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- [PollEv.com/tlynns](https://pollev.com/tlynns)
- Text TLYNNS to 22333 once to join

# **PRECEPTING IN ALABAMA: SCHOOL OF PHARMACY EXPECTATIONS/REQUIREMENTS & STATE BOARD LAWS/RULES**

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EXECUTIVE DIRECTOR OF EXPERIENTIAL PROGRAMS  
ASSOCIATE CLINICAL PROFESSOR OF PHARMACY PRACTICE  
AUBURN UNIVERSITY HARRISON SCHOOL OF PHARMACY**



# DISCLOSURE STATEMENT

Programming offered by **Auburn University Harrison School of Pharmacy** shall exhibit balance, providing the audience information of different perspectives from which to develop an informed professional opinion.

I, **Lynn Stevenson**, have no actual or potential conflict of interest in relation to this program.

# How long have you been a preceptor?

I've never precepted  
student pharmacists

Less than 1 year

1-5 years

6-10 years

11-15 years

More than 15 years



# Why are you a preceptor or why do you want to become a preceptor?

# OBJECTIVES FOR TODAY'S PRESENTATION



- ▶ Describe school requirements and expectations of preceptors
- ▶ Describe ALBOP requirements for preceptors and training sites
- ▶ Describe preceptor qualifications, training and certification
- ▶ Summarize practical training program standards

# Expectations of preceptors & training sites

# EXPECTATIONS OF PRECEPTORS

## Teach

students to be a responsible pharmacist

students to do what you do

- students should not be an extra technician
- involve them in the activities/responsibilities of being a good pharmacist
  - manage personnel
  - counsel patients under proper supervision by pharmacist
  - function as part of a team
  - communicate with other health care professionals

## Be

a positive role model



# EXPECTATIONS OF SITES/PRECEPTORS



Provide guidance, structure and honest/constructive feedback (verbal, written, frequent)

Midpoint evaluations-requirement based on Accreditation Standards

Final evaluations

Schedule time to review evaluations with students at midpoint and end of rotation



Keep all student information confidential



Explain what/why/relevance



Allow periodic site visits by the schools for quality assessment/compliance with accreditation standards



Participate in preceptor development programs

# SUGGESTIONS FOR SUCCESS

Provide a structured learning experience that are interactive

Preceptors/teachers should give:

- Very specific instructions
- Frequent feedback
- Explanation of relevance

Rules strictly enforced

- Hold students accountable

Set clear expectations to minimize/avoid conflicts

# STUDENT FEEDBACK

- ▶ Regional meetings with Executive Director
- ▶ Students find the following things beneficial to them:
  - ▶ Orientation for students at beginning of rotation
  - ▶ Syllabus for the rotation
  - ▶ Schedule/calendar of student activities at beginning of rotation
    - ▶ Daily patient care assignments
    - ▶ Dates/Deadlines for assignments

# BEING A PRECEPTOR FOR AUBURN OR SAMFORD

- Preceptors are “affiliate faculty” at universities
- Must be willing to *teach* pharmacy practice and *assess* student performance and provide feedback
  - Preceptors are **teaching** 1 – 5 credit hour courses for academic credit
- Develop rotation specific learning objectives/activities
- Complete ACPE-required documents for file with the university (application, CV)
- Provide syllabus to students at beginning of each rotation
  - Syllabus templates available from Experiential Programs

# AFFILIATE FACULTY APPOINTMENT PROCESS

- ▶ For Auburn
  - ▶ Preceptor application
  - ▶ CV or resume´
  - ▶ Pharmacy school transcripts
    - ▶ Auburn grads do not need to request transcripts
    - ▶ Grads from other schools of pharmacy will need to request transcripts (official copy)
- ▶ Reviewed and approved by:
  - ▶ Pharmacy Practice Department at school
  - ▶ Provost office at AU

## IF YOU CHANGE PLACES OF EMPLOYMENT...



Notify ALBOP within 10 days of the change



If precept for schools, notify them as well

# PRECEPTING SCENARIO

You are precepting a P4 student on a community pharmacy rotation. The student has been tardy multiple times and missed one day due to illness. When the student is at the rotation you have noticed that their baseline medication knowledge is not where you would expect it to be for a student at this point in their education/training. The student also has some issues with lack of initiative.

