

HEALTH SCIENCE EXPERIENTIAL EDUCATION
DRAKE UNIVERSITY
COLLEGE OF PHARMACY AND HEALTH SCIENCES
DES MOINES, IOWA

Director of Health Sciences Experiential Education

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I. HEALTH SCIENCE GENERAL DESCRIPTION

Introduction to Health Sciences

Health science is a multidisciplinary field that deals with human health. All disciplines within the health sciences draw upon the basic, biomedical and clinical sciences to understand the fundamentals of human function and the therapeutic modalities used in the treatment of diseases. The field also requires an understanding of the social, behavioral and economic aspects of the health care system as it relates to patient behavior. The application and integration of these areas are the underpinnings of the health sciences.

Given the breadth of the health science field and the numerous opportunities, many students are drawn to the health care field but are often unsure which direction may be best for them. The health science program at Drake University will expose students to a wide range of healthcare related experiences while providing the foundational skills of a liberal education. Students will participate in an interdisciplinary curriculum that combines course work in the biomedical and pharmaceutical sciences, entrepreneurial leadership, business and health care management, and health behavior. Through their experiences, students will also develop skills in the areas of communication, problem solving, decision-making, life-long learning, professionalism, management, policy formulation, and professional governance.

The Experiential Education Program for the Health Sciences major provides students the opportunity to apply and integrate classroom instruction with hands-on experiences in healthcare and research environments. The Experiential Education Program for Health Sciences consists of a five-semester sequence of courses that prepares students for a yearlong senior experience in a health sciences related setting. The series of courses, Issues in Health Sciences, engages students in both experiential and didactic work to develop the knowledge base, skill sets, and professional experiences necessary for success in a health science related field.

Curricular Pathways

There are three curricular tracks of emphasis within the Health Sciences Program: Clinical and Applied Sciences, Health Services Management, and Pharmaceutical Sciences. The core curriculum (required course work) is similar for each pathway and allows students to attain the educational goals of the program. The electives associated with the three different pathways maintain the interdisciplinary nature of the program while allowing students the flexibility that serves their interests and needs.

Clinical and Applied Sciences

- The Clinical and Applied Sciences track entails additional course work in scientific applications and clinical experiences in health-related sciences.
- Potential capstone projects include clinical experiences at local clinics or medical centers that are coordinated through the College's Experiential Program.

- The Clinical and Applied Sciences track prepares students for careers or post-graduate work in allied health professions (e.g. physician assistant, physical therapy, occupational therapy, audiology, clinical and laboratory sciences).

Health Services Management

- The Health Services Management track entails additional course work or emphasis in business, marketing, pharmacy/health care administration.
- Potential capstone projects include non-laboratory based research projects and advanced practice experiences associated with the healthcare administration, insurance industry and public health.
- This track prepares students for careers or graduate work in health insurance, public health, regulatory affairs or marketing/sales in the medical and pharmaceutical industries.

Pharmaceutical Sciences

- The Pharmaceutical Sciences track entails additional course work and laboratory experience in the areas of pharmacology, pharmaceuticals and medicinal chemistry.
- Potential capstone projects include laboratory-based research projects with faculty in the pharmaceutical sciences.
- The Pharmaceutical Sciences track prepares students for research careers in the pharmaceutical industry or entry into graduate programs in the pharmaceutical or biomedical sciences. It also provides a unique pathway for entry into other health professions (e.g., medicine, dentistry, optometry and veterinary medicine).

For more information on the Health Sciences program visit the College of Pharmacy and Health Sciences website at http://www.drake.edu/cphs/programs/new_students/bshs.php.

II. HEALTH SCIENCES EXPERIENTIAL PROGRAM

The Health Sciences Experiential Program at Drake University offers our students a wide range of experiences within the healthcare system and incorporates mentoring, shadowing, research, service learning, and active classroom learning into their curriculum. Independent studies and internships are also available on campus as a great way for our students to explore their chosen pathway, network with professionals, build a resume, and gain experience. The experiential opportunities incorporated into the Issues in Health Sciences courses and the Senior Experiences will provide students the opportunity to apply and integrate classroom instruction with hands-on experiences in healthcare and research environments.

