

Procedures of the University of North Texas Health Science Center	
Out of Area Request	

Application of Procedure. This procedure applies to the University of North Texas System of College of Pharmacy (UNTSCP) Pharm.D. students enrolled in the summer Introductory Pharmacy Practice Experience (IPPE) or Advanced Pharmacy Practice Experience (APPE) courses.

Purpose:

Student rotation availability is routinely sought by UNTSCP so that IPPE and APPE rotations occur within the Dallas/Fort Worth region (DFW) of Texas. Upon request, out of area rotations will be considered provided there are extenuating circumstances and the student has identified and provided site and preceptor contact information. For an out of area rotations to be scheduled, the institution and UNTSCP must have a fully executed affiliation agreement. Newly affiliated institutions must be committed to excellence and demonstrate a record of achievement in their specified area of specialty.

Requirements:

- Students are to declare their intent for an out of area APPE rotation as early as their 2nd year and as late as end of fall semester in 3rd year in order to request an out of area rotation.
- Students are to declare their intent for an out of area summer IPPE rotation as early as November and as late as January prior to the summer semester.
- Students must submit an application form explaining extenuating circumstances which will be evaluated by a committee to determine eligibility along with supporting documentation of site and preceptor information for the out of area rotation.
 - Each student's situation will be assessed on a case by case basis.
- Clinical sites are limited to domestic requests for IPPE and required APPE rotations.

Student Responsibilities:

- Students are fully responsible for:
 - Locating their own preceptor and site rotation
 - Relaying information on the preceptor/site to the UNTSCP to determine if the rotation fits the required criteria of a rotation
 - Complete the APPE Rotation Planner including the site name, address, preceptor, and ranking or provide this information on the Out of Area Request Form in Section II
 - Compensating for the expenses incurred for relocation including, but is not limited to, travel and housing
 - Obtaining an intern license for the specified state for an out-of-state rotation
 - Locating testing site and proctor if rotation has end of rotation exam and student is unable or unwilling to travel back to campus for exam

- Student provides completed Pharmacy End of Rotation Exam Proctor Agreement Form (attached to procedure) to SEAS.
- Compensating for expenses incurred for out of area testing and proctor services

Experiential Director/SEAS Responsibilities:

- Director reviews request and contacts site/preceptor to determine that UNTSCP rotation needs can be delivered and met by site/preceptor.
- SEAS contacts site representative to initiate affiliation agreement and works with site representative to negotiate agreement between UNT Legal, UNTHSC Contract Administration and UNTSCP.
- Upon fully executed affiliation agreement, SEAS receives site and preceptor information including availability, adds to rotation management system and assigns student.
- SEAS provides completed Proctor Agreement Form to Testing Services.

Testing Services Responsibilities:

- Testing Services confirms with proctor the ability to administer the electronic exam and abide by instructions listed on the Proctor Agreement Form.
- Testing Services provides code to proctor for exam via email.

Procedure:

1. Student will locate their own preceptor and site rotation prior to their out of area rotation request.
2. Student will declare their intent for an out of area APPE rotation and turn in an application form request during their 2nd or by fall semester of 3rd year. Student will declare intent for an out of area summer IPPE rotation and turn in application form request as early as November or late as January before the summer semester (May).
3. UNTSCP experiential director with assistance from SEAS will determine the appropriateness of the preceptor/site as it corresponds with the requirements of the program and the institution.
4. After the preceptor/site has been approved by the appropriate experiential director, UNTSCP SEAS will begin the process for affiliation agreement.
5. After completion of a fully executed affiliation agreement and any other requirements, such as out of state intern licensure, the student will be assigned an out of area rotation.
6. After completion of Proctor Agreement Form and confirmation by Testing Services, the student will be able to test out of area for an out of area rotation if that rotation has an end of rotation exam.

Appendices:

Out of Area Rotation Request Form

Pharmacy End of Rotation Exam Proctor Authorization Form

APPE Rotation Planner for Out of DFW Placements