

UNM College of Pharmacy 2015-2016 Doctor of Pharmacy Student Handbook

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This handbook is designed to describe the Pharm. D. program, course of instruction and academic regulations. The handbook is not to be regarded as a contract between the student and the College of Pharmacy. The College of Pharmacy reserves the right to change any provisions or requirements at any time within the student's term of residence in the Pharm. D. program.

College of Pharmacy Background

The University Of New Mexico College Of Pharmacy was founded in 1945 as the first health professional college and degree program in the state of New Mexico. The College of Pharmacy is housed within a unique setting. The state of New Mexico, the fifth largest state in the Nation, holds a vast array of pharmaceutical practice experiences ranging from those encountered while in the cutting edge academic health system to those in small, rural communities. The College enrolls approximately 340 Pharm D. students as well as 31 graduate students. The students are supported by 54 faculty members and 250 preceptors though the state. The College's distinctive setting in the Health Science Center (HSC) provides the most up-to-date clinical, research, and educational opportunities. More importantly, the HSC provides students with interprofessional learning and practice opportunities.

Students of the College of Pharmacy have access to all the facilities and resources offered by a large, world-class, university while also having the advantages of being a select, close-knit group in a caring and nurturing environment. The small class sizes create more high quality opportunities for students to hone their skills in clinical sciences, leadership, critical thinking, communication, teamwork, and other high-demand career skills. Diversity in people and in thinking, as evidenced by the diverse student population, is of extreme importance and value. The college is one of the most racially and ethnically diverse schools of pharmacy in the nation and is ranked third of all United States Pharmacy schools in highest number of Hispanic and Native American students.

The mission of the College is to develop innovative leaders in both pharmaceutical care and pharmaceutical research who will enhance the quality of life for people of New Mexico. Unique programs within the college offer students the opportunity to assist with this. The New Mexico Poison and Drug Information Center, open 356 days a year, provides service to over 28,000 inquiries per year. The Nuclear Pharmacy program is the oldest of its kind in the United States. The college has strong partnerships with the New Mexico Pharmaceutical Association, the New Mexico Society of Health System Pharmacists, and the New Mexico State Board of Pharmacy. These partnerships have created innovative pharmacy practice opportunities, including pediatrics and adult immunization prescribing, tobacco cessation prescribing and emergency contraception products, and various state programs for diseases that New Mexico pharmacists can take advantage of. In addition, the State of New Mexico is well recognized for its progressive pharmacy practice act which acknowledges "pharmacist clinicians" as advance practice pharmacists who are able to administer, prescribe, and monitor certain drugs all while working under direct pharmacist supervision.

The college has more than 3000 Pharm. D. alumni who practice in 48 different states, and which comprises 60 percent of all practicing pharmacists in the state of New Mexico. The college is a sponsor, or co-sponsor, to several post-graduate programs including: University of New Mexico's department of Pharmacy PGY – 1 and PGY – 2 residencies in infectious diseases pharmacotherapy and ambulatory care, the post-doctoral fellowship in Cardiology. The college is also sponsor or co-sponsor to many dual or advanced degree programs like the Master of Science, Master of Business Administration, Master of Public Health, or Doctor of Philosophy (PhD) degrees in Pharmaceutical Sciences. In addition, the college is affiliated with the New Mexico Veterans Affairs Healthcare System, the Lovelace Health System, the Indian Health Service, and the University's Cancer Research and Treatment Center.

Equal Education & Opportunity Policy

The University of New Mexico is an affirmative action/equal opportunity institution. The information in this brochure is available in alternate formats upon request. The University of New Mexico is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin or physical handicap.

Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics.

Accreditation

The University of New Mexico's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle, Suite 4100, Chicago, IL 60603-4810, TEL (312) 664-3575, FAX (312) 664-4652, URL <http://www.acpe-accredit.org/>

Mission

Our mission is to develop pharmacists, educators and scientists whose leadership, dedication and innovation improve the health of our local and global communities.

Vision

To prepare tomorrow's leaders through innovative teaching, research and clinical practices that translate scientific discoveries into new treatments and models of care to improve both health and quality of life.

Values

The University of New Mexico College of Pharmacy is committed to the following values:

1. Excellence: *continuously striving for the highest quality of performance and outcome.*

Behaviors:

- Strive to do our best
- Commitment to high quality
- Encourage an environment that learns from mistakes and fosters imagination and innovation
- Take Initiative
- Self-Motivation

2. Integrity: *steadfast adherence to moral and ethical principles.*

Behaviors:

- Behave ethically, honestly and fairly
- Do the right thing
- Set a good example; being a role model

3. Accountability: *being held responsible for one's actions.*

Behaviors:

- Admit mistakes
- Recognize and accepting the consequences of one's actions
- Accept personal responsibility for our actions, activities and work
- Honor our commitments
- Manage resources in a responsible, transparent manner

4. Collaboration: *work in teams to achieve excellence in education, research/scholarship, patient care and service.*

Behaviors:

- Pursue opportunities to collaborate within the College and inter-professionally
- Be a team player
- Place interests of the team above your own interests
- Learn with and from each other
- Work as engaged partners within the university and the profession

5. Continuous Learning: *strive to acquire knowledge or skills by study, instruction or experience.*

Behaviors:

- Demonstrate a commitment to life-long learning
- Provide avenues for group/team learning
- Encourage and create an atmosphere learning
- Strive to be an effective learning organization which acquires, creates, and transfers knowledge
- Facilitate the learning of faculty and staff in order to continuously improve the organization
- Maintain competence and enhancing skills in areas of expertise

6. Diversity in People & Thinking: *embracing inclusiveness, access, and equity for all; recognizing and appreciating the totality of the many ways individuals are similar and different in an atmosphere that promotes and celebrates individual and collective achievements.*

Behaviors:

- Respect different opinions, experiences, backgrounds and perspectives
- Acknowledge and appreciate our differences
- Encourage different approaches to problem solving

7. Compassion: *feeling & exhibiting concern and empathy for others.*

Behaviors:

- Treat everyone with respect, dignity, open-mindedness, esteem and caring
- Selfless service to others
- Be sensitive to the needs of others

OATH OF A PHARMACIST¹

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- *I* will consider the welfare of humanity and relief of suffering my primary concerns.
- *I* will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- *I* will respect and protect all personal and health information entrusted to me.
- *I* will accept the lifelong obligation to improve my professional knowledge and competence.
- *I* will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- *I* will embrace and advocate changes that improve patient care.
- *I* will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

¹Adopted by the American Association of Colleges of Pharmacy House of Delegates in 2007

ORGANIZATIONAL STRUCTURE AND COLLEGE OFFICES

College of Pharmacy Structure and Organization Chart

The College of Pharmacy has two departments, a Department of Pharmacy Practice and Administrative Sciences which consists of faculty in the disciplines of social and administrative sciences, pharmacy administration, and pharmacy practice and a Department of Pharmaceutical Sciences which consists of faculty in the disciplines of medicinal chemistry, pharmacology, and pharmaceuticals. Appendix 1 for the College organizational chart.

Office of Student Services

The Office of Student Services, located in Room 188 of the Nursing/Pharmacy Building, assists in the recruitment and admission of Doctor of Pharmacy students. Enrolled students should also visit the Office for information regarding student advising, financial aid information, certification, internship licenses and additional information and directions for University student services. See pages 33 of the handbook for additional details.

Office of Experiential Education

The Experiential Education program provides students with a structured, diverse array of supervised pharmacy practice experiences throughout the four years of the Doctor of Pharmacy program. The goal of the various introductory and advanced pharmacy experiences is to help students acquire practice skills and judgment and develop the level of confidence and responsibility needed for entry into the pharmacy profession. Introductory pharmacy practice experiences primarily occur during the summers after completion of the first and second year of the program and the entire year of the program is devoted to advanced pharmacy practice experiences. The Office of Experiential Education is located 179 of the Pharmacy/Nursing building. In addition to scheduling all practice experiences, the office maintains immunization certification. See 34 for details regarding experiential education policies and procedures.

Doctor of Pharmacy (PharmD) Educational Competencies

The educational competencies for the Doctor of Pharmacy Program are categorized into seven major domains: (1) patient-center care; (2) promote public health, (3) manage medication use systems, (4) manage pharmacy operation systems, (5) manage drug and health information, informatics, and other technologies, (6) communicate and collaborate, and (7) practice professionalism. Upon completion of the Doctor of Pharmacy program, students will be able achieve the following professional competencies:

1	Provide Pharmaceutical (Patient Centered) Care	
	Design, document, implement, monitor, evaluate, and adjust an individualized evidence-based pharmaceutical care plan that will ensure patient safety and optimal therapeutic outcomes.	
1.1	Collect and organize patient information to identify, prioritize, and assess medication/disease related problems necessary to formulate evidence based, patient-specific medication treatment plans.	
	1.1.01	Gather relevant patient information from available sources including, but not limited to, hard copy medical records, electronic medical records, other health care professionals, the patient, and the patient's caregivers.
	1.1.02	Organize collected patient information in a manner that would allow for rapid utilization.
	1.1.03	Identify medication-related problems such as suboptimal therapy, medication-related adverse effects, drug-drug and drug-food interactions, and patient-specific barriers to medication optimization.
	1.1.04	Prioritize medical problems based on severity
	1.1.05	Formulate a patient-specific treatment plan for each medication related problem using evidence-based medicine.
	1.1.06	Integrate principles of pathophysiology, pharmacology, and biochemistry in the development of a treatment plan.
	1.1.07	Devise a treatment plan that will maximize therapeutic benefit and patient satisfaction with treatment while minimizing adverse drug effects and drug interactions.
	1.1.08	State pharmacotherapeutic goals for each medical problem.
	1.1.09	Develop a treatment monitoring plan which encompasses both safety and efficacy.
	1.1.10	Alter a treatment plan that has either not achieved the intended efficacy, lost efficacy, or has been demonstrated to be unsafe.
	1.1.11	Ensure that the treatment plan is economically practical to both the patient and health care system.
1.2	Communicate and collaborate with patient(s), healthcare providers, caregivers, and administrative & support personnel to ensure a multidisciplinary team approach to an individualized evidence-based pharmaceutical care plan.	
	1.2.01	Establish a rapport with patients, healthcare providers, caregivers, and administrative & support personnel.
	1.2.02	Communicate effectively and empathetically with patients, healthcare providers, caregivers, and administrative & support personnel using both verbal and non-verbal forms of communication.
	1.2.03	Determine barriers to effective communication and devise strategies to overcome those barriers.
	1.2.04	Apply cultural sensitivity during all patient encounters.
	1.2.05	Collaborate with other members of the health care team to engender an interprofessional approach to patient care.
1.3	Design, monitor and/or modify individualized dosage regimens and treatment approaches using pharmacokinetic, pharmacodynamics, and/or pharmacogenomics data.	
	1.3.01	Determine the need for pharmacokinetic and pharmacogenomics individualization of pharmacotherapy.
	1.3.02	Develop an individualized medication dosage regimen utilizing population pharmacokinetic data as well as patient-specific pharmacokinetic information.
	1.3.03	Develop an individualized medication dosage regimen utilizing patient-specific pharmacogenomics information.
1.4	Select the appropriate dosage form, formulation, route/method, and schedule of drug administration.	
	1.4.01	Determine the optimal dosage formulation and route of administration for a given patient.
	1.4.02	Develop a schedule of drug administration in consideration of concomitant disease states and medications

		as well as factors which could affect medication adherence.
1.5		Prepare/ compound, dispense, and/or administer safe and effective pharmaceutical products.
	1.5.01	Effectively read and interpret written and verbal prescriptions.
	1.5.02	Recognize when a given prescription falls outside the usual dose range.
	1.5.03	Determine whether or not a prescription should be filled; recommend course of action if it should not be filled.
	1.5.04	Perform calculations required to compound, dispense and administer medication.
	1.5.05	Apply knowledge of drug products, dosage forms and delivery systems in order to ensure product stability and integrity; package/store products appropriately.
	1.5.06	Prepare and compound extemporaneous medications and sterile products using applicable Good Compounding Practice.
	1.5.07	Prepare, package and label dosage forms according to applicable local and federal regulations.
	1.5.08	Ensure that patients, providers, and/or caregivers are appropriately counseled on dispensed medications to optimize safety and efficacy.
1.6		Perform activities for which the New Mexico Board of Pharmacy grants specific prescriptive authority certification.
	1.6.01	Understand the guideline surrounding prescriptive authority in the state of New Mexico.
	1.6.02	Follow the general recommendations within the New Mexico prescriptive authority guideline as it pertains to vaccines, tuberculosis (TB) testing, tobacco cessation, and emergency contraception.
	1.6.03	Demonstrate the ability to administer vaccine.
	1.6.04	Demonstrate the ability to administer drug therapy testing for TB.
	1.6.05	Demonstrate the ability to provide tobacco cessation drug therapy.
	1.6.06	Demonstrate the ability to provide emergency contraception
2	Promote Public Health	
Promote wellness, disease prevention, management of medical conditions, and reduction of health disparities through education, advocacy, and other activities at the population and individual patient levels.		
2.1	Educate the public and other healthcare providers regarding health and wellness; prevention and treatment of diseases, medical conditions, adverse drug events; and optimal use of medications, medical devices, natural products and nutritional supplements.	
	2.1.01	Participate in health fairs, screenings open to public.
	2.1.02	Participate in educational programs (e.g. Generation Rx, Spike).
	2.1.03	Design public educational material (video, flier, presentation).
2.2	Participate in health policy decision-making processes based on analysis of epidemiologic and pharmaco-economic data, patient access to care, medication use criteria, and medication review and risk-reduction strategies.	
	2.2.01	Conduct/complete a medication review activity.
	2.2.02	Using the PDSA model (or equivalent CQI method), identify a medication risk problem and develop a solution.
	2.2.03	Assess the cost effectiveness of a therapeutic approach to resolution of a medical problem in a patient care setting.
2.3	Develop and provide collaborative services to prevent, detect, and manage disease and optimize patient outcomes through effective drug management.	
	2.3.01	Participate in health fairs, screenings open to public in which recommendations to patient are made.
	2.3.02	Provide preventative health services (immunizations, tobacco cessation).
	2.3.03	Participate in a minimum of one activity in which healthcare professionals collaborate to manage patient health outcomes.
3	Manage medication use systems	
Participate in the management of systems that promote and control safe, accurate, efficient, timely and cost-effective distribution of medications and related devices.		
3.1	Explain the key features of private and public payers of health care, differentiating between health insurance and managed health programs.	
	3.1.01	Explain the differences among Medicare Parts A, B, C, and D.

