

<b>Procedures of the University of North Texas Health Science Center</b>	<b>Chapter # 7</b>
<b>SCP – APPE Attendance and Required Hours</b>	<b>Student Affairs, Education and Funding</b>

**Application of Procedure.** University of North Texas System College of Pharmacy (UNTSCP) students.

**Definitions.**

1. **Student.** A student enrolled in the PharmD curriculum in the UNTSCP.
2. **Preceptor.** The preceptor is a teacher or instructor who guides, trains and supervises a student during an experiential rotation in the PharmD curriculum of UNTSCP.
3. **APPE.** Advanced Pharmacy Practice Experience (APPE) is an experiential rotation that occurs in the final year of the PharmD curriculum that is 6 weeks in length and at least 240 hours.
4. **Planned Absence.** A planned absence refers to a student requesting time off from a rotation in order to attend and/or present at national or state organization meeting, to interview for residency or employment position or to observe a recognized religious holiday. A planned absence is an excused absence of up to 16 hours (2 eight hour days) per rotation.

**Procedures and Responsibilities.**

1. Students are required to complete a minimum of 40 hours per week. Daily start and end times will be set by the preceptor after consultation with the student. Students are required to complete a minimum of 240 hours for each APPE rotation. Hours for each rotation will be verified by the preceptor in experiential education course management program and reported to the Texas State Board of Pharmacy by the Office of Experiential Education.

**Responsible Party:** Student, Preceptor and Office of Experiential Education

2. Students will be granted time off (8 hours) for University holidays of Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, New Year’s Day, and Martin Luther King Day. If the site observes other holidays and is closed, it is up to the discretion of the preceptor as to whether those hours must be made up or not.

Responsible Party: Student, Preceptor and Office of Experiential Education

3. Any time missed by the student from an APPE rotation shall be made up by the student at the discretion of the preceptor. The student will contact the preceptor directly by his/her preferred method of contact about any tardiness or missed day due to illness or emergency. For excessive tardiness or prolonged illness or emergency, the student will also contact the Office of Experiential Education to determine if continuation or rescheduling of experience is necessary.

Responsible Party: Student, Preceptor and Office of Experiential Education

4. For consideration of planned absence activity, the student will complete and submit an Absence Notification and Approval form to the preceptor prior to or at the beginning of a rotation. The preceptor will review the request and may approve or not approve the request. A copy of the completed form is sent to the Office of Experiential Education by the student. Any hours in excess of the 16 hours excused for the planned absence will be made up at the discretion of the preceptor. Routine medical or dental appointments and outside employment are NOT considered for planned absence requests.

Responsible Party: Student, Preceptor and Office of Experiential Education

Effective: 6-1-2016

Revised: