

2012-2013



PRESBYTERIAN COLLEGE  
SCHOOL *of* PHARMACY



PRESBYTERIAN COLLEGE SCHOOL OF PHARMACY BULLETIN



# PCSP Bulletin 2012-2013

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# School of Pharmacy Faculty Directory

## Administration

Richard E. Stull, Dean, PhD, University Louisiana-Monroe, 1973  
L. Clifton Fuhrman, Associate Dean for Academic Affairs, PhD, University of South Carolina, 1995  
Laura M. Fox, Assistant Dean for Professional and Student Affairs, PhD, University of Georgia, 1998  
Lewis N. McKelvey, Assistant Dean for Experiential Education, Pharm D, University of South Carolina, 2000  
C. Scott Asbill, Chair, Dept of Pharmaceutical and Administrative Sciences, PhD, University of South Carolina, 2000  
Tommy Johnson, Chair, Dept of Pharmacy Practice, Pharm D, University of South Carolina, 1999

## Professors

C. Scott Asbill, PhD, University of South Carolina, 2000  
L. Clifton Fuhrman, PhD, University of South Carolina, 1995  
Tommy Johnson, Pharm D, University of South Carolina, 1999  
C. Eugene Reeder, PhD, University of South Carolina, 1983  
Richard E. Stull, PhD, University Louisiana-Monroe, 1973

## Associate Professors

Jennifer Clements, Pharm D, Campbell University, 2006  
Laura M. Fox, PhD, University of Georgia, 1998  
Margaret A. Franklin, Pharm D, University of South Carolina 2000, PhD, University of South Carolina, 2007  
Edward Grace, Pharm D, University of Florida, 2005  
Lise K. Langston, Pharm D, University of Pittsburgh, 1998  
Laura E. Happe, Pharm D, Creighton University, 2003, MPH, University of South Florida, 2005  
Nancy G. Pedigo, PhD, Tulane University, 1986  
Julie M. Sease, Pharm D, University of South Carolina, 2004  
Tiffany B. Threatt, Pharm D, University of South Carolina, 1998  
Kristopher Virga, PhD, University of Tennessee, 2005

## Assistant Professors

Sarah Abrams, Pharm D, University of the Sciences Philadelphia College of Pharmacy, 2011  
Zachary L. Anderson, Pharm D, Campbell University, 2010  
Eileen De Bauche, Pharm D, South Carolina College of Pharmacy, Columbia SC, 2011  
David H. Eagerton, PhD, University of South Carolina, 1992  
Christopher L. Farrell, PhD, University of South Carolina, 2008  
Jaime A. Foushee, Pharm D, University of South Carolina, 2008  
Kathryn Freeland, Pharm D, Medical University of South Carolina, 2009  
Nancy H. Goodbar, Pharm D, University of South Carolina, 2008  
Lewis N. McKelvey, Pharm D, University of South Carolina, 2000  
Amy Messersmith, PhD, University of South Carolina, School of Medicine, 2010  
Katherine R. Moore, Pharm D, University of South Carolina, 2008  
Kayce M. Shealy, Pharm D, University of South Carolina, 2009

## Part-Time Instructors

Charles D. Shively, PhD, Purdue University, 1972

# General Overview

## Mission

The mission of Presbyterian College School of Pharmacy is to improve the health of South Carolinians and society in general by developing student with an unwavering ethical foundation who will positively impact the delivery of quality equitable pharmacy care; who will provide enlightened leadership in addressing the health care needs of a diverse patient population.

## Vision

Presbyterian College School of Pharmacy will be recognized as a national leader in education, scholarship, and community service. PCSP will be known for graduating high quality pharmacists who have been trained in team-based delivery of health care and compassion for the patient through experiences in community service. Our faculty and graduates will positively impact the delivery of pharmacy care and will be known as servant leaders in the communities in which they work and live.

## Values

Delivering **QUALITY** education  
Cultivating a commitment to **SERVICE**  
Providing **SCHOLARLY** activity  
Learning through **TEAMWORK**  
Fostering a culture of **INTEGRITY**  
Developing **COMMUNITY**

## Student Responsibilities

Acceptance to and successful matriculation in the professional program in pharmacy requires a significant commitment of time, energy, and cognitive resources by the student to the curricular, co-curricular, and extra-curricular expectations of the pharmacy program. Students enrolled within the School of Pharmacy should expect to be actively engaged with on-campus curricular requirements from 8 am – 5 pm as a result of classroom, laboratory coursework and team/group based assignments with additional requirements possible. Additional times outside of curricular requirement times may be required to complete the experiential portion of the program (introductory and advanced pharmacy practice experiences) and for out-of-class assessment times. Finally, students need to provide the appropriate time necessary outside of scheduled academic meeting times to prepare for on-campus and off-campus curricular responsibilities. School-wide convocations that are announced by the Dean's office are also a student requirement.

## Accreditation

The Accreditation Council for Pharmacy Education (ACPE; <http://www.acpe-accredit.org/>) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and Puerto Rico. All Presbyterian College School of Pharmacy students receive a general overview of the

Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree during the new student orientation. The newly revised accreditation standards and guidelines include 30 standards in the following areas: mission, planning and evaluation, organization and administration, curriculum, student, faculty and staff. The most up-to-date information regarding the accreditation status of the School of Pharmacy is available via the School of Pharmacy website, <http://www.presby.edu/pharmacy/about.html#accreditation>.

Additionally, students are periodically encouraged to visit ACPE's website and maintain familiarity with the accreditation standards and guidelines while matriculating in the professional program. Students wishing to officially express their concern with the School's adherence with the standards are directed to complete a "Concern with the Accreditation Standards and Guidelines Compliance Form" and submit the form to the Office of Academic Affairs. The Office of Academic Affairs will review the form, reply to the respondent, and retain copies of complaints in a separate file within the Office of Academic Affairs to be available for review by the accrediting team during their on-campus visit or upon their request. Complaints may also be filed directly with ACPE according to their complaint policy (available online at <http://www.acpe-accredit.org/complaints/default.asp>).

Presbyterian College School of Pharmacy's Doctor of Pharmacy program has been granted Candidate status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, 312-644-3575; FAX 312-664-4652, web site <http://www.acpe-accredit.org>.

## **Nondiscrimination Policy**

Presbyterian College is an Equal Opportunity Employer. As an educational institution affiliated with the Presbyterian Church (USA), the College does maintain religious standards for its faculty. Consistent with this adherence to its Christian affiliation, the College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, or disability as provided by the college's policy or in any other fashion prohibited by law.

The School of Pharmacy has a policy on student services, including admissions and progression, that ensures nondiscrimination as defined by state and federal laws and regulations, such as on the basis of race, religion, gender, national origin, or disability.

# Admission to the School of Pharmacy

## Degrees Offered

Doctor of Pharmacy (PharmD) degree

## Entrance Requirements

Applicants must submit an application and all supporting documents prior to the end of the application period including official PCAT scores, letters of recommendation, and official copies of all college transcripts, including all grades for courses taken through the fall semester prior to application.

Presbyterian College School of Pharmacy employs a holistic admissions philosophy. Both academic factors and non-academic factors are considered in selecting applicants for admission.

Academic factors include:

- Pre-pharmacy GPA (on required pre-pharmacy courses)
- Cumulative GPA
- Pharmacy College Admissions Test (PCAT) Score

Non-academic factors include:

- Written communication skills
- Volunteerism
- Leadership experience
- Professional exploration
- Letters of recommendation
- Interview

Based upon the above information, applicants will be selected to visit campus for an interview. Admission is competitive and selection for an interview does not guarantee admission.

Falsification of any application materials will be grounds for denial of application or expulsion from the School.

## Pre-Pharmacy Course Requirements

|                                 |                   |
|---------------------------------|-------------------|
| Human Anatomy and Physiology    | 6 semester hours  |
| General Biology with lab        | 8 semester hours  |
| Microbiology with lab           | 4 semester hours  |
| General Chemistry with lab      | 8 semester hours  |
| Organic Chemistry with lab      | 8 semester hours  |
| Physics                         | 3 semester hours  |
| Statistics                      | 3 semester hours  |
| Calculus                        | 3 semester hours  |
| Ethics, Religion, or Philosophy | 3 semester hours  |
| Economics                       | 3 semester hours  |
| History or Political Science    | 3 semester hours  |
| English                         | 6 semester hours  |
| Psychology or Sociology         | 3 semester hours  |
| Speech                          | 3 semester hours  |
| TOTAL HOURS                     | 64 semester hours |



Pre-pharmacy course requirements are listed in semester hours. All pre-pharmacy course requirements must be completed with a grade of "C" or better at an accredited US college or university before matriculation into the pharmacy program. Organic chemistry or life sciences courses earned seven or more years prior to applying to the School will not be allowed to be used to satisfy pre-pharmacy course requirements unless approved by the Office of Academic Affairs on an individual applicant basis.

To be considered for admission, applicants must also demonstrate fluency in both written and spoken English. Accepted applicants must successfully complete a criminal background check and drug screen before matriculation.

## Technical Requirements of a Pharmacist

Applicants for admission to the School of Pharmacy and current students must demonstrate the ability to complete, with or without reasonable accommodations, the entire curriculum and achieve the PharmD degree. In order to achieve the mission of Presbyterian College School of Pharmacy, the following technical standards describe the essential functions students must demonstrate in order to fulfill the requirements of pharmacy education and thus, are requisites for entrance, continuation, and graduation from the School of Pharmacy. These technical standards encompass functions related to communication; sensory and motor coordination and function; intellectual, conceptual and quantitative abilities; behavioral, social and emotional attributes; and ethical values.

**Communication:** Students must be able to speak, hear, and observe patients in order to elicit information, accurately describe changes in mood, activity, and posture, and perceive verbal and nonverbal communications. They must be able to record information accurately and clearly, and speak fluent English. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with all members of the healthcare team as well as with patients and their caregivers.

**Sensory and Motor Coordination and Function:** Students must have sufficient sensory and motor function to allow them to perform basic tasks in the training and practice of pharmacy such as preparation or dispensing of medications, response to emergencies and provision of basic cardiac life support, administration of drugs, observation of patients accurately at a distance and close at hand, and execution of a basic physical examination of a patient. Such tasks require fine and gross muscular coordination, equilibrium, and functional use of the senses.