	3.1.02	Discuss processes and related challenges in obtaining third party reimbursement.
	3.1.03	List possible alternatives for patients without pharmacy insurance benefits.
	3.1.04	List possible alternatives for patients without pharmacy insurance benefits.
3.2		Communicate and collaborate with patients, prescribers, professional colleagues, and support / administrative personnel to prevent, identify, and resolve problems related to medication distribution and use.
	3.2.01	Effectively discuss pre-authorization requirements to patients, physician and other healthcare providers.
	3.2.02	Effectively discuss pre-authorization requirements to patients, physician and other healthcare providers.
	3.2.03	Identify and resolve potential medication errors.
	3.2.04	Identify and describe common medication errors, adverse events and their causes.
	3.2.05	Demonstrate ability to effectively collaborate with others to facilitate achievement of the same goal/outcomes in an appropriate, timely and congenial manner.
3.3		Participate in the use and evaluation of systems to identify and prevent potential medication misuse, medication errors and adverse drug events.
	3.3.01	Identify and report medication errors and adverse drug reactions to appropriate individuals and organizations.
	3.3.02	Evaluate information obtained from adverse drug reaction and medication error reporting systems to identify preventable causes.
	3.3.03	Recommend actions to minimize the occurrence of adverse drug reactions and medication errors.
	3.3.04	Describe uses, benefits and limitations of robotics, counting devices, automated refill systems, electronic ordering systems and other technology used to minimize medication errors.
3.4		Apply pharmacoeconomic principles and health-related quality-of-life concepts to improve patient care and allocation of health care resources.
	3.4.01	Identify and apply principles of outcomes research and quality assessment methods used in the evaluation of pharmaceutical care.
	3.4.02	Explain the applicable design, selection, implementation, and management of drug distribution systems for various practice settings.
	3.4.03	Discuss challenges of third party reimbursement.
3.5		Review, interpret and apply practice guidelines and medication use policy in accordance with appropriate organizational and legal requirements.
	3.5.01	Participate in the development, implementation, evaluation, and modification of a formulary system.
	3.5.02	Access, interpret and apply health and drug use policies in various practice settings.
	3.5.03	Identify and explain difference in practice guidelines among practice settings.
4	Manage pharmacy operation systems	
Participate in the safe and effective management of operational systems to provide drug products to patients.		
4.1		Provide safe, cost-effective, quality patient care using appropriate resource management practices.
	4.1.01	Evaluate and discuss workspaces and workflow that promote safe medication dispensing.
	4.1.02	Evaluate and discuss workspace for confidential patient counseling and education.
	4.1.03	Discuss inventory control and management techniques used in various practice settings.
4.2		Promote human resource practices that contribute to an efficient, cost effective, safe, and satisfactory workplace for professional and technical staff.
	4.2.01	Effectively communicate and interact with technicians and other support personnel.
	4.2.02	Promote workplace harmony treating each person with respect and civility.
	4.2.03	Discuss and explain basic human resource management principles.
4.3		Utilize electronic resources to optimize accurate, appropriate, and timely delivery of medication and services.
	4.3.01	Demonstrate and explain the use of Electronic Medical Records (EMR), Computerized Physician Order Entry (CPOE).
	4.3.02	Identify, explain and demonstrate entry of appropriate information into electronic patient records.
	4.3.03	Discuss overrides and other potential shortcomings in computerized alerts of potential medication errors.
	4.3.04	Identify and apply institutional policies and state and federal regulations related to electronic storage and communication of data.

5	Manage drug and health information, informatics, and other technologies	
Use information and communication technology to improve patient care and manage the practice of pharmacy.		
5.1	Use information technology systems to retrieve data and literature to assist in drug information provision, patient care, drug distribution, patient safety, and compensation.	
	5.1.01	Given a specific drug question, student can identify the most appropriate resource to use in answering.
	5.1.02	Successfully navigate electronic information sources (PubMed, CDC, organizational sites) to locate drug information.
	5.1.03	Gather, summarize and organize information from lay, technical, scientific and clinical publications from patient records.
5.2	Interpret, evaluate, and apply information from primary literature as well as secondary and tertiary resources to effectively manage patient care.	
	5.2.01	Select appropriate resources to obtain needed information.
	5.2.02	Review information for suitability, accuracy and reliability.
	5.2.03	Synthesize information into clear, succinct, and accurate summary.
5.3	Provide appropriate health and drug-related information to patients, professional colleagues, other health professionals, and community members.	
	5.3.01	Demonstrate ability to retrieve or accurately prepare drug and health information.
	5.3.02	Define suitable content for educational information intended for patient-specific drug use; medication therapy and disease management information; disease detection and prevention information; and poison control and treatment information.
	5.3.03	Demonstrate ability to effectively communicate precise drug information to patients and other healthcare providers.
5.4:	Use various electronic technologies to a. access and manage scientific/clinical information and data; b. document and manage patient care; c. maintain practice management records; d. support professional communication; e. support education of patients, families, and professional associates; and f. support safe and effective drug distribution.	
	5.4.01	Identify appropriate resource to use in obtaining drug/health information.
	5.4.02	Demonstrate ability to correctly prepare and maintain electronic health record.
	5.4.03	Demonstrate ability to use word-processing, presentation software, data-base software, internet resources, email.
	5.4.04	Demonstrate ability to complete and electronically submit required reports for data collection purposes.
6	Communicate and collaborate	
Demonstrate effective communication, collaboration, and interpersonal skills for effective information exchange and team work with patients, caregivers, prescribers and other healthcare providers.		
6.1	Use oral, written, and multimedia skills to effectively communicate with patients, prescribers, other health professionals, caregivers, and members of the community.	
	6.1.01	Communicate effectively with verbal expression:
	6.1.01.01	Establish rapport, engage attention, and elicit information through use of effective verbal, nonverbal, explanatory, questioning and listening skills.
	6.1.01.02	Speak in a respectful manner (attentive, non-judgmental, non-threatening, compassionate, and empathetic).
	6.1.01.03	Express thoughts clearly, accurately concisely and in language appropriate to the situation and audience.
	6.1.01.04	Communicate complex concepts or ideas in simple, understandable ways.
	6.1.01.05	Discuss ideas and relay information in a logically organized and concise manner.
	6.1.01.06	Present ideas, proposals, or recommendations confidently and persuasively.
	6.1.01.07	Assess / validate understanding of the message communicated.
	6.1.02	Communicate effectively in writing or with multimedia.
	6.1.02.01	Compose complete and grammatically correct sentences.
	6.1.02.02	Express ideas in language that is clear, concise and appropriate to the format and audience.

	6.1.02.03	Communicate complex concepts or ideas in simple, understandable ways.
	6.1.02.04	Present ideas / relay information in a logically organized manner and well-developed manner.
	6.1.02.05	Structure written or visual materials to highlight critical content and relationships between ideas.
	6.1.02.06	Adhere to legal and ethical standards (anti-plagiarism guidelines) for citing / crediting the intellectual property of others.
	6.1.02.07	Adhere to legal and ethical standards for maintaining privacy and integrity of patient or institutional records.
6.2	Provide patient counseling about life-style and medication therapy management in a manner demonstrating sensitivity and responsiveness to culture, race/ethnicity, age, socioeconomic status, gender, sexual orientation, spirituality, disabilities, and other aspects of diversity and identity.	
	6.2.01	Consider social, economic, and cultural factors that influence patient's perspective on health, illness, and medication use.
	6.2.02	Respond to personal and cultural difference with compassion, empathy and sensitivity.
6.3	Document and present patient or drug information in an organized, logical manner appropriate for the clinical situation.	
	6.3.01	Demonstrate ability to conduct patient interview to acquire social, family and medical history.
	6.3.02	Demonstrate ability to document patient interview.
	6.3.03	Demonstrate ability to prepare concise SOAP note.
6.4	Assess and adapt communication to the ability of patients and care givers to obtain, process, understand, and use health or medication related information.	
	6.4.01	Establish a rapport with patients and care givers.
	6.4.02	Demonstrate respect for a diverse patient population.
	6.4.03	Empower patients and their care givers to actively participate in therapeutic decision making and self-management.
	6.4.04	Communicate therapeutic recommendations clearly, respectfully, and persuasively to patients and their caregivers.
	6.4.05	Demonstrate empathy, provide emotional support for behavioral change, and provide physical comfort.
	6.4.06	Maintain patient confidentiality.
6.5	Cooperate, collaborate, and communicate with interprofessional teams to insure that healthcare is integrated, continuous, and reliable.	
	6.5.01	Establish a rapport with professional colleagues.
	6.5.02	Demonstrate a respect for a diverse work force and different approaches to patient care and problem-solving.
	6.5.03	Seek relevant information from and provide information to professional associates to solve patient care or practice management problems.
	6.5.04	Communicate information and therapeutic recommendations clearly, respectfully, and persuasively, using appropriate medical and technical terminology.
	6.5.05	Partner with other professionals and health providers to improve quality, continuity, and patient-centeredness of care.
	6.5.06	Make situation-appropriate referrals to other health care providers.
7	Practice professionalism	
Demonstrate the attributes of a professional, including a commitment to, and accountability for, carrying out professional responsibilities, maintaining professional competence, and adhering to legal and ethical principles.		
7.1	Perform all professional duties in accordance with legal, social, and economic guidelines.	
	7.1.01	Identify traits that promote positive interactions with other health care providers and/or patients.
	7.1.02	Formulate a plan that describes how traits of professionalism will be utilized in practice.
	7.1.03	Analyze performance during PPEs which demonstrate professional duties in accordance with 7.1
	7.1.04	Categorize experiences into positive and unfavorable interactions and develop resolutions.
7.2	Exhibit behavior supporting the ethical tenets of autonomy, beneficence and justice.	
	7.2.01	Attend an educational session to raise awareness related to behavior supporting the tenets of

		professionalism.
	7.2.02	Participate in community service event related to reducing health disparities.
7.3		Demonstrate the traits of professionalism.
	7.3.01	Adhere to established policies and procedures including those related to attire and personal grooming.
	7.3.02	Demonstrate initiative in patient care.
	7.3.03	Demonstrate commitment to excellence in work habits and work products.
	7.3.04	Reliably and dependably carryout duties; follow through with responsibilities.
7.4		Develop, acquire and maintain personal and professional development through ongoing self-directed learning and reflection.
	7.4.01	Evaluate performance in learning experienced during the first professional year.
	7.4.02	Actively participate in courses, seminars, local/state/national organizations in ways that visibly promote, improved health outcomes and/or demonstrate the profession's contributions to improved health outcomes.
7.5		Develop appropriate leadership strategies that promote safe and optimal use of medications
7.6		Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals

Plan of Study

First Professional Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 701 Pharmaceutics I	3
PHRM 703L Pharmaceutical Care Lab I	3
PHRM 705 Pathophysiology I	4
PHRM 706 Foundations of Drug Action	3
PHRM 707 Pharmacy and Health Care Delivery	3
PHRM 709 Introduction to Pharmacy Practice	1
PHRM 713 Pharmaceutical Calculations	1
Total	18
<u>Spring Semester</u>	<u>Hours</u>
PHRM 702 Pharmaceutics II	3
PHRM 704L Pharmaceutical Care Lab II	3
PHRM 710 Mechanisms of Drug Action	5
PHRM 715 Pathophysiology II	4
PHRM 717 Pharmacy Law	1
PHRM 719 Self-Care Therapeutics I	2
Total	18

Internship: You are now eligible for an intern license. More information will be provided in the Spring semester.

Second Professional Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 718L Pharmaceutical Care Lab III	2
PHRM 721 Self-Care Therapeutics II	1
PHRM 725 Biopharmaceutics and Pharmacokinetics	3
PHRM 728 Pharmacy Informatics and Research	3
PHRM 731 Mechanisms of Drug Action	5
PHRM 771 Community Introductory Pharmacy Practice (Summer Months)	4
Total	18
<u>Spring Semester</u>	<u>Hours</u>
PHRM 732 Mechanisms of Drug Action	5
PHRM 733L Pharmaceutical Care Lab IV	2
PHRM 739 Pharmacotherapy I	6
PHRM 772 Institutional Introductory Pharmacy Practice (Summer Months)	2
<i>Pharm 7XX Professional Electives</i>	2
Total	17

Third Professional Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 751 Pharmacotherapy II	6
PHRM 756 Safe Medication Practices	2
PHRM 759 Advanced Law and Ethics	2
PHRM 762L Pharmaceutical Care Lab V	2
PHRM 772 Institutional Introductory Pharmacy Practice (Summer Months)	2
<i>PHRM 7XX Professional electives</i>	2
Total	16
<u>Spring Semester</u>	<u>Hours</u>
PHRM 752 Pharmacotherapy III	6
PHRM 760 Pharmacy Health Care Management and Economics	3
PHRM 764 Emerging Technologies in Pharmaceutical Care	1
PHRM 765L Pharmaceutical Care Lab VI	2
PHRM 766 Public Health in Pharmacy	2
<i>PHRM 7XX Professional Elective</i>	2

Fourth Professional Year

<u>Fall Semester</u>		<u>Hours</u>
	PHRM 770 Advanced Pharmacy Practice Experiences	18
<u>Spring Semester</u>		<u>Hours</u>
	PHRM 770 Advanced Pharmacy Practice Experiences	18

Summary

First Professional Year	36 hrs.
Second Professional Year	35 hrs.
Third Professional Year	32 hrs.
<u>Fourth Professional Year</u>	<u>36 hrs.</u>
Total	139 hrs.

Professional Electives (subject to change):

<u>Course</u>	<u>Hr.</u>	<u>Title</u>	<u>Faculty</u>	<u>Semester</u>	<u>Year</u>
PHRM 720	2	Intro to Radiopharmacy	Wittstrom	Spring	Any
PHRM 734	2	Diabetes Education	Salazar	Spring	PS2 or PS3
PHRM 735	2	Substance Abuse	Masserano	Spring	PS2 or PS3
PHRM 736	2	Introduction to Pharmacogenomics	Thompson	Spring	PS2 or PS3
PHRM 740	1 or 2	Self-Selected Supplementary Pharmacy Education	Welage	Both	PS2 or PS3
PHRM 748	1	Research Project	All	Both	Any
PHRM 755	1	Seminars in Pharmacy	Godwin	Both	PS2 or PS3
PHRM 758	1	Research Project	All	Both	Any
PHRM 761	2	Introduction to Managed Care Pharmacy	Georgopoulos	Fall	PS3
PHRM 773	3	Nuclear Pharmacy Instrumentation	Wittstrom	Both	Any
PHRM 774	1	Radiopharmaceutical Chemistry	Wittstrom	Both	Any
PHRM 775	3	Radiopharmacy Health and Radiation Biology	Wittstrom	Both	Any
PHRM 776	3	Radiopharmacology	Wittstrom	Both	Any
PHRM 781	1	Geriatric Medication Management	Disco	Both	PS3
PHRM 782	2	Clinical Toxicology	Smolinske	Fall	PS3
PHRM 784	1	Advanced Infectious Disease Pharmacotherapy	Mercier	Spring	PS3
PHRM 785	1	Advanced Cardiovascular Pharmacotherapy	Nawarskas	Spring	PS3
PHRM 786	1	Geriatrics Interprofessional	Dodd	Spring	PS3
PHRM 798	1	Problems in Pharmacy	All	Both	Any
PHRM 798	1	Introductory Spanish for Pharmacists	Nilsson-Whitaker	Both	PS2 or PS3
PHRM 798	1	Intermediate Spanish for Pharmacists	Nilsson-Whitaker	Both	PS2 or PS3
PHRM 798	1	Complementary and Alternative Medicine	Yamada	Fall	PS3

Course Descriptions

- 701 **Pharmaceutics I (3)**
Study of pharmaceutical dosage forms and relevant physiochemical and biopharmaceutical principles. Introduction to the metrology and calculations involved in the compounding and dispensing of pharmaceutical preparations.
- 702 **Pharmaceutics II (3)**
Continuation of Pharmacy 701.
- 703L **Pharmaceutical Care Lab I (2)**
Introduction to the "languages and tools" used in contemporary pharmacy practice. Emphasis on calculations, communication, drug information, product formulation, and problem-solving.
- 704L **Pharmaceutical Care Lab II (3)**
Continuation of Pharm 703L, with additional emphasis on patient information, assessment and monitoring; prescription processing; patient counseling; drug administration techniques; laboratory and home diagnostics tests; consult notes; and professional presentations.
- 705 **Pathophysiology I (4)**
Pathological consequences of disease states, including clinical presentation and historical findings presented by organ systems.
- 706 **Foundations of Drug Action (3)**
An introduction to the molecular and chemical mechanisms of therapeutic agents. Topics include biochemical processes and drug targets, gene regulation and expression, cell signaling, and drug absorption, distribution, metabolism, and excretion processes.
- 707 **Pharmacy and Health Care Delivery (3)**
Marketing and economic concepts of pharmacy practice with a focus towards marketing of pharmaceutical services and products, pharmacy finance and economics in operations, pharmacoeconomics and decision making.
- 709 **Introduction to Pharmacy Practice (CR/NC) (1)**
Course will be an introduction to student professionalism. Other topics will include ethics, plagiarism, and career development. Students will also learn to develop "pharmacy student portfolios" and receive tips on writing Curriculum Vitae.
- 710 **Mechanisms of Drug Action I (5)**
First in a series of courses addressing principles of pharmacology, medicinal chemistry, and biochemical mechanisms of drug action and toxicity. This section will specifically cover basics of drug metabolism and the pharmacology, structure-activity relationships (SAR), and toxicology of anti-infective agents.
- 713 **Pharmaceutical Calculations (1)**
This course will introduce students to the knowledge and skills of fundamental mathematical calculations utilized in pharmacy practice.
- 715 **Pathophysiology II (4)**
A continuation of Pharm 705.
- 717 **Pharmacy Law (1)**
An introduction to the Federal and New Mexico laws that relate to the practice of pharmacy.

