APPE UPDATES
2018-2019
ASSIGNMENTS

- There are no REQUIRED assignments for ANY rotation type
- Requirements are PRECEPTOR driven, NOT student driven
- Preceptors may give students as many assignments to complete as they so choose during any given rotation and any given module
- Grading forms for all assignments can be found on E*Value
- Grading forms are called COURSEWORK on E*Value
- All graded assignments MUST be graded electronically, not on paper
- Students generate all Coursework, meaning preceptors will not be able to generate any grading forms in E*Value
  - Be sure to clarify with your student which assignments you want to grade so that they generate the correct grading form
ASSIGNMENTS

- Students will self-assess their performance on all coursework grading forms first before sending it to the preceptor;
  - *any self-assessing completed by the student will NOT “count” but it is meant to stimulate performance feedback as well as advising them on their ability to appropriately self-assess*

- Some assignments require documentation. Students will attach the documentation directly to the coursework grading form. You can open the document directly from the specific coursework grading form.

- If a student is graded using the same coursework grading form more than once, the score for that assignment will be averaged and appear that way on the Final Evaluation Summary.

- Preceptors will be notified via an email message from E*Value when there is something waiting for you to grade.
  - *The link in your e-mail will take you directly to your E*Value Home Page where you can access outstanding coursework forms.*
ASSIGNMENTS

- Coursework needs to be generated **accurately** by the student in order to ensure that all assignments are included in the final calculations, so please verify that the information at the top of the coursework grading form is correct.

  Correct Course/Rotation Type (taken directly from APPE schedule)

  Correct APPE Module

  Correct Assignment

  Correct Site

  Correct Time Period
ASSIGNMENTS

- Preceptors can reassign any coursework sent to them if they are not satisfied with the assignment received. There is a “Reassign” button at the bottom of each grading form.

- A list of available assignments for inpatient and outpatient rotations can be found in each respective section of the APPE manual posted on your Home Page in E*Value
  - Inpatient - pages PHM 820.9 – PHM 820.13
  - Outpatient - pages PHM 823.8 – PHM 823.15

- Elective preceptors can also give a student an assignment and can use any coursework grading forms from either the inpatient or outpatient section of the manual

- For assignments that don’t fit any of our standard grading forms, the following forms can be used
  - OUT Care Universal Assignment Evaluation (15 points)
  - INP Care Universal Assignment Evaluation (15 points)
Evaluation of Student Professionalism and Skills

- We have created a brand new electronic form called the “Evaluation Student of Professionalism and Skills” that will now be used on all rotations.

- You can look at this new form at any of the following places in the APPE manual:
  - Outpatient - PHM 823.81-PHM823.86
  - Inpatient – PHM 820.78-PHM 820.83
  - Elective – PHM 841.5-PHM841.10
  - Clinical Research/Pharm Sci Research PHM831/PHC815.14-PHM831/PHC815.19

- This form will be used both at the Interim (around week 3 of each rotation) and at the end of each rotation (around week 5)
Evaluation of Student Professionalism and Skills

- An e-mail reminder will be sent to you directly from E*Value when this form is available for you to complete.
- The students will complete a self-assessment FIRST at both the interim and final time period.
- You will be able to see how they have assessed themselves “side by side” when you complete the form with your official preceptor evaluation:
  - Student evaluation will be in yellow
  - Preceptor evaluation will be in blue
- If a student selects “Not Observed” for any skill, that will NOT carry over to the preceptor form. If a question is missing an answer it will be “Not Observed.”
- The preceptor MUST complete every question even if it appears as if the student did not.
Evaluation of Student Professionalism and Skills

- The evaluation components of this form have no numeric value. You will be assessing the student based upon the related criteria that describes the student’s performance on any given specific professionalism or skills attribute.

- The **Professionalism section** has 12 domains which are assessed as follows:
  - Does NOT Meet Expectations
  - Meets Expectations
    - *This is the initial expected level of a typical P4 student*
  - Exceeds Expectations

- ALL professionalism criteria MUST be graded (none of these items are eligible for “not applicable”)

- Each criteria has the first word **BOLDED**. The words after the bolded text are simply a guide as to what could be assessed in that category.

- If a preceptor selects any “Does NOT Meet Expectation” categories, you will have to provide written comments regarding that specific negative criteria; this is a mandatory requirement.
The Skills section has 22 domains for the core and elective rotations (this number will vary for the true research rotations).