**Intellectual, Conceptual and Quantitative Abilities:** Students must be able to learn through a variety of modalities and must be able to use learning techniques and habits that allow mastery of the curriculum. They must be able to measure, calculate, reason, analyze, synthesize, and integrate information in order to develop problem solving and critical thinking skills. Students must have the mental capacity to assimilate and learn large volumes of complex information.

**Behavioral, Social, and Emotional Attributes:** Students must possess the degree of emotional and mental health required for full use of their intellectual abilities, the exercise of good judgment and ethical standards, the prompt completion of all patient care responsibilities, and the development of mature, effective, and sensitive relationships with patients and caregivers. Students should have the ability to maintain both a high standard of courtesy and cooperation in dealing with colleagues, patients, and other health care professionals. Students must be able to adapt to situations requiring the precise attainment of set limits, tolerances, or standards as well as to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Students must be able to

modify behavior in response to constructive criticism. Personal qualities of empathy, integrity, honesty, concern for others, good interpersonal skills, and motivation are required.

**Ethical Values:** Students must demonstrate professional demeanor and behavior and must deal in an ethical manner with peers, faculty, staff, and patients. Students must also meet the expected ethical standards of the profession. In order to participate in key components of the curriculum, a student must be able to obtain and maintain a valid Pharmacists Intern License from the SC State Board of Pharmacy and pass requisite criminal background checks and random illegal drug screens required by affiliated clinical institutions. Pharmacist licensure in the state of SC requires that applicants have no past, current, or pending charges involving a felony or any of the laws related to controlled substances, intoxicating liquors or the unlawful sales of dangerous drugs. In addition, an applicant for pharmacist licensure in the state of SC should be of good character and should not be addicted to the use of alcoholic liquors or narcotic drugs as to render him/her unfit to practice pharmacy.

# Professional Standards, Requirements, & Expectations

## Standards of Academic, Personal, Professional and Social Conduct

Pharmacy students are expected to conduct all aspects of their lives with great intention, honor, respect, and integrity. This includes responsible actions towards themselves, others (fellow and future colleagues, faculty, staff, patients, and the College community), and the profession of pharmacy. Professionalism is a term that encompasses interpersonal, behavioral, and academic/scholastic expectations. Students are expected to conduct themselves at all times in a professional manner.

The School of Pharmacy community is dedicated to the promotion of attitudes, behaviors, and actions consistent with the embodiment of personal and professional responsibility and accountability. The code of conduct and expectations of members of the School of Pharmacy community are designed to provide ALL students an environment that embraces the professional value system and is conducive to the student professional and personal growth and development. Enrollment in the professional program at Presbyterian College obligates the student to performance, behavior, attitude, and demeanor, both on and off campus, which is reflective of a professional.

Each student is expected to be knowledgeable of and to comply with the following sources of rules and standards, some of which are discussed in more detail below:

- The Pharmacy Honor Code
- The School of Pharmacy Code of Professional Conduct
- All other published policies, rules, and regulations of the Pharmacy School
- All other published policies, rules, and regulations of Presbyterian College
- All federal, state, and local laws

Any student who violates any of the foregoing standards is subject to disciplinary action, which may include expulsion, regardless of any action taken by federal and/or civil authorities.

Personal conduct within the School of Pharmacy and/or on College property, at assigned experiential assignments, at School and/or College sponsored events/activities, and at curricular and co-curricular activities is expected to maintain the professional expectations, attitude, behavior, performance, and demeanor of a health-care professional. The School of Pharmacy may impose discipline on a student at the above or other off-campus locations when personal and professional conduct is deemed unbecoming and incompatible with the mission, value system, or expectations of the School of Pharmacy and the expectations of a future pharmacist.

## Pharmacy Honor Code

The Pharmacy Honor Code is described in *The Blue Book: Honor System for Presbyterian College School of Pharmacy*, available at <http://pharmacy.presby.edu/student-resources/policies/pcsp-honor-code/> All students are bound not only to follow the Honor Code, but also to report such acts committed by fellow students. When events of a questionable nature occur, it is the responsibility of each student to promptly communicate that information to the Pharmacy Honor Council. Determining whether or not a violation of the Honor Code has occurred is the responsibility of the Honor Council. Failure to report such events amounts to the toleration of dishonor in the community and shall itself be considered a violation of the Honor Code. Honor code penalties, procedures, and appeals for the School of Pharmacy are described in *The Blue Book: Honor System for Presbyterian College School of Pharmacy*.

## School of Pharmacy Code of Professional Conduct

The School of Pharmacy at Presbyterian College subscribes to the professional value system as described in the governing documents of the profession of pharmacy.<sup>1</sup> These documents are the foundation of the professional value system of pharmacy and serve as a guide for faculty, staff, and students with respect to the expectations of the profession. The PCSP Code of Professional Conduct<sup>2</sup> has been developed and ratified by the students and faculty of the School of Pharmacy. All students sign a pledge of professionalism<sup>3</sup> during new student orientation and agree to abide by the School of Pharmacy Code of Professional Conduct:

### Respect and Concern for the Welfare of Patients

The pharmacy student will:

- Treat patients and their families with respect and dignity both in their presence and in discussion with others.
- Recognize when one's ability to function effectively is compromised and get relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise him/herself or patient care.

### Respect for the Rights of Others

The pharmacy student will:

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit towards all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
- Respect the patient's modesty and privacy.

### Trustworthiness

The pharmacy student will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others or promote one's self at the expense of the patient.
- Not misrepresent him/herself as a pharmacist, physician, physician assistant, or other health professional.
- Accurately acknowledge the source of all information reported. Failure to comply shall be considered plagiarism as defined in the Pharmacy Honor Code.

### Responsibility and Sense of Duty

The pharmacy student will:

- Participate responsibly in the care of the patient to the best of his/her ability and with appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his/her ability to perform clinical or academic tasks effectively.

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<sup>1</sup> The Code of Ethics for Pharmacists and Oath of the Pharmacist are included in Appendices A and B.

<sup>2</sup> This code of professional conduct was adapted from Campbell University School of Pharmacy and was approved by the Presbyterian College School of Pharmacy faculty on January 20, 2009..

<sup>3</sup> The Pledge of Professionalism is included in Appendix C.

### Professional Demeanor

The pharmacy student will:

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional by following the PCSP Professional Attire Policy.<sup>4</sup>
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.
- In addition to the standards we have adopted for the conduct of ourselves, we expect to be treated with respect as participants in the delivery of health care.

## **Assessment of Professionalism**

To assure growth as a professional and compliance with the PCSP Code of Professional Conduct, student professionalism will be assessed in a variety of ways including:

- Peer evaluation of professional behavior related to group activities
- Preceptor evaluation of professional behavior on introductory and advanced pharmacy practice experiences
- Self-reflection via standardized instruments and maintenance of a professionalism portfolio
- Faculty assessment of progress via evaluation of the Growth and Assessment Portfolio

Students, faculty, staff, and preceptors are encouraged to report incidences of misconduct to the Assistant Dean for Professional and Student Affairs. A system of early alerts and warnings will be used to (1) identify students not developing satisfactorily as a professional and (2) provide opportunities and instruction for professional improvement with the development of a Plan for Professional Improvement. The student's faculty advisor will be intimately involved with this intervention process and will work in concert with the Assistant Dean for Professional and Student Affairs. Although the Presbyterian College School of Pharmacy desires to foster student success as much as possible, students must face disciplinary action if they behave in an unprofessional manner. For this reason, provision has been made for students to be placed on professional probation and/or be dismissed from the program for unprofessional behavior.

A student may be placed on professional alert or professional warning by the Assistant Dean for Professional and Student Affairs without consultation or appeal. In matters that may lead to professional probation or dismissal, the matter shall be referred to the Ethics, Honor, and Professionalism Committee of the Student Affairs Council for handling in accordance with the procedures of that Committee as set forth in this bulletin.

The stages of the Professional Alert System are detailed below:

### **Professional Alert**

- A student may be placed on professional alert by the Assistant Dean for Professional and Student Affairs when ANY of the following occur:
  - Instructor(s) report early-in-the-semester attendance or timeliness problems;
  - Participation in professional activities is below expected standards; or
  - Violation of dress code requirements for a second time.

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<sup>4</sup> The Professional Attire Policy for the School of Pharmacy is included in Appendix D.

- When a student is placed on professional alert, he/she will receive a formal letter from the Assistant Dean for Professional and Student Affairs informing the student of the alert and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for professional alert.
- Students placed on professional alert are required to meet with their faculty advisor within one week of receiving notification from the Office of Professional and Student Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Professional Improvement which must be approved by the Assistant Dean for Professional and Student Affairs. Actions in a Plan for Professional Improvement could include mandatory class attendance, counseling, mandatory attendance or participation in professional activities, mandatory participation in professional service activities, review of literature related to professionalism, or other steps deemed appropriate under the circumstances.

### **Professional Warning**

- A student may be placed on professional warning by the Assistant Dean for Professional and Student Affairs when ANY of the following occur:
  - Excessive tardiness to classes or professional activities after being placed on professional alert;
  - Excessive absences from classes or professional activities after being placed on professional alert;
  - Participation in professional activities is below expected standards;
  - Unsatisfactory progression on Growth and Assessment Portfolio for one year;
  - Violation of dress code requirements for a third time;
  - Disruptive behavior in class, during a professional activity, or in the School of Pharmacy building;
  - Single finding of a violation of the School of Pharmacy Code of Professional Conduct; or
  - Unsatisfactory peer (average), faculty advisor, or preceptor (average) professionalism evaluation.
- When a student is placed on professional warning, he/she will receive a formal letter from the Assistant Dean for Professional and Student Affairs informing the student of the warning and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for professional warning.
- Students placed on professional warning are required to meet with their faculty advisor within one week of receiving notification from the Office of Professional and Student Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Professional Improvement which must be approved by the Assistant Dean for Professional and Student Affairs. Actions in a Plan for Professional Improvement could include mandatory class attendance, counseling, mandatory attendance or participation in professional activities, mandatory participation in professional service activities, review of literature related to professionalism, or other steps deemed appropriate under the circumstances. Students placed on professional warning due to failure to satisfactorily complete his/her GAP will be required to remediate the GAP as described in the "Growth and Assessment" section of the *PCSP Bulletin*.

## **Professional Probation**

- A student may be placed on professional probation when ANY of the following occur:
  - Excessive tardiness to classes or professional activities after being placed on professional warning;
  - Excessive absences from classes or professional activities after being placed on professional warning;
  - Unsatisfactory progression on Growth and Assessment Portfolio for more than one year;
  - Violation of dress code requirements for a fourth time;
  - Disruptive behavior in class, during a professional activity, or in the College of Pharmacy building;
  - Two or more findings (concurrent or sequential) of violation of the School of Pharmacy Code of Conduct;
  - Unsatisfactory peer (average), faculty advisor, or preceptor (average) professionalism evaluation for a second time; or
  - Failure to meet conditions of Plan for Professional Improvement by deadline.
- Upon occurrence of any of the situation(s) listed above, the Assistant Dean for Professional and Student Affairs will investigate the situation to determine if a hearing by the Ethics, Honor, and Professionalism Committee is warranted. If the Assistant Dean recommends a hearing, the Ethics, Honor, and Professionalism Committee will meet according to the prescribed procedures to determine guilt, sanctions, and terms of probation. The Committee will also determine the process for termination of probationary status. Sanctions may include reduction and/or removal of certain privileges of a student, denial of access, service work/project, fines and/or restitution, suspension, expulsion, or revocation of degree.
- When a student is placed on professional probation, he/she will receive a formal letter from the Assistant Dean for Professional and Student Affairs informing the student of his/her professional probationary status, details of probation, and process/deadline for appeal. The letter is copied to the student's faculty advisor and is included in the student's file.
- Once a student is placed on Professional Probation, the Assistant Dean for Professionalism and Student Affairs will work in concert with the student's faculty advisor to monitor the student's progress and to help the student meet the conditions stipulated by his/her professional probation. The student will be required to meet with Assistant Dean for Professional and Student Affairs and his/her faculty advisor jointly within one week of notification of his/her probationary status.
- The professional probation decisions made by the Ethics, Honor, and Professionalism Committee may be appealed. Any appeal must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of probation.

## **Professional Dismissal**

- A student may be dismissed from the program when ANY of the following occur:
  - Excessive tardiness to classes or professional activities after being placed on professional probation;
  - Excessive absences from classes or professional activities after being placed on professional probation;
  - Disruptive behavior in class, during a professional activity, or in the School of Pharmacy building after being placed on professional probation;
  - Unsatisfactory peer (average), faculty advisor, or preceptor (average) professionalism evaluation for a third time;

- Failure to meet conditions of Plan for Professional Improvement or other conditions stipulated by professional probation by the stipulated deadline; or
  - Violation of the PCSP Code of Professional Conduct after being placed on professional probation.
- Upon occurrence of any of the situation(s) listed above, the Assistant Dean for Professionalism and Student Affairs will investigate the situation to determine if a hearing by the Ethics, Honor, and Professionalism Committee is warranted. If the Assistant Dean recommends a hearing, the Ethics, Honor, and Professionalism Committee will meet according to the prescribed procedures to determine guilt
  - The professional dismissal decisions made by the Ethics, Honor, and Professionalism Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of dismissal.
  - A dismissed student will receive written notification from the Dean of the School of Pharmacy. The notice will include procedures for appeal, and notice of loss of registration and financial aid. The School of Pharmacy will also notify the appropriate State Board of Pharmacy for return of the student's Pharmacist-Intern license.

### **Judicial Procedure of the Ethics, Honor, and Professionalism Committee**

All members of the PCSP community are obliged to promote actions which are consistent with the College's mission, School of Pharmacy's mission, and the Code of Conduct of both Presbyterian College and the School of Pharmacy. Any information that reasonably indicates a possible violation of any code, rule, or policy governing conduct within the School of Pharmacy should be brought to the attention of the Assistant Dean for Professional and Student Affairs. Students should self-report any violations they commit.

If the Assistant Dean for Professional and Student Affairs determines that the matter in question is a possible violation of the Pharmacy Honor Code, the Assistant Dean for Professional and Student Affairs will refer the matter to the Pharmacy Honor Council for handling in accordance with its policies and procedures.

Infractions regarding on-campus housing or College student organizations shall be referred to and dealt with by the mechanisms established for the College as a whole.

As set forth in the "Assessment of Professionalism" section of the *PCSP Bulletin*, the Assistant Dean for Professional and Student Affairs may take action without the involvement of the Ethics, Honor, and Professionalism Committee in matters that may lead to a professional alert or professional warning. All other potential infractions shall be referred to the Ethics, Honor, and Professionalism Committee for handling in accordance with this section.

The overarching goals of the disciplinary process are fairness, appropriate accountability for conduct, education, and wherever possible, reconciliation and assistance to all students in pursuing their goals in the professional of pharmacy.

#### **Status Pending Resolution**

Pending resolution of the matter and any permitted appeal, the student's status as a student remains unaltered except in cases where the Assistant Dean for Professional and Student Affairs has determined that concerns regarding the physical or emotional welfare of others or the safety of persons or property justify removing the charged student from the School of Pharmacy or imposing some other restriction on conduct pending resolution of the matter.



## **Investigation**

The Ethics, Honor, and Professionalism Committee shall have the ability and responsibility to investigate any charges of violations brought to its attention. This investigation shall include the ability to obtain and review documents and to interview witnesses. All students, faculty, and staff of the School of Pharmacy shall cooperate with investigation by the Ethics, Honor, and Professionalism Committee.

## **Procedures for Committee Hearings**

1. The Ethics, Honor, and Professionalism Committee shall give the charged student at least 7 days advance written notice of the charges, time, date, and place of the hearing. The student will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing, or that has been presented to or gathered by the Ethics, Honor, and Professionalism Committee in connection with the matter.
2. Supporting statements (written or oral) regarding the alleged offense and/or recommendations for sanction regarding the alleged offense must be submitted at least 24 hours in advance of the hearing to the Assistant Dean for Professional and Student Affairs.
3. The student may have an advocate, who has been approved by the Assistant Dean for Professional and Student Affairs, present during the hearing, however the student is responsible and expected to present and respond to the points of the hearing in his/her own words. Any party to the proceedings may request the privilege of presenting witnesses. Witnesses may be asked questions by the committee members. It is the responsibility of the accuser and the accused to contact their witnesses, request their attendance. The Assistant Dean for Professional and Student Affairs may also contact witnesses to appear before the committee. The Committee shall rule on all questions of relevance and admissibility.
4. Only Ethics, Honor, and Professionalism Committee members are allowed to be present during the deliberations.
5. The Ethics, Honor, and Professionalism Committee shall produce a written decision setting forth its findings and a recommended sanction, if any. Such sanction may include, but is not limited to, a warning, disciplinary reprimand, suspension of the student from the School of Pharmacy for a specified time, or permanent dismissal of the student from the School of Pharmacy.
6. The decision of the Committee shall be forwarded to the Dean of the School of Pharmacy. A copy of the written decision shall be provided to the charged student and a copy will be placed in his/her student file.
7. The decision will be final unless appealed in accordance with the procedures set forth below.
8. All disciplinary matters and their outcomes shall be maintained as confidential to the extent reasonably possible. Instances in which confidentiality could not be maintained would be matters affecting the student's application for or eligibility for licensure, matters involving risk of harm to patients or their care, and circumstances where disclosure is compelled by law or court order.

## **Anonymity Procedures**

The School of Pharmacy is committed to a fair and thorough investigation of all allegations. In circumstances where a witness feels threatened and/or unsafe in providing the information in a proceeding, anonymity may be granted by the Assistant Dean for Professional and Student Affairs. The granting of anonymity is not a right or a given, but in extraordinary instances it may be allowed, after a balancing of the rights of the charged students and the concerns of the witness. Granting of anonymity could be considered, for example, when there is reasonable

cause to believe that the welfare (physical or emotional) of the witness is in material jeopardy or when there is reasonable cause to believe the witness would be subject to intense harassment.

If the Assistant Dean for Professional and Student Affairs concludes after investigation that a witness should be allowed to testify anonymously, the statements of the anonymous witness will be given to the accused prior to the hearing. The accused may then challenge the statement and present rebuttal questions/information to be answered by the anonymous person through the Assistant Dean for Professional and Student Affairs.

### **Student Appeal Process**

The appeal process is available to any student who disagrees with the decision of the committee. The appeals process proceeds in writing only; the accused will not meet or be orally heard in the process. The student must file an "Intent to Appeal Decision" form in the Office of Professional and Student Affairs within 2 working days after learning the Committee decision. The student will be permitted up to 5 working days to prepare and hand deliver a written appeal to the Dean of the School of Pharmacy. Because the Dean will resolve the appeal on the basis of the written record, all pertinent issues must be fully and clearly stated in the written appeal.

The only permissible grounds for appeal are violations of the procedural due process, absence of sufficient evidence to support the decision, or the justifiable discovery of new evidence not available at the hearing. The terms or severity of the sanction are not appealable.

Pending the Dean's resolution of the appeal, the student's status as a student will remain unaltered, subject to the ability of the Assistant Dean for Professional and Student Affairs to alter status pending resolution as set forth above.

# Academic Standards, Requirements, & Expectations

## Curricular Competencies

The professional pharmacy curriculum at Presbyterian College entails a competency-based framework, using integrated content and teaching, problem-based approaches when appropriate, and experiential exposure threaded throughout. The curriculum is designed to provide knowledge, teach models of care management, allow students to demonstrate their understanding, and allow plentiful experiential opportunities for practice. Finally, the goal of the academic program is transform students from dependent to independent learners as they progress through the curriculum.

The School of Pharmacy has twelve general outcomes, which are referred to as the *Presbyterian College 12 Competencies*, which are:

- I. **Communication:** The student will demonstrate effective written and verbal communication skills.
- II. **Evidence-based Decisions in the Practice of Pharmacy:** The student will demonstrate competency in using drug information skills to promote evidence-based practices.
- III. **Problem Prevention and Solving:** The student will effectively evaluate information and critically think through issues to provide appropriate solutions to drug-related problems.
- IV. **Dispensing of Pharmaceuticals:** The student will demonstrate the ability to assess and evaluate the patient's medication orders, effectively procure appropriate products, prepare, dispense, distribute, and if necessary administer medications in an effective manner which contributes to the healing of individual patients.
- V. **Providing Pharmaceutical Care to Individual Patients:** The student will exercise appropriate clinical judgment to provide optimal pharmaceutical care to patients with common disease states.
- VI. **Providing Pharmaceutical Care to Patient Populations:** The student will provide therapeutic guidance by responding to the many factors that influence health, disease and disability, besides those of a biological nature. These factors include socio-cultural, familial, psychological, economic, environmental, legal, political, and spiritual aspects of health care seekers and of health care delivery. Through sensitivity to the interrelationships of individuals and their communities, the student will respond to the broader context of pharmacy practice.
- VII. **Inter-professional Interaction and Teamwork:** The student will demonstrate effective interpersonal and team behaviors in a variety of social and professional situations and circumstances.
- VIII. **Ethical and Legal Judgment:** The student will recognize the ethical dimensions of pharmacy practice and health policy; identify alternatives in difficult ethical choices;

analyze systematically the conflicting considerations supporting different alternatives; and formulate, defend, and effectively carry out a course of action that takes account of these ethical complexities. The student will combine a willingness to recognize the nature of the value systems of patients and others with commitment to his/her own system and the ethical choices necessary to maintain his/her own ethical integrity.

- IX. **Personal and Professional Growth:** The student will approach the practice of pharmacy with awareness of his/her limits strengths, weaknesses and personal vulnerabilities. The student will establish personal values and priorities in order to balance personal and professional commitments. The student will seek help and advice when needed for his/her own difficulties and develop personally appropriate coping strategies. The student will accurately hear and appropriately respond to constructive criticism. The student will be aware of the limits of his/her personal knowledge and experience and has an intellectual interest in general education and pharmacy science. The student will actively set clear learning goals, pursues them, and applies the knowledge gained to the practice of his/her profession.
- X. **Management Skills:** The student will be able to effectively manage human, financial and other resources related to the practice of pharmacy.
- XI. **Advancement of Pharmacy and Health Care:** The student will be able to identify issues of public, professional and institutional concern and works for the common good to bring resolution.
- XII. **Promotion of Good Health and Public Welfare:** The student will be proactively involved in community and professional efforts to promote good health for the public welfare

Student mastery of the *Presbyterian College 12 Competencies* will be measured each semester by course performance, yearly via the Growth and Assessment Portfolio (GAP), and at the completion of didactic coursework by a Third Year Competency Examination (TYCE).

## Growth and Assessment Portfolio

Students will utilize an electronic portfolio system (E\*Value) to document, self-reflect, and self-assess their development in the *Presbyterian College 12 Competencies*. Competencies I, IX, XI, and XII will be measured by the Growth and Assessment Portfolio (GAP). All items included in the GAP must be completed by April 1. Each student's GAP will be evaluated yearly by his/her faculty advisor who will provide the Office of Academic Affairs with the student's yearly progress rating on each Presbyterian College 12 Competency by April 15. To earn a satisfactory rating on the GAP, students must "meet standard" in all measured competencies based on a grading rubric. Unsatisfactory progression on the GAP for any single year will cause a student to be placed on professional warning and will require remediation of the GAP. A competency-specific plan for professional improvement will be devised for the remediating student by his/her faculty advisor, Associate Dean for Academic Affairs, and Assistant Dean for Professional and Student Affairs. Remediation of the GAP must be completed by May 15 to progress to the next academic year; successfully remediated third-year students will begin their Advanced Pharmacy Practice Experiences in June. Failure to successfully remediate the GAP by the deadline or a subsequent unsatisfactory progression on the GAP will cause the student to be placed on Professional Probation as specified in the "Assessment of Professionalism" section of the *PCSP Bulletin*.

## Third Year Competency Exam

The Third Year Competency Exam (TYCE) is a competency-based examination to assess student proficiency in certain *Presbyterian College 12 Competencies*. Competencies I, II, III, IV, V, VI, and VII will be measured by the TYCE. The TYCE will be administered to all students in early April of the third professional year. All P3 classes will be cancelled on the day of the exam. Students will be provided information concerning the grading rubric, content, and expectations of the exam during the P3 spring semester. Students must earn a satisfactory rating for all competencies to pass the exam and begin the fourth year Advanced Pharmacy Practice Experiences.

Students failing to earn a satisfactory rating for one or more competencies in his/her Third Year Competency Exam (TYCE) will be placed on academic warning and must remediate the TYCE. A competency-specific plan for academic progress will be devised for the remediation student by the TYCE coordinator and the Associate Dean for Academic Affairs. Before progressing to the P4 year, remediating students must successfully complete their plan for academic progress and earn a satisfactory rating in all competencies on his/her second attempt of the TYCE. All remediation steps must be completed by May 15; successfully remediated students will begin their Advanced Pharmacy Practice Experiences in June. Failure to earn a satisfactory rating in all competencies on the second attempt of the TYCE will result in dismissal as specified in the "Academic Criteria for Progression" section of the *PCSP Bulletin*.

## Curriculum for the Doctor of Pharmacy Degree

### Class of 2014

| First Professional Year                     |   |                    |           |                                      |                    |                    |
|---|---|--------------------|-----------|--------------------------------------|--------------------|--------------------|
| Fall  |   |                    | Spring    |                                      |                    |                    |
| No.   | Title   | Hr                 | No.       | Title                                | Hr                 |                    |
| 5100  | Pharmacy Orientation <sup>5</sup>   | 1                  | 5201      | IPPE I                               | 1                  |                    |
| 5101  | Introduction to Pharmacy  | 2                  | 5202      | Health Care Systems & Socioeconomics | 3                  |                    |
| 5102  | Drug Literature Evaluation/Evidence Based Medicine  | 2                  | 5203      | Principles of Pathophysiology        | 5                  |                    |
| 5103  | Medical Immunology  | 3                  | 5204      | Principles of Drug Delivery          | 4                  |                    |
| 5104  | Human Biochemistry  | 3                  | 5205      | Health Ethics                        | 3                  |                    |
| 5105  | Practice Integrated Lab Sequence (PILS) I   | 2                  | 5206      | PILS II                              | 2                  |                    |
| 5106  | Medication Safety Management  | 2                  | 5299      | Deans Hour                           | 0                  |                    |
| 5107  | Pharmaceutical Calculations   | 2                  |           |                                      |                    |                    |
| 5199  | Deans Hour  | 0                  |           |                                      |                    |                    |
|   |   | <b>Total Hours</b> | <b>17</b> |                                      |                    | <b>Total Hours</b> |
|   |   |                    |           |                                      |                    | <b>18</b>          |
| Second Professional Year                    |   |                    |           |                                      |                    |                    |
| Fall  |   |                    | Spring    |                                      |                    |                    |
| 6101  | IPPE II   | 2                  | 6201      | IPPE III                             | 2                  |                    |
| 6102  | Pharmacokinetics Principles   | 3                  | 6202      | (MTM I—Respiratory                   | 2                  |                    |
| 6103  | Principles of Pharmacology/Medicinal Chemistry  | 4                  | 6203      | MTM II—Renal                         | 2                  |                    |
| 6104  | Principles in Human Genetics & Pharmacogenomics   | 2                  | 6204      | MTM III—CVS I                        | 2                  |                    |
| 6105  | Measuring Therapeutic Parameters  | 3                  | 6205      | MTM IV—CVS II                        | 2                  |                    |
| 6106  | PILS III  | 2                  | 6206      | MTM V—Self-Care & Wellness           | 2                  |                    |
| 6107  | Clinical Research Design/Biostatistics  | 2                  | 6207      | MTM Case Study I                     | 1                  |                    |
|   |   |                    | 6208      | Pharmacotherapy Outcomes             | 2                  |                    |
|   |   |                    | 6209      | Practice Integrated Lab Sequence IV  | 1                  |                    |
|   |   |                    | xxxx      | Elective                             | 2                  |                    |
|   |   | <b>Total Hours</b> | <b>18</b> |                                      |                    | <b>Total Hours</b> |
|   |   |                    |           |                                      |                    | <b>18</b>          |
| Third Professional Year                     |   |                    |           |                                      |                    |                    |
| Fall  |   |                    | Spring    |                                      |                    |                    |
| 7101  | IPPE IV   | 2                  | 7201      | IPPE V                               | 1                  |                    |
| 7102  | MTM VI—Infectious Disease   | 3                  | 7202      | MTM X—Psychiatry                     | 2                  |                    |
| 7103  | MTM VII—Gastrointestinal/Nutrition  | 2                  | 7203      | MTM XI—Musculoskeletal               | 2                  |                    |
| 7104  | MTM VIII—Endocrine/Reproduction   | 2                  | 7204      | MTM XII—Hematology/Oncology          | 2                  |                    |
| 7105  | MTM IX—Neurosensory   | 2                  | 7205      | MTM XIII—Special Populations         | 2                  |                    |
| 7106  | MTM Case Study II   | 1                  | 7206      | MTM XIV—Clinical Toxicology          | 2                  |                    |
| 7107  | Pharmacy Administration I   | 3                  | 7207      | MTM Case Study III                   | 1                  |                    |
| 7108  | Practice Integrated Lab Sequence V  | 1                  | 7208      | Pharmacy Administration II           | 2                  |                    |
| xxxx  | Elective  | 2                  | 7209      | Pharmacy Law                         | 2                  |                    |
|   |   |                    | 7210      | PILS VI                              | 1                  |                    |
|   |   |                    | xxxx      | Elective                             | 2                  |                    |
|   |   | <b>Total Hours</b> | <b>18</b> |                                      |                    | <b>Total Hours</b> |
|   |   |                    |           |                                      |                    | <b>19</b>          |
| Fourth Professional Year <sup>6</sup>       |   |                    |           |                                      |                    |                    |
| 8101-8112                                   | Acute Care Pharmacy Practice Experience   |                    |           |                                      |                    | 4 hours            |
| 8121-8124                                   | Advanced Community Pharmacy Practice Experience   |                    |           |                                      |                    | 4 hours            |
| 8131-8134                                   | Advanced Institutional Pharmacy Practice Experience   |                    |           |                                      |                    | 4 hours            |
| 8141-8144                                   | Ambulatory Care Pharmacy Practice Experience  |                    |           |                                      |                    | 4 hours            |
| 8161-8177                                   | APPE Elective Courses ( <i>electives selected from these courses or the required areas, 8101-8144</i> ) |                    |           |                                      |                    | 20 hours           |
| 8299  | Capstone I  |                    |           |                                      |                    | 1 hour             |
| 8399  | Capstone II   |                    |           |                                      |                    | 1 hour             |
|   |   |                    |           |                                      | <b>Total Hours</b> | <b>38 hours</b>    |
| <b>Total Semester Credit Hours..... 146</b> |   |                    |           |                                      |                    |                    |

<sup>5</sup> Course Descriptions are included in Appendix E.

<sup>6</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-July), Fall (August-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced community, advanced institutional and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.

