

# THE SCRIPT

## MCW SCHOOL OF PHARMACY OFFICE OF EXPERIENTIAL EDUCATION PRECEPTOR NEWSLETTER

DECEMBER 2025

### In the Event of Inclement Weather

In the event of inclement weather, please note the following guidelines from our Student Handbook:



- Students are encouraged to make every effort, consistent with their own safety, to arrive at rotation as scheduled.
- If a student is unable to report on time due to adverse weather, **they must notify you and the Office of Experiential Education.**
- Should the site close due to inclement weather, please contact your students *and* inform the Office of Experiential Education.
- **Students are required to make up for missed hours caused by inclement weather unless MCW is closed.** No make-up is necessary for missed hours during MCW closures.

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### What Preceptors Need to Know About FERPA

You may observe students excelling, struggling, or facing personal challenges during rotations, but did you know that sharing any of this information without permission could violate federal law?

The **Family Educational Rights and Privacy Act (FERPA)** protects the confidentiality of student education records. While much of the responsibility for FERPA compliance falls on academic institutions, the law also applies in the experiential setting and preceptors play a role in this responsibility.

#### Key Points for Preceptors

**Keep It Confidential:** Do not share student performance, behavior, or personal information with others, including colleagues, employers, or other students, unless the student has provided written consent.

**Secure Student Records:** Keep evaluations, notes, or documentation about a student secure. Do not leave records in public or shared spaces.

**Know Who Can Access What:** Share student information only with individuals authorized by the school and who have a legitimate educational need to know.

**Be Cautious with Inquiries:** Students must provide written authorization for additional use or disclosure. Requests for information about a student should be directed to the school's experiential education office.

If you have questions about FERPA, contact the Office of Experiential Education. [pharmacyEE@mcw.edu](mailto:pharmacyEE@mcw.edu)

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## Interview Related Absences: Quick Guide for Preceptors

As interview season begins, it is a good time to revisit our student absence policy for professional development during rotations.

APPE students may request personal professional days (PPD) off from rotation for the following:

- Interviews (e.g., residency, fellowship, graduate school, or employment)
- Attendance at professional conferences
- Participation in advocacy events

APPE students are allotted **six PPD days** throughout their third year, with a **maximum of two PPD days per rotation block**. These days do not require make-up time or additional assignments unless the student exceeds the allotted days.

IPPE students in Years 1 and 2 may use **up to four PPD days total** across all IPPE and IPE experiences.

Students must complete and submit an **Absence Request Form** at least **14 calendar days** prior to the requested day(s) off. The Office of Experiential Education in consultation with the preceptor, will review the request and provide a decision within **seven calendar days**.

If a student exceeds their allowed PPDs, the preceptor and OEE will work together to develop a make-up plan. This may include additional rotation days, weekend or evening hours, or supplemental projects.

Students are encouraged to plan ahead and communicate any upcoming professional obligations in a timely manner. Your partnership in supporting their career development is greatly appreciated.



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## Success Starts Here: Orientation Checklist

A **new orientation checklist** is available in the **Training/Benefits tab in CORE ELMS**. Preceptors and learners can use it on the first day to guide discussion, review expectations, and cover key policies and procedures. This tool helps ensure clear communication and a confident, well-organized start to the rotation.

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## APhA Pharmacist & Patient-Centered Diabetes Care Certificate Training Program

The MCW School of Pharmacy is pleased to offer the **APhA Pharmacist & Patient-Centered Diabetes Care Certificate Program**. This training is designed to equip pharmacists with the knowledge, skills, and confidence to provide evidenced-based diabetes care. Participants earn 8.0 contact hours of CPE credit (0.8 CEUs).

The next training date is scheduled for **Thursday, January 22, 2026, from 1pm – 5pm**. Interested? Email Rachel Kavanaugh at [rkavanaugh@mcw.edu](mailto:rkavanaugh@mcw.edu) by **January 12, 2026**. Detailed program information and requirements will be provided to those who register. Discounts may be available for pharmacist preceptors and resident pharmacists.