

### **PRECEPTOR RESPONSIBILITIES**

- Stimulates and motivates the pharmacy student with his/her exemplary practice of pharmacy.
- Coordinates and supervises the activities of each student to assure that the student receives requisite experiences to meet the objectives as outlined the syllabus. Prepares a schedule that provides for coverage of entire rotation period and offers alternatives when scheduled activities can't be carried out.
- The preceptor 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.
- Maintains a teacher-student relationship, (not employer employee). Must not make any form of payment to student.
- 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.
- Will not accrue more than eight hours per day to practice hours.
- Advises the student on the importance of his/her personal appearance, attitudes, and professional conduct.
- Assesses student performance using the course-specific evaluation instrument, and provide regular feedback to the student, both orally and in writing.
- Informs the student as well as the Experiential Education Program Office when the student fails to comply with their responsibilities.
- Provides timely documentation of student performance and compliance with practice hours to the Experiential Education Program Office, according to established guidelines.
- Attends meetings between preceptors and the clinical faculty of the School of Pharmacy.
- Attends seminars, meetings and professional activities that will benefit him/her as well as the program
- Provides information to the Experiential Education Program Office regarding professional credentials, the practice, and availability.