Doctor of Pharmacy Curriculum  
Class of 2015 and Beyond

| First Professional Year                   |  |                    |           |   |                 |
|---|--|--------------------|-----------|---|-----------------|
| Fall                                      |  |                    | Spring    |   |                 |
| No.                                       | Title  | Hr                 | No.       | Title   | Hr              |
| 5100                                      | Pharmacy Orientation <sup>7</sup>  | 1                  | 5201      | Introductory Pharmacy Practice Experience I   | 1               |
| 5101                                      | Introduction to Pharmacy   | 2                  | 5202      | Health Care Systems and Socioeconomics        | 3               |
| 5102                                      | Drug Literature Evaluation/Evidence Based Medicine   | 2                  | 5203      | Principles in Pathophysiology                 | 5               |
| 5103                                      | Medical Immunology   | 3                  | 5204      | Principles of Drug Delivery                   | 4               |
| 5104                                      | Human Biochemistry   | 3                  | 5205      | Health Ethics                                 | 3               |
| 5105                                      | Practice Integrated Lab Sequence I   | 2                  | 5206      | Practice Integrated Lab Sequence II           | 2               |
| 5106                                      | Medication Safety Management   | 2                  | 5299      | Deans Hour                                    | 0               |
| 5107                                      | Pharmaceutical Calculations  | 2                  |           |   |                 |
| 5199                                      | Deans Hour   | 0                  |           |   |                 |
|   |  | <b>Total Hours</b> | <b>17</b> |   |                 |
|   |  |                    |           | <b>Total Hours</b>                            | <b>18</b>       |
| Second Professional Year                  |  |                    |           |   |                 |
| Fall                                      |  |                    | Spring    |   |                 |
| 6101                                      | Introductory Pharmacy Practice Experience II   | 2                  | 6201      | Introductory Pharmacy Practice Experience III | 2               |
| 6102                                      | Pharmacokinetics   | 3                  | 6202      | MTM I (Respiratory)                           | 2               |
| 6103                                      | Principles of Pharmacology/ Medicinal Chemistry  | 4                  | 6203      | MTM II (Renal)                                | 2               |
| 6104                                      | Principles in Human Genetics & Pharmacogenomics  | 2                  | 6204      | MTM III (CVS I)                               | 2               |
| 6105                                      | Measuring Therapeutic Parameters   | 3                  | 6205      | MTM IV (CVS II)                               | 2               |
| 6106                                      | Practice Integrated Lab Sequence III   | 2                  | 6206      | MTM V (Self-Care & Wellness)                  | 2               |
| 6108                                      | Pharmacy Administration I  | 2                  | 6207      | MTM Case Study I                              | 1               |
|   |  |                    | 6209      | Practice Integrated Lab Sequence IV           | 1               |
|   |  |                    | 6210      | Pharmacy Administration II                    | 2               |
|   |  |                    | xxxx      | Elective                                      | 2               |
|   |  | <b>Total Hours</b> | <b>18</b> |   |                 |
|   |  |                    |           | <b>Total Hours</b>                            | <b>18</b>       |
| Third Professional Year                   |  |                    |           |   |                 |
| Fall                                      |  |                    | Spring    |   |                 |
| 7101                                      | Introductory Pharmacy Practice Experience IV   | 2                  | 7201      | Introductory Pharmacy Practice Experience V   | 1               |
| 7102                                      | MTM VI (Infectious Disease)  | 3                  | 7202      | MTM X (Psychiatry)                            | 2               |
| 7103                                      | MTM VII (GI/Nutrition)   | 2                  | 7203      | MTM XI (Musculoskeletal)                      | 2               |
| 7104                                      | MTM VIII (Endocrine/Reproduction)  | 2                  | 7204      | MTM XII (Hematology/Oncology)                 | 2               |
| 7105                                      | MTM IX (Neurosensory)  | 2                  | 7205      | MTM XIII (Special Populations)                | 2               |
| 7106                                      | MTM Case Study II  | 1                  | 7206      | MTM XIV (Clinical Toxicology)                 | 2               |
| 7108                                      | Practice Integrated Lab Sequence V   | 1                  | 7207      | MTM Case Study III                            | 1               |
| 7109                                      | Clinical Research Design/Biostatistics   | 3                  | 7209      | Pharmacy Law                                  | 2               |
| xxxx                                      | Elective   | 2                  | 7210      | Practice Integrated Lab Sequence VI           | 1               |
|   |  |                    | 7211      | Pharmacotherapy Outcomes                      | 2               |
|   |  |                    | xxxx      | Elective                                      | 2               |
|   |  | <b>Total Hours</b> | <b>18</b> |   |                 |
|   |  |                    |           | <b>Total Hours</b>                            | <b>19</b>       |
| Fourth Professional Year <sup>8</sup>     |  |                    |           |   |                 |
| 8101-8112                                 | Acute Care Pharmacy Practice Experience  |                    |           |   | 4 hours         |
| 8121-8124                                 | Advanced Community Pharmacy Practice Experience  |                    |           |   | 4 hours         |
| 8131-8134                                 | Advanced Institutional Pharmacy Practice Experience  |                    |           |   | 4 hours         |
| 8141-8144                                 | Ambulatory Care Pharmacy Practice Experience   |                    |           |   | 4 hours         |
| 8161-8177                                 | APPE Elective Courses (electives selected from these courses or the required areas, 8101-8144) |                    |           |   | 20 hour         |
| 8299                                      | Capstone I   |                    |           |   | 1 hour          |
| 8399                                      | Capstone II  |                    |           |   | 1hour           |
|   |  |                    |           | <b>Total Hours</b>                            | <b>38 hours</b> |
| <b>Total Semester Credit Hours....146</b> |  |                    |           |   |                 |

<sup>7</sup> Course Descriptions are included in Appendix E.

<sup>8</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-July), Fall (August-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced community, advanced institutional, and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.

## Introductory and Advanced Pharmacy Practice Experiences

Students will begin participating in their introductory professional practice experiences (IPPE) in their second semester of pharmacy school. To meet the IPPE requirements students will be required to visit pre-scheduled experiential sites both during and outside of regularly scheduled class times.

Students will begin attending their advanced professional practice experiences (APPE) on the first full week in May following the end of the 3<sup>rd</sup> professional year. Not all APPEs will be located in the Clinton, South Carolina area. In the event rotations are scheduled outside the geographic area, students are expected to secure their own housing unless otherwise notified. The specific schedule for the 4<sup>th</sup> year APPEs, rotation locations and assignments will be set by the Assistant Dean for Experiential Education no later than March 1<sup>st</sup> of the 3<sup>rd</sup> professional year. The School of Pharmacy reserves the right to modify assignments and rotation schedules based upon preceptor availability.

## Grading Policy

Introductory Pharmacy Practice Experiences (IPPE) will be graded pass-fail. The grading policy for didactic courses, laboratory courses, and Advanced Pharmacy Practice Experiences is:

|    |  |
|----|--|
| A  | 93 and above   |
| A- | 90 – 92  |
| B+ | 87 – 89  |
| B  | 83 – 86  |
| B- | 80 – 82  |
| C+ | 77 – 79  |
| C  | 70 – 76  |
| D  | 60 – 69  |
| F  | below 60   |
| I  | Incomplete (becomes F if not removed during first 4 weeks of the following semester) |
| S  | Satisfactory   |
| U  | Unsatisfactory   |

Each course team (instructor of record and other faculty participating in the course) will develop a set of course objectives that include relevant knowledge, skills, values and habits within the discipline(s) associated with the course.

Each course team is expected to assess general class response and understanding at least once during the course, although frequent, short assessments are preferred.

To pass the course, students must earn a "C" or better, or "S," depending on the grading scale used in the course. Assessments will provide feedback to students regarding strengths and weaknesses in the curricular competencies and suggestions for improvement and additional learning. Assessments shall be returned to the students in a timely fashion in order to maximize learning. Experiential assessments will be explained within the *Experiential Education Handbook*. As long as students pass each experiential component, they will be allowed to proceed, but feedback from each component assessment will be expected to be used to correct misperceptions and drive further learning.



## Re-grading Policy

Difficulties with assessment items on examinations should be communicated in writing to the examiner after the examination has been graded. Students may request in writing to have an assessment re-graded at the instructor's discretion and in the time frame specified within the course syllabus. Requests for re-grading of a question should be supported by appropriate justification (classroom text book, course materials, primary literature, etc.) and not based upon opinion or supposition. Re-grading requests submitted inappropriately will not be reviewed and re-grading may result in the lowering, increasing, or no change of the score.

## Remediation

Students who earn less than a "C" grade in a professional pharmacy course(s) may be permitted to retake those courses over the summer. Remediation is permitted only for traditional classroom courses; discussion-based, laboratory, practicum, outreach, student presentation, case-based, or small group process driven courses will not be offered for summer remediation.

To be eligible for remediation consideration, a student must have:

1. Deficiencies in no more than 2 didactic courses in an academic year
2. No pending or on-going violations (warning, probation) of the professional code of conduct
3. Remediated no more than once previously

Students requesting the opportunity to remediate a course must submit a statement to the Academic Standards Committee within one week of the end of the relevant semester. The submitted statement should include an explanation of why the student failed the course(s) and what the student plans to do differently, the student's desire to retake the course over the summer, and the student's acknowledgment that delivery of the course will be in a self-directed manner with an access to faculty and that the evaluation processes may be different from those of the original course offering. Students requesting consideration of remediation should be aware:

- Grades in this remedial course will count as any other course with respect to the student's official transcript, calculation of cumulative grade point average, and academic standing;
- All academic standards apply to remedial coursework and that earning a grade less than a "C" for a second time in a course will result in dismissal from the program;
- Both the initial course grade and the repeat grade earned by the student will appear on the transcript and will be used in calculation of the student's grade point average.

The course coordinator of each requested course will also submit a statement for consideration which will include the student's percent grade for the course and major components of the grade, attendance, and other pertinent information. Student-specific circumstances will be weighed in the Committee's decision, however remediation is not a guaranteed right of the students. Students repeating coursework will be required to register for the course(s) and pay all associated fees to receive credit. Remedial learning will be self-paced and will be the responsibility of the learner. Students granted the opportunity to repeat a course must agree to keep all appointments with faculty and meet all deadlines associated with the course; failure to do so may result in a failing grade for the repeated course.

## Appeal of Final Letter Grade

### Overview

It is the right and responsibility of the faculty to establish student grades. As outlined below, this right shall be abrogated only if clear and convincing evidence is presented by the student as specified herein.