The skills are assessed using the following scale:
- “Does Not Know” (Level: inexperienced pharmacy technician/P1)
- “Knows” (Level: pharmacy intern/P2/P3)
- “Knows How” (Level: experienced pharmacy intern/P4)
  - *This is the initial expected level of a typical P4 student*
- “Shows How” (Level: PGY1 resident or recently graduated practicing pharmacist)
- “Facilitates” (Level: experienced practicing pharmacist)
Evaluation of Student Professionalism and Skills

- There is a “Not Observed” column for skills that may not be applicable at certain sites
  - *ie: medication distribution criteria could be “NA” at an outpatient ambulatory clinical site that does not perform any actual dispensing activities*

- If a preceptor selects **DOES NOT KNOW** or **FACILITATES** for any of the skills domains, you will have to provide written comments regarding that specific negative or positive criteria; this is a mandatory requirement. The form will not SUBMIT without a comment.

- Comments can be provided for any criteria if the preceptor chooses to do so but it is just mandatory if the student achieves any of the “extremes”
Evaluation of Student Professionalism and Skills

- There are main headings within the skills section divided up as follows:
  - Communication Skills
  - Drug Information Skills
  - Pharmacotherapeutic Knowledge
  - Medication Distribution
  - Patient Care Process
  - Miscellaneous Additional Skills

- Preceptors should grade the student on as many of these skills as applicable to their rotation, site, and type
Interim report

- The interim report is a “midpoint evaluation” that does not directly impact a student’s final grade
- Students will first complete their own self-assessment
- Preceptors will see the student’s self-assessment “side by side” while completing their own official assessment of the student
  - Student questions will be in Yellow
  - Preceptor questions will be in Blue
- Preceptors can use the self-assessment to do two main things:
  - Customize the rest of the rotation according to their current strengths and weaknesses
    - ie: you may consider targeting certain assignments that will address specific skills the student needs to demonstrate improvement upon
  - Assist the student with their actual ability to appropriately self-assess
    - ie: it certainly is okay to be “different” but preceptors should review with the student any extreme differences apparent between the student and preceptor assessments
- Both positive and negative comments can be identified and a plan should be presented, if necessary, so that the student is aware of their progress early in the rotation and therefore can adapt to the feedback provided to be able to successfully complete the rotation over the remaining weeks
FINAL EVALUATION SUMMARY

- All electronically graded assignments will automatically pre-populate on the “Final Evaluation Summary”
  - *Preceptors CANNOT simply write in grades on this form as all fields are locked*

- A summary of total points EARNED based on assignments and total points AVAILABLE based on assignments selected, will calculate at the bottom of this form

- Preceptors will also be asked the following Yes/No questions at the top of this form:
  - *Student sent me a link to their RxPortfolio?*
  - *I have discussed the results of any graded assignments and the Evaluation of Student Professionalism and Skills Form with the student and he/she is aware of the justification for them*
  - *Attestation that student has completed a minimum of 240 hours while on rotation with you*

- Comments can be added at the bottom of this form regarding anything related to that student’s rotation experience with you

- **THIS SHOULD BE THE LAST FORM SUBMITTED TO E*VALUE**
GRADES

- At the end of each rotation, neither the preceptor nor the student will know the final letter grade earned on that rotation.
- Preceptors are asked to evaluate students honestly based on their overall performance.
- Students will be sent their final letter grades shortly after the rotation concludes based upon the interpretation of the preceptor’s cumulative global total feedback submitted to the school (primarily based upon the professionalism and skills form, along with any evaluated assignments). This will be systematically determined and reviewed by the corresponding faculty course coordinator of that rotation type.
- Preceptors will receive a summary of grades that their students have earned at the end of the current academic year (when they receive their summary of preceptor evaluations).
QUESTIONS/CONCERNS

■ Questions regarding the overall APPE program and it’s administration
  - **Dr. Peter M. Brody, Jr. – Director of Experiential Education** 716-645-4800, e-mail: pmbrody@buffalo.edu
  - **Kris Jordan – APPE Coordinator** 716-645-4799, e-mail: kajordan@buffalo.edu

■ Questions concerning specific courses in the APPE program
  - **Inpatient Coordinator of PHM 820 – Dr. Mary Pasko** 716-374-2890, e-mail: pasko@buffalo.edu
  - **Outpatient Coordinator of PHM 823 – Dr. Nicole Albanese** 716-645-3915, e-mail: npaolini@buffalo.edu
  - **Elective Coordinator of PHM 841 – Dr. Holly Coe** 716-645-6236, e-mail: hevahue@buffalo.edu
  - **Pharmacy Research Coordinator of PHM 831 – Dr. Calvin Meaney** 716-645-2826, e-mail: cjmeaney@buffalo.edu
  - **Pharmaceutics Research Coordinator of PHC 815 – Dr. Don Mager** 716-645-2903, e-mail: dmager@buffalo.edu

■ Technical Questions/Issues regarding E*Value
  - **Kris Jordan – APPE Coordinator** 716-645-4799, e-mail: kajordan@buffalo.edu
  - **Pam Coniglio – IPPE Activities Coordinator** 716-645-4801, e-mail: pmc23@buffalo.edu