- 718L **Pharmaceutical Care Lab III (2)**
Continuation of Pharm 704L. Activities parallel topics in concurrent self-care therapeutics and literature evaluation courses. Emphasis on patient assessment, care planning, and monitoring; critical literature appraisal; and written communication skills.
- 719 **Self-Care Therapeutics I (2)**
A pharmacotherapeutic course studying the use of non-prescription drugs, supplies, and herbal medicines with emphasis on the pharmacist's role as advisor, communicator, and educator to patients.
- 720 **Introduction to Nuclear Pharmacy (2)**
This course provides an overview of nuclear pharmacy as a practice specialty: contributions of the nuclear pharmacist and application of radioactive tracer techniques in the diagnosis and treatment of disease will be reviewed
- 721 **Self-Care Therapeutics II (1)**
Self-Care involves the diagnosis, treatment, and prevention of one's own illness without professional expertise. This course will introduce the concept of pharmaceutical care by the use of life-style modification, over-the-counter medications, and natural remedies
- 726 **Pharmacokinetics and Biopharmaceutics (3)**
An introduction to the influence of absorption, distribution, metabolism, and excretion on the time course of drug levels in the body and in understanding how changes in these processes affect the outcomes of drug therapies
- 728 **Pharmacoepidemiology and Biomedical Literature Evaluation (3)**
An examination of the structure of the biomedical literature and research with emphasis on the recognition, evaluation, and application of different study types and the data they produce.
- 731 **Mechanisms of Drug Action II (5)**
Continuation of 710 addressing pharmacology, toxicology, SAR, and elimination of prototypes in specific drug classes.
- 732 **Mechanisms of Drug Action III (5)**
Continuation of 710 and 731 addressing pharmacology, toxicology, SAR, and elimination of prototypes in specific drug classes.
- 733L **Pharmaceutical Care Lab IV (2)**
Continuation of Pharm 718L. Activities parallel topics in concurrent pharmacotherapy drug course, with emphasis on patient assessment, care planning, and monitoring; self-care practices and verbal communication skills.
- 734 **Comprehensive Diabetes Elective (2)**
This course provides a foundation for diabetes education to be used in all pharmacy practice settings. The coursework is presented through DM Educate® A Comprehensive Diabetes Management Continuing Education Course.
- 735 **Substance Abuse (2)**
This course will cover the major categories of drug abuse (Opioids, Marijuana, Stimulants, Hallucinogenic, CNS depressants, Performance-enhancing drugs, Prescription drugs, over the counter (OTC) drugs, Plants and Fungi, Tobacco/Caffeine/ETOH).
- 736 **Introduction to Pharmacogenomics (2)**
An introduction to how inherited variations in genes dictate drug response. Topics covered include basic principles of medical genetics, chemotherapy improvement through pharmacogenomics, as well as the ethical, legal, and social impact of pharmacogenomics.

- 739 **Pharmacotherapy I (6)**
Introduces students to a systematic approach to patient-centered pharmaceutical care, emphasizing patient assessment, problem-solving, communication, and counseling skills. Begins pharmacotherapy sequence.
- 740 **Self-Selected Supplementary Education (1-2; maximum of 2)**
This course is designed to allow students to self-identify areas for supplemental pharmacy education. Student will select and complete ACPE-approved continuing education programs.
- 748 **Research Project (initial) (CR/NC) (1)**
Student formulates hypothesis for research project and establishes methodologies for completion under guidance of faculty. Research project approved by committee.
- 751 **Pharmacotherapy II (6)**
Continuation of Pharm 739. Incorporates both lecture and case-study sections.
- 752 **Pharmacotherapy III (6)**
Continuation of 751. Incorporates both lecture and case-study sections.
- 755 **Seminar in Pharmacy (1)**
This course is designed to allow a student to self-identify areas of interest for supplementing their pharmacy education by attending UNM seminars covering a wide range of pharmacy and biomedical topics including but not limited to: grand rounds, radiopharmacy, toxicology, pharmacy administration, pediatrics, and neuroscience.
- 756 **Safe Medication Practices (2)**
A study of the existence of medication errors, reasons for these errors, and suggested methods to prevent medication errors from occurring.
- 758 **Research Project (CR/NC) (1)**
Student completes research project in final year. Presents research in poster form at annual Health Sciences Center Student Research Day. Up to four students may work collaboratively on one project.
- 759 **Advanced Law and Ethics (2)**
Emphasis given to statutes and regulations regulating the practice of pharmacy and distribution of drugs including the New Mexico Pharmacy Practice Act. Class discussion will include the application of ethics to situations in health care.
- 760 **Pharmacy Health Care Management and Economics (3)**
Provides students with an overview of the principles of marketing of pharmaceutical services, managed care pharmacy, pharmacoeconomic and outcomes research, and personnel management.
- 761 **Introduction to Managed Care Pharmacy Practice (2)**
Issues critical to managed care pharmacy will be introduced such as disease management, formulary management, drug utilization review, benefit design and contracting, Medicare and Medicaid, distribution systems and network management, quality improvement
- 762L **Pharmaceutical Care Labs V (2)**
Continuation of Pharm 733L, activities parallel concurrent pharmacotherapy courses. Emphasis on patient assessment, care planning, and monitoring.
- 764 **Emerging Technologies in Pharmaceutical Care (2)**
Provides students with an understanding of the principles of biotechnology, pharmacogenomics, and other state of the art therapies in pharmacy

- 765L **Pharmaceutical Care Labs VI (2)**
Continuation of Pharm 762L, activities parallel concurrent pharmacotherapy courses. Emphasis on patient assessment, care planning, and monitoring.
- 766 **Public Health in Pharmacy (2)**
This course provides students with an introduction to public health from a pharmacy perspective.
- 770 **Advanced Pharmacy Practice Experience (APPE) (2-4)**
Students provide direct pharmaceutical care to patients during nine four-week full time experiences.
- 771 **Introductory Community Pharmacy Practice Experience (4)**
Students may provide direct pharmaceutical care to patients during one full-time professional experience, totaling 40 hours per week for four-weeks. The student will learn dispensing skills, along with pharmaceutical care skills.
- 772 **Introductory Institutional Pharmacy Practice Experience (2)**
Students may provide direct pharmaceutical care to patients during one full-time professional experience, totaling 40 hours per week for four-weeks. The student will learn institutional systems for care and dispensing
- 773 **Nuclear Pharmacy Instrumentation (3)**
Structure and properties of atoms, radiation and radioactive decay, production of radionuclides, interactions of radiation with matter, with emphasis on instrumentation for radiation detection and measurement in a nuclear pharmacy or nuclear medicine environment.
- 774 **Radiopharmaceutical Chemistry (1)**
Introduces pharmacy students to inorganic chemistry as applicable to radiopharmaceuticals
- 775 **Radiopharmacy Health and Radiation Biology (3)**
Fundamentals of the biological effects of ionizing radiation on living systems, especially man; basic biological mechanisms which bring about somatic and genetic effects. Concepts of radiation protection, radiation dosimetry, radiation monitoring and x-ray health physics.
- 776 **Radiopharmacology (3)**
Study of the physicochemical characteristics of radiopharmaceuticals; kinetics of radiopharmaceuticals; structure-distribution relationships of radiopharmaceuticals; considerations in the design of new radiopharmaceuticals
- 781 **Geriatric Medication Management (2)**
A course designed to provide hands-on experiences with geriatric patients in senior centers. Students will work with Nurse Practitioners and nursing students to evaluate blood pressures, blood glucoses, disease states and medication therapy
- 782 **Clinical Toxicology (2)**
Study of the acute toxicity in humans of common drugs, chemicals and household products; physical and laboratory assessment of common poisonings; development of clinical management plans and the role of pharmacists in the prevention of poisonings.
- 784 **Advanced Infectious Disease Pharmacotherapy (1)**
This course will offer an in-depth discussion on several infectious diseases related topics such as MRSA, hepatitis treatment, HIV. It will allow the students to become familiar with Infectious Diseases therapeutic controversies.

- 785 **Advanced Cardiovascular Pharmacotherapy (1)**
This course will discuss common cardiovascular diagnostic testing modalities and pharmacogenomic issues relevant to cardiovascular pharmacotherapy and will employ oral presentations which will be used to critique journal articles and discuss therapeutic controversies related to cardiovascular medicine
- 786 **Geriatrics Interprofessional Elective (2)**
This course will involve a systematic overview of a comprehensive interdisciplinary geriatric assessment, utilizing case-based discussion of given geriatric patients with an interdisciplinary team of students and instructors.
- 798 **Problems in Pharmacy (1-5)**
Research and library problems in some area of pharmacy. Requires permission of instructor.
- 798 **Introductory Spanish for Pharmacists (1)**
This course provides the pharmacist or pharmacy student with the basic tools to communicate with Spanish-speaking patients. Pharmacy-specific vocabulary and helpful structures will be covered in addition to fundamental grammar and conversational skills in order to facilitate communication *en la farmacia*.
- 798 **Intermediate Spanish for Pharmacists (1)**
This course continues to focus on helpful vocabulary and structures for pharmacy professionals. It builds on material covered in the introductory course, enabling the students to communicate with current and future Spanish-speaking patients with increasing confidence and ease
- 798 **Complementary and Alternative Medicine (1)**
The cultural use of integrative and traditional medicines will be presented and reviewed for clinical efficacy. The course emphasizes integration of scientific evidence into effective patient education and holistic care.

UNM COLLEGE OF PHARMACY PHARM.D. STUDENT HANDOUTS POLICY

A consistent College-wide policy governing student handouts and distribution has been developed by the COP Faculty and Dean and became effective in the Fall 2004 Semester. The policy applies to all courses taught within the College of Pharmacy on the UNM Campus. It does not govern rotations and experiential learning for COP students not taught by UNM full-time faculty or at non-UNM sites of instruction, or experiential learning.

- A link to ALL student handouts will be posted through Moodle. Students may download the materials for viewing on personal computers, Tablet PC notebook computers or for printing of hard copies.
- Students may also be required to individually access and download reference materials through the HSC Library and Information Center in electronic formats for viewing on personal computers or printing.
- ALL handouts for ALL courses will be posted – no paper copies will be distributed by any instructor, UNLESS there are strictly limited cases where the material cannot be feasibly converted to electronic form. This exception is not to be utilized to circumvent this policy.
- All handouts will be posted at least 24 hours prior to the calendar date of a lecture. The date of a lecture is defined as beginning at 12:01 am on the calendar date. .
- Students are responsible for reporting difficulties with downloading or printing handouts materials to the Curriculum Office.
- Handouts will be posted in an electronic format reasonably accessible to all students (.doc; .ppt; .xls; .pdf, etc., file formats) of sufficient quality and resolution that they can be legibly printed with a moderately priced inkjet printer.
- Nothing in this policy shall be construed to mandate that faculty provide handouts of any kind to students. Faculty may elect to have the students take all of their own notes. This policy applies ONLY to materials to be distributed or made available to students.
- Students are also encouraged to purchase laptop computers, or Tablet PC's with wireless network capability to facilitate downloading of handout materials via the high-speed wireless network available within the NRPH building and HSC Library.

Policy on Technical Standards for Admissions, Continuation, and Graduation

The University Of New Mexico College Of Pharmacy, in accordance with the Americans With Disabilities Act (ADA), assures equal access to educational opportunities for qualifies persons with disabilities. Both applicants for admission and current students must demonstrate the ability to complete the entire curriculum and science the Pharm. D degree with or without reasonable accommodations.

TECHNICAL STANDARDS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE PHARM.D. PROGRAM CURRICULUM

The curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, communicative and interpersonal skills. To achieve these proficiencies, the Pharm.D. Program requires that each student be able to meet the Technical Standards with or without reasonable accommodation. The technical standards are requirements for matriculation, course completion and graduation. The decision to request a reasonable accommodation to assist the student in meeting the technical standards is the student's, as is the responsibility to notify the College of Pharmacy if the student is unable to meet the technical standards

1. Communication:

- a.* Verbal and nonverbal: Pharm.D. students must be able to impart complex information in the English language so that others can understand it. The student must be able to elicit information from patients, patients' family members, the student's supervisors and peers. The students must note and respond to factual information provided by others as well as to cues of mood, temperament, and social responses. The student must be aware of and responsive to cultural differences in verbal and nonverbal communication. Communication with patients and all members of the healthcare team must be accurate, sensitive, effective, efficient and confidential. Communication must be timely and situationally appropriate. Students must be able to communicate with health care practitioners specifically in reviewing and recommending verbal and written drug therapy orders.
- b.* Written: Pharm.D. students must be able to produce written materials that are constructed in a legible and organized fashion, using proper grammar, spelling and punctuation. This includes both handwriting and typing/word processing skills.
- c.* Comprehension: Pharm.D. students must be able to comprehend and assimilate complex scientific and medical information in the English language from a variety of written sources including texts, journals, medical records, course syllabi, etc. In addition, the students must be able to acquire written information from a variety of sources including Medline, and other computer-search programs, the Internet, journal and text libraries, etc.

2. Cognitive skills - Pharm.D. students must be able to solve problems involving measurements, calculation, reasoning, analysis and synthesis and have the mental capacity to assimilate and learn large volumes of complex information.

- a.* Problem solving: Pharm D. students are required to be able to make appropriate clinical decisions and must be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies. Students must be able to use this information to develop and process a drug therapy and monitoring plan in an appropriate amount of time.

- b. Judgment: Pharm.D. students must demonstrate judgment in classroom, laboratory and clinical settings which shows an ability to make mature, sensitive and effective decisions in the following areas:
 - i. Relationships with persons being served and designated family members or healthcare decision-makers. The students must demonstrate professional interactions in all situations.
 - ii. Relationships with supervisors and peers. When provided with constructive feedback from an instructor or supervisor, students will adapt behavior accordingly.
 - iii. Ability to determine effectiveness of therapeutic strategies and modify the therapy appropriately.