The appeal process for students who question a final grade in a course is to discuss the grade with the course coordinator and, if unresolved, file a formal appeal to the course coordinator. If the course coordinator denies a student's appeal, the student can appeal to the Department Chair (see PCSP website to determine the faculty member's department and department chair). If the Department Chair denies the student's appeal, the student can appeal to the Associate Dean for Academic Affairs. If the Associate Dean for Academic Affairs denies the appeal a final appeal can be made to the Dean of the School. Exceptions: If the Department Chair or Associate Dean for Academic Affairs is the instructor involved in the appeal, the appeal goes directly to the Dean for final decision.

### **Permitted Actions**

- Only the final course grade may be appealed. Individual assignment grades (exams, quizzes, etc.) should be discussed with the instructor or course coordinator throughout the semester.
- All recognized appeals by students should be written and delivered to the appropriate individual (course coordinator, Chair, Associate Dean for Academic Affairs, or Dean) either electronically or by hard copy. The individual appealing is responsible for assuring the receipt of the appeal.
- The appeal process does not allow for grading or re-grading of individual assignments by anyone other than the course coordinator.
- Decisions at the Chair level or higher can include:
  - denial of the appeal
  - upholding the appeal, at which point the final course grade will be changed

### **Evaluation Criteria**

Grade appeals will be granted only if the student presents clear and convincing evidence of one or more of the following:

1. Procedural or clerical error by the instructor that had a negative impact on the student's grade;
2. The grading being arbitrary, capricious or outside accepted norms with resultant negative impact on the student's grade.

### **Procedures and Timeline**

1. Students must first attempt to resolve the issue with the course coordinator.
2. If the student decides to formally appeal the final grade, he/she should provide a written appeal, including rationale/justification for the appeal, to the course coordinator within 3 business days from the final grade submission due date posted by the PCSP Academic Calendar. If the course coordinator is no longer employed by the School, the appeal will go directly to the Department Chair.
3. The course coordinator should notify the student upon receipt of the appeal, but the student is responsible for assuring the receipt of the appeal. If the course coordinator cannot be contacted, the student should notify the department chair of his/her appeal and ask for assistance in contacting the coordinator.
4. Course coordinators will e-mail or mail a written decision to the student within 3 business days of receiving the appeal. If the course coordinator fails to provide a decision within 3 days, the student should notify the department chair to intervene in obtaining the decision or furthering the appeal.
5. After receiving the course coordinator's decision, the student has 3 business days to appeal the final grade, in writing, to the Department Chair. It is the student's responsibility to provide evidence to support the appeal. The Chair will investigate the appeal. The investigation will include discussing the matter with the course coordinator and may include requesting the coordinator to support the accuracy and fairness of his/her grading. The student's written appeal constitutes authorization for the Chair to have access to the student's educational files and grades pertaining to the appeal.

6. The Chair has 3 business days from the date of receiving the appeal to render a decision and provide the decision to all parties.
7. If the Chair's decision is to deny the appeal, the student has 3 business days to appeal the grade, in writing, to the Associate Dean for Academic Affairs.
8. The Associate Dean for Academic Affairs will discuss the information with the course coordinator and Department Chair. The Associate Dean has 3 business days from the date of receiving the appeal to render a decision and provide the decision to all parties.
9. If the Associate Dean's decision is to deny the appeal, the student has 3 business days to appeal the grade to the Dean of the School. The student may also elect to meet with the Dean to present information directly related to the appeal. The Dean will provide a final decision to all parties within 3 business days of receiving the appeal. The Dean's decision is final.
10. If the Chair or Associate Dean for Academic Affairs' decision is to grant the appeal, the course coordinator has 3 business days to appeal, in writing, to the Dean. The course coordinator may meet with the Dean to present information directly related to the appeal. The Dean will provide a final decision to all parties within 3 business days of receiving the appeal. The Dean's decision is final.

*NOTE: Timelines may be extended if necessary evidence or individuals are not available.<sup>9</sup>*

## **School of Pharmacy Grade Point Average**

The grade point average (GPA) used for the purposes of annual progression, graduation, academic standing or academic awards is calculated by the Office of Academic Affairs within the School of Pharmacy. Cumulative GPAs are calculated by dividing the total grade points earned by the total number of semester credit hours completed. To determine academic standing, grade point averages are truncated to the second decimal place (or nearest 0.01 point).

If a student remediates a course, both the initial course grade and the repeat grade earned by the student will appear on the official transcripts and will be used to calculate the student's grade point average (GPA).

## **Program for Academic Commitment and Excellence (PACE)**

A system of early alerts and warnings will be used to (1) identify students having difficulty with the academic rigors of the pharmacy program and (2) provide opportunities for assistance with the development of a Plan for Academic Progress. The student's faculty advisor will be intimately involved with this intervention process and will work in concert with the Associate Dean for Academic Affairs. Although the Presbyterian College School of Pharmacy desires to foster student success as much as possible, students must meet competency or progression standards to continue in the program. For this reason, provision has been made for students to be placed on academic probation and/or be dismissed from the program if sufficient academic progress is not demonstrated.

### **Academic Alert**

- A student may be placed on academic alert when ANY of the following occur:
  - Mid-semester grade of "U" in any course;
  - A student's performance or attendance is below expected standards;
  - A student indicates that he/she is having trouble with the rigors of the program; or

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<sup>9</sup> The Appeal of Final Letter Grade policy was adopted from the Drake College of Pharmacy Handbook.

- Formative assessment grades are earned below the "C" level on a consistent basis as monitored by the Associate Dean for Academic Affairs.
- When a student is placed on academic alert, he/she will receive a formal letter from the Associate Dean for Academic Affairs informing the student of the alert and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for academic alert.
- Students placed on academic alert are required to meet with their faculty advisor within one week of receiving notification from the Office of Academic Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Academic Progress which must be approved by the Associate Dean for Academic Affairs. Actions in a Plan for Academic Progress could include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, or other steps deemed appropriate under the circumstances.

## Academic Criteria for Progression

To progress to the next professional year, students must satisfactorily complete all courses in a professional year with a "C" or "S" or above before progressing to the next year. In addition, students must maintain a cumulative professional GPA of  $\geq 2.0$  and may repeat a course in the professional program only once. In order to commence advanced pharmacy practice experiences during the P4 year, students must have completed all courses in the P1 – P3 curriculum with at least a grade of "C" or "S" and must have successfully completed the TYCE exam.

Academic warning, probation, and dismissal are described below. All decisions for academic probation and dismissal will be reviewed by the Academic Standards Committee.

### Academic Warning

- A student may be placed on academic warning when he/she (ANY of the following):
  - Earns less than a "C" grade in any professional course; or
  - Earns a cumulative professional GPA less than 2.3; or
  - Fails to earn a satisfactory rating for one or more competencies in his/her Third Year Competency Exam (TYCE).
- When a student is placed on academic warning, he/she will receive a formal letter from the Associate Dean for Academic Affairs informing the student of the warning and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for academic warning.
- Students placed on academic warning are required to meet with their faculty advisor within one week of receiving notification from the Office of Academic Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Academic Progress which must be approved by the Associate Dean for Academic Affairs. Actions in a Plan for Academic Progress could include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, or other steps deemed appropriate under the circumstances. Students placed on academic warning due to failure to satisfactorily complete his/her TYCE will be required to remediate the TYCE as described in the "Third Year Competency Exam" section of the *PCSP Bulletin*.

## **Academic Probation**

- A student may be placed on academic probation when he/she (ANY of the following):
  - Earns less than a "C" grade in 2 or more professional courses in any semester;
  - Earns a "U" in any course in which the pass/fail option is applied;
  - Earns a cumulative professional GPA less than 2.0; or
  - Fails to comply with his/her Plan for Academic Progress when under academic warning.
- Upon occurrence of any of the situation(s) listed above, the Academic Standings Committee will review the student's progress and determine sanctions and terms of probation. The Committee will also determine the process for termination of probationary status. Probation may include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, suspension, required performance standards, or other appropriate remedial steps.
- When a student is placed on academic probation, he/she will receive a formal letter from the Associate Dean for Academic Affairs informing the student of his/her academic probationary status, details of probation, and process/deadline for appeal. The letter is copied to the student's faculty advisor and is included in the student's file.
- Once a student is placed on Academic Probation, the Associate Dean for Academic Affairs will work in concert with the student's faculty advisor to monitor the student's progress and to help the student meet the conditions stipulated by his/her academic probation. The student will be required to meet with Associate Dean for Academic Affairs and his/her faculty advisor jointly within one week of notification of his/her probationary status.
- The academic probation decisions made by the Academic Standings Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of probation.

## **Academic Dismissal**

- A student may be dismissed from the program when he/she (ANY of the following):
  - Earns less than a "C" grade in any professional course upon repeating the course;
  - Earn a "U" in any course in which the pass/fail option is applied upon repeating the course;
  - Earns a cumulative GPA less than 2.0 in any academic year after being placed on academic probation;
  - Fails to earn a satisfactory rating for all competencies in his/her second attempt of the Third Year Competency Exam (TYCE); or
  - Fails to meet conditions stipulated by academic probation.
- A review of an automatic dismissal by the Academic Standings Committee may be requested by the student by submitting a written petition to the Office of Academic Affairs. The Academic Standings Committee will review all petitions and return a decision to the student.
- Dismissal decisions made by the Academic Standings Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of dismissal.
- A dismissed student will receive written notification from the Dean of the School of Pharmacy. The notice will include notice of loss of registration and financial aid. The School of Pharmacy

will also notify the appropriate State Board(s) of Pharmacy that the student has been dismissed from pharmacy school.

## **Class Attendance and Absence Policy**

Attendance at all regularly scheduled classes, laboratories (including clinics) and examinations is a student's obligation to the attainment of professional excellence. Students must comply with the faculty member's method of monitoring attendance (class roll, pre-class assessments, etc). Absences from class activities may result in academic penalties. A student who will not be attending class must inform the course coordinator by telephone, e-mail, or letter in advance of the class meeting time, unless otherwise directed by the course instructor in the course syllabus. In extraordinary circumstances, the course coordinator may accept notification after the absence occurs. Failure to inform the course coordinator in accordance with the policy will be deemed an unexcused absence. In general, excused absences are defined as absences resulting from medical emergencies, sickness, or death in the immediate family. In these instances, student must provide documentation that attests to the validity of the reason for the absence to the course coordinator within 24 hours of return to campus. Without documentation, the absence is considered an unexcused absence. Accumulation of excessive unexcused absences is subject to the professional progression standards and may result in a disciplinary hearing and sanctions. Students are expected to give reason for their absence to individual instructors and to make up all work missed due to the absence (if allowed and as indicated in the course syllabus). If a student is excessively absent, the instructor should report the student to the Assistant Dean for Professional and Student Affairs.