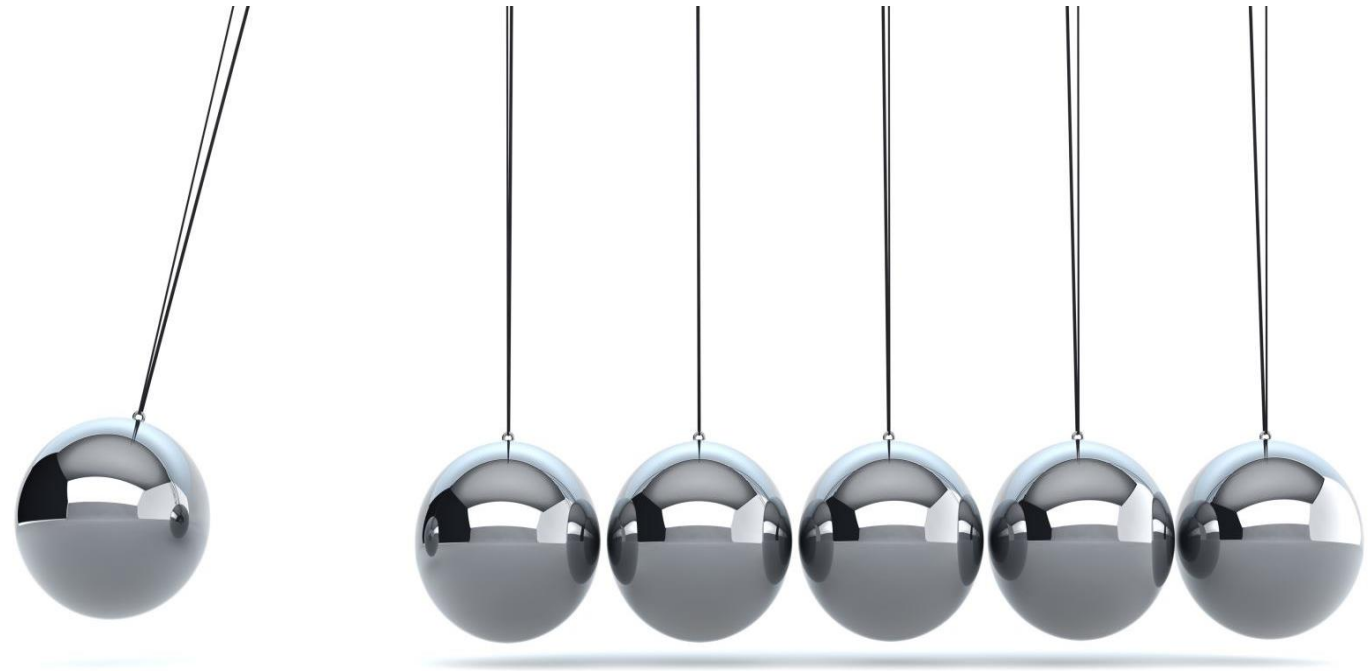
What should you do as the preceptor of this student?

# PRECEPTING SCENARIO

- ▶ Address the concerns/issues with the student when they occur
  - ▶ Set clear expectations at beginning of rotation
  - ▶ *“I’ve noticed that you have been late a couple of times this week and were out sick one day. Is something going on that is preventing you from getting to the rotation on time that I can help you with moving forward?”*
    - ▶ Remind student of the expectations
- ▶ Provide frequent feedback on performance
  - ▶ Point out the areas of knowledge deficiency you have identified
- ▶ Complete a written midpoint evaluation in CORE/E\*Value
- ▶ Help the student develop a plan for improvement
  - ▶ *Review certain medications/classes (Top 300 drugs in Access Pharmacy)*
- ▶ Contact Experiential Programs if student does not improve



# ACTIVITY



# ACTIVITY



**Take 5 minutes to complete one of these activities**

- Develop a weekly schedule for your rotation
- Develop 3-5 learning objectives/activities for your rotation
- Identify new learning activities for students
- Identify interprofessional activities for students



# LAWS & RULES FOR PRECEPTORS & SITES

# REFERENCE FOR ALBOP'S STATUTES/RULES

Title 34 Chapter 23, Code of Alabama 1975-Practice of Pharmacy Act 205

- Section 34-23-50: License and Permits-Required
- Section 34-23-53: Training program for candidates for licensure
- Section 34-23-72: Internship training sites
- Section 34-23-73: Preceptor qualifications

