

**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 (a first-degree relative” includes the student’s spouse, parents and/or step-parents, siblings and/or step-siblings, and children and/or step-children. A “second-degree relative” will include the student’s grandparents, grandchildren, aunts, uncles, nephews, nieces, cousins, or half-siblings) or significant other who is a preceptor, supervisor or pharmacy owner at an experiential education site where they may be scheduled
  - 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 (e.g. pharmacy technician, pharmacy clerk, pharmacy intern, etc.)

Experiential Education Process

- 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
- SSPPS will avoid scheduling students at any IPPE or APPE rotation site including, but not limited to: corporate, 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.
  - Goal:
    - 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.