Promptness is one of several traits that health care professionals should display. Consequently, pharmacy students are expected to be at all class meetings, activities, etc. on time. Tardiness disturbs both the learner and the lecturer; repeated violations will be considered improper professional behavior and may result in disciplinary and/or academic action. If a student is excessively tardy, the instructor should report the student to the Assistant Dean for Professional and Student Affairs.

## **Missed Examination and Assignment Policy**

Missed examinations or assignments are defined as any missed assessments (components of the course on which the student may be graded) that constitute a portion of the final grade for a course or for the year. Students who are absent from any examination must contact the Associate Dean for Academic Affairs. The Associate Dean will be responsible for approving all absences for examinations. Specific guidelines regarding missed examinations or assignments are as follows:

- Valid reasons for missing assessments of any kind may include personal illness, illness or death of an immediate family member, or unavoidable mishaps such as an automobile accident on the way to the examination. Work is not a valid excuse.
- A letter from a physician or other appropriate professional familiar with the circumstances may be required to substantiate the reason, at the discretion of the Associate Dean for Academic Affairs.
- When a student misses an examination or assignment, it is the student's responsibility to notify the Associate Dean for Academic Affairs and provide documentation according to the time limitations specified by the Associate Dean for Academic Affairs. The Associate Dean will notify the course coordinator as to whether the absence was excused or unexcused. If the absence is deemed excused, the course coordinator will determine the time and method for a make-up exam. If the absence is deemed unexcused, the student will receive a zero.
- When a final examination or an annual competency examination has been missed, the student will receive a zero if the course coordinator or the Associate Dean for Academic Affairs is not notified in a timely manner for arrangements to be made.

- Where a reason and/or documentation are not presented, the student will receive a zero for the missed assignment or assessment.

## Special Considerations for Learning

Pharmacy education occurs in special environments such as classrooms, laboratories, off campus health care facilities, etc. These environments may expose students to chemicals, body fluids, communicable diseases, etc. Certain student populations need to make an informed decision concerning their participation in particular learning environments.

Students with allergies, chemical sensitivities, disease states, or pregnancy who have concerns about participating in any educational activity should notify the Associate Dean for Academic Affairs. Students must be evaluated by an appropriately credentialed health care professional at his/her own expense and must present documentation of the medical evaluation to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will contact relevant course coordinators or the Assistant Dean for Experiential Education (for pharmacy practice experiences) and the student's concerns and situation will be presented and reviewed.

A Special Considerations Learning Plan will be developed by the relevant course coordinators, student, and the Associate Dean for Academic Affairs. The student must work with the course instructors to ensure that curricular outcomes can be achieved and that all assignments and class expectations (as identified by the course instructor) are met taking in consideration the inability of the student to participate in certain areas/activities. Waivers with respect to the completion of curricular requirements are not available; however, a student may elect to apply for Short-term Leave or a Leave of Absence to ensure that his/her course of study is not adversely affected.

## Transfer Credit Policy

The School of Pharmacy will evaluate the transfer of professional program credit for students who previously attended another college/school of pharmacy on a case-by-case basis. Courses submitted must be from a program accredited by the Accreditation Council for Pharmacy Education and are subject to approval by the Office of Academic Affairs. Requests for transfer credit must be made in writing to the Office of Academic Affairs and include the course number, title, catalog description, and course syllabus for each course for which transfer credit is being requested. The request must also include the course number and title for the course(s) for which credit is being sought. Courses taken at any other college or university for School of Pharmacy professional program credit must be **pre-approved** by the Office of Academic Affairs prior to matriculation. A student taking any course for credit at another accredited school or college of pharmacy while the student is enrolled at Presbyterian College School of Pharmacy must have the course approved by the Office of Academic Affairs at both institutions.

## Graduation Policy

Students who have satisfactorily completed all academic requirements (as indicated by the successful completion of the School of Pharmacy curriculum) and who have been recommended by the School of Pharmacy faculty may be awarded the Doctor of Pharmacy degree, provided that they have met the following standards. They must:

- Earn at least a "C" in any core or elective course for which credit is applied and earn an "S" in any course for the S/U option is applied,
- Maintain a cumulative professional GPA of  $\geq 2.0$ ,
- Earn a satisfactory rating for all competencies in his/her Third Year Competency Exam,
- Complete the programmatic requirement of the Growth and Assessment Portfolio, and
- Complete 15 hours of approved professional community service.

## **Academic Awards**

Pharmacy students who are pursuing the PharmD degree and are enrolled in at least 12 semester hours with no grades of "I" or "U" for the fall or spring semester are included on the Dean's list with a GPA of 3.50 or greater or on the President's list with a 4.00 GPA.

Pharmacy students who earn a cumulative GPA of 4.00 are graduated with Highest Honors; students earning a cumulative GPA of 3.75 or above are graduated with High Honors; and students earning a cumulative GPA of 3.50 or above are graduated with Distinction.

The grade point average (GPA) used for the purposes of all academic awards is calculated by the Office of Academic Affairs within the School of Pharmacy.



# Student Services

## Student Advising

Students will be assigned a faculty advisor upon matriculation and will remain with that advisor until graduation.<sup>10</sup> Since PCSP curriculum is a lock-step curriculum, individual academic advising is not necessary for selecting core courses. To facilitate mentoring of students by both faculty and peers, students will be placed in advising groups of 12 – 16 students comprised of 3 – 4 students per professional year. Advisors will meet with their advising groups at least once a semester to discuss registration, selection of electives, completion of the Growth and Assessment Portfolio and competency requirements, and other topics introduced by the students. Students may also choose to meet with their faculty advisors individually if they would like to discuss an issue at any time.

The purpose of the student advising program is to:

- Assist students admitted into the professional program in effectively progressing through the professional curriculum;
- Provide the student with a resource to reinforce the requirements, expectations, and standards of the professional program;
- Guide the student in meeting the programmatic requirements necessary for student progression and graduation; and
- Provide the student with a resource regarding the profession of pharmacy.

Student advisees are expected to:

- Be proactive in communicating with his/her advisor.
- Schedule a meeting with his/her advisor within 1 week if placed on academic or professional alert or warning.
- Seek immediate assistance from his/her advisor if experiencing academic difficulties or any other issues.
- Make and keep appointments to meet with his/her faculty advisor regarding academic ability and progress (academic counseling).
- Actively participate in the advising group meetings and any individual advising meetings scheduled.

Faculty advisors are expected to:

- Meet with advising group at least once each semester.
- Meet more often with students who are experiencing academic difficulties or are on academic alert or warning. If necessary, guide the student in developing and meeting a Plan for Academic Progress or Plan for Professional Improvement.
- Communicate necessary information and updates to advisees on a periodic basis.
- Guide the student in meeting the requirements of the Growth and Assessment Portfolio with constructive feedback as well as meeting other programmatic requirements.

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<sup>10</sup> During the first four years of implementation of the PC School of Pharmacy, students originally assigned a school administrator as their advisor will be reassigned to a new faculty member as faculty are hired.

## Tutoring Resources

Students struggling academically in any course are encouraged to form peer study groups, seek peer tutoring, and approach the course instructor(s), faculty advisor, and/or the Assistant Dean for Professional and Student Affairs for assistance. The Office of Professional and Student Affairs organizes a network of peer pharmacy tutors. Students may request a tutor by completing a "Tutoring Request" form and the Office of Professional and Student Affairs will match students with a peer tutor. In addition to assistance in specific courses, the Office of Campus Life of Presbyterian College offers resources on goal setting, time management, study skills, note taking, and writing instruction. Students are encouraged to avail themselves of these resources by contacting the Office of Professional and Student Affairs.

## Confidentiality of Student Records

It is the policy of Presbyterian College to provide for the protection of confidential information contained within student records against improper or illegal disclosure in accordance with the "Family Educational Rights and Privacy Act" (FERPA) of 1974.

### Directory Information

It is the policy of the college to compile non-confidential information that is classified by law as "directory information." At its discretion, the college may or may not release this information. Directory information includes the student's full name, address, telephone numbers, major field of study, participation in official activities and sports, dates of attendance, degree(s) awarded, awards and honors received, and in the case of athletic team members, weight and height.

A pharmacy student who desires that directory information not be released without his/her prior permission or consent may preclude such release by notifying the Office of Professional and Student Affairs. All students must complete a FERPA Acknowledgment Form before matriculation into the School of Pharmacy. Information released on alumni may include the above, plus the date of graduation. The release of additional information contained in a graduate's record will require a written authorization from the individual. A permanent authorization may be placed in the record at the discretion of the graduate.

### Confidential Student Records

The following records are confidential student records:

- **Admissions Records:** Those records assembled by the Office of Professional and Student Affairs in the School of Pharmacy to provide for the screening and selection of students.
- **Active Academic Records:** Those academic records retained by the Office of Academic Affairs in the School of Pharmacy to account for the enrolled student's academic performance and status, to include records maintained by instructors.
- **Inactive Academic Records:** Those records retained by the Office of the Registrar that pertain to the academic performance of persons no longer enrolled at Presbyterian College.
- **Financial Aid Records:** Those records maintained by the Office of Financial Aid that relate to a student's eligibility for a receipt of financial assistance, except that information considered confidential to a parent.
- **Career Services Records:** Those records maintained by the Office of Career Services that have been compiled for the purpose of career planning and job placement.
- **Disciplinary Records:** Those records maintained by the Office of Professional and Student Affairs in the School of Pharmacy that relate to a student's conduct.

- **Health Records:** Those records that provide information on the medical or psychological treatment of a student. (Note: records on a student that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and are used only in connection with the provision of treatment to the student are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.)
- **Public Safety Records:** Those records maintained in the Office of Public Safety that relate to a student's contact with security and law enforcement officials.
- **Financial Records:** Those records maintained by the Business Office that relate to a student's financial account.
- **Educational Partners:** Student's personal information will be shared with educational partners of Presbyterian College School of Pharmacy (e.g. pharmacy practices sites, clinical affiliates) on a need-to-know basis. All applicants for admission agree to the sharing of this information as part of their supplemental application for admission to PCSP. This information may include but is not limited to: email addresses, telephone numbers, results of criminal background checks and drug screenings, immunization records, and the last four digits of social security numbers.

