minimum Requirements and Competency Statements

Minimum requirements and competency statements have been developed for each internship rotation. The specific requirements and competency statements for the required rotations are listed in Section 3 and for elective rotations in Section 4 and 5.

Evaluation of the Internships (all evaluation forms can be found in Section 2)

The liaison between the College of Pharmacy, the student, and the preceptor are the internship coordinators and the Associate Dean for Practice Programs. The internship coordinators will maintain contact with students and preceptors through telephone and/or written communications. When time allows, or when needed, the coordinators and/or Associate Dean will make site visits to review the training at the site or to solve problems that occur during the rotation. The internship coordinator's work with students and preceptors to see that the goals of the Internship are achieved.

The preceptor should complete and sign the Intern Evaluation Form and Hour-Sheet Form. For all rotations except Hospital and Community Pharmacy, the Internship Rotation Grading Form must be completed also. Upon completion of each rotation, these forms must be turned in to the internship coordinator. If required forms and paperwork are faxed, copies must be received on the final day of rotation, and the originals must be submitted within 1 week. Preceptors must formally evaluate students at midpoint during the third week, and again on the last day of the rotation. Before the last day of the rotation, each student must submit electronic data for the Student's Site Evaluation form, Preceptor Evaluation form, and the Intern Evaluation Form.

These evaluations are used to assess progress and to assure communication between the internship coordinator, the preceptor, and the student. Preceptors should make certain they review the evaluation with the student and that the student signs the form and notes any responses. Mid-term evaluation forms will be submitted in writing or by Fax to the internship coordinator at the end of the 3rd week of the rotation. Signed Final evaluation forms must be submitted with the rotation grade reports to the internship coordinator at the end of the rotation.

Student-Preceptor Conferences

Immediate feedback is expected for good learning to occur, but it is also very important for the preceptor to schedule regular times for uninterrupted conferences between the preceptor and student to discuss and evaluate the student's progress and to consider the questions and observations that have been encountered. A minimum of one hour per week should be reserved for these meetings.

Required Text:

Required texts for Internships are the latest editions of the following:

Drug information databases and other materials provided on Pocket PCs for student use.


Specific readings from texts and primary literature may be required for each rotation. A text or articles on interpretation of laboratory data may be helpful.
Student Guidelines for Internships

1. Assignment

Each student is assigned to a preceptor for a six-week (minimum of 250 hours) internship rotation. Students are required to contact their preceptor at least one week before the beginning of the internship, to determine the place and time to report. Any holidays that are observed at the rotation site will need to be made up if necessary to complete the 250-hour requirement. Note that 250 hours will be achieved with 8.5 hours/day on site. Hours are to be granted only for time at the internship site, evaluation and orientation on campus, and for approved college activities. Hours are not awarded for lunch, travel to and from the site, or study time.

No later than the first week of the rotation, the preceptor should determine the student’s schedule. The student is required to complete an Internship Hour Sheet for documentation of internship hours. The completed form will be signed and initialed by the preceptor and returned with the Intern Evaluation Form on the last day of the rotation. Hours for professional meetings or activities not related to the internship must be approved by the internship coordinator. The student is responsible for initiating a professional leave request form (Section 2) to receive approval from the internship coordinator for these activities. These hours will be noted under Special Activities Completed. Students must make notations of the activity on the Hour Sheet. At the end of week 3, the student is required to submit a copy of the Internship Hour Sheet for weeks 1 to 3 of the rotation to the coordinator.

2. Compensation

Students may not be compensated for experiential training. However, each student who successfully completes the internship receives academic credit from the College and internship hours credited to the Texas State Board of Pharmacy internship requirement for licensure.

3. Insurance

The College of Pharmacy is enrolled in a malpractice insurance policy, which covers students and faculty. There is no healthcare insurance coverage. Students are strongly encouraged to obtain personal accident and health insurance through the Student Health Service or other sources unless certain that they have private coverage or coverage through their parent’s policy.

4. Background Checks and Drug Screening

Many experiential training sites require criminal background checks and/or drug screening of their employees and students. As a pre-requisite for experiential rotations, students are required to undergo a criminal background check. If required by the assigned site, the student will also be required to submit samples for drug screening. Students are responsible for obtaining and paying for background checks and drug screening, from a third-party vendor contracted by the College. Results will be reported directly by the student to the facility, according to the instructions given by the Practice Programs Office. Failure to receive background check clearance prior to orientation for rotations, or drug screening before beginning a rotation, will prevent the student from beginning experiential training, and meeting graduation requirements.

5. Registration as a Pharmacy Intern

Each student must be registered as a pharmacy intern with the Texas State Board of Pharmacy and must comply with the Texas State Board of Pharmacy Rules and Regulations including notification to the Texas State Board of Pharmacy of change of mailing address within ten days.

6. Infectious Disease Prevention

5/8/2006
University of Houston College of Pharmacy
Doctor of Pharmacy Internship Manual

a. Students are responsible for complying with site policies and state law concerning infection control. Universal Precautions will be observed to prevent contact with blood and other potentially infectious materials.

b. All students are required to have the following immunizations or immunity documentation:
   - Hepatitis B vaccination or acceptable proof of immunity
   - MMR vaccination or acceptable proof of immunity
   - Negative Tuberculosis Skin Test (PPD) or chest X-Ray
   - Varicella (chicken pox) or acceptable proof of immunity
   - Tetanus within the last ten years

c. Copies of immunization record must be submitted to the Student Services Office, SRII, Room 122, Attn: Assistant Dean for Academic Affairs. It is the student’s responsibility to provide proof of immunization to the preceptor or practice site.

d. Any other health issues should be discussed in confidence with internship coordinator.

7. Course Units and Internship Credit

Each fourth-year student is required to register for a minimum of seven, 250-hour internship rotations. Including the 170 hours received for the Early Experiential rotation, the student will accumulate at least 1920 internship hours. The hours eligible for internship credit will be submitted to the Texas State Board of Pharmacy. Students submitting credit for hours to other boards of pharmacy have the responsibility for checking with the specific board of pharmacy, to determine the maximum number of hours the state will allow for our internship program.

