

Office of Experiential Education
UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences
APPE Scheduling and Site Placement Guidelines and Procedure

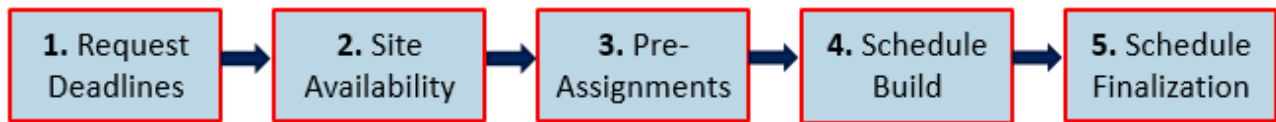
Background:

The Office of Experiential Education (OEE) has established relationships with sites that are considered “in network” and students are encouraged to identify rotations within this cluster to meet their educational needs. Informational meetings by the OEE will be provided during the P3 year to review the scheduling process and preview available APPE sites. The procedures for assigning APPE experiences are determined based on balancing the preferences of students with the preferences of practice sites, preceptors, and the OEE. The OEE reserves the right to deny student requests if the site and preceptors do not meet required programmatic standards, or affiliation agreement requirements, or if a student does not adhere to any section of the guidelines below.

Guidelines:

1. Rotation experiences are assigned through a systematic process involving student requests and applications, use of scheduling software, and OEE designated site placement.
2. The OEE does not guarantee placement into requested sites or rotation opportunities.
3. For track or pre-assigned APPEs, students are provided mechanisms to have input into the location and types of assigned APPE experiences and may submit requests or nominate for selection in accordance with deadlines and instructions as communicated by the OEE. These refer to the following:
 - VA Track or OC/LA Track rotations
 - Out-of-network, international rotation, or APPE’s requiring application
4. Students will have the opportunity to rank preferred APPE rotations during the Preference Period¹, after which the lottery process will produce the student’s schedule.
5. Although student rankings and preferences are considered, students may be placed into sites that were not ranked. Placement into these sites/rotations will be based on balancing student preferences with OEE determined need and availability.
6. The Post-Lottery Change Period² provides an opportunity for students to request changes to his/her rotation schedule. Requests will be considered in order of receipt, with the following important exceptions:
 - Any rotation assigned by application or request cannot be included in change requests
 - OEE designated rotations may be exchanged with another student, but not ‘dropped’
7. Changes to assignments are not permissible after the Post-Lottery Change Period unless necessitated by a site or preceptor, or there are significant extenuating circumstances.
8. Students may not approach or contact preceptors or practice site affiliates regarding increasing availability or changing a rotation. All schedule and placement communication will come from OEE faculty and staff.
9. Before a rotation is permitted to start, the site must be approved by the OEE and a site affiliation agreement or Memorandum of Understanding must be finalized between the experiential site and UC San Diego SSPPS.

UCSD SSPPS APPE Scheduling Process Overview



Process Steps	Approx. Times
Request Deadlines <ul style="list-style-type: none"> • <u>Requests & Application Submission</u>: Students submit Out of Network Request, Site Application, International Request • <u>Track Nominations</u>: Students nominate to participate in VA Track or OC/LA Track 	November November/ December
Availability <ul style="list-style-type: none"> • <u>Site preceptor & rotation availability</u>: Entered for the P4 academic year. 	December
Pre-Assignments <ul style="list-style-type: none"> • <u>Approved Application</u>: Out of Network Request, Site Application, International Request • <u>VA Track</u>: Students selected in VA Track for 3 core rotations: Acute Care, Hospital Practice, Ambulatory Care & 1 elective rotation (optional) • <u>OC/LA Track</u>: Students selected to place 3 or more OC/LA site rotations on schedule via software lottery 	January February February
Schedule Build <ul style="list-style-type: none"> • <u>Preference Period</u>: Students review available rotations, and rank preferences • <u>Lottery</u>: Software lottery for remaining rotations to be added considering preferences. Schedules are shared with students • <u>Post-Lottery Change Period</u>: Students request changes to their schedule electronically based on inclusion/exclusion criteria 	March March/April April
Schedule Finalization <ul style="list-style-type: none"> • <u>APPE schedule released to sites</u>: Finalized schedules are released to sites. No further changes permitted 	April

1. The “Preference Period “is defined as an allocated timeframe whereby students review available rotations, and rank the order and rotation block they would prefer to complete each rotation.
2. The “Post-Lottery Change Period” is defined as an allocated timeframe that students are permitted to submit a request to drop, add or exchange rotations assigned to their schedule.