

First Day of Rotation

Orientation, policies, responsibilities and expectations, handouts

- I. Hospital orientation (Also work with the Human Resources department)
 - A. Discuss with students business hours, lunch, breaks, parking, emergency phone numbers, and emergency codes. Discuss professional interactions and attire.
 - B. Walk students through the hospital, show main pharmacy
 - C. Introduce students to staff
 - D. Security standards

- II. Policies/Procedures

Discuss with students rotation policies, emphasizing what will be expected of them including daily activities and responsibilities. Generally, students are expected to review charts and follow assigned or chosen patients during entire hospital admission. In addition, preceptor may elect to set up an hour each day of rotation to discuss various topics with students. It may be helpful to provide students with a list of competencies that preceptor hopes for student to achieve at the end of the rotation.

The following materials are usually given to students on the first day of rotation.

- A. **Syllabus**
- B. **Activities Checklist**

It may be useful for a student to have an activities checklist that will help him/her stay on track with assigned projects and readings.

- Also consider activities in technology, pharmaceuticals, calculations, medication reconciliation, P&T, and patient counseling.

- C. **Goals and Objectives**

The following is a sample list of goals and objectives that student needs to achieve during the rotation

- Therapeutic Specific
- Administrative (e.g. P&T overview)
- Career laddering (e.g. ASHP Residency)
- Med Safety

- D. **Timeline/schedule**

E. **Weekly topic discussions and assigned readings**

Preceptor elect to provide students reading materials such as articles from medical sources that will help students to prepare for topic discussions.

F. **Projects**

The following is a proposed list of projects that preceptor may want student to complete

G. **Grading**

This is a proposed grading criteria. Grading criteria usually set by College of Pharmacy.

H. **Competencies**

This is a list of proposed minimum competencies that student needs to achieve at the end of the rotation

III. **Monitoring form**

Ask students to prepare a monitoring form that will allow them to follow patients during the course of admission.