680-X-2 Practice of Pharmacy, Alabama Administrative Code 680

- 680-X-2-.09: Training for preceptors
- 680-X-2-.16: Practical training programs standards

# TERMS



Extern-candidate prior to graduation (P1, P2, P3, P4 student pharmacists)



Intern

- 1) Qualified applicant awaiting licensure examination
- 2) Graduate who is completing practical experience for licensure
- 3) Individual currently licensed to practice under direct supervision of a pharmacist and is satisfactorily progressing toward licensure

# INTERNS/EXTERNS

- ▶ Extern registration limited to those actively engaged in meeting academic or practical experience requirements for licensure
  - ▶ Must not be absent from school more than 2 consecutive semesters or 3 consecutive quarters
  - ▶ Must have completed 2 academic years in pre-pharmacy and be attending classes in 1<sup>st</sup> professional year of an approved school of pharmacy
- ▶ Interns or Externs shall report their place of employment or any change to the Alabama State Board of Pharmacy within 10 days
- ▶ Must be under immediate, direct supervision of licensed pharmacist at all times
- ▶ 680-X-2-.16

# IMPORTANCE OF SUPERVISION

Supervision: Preceptor shall be in personal contact with and be giving professional instructions to extern/intern at all times

Extern/Intern must be under immediate direct supervision of a registered pharmacist on the premises at all times

- 680-X-2-.16 Practical Training Program Standards

# PRECEPTOR QUALIFICATIONS

Section 34-23-73 (<http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/34-23-73.htm>)

Willingness to serve as preceptor

Approved by the Board

- Preceptor license with Board

**OR**

- Approved preceptor of the school of pharmacy

Be willing to cooperate with Board

- Develop necessary training requirements
- Provide appropriate documentation

Certify to Board the commencement and completion of training period

Report to Board, as requested, on progress of any extern/intern under their supervision

Assure that each intern/extern receives proper training according to Board objectives for practical training



# PRECEPTOR TRAINING/CERTIFICATION

680-X-2-.09 (updated in February 2021)

Must be a licensed pharmacist for a minimum of 2 years

Must complete 2 hours of initial preceptor training approved by the ALBOP

- Email preceptor application to **Dr. Anne Marie Nolen** ([anolen@albop.com](mailto:anolen@albop.com))

Non-curricular precepting (work hours as an intern/extern)

- Preceptor license with ALBOP required
- Renewal requires completion 2 hours of ALBOP approved training every 2 years in sync with renewal of pharmacist license

Curricular precepting (school rotation hours for students)

- Preceptor must be an approved preceptor of the school with an affiliate faculty appointment with university
  - *The Board will accept hours from preceptors approved by the School of Pharmacy for the training of their students as part of the curriculum. (680-X-2-.16 (2))*
- Must participate in regular and ongoing preceptor development training provided by the School