Health Sciences students will partake in many experiences throughout the curriculum that lead up to their senior year capstone experience. Each Health Sciences track (Clinical & Applied Sciences, Health Services Management, Pharmaceutical Sciences) will have somewhat of a different curriculum in order to expose the students to a wide range of healthcare related experiences while providing foundational skills of a liberal education within their specific track. Common courses taken with all tracks will be the Issues in Health Sciences courses. Within these courses the students will be introduced to the healthcare systems where they will explore different healthcare settings, all of which will prepare them for their senior capstone experience and a career in the healthcare setting. Students will have the opportunity to shadow healthcare practitioners, listen to presenters throughout the year that focus on healthcare related topics,

research with faculty members, discuss and reflect on issues in the health science field through student round-table discussions, be involved in on-campus events such as the Pharmacy and Health Science day, assist in writing the Health Science Newsletter, and participate in the Health Science Student Organization.

The following courses have experiential opportunities:

Issues in the Health Sciences Courses

The intent of the series of courses is to:

- Provide students with a clear understanding of the health sciences in order to guide and inform their decisions for senior experiences and ultimately career development.
- Serve as an opportunity to integrate content and skills across the curriculum

Issues in the Health Sciences I – College Connections/Career Pathways

The focus of this course will be a project – a paper that describes student’s interest in a particular field based on shadowing experience, lit research, speaker presentation. The student will also outline a plan of the courses, experiences, and skills needed to be successful in a chosen track. In addition, students will learn the role of a Drake Health Sciences student within the College of Pharmacy & Health Sciences

Issues in the Health Sciences II – Healthcare system

The focus of this course is to introduce students to the health care system and the various disciplines and careers within the system.

Issues in the Health Sciences III – Entrepreneurial Leadership

The focus of this course is to introduce students to entrepreneurial leadership and how it can be applied to activities, projects, and careers in the health sciences.

Issues in the Health Sciences IV – Biomedical Ethics

Students will discuss and evaluate controversial and ethical issues such as academic and research integrity, insurance companies and genetic information, stem cell research, drug development, clinical trials, and the FDA approval process.

Issues in the Health Sciences V - Capstone

This course, in conjunction with the senior experience, will form the capstone experience. Students will begin the process of writing, documenting, and presenting the work associated with the senior experience.

**Pharmaceutical Science Senior Research I & II*

Supervised undergraduate research in the pharmaceutical sciences

**Senior Experience I & II*

Students work on or off campus in real working experience for 150 minimum hours. This course in conjunction with Issues in Health Sciences V completes the Senior Capstone Experience.

**These classes are only taken by specific tracks*

Senior Capstone Experience Description

Each Drake University student completes a Senior Capstone Experience. Capstone Experiences allow each student to demonstrate the capacity to bring information, skills, and ideas to bear on one significant project. Health Sciences Capstone Experiences include students taking Senior Experience I & II or Senior Research Experience I & II AND Issues in Health Sciences V. All 3 required courses make up the Senior Capstone Experience within the College of Pharmacy & Health Sciences. Each experience may take many different forms and will be dependent upon the track of emphasis that has been selected. The Issues in Health Sciences courses within the curriculum along with other experiences will allow students to progress to their chosen capstone. Each track will be able to cater to their senior experiences to fit the needs of their chosen career pathway. Possible capstone experiences may include working with those involved in clinical, pharmaceutical, and/or biotechnology research and development, hospital and health services administration, rehabilitation and therapeutic services, diagnostic services, and other medical practices such as dental, optometry, podiatry, orthopedics, and general medicine.

III. EXPERIENTIAL PROGRAM POLICIES

Scheduling & Site Assignments

Due to the amount of experiential opportunities; it is a requirement that all Health Sciences students complete immunization requirements prior to these experiences. See the Immunization Guidelines section for more details.

Early Experiences

During the first year students will be introduced to health science professionals and the healthcare system while taking their Issues in Health Sciences courses. Within these courses, students will shadow and research different healthcare systems and listen to different professionals within the health field. Once students choose a track and begin their second year of school they will conduct organized shadowing rotations within the healthcare system regarding their chosen track that lead up to their senior capstone experiences. These experiences are organized by the Director of Health Sciences Experiential Education.