3. Sensory skills

Observation necessitates the functional use of vision and hearing. A student must be able to observe and hear lectures, demonstrations, experiments and practice-based activities. Such activities include, but are not limited to writing accurate prescription orders for drug therapy and evaluating visible and auditory patient signs and symptoms of drug actions. Students must be able to interpret clinical parameters for the purposes of monitoring drug therapy.

4. Behavioral/Social Skills

Pharm.D. students must exhibit appropriate professional attitudes and conduct during participation in the classroom, laboratory and in clinical experiences. Students are required to utilize their intellectual abilities, exercise good judgment and promptly complete all responsibilities involved in pharmaceutical care of patients. Students must have the capacity to develop mature, sensitive and effective relationships with patients and healthcare professionals. They must be able to function effectively in situations of physical and emotional stress.

5. Motor Skills

Students must demonstrate sufficient motor function to execute all aspects of processing drug orders. These activities include, but are not limited, operating a computer, dispensing multiple types of dosage forms, preparing compounded drug formulations, safe and aseptic handling of sterile preparations and basic physical assessment skills.

Requesting accommodations: Documentation and Procedure

Students with disabilities who require reasonable accommodations to assist them in meeting the requirements of their degree program must first register with the Health Science Center's Committee on Students With Disabilities. The College, through its faculty, staff, and administration, reserves the right to determine if the accommodations recommended are reasonable. Reasonable accommodations are those that 1) do not fundamentally alter the academic program, academic standards, nor the professional standards of the college, or 2) do not cause an undue burden on the college. Reasonable accommodations that have been approved by the Committee on Students with Disabilities must be submitted to instructors in a timely manner. Only accommodation request that have been made in a timely manner will be provided. The college does not provide retroactive accommodations.

When a student initially requests accommodations for a program of study he or she is required to provide *current (within one year) documentation* at the beginning of the academic training in support of the request, or if the condition or diagnosis changes and therefore the accommodations need to be modified. Documentation does not need to be submitted every year.

The documentation must include:

- the specific nature of the student’s functional impairment
- how the impairment impacts major life activities
- the environment in which the individual will be functioning (e.g., classroom, lab, wards, etc.)
- supporting evidence including:
 - tests and instruments administered to arrive at the diagnosis and recommendations
 - test scores
 - evaluator observations
- recommended accommodations
- the rationale for the recommended accommodations and how adjustments or technical aids would cancel or ease the impact of the impairment on the task
- prior accommodations received and dates of implementation

The documentation must come from appropriate licensed healthcare professionals. For example, learning impairments require documentation from educational diagnosticians and psychologists. Psychological diagnoses and recommendations should be from psychologists and/or psychiatrists. Similarly, physical impairments should be documented by health care providers in the appropriate specialty area(s).

The student’s current documentation should then be reviewed by a committee of faculty experts. In the College of Pharmacy this is the Health Science Center Committee on Students with Disabilities. After reviewing the documentation the committee determines if the:

- student has an adequately documented medical disability that affects a major life activity
- requested modifications are appropriate and “reasonable”
- accommodations will allow the student to meet the technical standards of the institution
- integrity of the educational program is maintained in the presence of the accommodations

For more information please contact: Cheri Koinis Ph.D., Assistant Professor, Family & Community Medicine/PA Program at 272-3898 or ckoinis@salud.unm.edu .

Rules for Progression in the College of Pharmacy

- I. The College of Pharmacy expects student to complete the professional curriculum (**all Pharmacy 700 level courses**) in **four (4)** consecutive years. The Scholastic Achievement and Progression Committee must approve any deviation in progression toward completion of the curriculum in **four (4)** consecutive years.
- II. Students must successfully complete **all** courses of the professional curriculum in a given semester before any courses in the professional curriculum of a subsequent semester may be taken.
- III. Students who have received two (2) or more “F” or “NC” grades **at any time** in the professional curriculum **will** be dismissed from the College of Pharmacy.
- IV. Students cannot begin PHRM 770 (Advanced Pharmacy Practice Experience) with less than a 2.0 GPA on all UNM coursework or less than a 2.0 GPA on all courses in the professional curriculum.
- V. Remediation Program Policy: A two-term Remediation Program is required of students who have accumulated:
 - A. more than one (1) grade of less than C- in any academic year
 - B. more than 6 credit hours of grades less than C- cumulative or
 - C. one (1) or more credit hours of F” or “NC” in courses in the professional curriculum.
 - A Remediation Program will only be allowed once during enrollment in the College of Pharmacy.
 - Following the successful completion of a Remediation Program, any additional grades of less than C- in the professional curriculum will result in dismissal from the College of Pharmacy.
 - While in the Remediation Program, students may not take courses that would advance their progression in the Pharmacy Curriculum (with the exception of professional electives). Students will be allowed to repeat courses in which they have “D”, “F”, or “NC” grades.
 - The Scholastic Achievement and Progression Committee will design the two-term Remediation Program for each student and may require the student to take additional coursework that addresses deficiencies in the student’s background.
 - Students must complete all courses in the Remediation Program with no grades of less than C-.
 - Students that deviate from the Remediation Program designed by the Scholastic Achievement and Progression Committee will be dismissed from the College of Pharmacy.
- VII. Remediation Exam Policy

A student who has earned a final course average of less than C- may be eligible to demonstrate competence in that course by the remediation. Students with averages less than C- will not have a grade reported to the Registrar’s office pending student remediation decision.

The conditions for remediation include:

1. Student must provide a written notice of intent to participate in the remediation process within 3 days of the posting of course final grades. Notice must be sent to both the course IOR and the Executive Associate Dean for Education. In the event that the IOR is NOT notified of intent to remediate, the opportunity will be withdrawn and the grade earned in the class will be reported to the Registrar.
2. Compliance with all conditions for course remediation as listed in the course syllabus such as class and graded exam review attendance.
3. Compliance with all conditions assigned by the Executive Associate Dean for Education in consultation with the course faculty. These may include peer-tutoring, meeting with faculty or other conditions as assigned during the semester in which the student is enrolled in the course.
4. Compliance with all conditions assigned by the Executive Associate Dean for Education as self-study and remedial course review including recorded lectures, documentation of assigned readings, and block exams.

If all conditions are satisfactorily met, the student will then be offered a comprehensive examination of the course material. The remediation exam format will be at the discretion of the course IOR. Oral exams will be recorded for documentation. If a grade of C or greater is achieved on the remediation examination, the final grade for the course will be reported as a C. If a score of C or greater is not achieved, the grade equivalent of the average initially earned in the course will be reported to the Registrar. (revised August 2011)

XIII. Probation

I. University probation:

Students must maintain at least a 2.0 GPA on all coursework attempted at the University of New Mexico. Students whose GPA falls below a 2.0 on coursework attempted at UNM will be placed on UNM probation. Failure to remove the probation by the end of the next semester may result in suspension from the University.

Graduation Requirements

- I. Satisfactory completion of all required and elective Pharmacy and general education courses.
- II. Maintain a 2.0 GPA on all UNM coursework and a 2.0 GPA on all **required** courses in the professional curriculum
- III. Removal of any “F” or “NC” grade earned in a course by repeating the course with at least a C- or “CR” grade. No student will graduate with “F” or “NC” grade in the professional curriculum.
- IV. Students who have more than two (2) grades of less than C- or more than six (6) hours of grades of less than C- grades in required courses in the professional curriculum are not eligible to graduate from the program.
- V. Students must be able to meet the College of Pharmacy Technical Standards with or without reasonable accommodation.

Student Academic and Professional Conduct Policy

It is critical for all College of Pharmacy Students to understand and adhere to the Student Academic and Professional Code of Conduct, as failure to adhere to these standards and policies could result in disciplinary actions being taken by the College of Pharmacy. The following sections will outline and clarify student rights, student obligations, actions deemed as violations of the code of conduct, and disciplinary actions. The College of Pharmacy hereby adopts the following code of conduct.

The College of Pharmacy Student Academic and Professional Conduct Policy is a policy under which students and faculty share responsibility for monitoring the academic and professional conduct of students. Like many other professions, pharmacy is largely responsible for formulating and monitoring its own ethical standards. This opportunity to govern itself is a privilege granted to the profession by society with the understanding that the profession will maintain the welfare of the public as its primary concern. In exercising this responsibility, the American Pharmacists Association (“APhA”) has adopted codes of ethics that define minimum standards of professional conduct. In the APhA system, the responsibility of students parallels the responsibility of pharmacists, who maintain high professional standards by monitoring the professional conduct of their peers.

UNM College of Pharmacy students are expected to be familiar with the APhA Code of Ethics (Appendix 2) and to adhere to it. Graduate student activities are generally not covered by the APhA Code of Ethics but are instead described by the University of New Mexico Guide to Graduate Studies outlining Academic Integrity and Responsible Conduct of Research and in the University Student Conduct Policy. All graduate students within the College of Pharmacy must maintain the highest standards of integrity in their research and conduct themselves in a professional manner in their dealings with others. It is the responsibility of all to ensure that our actions and behaviors are maintained at the highest possible standards.

As a condition of admission to the College of Pharmacy each student must sign a pledge stating that he or she understands the Student Academic and Professional Conduct Policy and agrees to abide by its principles. Students are also required to sign pledges for all examinations, attesting that they have neither given nor received help on the examination. Similar pledges may also be required for other class work at the discretion of the instructor.

1. SCOPE

The Student Academic and Code of Conduct Policy applies to all students enrolled in the College of Pharmacy including programs, events and activities affiliated with, sponsored by or sanctioned by the College of Pharmacy. The term "student" includes both full-time and part-time students pursuing graduate or professional studies at the College of Pharmacy. The College of Pharmacy and/or the University may take disciplinary action for any offense against the Student Academic and Professional Code of Conduct when the event occurs on University premises or at a University sponsored event, or when the violation occurs off campus and failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

Students in the College of Pharmacy are also required to comply with the University Campus Expectations outlined in

Student Rights and Responsibilities Statements: <http://0-rights.unm.edu.lib.utep.edu/index.html>

College of Pharmacy graduate students must also comply with all University and graduate school policies that apply to graduate students: <http://grad.unm.edu/current-students/guide-grad-study.html>

Any questions regarding the Student Academic and Code of Conduct Policy should be addressed immediately to relevant faculty or the Executive Associate Dean for Education. Any questions regarding the meaning of any provision of this policy will be decided by the Dean of the College of Pharmacy.

2. STUDENT RIGHTS

2.1 The primary function of the College of Pharmacy is the delivery of a curriculum to assist the student in obtaining the knowledge and necessary skills to perform as a competent practicing professional in pharmacy or in pharmaceutical sciences. It is each student's responsibility to complete the curriculum while adhering to both UNM and the College of Pharmacy's policies. Issues not addressed in this document should be addressed following the applicable procedure in the UNM catalog and Pathfinder.

2.2 The College of Pharmacy's students have the following rights:

- A.** All rights set forth by the US Constitution and the State of New Mexico's Constitution, and applicable UNM policies.
- B.** The right to adequate explanation regarding academic sanctions or dismissals.
- C.** The right to privacy of their education records.
- D.** The right to be treated fairly and with respect by faculty and staff.
- E.** The right to attend class in an atmosphere free from all forms of unlawful harassment.
- F.** The right to have a complaint alleging a breach of these rights considering and resolved by the College of Pharmacy.

3. STUDENT RESPONSIBILITIES

Student conduct expectation encompass both ethical as well as behavioral standards that reflect the way in which students enrolled in the College of Pharmacy are expected to act. UNM College of Pharmacy students are expected to be familiar with and adhere to the APhA Code of Ethics found at: <http://www.pharmacist.com/code-ethics> and in Appendix 2. Graduate

student activities are generally not covered by the APhA Code of Ethics but are instead described the University of New Mexico Guide to Graduate Studies outlining Academic Integrity and Responsible Conduct of Research and in the University Student Conduct Policy (<http://grad.unm.edu/current-students/guide-grad-study.html>).

In addition, all students must also understand and adhere to campus expectations (<http://Rights.unm.edu.lib.utep.edu/index.html>), the Student Code of Conduct set for by the University of New Mexico (<https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>), and the HSC Code of Ethics (<http://hsc.unm.edu/policyoffice/ethics.html>). It is the responsibility of all to ensure that our actions and behaviors are maintained at the highest possible standards.

The following are additional expectations that students enrolled in the College of Pharmacy are expected to adhere to:

3.1 Cooperate with orderly classroom conduct – Students have the responsibility to attend class and respects other students’ right to learn. This expectation includes, but is not limited to:

- 3.1.1. Refraining from conversation while the instructor is making a presentation
- 3.1.2. Not gathering material in preparation for dismissal before the instructor has completed remarks and has formally dismissed class
- 3.1.3. Refraining from making disrespectful or disruptive noises or sounds during class
- 3.1.4. Refraining from activities that can be distracting to the class environment (e.g., reading newspapers, using cell phone or other electronic devices for purposes not pertaining to classroom activities)

3.2 Treat faculty, staff, and other students with respect – The College of Pharmacy WILL NOT tolerate ANY actions expressing prejudice against ANY individuals, for any reason. Students are expected to avoid actions that may be deemed as intimidating, harassing, coercive, abusive, or which violate the rights of or infringe on the liberties of another person. The College of Pharmacy will not tolerate any behavior that substantially interferes with the freedom of expression, movement or activity of others. This includes actions, communications (both written and verbal), and behaviors. Students are expected to adhere to the highest standards of interpersonal conduct.

3.3 Confidentiality – The University of New Mexico and the College of Pharmacy’s students and faculty are obligated to maintain confidentiality of the records of patients, medical and pharmaceutical records, economic and demographic information, monetary transactions, student records, and other privileged information revealed to them. Students become automatically responsible for confidentiality and automatically assume the consequences of actions that violate confidentially upon their enrollment (or admission) into the UNM College of Pharmacy.

- A. The New Mexico Board of Pharmacy defines unprofessional or dishonorable conduct to include: 1). Failure to hold with the strictest confidence all knowledge concerning patrons, their prescriptions, and other confidence entrusted or acquired by him. 2). Divulging in the

interest of the patron only by proper forms, or where required for proper compliance with legal authorities. [See the New Mexico Board of Pharmacy Rules: regulation Title 16, chapter 19, Par 4, Section 9.3.8]

- B.** Confidentiality also includes maintaining the strictest confidence concerning unpublished research findings including but not limited to data and laboratory findings. Confidentially prohibits the divulging of information concerning grant applications and discussing unpublished results to individuals outside of the original laboratory where the findings and data were discovered.
- C.** All students are expected to exemplify attitudes, personal qualities, and professional behaviors the keep confident and safeguard the right to privacy of all students and fellow patients alike. The American Pharmaceutical Association’s Code of Ethics states of confidentiality that,

“A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner”. – American Pharmaceutical Association website, Code of Ethics (<http://www.pharmacist.com/code-ethics>).

3.4 Adhere to the guidelines for appropriate attire and hygiene standards - The University of New Mexico, College of Pharmacy is committed to encouraging all students to maintain an attitude of professionalism. Accordingly, students should be aware of the importance of a professional appearance at all times.

Students must adhere to the dress standards set by their assigned practice site or patient care area. Failure to do so will be seen as an issue of non-compliance with the Student Code of Conduct and the College of Pharmacy.

3.5 Adhere to the honor code and the professional code of conduct- Every student shall be honest and candid with students, faculty, staff, and administrators, and shall conduct himself/herself in a professional manner. Students have three main responsibilities, as a student:

- A.** Do not violate the honor code
- B.** Do not aid in a violation of the honor code
- C.** Report any suspected violations of the honor code

When a student views the a situation ambiguous in terms of working together on assignments, referencing requirements, use of old exams, etc., it is the responsibility of the student to clarify the any ambiguities with the professor for the given class.