# CURRENT PRECEPTORS

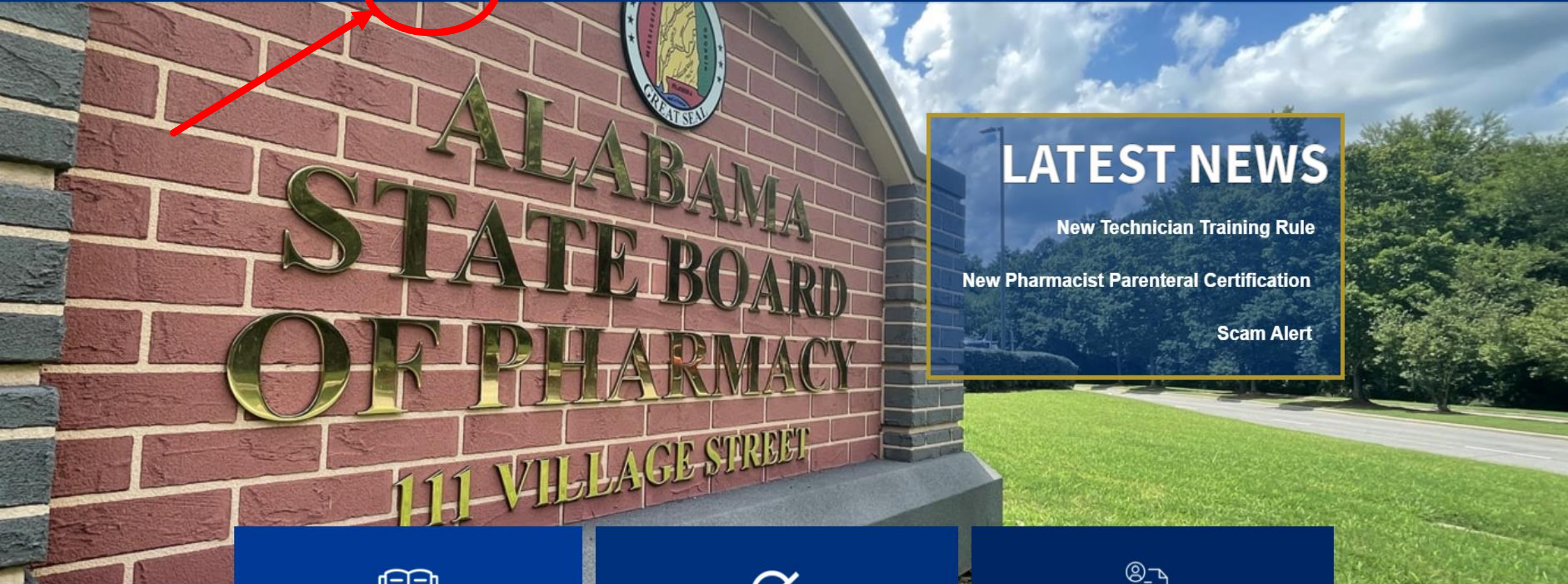
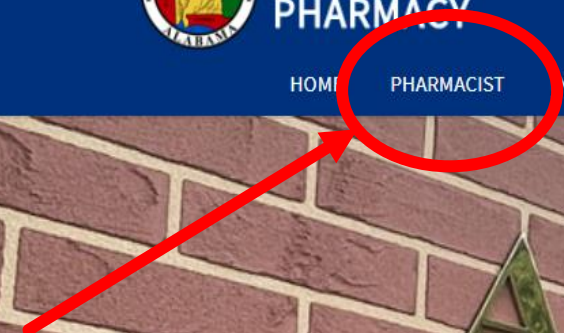
- ▶ **All** preceptor licenses with ALBOP will **expire**  
**12/31/2022**
  - ▶ Renewal now in sync with RPh license expirations
- ▶ Preceptors will need to provide the Board with documentation that you have completed **2 hours** of ALBOP approved preceptor training **by 12/31/2022**





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- FACILITIES
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# ALBOP PRECEPTOR APPLICATION

## Preceptor

[CLICK HERE FOR PRECEPTOR CERTIFICATION APPLICATION](#)



In accordance with Section 34-23-73, in order to be approved as a preceptor, a Pharmacist must have been licensed to practice pharmacy for a minimum of 2 years and complete an initial 2-hour board approved preceptor training program.

All pharmacists who have been approved by ALBOP as a preceptor must complete a 2-hour training seminar for preceptors each renewal cycle or be approved by the School of Pharmacy for curriculum hours (a full-time faculty member of a school of pharmacy). Such training seminar shall have prior approval of the Board.

Please note that externship/internship may be acquired only under the supervision of a preceptor who may supervise no more than three (3) externs/interns at any one time.



Email application to  
Dr. Anne Marie Nolen  
at [anolen@albop.com](mailto:anolen@albop.com)

**ALABAMA STATE BOARD OF PHARMACY**

111 Village St.  
Birmingham, AL 35242

**PRECEPTOR APPLICATION**

Name: \_\_\_\_\_ License Number \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Have you been licensed to practice pharmacy at least two (2) years? \_\_\_\_\_

Name/Address of employer: \_\_\_\_\_  
\_\_\_\_\_

Are you employed on a full time basis? \_\_\_\_\_

Have you ever appeared before the Board for any type violation? \_\_\_\_\_

**Any change in employment must be reported to the Board promptly.**

Section 34-23-73, Title 34 Chapter 23, Code of Alabama 1975 states "Every pharmacist serving as a preceptor shall have expressed a willingness to serve as a preceptor. Pharmacist preceptors shall be approved by the board and shall be willing to cooperate with the board in developing the necessary training requirements and shall provide appropriate documentation to the board. Each preceptor shall certify as to the commencement and completion of the training period and may make recommendations to the board concerning the competency of his or her trainee. The preceptor shall report to the board from time to time as requested on the progress of any intern or extern under his or her supervision. It shall be his or her responsibility in a supervisory capacity to see that each intern or extern receives proper training under the objectives of the board for this practical training program."