Senior Capstone Experiences

Students must complete a Health Sciences Senior Capstone form for their senior capstone experiences 2 semesters prior to the start of the senior Capstone Experiences. Failure to complete the form may mean failure to provide opportunities of interest for the senior capstone experiences. If a student is interested in an experience that normally would not be associated with his/her track of emphasis, a meeting should be organized with the Director of Health Sciences Experiential Education to discuss the student's interests.

Students should not attempt to set sites up independently. Students may make an initial contact to get names, etc. and to assess whether they are interested in working with Drake University, but the next contact should come from the Director of Health Sciences Experiential Education.

Approximately 1 semester prior to the start of the Senior Capstone Experience, students will read through experience descriptions and rate their preferences on E*Value™. Following preferences rating, optimization scheduling will be conducted in E*Value™. Students are assigned by E*Value™ based on their preference ratings. It is important that students only rate experiences that they are interested in. In the event that a site/preceptor can no longer offer an experience for a student the next preference rating by the student will be contacted. Final schedules will be reviewed by the Director of Health Sciences Experiential Education.

Final senior experience scheduling is at the discretion of the Director of Health Sciences Experiential Education and will be conducted approximately 1 semester prior to the start of the experience. This timeline may change in the event of special circumstances. In the event that a capstone experience must start prior to their senior year, preapproval by the Director of Health Sciences Experiential Education will be needed. A student's academic standing and course work completed, as well as the student's site preferences will be considered in this process. Preceptor availability, site characteristics, and budgetary considerations play a significant roll as well. Prior to the start of any experience all experiential requirements MUST be completed.

Once the senior experience is finalized, students may not drop an experience unless the demonstration of excessive hardship exists. Students are informed of the additional costs incurred with specific capstone experiences (such as travel). A student will have 1 month following senior capstone experience assignment to report a desire to change the experience and to discuss alternative experiences. Failure to discuss within the 1 month time frame will result in acceptance of a finalized experience schedule and indicates that a student acknowledges and accepts the additional costs associated with their schedule. Lack of interest in a site, change in career choice, or the desire to avoid a commute are not valid reasons to request a change in the senior experience. In unforeseen circumstances, a capstone site may become unavailable and necessitate a change in the student's schedule. Student preference will be considered when such changes are necessary; however, final decisions will be based upon availability of sites, student performance to date, and type of rotation required.

Note: Documentation for the Senior Capstone Experiences are organized via the computer based system E*Value™ Healthcare Education Solutions. Failure to document required assignments and information for courses related to the senior capstone experiences may result in a failure of that course. Since the senior experience is a course, more information regarding assignments and duties may be found in the course syllabus.

For more specific information regarding scheduling, optimization, and preferences; please contact the College of Pharmacy & Health Sciences Experiential Education Office at 515-271-3191.

Shadowing Experiences

As part of the Health Sciences curriculum there are many shadowing opportunities. Therefore, it is a requirement that all students complete the required immunizations yearly. Failure to complete the required immunizations will result in not being assigned to an organized shadowing experience or other experiential opportunity which in turn, could result in failure of a course

assignment.

Many shadowing opportunities are organized by the Director of Health Sciences Experiential Education. However; in some instances students will be asked by instructors to contact professionals on their own to complete shadowing. Many institutions have requirements for the experience. Prior to contacting a site for shadowing, contact the College of Pharmacy & Health Sciences Experiential Office to learn of any paper work that may be required by a site.

Many experiences will be in conjunction with the Issues in Health Science courses, therefore; might also involve a writing component and/or presentation (at the discretion of the instructor).

IV. REQUIREMENTS PRIOR TO EXPERIENCES

In order to begin experiences, students must fulfill the following requirements.

Blood and Universal Precaution Training

All Health Sciences students will complete training in blood and body fluids including universal precautions prior to the start of their senior capstone experiences. The students must pass an exam of the training materials. Note: some courses require the passing of these exams before experiential activities prior to the senior year.

