

**UC San Diego**  
**Skaggs School of Pharmacy & Pharmaceutical Sciences**  
**Office of Experiential Education (OEE) Guidelines on Disclosure and Conflict of Interest**

Required Disclosures

Students are required to disclose any conflicts of interest prior to the scheduling of experiential education when requested by OEE:

- All students must disclose a family member, including a first- or second-degree relative, or significant other who is a preceptor, supervisor, or pharmacy owner at an experiential education site where they may be scheduled.
  - “First-degree relative” includes the student’s spouse, parents and/or step-parents, siblings and/or step-siblings, and children and/or step-children.
  - “Second-degree relative” includes the student’s grandparents, grandchildren, aunts, uncles, nephews, nieces, cousins, or half-siblings.
- All students must disclose their current pharmacy employer(s) and supervisor(s).
- All students must disclose any pharmacy employers from the past where they worked in the following types of positions: pharmacy technician, pharmacy clerk, pharmacy intern, etc.

Process for Scheduling Introductory and Advanced Pharmacy Practice Experiences (IPPEs and APPEs)

- Students will not be assigned to sites where the preceptor, supervisor, or pharmacy owner is a family member or significant other (as defined above).
  - Goal: avoid any conflicts of interest related to favoritism in grading or perceived financial benefit.
- Students will not be assigned to a preceptor who is a current worksite supervisor.
  - Goal: avoid any bias for the same supervisor/preceptor when evaluating a student.
- OEE will avoid scheduling students at any site including, but not limited to corporate, hospital/health system, or community pharmacy sites (including chain pharmacies) where they are or have previously been employed, which would provide similar responsibilities, duties, and learning experiences. If a student obtains employment at a pharmacy practice site where they are also scheduled for an upcoming experience (e.g. IPPE rotation), OEE reserves the right to reschedule the student at another site, depending on rotation availability and ability of the student to engage in experiences that extend beyond their work responsibilities.
  - Goals:
    - Provide students with exposure to a variety of pharmacy settings, operations, procedures, and clinical programs.
    - Avoid concern of labor issues related to concurrent student employment and non-paid learning activity.
- If students do not comply with the required disclosures as noted in the guidelines above or in line with school policies, they may not receive credit, or receive a failing grade for an experiential education rotation and will need to make-up the experience at another site and time.