Paragraph 6, Rule 680-X-2-.16, Title 34 Chapter 23, Code of Alabama 1975, states, "Internship may be acquired only under the supervision of preceptor who may supervise no more than three (3) externs/interns at any one time."

In signing this application, applicant agrees to abide by the above conditions.

Date attended Seminar: \_\_\_\_\_ Signed: \_\_\_\_\_

# INTERNSHIP TRAINING SITES

- ▶ Site must be managed so that the intern is provided **ample opportunity to meet the training requirements established by the Board.**
- ▶ Site must employ or have an arrangement with a **pharmacist who is registered as a preceptor with the Board.**
- ▶ Section 34-23-72  
(<http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/34-23-72.htm>)
- ▶ **Pharmacy Internship Training Agreement**
  - ▶ A site which meets qualifications of the Board may be approved for internship training
  - ▶ Clinic sites or sites outside of Alabama that are not licensed by the Board of that state require an internship training agreement with the Alabama Board (i.e., Indian Health Services, clinics with no pharmacy on site)
  - ▶ Form available at [www.albop.com](http://www.albop.com)

# Pharmacy Internship Training Agreement

For non-licensed training sites





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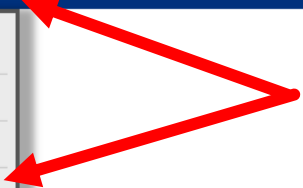
▲ INTERNS

- [Interns New Application](#)
- [Pharmacy Internship Training Agreement \(TO BE COMPLETED BY NON-LICENSED PHARMACIES\)](#)
- [Duplicate License/Registration Request](#)
- [Practical Training / Internship Report](#)
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- FREQUENTLY ASKED QUESTIONS
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- COMPLIANCE TIPS
- LICENSE FEES
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- HELPFUL SITES





AGREEMENT BETWEEN \_\_\_\_\_, \_\_\_\_\_  
(Name of Facility) (City)

AND THE ALABAMA STATE BOARD OF PHARMACY

The purpose of this agreement is to provide a means for \_\_\_\_\_  
Pharmacy to conduct a fully accreditable Internship Program for pharmacy  
students/graduates.

REFERENCE: Code of Alabama 1975 Title 34 Chapter 23 (as amended)

The Alabama State Board of Pharmacy grants \_\_\_\_\_  
Pharmacy all the rights and privileges of a Pharmacy approved by the Board for Internship  
Training in accordance with §34-23-72, Code of Alabama 1975.

The \_\_\_\_\_ Pharmacy agrees to operate its pharmacy  
and conduct its Internship Program in conformity with the Code of Alabama, as applicable,  
and to offer its full cooperation to the Alabama State Board of Pharmacy and insure that all  
applicable provisions of the Code are being met. The \_\_\_\_\_  
Pharmacy agrees to cooperate with the State Drug Inspectors in carrying out their duties,  
outlined in §34-23-3, where related to the Internship Training Program for pharmacy  
students/graduates, and further agrees to report any violations and discrepancies occurring  
in the Internship Training Program to the Alabama State Board of Pharmacy and the  
Reservation's Director of Pharmacy. The Reservation's Director of Pharmacy will take  
appropriate action to insure that the \_\_\_\_\_ Pharmacy  
conforms to all applicable provisions of the law. No other section of §34-23-3 will be  
applicable.

A copy of Code of Alabama 1975, Title 34 Chapter 23 (as amended) is attached to and made a  
part of this agreement.

This agreement may be terminated by either party upon thirty (30) days notice in writing.

