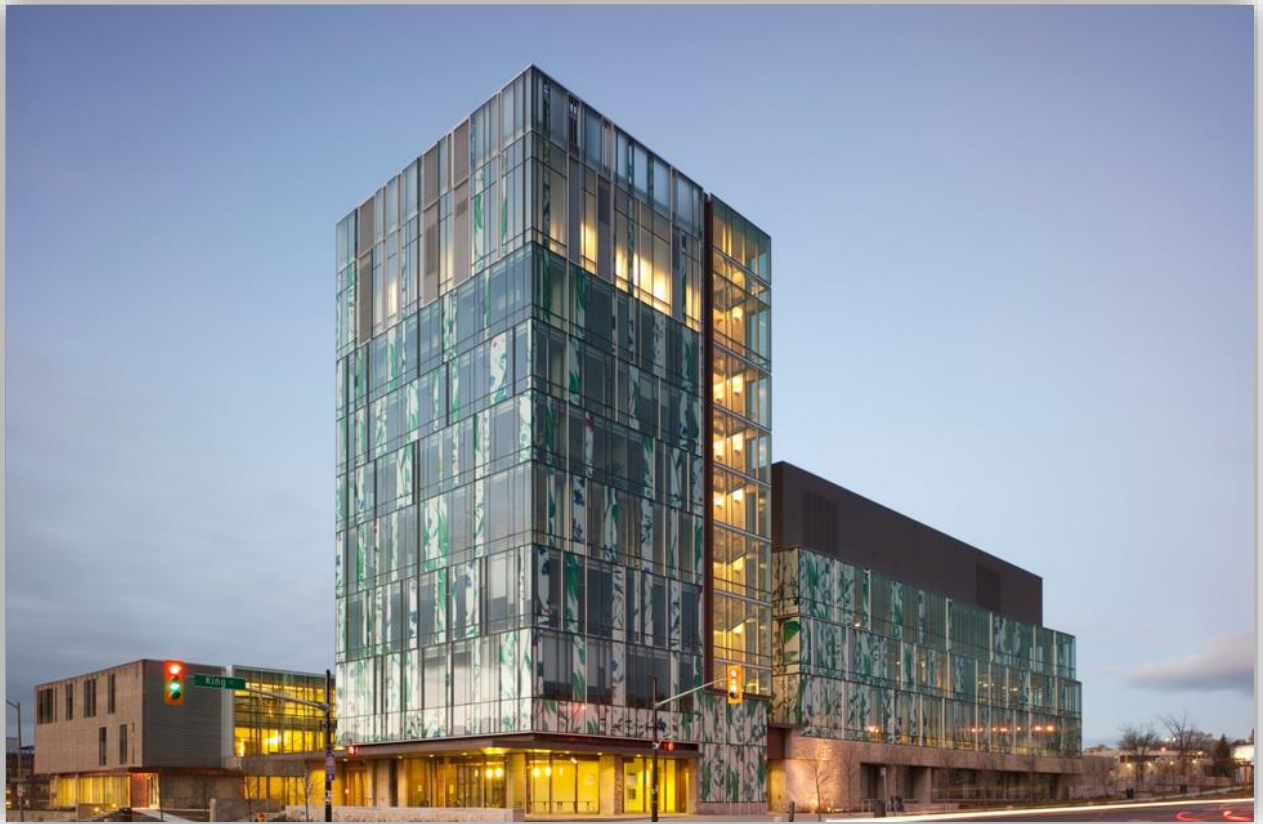


Pharmacy Co-op Supervisor Handbook Fall 2021 Work Term



Last updated: Sept 2, 2021

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NOTE: Fall 2021 updates will be highlighted throughout the text in **YELLOW**

GENERAL INFORMATION

Employment details for the student

Upon a successful match with a student in WaterlooWorks, employers and students are provided with each other's contact information. **We encourage students and employers to make contact prior to the start of the work term to confirm the student's schedule and work location.** Employers may have additional hiring steps they need to complete prior to the start of the work term, such as signing of a contract, vaccination verification, etc. Employers are expected to cover Workplace Safety and Insurance Board (WSIB) premiums.

