

Structured Practical Experiences in Pharmacy (SPEP) Rotation Requirements Agreement

As a student, your primary goal at the practice site is to gain familiarity with all aspects of pharmacy practice. The Qatar University (QU) College of Pharmacy (CPH) SPEP program is designed to help you integrate classroom learning with real-world pharmacy practice while also offering potential networking opportunities for future employment.

Before beginning their rotations, students must read and adhere to all SPEP policies and procedures, which can be found on the QU CPH website:

<http://www.qu.edu.qa/pharmacy/departments/spep-program/policies-and-procedures>.

The following is a summary of students' responsibilities during the SPEP experiential rotations. All students are required to read, acknowledge, and agree to adhere to these responsibilities by initialing each page and providing their full signature at the end of this agreement:

Student Responsibilities

The student is responsible for the following:

- Be knowledgeable about and comply with the material in this manual.
- Contact the site coordinator or preceptor one week before the start of the SPEP rotations.
- Cover all expenses, including any fees (e.g., housing, transportation) incurred during the rotations.
- Identify themselves as student pharmacists during interactions with patients and other healthcare professionals.
- Be present at the practice site for 8 hours a day, 5 days a week.
- Attend any required meetings on-site or on campus.
- Adhere to the SPEP rotation schedule and meet all assignment deadlines.
- Maintain professionalism at all times, demonstrating respect and courtesy toward preceptors, healthcare professionals, and patients.
- Acknowledge when they do not know something and seek assistance when necessary.
- Follow the advice and directions of the preceptor. If a student disagrees, they should discuss concerns privately with the preceptor. Any conflicts should be addressed with the SPEP Coordinator.
- Take an active role in learning, communication, and participation during SPEP rotations.
- Communicate effectively with physicians, patients, and other healthcare professionals, but only under the direct supervision and authorization of their preceptor (Shadowing in beginner rotations).
- Abide by all laws and regulations governing pharmacy practice and seek clarification from the preceptor when needed.
- Submit all evaluation forms by the due date.
- Be familiar with QU CPH policies and procedures regarding substance abuse and alcohol consumption. Any evidence of substance or alcohol abuse will result in immediate disciplinary action and possible termination from the program.

Rotation Placements

The student will be randomly assigned to SPEP rotation sites. The SPEP Coordinator is responsible for rotation placements, ensuring the best possible combination of experiences within the limits of available and approved sites and preceptors. While student preferences will be considered, they are not guaranteed. Every effort will be made to assign students to sites within a reasonable driving distance, generally up to one hour. In some cases, students may need to travel slightly beyond this limit.

Transport to Rotation Site

Transportation to the rotation site is the student's responsibility, including all associated travel costs. Students are also responsible for securing parking, as not all sites have designated parking spaces. Students must use their judgment when deciding whether to drive in potentially unsafe conditions (e.g., sandstorms, extreme flooding). If a student determines that driving poses a high risk, they must notify the Site Coordinator/Faculty Liaison/Administrative Coordinator or their preceptor of their absence for the day or part of the day. Any missed time must be made up at a time that is convenient for both the student and the preceptor.

Attendance

SPEP rotations are expected to take place during the day, though some rotations may include afternoon or night shifts. Students are required to be present at the rotation site for 8 hours per day, 5 days per week, until a total of 160 hours has been completed. Students are not allowed to work more than 8 hours in a day unless approved by the SPEP Coordinator. Occasionally, additional hours beyond the scheduled time may be required to complete assignments, participate in activities, or make up missed hours. However, students cannot accumulate extra hours early in the rotation or attend on weekends to finish the rotation ahead of schedule. The purpose of the rotation is to observe students' progress over the full four-week period.

Preceptors may require students to be present during an evening or weekend shift to expose them to different work activities, workflows, or a busier pace, as some sites are more active in the afternoon. Certain sites may be quieter, especially during summer, in mall-based locations, or at specific times of the day. Leaving the site early or arriving late is strictly prohibited and will negatively impact evaluations. Faculty and staff from QU CPH will conduct random site visits weekly or as needed.