4. DEFINITIONS OF UNACCEPTABLE STUDENT CONDUCT

The following behaviors are examples of violations of the Conduct Policy. This list is not intended to be an all-inclusive list of behaviors that violate basic ethical standards expected of College of Pharmacy students. In addition, attempts at misconduct as well as completed acts are violations of the Student Academic and Professional Conduct Policy.

4.1 Academic Dishonesty. Deception is contrary to the high standards of personal conduct described above. A student who engages in any form of academic dishonesty is subject to disciplinary action by the College of Pharmacy. All College of Pharmacy students are required to understand and adhere to the policies and standards set forth by the University of New Mexico. The UNM Academic dishonesty policy can be found at <https://policy.unm.edu/regents-policies/section-4/4-8.html>. The UNM Academic Integrity policy can be found at <http://grad.unm.edu/aire/academic-integrity.html>. Below are examples associated with of the most common forms of academic dishonesty.

- A. **Cheating.** Using unauthorized notes, study aids, or information from another student or students' paper on an examination. The copying of graded homework assignments (including lab assignments) from another person with intent to receive a grade; working together on an individual take-home test or homework assignments when not specifically permitted to do so by the instructor; looking at another student's paper during an examination; looking at texts or notes during an examination when not expressly permitted to do so.
- B. **Plagiarism.** Quoting or copying test or other works on an exam, written assignment, or homework without citation in attempts to submit as your own work, handing in a paper obtained from a term paper service, or one downloaded from the internet with intention to pass off as your own work; retyping another student's paper in your own name and handing it in as your own work; copying homework answers from text to hand in as your own work.
- C. **Fabrication.** Presenting data in a piece of work that were not gathered in accordance with the guidelines defining the appropriate methods of collecting or generating data, and failing to include a substantially accurate account of the method by which the data were collected or generated.
- D. **Aiding or abetting dishonesty.** Giving your work to another student to be copied and submitted as their own work for credit; giving another student answers to examination questions or allowing another student to copy your own work when the examination is being administered; informing other students of any test material that will appear on exams; giving, selling, or lending a paper or exam to another student.
- E. **Conspiracy** – Planning, with one or more students, to commit any form of academic dishonesty, including allowing other students to plagiarize work.

- F. Violating instructions regarding completion of assignments.** Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading or evaluation, it is the responsibility of the student to ascertain what cooperation between students, if any, is permitted by the instructor.

4.2 Professional Misconduct

- A. Falsification of records and official documents.** Without proper authorization, altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official College or University document.
- B. Providing professional care in an unsafe or harmful manner.**
- Acting without demonstrated competence or without the guidance of a qualified person in the provision of a recommendation to a patient or health care provider.
 - Willfully or intentionally doing physical and/or mental harm to a patient/client.
 - Exhibiting careless or negligent behavior in connection with the care of a patient/client.
 - Refusing to assume the assigned and necessary responsibility for care of a patient/client and failing to inform the instructor so that an alternative measure for that care can be found.
 - Working outside of one's professional boundaries as defined by state or federal statutes.
- C. Disrespecting the privacy of a patient/client.**
- Using sufficient information about a patient (e.g. full name, last name, or position) in written assignments and/or patient data of any sort (e.g. computer generated forms that will be removed from the clinical area), such that the patient could be identified.
 - Discussing confidential information in inappropriate areas, such as elevators.
 - Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.
 - Violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - Referencing patients, or patient-related or other confidential information on social networking sites or other public forums.
- D. Falsifying patient records or fabricating professional care or patient experiences.**
- E. Failing to report omission of or error in treatment or medications.**
- F. Drugs and alcohol.**
- Using, possessing, selling or distributing illicit drugs; illegally using, selling, possessing, or distributing and drugs or alcohol; or using prescribed, over the counter,

or illicit substances in such a manner as to impair one's judgment or performance as a pharmacy student, including being in an educational or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.

- Concerns of alcohol abuse or abuse of other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to the Executive Associate Dean for Education.
- The University of New Mexico has policies regarding the use of alcohol and other drugs and these policies are in effect for students:

<https://pathfinder.unm.edu/common/policies/policy-on-illegal-drugs-and-alcohol.html>

4.3 Commission of a Crime. Engaging in illegal activity that would impact the student's ability to obtain or maintain a professional license or employment in the fields of pharmacy and research. The results of criminal proceedings will not be determinative of proceedings under this Conduct Policy. <http://pathfinder.unm.edu/campus-policies/other-campus-policies.html>

4.4 Violating Computer Use Policies. Violating the University's Information Technology Policies and Guidelines that defines proper and ethical use of computers and electronically stored data. <http://policy.unm.edu/university-policies/2000/2500.html>

4.5 Disruptive behavior. Disruptive behavior includes conduct such as obstructing or disrupting classes, team projects, talks, presentations, or other activities or programs of the College of Pharmacy or other parts of the University and obstructing access to College community assets or to similar resources in other parts of the University. Excluded is any behavior protected by the University's policy on "Freedom of Speech" (<https://pathfinder.unm.edu/common/policies/freedom-of-expression-and-dissent.html>)

4.6 Students will treat fellow University of New Mexico students, faculty and staff with respect and in a civil manner. Incivility is not considered to be professional behavior and is prohibited within this policy.

4.7 Sexual and other unlawful harassment.

This conduct includes not only sexual or other unlawful harassment based on a person's identity or status, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. <http://policy.unm.edu/university-policies/2000/2730.html>. In cases of alleged sexual harassment or sexual misconduct, the Executive Associate Dean will refer the investigation to the University's Office of Equal Opportunity ("OEO").

4.8 Relationships with faculty and staff members.

Students should be cognizant of and abide by the University Administrative Policies and Procedures Manual - Policy 2215: Consensual Relationships and Conflicts of Interest <https://policy.unm.edu/university-policies/2000/2215.html>.

4.9 Obstructing the investigation of a possible violation of this conduct policy. Including intentionally and knowingly filing a false complaint; making dishonest or misleading statements; falsification of information; altering, destroying or deleting relevant documents, files or e-mails; violating the confidentiality of the process; or any other act that hinders an investigation.

5. REPORTING PROCEDURES

5.1 Responsibilities for Reporting. All members of the College of Pharmacy community – faculty, administrators, staff and students – have a responsibility to report any reasonable suspicion that a student has violated this Student Academic and Professional Conduct Policy. A report must be immediately made in writing to the Executive Associate Dean for Education. Anyone not sure of whether or not to report a suspicion should consult with the Executive Associate Dean for Education before making a decision not to formally report the suspicious behavior. It is important that all faculty and staff members report all misconduct so that there can be fairness in the application of the Student Academic and Professional Conduct Policy across the entire student body.

All faculty members are required to report in writing all incidents of academic misconduct (e.g., plagiarism, cheating, falsification of data, and violation of professional standards) that occur in their course to the Executive Associate Dean for Education. The Executive Associate Dean will make a determination of next steps, including whether an investigation should be instituted by the Honor Council. Per University policy a faculty member may impose course sanctions for academic violations and should do so after consultation with the Executive Associate Dean. Independent of the faculty member's action, the Executive Associate Dean for Education may also refer the issue to the Honor Council.

6. INVESTIGATION

6.1 The Executive Associate Dean will provide the accused student of notice in writing of the allegation of misconduct within five University business days of receipt of the report alleging misconduct.

6.2 The Executive Associate Dean for Education will meet with the accused student as soon as possible after the notice of alleged misconduct has been sent but no later than ten University business days. In this meeting, the Executive Associate Dean for Education will (a) inform the student of the nature of the allegations; (b) explain the investigation and hearing process; and (c) explain the student's options. As a result of this meeting the following outcomes are possible:

- A determination by the Executive Associate Dean for Education that no infraction occurred and the matter is concluded; or
- Acceptance of responsibility by the accused with referral to the Honor Council for determination of sanctions, in consultation with the Executive Associate Dean for Education; or
- A referral of the matter to the Honor Council for investigation, hearing and if appropriate determination of sanctions.

All Honor Council proceedings, records, and actions shall be considered confidential in nature. No person other than the accused having knowledge of such proceedings or actions shall reveal anything concerning them except as provided in this Code of Conduct, or as required by existing law.

6.3 Honor Council Membership

The Honor Council will be comprised of:

- A. Two first-year pharmacy students (PS-1)
- B. Two second-year pharmacy students (PS-2)
- C. Two third-year pharmacy students (PS-3), one of which will be appointed as Chair
- D. Two fourth year pharmacy students (PS-4)
- E. Two Pharmaceutical Sciences graduate students (MS or PhD)
- F. Six faculty members who are serving on the Student Affairs Committee

The representatives are appointed for one year terms by the Executive Associate Dean for Education but eligible for re-appointment if deemed appropriate.

6.4 Investigation

The team of investigators from the honor council is appointed by the Executive Associate Dean for Education based on the principals that investigators should not be members of the accused's class, and/or student organization or involved in the incident. The investigation will consist of the following: The investigators shall interview the reporting witness, the accused (if the accused consents), any other witnesses, and all other persons, including faculty and staff, who may have relevant information. Written statements should be taken from all witnesses. After all witnesses have been interviewed and the investigation has been completed, the investigators shall report the finding to the Honor Council.

6.5 Hearing

The hearing will be conducted by the Honor Council, as described above, trained in the hearing procedures. If a student has concerns about potential bias of a member of the Honor Council, the student can submit a written request to the Executive Associate Dean for Education, with rationale, for recusal of that member. The Executive Associate Dean for Education will approve or disapprove the request and that decision is final. The Honor Council shall make a determination whether a violation has occurred using the preponderance of evidence as the standard of guilt. Determinations by the Honor Council will, in most cases, will be rendered within 60 days of the referral to the Honor Council by the Executive Associate Dean for Education. This date can be modified at the discretion of the Executive Associate Dean for

Education if deemed necessary. A violation shall be found upon a majority vote of the members of the Honor Council.

6.6 The Hearing Procedures are outlined in Appendix 3.

6.7 Appeal Process

Within five University business days of receiving the written notification of the Honor Council's decision from the Executive Associate Dean for Education, the student may submit a written appeal of the decision or the sanction (or both) to the Dean of the College of Pharmacy. Appeals must be based on at least one of the following arguments:

- A. There were violations of procedure that seriously compromised the investigation and/or conclusions.
- B. The decision was not in accordance with the evidence presented.
- C. The severity of the sanction is grossly disproportionate to the violation(s) committed.
- D. There is significant new evidence not reasonably available at the time of the investigation.

The Dean will determine if the appeal meets the above conditions. The Dean will issue a written report regarding the decision within fourteen University business days of receiving the appeal.

Student Complaint Procedures

The University of New Mexico College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students. The purpose of this policy is to establish, implement and operate a student complaint procedure. The Policy shall be continuously accessible by students through the University of New Mexico College of Pharmacy Website (<http://hsc.unm.edu/pharmacy/complaint.shtml>). Any student may bring a grievance or complaint in reference to the Accreditation Council for Pharmacy Education (ACPE) accreditation standards. The ACPE, as directed by the U.S. Department of Education, requires that any student complaint lodged against the College of Pharmacy, or the pharmacy program, alleging a violation of the ACPE Accreditation Standards should be submitted in writing to the Student Services Office. The Accreditation Standards ("Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree," adopted June 14, 1997) can be found in the publications section of the ACPE Website at: <https://www.acpe-accredit.org/students/standards.asp>

College of Pharmacy Student Services

The College of Pharmacy maintains an Office of Student Services to support students completing their program in pharmacy. Following is a list of available services; please see the following pages for more detailed descriptions.

Advisement

The College of Pharmacy Advisement Center is located in Room 188 of the Nursing/Pharmacy Building. Students will be contacted by the Advisement Office to establish a Plan of Study as early in the semester as possible, and keep the Student Advisors current with any changes. The Advisement Office should also be notified immediately of any name changes. The Advisement Office telephone number is (505) 272-3241, please call for an appointment.

Academic Support (Tutoring)

An organized peer-tutoring program is run through the Office of Student Services. College-provided group tutoring sessions are scheduled at various times during the academic week for assistance in one or more courses. Individual tutoring sessions may also be arranged between the tutors and students at the student's expense. Tutors are selected from upper level pharmacy students who have achieved academic excellence in their course(s). Tutors performance will be assessed by the Executive Associate Dean for Education. Student's attendance at tutoring sessions will also be tracked and used to evaluate the effectiveness of the tutoring program.

Personal Support Services

College of Pharmacy students with personal, financial or emotional concerns can make an appointment with any member of the Student Services Office. The Office of Student Services strives to help students function successfully in their academic lives. Appointments can be made by calling (505) 272-3241 or by stopping by the front desk at the College of Pharmacy.

Financial Aid Office

College of Pharmacy students apply for financial assistance at the UNM College of Pharmacy Student Services office. Information is available on state and federally funded grant, scholarship, and loan resources. Appointments can be made by calling (505) 272-3241. Additional financial aid assistance is available through the Health Sciences Center.

Scholarships/Loans

For the most up to date information on scholarships, loans and other financial aid information, please see the College's website.

Residency

Students are classified according to their residency status for tuition purposes. Students wishing to change from nonresident to resident classification must submit a residency petition. For residency status, students must meet the following requirements:

1. Twelve months consecutive presence in the state of New Mexico.
2. Financial independence (for tax purposes).
3. A written declaration of "intent" to establish residency in New Mexico.
4. The Overt Acts requirement, supporting the declaration of intent.

For more information go to: <http://registrar.unm.edu/residency/index.html>

UNIVERSITY OF NEW MEXICO COLLEGE OF PHARMACY Office of Experiential Education

The Office of Experiential Education is located in Pharmacy Administration, room 179, on the first floor of the Nursing/Pharmacy Building and faculty/staff can be reached by phone at (505) 272-5319.

Pharmacy Practice Experiences (PPEs)

The Pharm.D. curriculum consists of both didactic and experiential components. Experiential education comprises approximately 33% of the curriculum and is an integral component in transitioning from classroom learning to real world application. Pharmacy Practice Experiences (PPE) are required unpaid experiences for which students receive academic credit. All such appointment will be scheduled by the Office of Experiential Education (OEE).

The experiential portions of the curriculum are outlined below:

- Introductory Pharmacy Practice Experience (IPPE)
 - Students are required to complete a **Community Pharmacy IPPE** during the first professional year. This IPPE takes place in a community pharmacy setting. The objective of this experience is to introduce students to basic pharmacist functions. The primary emphasis will be on drug dispensing, obtaining a history (drug and medical), and communicating drug and health prevention information to patients.
 - Students are also required to complete an **Institutional Pharmacy IPPE** during the second professional year. This IPPE takes place in a hospital or other institutional setting. The objective of this experience is to introduce students to drug dispensing, distribution, clinical activities, and administration within an institutional setting.
 - For each IPPE students are expected to complete a minimum of 160 hours. Every attempt will be made to accommodate student requests, however, please note that assignments may be made anywhere in New Mexico.
- Advanced Pharmacy Practice Experience (APPE)
 - The APPEs take place during the entire fourth year and are designed to provide more advanced and specialized experiences. Students will have the opportunity to experience a multitude of rotation sites throughout the fourth year. One rotation is required to be completed in a rural setting. This setting may be anywhere in the state of New Mexico and is required to be outside the greater Albuquerque area, Los Lunas and Rio Rancho.

