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### **Removal from Clinical Education Site**

Any student whose clinical competence and/or attitudes and behaviors are sufficiently deficient or inappropriate so as to warrant removal from a clinical site prior to the completion of the clinical education experience will receive a failing (F) or unsatisfactory (UN) grade for that experience. Both the appropriate Clinical Education Coordinator and the clinicians/administrators of the practice site have the authority to remove students from the practice site if their clinical performance or their behavior compromise patient safety or they are disruptive to staff and/or clinic operation. Required courses in which grades of F or UN are earned must be repeated at the student's expense in order to graduate. Students are urged to contact their Clinical Education Coordinator at the first sign of difficulty to that problems can be addressed and resolved in a timely and professional manner.

### **Pharmacy Students on Clerkship**

1. Students will receive an orientation manual and participate in a discussion relative to clerkships prior to the beginning of their experiential program. Included in this orientation are discussions of professional conduct, confidentiality, appropriate attire, absenteeism and the grading policy. If you do not have a copy of the orientation manual that is given to students, you may request one from the Pharmacy Clerkship Coordinator.
2. The student must receive a copy of the course syllabus and objectives prior to or at the beginning of each clerkship. The orientation to each clerkship should include the expectations of the instructor for the student on the clerkship and how the student will be graded. Any deviation from the Pharmacy Standard Grading System policy must be specifically noted and shared with the student in writing.
3. Students should receive a written midclerkship evaluation for each clerkship in order to provide appropriate feedback regarding performance. This evaluation should be signed by the student and the faculty member with the student receiving a copy. The midclerkship evaluation should be the same form used for the final evaluation in order to show that the student was evaluated on the same items. Areas that require improvement should be specified. If the student is in academic difficulty (i.e., receiving a D or F), both the Associate Dean for Academic Affairs and the Pharmacy Clerkship Coordinator must be informed.
4. Any time taken off by the student due to illness, interviews, etc. should be reported to the clerkship faculty member and to the Pharmacy Clerkship Coordinator. Extenuating time off circumstances requiring a different schedule will be handled by the Pharmacy Clerkship Coordinator. The new schedule must be agreed upon in writing by the student, the faculty member, and the Pharmacy Clerkship Coordinator. The Pharmacy Clerkship Coordinator must forward a copy of the written agreement to the Associate Dean for Academic Affairs for inclusion in the student file.
5. All student grade and evaluation forms should be turned in to the Pharmacy Clerkship Coordinator no later than seven calendar days after the end of each

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clerkship. This grade reporting schedule is critical, as the School's Grade Appeals Policy gives students a maximum of three weeks after the start of the next semester in which the student is enrolled to file a formal grade appeal.

6. Questions regarding internship and/or clerkships should be directed to the office of the Pharmacy Clerkship Coordinator.

### **Occupational Therapy Student on Fieldwork**

Occupational Therapy students need to complete a minimum of 940 hours of Level II fieldwork to meet the American Occupational Therapy Association (AOTA) national standard for entry into the profession and to meet the graduation requirements of the University. Generally students are scheduled for a minimum of 470 hours over a 12 week period. It is recommended that students be allowed up to 3 days during the 12 week period for sick or emergency leave. Personal leave days are to be prearranged via written request of the Fieldwork Educator prior to the beginning of the fieldwork experience. Any personal leave is to be made up by the student for successful completion of the Level II fieldwork experience. If the student does not complete a minimum of 470 hours during the 12 week period, the fieldwork educator may elect to fail the student. Students receiving a failing or unsatisfactory grade in a Level II Fieldwork Experience will be required to complete an additional 12 week clinical experience. The hours of work on affiliation are set by the facility. The scheduling of weekly hours are individually determined by each preceptor. Work hours for clinical affiliation are not to negotiate for compressed Level II Fieldwork that involves longer work hours, but less number of weeks in the fieldwork. Time has been scheduled to insure a successful fieldwork without students burning out from extended hours. Any changes to the dates for fieldwork experience must be approved by the Academic Fieldwork Coordinator and the preceptor before the start of the fieldwork experience. The Creighton University Academic Fieldwork Coordinator is available to answer questions when necessary.