8. Evaluations

Prior to the last day of each rotation, students are required to complete online evaluations of their experiential courses. In addition, students are required to complete assessments of their perception of their abilities learned through the experiential course. These assessments will be coordinated by a member of the Assessment Office.

Preceptors must complete a mid-point and final evaluation and submit the form to the internship coordinator on the indicated dates. Forms are included in Section 2. After completion, these forms must be signed by the student and preceptor.

9. Course Grades and Consequences of Failing an Experiential Course

Internships will be graded like all other university practicum courses: A, B, C, D, and F. Successful completion of the Internship requires a grade of A, B, or C. Students receiving a grade of “D” or “F” on a rotation must make that rotation up after the end of the internship year (i.e. not before the following summer semester). There will be no retake or remediation rotations during the internship year.

10. Progress Notes in Patient Charts

Although writing in the medical record is an important aspect of patient monitoring, not all sites allow students to write progress notes. Policies regarding progress notes should be discussed with the preceptor during orientation. The medical record is a legal document. Nothing should be written that could be misinterpreted or compromises risk management principles.

Internship Policies and Requirements

1. Students are expected to abide by the policies established in this manual as well as that of the
facility. A preceptor may expel a student from the internship site if the student violates the Policies and procedures of the facility/site where he/she is receiving training. Expulsion from the site will also result in a failing grade for the rotation.

2. Students at the practice site are recognized by patients and other professionals as part of the College of Pharmacy. The student also represents the practice site. Students must be courteous, neat, and maintain a professional decorum. Students not complying with policies may be expelled from the rotation site. Internship time lost due to inappropriate attire must be made up.

3. Students are required to check in and check out with their preceptor every day. Attendance is a grading criterion as well as a requirement for certification of internship hours to the Texas State Board of Pharmacy. The Internship Hours Sheet must be submitted at the completion of the course or a grade of incomplete will be assigned. The Internship Hours Sheet is a legal document. Falsifying information on this form can cause a student to fail the course, be suspended, and/or jeopardize obtaining licensure in the future.

4. The student must exhibit a professional appearance in manner and dress. The student MUST conform to the following dress code:
   a. All students must maintain good hygiene, and wear neat, clean, white laboratory jackets, a University of Houston College of Pharmacy student nametag. Preceptors may require an alternate dress code. Nametags from places of employment are unacceptable.
   b. Female students may wear skirts, dresses, or dress slacks with appropriate hosiery and shoes. Leggings are not permissible.
   c. Male students must wear dress slacks, collared shirts, ties, socks and appropriate shoes.
   d. Jeans, shorts, mini-skirts, thongs, T-shirts, jogging suits, hats, caps, etc., are inappropriate dress and are not allowed.
   e. Students not complying with the dress code will be sent home. Time must be made up.
   f. Nametags will be worn in the TMC building at all times. White coats will be worn for all internship activities and seminars in the TMC building.

5. The primary goal of the internship is learning and that learning is not a passive process but requires active participation and communication.

6. The student should recognize that the preceptor's responsibility is to facilitate the student's learning, not to teach. The student must accept the responsibility for learning.

7. The student should recognize that the optimum learning experience requires mutual respect and courtesy between the preceptor and student.

8. Students should be encouraged to communicate with all those involved in their training including pharmacists, physicians, other health care professionals, and patients.

9. The student must never publicly question the advice or directions of the preceptor, but should discuss any disagreements in private. All criticism or constructive feedback should be viewed as a means of facilitating learning.

10. The student should gain experience in making professional decisions (i.e., evaluating and dispensing prescriptions, counseling patients, making therapeutic decisions, advising patients on the choice of nonprescription drugs). The preceptor should provide positive criticism regarding these professional judgments, allowing the student increasing responsibility as competence and
confidence are demonstrated.

11. The student should take the initiative in communicating with physicians and patients in a manner consistent with professional courtesy.

12. The student will obey the laws and regulations that govern pharmacy practice, and seek clarification of any issues that are not clear.

13. The student must adhere to the internship schedule agreed upon with the preceptor. For the student’s benefit, it may be necessary to devote more than the scheduled time.

14. The student will be punctual in meeting the schedule. If the student will be absent or late, he/she must notify the preceptor as soon as possible. Attendance is essential for academic credit to be awarded and internship hours accrued.

15. Students are responsible for maintaining a daily log of activities. See Internship Hour Sheet.

16. Students should appreciate the time and expertise that preceptors are providing for their education and training. Students should understand that often preceptors will be called upon to provide reference concerning their knowledge, skills, and attitude – even when not requested.

17. If parking is not free at the site, the student is responsible for parking fees. It is not the responsibility of the College to cover these fees.

18. Students should not seek medical advice or treatment for themselves or family members through medical staff or other personnel at assigned sites. A student should not ask for a discount to purchase prescription or nonprescription medications, or services.

19. In case of emergency or illness, the coordinator or the Associate Dean should be contacted.

Patient Confidentiality and Compliance with the Health Information Portability and Accountability Act (HIPAA)

Out of respect for patients and in compliance with the Health Information Portability and Accountability Act (HIPAA), the student will respect confidences revealed during his/her assignment including patient medical records, pharmacy records, fee systems, etc. Patient names, medical record numbers, social security numbers, date of birth, and other patient identifiers will not be used in discussion of cases or experiences outside the responsibilities at the site. Furthermore, no other information will be used that would provide a “statistical disclosure” of the patient’s identity. In addition, students will not discuss patient care or patient cases with anyone, including other healthcare providers who are not participating in the patient’s care, except for permissible communication on behalf of the patient’s continuity of care or for permissible educational purposes. Students must be careful to discuss permissible case information in private areas only. Proprietary information of the site, including fees and special formulations, must also be kept confidential.