Confidentiality

Students will have access to personal information about patients, staff, and business operations of the experiential site. This information must remain at the site and be held in strictest confidence. Confidential information, including clinical matters, should not be communicated to other students, patients, lay persons, or other health professionals in public areas or outside the site. Students are expected to follow the policies regarding confidentiality for each rotation site. Prior to beginning observation experiences and again prior to senior experiences, students are required to sign a [Statement of Confidentiality](#). Violation of the confidentiality policy may result in a loss of credit or a failing grade in the course and may be an Honor Code violation. Confidentiality must also be maintained in required documentation. Protected health information (patient name, medical record number, birth date, health insurance number, social security number, etc) should not be entered into the E*Value™ system. Students should not enter site names physician names or other health care provider names into the system. The same practice is also expected of written assignments regarding your experiences.

In addition, site facilitators are to maintain student confidentiality. Information pertaining to the student's progress is to only be shared with the college faculty as outlined in the assessment process. Legal ramifications are an ever-present possibility for breached confidentiality.

All students will go through HIPAA training and pass a quiz prior to the start of their senior experiences.

CPR Training

All students must become certified in adult, pediatric, and infant cardiopulmonary resuscitation (CPR) for the healthcare professional prior to the start of their Senior Experience. Information regarding dates, times, and cost of certification classes will be furnished to students. A copy of the student's CPR certification card must be submitted to the Office of Experiential Education. Failure to complete this training by the start of the experience will result in being dropped from the senior experience course.

Criminal Background Checks

All Health Sciences students will submit to a criminal background check prior to entering their senior capstone experiences. Because many sites require background checks, information obtained may inhibit students from progression into the senior capstone experiences. The background check will include social security number validation, address history for past 10 years, felony and misdemeanor criminal history search for all counties identified by the address history for the last seven years, national criminal history database, sex offender registries, child/elder abuse registries, motor vehicle driving record, and governmental agencies such as the Office of Inspector General. The College will notify students of findings as required by the Fair Credit and Reporting Act. Results of the background checks will be kept in a locked cabinet in the office of the Associate Dean for Academic and Student Affairs. The results of the background check will be shared within and outside the University on a need to know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Students will be assessed a fee to cover the cost of the background check. Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory body that requests information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

Chemical Drug Screens

All Health Sciences students will complete a chemical drug screen prior to starting their senior capstone experiences. Because many senior capstone sites require drug screens, information obtained may inhibit students from progressing into the professional program or into rotations. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point of custody through an outside vendor. The results of the drug screen will be shared within and outside the University on a need to know basis only. Within the University such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings, will be handled under the Chemical Dependency Policy of the College. Results of drug screens will only be forwarded to the site if information exists that may affect the student's placement at the site. Experiential sites may request and

complete additional drug screens. Information obtained in drug screens may inhibit students from completing senior capstone experiences, thus delaying or hindering graduation.

Immunization Guidelines

All students are required to provide documentation to the college and to the hospital sites of current immunization as follows:

Acceptable documentation is a physician record or immunization card or laboratory copies of titers

- Measles/Mumps/Rubella
 - Measles - Two Dates Needed- or positive lab titer
 - Mumps - Two Dates Needed-or positive lab titer
 - Rubella - Two Dates Needed-or positive lab titer
- Tetanus/Diphtheria/acellular pertussis (Tdap) - Must show proof within last 10 years
- Tuberculosis (PPD) test- Proof within last 3 months (valid for 1 year from date of test while on rotations)-if documented Positive TB test in the past, annual TB questionnaire completion is required. Please note this test is required **annually**.
- Hepatitis B - Proof of series of three vaccines or blood (laboratory titers) work showing immunity is required
- Varicella (Chicken Pox)- Reliable history of disease, two vaccination dates or blood work (lab titers) showing immunity is required
- Yearly Influenza Vaccine

Drake Student Health will provide immunization clinics every spring for students. This is the preferred method of obtaining immunizations from Drake Student Health Center. Students may contact the Drake Student Health Center (515.271.3731) regarding immunizations. There will be a minimal charge for these immunizations if given at the center. Appointments with the Health Center should be made between the hours of 8-9 and 11-12 in the a.m. Students should take all previous immunization records with them so that all information can be placed on the form provided. A copy of current immunizations must be on file in the Office of Experiential Education. An additional copy **should** be retained by the student to provide proof, if necessary, at individual sites.

Failure to complete these immunizations/vaccines may result in failure of a course assignment and will result in being dropped from the senior capstone experience courses.

