

## **APhA-ASP/IPSF Student Exchange Program (SEP)**

### **Guide to Creating a SEP Host Site**

The following document is a general guide to creating a host site specifically for the United States. For more details about the structure of SEP internationally, please see the document labeled “LEO Training Manual.”

#### **How to Get Started**

1. Obtain approval from chapter advisor(s) and or school administration to begin planning for a host site.
2. E-mail the U.S. Student Exchange Officer (SEO) and inform him/her that you are working on a site so he/she can assist you and keep you informed.
3. Elect a Local Exchange Officer (LEO) to oversee the host site. This is often the International Vice President (IVP) but does not have to be.
4. Decide on a period of time you would like your host site to hold the exchange (i.e., 4 weeks or 6 weeks), and during which months you would be willing to accept students (i.e., June-August).
5. Research local and state laws to find out who is authorized to enter pharmacy practice areas. This may require you to offer a non-dispensing practice experience.
6. Contact potential preceptors including individual pharmacists willing to become preceptors for the student and/or preceptors in affiliation with your school (IPPE/APPE preceptors).

#### **Requirements of a SEP Host Site**

##### **1. Accommodation**

Provision of housing for foreign students is required to become a host site. Housing must be provided for the entire duration of the exchange. If possible, housing should be provided at little or no cost to the student. If this is not possible, you are still eligible to become a host site with the understanding that it may be harder to place a student at your site due to the financial burden.

Housing can be provided in several different ways. The exchange student(s) can live in homes of current students, faculty, or alumni, as well as on campus or off campus housing. If there is a question about the appropriateness of housing options, feel free to contact the U.S. SEO with any questions.

##### **2. Pharmacy Practice Experience**

A minimum of 40 hours of pharmacy practice experience for each student you accept is required to become a host site. The pharmacy experience can be in any pharmacy field you choose (hospital, community, industry, clinical, etc.), and can be a mixture of many of these fields over a period of several weeks. Some states have strict laws regarding who may enter a pharmacy, which may prevent you from offering certain pharmacy practice experiences. SEP is

designed to be a shadowing experience and students are not to be employed or enrolled by any business or university during their SEP. Shadowing is eligible to count as part of the 40 hours of pharmacy experience.

### 3. **Social/Cultural Events**

Social and cultural experiences are a vital component of SEP and should be planned into the student's schedule of events. Students should be accompanied by current U.S. student pharmacists at these events.

Choices of social events depend on the availability of activities for each host site, as well as the incoming student's interests. A time slot for social/cultural events can be allotted, and specific details for each event can be decided at a later date. For ideas on events, please feel free to e-mail the U.S. SEO.

### 4. **Welcome Packets**

Travelling to another country can be a daunting task for many students. To answer some of their questions and provide them with some information prior to coming, all host sites are required to have a welcome packet for students coming to their school for SEP.

Welcome packets can be distributed in any form that is most convenient for the host site (PDF, PPT, DOC, etc.). These packets must include the following information:

- Host Site LEO contact (e-mail and phone number)
- U.S. emergency numbers (911, poison control)
- Name and address of residence and names of work site(s)
- General schedule of events
  - This does not have to be detailed, but rather a basic outline of what their days will look like for the duration of SEP.
  - For example: 9am-3pm pharmacy site work, 3pm-5pm meal/break, 5pm-10pm social event(s)
- Average temperatures (Celsius and Fahrenheit) of the location you are in, and time zone (GMT and Pacific/Mountain/Central/Eastern).
- List of items to pack (include any special clothing requirement and/or tools to bring).
- List of local areas that they may want to visit, or cities nearby (to give them an idea of what social events are available).
- **Welcome packets are to be e-mailed to [usaipsfseo@gmail.com](mailto:usaipsfseo@gmail.com) no later than April 30<sup>th</sup>.**

### **Estimated Timeline of Events for Being a Host Site**

**September – December:** Create site and assign LEO. Notify U.S. SEO about your host site by emailing him/her at [usaipsfseo@gmail.com](mailto:usaipsfseo@gmail.com) and filling out the “Host Site Registration Form.”

**January – April/May:** Work with the U.S. SEO to place students at your site.

1. Starting in January, the U.S. SEO will e-mail each host site with application forms (AFs) of students that match with your host site. Sites are highly encouraged to respond within 5 business days of receiving the applications to inform the SEO if they can accept the students that are offered to them. The initial process needs to occur in a timely manner.
2. After accepting the student(s), host sites will e-mail each student and determine the exact dates of the exchange. When this is determined, and the student has decided to participate in SEP with your host site, the host site must inform the U.S. SEO about the dates of the exchange, so that the student can be officially placed in the SEP database. This process could take from 2-6 weeks to finalize. Official placements should not be made any later than the end of May.
3. After official placement, welcome packets should be distributed to each student via e-mail. Host sites will work with incoming students and answer any questions they have prior to arriving. Incoming students should start to make travel plans.

**May – August:** Students arrive in the U.S. for the exchange program for the duration specified.

*Please contact the U.S. Student Exchange Officer at [usaipsfseo@gmail.com](mailto:usaipsfseo@gmail.com) if you have any questions.*