Attendance Policies

Internships serve as a transition from the classroom to pharmacy practice. Students will follow a schedule as if they were employees. The following are specific policies regarding attendance.

1. **Excused Absence**

   This is an absence from the assigned site where the preceptor and coordinator were notified in advance and an appropriate reason was given for the absence. The time missed must be made up at a time agreeable to the preceptor. After three (3) excused absences, the student is required to make an appointment with the internship coordinator and/or Associate Dean for Practice

5/8/2006
Programs for further evaluation of a possible problem. All absences must be made up on an hour per hour basis.

2. Unexcused Absence
This is an absence from the assigned site without advanced notification to the preceptor and coordinator or without appropriate reason for the absence. The student will be required to make an appointment with the internship coordinator and/or Associate Dean for Practice Programs to discuss the situation and determine need for corrective action. Students will lose 1 letter grade for each unexcused absence. After the second unexcused absence, the student may be dropped from the course and/or assigned a failing grade. All absences must be made up on an hour per hour basis.

3. Tardiness
A student who is tardy on 3 occasions will be considered as earning an unexcused absence, and must make an appointment with the Internship Coordinator and/or the Associate Dean for Practice Programs for evaluation of the problem. If the tardiness continues, the student may be dropped from the course. (3 tardies = 1 unexcused absence)

4. Dismissal from a site
Students are expected to behave in a courteous and professional manner. If for any reason a preceptor asks that a student be removed from the site, the student will be required to make an appointment with the Internship Coordinator and/or Associate Dean for Practice Programs for further evaluation of the problem. A student may be assigned a grade of “F” at any site from which he/she has been appropriately dismissed. A student who withdraws from a site without approval may be dropped from the course and assigned a grade of “W/F”.

5. Professional Meetings
Attendance at professional meetings is encouraged. Professional leave must be requested (form submitted to preceptor) on the first day of the rotation. (See Section 2 for Professional Leave Request form). Approval of the preceptor and then the internship coordinator is required. A maximum of 5 days (42.5 hours) may contribute toward experiential hours during a rotation not to exceed a total of 10 days (85 hours) for the year. The Professional Leave Request form must be signed by the preceptor and faxed to the coordinator at the beginning of the rotation. The completed original form must be submitted to the coordinator at the end of the rotation. Credit may be awarded only for hours spent in professional or organizational activities.

Plagiarism
Neither plagiarism nor cheating in any form will be tolerated. This form of dishonesty will result in the student receiving a failing grade (“F”) for the course, and possibly suspension. In compliance with the instructions of the experiential coordinators or the Associate Dean for Practice Programs, students will be required to submit papers and written forms of presentations to turnitin.com or to other sites for screening by plagiarism-checking software.
University of Houston College of Pharmacy  
Doctor of Pharmacy Internship Manual

Grading Policy

1. Exams

Texas Pharmacy Rules § 283.4 Internship Requirements, states that "...The Texas colleges of pharmacy shall determine through examinations that each student-intern completing the college internship program meets the competency objectives listed in subsection (a) of this section..." To comply with these rules and to assure that all of these competencies are tested, there are exams for PHAR 5692 Hospital Pharmacy, PHAR 5693 Community Pharmacy, and PHAR 5690 Institutional Medicine. The Hospital Pharmacy and Community Pharmacy exams are part of the grade for these courses – as discussed in the separate manuals for these courses. The exam for Institutional Medicine will not count in the grading for this course; however, the student must score 70% or better on the Institutional Medicine exam to receive credit for this course. The Institutional Medicine exam will be given once at the end of each semester.

2. Exam Remediation

At the discretion of the Associate Dean for Practice Programs and the coordinator for Hospital Pharmacy, Community Pharmacy or Institutional Medicine courses, a remediation exam may be given to students who have failed either the practical exam or the final exam for the Hospital Pharmacy or Community Pharmacy courses; or the final exam for the Institutional Medicine course. If a student passes the remediation exam, a grade of “C” will be assigned for the course. If the remediation exam is failed a grade of “D” or “F” will be assigned for the course.

3. Failing a Course or Starting Rotations Late due to Failing Milemarker

If a student fails a course or starts rotations late due to failing the Milemarker Exam, the student cannot make up the failed or missed course until the summer after the current internship year. There will be no remediation experiential courses offered during the internship year.

4. Hospital Pharmacy and Community Pharmacy Internship Rotations

Grading criteria for these two Internship Rotations are fully described in the separate manuals that are used in these rotations. Refer to these manuals for this information.

5. All other Internship Rotations

A total of 500 points may be achieved upon completion of each Pharm.D. Internship. (This excludes Hospital and Community Internships. Refer to these individual manuals). These points are composed of scores from the Preceptor Rotation Grade, the written paper, presentations, and the Internship Coordinator.

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Midterm Evaluation by Preceptor *P/F</td>
</tr>
<tr>
<td>Intern Final Evaluation by Preceptor *P/F</td>
</tr>
<tr>
<td>Preceptor Course/Rotation Grade 300</td>
</tr>
<tr>
<td>Written Paper                50</td>
</tr>
<tr>
<td>Presentations                50</td>
</tr>
<tr>
<td>Internship Coordinator       100</td>
</tr>
<tr>
<td>Total                        500</td>
</tr>
</tbody>
</table>

*In order to receive a passing grade for the rotation the intern:
1. Must NOT receive four (4) or more “2” ratings on the end of rotation evaluation in the first 18 dimensions.
2. Must NOT receive a “1” rating on the end on rotation evaluation on dimensions 1 – 22.

