

Indiana Pharmacists Alliance Elective Rotation

General Guidelines and Requirements

General Description:

This rotation is a nontraditional practice setting which provides the student experience in different aspects of association management by completing competencies and participating in the daily workings of the Indiana Pharmacists' Alliance (IPA).

Goal:

Understand the basic structure, mission and operations of the IPA in serving its membership and specifically the importance of professionalism and involvement in professional and leadership activities.

Rotation Hours:

1. The extern is expected to complete 40 hours per week.
2. The site operating hours are from approximately 7am-4:30 p.m.
3. The student is expected on site at 8:00 am at the latest unless the preceptor approves other times.
4. Students can take a half-hour lunch break.
5. Transportation to off-site meetings will be arranged.
6. Meetings that occur during unofficial business hours are optional.

Rotation Length:

1. The rotation is scheduled for a 4-week block.
2. During the four weeks of the rotation the student is expected to complete 160 hours of onsite hours unless the preceptor approves off-site hours.

Self-Assessment Standards:

1. The preceptor has established specific guidelines for evaluation of the extern.
2. The student must complete a self-assessment and meet with the preceptor to discuss the completed evaluation.
3. Evaluation of the extern and the preceptor/site should occur as desired but should formally occur mid-rotation and at the end of the rotation.

Due Dates:

1. The preceptor will establish a list of projects and deadlines for each assignment..
2. Due dates may be flexible and all projects are due by the last day of the rotation with exceptions approved by the preceptor. (e.g. a project that required a survey and there were not enough responses back to complete the project.)
3. Don't wait to be asked! Take some initiative to help out around the office. The more you do the more you will learn about what IPA does for pharmacists.

Research/Computer Time:

1. The student is provided with a computer to use for research.
2. The student has email access and can check periodically throughout the day.
3. If research off-site is needed by the extern the preceptor may approve times as needed.

Student Portfolio:

1. Externs are to retain all written assignments and documentation.
2. Review with the preceptor at the beginning and the end of the rotation.
3. Students portfolios are required to have a copy of all projects undertaken during this rotation.

*This folder is in addition to what their College requires

Absences:

1. Students will be allowed two days excused (approved by preceptor) absences per University policy.
2. After two days of excused absences the student is required to make up the hours missed. The final grade will be held until completion of these hours.

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Activities:

- Extern should be familiar with the organization. (**Mission statement, history**)
- Extern should review the web site thoroughly
- Different times of the year will dictate what the student will be doing on this rotation.
- Extern will be required to write at least one article for the newsletter.
- Extern should be familiar with what the organization does for pharmacists.
- Extern should participate in lobbying activities when legislature is in session.
- Extern needs to display professional communication skills.
- Externs will be required to perform multiple tasks at once. Time management is the key to success.
- Extern will be required to attend meetings that occur during the rotation.
- Extern may be asked to give one presentation required.

Dress Code:

Follow the rotation manual dress code set by the University.

The preceptor may approve/allow for business casual.

Dress may change on a day-to-day basis depending on what is going on during the day.

Grading:

Student grades will be evaluated based on the College Grading Criteria.

The extern should be familiar with the following eight competencies. The following eight competencies together work toward advancing the role of the pharmacists in pharmaceutical care.

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Professional Competencies

Professional Competency 1.0

The student thoroughly understands the history and daily operations of the Alliance, including but not limited to, membership, finances, legal considerations, staff development, governance, and organizational structure.

- 1.1 Review the Alliance's mission statement, which is located on the web site.
- 1.2 Review the history of the current structure of the Alliance.
- 1.3 Review organizational and governance charts with the Alliance staff.
- 1.4 Review financial resources with the staff.

Professional Competency 2.0

Understand the importance of the Alliance's associated companies and the significant role they have in the Alliance mission.

- 2.1 Review with staff the membership structure of the Alliance
- 2.2 Attend a Board meeting or discuss a board meeting agenda with the staff.
- 2.3 Discuss the importance of pharmacists' contributions.
- 2.4 Discuss marketing activities associated with the Alliance.
- 2.5 Describe the Alliance for-profit activities.

Professional Competency 3.0

Understand the importance of educating patients as well as other health care providers about the role of the pharmacist.

- 3.1 Review patient education materials provided by the Alliance.
- 3.2 Discuss or participate in interprofessional education opportunities.
- 3.4 Report weekly on pharmacy- or health-related internet searches.

Professional Competency 4.0

Better understand the legislative and regulatory process, specifically as it relates to the pharmacy profession.

- 4.1 Participate in lobbying activities if legislature is in session
- 4.2 Attend a meeting of the Indiana State Board of Pharmacy or discuss a meeting agenda.
- 4.3 Attend a legislative committee meeting or review and discuss with staff the Alliance's current Government relations plan.
- 4.4 Discuss with the staff elements of Alliance's government relations program.
- 4.5 Discuss with the staff the governmental agencies which impact the pharmacy profession.

Professional Competency 5.0

Understand the policy development process.

- 5.1 Review Alliance policies and resolutions
- 5.2 Identify one issue for policy development or revision.
- 5.3 Understand the Alliance's policy-making process.

Professional Competency 6.0

Contribute to an association publication.

- 6.1 Identify a topic and write an article to be published in an association publication. This may include writing the entire newsletter.

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Professional Competency 7.0

Identify all aspects of the continuing education process, including ACPE requirements for approval and board of pharmacy requirements for re-licensure.

7.1 Review the process to be an ACPE-approved provider of continuing pharmaceutical education.

7.2 Review the process of obtaining CE credit for a program.

7.3 Identify a topic for a continuing education program.

7.4 Review the CE requirements for re-licensure from the Indiana Board of Pharmacy.

Professional Competency 8.0

Recognize the importance of professionalism and leadership, specifically as they relate to pharmacy and the health care field.

8.1 Describe the committee structure and leadership path within IPA.

8.2 Describe the Alliance's interaction with national pharmacy organizations

8.3 Describe the Alliance's interaction with other health care organizations.