Institutional Review Board Training (IRB)

Because all students must present some type of project that they have worked on during the senior capstone experience, it is required that all student complete IRB training. Depending on the track of emphasis, the student will either need to complete Human Subjects training &/or Institutional Animal Care and Use Committee training. A certificate of completion must be sent to the Experiential Office following completion of the training. Training and other IRB information can be obtain on the university's IRB website at:

<http://www.drake.edu/academics/irb/index.php> Please note that all human subject research must

be approved by the institution's IRB. If students are unsure that projects should be approved by the IRB, contact the Director of Health Sciences Experiential Education for assistance.

Liability Insurance

Students participating in international experiences may be required to obtain personal liability insurance at their own expense. In order for students to be covered, any actions on the part of the student, which may place the student or the University at risk for litigation, must be reported immediately to the Director of Health Sciences Experiential Education. Delay in the reporting of such events, may void the coverage provided for the student. The student University liability insurance does not cover students during their working experience whether completed during the academic year or over holiday or summer breaks. Information regarding University liability insurance coverage is available.

Health Insurance Acknowledgement

Effective Fall 2007, all Drake University College of Pharmacy & Health Sciences students must have their own health insurance. Students who are not covered by their own policy will be covered by Drake University's insurance policy at their own expense. In the event of an emergency, other health care or medication needs, the care provided for students while on site will be the same as provided for employees. Emergency first aid and transportation arrangements will be made by the site. However, cost of transportation and subsequent medical treatment will be borne by the student.

Communication of Program Information

Keeping informed of college and program information during the experiential program is a shared responsibility between the college and the student. Students are responsible for published information distributed either in print, web, or electronically, including program policies and experiential workbooks. The college will communicate additional information throughout the year using available technology. It is a requirement of the experiential education program that all students utilize the Drake University e-mail and have internet access. Students will be expected to access information electronically by e-mail, Drake's College of Pharmacy and Health Sciences web page at www.drake.edu/cphs and the experiential web page www.drake.edu/cphs/experiential. Internet access is available at many of the rotation sites to aid the student in this process. Internet access is also available in university, college, and public libraries. Free e-mail services are also available. It is the student's responsibility to make sure the Experiential Office has the student's current address, phone number and e-mail address on file. These may be updated in student biographical information on E*Value™. The faculty adopted the following policy in January 1998:

Expectations with Respect to Electronic Communications

Increasingly College faculty and administrators are using electronic means to disseminate information to and communicate with students. This information may be important and/or time-sensitive. Thus, the expectations of the College are that:

- *All students are connected to their college e-mail and check it frequently.*
- *Mail from the College is sent to Drake addresses. If a student wants his/her mail forwarded to another system, information on doing so is available from Computing Services.*
- *If this poses a problem for a student, the student should contact the Director of Student Services to work out a solution for college mail.*
- *Electronic communication (e.g., e-mail or the World Wide Web) may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.*
- *In short, the lack of access to electronic communication is not a valid excuse for the failure to respond to a request, perform an assignment, or meet a deadline.*

Senior Experience Check List

Below is a list of items that must be completed prior to the start of the senior capstone experiences. Failure to complete these items will result in being dropped from the senior capstone experience courses.

- Completion of all required immunization/vaccinations
- CPR for the Healthcare Professional
- Criminal background check
- Drug screen
- Blood borne pathogen training
- Confidentiality and HIPAA training
- IRB training
- IRB approval when applicable
- Other items may be required in conjunction with the senior experience course

V. GUIDELINES FOR EXPERIENCES

Attendance

Students are required to report to their schedule site on time. If for any reason the student is unable to attend, the site preceptor must be contacted in advance. In the event that the site facilitator cannot be reached directly, it is important to leave a message on his/her voice mail or contact the Director of Health Sciences Experiential Education. Students should work with the site preceptor to schedule a make up time for the experience. Students are required to adhere to the schedule established by the experiential site. Failure to do so may result in a failure of the Senior Experience course.

Many of the experiences will correlate with courses within the Health Sciences curriculum. Failure to show at the site for the intended hours could result in a grade deduction. In addition, the senior experience/research courses will have detailed requirements written in the course syllabi and must be followed by the student. Failure to complete requirements of the Senior Experience/Research outlined in the syllabi may result in failure of the course.