5/8/2006
A letter grade is assigned based upon the total points earned in the course

A= (450-500 points)
B= (400-449 points)
C= (350-399 points)
D= (325-349 points) - Repeat Rotation
F= (< 325 points) - Repeat Rotation

Students will be given a rotation grade by their preceptor at the end of the rotation. Preceptors will report their students' grades to the internship coordinator on the Experiential Rotation Grading Form (See Section 2). In addition, the preceptor will grade the written paper and the presentations prior to submission to the Internship Coordinator.

a. Criteria for Grading

- Rotation Grade Total Possible Points = 300

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Therapy Monitoring/Evaluation</td>
<td>200</td>
</tr>
<tr>
<td>Meets Stated Goals and Objectives</td>
<td>25</td>
</tr>
<tr>
<td>Professionalism</td>
<td>25</td>
</tr>
<tr>
<td>Communication/Interpersonal Skills</td>
<td>25</td>
</tr>
<tr>
<td>Initiative/Attitude</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>300</td>
</tr>
</tbody>
</table>

- Presentations

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to communicate information</td>
<td>30</td>
</tr>
<tr>
<td>Speaking abilities</td>
<td>10</td>
</tr>
<tr>
<td>Appropriate use of audio/visual aids</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
</tbody>
</table>

- Written Paper

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of topic and literature</td>
<td>30</td>
</tr>
<tr>
<td>Format and clarity of paper</td>
<td>10</td>
</tr>
<tr>
<td>Grammar, punctuation, etc</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
</tbody>
</table>

Depending on the requirements of a specific rotation, the grading policy may need to be altered. For such situations, the coordinator should be consulted in advance of the rotation.

Students cannot be awarded a grade until the items listed below have been submitted to the coordinator. The preceptor’s signature and student signature are required on the Intern Evaluation Form, Internship Hours Sheet, and Rotation Grading Form.

1. Intern Evaluations by the Preceptor (Midterm and Final)
2. Intern Rotation Grade from the Preceptor
3. Written Paper with References Included
4. Monitoring forms
5. Report of Intern Hours
6. Preceptor and Site Online Evaluations
Guidelines for Papers

Following are guidelines for submission of papers required during internships. Deviation from these must have approval of both the preceptor and internship coordinator. Some internship preceptor’s will allow a project in lieu of a paper. In those instances, the same guidelines for referencing should be followed. Topics must be selected or approved by the preceptor. The preceptor’s decision will be final. Failure to adhere to guidelines may result in a grade of 0 for the paper. Papers must be submitted one week prior to the end of the rotation to allow the preceptor time to review the paper and the student to make necessary changes. All papers must also be submitted to turnitin.com under the class assigned by the coordinator.

Manuscript

Type double-spaced, including a title page, text, acknowledgements, references, and any tables or legends for illustrations. Number the pages consecutively, beginning with the title page. Type the page number in the lower center of each page.

Title Page

1. The title of the paper
2. The first and last name of the author with the highest academic degree and institutional affiliation (ex: John Doe, Pharm.D. Candidate, University of Houston College of Pharmacy)
3. The name of the internship and institution where the internship was conducted

Text

The text is usually divided into sections with the headings: Introduction, Methods, Results or Findings, Discussion, Other—based upon type of article, and Conclusion.

References

Number references consecutively in the order in which they are first mentioned in the text. Add a superscript in the text citing that journal. Identify references in text, tables, and legends for illustrations by Arabic numerals.

Reference titles of journals with abbreviations according to the style used in Index Medicus or Pub Med. Cite references according to the style listed in the uniform requirements for manuscripts submitted to biomedical journals. Refer to the website for the International Committee of Medical Journal Editors: http://www.icmje.org.

Adhere to the following guidelines for references:

1. There must be a minimum of five references cited.
2. No more than 10% may be secondary, or tertiary (including review articles) literature citations.
3. No more than 10% may be internet citations.
4. If a quote from an article is used verbatim, the author must be cited in the text, and the article referenced. Such quotes should be limited to less than 1% of the paper.
5. If information from an article or other written or internet source is used, it needs to be paraphrased or reworded such that the student is not copying the writing of the original author, but explaining or relaying the concepts of the original paper.
Section 2 – Forms

This section contains **one** copy of each of the standard forms that will **be needed** during the internship.

Each of these forms should be used as a template to copy forms for use, as often as needed.
Rotation Forms Checklist

Forms are to be submitted in listed order. Each group must be stapled together in the proper order given.

Beginning: (Date: _____________)

1. ◊ Copy of Professional Leave Request Form (with preceptor Signature)

Midterm: (Date: _____________)

1. ◊ Copy of Internship Hours Form for weeks 1 to 3
   ◊ Copy of Midterm Intern Evaluation Form

2. ◊ 10 Completed PIR Forms (Community Rotation)

3. ◊ Drug Distribution – Unit Dose Checklist (Hospital Rotation)
   ◊ Intravenous Admixture Compounding Checklist (Hospital Rotation)

Final: (Date: _____________)

1. ◊ Internship Hours Form (completed, signed and initialed by preceptor)
   ◊ Professional Leave Request Form (when applicable)
   ◊ Final Intern Evaluation Form (signed and dated by intern and preceptor)
   ◊ Internship Rotation Grading Form (except for Hospital and Community Rotation)

2. ◊ Preceptor/Site Update Form

3. ◊ Written Paper (except Hospital and Community Rotations)
   ◊ Presentation Information (except Hospital and Community Rotations)
   ◊ Community Pharmacy Experience Affidavit (Community Rotation)
   ◊ 4 hours CE from journals (Community Rotation)
   ◊ Competencies (Hospital Rotation)
   ◊ Homework/Written Assignments (when applicable)
   ◊ Monitoring Forms (when applicable)
   ◊ Journal Articles (when applicable)
Student Requirements for the Evaluation of the Internships

Students have the responsibility to assist in their progress during their internship rotations and to ensure communication between the internship coordinator, preceptor and themselves. The Intern Evaluation Form will be used for preceptor evaluations of the students and will also be used by the students to evaluate themselves at the beginning, midpoint and end of each rotation.

