

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS)
Office of Experiential Education (OEE)
Guideline for Experiential Education Attendance and Absence

1. Students assigned to experiential rotations are expected to attend during the days/hours **assigned by their preceptor**.
2. Medical facilities, clinics, community pharmacies, and other Introductory/Advanced Pharmacy Practice Experience (IPPE/APPE) sites may or may not observe University holidays. Students are expected to follow the schedule at their assigned experiential site and as directed by the preceptor. The preceptor should clarify student attendance expectations at the start of the rotation and is encouraged to provide a detailed calendar.
3. Students unable to attend their rotation in cases of illness or emergency must contact their preceptor via phone (or per preceptor instructions) as soon as possible. **Advanced notification of absence or tardiness is required; failure to do so may result in a Professionalism Evaluation Form (PEF) submission to the Academic Oversight Committee.** The student must also contact the IPPE/APPE coordinator via email as soon as possible and indicate their expected return.
 - a. For APPEs: Karla Barranco Marquez (kbarrancomarquez@health.ucsd.edu)
 - b. For IPPEs: Greg Marciel (gmarciel@health.ucsd.edu)
4. Conditions for excused absences for APPEs: attending professional meetings, interviews for residency/post-graduate training programs, and/or career interviews as approved by preceptor(s) in advance.
 - a. It is the responsibility of the student to organize these dates in ways to minimize the impact on their educational experiences. Students are expected to work with their preceptor(s) when planning/scheduling professional meetings and/or post-graduate training/career interviews and seek approval in advance.
 - b. An APPE student requesting to attend a professional meeting must:
 - i. Directly contact their affected preceptor(s) at least 2 weeks ahead of time, or on the first day or rotation, whichever comes first, to request excusal for meeting attendance. The request will be reviewed by the preceptor and OEE.
 - ii. Complete and submit a Planned APPE Absence Request Form **at least 2 weeks in** advance, and upload proof of meeting registration into their CORE ELMS account.
5. Missed rotation time make-up:
 - a. APPEs: A plan should be developed by the preceptor and student for the completion of missed time from the rotation **if the preceptor deems make-up**

days necessary.

- b. Community and Health System IPPEs: **All** absences must be made up to meet required IPPE hours. The preceptor and student should develop a plan to complete missed time. IPPE hour requirements for scheduled rotations are:
 - i. 190 hours in Community Pharmacy (70 hours longitudinal, 120 hours block)
 - ii. 80 hours in Health System
 - c. If missed hours must be completed outside the scheduled rotation block, the student and preceptor must coordinate with OEE.
6. If a student requires extended leave from a rotation, approval must be obtained through the Office of Student Affairs and the OEE in accordance with SSPPS policies and guidelines.
- a. Extended leaves of absences may be initiated for cases including, but not limited to, illness, support of student wellbeing, disciplinary action, and/or cases where missed rotation make-up time will not be sufficient to meet the minimum learning requirements of the rotation.