Compensation

There is no monetary compensation to students for participation in the experiential program, with the exception of site-specific housing and food allowances. Students are responsible for all transportation, housing, food and any other personal expenses associated with their experiences. Students may not obtain observation hours or senior capstone experiences with places of current employment unless first approved.

Disability Statement

If you need course adaptations or accommodations because of a disability, if you have emergency medical information, or if you need special arrangements in case the building must be evacuated, please make an appointment with the Associate Dean for Academic and Student Affairs or the site facilitator at your rotation to communicate this information.

Students and sites have access online to the Drake University Library. Site preceptors who are interested in this access should contact the Office of Experiential Education.

Concurrent Employment

If necessary, work schedules must be adjusted to accommodate experiential requirements and will not be considered a legitimate reason for excusing a student from the experiential site. Students may not obtain observation hours or senior capstone experiences with places of current employment unless first approved.

Grievances

Health Sciences Students and preceptors should contact the Director of Health Sciences Experiential Education or the Dean of Clinical Affairs to report, verbally and/or in writing violations of experiential education program policies. This includes alleged ethical and legal violations of a healthcare practice, alleged sexual harassment, verbal abuse, inappropriate and offensive physical contact, and all forms of discrimination. These types of incidences should not be reported on the evaluation forms, but should be reported immediately to the Director of Health Sciences Experiential Education or the Dean of Clinical Affairs. Immediate reporting of such incidences will allow the appropriate action to be taken in accordance with University/College guidelines.

Professionalism

The student is expected to respect and comply with experiential site policies, rules and regulations, as well as Health Sciences Experiential Education Program policies, rules and regulations. There are many opportunities to explore and learn independently, but maturity reflects discretion in behavior toward both patients and staff. The student should respect the opinions of others, accept constructive criticism, and assume responsibility for his/her actions. The student should not engage in any behavior that is disruptive to the work environment. Therefore, non-emergent personal calls and the use of cell phones are discouraged. Professional integrity must be maintained at all times. Site preceptors who have concerns with students'

professionalism should discuss the issue with the student first. The student can correct a behavior that he/she knows is offensive. If after discussing the issue with the student no improvement has been made, the Director of Health Sciences Experiential Education should be contacted. Appropriate measures will be taken to help correct the situation or in severe situations remove the student from the site.

Students are obligated to conduct themselves in accordance with the [College of Pharmacy and Health Sciences Honor Code](#) for all work including documentation of work in daily activity logs, and interventions and education programs and presentations given as a requirement of your rotations. Misrepresentation of your work or any other action of a deceptive nature will be considered violation of the honor code. All acts of unprofessional behavior can be considered a violation of the honor code. According to the honor code students should show: respect and concern for the welfare of patients; respect for the rights of others; trustworthiness, responsibility, and sense of duty; ethical and legal conscience; and professional demeanor.

Students who are found in violation of the Honor Code will be removed from the site and assigned a “no credit” for the experience with possible dismissal from the College of Pharmacy & Health Sciences.

Student Athletes

It is the responsibility of the student athlete to complete his/her experiences. Many of the experiences will correlate with courses. It is the responsibility of the student athlete to speak with the course instructor and the Director of Health Sciences Experiential Education to make appropriate arrangements. During the senior capstone experience, the student athlete will speak with the Director of Health Sciences Experiential Education in order to plan an appropriate experience with equal requirements of other students.

Student Attire

All students should dress in accordance with professional norms while at an experience. Tee shirts, jeans, sweat pants, flip flops, or tennis shoes are not acceptable. A collared shirt and khaki pants are suitable attire, OR: For males: trousers, shirt and tie. For females: skirt, dress, or dress slacks and blouse or sweater. A Drake Health Sciences student nametag MUST be worn at all times unless otherwise instructed by the student's site preceptor. Certain experiential sites may require an additional identification tag.

VI. PRECEPTOR GUIDELINES

Qualifications for Senior Capstone Experiences

Preceptors interested in hosting a student for the senior capstone experience should complete a Senior Capstone Description form and be in contact with the Director of Health Sciences Experiential Education. Senior Capstone Experience descriptions should be complete and marketable to the student. These experience descriptions will be read by the student during their preference rating of senior capstone experiences prior to experiential assignments. For specifics

on experiential site placement, please review the Experiential Program Policies section of the manual.