There are 22 competency dimensions on the Intern Evaluation Form. Descriptions exist for each of these and assist in assessing the competency score. Students will score themselves on the performance criteria scale of 1-5, not applicable (n/a). There is also space for comment on each of the competency dimensions. The performance criteria scale is defined on the front page of the Intern Evaluation Form and includes 1 (Does not know), 2 (Knows), 3 (Knows how), 4 (Shows how), and 5 (Does) and n/a (not applicable). The first 18 competency dimensions constitute the core performance areas. Competency dimensions 19 - 22 include more subjective assessments and 23 - 24 allow more global assessment of the student’s performance.

**Start of Rotation**

Before the first day of the rotation, the student will complete the start of rotation self evaluation using the Intern Evaluation Form. This information may be shared in the first meeting with the student’s preceptor. This is the baseline for measuring progress during the rotation.

**Mid-Rotation**

During the third week of the rotation, the student will complete the mid-rotation self evaluation using the Intern Evaluation Form. The student will ask the preceptor to review the mid-rotation self evaluation and complete the preceptor’s mid-rotation evaluation. All items must be rated or marked N/A. The Intern Evaluation Form will be reviewed jointly by the student and preceptor. There is an opportunity for both to comment on the final page. The Intern Evaluation Form will then be copied and delivered or faxed to the internship coordinator for review. The coordinator must receive the evaluation by the end of the third week of the rotation.

**End of Rotation**

During the final week of the rotation, the student will complete the end of rotation self evaluation using the Intern Evaluation Form. The student will ask the preceptor to review the end of rotation self evaluation and complete the preceptor’s end of rotation evaluation. All items must be rated or marked N/A. The Intern Evaluation Form will be reviewed jointly by the student and preceptor. There is an opportunity for both to comment on the final page. On the last day of the rotation, the signed Intern Evaluation Form will be submitted to the internship coordinator.
The University of Houston  
College of Pharmacy  
INTERN EVALUATION FORM

Rotation number: ____________________________  
(Please check) Mid-Term: _______  Final: _______

Name of Intern ____________________________  SSN ____________________________

Rotation Title: ____________________________  Dates of Rotation: From _______  To _______

Name of Preceptor ____________________________  First _______  Middle Initial _______  Last _______

Name of Site ____________________________

Site Address ____________________________

Phone ____________________________  Fax ____________________________  E-mail ____________________________

Performance Criteria:

The following descriptions should be used as reference points when evaluating the intern’s performance in each dimension. The first eighteen dimensions constitute the core performance areas. Dimensions 19-22 provide the practitioner-faculty member an opportunity to assess the intern on slightly more subjective, yet important, areas. Dimensions 23-24 allow the practitioner-faculty member and intern to globally assess the intern’s performance to date. It is possible that all bullet points under each dimension are not able to be accomplished in every practice setting for which this form is used. Nevertheless, please evaluate each dimension as appropriate.

<table>
<thead>
<tr>
<th>1 DOES NOT KNOW</th>
<th>2 KNOWS</th>
<th>3 KNOWS HOW</th>
<th>4 SHOWS HOW</th>
<th>5 DOES</th>
<th>N/A NOT APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student does not have knowledge of how to perform task.</td>
<td>Student has knowledge/skills of how to perform task. Needs extensive intervention; sometimes instructor must complete task.</td>
<td>Student can apply knowledge/skill to perform task. Needs some intervention; instructor must provide directed questioning in a problem-solving manner.</td>
<td>Student can perform task in a supervised situation. Requires no intervention; performs within expectations.</td>
<td>Student can perform task in an independent situation. Requires no intervention; performs within expectations.</td>
<td>Task does not apply to this particular rotation.</td>
</tr>
</tbody>
</table>

In order to receive a passing grade for the rotation, the intern:

1. Must NOT receive four or more “2” ratings on the end of rotation evaluation in the first eighteen dimensions.
2. Must not receive a “1” on the end of rotation evaluation in dimensions 1-22.

5/8/2006  16
<table>
<thead>
<tr>
<th>Assigned Score</th>
<th>COMPETENCIES</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Intern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Intern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
</tbody>
</table>

1. MANAGES PHARMACY OPERATIONS
  - Controls drug inventory
  - Provides drug security, storage and control procedures
  - Maintains facilities and equipment
  - Participates in basic fiscal procedures
  - Participates in personnel management (pharmacists and technicians)
  - Evaluates pharmaceutical care systems to continually improve patient care
  - Utilizes computer skills to provide patient care and facilitate the management of pharmaceutical care systems

2. MANAGES MEDICATION USE SYSTEMS
  - Attends meetings involving pharmacy representation
  - Participates in formulary review
  - Maintains quality assurance
  - Participates in prospective, concurrent and retrospective DUE process.
  - Participates in managed care issues (e.g. reimbursement)

3. PROVIDES DRUG PRODUCTS/DEMONSTRATES ABILITY TO UTILIZE THE DRUG DISTRIBUTION SYSTEM
  - Determines appropriateness of order
  - Evaluates and selects product
  - Assures product/prescription accuracy
  - Assures product/prescription reaches the patient in a timely manner

4. COMPOUNDS
  - Utilizes acceptable professional procedures
  - Selects appropriate equipment and containers
  - Prepares special dosage forms
  - Documents calculations and procedures

5. RETRIEVES AND EVALUATES DRUG INFORMATION
  - Selects best available resource for answering a drug related request in a timely fashion.
  - Evaluates the quality of information obtained.
  - Applies state of the art knowledge of disease states and drug therapy based on primary and secondary literature.
  - Prepares written reports on general pharmacotherapy issues, drug therapy controversies and patient specific topics.
  - Retrieves, evaluates and manages drug literature searches to support pharmaceutical care provisions.
<table>
<thead>
<tr>
<th>Intern</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preceptor</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preceptor</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preceptor</th>
<th>Start of rotation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

6. COMMUNICATES WITH PATIENTS/CAREGIVERS ABOUT PRESCRIPTIONS DRUGS
- Interviews and counsels patients on drug usage, dosage, packaging and storage.
- Discusses drug cautions, side effects and patient conditions.
- Explains policies on fees and services.
- Relates to patients in a professional manner.
- Interacts to confirm patient understanding.