UNM Health Sciences Center/College of Pharmacy Requirements

All UNM College of Pharmacy students must be in compliance with the requirements listed below. It is the student's responsibility to ensure that all records are current and he/she is in compliance with all site/College/HSC requirements at all times.

Please note: All costs associated with the requirements listed below, including housing/reliable transportation/living expenses for rural rotations are the responsibility of the student. Students should contact the College of Pharmacy Financial Aid Office to discuss any financial support that may be needed to pay for these requirements.

- **Patient Privacy and HIPAA for Pharmacy Students**

Patient information must be guarded against all inappropriate disclosures. When in doubt, students should always ask a faculty member or preceptor before disclosing any information. The Health Insurance Portability and Accountability Act [HIPAA] requires all health care organizations to ensure privacy and security of patient information. UNM Health Sciences Center offers required HIPAA training courses through the online Learning Central. Students will need to log in to Learning Central to complete the training modules. Incoming students will initially complete HIPAA during the fall semester and then again in January of every subsequent calendar year. To complete the online HIPAA training modules, follow the instructions listed below:

URL: <https://learningcentral.health.unm.edu/learning/user/login.jsp>

- Log in with your Main Campus UNM Net ID and password
- Type “HIPAA” in the catalog search box and hit enter
- Complete the trainings titled:
 - “HIPAA and HITECH training 2015”
 - “HIPAA Security Training 2015”
- (Each January HSC trainings are updated and titles may change. Check with the Office of Experiential Education for current requirements each year)

Students may add the HIPAA training to their Learning Plan to complete at a later date - **OR** - may launch directly into the modules and begin the training.

- **Bloodborne Pathogens Training Requirement for Pharmacy Students:**

Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC is an approach to infection control that applies to blood, all body fluids, all secretions and excretions, non-intact skin and mucous membranes and items contaminated by the same for all patients and patient specimens regardless of diagnosis. Standard Precautions will be the minimum standard of practice throughout the University of New Mexico Health Sciences Center. All human blood and body fluids will be handled as if they may be potentially infectious. Incoming students will initially complete the Bloodborne Pathogens Training during the fall semester and then again in January of every subsequent calendar year. To complete the online Bloodborne Pathogens Training follow the instructions listed below:

URL: <https://learningcentral.health.unm.edu/learning/user/login.jsp>

- Log in with your Main Campus UNM Net ID and password
- Type “Bloodborne” in the catalog search box and hit enter
- Complete the training titled “*Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC*”

Students may add Bloodborne Pathogens Training to their Learning Plan to complete at a later date - OR - may launch directly into the module and begin the training.

- **Immunization Requirements for UNM Students in Healthcare Programs:**

All healthcare students (e.g., Medical, Nursing, Physical Therapy, Occupational Therapy, Pharmacy, Physician Assistant, Dental Hygiene, Radiology, Communicative Disorders, Nutrition, and Medical Technology), need to show evidence (in the form of a signed record from a healthcare provider), of having obtained the following immunizations (see below) before they engage in patient care activities. Students must take their records to the UNM SHAC Allergy & Immunization Clinic to be recorded on the appropriate SHAC form. The College of Pharmacy will not accept immunization records not recorded on

the SHAC form. These SHAC forms can be turned in at the front desk of the College of Pharmacy, or uploaded to RxPreceptor.

- A. **PPD (Mantoux) Tuberculosis Skin Test** — for newly admitted students in healthcare programs, an initial two-step PPD is required. An initial two-step consists of:
- 1) Placing a PPD and returning 7 days (1 week) later to have it read.
 - 2) Placing another PPD on the other arm and returning for a reading in 48-72 hours.
 - If a student has a documented negative PPD result within the last 12 months, a single PPD (returning in 48-72 hours) is all that is required. (This is considered the second step.)
 - If a student received BCG, a T-Spot or QuantiFERON Gold TB test is required.
 - After documentation of a two-step PPD or T-Spot blood test, an annual PPD or T-Spot is required.
 - History of positive PPD: Negative chest X-ray, Public Health treatment history, and annual questionnaire required.
- B. **Hepatitis B** — A series of 3 injections over a 4 to 6 month period. To confirm immunity, a Hepatitis B Surface Antibody titer is also required (copy of lab result must be provided).
- C. **Tetanus / Diphtheria / Pertussis** — Proof of initial series and students must have a Tdap within the last 10years. The most recent booster must be documented in the immunization record.
- D. **Rubella (German measles)** — two doses of rubella vaccine must be obtained after 12 months of age, or a rubella IgG antibody titer may be used to document immunity. Copy of titer (lab result) must be provided.
- E. **Rubeola (Common Measles)** — two doses of live measles vaccine must be obtained after 12 months of age, or a rubeola IgG antibody titer may be used to document immunity. Copy of titer (lab result) must be provided.
- F. **Mumps** — two doses of mumps vaccine should have been obtained, or a mumps IgG antibody titer may be used to document immunity. Copy of titer (lab result) must be provided.
- G. **Varicella** —a series of 2 injections 4 to 8 weeks apart must be obtained, with documentation of the two injection series provided, or a positive varicella IgG antibody titer may be used to document immunity. Copy of titer (lab result) must be provided.
- H. **Hepatitis A** — Optional, but strongly encouraged. Primary immunization of 1 injection creates 90% immunity 4weeks later. Immunity is good for at least 10 years if a 2nd injection is given 6-12 months later.
- I. **Influenza** — required during influenza season, unless allergic.
- J. **Meningococcal (Menactra)** — Optional.

For updated information please see <http://shac.unm.edu/ImmunizationsHealthcarePrograms.pdf>

• **Intern Licensure:**

Students will be eligible for a pharmacy intern license after successful completion of the first 30 hours of pharmacy course work. This is subject to change pending New Mexico Board of Pharmacy regulations. The College of Pharmacy will notify the students of any changes regarding the status of the intern license eligibility. Students must retain an active New Mexico intern license to complete ALL Professional

Practice Experiences. Failure to comply will result in 1) forfeiture of academic credit (for IPPEs or APPEs) and/or 2) forfeiture of accrued intern hours. Applications will be available to students toward the end of their first professional semester. The College will assist the students and the Board of Pharmacy in processing board applications for licensure approval. The New Mexico Board of Pharmacy is located at 5200 Oakland NE Suite A, Albuquerque, NM 87113, telephone (505) 222-9830.

- **CPR Certification:**

The College of Pharmacy requires that all student pharmacists maintain current CPR certification throughout the entire program. Students must complete a live course (not online) that covers adults and children. Training must be either “BLS for Healthcare Providers,” or “CPR Pro,” and must be updated before expiration every one-two years. Students that are not already certified must obtain certification as soon as possible. Students should maintain proof of certification, as the Office of Experiential Education will require copies of current training/certification. This certification can be turned in at the front desk of the College of Pharmacy, or uploaded to RxPreceptor.

- **Other UNM HSC and College of Pharmacy Requirements for Pharmacy Practice Experiences:** (List below is not exhaustive; subject to change)

- Drug Testing
- Background Checks
- Fingerprinting
- Professional Liability Insurance
- IPPE Checklists/ APPE Field Encounters
- Site specific requirements may include additional titers, additional documentation, including flu vaccination during influenza season, background check updates, more frequent TB testing or drug screens within specific timeframes

More information will be provided regarding specific requirements throughout the curriculum. Please note that requirements are subject to change.

- **RxPreceptor**

RxPreceptor is the program that the UNM College of Pharmacy uses to manage student rotations. All students will have an account in this system, where they can check the status of their requirements and upload verification documents. The website is https://www.academicsuiterx.com/experiential_login.php.

- All rotation schedules and pending evaluations can be found in RxPreceptor.
- To upload verification of requirements click on “Requirements,” then “edit” selected requirement to upload new proof of compliance.

- **Scheduling PPEs**

All rotations will be assigned by the Office of Experiential Education (OEE), taking each student’s career goals, personal circumstances into consideration and will be scheduled based on students’ preferences and the availability of sites and rotation types. The majority of these rotations must be completed in New Mexico, and at least one APPE rotation will be completed in rural NM.

- **Arranging/Changing Practice Experiences:**

It is not appropriate for students to approach preceptors about arranging practice experiences, nor is it appropriate for students to approach preceptors about changing a rotation that has been assigned. If an arrangement or change is warranted, the student will first discuss it with the OEE. Making rotation assignments is a very complex process, thus the OEE does not allow student pharmacists to speak with preceptors about rotation changes.

- **Practice Site Affiliation Agreements:**

The Site Affiliation Agreement is a legal document between the UNM College of Pharmacy and individual practice sites. Compliance with legal and site requirements is becoming increasingly more complex and scrutinized. The OEE is required to have executed a fully signed agreement before students are eligible to complete rotations at scheduled practice sites.

- Students are not involved in the affiliation agreement process as it is a legal process involving attorneys at both the University of New Mexico and at the practice site. The OEE will do all that it can to ensure that a site affiliation agreement is in place at least two months in advance of each student's scheduled rotation. If, however, the agreement is not fully in place two months in advance, the rotation may be cancelled. In the event of cancellation, the OEE will make arrangements for another rotation.
- Students who are scheduled for an out-of-state rotation should not purchase airline tickets more than two months in advance of their rotation. Instead, students are advised to wait until they have been contacted by OEE confirming that the affiliation agreement is in place and they have been cleared for the rotation.
- The College of Pharmacy shall be responsible for executing the site affiliation agreements of the program, including site-specific student requirements.

- **Student Rotation Change Request Policy and Procedure:**

Rotation assignments are made based on student preference, and preceptor/site availability. Students will make rotation selections in late-February. Students will then receive their assignments for APPE rotations in late spring, and will have the opportunity to have rotations changed to different types or venues. There is a "change request" period after the release of APPE schedules to students, whereby students meet with the OEE director or staff to request changes. Changes requested after this period will not be granted unless there are extreme circumstances, like illness or life-events that happen to the student. Additional change requests due to less extreme situations, including professional interest changes will not be permitted, and students should refrain from bringing these forward.

Due to the complexity of rotation assignments, student pharmacists should never contact preceptors directly about changing a rotation that has been assigned, but should first contact the OEE. The rotation change request will likely be rejected if the student has contacted the involved preceptor(s) on his/her own. The decision will be at the discretion of the OEE director.

Once a student-initiated rotation change has been approved, finalized and completed, it may not be changed back due to reconsiderations by the student.

- **Contacting Preceptors: Student Policy**

- **P1s and P2s (IPPEs):**

No less than **two weeks** in advance, students must contact their IPPE preceptor by e-mail for the following purposes:

- *Introductions:* Introduce yourself and remind them that you are scheduled to complete a rotation at their site in two months
- *CV submission:* Share a copy of your CV
- *Rotation Logistics:* Confirm when and where to report for first day of rotation
- *Rotation Specifics:* Ask if there are specific articles/guidelines to review in preparation for the rotation

- *Setting of rotation goals:* Share your personal goals for the rotation.

If the student has not received a response from the preceptor after two or three e-mails, the student should then try reaching the preceptor by phone. If the student is not been able to reach the preceptor after several attempts, he/she should contact the OEE for assistance. Students are required to contact each preceptor in this fashion.

- **P4s (APPEs):**

No less than **two weeks** in advance, students must contact their APPE preceptor for the purposes described above.

IPPE and APPE Hours:

Students are required to spend a **minimum** of 160 hours a month (at least 40 hours/week) and a minimum of 20 days in the practice setting for each IPPE and APPE. The students are expected to spend a minimum of 40 hours in the practice site weekly. It is suggested that this time be divided into five 8-hour days, though preceptors may design different student work schedules that best suit their practice or to ensure students are having the best experiences. Practice sites may require students to work more than 40 hours per week. Students **should adopt the same work schedule as their preceptor or the co-preceptor to whom they are assigned. This may include evening, night or weekend hours.** If rotation days fall below the minimum of 20 days due to holidays, the preceptor should attempt to build in extra rotation time to ensure students complete 160 hours of practice experience (equivalent of 20 days). Examples would be longer rotation days, extra shifts on evenings/weekends, or extension into December—whatever works best for the site/preceptor. The preceptor may also require attendance at local professional society meetings and/or CE programs. Any need for alterations in the daily schedule, either by the student or the preceptor, should be addressed during the first days of the practice experience.

Students at the UNM College of Pharmacy who successfully complete all 11 practice experiences (2 IPPEs + 9 APPEs) will be certified for **1,760** hours of practical experience, which meets and exceeds licensure requirements of the New Mexico Board of Pharmacy.

Grading PPEs

Students will be evaluated by preceptors for all Pharmacy Practice Experiences. The preceptor will complete an evaluation of each student attending a rotation. Academic credit will be established based on these outcomes. IPPEs will earn credit/no credit. “No credit” rotations will have to be repeated, usually at a different site. APPEs will be graded, and the grades will appear on your transcript as “A, B, C, etc.” In some cases, failed APPE rotations may have to be repeated.

Students will be required to complete evaluations of preceptors for every rotation, IPPE and APPE. Academic credit cannot be earned without completed evaluations.

Attendance, Bereavement, Residency Interviews Policy:

Preceptors acknowledge that extenuating circumstances occasionally occur that prevent attendance during rotation. At the discretion of the preceptor, an excused absence during one rotation period will be allowed as long as the objectives of the rotation are met. Any unexcused absence during the course of a rotation month must be made up in a way that meets with the preceptor’s approval. Failure to make up missed work will result in a grade of “No Credit” (for IPPE rotations) or grade reduction(s) (for APPE rotations).

Excused absences:

Planned or unplanned absences are excused only under the following circumstances, which are beyond the control of the student:

- **Health/medical issues:** Medical necessity refers to unpredictable or serious illness of the student or an immediate family member. Documentation, such as a physician letter, may be required at the request of the preceptor. Routine medical or dental visits **do not meet** this criterion. Students should schedule routine medical or dental visits at the end of the day to avoid missing a full day of rotation.
- **Bereavement Policy:** An absence may be excused due to the death of a student's immediate family member (parent, child, spouse, grandparent, or sibling). Absences should not exceed a total of 4 absences during the rotation month. Excused absences do not have to be made up; however, if the preceptor determines that the objectives of the rotation cannot be met as a result of the excused absences, the student should work out a way to make up missed time at the preceptor's convenience.
- **Participation in pre-approved college or professional activities** (i.e. admissions interviews, activities of local, state, or national pharmacy organizations): This constitutes an excused absence provided the student informs the preceptor of the planned absence at the beginning of the rotation. Documentation of the professional activity is required. **Work as an employee does NOT constitute participation in a professional activity and is NEVER considered an excused absence from practice experiences.**
- **Participation in Residency Interviews:** It is understandable that students seeking residency training may have many interview dates from mid-January to the first week of March, with the majority occurring in February. The student must inform the preceptor of any planned interview(s) upon first contact with the preceptor prior to the start of the rotation, if at all possible, or immediately at the time the interview is scheduled if during the course of a rotation month. When possible, especially if more than 2 interviews are anticipated, students are encouraged to schedule interviews to occur over several rotations, so that the February rotation is not the only affected experience. For interviews during the same rotation month, students should attempt (when possible) to consolidate interview days and combine/arrange travel to minimize time away from rotation (for example, departing **after** the workday on rotation). Two days' absence in one rotation month will be allowed without need for make-up time. Any additional days taken for residency interviews may have to be made up at the discretion of the preceptor. Documentation of scheduled interviews is required; this should be at least but is not limited to, per the preceptor's prerogative, an email to the preceptor copied to the OEE noting the location and dates required for the interview.
- **Other extenuating circumstances:** The preceptor may, at his/her discretion, approve a request for an excused absence for other reasons. When possible, such requests should be made in writing at the beginning of the practice experience.

