

UA College of Pharmacy - Checklist for All Rotations

Student initials	Preceptor initials	Date	Description
(or indicate N/A)			
1. Site specific requirements/orientation			
			a. Nametags
			b. Dress code
			c. Orientation procedures
			d. Documentation requirements
			e. Work/meeting schedule - When possible, students are encouraged to attend departmental meetings, in-services, and other pertinent activities at the site. These may occur outside normally scheduled hours.
			f. Tour of facility, preferably first day
2. Preceptor/student interaction			
			a. Discussion of rotation goals/objectives and expectations of students, preferably in the first days of the rotation. Goals/objectives for required rotations are in the rotation manual, and should be followed within the capabilities of the individual rotation site. Rotation experiences may be tailored to match a student's individual experience and needs.
			b. Continuing discussion of topics pertinent to rotation goals - recommended minimum of five hours per week. Students should be prepared to participate fully in the discussion.
3. Rotation project – It is highly recommended that student does project to benefit pharmacy services at the rotation site.			
			a. Selection of project, within first two weeks of rotation
			b. Completion of project and evaluation by preceptor
4. Rotation presentation – At least one presentation is required per rotation. Through the rotation year, students should gain experience with formal patient presentations as well as presentation of topics. The type of presentation and requirements regarding use of audio/visual media and handouts are at the discretion of the preceptor and resources available at the rotation site.			
			a. Identification of topic
			b. Time/location arranged, invitation to other pharmacy staff when possible
			c. Presentation completed and evaluated by preceptor
5. Longitudinal Drug Information – Students are responsible for ensuring that Longitudinal DI course requirements are satisfied. Preceptors are asked to grade assignments completed during their rotations. Questions regarding these activities should be directed to the course coordinator for Longitudinal DI.			
6. Evaluations/end of rotation			
			a. Mid-point preceptor evaluation of student
			b. End of rotation evaluation of student and grade posted on line by preceptor
			c. Student evaluation of preceptor posted on line.
			d. Report of rotation hours signed by preceptor and submitted to COP