

Preceptor and Site Requirements and Responsibilities

Experiential Education Mission

The Faculty will foster high quality experiential education by recruiting, retaining and supporting exemplary preceptors in diverse practice settings throughout the province in order to provide students with optimal learning opportunities and graduate pharmacists capable of meeting the needs of society.

We have developed the following **Preceptor Requirements and Responsibilities**.

To be a preceptor*, the individual must:

- Hold an active license with the Alberta College of Pharmacy (or equivalent, for preceptors in other disciplines or in other jurisdictions) without any restrictions that may impact his/her/their ability to provide a good learning experience for a student, or no outstanding complaints that have been referred to a hearing tribunal
- Have a minimum of 1 year practice experience or Faculty consent
- Practice at a level of proficiency that enables him/her/they to guide the student to meet course requirements
- Be a role model for students by having an ethical and professional practice
 - Expectations include practicing to the highest standards as outlined by the Standards of Practice, Code of Ethics, ACP Guidelines, Ministerial Orders pertaining to pharmacy practice, and contractual obligations as it applies to third party insurance agreements (if applicable).
 - Commit to an environment free of harassment, discrimination and other inappropriate conduct.
- Have the skills, time and support available to facilitate the student's learning experience. Provide supervision consistent with the [Pharmacy and Drug Act](#). (See [ACP Guidance](#)).

In addition, primary and co-preceptors* must fulfill the following responsibilities:

- Prepare for the placement and provide an orientation early in the placement
- Facilitate opportunities for the student to fulfill course objectives
- Meet with the student at appropriate intervals to discuss course progress
- Provide regular, balanced, and quality feedback, and complete assessments of student performance
- Receive and respond to communication with faculty
- Complete training requirements (details outlined on website)

***Primary preceptor:** the individual responsible for facilitating and supervising the placement as well as completing written evaluations of the student. A primary preceptor should supervise the student at least 50% of time. **Co-preceptor:** Term applied when 2 or more practitioners share the responsibilities of the primary preceptor. It is recommended that there are no more than 3 co-preceptors.



- Disclose any conflict of interest (familial, personal, or financial), if present, with student(s) assigned to you.
- Respect student privacy as it pertains to academic records or standing and other sensitive information.
- Co-preceptors communicate regularly about student progress and have consistent messaging of expectations

Practice Site Requirements

- Be established for a sufficient length of time to allow students to achieve course objectives. In community pharmacy settings, this is typically a minimum of 6-12 months.
- Staffing levels must enable a positive and supportive learning environment that allows students to complete learning activities and preceptors to fulfill their responsibilities of the course.
- For patient care placements, students must be able to access medical records, Netcare and online resources as needed.
- For placements with remote learning, a communication strategy for regular feedback must be in place (e.g. on-line meeting platform such as zoom or phone) as well as a strategy for quick contact (e.g. timely email response or text).
- Policies and procedures in place to ensure a safe (both physically and psychologically) learning environment.

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