All preceptors and sites must be able to accommodate a student for 10-12 hours per week for approximately 150 hours per academic semester. If these hours do not fit the site/preceptor needs, then other accommodations should be made with the Director of Health Sciences Experiential Education. Please note that hours do not need to be direct supervision. For example, the preceptor may have the student on site for 5 hours, but assign 6 more hours of off-site work. It is required that the student and preceptor contact each other weekly.

In order to maintain quality of our program, the number of sites and experiences offered for our students must be manageable. There is no guarantee that sites and preceptors that offer experiences for our program will be assigned a student.

Senior Capstone Experiential Sites will be evaluated each year by the Director of Health Sciences Experiential Education. Evaluation of sites includes site visits or telephone evaluations, evaluation of student site assessments, and/or discussions with preceptors. These evaluations assist in the determination of continued approval for completion of student senior capstone experiences at the student's designated site and for future placement of students.

Preceptor Requirements

All preceptors will be approved by the Director of Health Sciences Experiential Education. All preceptors are required to complete the contact information sheet provided by the College of Pharmacy & Health Sciences Office of Experiential Education.

Students are assessed 3 times during the academic semester on their competencies by the preceptor (student performance assessment). The primary preceptor has the overall responsibility for assuring the student has adequate opportunities to develop, hone, and demonstrate aptitude in the competencies of the students. Failure of the preceptor to complete these performance assessments in a timely manner may result in removal of the student from the site.

At the beginning of the semester, students are asked to create learning objects for their experiences. Preceptors should meet with the student to discuss these learning objectives for the semester. Students also complete self assessments that coincide with the preceptors assessments of students. Students and preceptors should communicate with each other regarding these assessments. A competency completion plan should be created by the student with comments from the preceptor to assist in the completion of competencies not completed by the student or competencies completed below average by the student. Students that fail to complete a 70% of an average score (3 or above) on all total performance assessments within the semester may fail their senior experiential course.

E*Value™

Preceptors and students are required to utilize E*Value™, an internet based tracking system, for completion of assessments. In addition, students are also required to complete course assignments such as weekly logs, reflections, and other items assigned by the Director of Health

Sciences Experiential Education. It is not the responsibility of the preceptor to monitor student information on E*Value™. However, students may request mentoring on projects that are stored within E*Value™. In addition, preceptors have access to student self assessments in order to assist the student with planning for completion of the competencies. E*Value™ log-in information and directions will be sent to the preceptors prior to the start of the experience(s).

Overall, it is asked that the preceptor provides a mentoring educational environment for the Health Sciences students.

VII. EXPERIENTIAL SITE REQUIREMENTS

The Director for Health Sciences Experiential Education will evaluate all new sites before being approved for experiential education. If possible, this will be conducted in person. In circumstances in which sites cannot be visited in person, the site and possibly the preceptor will be evaluated via the telephone.

Students should:

- Adhere to the degree requirements of Health Sciences and their chosen track
- Exhibit professional behavior at all times
- Understand and self-monitor progress toward objectives to assure they are adequately addressed.
- Adhere to the rotation schedule developed by the Director of Health Sciences Experiential Education and preceptor of institution
- Maintain strict confidentiality at all times
- Within the standard practices of rotation site for the senior capstone, take initiative in communicating with research coordinator, patients, physicians, or other health professionals
- Complete all site evaluations and forms on E*Value™ when required
- Complete experiential program evaluations when required

VIII. FORMS AND RESOURCES

All evaluation forms are expected to be completed at the end of each experience electronically on E*Value™. A tutorial to E*Value™ will be given to students prior to the start of a senior experience. A tutorial to E*Value™ will also be conducted in the Issues in Health Sciences I course.

IX. PORTFOLIOS

All students will be asked to design and maintain a portfolio electronically on E*Value™. Each year students will add to it via class projects/assignments and on their own accord. It will be utilized during their senior capstone experience, for future career building/educational decisions, and interviewing. A resume including their experiences is required. In addition, the folio system

will be utilized for documentation of assignments, projects, and sites during the senior capstone experience. Training of E*Value™ will be conducted periodically throughout Issues in Health Sciences and Senior Experience courses.

**Note: all things within the experiential manual are subject to change*