7. COMMUNICATES WITH PATIENTS/CAREGIVERS ABOUT NONPRESCRIPTION PRODUCTS, DEVICES AND DIAGNOSTICS.
- Questions patients on conditions and intending drug use.
- Communicates OTC drug dosage, usage, storage, side effects, and packaging.
- Refers patients to other health professionals.
- Provides information on medical/surgical and home health care devices, and home diagnostic products.

8. COMMUNICATES WITH HEALTH PROFESSIONALS
- Obtains and provides accurate and concise information in a professional manner.
- Uses appropriate oral, written, and nonverbal language.
- Provides inservice/continuing education programs to health professionals.

9. MONITORS AND EVALUATES DRUG THERAPY; INITIAL AND ONGOING
- Establishes and interprets databases.
- Database includes active problems, PMH, pertinent PE, lab data and hospital course.
- Medication history performed and complete.
- Medication profile complete and up to date.
- Pharmacokinetic parameters determined.

10. IDENTIFIES DRUG RELATED PROBLEM ($) 
- Determines if any drug related problems exist.
- Supports through documentation the drug-related problems.
- Assesses severity and recommends an appropriate course of action.

11. DEVELOPS AND IMPLEMENTS PHARMACEUTICAL CARE PLAN ($) 
- Performs patient triage to determine appropriate medical or pharmaceutical care.
- Demonstrates the ability to develop and implement a pharmaceutical care plan including:
  a. therapeutic endpoints
  b. appropriate drug therapy (dose, duration, route, etc.)
  c. parameters to monitor efficacy and toxicity
  d. SOAP format for each drug therapy decision
- Is able to apply concepts of quality of life and Total Quality Improvement in patient care.
<table>
<thead>
<tr>
<th>Intern</th>
<th>12. DEVISES FOLLOW-UP PLAN(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of rotation</td>
<td>• Determines appropriate time(s) to re-evaluate patient and assess efficacy and toxicity.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Conducts the follow-up in a timely manner.</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>End of rotation</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td>13. MAINTAINS PROFESSIONAL-ETHICAL STANDARDS</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Complies with laws and regulations.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Applies good professional judgment in legal interpretations.</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Exhibits reliability and credibility in dealing with others.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Deals professionally and ethically with colleagues and patients.</td>
</tr>
<tr>
<td></td>
<td>• Maintains confidentiality.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern</td>
<td>14. DEMONSTRATES HUMAN RELATIONS SKILLS</td>
</tr>
<tr>
<td>Start of rotation</td>
<td>• Displays an interest in others.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Is sensitive to the needs, feelings and concerns of others.</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Show empathy.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Listens, is nonjudgmental and responds appropriately to the problems of others.</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Acts in the best interest of others.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Respects the patient’s need for information.</td>
</tr>
<tr>
<td>Preceptor</td>
<td>15. DISPLAYS CONSCIENTIOUSNESS AND FOLLOWS THROUGH/HANDLES DETAIL</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Is conscientious in following appropriate work procedures.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Is attentive to details and technical interrelationships in carrying out duties.</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Notices discrepancies and irregularities.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Keeps accurate records and documents.</td>
</tr>
<tr>
<td>Preceptor</td>
<td>• Takes steps to ensure accuracy of work.</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Provides an appropriate amount of detail.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Keeps people informed.</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Follows up on actions.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Intern</td>
<td>16. DEMONSTRATES PERSONAL JUDGEMENT</td>
</tr>
<tr>
<td>Start of rotation</td>
<td>• Uses good judgment in coming up with sensible, practical solutions to problems.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Seeks out and utilizes important facts and information in decision making.</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Recognizes and evaluates available alternatives.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Considers possible consequences of decision:</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Weighs costs, risk.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td></td>
</tr>
<tr>
<td>Preceptor</td>
<td>17. ORGANIZES/PLANS</td>
</tr>
<tr>
<td>Mid-rotation</td>
<td>• Uses own and others’ time effectively and efficiently.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Is systematic and methodical in approaching activities.</td>
</tr>
<tr>
<td>End of rotation</td>
<td>• Sets meaningful goals.</td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>• Plans activities to meet objectives.</td>
</tr>
<tr>
<td></td>
<td>• Is well prepared.</td>
</tr>
<tr>
<td></td>
<td>• Is able to anticipate future needs.</td>
</tr>
<tr>
<td>Intern</td>
<td>Start of rotation</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>Preceptor</td>
<td>Mid-rotation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern</th>
<th>Start of rotation</th>
<th>1 2 3 4 5</th>
<th>N/A</th>
<th>Mid-rotation</th>
<th>1 2 3 4 5</th>
<th>N/A</th>
<th>End of rotation</th>
<th>1 2 3 4 5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor</td>
<td>Mid-rotation</td>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>End of rotation</td>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. PROMOTES PUBLIC HEALTH
- Provides emergency first aid treatment and cardiopulmonary resuscitation when necessary.
- Provides disease prevention/detection program to public.
- Provides poison control treatment and information.
- Demonstrates ability to apply principles of PC to patient populations.

19. DISPLAYS INDEPENDENCE/ASSERTIVENESS
- Is self-directed in undertaking responsibilities.
- Articulates own viewpoint when dealing with others and in addressing controversial issues.
- Speaks out against questionable tactics and practices.

20. DEMONSTRATES PERSONAL AND PROFESSIONAL GROWTH
- Conducts self-assessment.
- Identifies strengths and weaknesses.
- Acting on identified strengths and weaknesses, develops a learning plan.
- Pursues further knowledge independently.
- Utilizes study design principles to gain experience in the conduct of pharmacy practice research.
- Participates in professional organizations.

