



Happy Spring! All of us at the University of Wyoming School of Pharmacy hope you are enjoying the change in season.

As we wrap up the spring semester, we thought we would review a couple of important processes that are integral to our program. One is an ongoing process, student evaluations of sites/preceptors/rotations, and the other is the rotation scheduling process which is currently wrapping up.

Evaluation Process

For those of you who have had our students on rotation in the past, you are probably familiar with the evaluations students complete at the conclusion of each of their rotations. These evaluations are shared with preceptors at two points during the year, once in December/January and once in May/June. These evaluations are shared in an anonymous, aggregate fashion. The intent of the evaluations is to share with preceptors what students thought went well and were of value to their learning experience, as well as what areas preceptors might want to consider reviewing to see if improvements can be made to enhance the learning opportunities at the site. Student evaluations represent an important part of the continuous quality improvement loop for rotations. After receiving student feedback, we encourage each preceptor to develop 1-2 goals relating to his/her role as a preceptor in the coming year. We are happy to discuss your evaluations with you at any time, so please feel free to contact the Experiential Program at the email address or number listed above.

Rotation Assignment Process

Those of you who have a student assigned to you for rotations in the 2021-22 academic year have already been contacted. Those who have not been assigned a student will be notified soon as we finalize any necessary schedule changes due to preceptor &/or student needs. However, we thought now would be a good time to review the entire rotation assignment process. Below is a high level explanation of the process.

1. The UWSOP Office of Experiential Education seeks rotation availability from preceptors between the months of October and January of each academic year.
2. All rotation availability information is loaded into the E*Value rotation management system for both P2 and P4 rotations. This is completed by the end of January.
3. Students are educated about the various rotation types available to them within the first few weeks of the spring semester starting.
4. By beginning to mid-February students have access to the rotation availability information and are able to preference their rotations.
 - a. P1 students preference which rotation blocks they wish to take their Intro to Community Pharmacy and Intro to Hospital Pharmacy rotations during their P2 year. They also preference the sites for their rotations, as well as when they would like to have their off month during the three months P2 rotations are offered.
 - b. P3 students also preference when and where they would like to have their required rotations (Ambulatory Care, Internal Medicine, Advanced Community Pharmacy and Advanced Institutional Pharmacy), as well as their elective rotations and their off months during their P4 year. The P4 rotation year runs typically from the end of May to mid-May of the next year.
5. By the end of February/beginning of March student preferencing ends and their selections are ran through an optimization process through E*Value. The optimization process factors each student's individual preferences, the preferences of the class as a whole, program requirements such as each P4

needs to have each of the required rotations, at least two patient care elective rotations and two off months, plus any specific requirements a site may have for taking students.

6. By mid to late March students receive their rotation schedules for review and to make requests for changes. Once change requests have been reviewed and implemented the schedules are finalized.
7. In late March or early April preceptors are notified as to when students are scheduled with them. Preceptors are given the opportunity to decline a rotation at this time due to changes in their schedules, site schedules and various other reasons. Student schedules are adjusted according to any changes made by their preceptors. At this time the School may contact you to see if you still have availability at a time you are not scheduled to have a student due to the unavailability of another preceptor or site.
8. Student schedules are considered finalized by mid-April so that the School can begin the process of onboarding students for rotations starting the next month. The onboarding process includes conducting background checks and drug screens on each student, ensuring immunizations are completed, as well as ensuring students fulfill requirements of each site they are scheduled with during the year.

As you can see there are many steps in the process to get our students ready for rotations. We greatly appreciate your patience, timely responses and understanding as we diligently work to get our P2 and P4 students assigned to and ready for their rotations each year.

Resources Available for Rotation Success

If you find yourself needing information about the UWSoP's Experiential Program, requirements for rotations, policies on rotation absences, how to confirm an intervention, how to create a syllabus, etc., please take a look at your E*Value homepage. On the right hand side of the page you will find all the information previously listed plus so much more. Of course, if you do not find the information you are looking for or need additional information, please do not hesitate to contact the Office of Experiential Education. We are happy to assist you in any way we can.

Best wishes,
The University of Wyoming Experiential Program

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