If a student experiences a personal emergency or illness, they must inform both the SPEP Coordinator and the Site Coordinator as soon as possible, preferably on or before the scheduled rotation day. The absence must be documented on the Absentee Form and submitted to the SPEP Coordinator by the end of the rotation. Additional documentation from a healthcare provider or relevant third party may be required for such absences.

Requests for time off for any reason other than a personal emergency or illness must be approved in advance. Both the SPEP Coordinator and the Site Coordinator must grant approval before the student takes any time off.

Any absence must be made up with an equivalent amount of time, such as attending on a weekend or doing extra hours.

Cheating

Any attempt at cheating, including using previous years' assignments or another student's work from the same year, is subject to QU's academic integrity policies. Violations may result in failure of the assignment, failure of the entire rotation, or dismissal from the program.

Student Evaluations by Preceptors

Preceptors are expected to assess the student's daily performance and provide periodic constructive feedback to both the student and the Site Coordinator. Any deficiencies should be addressed immediately and throughout the rotation rather than waiting until the final evaluation. In most cases, the SPEP Coordinator is responsible for assigning the final grade based on the evaluation. Site Coordinators are expected to review and discuss the midpoint and final evaluation forms in detail with the students before submitting them for grading.

Rotation and Preceptor Evaluation by Students

Students are required to evaluate their SPEP rotation, preceptors, and overall experience at the rotation site. They must complete the preceptor-site evaluation form and discuss it with the Site Coordinator on the last day of the rotation. Failure to submit a completed evaluation may impact the final course grade.

Professional Dress Code

Professional attire fosters a positive learning environment and reflects a professional image to patients, colleagues, and the community. In most cases, business casual attire is acceptable, but students must adhere to local dress codes. Additionally, students are required to wear a clean, pressed, QU CPH-issued standard-length, long-sleeve white coat.

Identification Badge

For security and safety reasons, students must wear their QU identification badge at all times during their rotations.

Contact Procedures for Student and Site Coordinator/Preceptor

Initial Contact with Site Coordinator/Preceptor:

Students must contact the Site Coordinator or preceptor no later than one week before the rotation begins. During this initial contact, students should introduce themselves and confirm when and where to meet the preceptor on the first day. The preceptor should also provide any site-specific requirements at this time.

First Day of the Rotation:

On the first day of the practice experience, the preceptor should provide students with a comprehensive orientation to the rotation site. This should include introductions to key personnel, a tour of the facility, and a schedule for the four-week rotation (or as determined by the preceptor). Additionally, students and preceptors should review and discuss the expectations, goals, and learning objectives for the rotation. In addition, students and preceptors are encouraged to set dates for presentations or assignments' submissions.

Compliance with Rotation Site Policies and Procedures:

Students must comply with all policies and procedures of the practice site. Preceptors should inform students of these policies during the orientation process. Not all sites provide internet access, and students must respect site property at all times. Any damage to site property may result in disciplinary action by the practice site, QU CPH, or both. Upon completing the rotation, students must return all site property. Any fines imposed by the site for overdue, damaged, or lost items are the student's responsibility.

Confidentiality

During SPEP rotations, students may have access to privileged information, including patient health conditions, insurance details, financial records, and internal management practices of the rotation site. This information must remain strictly confidential and must not be discussed outside the practice site. Any breach of confidentiality may result in immediate dismissal from the site, failure of the rotation, and/or dismissal from the program.

Medical Care

Each student is responsible for their own medical care and treatment in the event of illness or injury while at the practice site, including any necessary transportation. For further details, refer to the site-specific clinical training agreement.

Immunizations

Students are expected to have received all immunizations required by the State of Qatar. Some rotation sites may request immunization records before the start of the rotation (e.g., clinic rotations). It is the student's responsibility to provide these records to the rotation site in advance.

Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification

Each student must have a valid CPR certification before beginning advanced SPEP rotations in the fourth professional year. While CPH provides training opportunities, students are encouraged to obtain certification at the start of their SPEP rotations.

I have read, understood, and agree to uphold the Student Rotations Requirements Agreement during my experiential education rotations.

Printed Name

Signature

Date