Unexcused absences are absences from rotation for any reason not listed above.

Procedures for Absence Notification:

The student must contact the preceptor of an anticipated absence as early as possible prior to the absence. If circumstances prevent the student from providing prior notification, the student or his/her designate should contact the preceptor by phone first thing in the morning of the absence. Messages should include the student's name, a brief summary of reason for absence, and anticipated date of return. The preceptor will determine whether the absence is excused or unexcused.

Inclement Weather Policy:

In the event of inclement weather, students should call their preceptor and follow the instructions of their preceptor. If there is concern about the preceptor's instructions, students should contact the College of Pharmacy OEE immediately. If a student does not feel that it is safe to travel, the preceptor should allow them to make up the time missed.

Steps to Take in the Event of Other Emergencies:

In the event a student requires first aid or emergency care for an illness or injury that occurs while the student is performing practice experience responsibilities, the preceptor should call the director of the Office of Experiential Education (OEE) immediately at (505) 272-1508, or OEE staff at (505) 272-5319 or (505) 272-8945. The student should seek medical care as appropriate and will be responsible for the cost of care. Students are required to carry medical insurance while enrolled in the PharmD program.

Student Information and Communication

College of Pharmacy Communications

- ***Outlook***

Outlook is the official e-mail system for the Health Science Center. Every student will be assigned an HSC email account. All correspondence from the College of Pharmacy will be sent to your HSC email account. We will not send correspondence to any other account. It is the student's responsibility to check this account daily.

Travel

- ***Travel Support***

Students may request partial financial support to attend professional meetings through their student organization affiliation. Funding is limited and thus prioritized based on the type of activity: (a) representing the College in an National Competition; (b) poster or platform presentation; (c) National Committee representative; (d) College activity (e.g., rotation); and (e) other.

Transportation

- **Reliable Transportation**

Students are required to have reliable transportation available to them by the beginning of the first (P1) year, to facilitate travel to experiential training sites. Transportation-associated expenses, including the cost of gasoline and parking fees where necessary, are the responsibility of the student.

Student Amenities

- ***Student Lounge***

the Student Lounge is located at Nursing/Pharmacy 125 and 145. Currently enrolled pharmacy students are allowed to use the lounge at their leisure to relax, eat meals, use for a study area and other activities. The lounge also houses computers reserved for pharmacy students as well as a dedicated printer. Students are responsible for cleaning up after themselves. The Student Lounge can be reserved; however, student organizations or study groups that use the lounge to hold meetings/activities may not limit access to the lounge by non-participants.

- ***Student Lockers***

Lockers are located on the basement level across from the elevator. Available lockers will be evenly divided among the first, second, and third year pharmacy classes with a small number reserved for P4 students. If demand exceeds supply for the lockers, a lottery will be held to determine assignments. Students must provide their own locks and they must be removed at the conclusion of the academic year. The College of Pharmacy assumes no responsibility for damaged or stolen items.

Change of Name/Address/Phone Number

- ***Name Change***

Name changes are processed only for currently enrolled students. Students will need to process a name change request with the College of Pharmacy Office of Student Services and with the UNM Registrar's Office on main campus. Students need only submit a copy of their driver's license to College of Pharmacy

Office of Student Services. Students are required to provide at least two types of identification for UNM Registrar. Examples of such documentation are driver's license, marriage certificate, birth certificate, social security card or court order for legal name change.

- ***Change of Contact Information***

Students are responsible for keeping the College of Pharmacy Office of Student Services informed of current mailing address, cellphone, and home phone numbers, and emergency contact persons. Any changes in contact or emergency contact information must be immediately updated in RxPreceptor. To change contact information with UNM's system, students must access the demographics section in my.unm.edu with a UNM Net ID and password. Please note that changes must be made in both systems.

Photo Identification Badges

Students were formerly provided with a UNM Lobo ID Card, however, all UNM Lobo ID information is now encoded into the UNMH Security ID. Students will no longer be issued separate UNM LOBO ID cards. The UNMH Security ID encoded with Lobo information has access to:

- Food discount in the University Hospital cafeteria.
- Library Card – access to materials in all University Libraries.
- Recreational Services Card – access to the workout facilities at Johnson Center. Also, rent outdoor equipment from their Outdoor Shop.
- Ticket Card - Discount tickets to athletic events, as well as theater tickets for Popejoy Hall and other Fine Arts performances.
- Student Health Center – access to health care and immunizations at the Student Health Center.
- Computer Access Card - access to the many computer pods on campus.
- Discount Card - discounted city bus passes (students) and discounts from participating merchants.

Display of UNMH Security ID – All students are required by hospital policy to wear hospital photo identification badges issued by University Hospital Security while in University patient service facilities. The Health Sciences Center requires students to wear the University Hospital identification badge at all official clinical duties, as well as all activities within the UNM Hospitals system which include Lovelace, Presbyterian, and the VA. Wearing the photo identification badge enhances building security and decreases the risk of imposters posing as health care personnel in patient service facilities. A student without a Hospital badge may be refused contact with patients.

Student Health & Counseling (SHAC)

Among the major concerns of the College of Pharmacy is maintenance of student health and ready availability of quality health care for pharmacy students. Several sources of medical care are available to students.

Student Health & Counseling (SHAC) is a comprehensive outpatient health care service for UNM students. SHAC is located on the main campus just north of Johnson Center and across the mall from the Student Union Building (SUB). SHAC provides medical care, counseling and therapeutic services, and health education. SHAC is open Monday through Thursday, 8:00 am to 5:30 pm, and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website (shac.unm.edu) for updates. Medical students are encouraged to contact SHAC early in the academic year to establish a primary care provider.

Cancellations: There is a \$20 no-show/late-cancellation fee. All appointments must be cancelled by 3 pm of the previous day and by 3 pm on Friday for a Monday appointment to avoid the \$20 charge. After-hour messages regarding cancellations may be left at 277-3136. Insurance will not cover charges for no-show/late-cancellation or eligibility fees.

SHAC is staffed by licensed and certified medical professionals, including physicians, nurse practitioners, physician assistants, psychologists, counselors, clinical social workers, psychiatrists, health educators, laboratory technicians, pharmacists, and nurses.

Medical services are offered by advanced or same-day appointments. Specialty services include acupuncture, dermatology, podiatry, physical therapy, psychiatry, and sports medicine. There are separate Women and Men's Health Services, plus an Allergy & Immunization Clinic.

Advanced Appointments: Appointments can be made for routine physical exams, ongoing care of existing conditions, referrals to specialists, and for travel, nutrition, or contraception information. Please arrive 15 minutes early for appointments to complete necessary paperwork and to check in at the Reception Area.

Same-Day Appointments: Same-day appointments are available for medical concerns that demand immediate attention, such as injuries, sudden illness, or worsening of an existing problem. Waiting time depends upon the number of patients and the urgency of the problem. Call SHAC at (505) 277-3136 early in the day for best availability of appointment times.

Counseling Services: Licensed professionals staff the Counseling Services office. Services include: assessment; short-term individual therapy; crisis intervention; emergency assessment and intervention; psychiatric medication evaluation and follow-up; AD/HD treatment evaluation; group therapy; and referral for students needing services beyond their scope or capacity.

Fees are charged for all clinical services. Free or low-cost, psycho-educational classes or skills development groups are available throughout the year. For information or to schedule an appointment, call **277-3136**.

Pharmacy: The Pharmacy fills prescriptions and sells over-the-counter products to UNM students, faculty, and staff at competitive prices. The Pharmacy is located on the second floor of SHAC and is open for services Monday through Thursday, 8:00 am to 5:30 pm, and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website for updates. Refill services: Call 24-hours in advance or e-mail requests [to pharmacy@unm.edu](mailto:pharmacy@unm.edu). Information to include with request: name, prescription number or name of medication, and phone number. The pharmacy accepts Student Health Insurance and many other insurance plans. The pharmacy will accept prescription transfers as well. For more information, call 277-6306.

Travel Health Clinic: Is available to assist with international travel planning and immunization requirements. A healthcare provider will assess your travel arrangements and determine the best course of action; please contact the clinic at least two months prior to departure for information about recommended immunizations and health precautions by country. The SHAC pharmacy stocks malaria medications as well as all travel vaccines, from typhoid to Japanese encephalitis. The SHAC Immunization Clinic is authorized by the State of New Mexico to administer yellow fever vaccine, and uses the International Certificate of Vaccination as approved by the World Health Organizations. To schedule an appointment or for more information, please call 277-3136.

Fees: Student Health & Counseling is available to all currently enrolled UNM students. Fees charged at SHAC are much lower than community rates. Students enrolled for less than 6 credit hours will pay a higher visit fee. Eligibility guidelines change in the summer; call for clarification.

Fees are also modest for visits with specialists and for certain procedures such as x-rays, lab tests, immunizations, physical therapy, pharmacy, and some health education programs. Payment may be made by check, cash, MasterCard, Visa, Lobo Cash, or charged to a student account. SHAC accepts most Aetna, BlueCross BlueShield, Cigna, Molina, Tricare, and United Healthcare plans. SHAC accepts the Presbyterian UNM Employee plan (ONLY). SHAC accepts Centennial Care Medicaid (BlueCross Blue Shield, United Healthcare, and Molina ONLY). For more information on health insurance or SHAC office visit fees, please visit the SHAC website, listed below.

Confidentiality: All patient information is held in strict confidence. A confidential medical record is established and maintained for every patient. Records will be released only at a student's signed, written request. Requests must include full name, address, social security number, date of birth, phone number, signature, and the specific information requested, and address of whom information is being released to. Electronic secure messaging may be used to transmit clinical information between patient and provider. Requests should be mailed to: Medical Records Department, UNM Student Health & Counseling, MSC06 3870, 1 University of New Mexico, Albuquerque NM 87131-0001.

Parking: Limited patient parking is available behind Student Health & Counseling. Students may obtain parking permits from the Reception Area or the Pharmacy.

Students are urged to avoid the temptation of seeking 'sidewalk consultation' from physicians or other students since this usually results in less than optimal medical care.

For more information, call Student Health & Counseling (SHAC) at 277-3136.

Website: <http://shac.unm.edu/>

Additional Student Health Information

Family Practice Clinic: Provides comprehensive health care to medical students and their families. One advantage of the clinic is the continuity of health care provided by a team of physicians assigned to each family. Students may enroll for care in the clinic by calling 272-1734 or 272-1735. Financial arrangements should be made with the appropriate staff in the Family Practice Clinic.

Blood & Body Fluid Exposure/Needle-Stick

Insurance coverage is mandatory for all UNM students who are at risk for body fluid and blood-borne pathogen exposure. Coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, PA. Services are coordinated by AIG, Educational Markets.

Benefits & Coverage:

- Coverage is for academic-related exposures only
- No referrals needed
- Covered in any geographic location in any medical facility
- No deductibles
- Maximum benefit payable: \$21,000 per exposure
- 100% reimbursement for:
 - Physician visits
 - Lab tests done on the student and the patient/donor involved in the exposure
 - Emergency room visits, if necessary
 - Medications necessary to treat exposure

Coordination of Benefits:

This provision allows the plan to coordinate payment of benefits with other medical policies under which the insured is covered so that the total benefits paid under all available policies will not exceed 100%. It is the intent that this plan be primary to any other medical insurance under which the insured is covered. The Non-Duplication of Benefits does not apply if you do not have any other medical insurance.

Cost for 2015-2016:

- \$30 per semester / per student

Information & Questions:

- Inquiries about the Plan and Payment of Claims: Call AIG, Educational Markets at 1-888-622-6001. Office hours are Monday – Friday, 8:00 am – 5:00 pm (Central Time). Website: www.studentinsurance.com (check eligibility/claims status)
- Enrollment / Effective Date Questions: Call UNM Student Health & Counseling at (505) 277-7949.
- UNM Student Health & Counseling (SHAC) SERVICES: Visit <http://shac.unm.edu/> or call SHAC at (505) 277-3136.
- Testing and Treatment: For OHS or ER Consult, call (505) 272-2000; or the PALS line, 1-888-866-7257.

Filing Claims:

1. If the student is seen at Student Health & Counseling (SHAC), claims will be filed by SHAC.
2. The student is required to file all claims for services incurred outside SHAC. The student must submit a claim form (available at SHAC or from the address below) and a *UNM Notice of Incident* form (available in the student's department or at SHAC, or online at <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf>). The student will fill in the necessary

info, have the attending physician complete his/her portion of the forms, attach all medical & hospital bills, and mail to the address below:

Educational Markets Mail Center
P.O. Box 26050
Overland Park, KS 66225

Bills must be received within 90 days of service to be considered for payment.

Enrollment:

1. Each department will determine which students are at risk and submit a list of students requiring coverage to UNM Student Health & Counseling. This list will be forwarded to AIG, Educational Markets, for coverage under this plan.
2. The student's UNM account will be charged the premium for this plan as a "needle-stick fee."
3. The student will be given the plan coverage details and an exposure explanation (yellow) card. These will be sent to the student's department administrator for distribution.

Eff. 7/14/14; X:\Handouts\Patient Handouts\NeedleStick-InsuranceWebFlyer_14-15.doc

Blood & Body Fluid Exposure/Needle-Stick: Obtaining Medical Care for Exposure

1. **When an exposure occurs:**

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.
3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours: Mon. thru Thu., 8:00 am to 5:30 pm; and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident* / <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf> form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

4. **Insurance:** The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain time).
5. **Laboratory Testing/Treatment:**
 - a) To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.
 - b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.
6. **For more information on testing and treatment decisions or protocols:**
 - Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm
 - PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
 - Student Health & Counseling (SHAC): (505) 277-3136 — Mon. thru Thu., 8:00 am to 5:30 pm; and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates.
 - Student Health & Counseling (SHAC) Needle-Stick Web Page: <http://shac.unm.edu/bbp.htm>

Student Organizations

General Description of a Chartered Organization

Chartered Student Organizations (CSOs) are formed to further the common interest of the members of the group and the University community. The role of CSOs is an essential part of the co-curricular program at the University. Open to all eligible students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for learning which supplement and reinforce the classroom activities for students.

Privileges of being a Chartered Student Organization

- Access to some University resources and facilities such as equipment, meeting rooms and display tables, often at no cost to the organization.
- Pharm.D. program CSOs may receive their organizational mail in the COP Office of Student Services.
- Eligible to request funding from the Graduate and Professional Student Association (GPSA).
- Eligible to receive advice and assistance in organizing events, fund raising and recruitment from the Student Activities Center and GPSA.
- Listed in the Campus Guide to Chartered Student Organizations, published every fall semester.

Chartering

Student organizations that charter through the Student Activities Center, located in the Student Union Building (SUB), leads to official recognition of the student organization by The University of New Mexico. An organization can be chartered at any time of the year, but, organizations that charter within the first four weeks of fall semester will be listed in the annual publication "Campus Guide to Chartered Student Organizations." Chartering does not constitute an endorsement of an organization, its program or purposes by the University of New Mexico or the College of Pharmacy. Student groups that wish to be chartered through the College of Pharmacy must comply with the Student Pharmacists Council guidelines and complete the College of Pharmacy chartering form. Information can be obtained on the guidelines for chartering in the College of Pharmacy and approval of new student groups the Student Pharmacist Council.