21. PROMOTES TEAM BUILDING
- Participates in social and professional interaction and teamwork:
  - Inception (forming)
  - Conflict resolution (storming)
  - Problem Solving (norming)
  - Execution (performing)
- Promotes a team approach to healthcare.
- Demonstrates trust, leadership, delegation, and interdependence.

22. DEMONSTRATES SCIENTIFIC INQUIRY/EXPLANATION IN PRACTICE.
- Defines and states problems.
- Identifies assumptions—develops hypothesis.
- Organizes information.
- Identifies potential problems.
- Commits to solutions.
- Implements solutions (plans)
- Assesses solution or outcome.
- Monitors for new information.
- Adjusts plan.
23. MID-POINT EVALUATION

Preceptor’s Signature

Intern’s Signature

Intern’s Comments

Preceptor’s Comments

24. FINAL EVALUATION

Preceptor’s Signature

Intern’s Signature

Intern’s Comments

Preceptor’s Comments

5/8/2006
University of Houston College of Pharmacy  
Doctor of Pharmacy Internship Manual  

THE UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY  
INTERNSHIP HOUR SHEET  

Name of Intern:  
Student Number:  
Rotation Title:  
Dates of Rotation:  
From:  
To:  
Name of Preceptor:  
First  
Middle  
Last  
Name of Site:  
Address of Site:  
Street:  
City  
State  
Zip Code  
Telephone:  
Fax Number:  
E-mail Address:  

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Completed in Week 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Completed in Week 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 3</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Completed in Week 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Weks 1-3):  
Supervised  
Total Hours (Weeks 1-3):  
Special Activities  
Total Hours (Weeks 1-3):  
Special Activities + Supervised  

5/8/2006  
23
### University of Houston College of Pharmacy
#### Doctor of Pharmacy Internship Manual

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours Completed in Week 4

<table>
<thead>
<tr>
<th>Week 5</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours Completed in Week 5

<table>
<thead>
<tr>
<th>Week 6</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised Hours Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours Completed in Week 6

### Total Hours

<table>
<thead>
<tr>
<th></th>
<th>Weeks 1-3</th>
<th>Weeks 4-6</th>
<th>Total: Weeks 1-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervised</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervised + Special Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________ has completed ______________________ supervised hours and has completed ____________________________ hours participating in special activities under my supervision within the defined supervision rotation period.

(Preceptor's Signature/ Date)  Texas License Number

(Preceptor's Signature/ Date)  Texas License Number

(Coordinator's Signature)  (Date)

5/8/2006  24
University of Houston College of Pharmacy
Doctor of Pharmacy Program
Internship Rotation Grading Form

Student Name ________________________________ Rotation Number __________

Rotation Title __________________________________________________________

Name of Preceptor ___________________________ Dates of Rotation: From: ________

Name of Site __________________________________________________________

Title of Paper ______________________________ Date Submitted to Preceptor: __________

---

Grade for Paper ________ Points or ________ % (Based upon 50 point total)

Presentation(s): __________________________________ Date Presented: __________

__________________________________________

__________________________________________

__________________________________________

Grade for Presentations: ________ Points or ________ % (Based upon 50 point total)

Rotation Grade: ________ Points or ________ % (Based upon 300 point total)

Drug Therapy Monitoring/Evaluation Skills 200
Meets Stated Goals and Objectives 25
Professionalism 25
Communication/Interpersonal Skills 25
Initiative/Attitude 25
Total 300

Patient Monitoring Forms Completed: ______________

Preceptor Signature: ________________________________
University of Houston College of Pharmacy
Preceptor Evaluation Form (available online)

Preceptor Name ____________________________ Student ____________________________

Use the following rating scale to evaluate your preceptor.

1 = Poor  2 = Acceptable  3 = Good  4 = Excellent

1. Was accessible and approachable  1  2  3  4
2. Was compassionate in interactions with patients  1  2  3  4
3. Treated me as a professional with dignity and respect  1  2  3  4
4. Promoted the role of the pharmacist in patient care  1  2  3  4
5. Taught me the methods and process for monitoring patient care  1  2  3  4
6. Promoted a concept of teamwork and interdisciplinary care  1  2  3  4
7. Had appropriate expectations for a student at this point in training  1  2  3  4
8. Provided the appropriate level of supervision  1  2  3  4
9. Made me a participant rather than an observer of pharmaceutical care  1  2  3  4
10. Improved my confidence and ability to provide pharmaceutical care  1  2  3  4
11. Demonstrated a responsibility for making interventions when needed  1  2  3  4
12. Helped me overcome obstacles to providing pharmaceutical care  1  2  3  4
13. Assigned topics that helped me develop drug information skills  1  2  3  4
14. Guided me in preparing case presentations without doing it for me  1  2  3  4
15. Facilitated student presentations without “presenting”  1  2  3  4
16. Provided me with feedback concerning my performance  1  2  3  4
17. Provided me with information about career opportunities  1  2  3  4
18. Provided me with the tools and desire to be a lifelong learner  1  2  3  4
19. Overall knowledge and clinical skill of the preceptor  1  2  3  4
20. Overall rating of the preceptor  1  2  3  4

What would you have wanted different in your interaction with this preceptor?

What are attributes not mentioned that this internship provides?

What were limitations or deficiencies of this internship?

Describe anything that could have been done to make this internship better.

Additional Comments:

5/8/2006
Preceptor/Site Update Form
(Intern to complete this form)

Date: ______________________

Site Name: ____________________________________________________________

Site Address: ___________________________________________________________

City ______________________ State ______________________ Zip Code __________

Site Phone Number: ______________________ Fax Number: ___________________

E-Mail: ______________________ Contact Person: ___________________________

Preceptor Information:

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

◊
Name ______________________ License Number ______________ Date Preceptor Certificate Expires __________

*Please check diamond if preceptor is also the Pharmacist-In-Charge of the site.
**Please highlight the name of your primary preceptor.
University of Houston College of Pharmacy
Site Evaluation Form (available online)

Site Name ___________________________ Student ___________________________
Site Address

Use the following rating scale to evaluate your site.