Date \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Donna Yeatman-Executive Secretary  
ALABAMA STATE BOARD  
OF PHARMACY

\_\_\_\_\_  
(Signature of Director of Pharmacy)

\_\_\_\_\_  
(Please print name/title)

\_\_\_\_\_  
(Name of Facility)

\_\_\_\_\_  
(Mailing address)

# CANDIDATE TRAINING PROGRAM

- ❑ Requirements for licensure
- ❑ Practical training program prescribed by the Board
  - ❑ National accreditation standards
- ❑ Reporting forms available from the Board
- ❑ Approved preceptor in an approved site
- ❑ Should keep records of all professional experience gained
- ❑ Board may accept internship affidavits from other states as long as the requirements are no less than those of NABP
  - ❑ Hours worked in other states
  - ❑ School curriculum hours completed in other states accepted by ALBOP

Section 34-23-53:

(<http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/34-23-53.htm>)



# PRACTICAL TRAINING PROGRAM STANDARDS

- Externship/Internship
- Minimum of 1500 hours required for licensure
  - College structured (school rotations) or non-structured (employed)
  - 400 traditional hours must be obtained **after completing requirements of 2<sup>nd</sup> professional year**
    - Emphasis on distribution of medications, prescriptions & medical supplies
    - Within HSOP curriculum: APPE community pharmacy and health system practice (HSP) rotations, IPPE institutional
- Minimum 4 hours/week (no less than 1-hour increments)

# COLLEGE-STRUCTURED PROGRAM

- ▶ Upon graduation, school will certify that each student has completed at least:
  - ▶ **1100 clinical hours**
  - ▶ **Any traditional hours**
  - ▶ Obtained within the practice experiences of the school's curriculum

# PRACTICAL TRAINING PROGRAM STANDARDS



Supervision by a registered pharmacist at all times



Hours must be acquired only under the supervision of a licensed preceptor or approved preceptor of the school



No more than 3 externs/interns at one time for each preceptor

# Externs/Interns can do which of the following?

Provide immunizations **A**

Counsel patients **B**

Perform the final check of  
a prescription order **C**

Enter prescription orders  
into computer system **D**

Contact physician to clarify  
a prescription order **E**

# REPORTING OF PRACTICAL TRAINING



School curriculum (rotation)  
hours approved by  
preceptor in CORE

Approved preceptor of the  
school



“Intern/extern work” (non-  
curricular) hours  
Hours **do not** need to be  
reported to the ALBOP

Preceptor certificate with  
the Board



# WHAT DO YOU NEED TO DO AFTER TODAY'S PROGRAM

## Previously, licensed as a preceptor with ALBOP

- No new application is required; just make sure you complete the post-evaluation
- If more than a year since last licensed as preceptor, may need a new application with the Board-CONTACT LYNN MARTIN

## First time licensure as a preceptor with the ALBOP

- You will need to complete the preceptor application to be sent to the ALBOP
- Make sure you complete the post-evaluation

# Preceptors in Alabama who have externs/interns working for them are required to:

Complete a 2 hour ALBOP-approved preceptor training program every 2 years

Precept no more than 3 externs/interns at one time

Complete an initial 2 hour ALBOP-approved preceptor training program

Be a licensed pharmacist for at least 2 years

All of the above

# Preceptors who train students only in school rotations are required to do which of the following?

- Be approved as a preceptor by the school
- Complete an initial 2 hour ALBOP-approved preceptor training program
- Be willing to evaluate student performance and provide feedback to student
- Participate in/complete ongoing preceptor training provided by the school
- Teach students to do what they do as responsible pharmacists
- All of the above



**John is precepting Sue, an intern who is working for him after graduation. John asks Sue to open the pharmacy for him one morning so that he can go to an appointment. Is it appropriate for John to ask Sue to do this?**

Yes

No

Unsure



## In summary

- If a new preceptor, complete the preceptor application on the Board's website and send to Dr. Anne Marie Nolen ([anolen@albop.com](mailto:anolen@albop.com))
- If you are a current preceptor who is renewing your preceptor license with the Board, you will need to provide the Board with documentation that you have completed 2 hours of ALBOP approved preceptor training.
- Preceptor licenses expire on 12/31/2022 (with your RPh license)

## QUESTIONS/DISCUSSION

INTERESTED IN BECOMING A PRECEPTOR FOR  
HARRISON SCHOOL OF PHARMACY?

CONTACT [LYNN.STEVENSON@AUBURN.EDU](mailto:LYNN.STEVENSON@AUBURN.EDU)

334-844-4329