

728-760 Experiential Site Activity Checklist (For Both Student and Site Clinical Instructor [CI])

Date Completed	Student Initials	CI Initials	Prior to Rotation
			1. Student contacts clinical instructor 2 weeks prior to start and posts or updates student profile
			2. Clinical instructor sends map/parking/bus schedule information to student if requested
			3. Review unique health status requirements. Student should have copies of forms for sites needing actual documents.
			4. Discuss personal requirements (housing, nametag, white coat, calculator, background reading, etc.)

Date Completed	Student Initials	CI Initials	First Day/s of Rotation (arrange time to meet in uninterrupted environment)
			1. Give a schedule (hours to attend, etc.) to each other. Discuss workflow and student responsibilities. Discuss procedure to make up days missed if needed. Discuss how many professional days have been used to date & what plans the student has this block for using any professional days. <i>Review clerkship policy regarding the use of professional days.</i>
			2. Computer access, security system, paging
			3. Medical Record review and/or profile review
			4. Policy and procedures, health policy, universal precautions, and site safety issues
			5. Introduction to all pharmacy staff and other personnel (i.e., tour unit or clinic, orient to store, etc.)
			6. Location of references
			7. Review site objectives
			8. Assess student baseline knowledge and identify student interests. Discuss rotation SMART goals based on student skill and experience.
			9. Discuss conduct, ethics, and confidentiality issues
			10. Student reviews Student Performance Evaluation (SPE) History with instructor and identify student areas needing improvement

Date Completed	Student Initials	CI Initials	Continuous Throughout Rotation
			1. Have conferences at appropriate intervals between student and instructor (suggest weekly if not daily)
			2. Give immediate and specific feedback when needed or when requested
			3. Notify faculty coordinator immediately regarding students with poor attendance or performance
			4. Review assignment deadlines
			5. Share copies of assignments with clinical instructor
			6. Complete iTOFT as applicable

Date Completed	Student Initials	CI Initials	No Later Than Week 2
			1. Discuss and establish student's rotation SMART goals for the rotation and document as instructed in the general manual

Date Completed	Student Initials	CI Initials	Midway Through Rotation (arrange time to meet in uninterrupted environment)
			1. Schedule verbal evaluation stating accomplishments, problems and concerns; and new goal setting for remainder of rotation. Use Student Performance Evaluation and discuss progress.

Date Completed	Student Initials	CI Initials	Last Week of Rotation (arrange time to meet in uninterrupted environment)
			1. Fill out the rotation self-evaluation; clearly and completely document strengths and weaknesses based on the evaluation criteria
			2. Instructor discusses with student: <ul style="list-style-type: none"> • Student performance evaluation • Rotation self-evaluation • Grading record
			3. Student to complete course/site/preceptor evaluations
			4. Student to upload to Canvas: <ul style="list-style-type: none"> • DEI activity • Project presentation handout • Reflection document • Journal article review template
			5. Student to return computer access card, ID, etc.