



PRECEPTOR RESPONSIBILITIES

1. Stimulates and motivates the pharmacy student with his/her exemplary practice of pharmacy.
2. Coordinates and supervises the activities of each student to assure that the student receives requisite experiences to meet the objectives as outlined in the syllabus. Prepares a schedule that provides for coverage of entire rotation period and offers alternatives when scheduled activities cannot be carried out.
 - a. **At the beginning of each rotation, discuss with student: syllabus, schedule, evaluation forms and expectations of the practice experience to facilitate the learning process.**
 - b. **Assures that the student tours the practice site, meets the key personnel, has computer access and completed required trainings, as appropriate.**
3. Must notify the student in advance if the responsibility of conducting or supervising any of the scheduled activities is delegated to other pharmacist. The assigned pharmacist must give the preceptor feedback of the student performance for evaluation purposes.
4. Maintains a teacher-student relationship, (not employer-employee). Must not make any form of payment to the student. The preceptor must not be assigned to a student if they are related in any way (ex: familiar, employment or close relationship, etc.). **The preceptor is responsible of notifying the Experiential Education Program about any apparent conflict in this matter as soon as she/he becomes aware.**
5. Practice sites allocation and course assignments are the sole responsibility of the Experiential Education Program. Preceptors and students are not allowed to coordinate or make any type of agreement related to practice sites allocation or course assignment without the direct involvement of the Experiential Education office. Students that approach preceptors with this intention must be referred immediately to the Experiential Education Program.
6. Assures that adequate instructional time is given to each student and that each student has a rest period between the third and fifth hour of activity. If Reasonable Accommodation required, will follow agreements as notified by the academic coordinator.
7. Will not accrue more than eight hours per day to practice hours. In cases such as sickness, maternity or extreme weather conditions, for which practice hours have to be replaced, a footnote must be included in the attendance sheet describing the corresponding arrangements.
8. Advises the student on the importance of his/her personal appearance, use of identification tag, attitudes, and professional conduct.

9. Assesses student performance in a timely manner using the course-specific evaluation instrument, mid-term and professionalism evaluations, among others. Provide regular feedback to the student, both orally and in writing.
10. Informs in a timely manner the student as well as the academic coordinator when the student fails to comply with their responsibilities.
11. Provides timely documentation of student performance through course-specific evaluations and compliance with practice hours to:
 - a. The designated practice coordinator for first, second and third professional year practice experiences
 - b. The Experiential Education Program Office for the fourth year practice experiences no later than two weeks after the student completes the practice experience, with the following exception:
 - For **Period #9**, documentation regarding evaluations and practice hours should be provided **no later than 5 days** after the student completes the practice experience.
12. Attends meetings for preceptors and the clinical faculty of the School of Pharmacy, coordinated by the Experiential Education Program.
13. Attends seminars, meetings and professional activities that will benefit him/her as well as the program.
14. Provides information in a timely manner to the Experiential Education Program Office regarding professional credentials, the practice, and availability.