Work term start and end dates **(*UPDATED for Fall 2021)**

The **Fall 2021** co-op work term runs from Sept 7 to Dec 23, 2021.

Employers and students may negotiate start and end dates. Students are expected to complete:

- ~~16 to 18 weeks of work experience~~ **A minimum of 8 weeks (or 280 hours)**
- ~~Minimum of 35 hours per week~~

There may be situations where students are working for more than one organization in order to complete the required work term duration. These work terms may occur at the same time (e.g. two different part-time positions) or one after the other (e.g. one position from Sept-Oct and one position from Nov-Dec).

If acceptable to the employer, student(s) may have time off during the work term and make up the time before or after the official work term dates.

Ontario College of Pharmacists (OCP)

All Waterloo Pharmacy students have been asked to register with the Ontario College of Pharmacists (OCP). Supervising pharmacists are not required to have completed preceptor training.

OCP requires that all pharmacy students who are registered with the College have Personal Professional Liability Insurance. Students are responsible for paying for their own professional liability insurance premium. The School has already advised students of this requirement.

If the student's co-op is located in Ontario and they will be performing the controlled acts of counselling and/or dispensing, they must report their workplace to OCP. This process must be completed within the first few days of the work term by students logging into their account at <http://www.ocpinfoc.com/>

CORE ELMS

[CORE ELMS](#) is an Experiential Learning Management System (ELMS software) used to support various processes that are a part of Waterloo Pharmacy co-op work terms and patient care rotations. Each supervisor will receive a CORE ELMS login shortly after they have been scheduled with their student in the software (approximately three weeks after the beginning of the work term). Returning supervisors will continue to use the same login each work term.

This software will be used to complete the **Co-op Site and Supervisor Information Form** (beginning of the term), your student's **PharmD Inventory of Skills Evaluation** (midpoint and final), as well as the **Supervisor Feedback of the Co-op Program Evaluation**.

For help with CORE ELMS, please contact phrexper@uwaterloo.ca or review the [CORE ELMS Manual for Co-op Supervisor](#).

WaterlooWorks

[WaterlooWorks](#) is an employment administration system used to support the recruitment process for all University of Waterloo co-op students and employers. Whoever is responsible for the recruitment and hiring of your Waterloo Pharmacy co-op student will receive a WaterlooWorks login once they post a position to hire a student.

This software will be used to complete the **Co-op Student Performance Evaluation** (final).

For help with WaterlooWorks, please contact waterlooworks@uwaterloo.ca or visit [WaterlooWorks Employer Help](#) website.

Library Access (*UPDATED for Fall 2021)

Waterloo Pharmacy Co-op Supervisors have access to specific electronic resources through the [University of Waterloo Library](#) for the duration of the co-op work term. A barcode will be emailed within the first month of your first work term supervising a co-op student.

Questions about your library account or barcode should be directed to pharmacy.library@uwaterloo.ca. Questions about library resources should be directed to the pharmacy librarian, **Ryan Ball** at r2ball@uwaterloo.ca or 519-888-4567 x21313. **Email is best while the university is working from home during the COVID-19 pandemic.**

EVALUATIONS AND FORMS

Please refer to the important work term submissions document for evaluation due dates. This document is available on the [School of Pharmacy co-op website](#) and in the [CORE ELMS](#) document library.

Each work term, there are two evaluations employers are required to complete for their co-op student.

1. Co-op Student Performance Evaluation
2. PharmD Inventory of Skills Evaluation

Due dates for the employer's completion of both evaluations (midpoint and final) are listed in the [Fall 2021 Important Dates document](#).

DUE DATE NOTES: We recognize that the Fall 2021 work term will not be business as usual for some of our employers and students due to differing work term durations, start/end dates, etc. These due dates are based on approx. 16 weeks work term with standard start and end dates (Sept 7 to Dec 23). There will be work terms that deviate from the norm. For clarification on how and when to complete the required student evaluations in these situations, please contact phrexper@uwaterloo.ca for assistance.

