

Welcome Packet for Advanced Pharmacy  
Practice Experience (APPE)

**Elective Retail Pharmacy Management**



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**VascuScript, Inc.**

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### **APPE Business and Management Rotation**

#### **Goals:**

By the end of the rotation, the student should:

1. Develop personal and professional management skills.
2. Understand how a business is maintained and advanced.
3. Gain experience in and understanding of accounting in relation to business development and analysis.

#### **Objectives:**

1. Shadow Certified Public Accountant during rotation to gain experience in and thorough understanding of the following:
  - a. Ratio Analyses
  - b. Gross Profit
  - c. Net Profit
  - d. Payroll
  - e. Sales/Labor Hour
  - f. Income statement
  - g. Balance sheets
  - h. Accounts Receivable
2. Review and understand current pharmacy policies/procedures
3. Learn how to establish and maintain new professional pharmacy relationships/partnerships
4. Perform at least one community outreach event
5. Participate in pharmacy’s finance meetings
6. Understand and participate in quality improvement efforts
7. Organize and coordinate IPPE and APPE student schedules
8. Present to pharmacy staff and students on a current topic related to rotation focus

## Standard Operating Procedures

### VascuScript Pharmacy Mission

The VascuScript pharmacy strives to be an independent community pharmacy with a focus on providing a unique combination of free in-home delivery and clinical pharmacy services. By optimizing the workflow process and establishing collaborative relationships with various inpatient and outpatient practices, the VascuScript pharmacy is dedicated to committing a minimum of 50% of their hours to clinically oriented services in addition to standard dispensing functions.

### Scheduling Expectations

As stipulated in the Advanced Pharmacy Practice Experience Program Manual, the minimum number of hours you can expect to commit on a weekly basis shall be 40 hours. Important to consider is that any of the VascuScript pharmacists may exceed 60-80 hours per week to maintain long-term relationships with their patients or collaborating practitioners. Concordantly, it should be your expectation that to meet the needs of your patients and your experiential requirements, there shall be no pre-specified maximum number of hours worked per week, nor will there be restrictions applied to weeknights or weekends.

### Pharmacist Training Modules

All training pharmacists are required to complete the three six-week VascuScript Pharmacy rotation modules. As VascuScript pharmacists in training, all students are expected to assist with daily pharmacy activities (i.e. answering phone calls, making patient calls, etc.) when in the pharmacy, regardless of their rotation's focus. VascuScript Pharmacy is a team-oriented environment; students are expected to ask for help from fellow students or rotation preceptors should they need it, and the students and preceptors are expected to assist, even if it is not the focus of their current rotation. The following are areas in which training pharmacists will gain exposure throughout the three six-week VascuScript Pharmacy rotation modules:

- a. Prescription Intake, Data Entry, and Dispensing
- b. Compounding
- c. Delivery and Mail Preparation
- d. Bariatric Surgery Medication Reconciliation and Care Planning
- e. Buffalo Medical Group Transitions in Care Medication Counseling & Reconciliation
- f. ECMC HIV Clinic Medication Counseling & Reconciliation
- g. Independent Health Care Partners Counseling & Reconciliation
- h. Mobile Primary Care Counseling and Reconciliation
- i. Drug Information Retrieval and Therapeutic Recommendations
- j. Business and Administration

Training Pharmacist Assignments

All training pharmacists are required to complete the following tasks during their time with the VascuScript Pharmacy. The assignments below are intended to be a listing of the types of assignments that you may encounter and the preceptor shall retain the right of requesting assignments to be redone or alternatively to add assignments if the quality of work is determined to be below average or poor. It shall be the training pharmacist's responsibility to create a folder with all necessary grading forms and to engage the preceptor for completion of the mandatory and preceptor selected assignments. Failure to complete an assignment on time is ultimately the responsibility of the training pharmacist.

Potential Mandatory Assignments

Assignment	Total Required	Points
Business Project	1	40

Additional Assignments

Assignment	Minimum Required
Monthly Finance Meeting Presentation	1-2
Community Outreach Event	1
Topic Presentation	1

Mandatory Sign-Offs

Assignment	Total Required
Timetable for Assignment Completion	1 (Training Pharmacist to Develop Form)
Interim Evaluation	1
Final Evaluation	1
Assignment Submission Checklist	1
Patient Documentation Form	1
APPE Portfolio	1
Subjective Evaluation	1

Ongoing Activities

Shadowing CPA

IPPE and APPE Oversight

### Tentative Schedule of Assignment Due Dates

Students are required to have 1 Business Project and Additional/Ongoing Assignments completed by the end of this rotation. It is the student's responsibility to make sure all of the assignments needed are assigned and graded. With that in mind, if you feel that something would be worth grading, please let us know BEFORE completing the task that you would like the product graded.

Tentative Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Week 1</b>	Day off	Orientation: 8:00 am with Dr. Monte				Due: Community Outreach Event Ideas	
<b>Week 2</b>	Day off			Due: Business Project Idea		Journal Club (Q/A) 7:45 am	
<b>Week 3</b>	Day off	Due: Subject for Topic Presentation		Bring Paperwork for Interim Evaluation		9:00am: Student Presentation	
<b>Week 4</b>	Day off	Business Project Due - Presentation during this week				9:00am: Student Presentation	
<b>Week 5</b>	Day off	Business Project due if revisions were needed				9:00am: Student Presentation	
<b>Week 6</b>	Day off			Journal Club (Q/A) 7:45 am	Bring Paperwork for Final Evaluation		

**Required Reading**

The article below is required reading for students PRIOR to the first day; it may have been e-mailed to you with this document. We will discuss this during your orientation on the first day of the rotation. Please come prepared so we can enjoy an engaging discussion.

Vetter, Marion, et.al. Narrative Review: Effect of Bariatric Surgery on Type 2 Diabetes Mellitus. Annals of Internal Medicine. 2009; 150: 94-103.