College of Pharmacy Student Organizations

Academy of Managed Care Pharmacy

A student organization for those who are interested in managed care pharmacy. Managed Care Pharmacy is organized health care delivery systems designed to improve both the quality and the accessibility of health care, including pharmaceutical care, while containing costs. As managed care pharmacy works to forge innovative, comprehensive programs that deliver effective pharmaceutical care, it also improves outcomes and overall quality of life for the patient.

American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)

The University of New Mexico College of Pharmacy holds membership in the Academy of Student Pharmacists through its local chapter. Membership is open to all students in the College of Pharmacy. The University of New Mexico Chapter holds regular meetings and sponsors various social and professional activities. Members also receive the monthly issues of American Pharmacy and Pharmacy Student as well as other materials and are eligible for special rates on various forms of insurance.

Christian Pharmacists Fellowship International

Christian Pharmacists Fellowship International is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Their Mission is to serve Christ and the world through pharmacy.

Kappa Psi

Kappa Psi is one of several National Fraternities in Pharmacy. Gamma Rho Chapter of The University of New Mexico was chartered in 1948. Gamma Rho chapter annually undertakes a number of professional and social activities.

National Community Pharmacist Association

NCPA Student Chapters offer pharmacy students a wide array of opportunities to broaden and enrich their educational experience, gain valuable, real world skills, and have some fun in the process.

Phi Delta Chi

The Phi Delta Chi Fraternity develops leaders to advance the profession of pharmacy; it is a *lifelong experience*, promoting scholastic, professional, and social growth in its Brothers

Phi Lambda Sigma

Phi Lambda Sigma promotes the development of leadership qualities, among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected by peer recognition. For a student to be eligible for membership, they shall be of high moral and ethical character, shall have successfully completed at least one professional year of scholastic work applicable toward a recognized pharmacy degree, and shall have a cumulative grade point average of 2.50 on a 4.00 grading scale.

Rho Chi

Rho Chi is the National Honor Society of Pharmacy, open to students with high scholastic achievement. Gamma Beta Charter at the University of New Mexico was chartered in 1968. Membership invitations are normally extended annually to those pharmacy students who have achieved a designated GPA and have met other requirements for membership.

Student Pharmacists Council

The Student Pharmacists Council (SPC) of the University of New Mexico College of Pharmacy, is committed to serving the needs of the pharmacy students, promoting academic and professional excellence and providing an efficient forum for student involvement and representation.

Student Pharmacists Research Interest Group

The Student Pharmacist Research Interest Group (SPRIG) is a student organization designed to introduce professional PharmD students to various areas of research. Our goal is to promote relationships between students and faculty while allowing students to gain familiarity within research areas of their choice.

Student Society of Health-System Pharmacy

The Student Society of Health-System Pharmacy is the student chapter of the American Society of Health-System Pharmacists. ASHP provides leadership and support to its 30,000+ members in all areas of healthcare delivery systems including managed care organizations, home care, and long-term care facilities. Through this forum, pharmacy students are provided the perfect arena to prepare for future career opportunities.

Late in the spring semester, each Pharm.D. class elects officers who coordinate activities sponsored by the class throughout the following academic year.

Some special activities the College has sponsored include a 'welcome back' picnic and golf tournament providing faculty and students a chance to get acquainted. Students are also invited to meetings of the New Mexico Society of Health System Pharmacists, and the annual state meeting of the New Mexico Pharmacists Association.

Student organizations plan special activities throughout the academic year to raise funds for their class activities. These sales are usually located in the lobby of the Nursing/Pharmacy Building and signs are posted to advertise the events. All fundraisers require prior approval from the Student Pharmacists Council.

University Student Resources

LoboWeb

LoboWeb is the portal with most information necessary for students to successfully function on campus. You can use LoboWeb: to search course descriptions and class schedules, pre-register for classes using LoboWeb (online), to view your registration status and holds and check UNM business functions such as checking your Bursar account, making payments online, and running degree audits.

NETID

Any student, faculty, or staff member at UNM must create a UNM NetID to provide access to e-mail, the Internet, the UNM Portal, eLibrary, Parking Services, academic programs via WebCT, and other computer and network services. Below is the link to access the form.

<https://netid.unm.edu/>

UNM Pathfinder

<http://pathfinder.unm.edu/>

The University of New Mexico publishes a general information handbook for university students. This publication contains information on Academic Support Services, Athletics and Recreation, Career Services, Cultural Resources, Entertainment, Financial Assistance, etc. In addition, the Pathfinder is an excellent reference for University of New Mexico policies and procedures. The handbook is published by the Student Activities Center, sac@unm.edu.

UNM Health Sciences Library and Informatics Center

The Health Sciences Center Library and Informatics Center supports the educational, research, and clinical activities of the north campus and University of New Mexico Hospital with a collection of over 150,000 books, journals, audiovisuals, and computer software. Reference and information services include assistance in locating materials, computer literature searching, instructional orientation and tours, the reserve collection, and interlibrary loan. Students should contact Richard Carr at rcarr@salud.unm.edu.

Resources

On-Site Services:

The Library's central service desk number is 272-2311 and its hours are:

Mon-Thur 7:00 am - 11:00 pm (9:00 pm in summer)

Friday 7:00 am - 6:00 pm

Saturday 9:30 am - 6:00 pm

Sunday 12:00 pm - 11:00 pm (9:00 pm in summer)

Borrowing Periods:

- Books – 2 weeks and can be renewed 3 times
- Bound journals over 3 years old – 1 day
- Reserve materials – 3 hours
- Videos – 3 days.

Interlibrary Loans: The Library provides Interlibrary Loan services to obtain materials not available within the collection from other libraries throughout the U.S. Orders are taken over the web and there is a fee for this service, to help cover costs and royalty fees. If you are not finding materials you need on-site, please check with one of the professional librarians for assistance, as they can often save you the cost of ordering an off-site item.

Printing & Photocopying: Students receive a \$10 print/copy credit each semester on their HSC badge. Swipe the badge at library printers and copiers to use this credit. If you use up the credit, you can purchase a print/copy card.

Color printing is available. Copy machines and printers require your badge or a print/copy card; no coin-op is available. To purchase cards, inquire at the Library Service Desk on the plaza level.

Fees: Black & White printing 5¢ for single-sided & 8¢ for double-sided prints
Color printing 50¢ a page
Photocopying 5¢ a page

Computers: for use of library resources, web searching, word processing, presentations, spreadsheets, curricular software and e-mail are available on the plaza level of the Library.

Laptops and iPads: are available for check out at the Library Service Desk.

Other University Libraries: HSC students may use all University of New Mexico Libraries, in addition to the Health Sciences Library and Informatics Center (HSLIC). These include Zimmerman Library (the main library on campus), and Centennial Science and Engineering Library.

Tobacco and Drug Policy

Smoke Free Health Sciences Center Campus

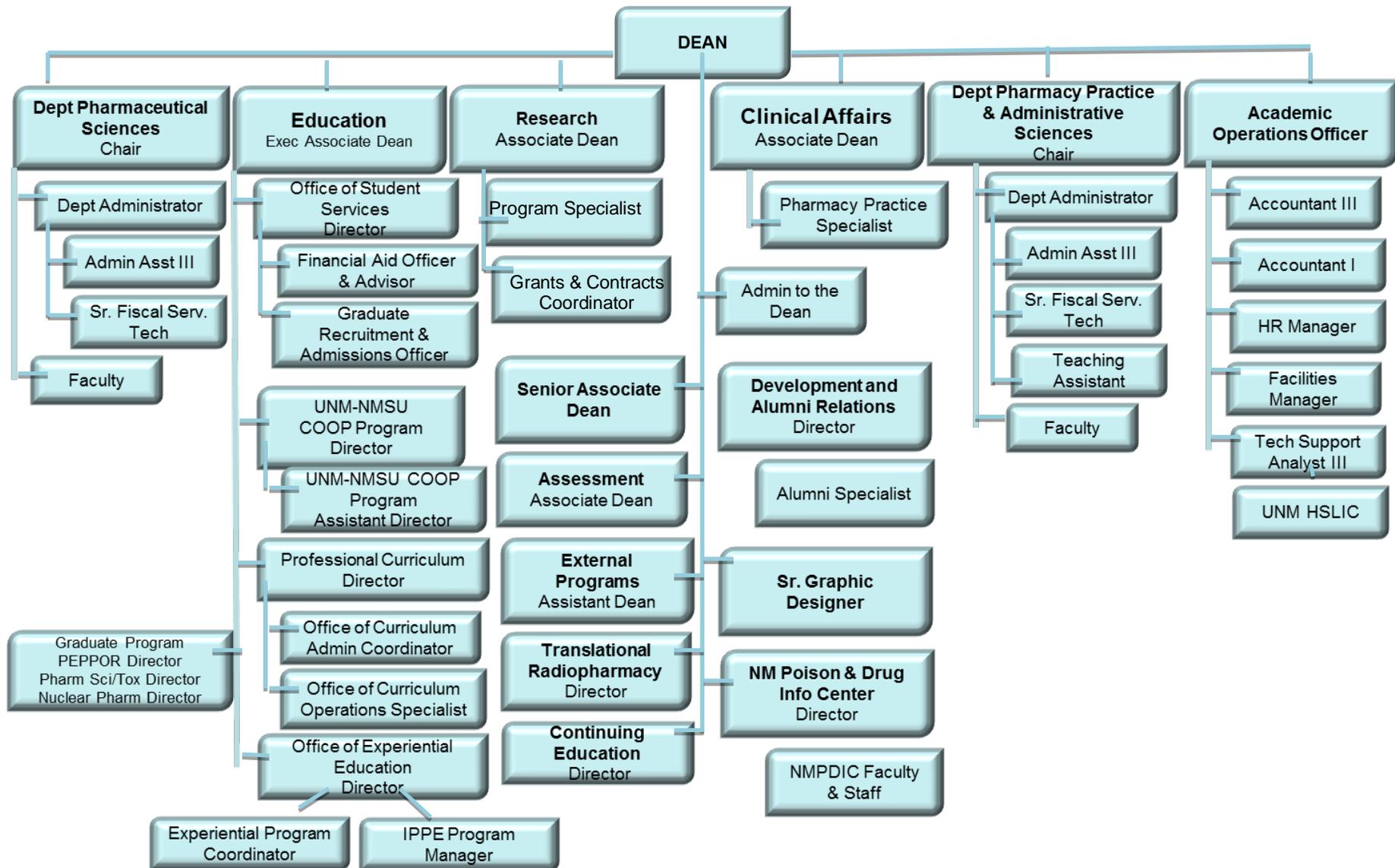
The University of New Mexico is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, effective August 1, 2009 smoking and the use of tobacco products are prohibited on all University property except in a small number of designated outdoor areas authorized by the University President. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on University property, including privately owned vehicles, and all property owned, leased, operated, or under the control of UNM except for branch campuses. For smoking cessation resources please go to <http://hsc.unm.edu/about/smokefree/>

The success of maintaining a tobacco-free campus requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. Members of our campus community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work and study. Repeated and/or serious violations by students and visitors can be referred to the Dean of Students for review and action under the Student Code of Conduct and the Visitor Code of Conduct. Repeated and/or serious violations by faculty and staff should be referred to the cognizant dean, director, or department head. Students, faculty, and staff violating this policy are subject to disciplinary action.

Drug Free Campus

The University of New Mexico is committed to an environment for the pursuit of its educational mission free of drugs and the illegal use of alcohol. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community, faculty, staff, or student, is strictly prohibited. As a condition of enrollment all students must abide by the Policy on Illegal Drugs and Alcohol. If you are concerned about another student's, or your own alcohol or other drug use, contact the Student Health Center's Student Assistance Program or Crossroads, a medical student advocacy and support group, for consultation. Additional information concerning the Policy on Illegal Drugs and Alcohol is found in the UNM Pathfinder 2006-2007 Student Handbook available through the UNM Student Activities Center and the COP Office of Student Services.

Appendix 1: College of Pharmacy Organizational Chart



Appendix 2: APhA Code of Ethics

Code of Ethics for Pharmacists

Retrieved from <http://www.pharmacist.com/code-ethics> on July 31, 2015 and unaltered

PREAMBLE

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V. A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health

information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

* adopted by the membership of the American Pharmacists Association October 27, 1994.

Appendix 3: Honor Council Hearing Procedures

- A.** No later than ten University business days before the hearing, the accused student, the Executive Associate Dean for Education and the Honor Council Investigators must submit to the Honor Council, in writing, all documents that each party would like the Honor Council to consider and a list of all relevant witnesses whom they would like to have submit testimony before the Honor Council. If the accused student intends to have a personal observer accompany him or her, as outlined in subparagraph (G) below, the accused student must submit the name of the observer and must state whether the observer is an attorney.
- B.** No later than five business days before the hearing, the chair of the Honor Council will provide each party with a packet that includes all documentation that has been submitted for review by the Honor Council, the list of witnesses to appear, and information about the hearing, including the names of the Honor Council members who will be present.
- C.** In addition to hearing testimony from the witnesses identified by the student and the investigators, the Honor Council may, at its discretion, hear testimony from any other party whose testimony it deems relevant to the proceeding, including other witnesses and, even if not a witness, or the instructor of the course. The Honor Council may also review any other documents or evidence that it deems relevant to the proceeding.
- D.** The accused student will have an opportunity to appear before the Honor Council to present his or her case and remain present while all testimony and information is presented to the Honor Council. The accused student may review all documents considered by the Honor Council and may question witnesses who appear before the Honor Council. The accused student may also present his or her own evidence and witnesses.
- E.** The Honor Council may conduct the hearing even if a party is absent and will make its findings and recommendations based on the information presented to the Honor Council.
- F.** The Honor Council may limit any testimony based on redundancy or lack of relevance.
- G.** The accused student may be accompanied at the hearing by a personal observer, who may be an attorney. The observer may not participate directly in the proceedings, but may only advise the accused student. If the observer is an attorney, a University attorney must be present at the hearing.
- H.** The hearing will be closed to the public and will be recorded. A party to the proceeding may request a copy of the recording. The Honor Council will deliberate in private. There will be no recording of the deliberations.
- I.** All recordings of proceedings will be controlled by the College of Pharmacy. No court reporters, stenographers, videographers, or other recordings are permitted without the prior consent of the College of Pharmacy. Records and documents that are available in

advance to all parties may be redacted to protect the privacy rights of individuals not directly involved in the hearing process.

- J.** The chair of the Honor Council will prepare a written report containing factual findings including the decision as voted on by the members of the Honor Council.
- K.** After finding that the accused student is responsible for an alleged violation a Discipline Subcommittee with members from the Honor Council will be formed. The Discipline Subcommittee will be composed of three faculty honor council members and two student honor council members as appointed by the Executive Associate Dean for Education. Sanctions will be determined by the Discipline Subcommittee. Possible sanctions are:
 - a. "Verbal warning" means an oral reprimand.
 - b. "Written warning" means a written reprimand.
 - c. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.
 - d. Grade reduction or transcription notation
 - e. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.
 - f. "Dismissal" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.
- L.** The Executive Associate Dean for Education will communicate in writing the (a) findings of the honor council and (b) the sanctions to the student both by e-mail to the student's University e-mail account and by the U.S. postal service to the local address on file in the College of Pharmacy's Student Services office, with copies to the student's file and appropriate faculty member. This will complete the process unless the student appeals the decision.

The decision of the Discipline Subcommittee is effective immediately. If an appeal is planned, the student has the option of asking the Executive Associate Dean for Education for a delay in implementation of the sanction until the appeal process is completed. The decision of the Executive Associate Dean for Education regarding a request for a delay is final.