Co-op Student Performance Evaluation

The Co-op Student Performance Evaluation is required for all Waterloo Co-op students (including non-pharmacy co-op students) by Co-operative and Experiential Education (CEE). It assesses the student's soft skills (e.g. student's interest in the work, problem solving abilities, etc.).

- A. **Midpoint Co-op Student Performance Evaluation:** Employer reviews with the student the Co-op Student Performance Evaluation. Discuss with the student any deficiencies or areas to work on during the last half of the work term (please note, the student is no longer required to upload a copy of their midpoint evaluation to LEARN).
- B. **Final Co-op Student Performance Evaluation:** Employer completes the final evaluation online in [WaterlooWorks](#). For help with WaterlooWorks, please email waterlooworks@uwaterloo.ca. [WaterlooWorks employer help](#) documents are available online. A link to complete the evaluation will be emailed directly to the supervisor approximately three weeks before the due date.

To receive credit for their co-op work term, students must receive at least a “Marginal” rating on their final Co-op Student Performance Evaluation.

PharmD Inventory of Skills Evaluation

The PharmD Inventory of Skills Evaluation is required for all Waterloo Pharmacy Co-op students. It assesses the student's competency in four domains:

- **Professionalism** and **Communication** for every student, each work term
- **Distribution** for students in a distribution work setting (required during 1st or 2nd work term)
- **Direct Patient Care** for students in a patient care work setting (required during 2nd or 3rd work term)

Students must have an employer complete the distribution and direct patient care portion of the PharmD Inventory of skills Evaluation at least once during their degree. While some work terms may not have a distribution or direct patient care focus at all, students must be evaluated on distribution during their first or second work term, and direct patient care during their second or third work term.

To receive credit for their professional development course (PDPHRM), students must receive at least “Good” on the overall communication competency and “Meet expectations” in the overall professionalism competency on their final PharmD Inventory of Skills Evaluation.

Students in a distribution work setting must achieve at least “Good” on the overall distribution competency, and students in a patient care work setting must achieve at least “Good” on the overall direct patient care competency. Note: a maximum of two (2) not applicable in the distribution and direct patient care domains is acceptable. To accurately assess the student, please observe them performing the activity at least five (5) times. In each competency, the individual questions should be used as a guide to give the student an overall rating. It is understood that not all work settings will provide students with an opportunity to be evaluated in each competency.

If a grade of “Unsatisfactory” or “Developing” is achieved in any of the overall competency domains, the supervisor is required to give an explanation in the comments section.

- A. **Midpoint and Final PharmD Inventory of Skills:** Employer completes both the midpoint and final evaluation in [CORE ELMS](#). For help with CORE ELMS, please email phrexper@uwaterloo.ca or review the [CORE ELMS Co-op Supervisor Manual](#) online. A link to complete the evaluation will be emailed directly to the supervisor approximately one week before the due date.

Co-op Site and Supervisor Information Form

To ensure the continuing quality of student co-op experiences, we are collecting information from sites and supervisors regarding specific aspects of the student's work term. A link to complete this form will be emailed to co-op supervisors a few weeks after the start of the work term and must be completed every three years. This form can also be found under the "My Requirements" menu in [CORE ELMS](#).

Supervisor Feedback of Co-op Program

At the end of the work term, employers will have the opportunity to provide feedback to the School of Pharmacy by completing a brief survey. This is optional but highly recommended. Your comments will help us to understand what we're doing well and where we can make improvements to the program. A link to complete the survey in CORE ELMS will be emailed at the end of the work term. This evaluation can also be found under the "Evaluations" menu in [CORE ELMS](#).

EMPLOYER FAQ

Helpful information and answers to frequently asked questions can be found in our [Co-op Program Frequently Asked Questions](#) document on the School of Pharmacy co-op website.

CONTACT INFORMATION

Please contact the Experiential Learning team at the School of Pharmacy with any questions or concerns. For general co-op inquiries, please email phrexper@uwaterloo.ca.

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