<table>
<thead>
<tr>
<th></th>
<th>1 = Poor</th>
<th>2 = Acceptable</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Teamwork or staff cooperation with students</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Appropriate literature resources</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Adequate technology (i.e., automation, hardware, and software)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Conducive to experiential learning</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Learn by doing, rather than watching.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6.</td>
<td>An evidenced-based approach for drug information.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7.</td>
<td>Compliance with pharmacy laws and TSBP rules</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8.</td>
<td>Appropriate space for interactions with professionals or patients</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9.</td>
<td>Appropriate workload for real-life experience (comment below)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10.</td>
<td>Clear guidelines concerning duties and responsibilities</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11.</td>
<td>Comprehensive mix of patients for varied experience</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12.</td>
<td>Respect for the student as a person</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13.</td>
<td>Pharmaceutical Care or higher level clinical pharmacy services</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>14.</td>
<td>Ethical standards and practice</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15.</td>
<td>Opportunity to contribute to the mission of the pharmacy</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16.</td>
<td>Encouragement of participation in professional organizations</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>17.</td>
<td>Professional image of pharmacists at the site</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>18.</td>
<td>Coverage of objectives for the rotation</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>19.</td>
<td>Appropriateness of site for a rotation of this type</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>20.</td>
<td>Overall rating of the site</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

What are the strengths of the site? ___________________________________________

What are the weaknesses of the site? __________________________________________

My recommendations for improvement of the site are: _____________________________

__________________________________________________________________________

Additional Comments: ________________________________________________________

5/8/2006
PROFESSIONAL LEAVE REQUEST FORM

Name of Intern: ____________________________________________

Professional Meeting/Conference: ________________________________

Location of Meeting/Conference: ________________________________

Dates Absent from Rotation: ________________________________

Professional or Educational Objectives Expected To Be Achieved: ____________________________________________

Preceptor Signature ________________________________ Date __________

Date

Programs/Activities Attended Hours Objectives Achieved

__________________________

__________________________

__________________________

__________________________

__________________________

Date Completed Form Submitted to Coordinator: ________________

Intern Signature ________________________________ Date __________

Coordinator Signature ________________________________ Date __________

1. This form must be signed by the preceptor and faxed to the coordinator at the beginning of the rotation for approval for dates requested.
2. The completed original form must be submitted to the coordinator at the end of the rotation to receive credit for the meeting.
3. The student will be awarded internship hours only for actual time spent in attendance at the meeting or organization sponsored activities.

5/8/2006 34
INFECTIOUS DISEASES

(PHAR 5681)
INFECTIONOUS DISEASE (PHAR 5681)

Minimum Requirements

The requirements and responsibilities of the student during this rotation include:

5. Attend all rounds, conferences, and meetings as assigned by the preceptor.

6. Closely follow all assigned patients and complete patient profiles on these patients. Monitor all assigned patients utilizing approved monitoring tools. Upon completion of the rotation, these must be submitted to the Internship Coordinator.

7. Review the drug therapy of each assigned patient, including pharmacology, toxicology, monitoring parameters pharmacokinetics, and drug interactions. Develop a therapeutic plan for all patients.

4. Write progress notes on patients as required and permitted by institution policies.

5. Evaluate serum drug concentrations for all applicable medications for assigned patients.

10. Perform medication histories on all patients possible. This should be a minimum of 10 per week.

11. Complete two written medication histories weekly or equivalent activity as assigned by preceptor.

22. Document all patient care activities in the manner outlined by the Internship Coordinator and additionally by the preceptor.

23. Make one oral presentation every week (5 for the rotation) to the medical team, preceptor, or others as assigned by the preceptor. Review cases or topics with preceptor prior to presenting.

    or

    Make one formal presentation during the rotation to the medical team, preceptor, pharmacy staff, or others. This should be a minimum of a 30-minute presentation with handouts and visual aids.

24. Write one paper (minimum of 5 pages) during the internship and submit to the preceptor one week before completion of the rotation. Submit to the Internship Coordinator on the last day of the rotation. The paper must be a current/drug review of a common disease state seen in patients followed by the Infectious Diseases Service and approved by the preceptor. Primary literature must be used as a resource, and a bibliography and a copy of each article used must be attached to the submitted paper. The paper will be graded by the preceptor and reviewed by the Internship coordinator. The preceptor and/or medical team may require additional written assignments.

14. Participate in a minimum of one pharmacy conference, journal club or interdisciplinary activity.

16. Participate in discussions concerning specific patients and/or various disease states with the instructor. Be prepared to present assigned patients in a brief manner throughout internship.

17. Provide requested drug information or additional pharmacokinetic consultations to medical, nursing, and/or pharmacy staff.

18. Complete all recommended readings and quizzes as assigned during internship.

19. Complete any other assignments as directed.
Competencies for Infectious Diseases Internship (PHAR 5681)

Upon completion of Infectious Diseases Internship (PHAR 5681), the 4th year pharmacy student will be able to:

1. Differentiate a Gram stain to assess the potential infecting organism in a patient.
2. Prepare a therapeutic presentation to educate infectious diseases fellows and faculty about a specific therapeutic topic.
3. Establish a therapeutic plan for the treatment of the febrile neutropenic patient.
4. Perform an analysis of the CSF profile of a suspected meningitis patient to assess the appropriate empiric therapy to be instituted.
5. Perform an analysis of a U/A to assess the need for treatment of funguria.
6. Read an antibiogram for a specific patient to assess the proper anti-infective choices from the test.
7. Outline a treatment plan for the institution of therapy in a centrally catheterized patient to assess proper prescribing habits.
8. Establish appropriate monitoring parameters for all patients to assess therapeutic outcomes.
9. Analyze sputum and BAL specimen determinations to assess the need for and against therapy (infection vs. colonization).