**Regional Clinical Coordinator (RCC) Responsibilities**

RCCs play an integral role in our PharmD patient care rotations. They manage clinical rotations in their region by recruiting and coordinating local preceptors, showcasing the region to prospective students, providing frontline assistance to preceptors and students, and reinforcing the Community of Practice concept. They are the link to the Experiential Coordinator at the School of Pharmacy.

Some of their specific responsibilities include the following:

- **Attend teleconferences, complete orientation and training program(s) as required**
  - Review information on FIPPA and PHIPA (material provided by Kathy Winter, Privacy Officer and can be found in the RCC LEARN hub)
  - Use the experiential-learning software system (i.e., CORE Elms)
  - Access RCC LEARN hub to share ideas, read updates, and obtain current version of important documents

- **Recruit, evaluate and approve practice sites and preceptors**
  - The RCC must ensure that all site and preceptor documentation has been completed and received **before** rotation start date as follows:
    - **Affiliation Agreement.** This agreement is a requirement from the Canadian Council for Accreditation of Pharmacy programs; it is a contractual agreement between the University and the practice site.
    - **Site and Preceptor Approval Form**
    - **WSIB Forms (i.e., WSIB letter to placement employers and Due Diligence Checklist)**
  - The RCC must approve and sign off on the site and preceptor approval forms
  - The RCC is responsible for uploading completed WSIB and preceptor/site approval forms into CORE Elms

- **Act as student liaisons — manage questions related to your region, practice sites, and address student issues with site and preceptor as required.**
  - Examples: include managing specific questions related to the region (e.g., guidance for accommodation)
  - Liaise with student to evaluate progression of learning objectives
  - Be available for consultation regarding an appropriate community of practice assignment that will serve the needs of the community of practice

- **Act as region coordinator and preceptor liaisons — manage questions related to the patient care rotations expectations and University of Waterloo curriculum and address preceptor questions as required.**
  - Liaise with preceptors to review student’s progress
  - Be available for consultation regarding an appropriate community of practice assignment

- **Attend regional showcase at the School to promote their region and practice opportunities to students. The RCC is responsible for preparing showcase material — i.e., preparing a video and region handout**

- **Attend conferences led by the PREP • Providing Practice Experience for Pharmacy Students team at the School of Pharmacy.**
• Host/lead a local preceptor orientation session (including overview of the curriculum, patient care rotation assessments and grade norming exercises); identify the venue and preparation.

• Enter preceptor information into CORE Elms. Ensure profiles are complete and include addresses.
  o The RCC must confirm that preceptors have completed appropriate training. The RCC must verify that the preceptor has completed at least one of the following online training modules:
    ▪ University of Toronto Preceptor Training Modules
    ▪ University of Western Ontario PEP Program: [http://www.ipe.uwo.ca/preceptor/](http://www.ipe.uwo.ca/preceptor/)
    ▪ Dalhousie Preceptor Training — General Training: [http://preceptor.learningandteaching.dal.ca/](http://preceptor.learningandteaching.dal.ca/)

• Must complete site visits completing a Site Visit Log in CORE Elms:
  o A general check-in, the priority would be to visit new preceptors/locations
  o Each student should be visited in-person at least once over the 3 rotation blocks
  o Each preceptor/site should be visited at least once every 2 years

• Review and confirm the completion of the following assessment tools before submission to the School of Pharmacy Experiential Coordinator at week 4 and week 8 of each rotation.
  ▪ Patient care rotations — Clinical practice assessment
  ▪ Patient care rotations — Interprofessional assessment
  ▪ Patient care rotations — Community of practice assignment assessment

• To acknowledge the contribution of the RCCs, each RCC is appointed as an Adjunct Clinical Assistant Professor. During their appointment, RCCs have full access to University of Waterloo e-library resources.