### **Educational Partners**

Student's personal information will be shared with educational partners of Presbyterian College School of Pharmacy (e.g. pharmacy practice sites, clinical affiliates) on a need-to-know basis. All applicants for admission to PCSP must register their consent on the supplemental application for admission to be considered for admission. This information may include but is not limited to:

- Email addresses
- Telephone numbers
- Results of criminal background checks
- Results of drug screenings
- Immunization records
- Last 4 digits of SSN

### **Access to Confidential Information**

It is the policy of the college that the release of confidential information from an official student record requires the prior written consent of the student except as provided for by law.

It is the policy of the college that information contained in official student records will not be released to the parent(s) or guardian(s) without the consent of the student unless the student is a dependent of the parent(s) or guardian(s) as defined under section 152 of the Internal Revenue Code of 1986 or the student authorizes that release to the parent(s) or guardian(s).

Access to confidential student records is the responsibility of the officers of the college as specified below.

| <b>Record</b>           | <b>Responsible Officer</b>  |
|-------------------------|---|
| Admissions Records      | Assistant Dean for Professional and Student Affairs, School of Pharmacy |
| Academic Records        | Associate Dean for Academic Affairs, School of Pharmacy                 |
| Financial Aid Records   | Vice President for Enrollment and Communications                        |
| Career Services Records | Assistant Dean for Professional and Student Affairs, School of Pharmacy |
| Disciplinary Records    | Assistant Dean for Professional and Student Affairs, School of Pharmacy |
| Health Records          | Assistant Dean for Professional and Student Affairs, School of Pharmacy |
| Public Safety Records   | Executive Vice President for Business and Finance                       |
| Financial Records       | Executive Vice President for Business and Finance                       |

These officers may designate other employees of the college to have access or control of confidential student records. The officers or other employees responsible for confidential student records shall maintain a record kept with the confidential record of each student which will indicate all individuals (other than parents or guardians of a dependent student or others specifically authorized by the student), agencies, or organizations outside Presbyterian College that have requested or obtained access to the student's record. The record will indicate specifically the legitimate interest that each such person, agency, or organization has in obtaining this information. Such record of access shall be available only to the subject student, college officials, and substitutes who are responsible for the custody of such records. Records are typically kept for three years following a student's graduation.

### **Student Access to Records**

It is the policy of Presbyterian College that students are allowed access to their official college records to insure that information contained in official records is not inaccurate, misleading or otherwise in violation of their rights or privacy.

A student who wishes to review his/her student record will make a request directly to the person in charge of the office in which the record is maintained. A time for the review which is satisfactory to both parties will be announced by the person in charge of the file. If, during the review of the record, the student finds information or data that he/she believes is inaccurate, misleading, or otherwise inappropriate, he/she should bring it to the attention of the person in charge of the office and request the desired correction. If the matter cannot be resolved between the student and the person responsible for the maintenance of the record, the student will submit a written request to the Dean of the School for a hearing on the disputed information. The request will contain sufficient justification to support a charge that erroneous or improper information is contained in the file.

It is the policy of the College that students may obtain non-notarized, machine duplicated copies of college documents contained in the official student records at no cost. Students who have outstanding financial obligations to the college cannot receive documents until all accounts are paid in full.

### **College-Wide Services**

Information about the following services and other services provided by Presbyterian College to all students are included in the undergraduate student handbook, *The Knapsack*, and on the College website. Pharmacy students are encouraged to utilize these services as needed and may request more information and/or referrals from the Office of Professional and Student Affairs. All of the following resources are subject to change and/or to limits on availability:

#### **Health and Wellness Services**

The Health Center is located on-campus and is staffed by a primary care provider. Healthcare services provided must be satisfied by insurance or some other method of payment. Emergencies after-hours or on weekends can be serviced by one of the local hospitals.

#### **Counseling Services**

Personal counseling is an important component of the services offered through the PC Student Life Office. The intent of counseling services is to meet student needs through a brief treatment model involving up to eight sessions per year of individual or group counseling. When adjustment and phase of life problems are present, two to four sessions typically enable students to gain insight into their concerns and learn strategies that allow them to proceed independently. Such difficulties are often conceptualized utilizing a cognitive-behavioral focus with a solution-focused approach to treatment. Some students

present with more personality or character logical difficulties, long-standing clinical concerns, and/or disorders requiring special attention that warrant a more extensive therapeutic approach and longer term care. Under these circumstances, students are often referred to community providers and/or long-term care facilities for clinical services. The services defined above are provided at no cost to full-time PC students. Off-campus referrals, acute emergencies, or long term therapy would be the financial responsibility of the student.

Individual intake appointments can be scheduled by contacting the Director of Counseling Services at 833-8100. Students may be referred by their faculty advisor or by the Office of Professional and Student Affairs as needed.

Counseling for chemical abuse or dependency is available through the Gateway Counseling Center. This facility can be reached directly by dialing 833-6500. The center provides round-the-clock care for students 24 hours a day, seven days a week via its on-call emergency contact system in conjunction with the Office of Campus Life.

### **Career Services**

The Office of Career Services and Internships offers individual career counseling, personality and interest assessments (including Myers-Briggs, Strong Interest Inventory, etc.), training for interviews, and workshops on goal-setting, time management, and study skills, etc. To supplement the services provided by PC Career Services, the Office of Experiential Education also provides specific career counseling for pharmacy students, organizes an annual pharmacy career fair, and offers annual workshops on etiquette training, interview and resume preparation, and residency/post-graduate training opportunities, etc. The Office of Career Services and Internships is located on the third floor of the Springs Campus Center. Appointments are encouraged and can be obtained by calling 833-8381.

### **Christian Worship, Fellowship, and Service**

Students, faculty, and staff are invited to attend the monthly Tuesday morning worship services held in Edmunds Hall at 11 am. Special seasonal services are held on campus during Advent, Lent, and Easter. Under the guidance of the Dean of Religious Life, the Bluefish ministry team, in partnership with various student groups, plans and leads ecumenical worship services each month. Students and other community members are empowered to provide leadership in worship. The Outdoor Chapel, Wyatt Chapel and Davis Prayer Room provide a welcoming and inviting place to gather in prayer and worship. Local churches welcome PC students to worship each Sunday and to participate in the life of their congregations. Several student fellowship groups meet regularly for mutual encouragement and growth in the Christian life. The College is committed to encouraging the spiritual and moral formation of women and men as a wonderful and life-transforming part of a church-sponsored liberal arts education.

### **Campus Police Department**

The Campus Police Department provides law enforcement services, communication services, crime prevention/education services, traffic/parking services and support services for campus events and activities. All of Presbyterian College's police officers are certified and have the power to arrest. Additionally, all officers attend the South Carolina Criminal Justice Academy and must attend on-going advanced training to maintain their certification and to meet department standards. It is the responsibility of the Campus Police Officers to provide law enforcement deterrence, to respond to violations of state and federal laws, and to support physical security programs. The officers provide continuous patrols of campus property and facilities to deter acts of crime, and to detect and intervene when criminal activity occurs. An investigator or officer responds to and follows up on all reported crime. In addition to their patrol services, officers investigate traffic accidents, assist in medical emergencies, provide motorist

assistance, enforce campus traffic and parking regulations, and provide support services for many campus activities and events. The Campus Police have an excellent working association with, and the support of, area law enforcement agencies. Our officers also work with area law enforcement agencies when members of the Presbyterian College community are involved in crimes and investigations that originate off campus.

### **Dining Hall Services**

Sodexo Dining Services operates Greenville Dining Hall (GDH) and Springs Food Court for the students' dining pleasure. Pharmacy students may place money on a cash card or pay cash at the door. Please visit our Dining Services web page for more information. ([www.presbydining.com](http://www.presbydining.com))

### **Financial Aid Office**

The Financial Aid Office administers the various aid programs operated by the College and coordinates the campus work study program. Necessary applications for federal, state, and college aid are available from the Financial Aid Office.

Students are encouraged to visit [www.presby.edu/pharmacy/admissions/finaid.html](http://www.presby.edu/pharmacy/admissions/finaid.html) for more information about financial aid opportunities for pharmacy students. Financial aid questions should be directed to the Financial Aid Office at 833-8290 or [finaid@presby.edu](mailto:finaid@presby.edu).

### **The Library**

The library program is conceived as an integral part of the educational process. Library policies (<http://www.presby.edu/library/about/policies.html>) are established to ensure for all borrowers equal opportunity to use and enjoy the library's resources and facilities; they do so by indicating appropriate use of the library's resources and facilities and specifying the consequences of inappropriate use. The right of each individual to good library service depends in large measure upon a willingness to respect the rights of others.

### **The Media Center**

The media center is located on the bottom floor of the library and offers assistance in video, audio, photographic, and computer resources.

### **Student Identification Cards**

Each pharmacy student is provided a Presbyterian College School of Pharmacy identification card. Identification cards are issued during orientation for new students and are valid through the graduation date. Identification cards validate authorization for access to athletic events, dining hall, College facilities, etc. and must be presented when requested by appropriate College personnel.

Failure to present a valid card is sufficient reason to deny access to a facility or service, including dining services. Allowing others to use an identification card is a violation of college policy and will result in appropriate disciplinary action.

Students who require a new card because of loss, mutilation, or a change of status should immediately contact the Campus Police Department at 833-8301. A charge will be made for replacement of an identification card. Duplicate cards are issued weekdays between 9:00 – 11:00 a.m. and 1:00 – 4:30 p.m.

## **The Writing Center**

The College provides a writing center to help students become better writers as they adjust to the demands of college writing. Student tutors and the coordinator work one-on-one with students at any point in the process of writing papers – from brainstorming ideas to polishing a final draft. Tutors can help by asking questions as readers, suggesting strategies for revisions, and teaching proofreading skills. The writers are actively involved in the writing conference, doing the work of revising and editing. The writing center has many reference books and handouts on aspects of writing such as MLA documentation or comma use. See the writing center web site at <http://web.presby.edu/writingcenter> for more information.

## **Automotive Vehicle Regulations**

Students are extended the privilege to operate automotive vehicles on the campus of Presbyterian College providing such vehicles meet with the registration and safety standards established by the state in which the vehicle is licensed. Rules, restrictions and limitations pertaining to automotive vehicles are disseminated by the Campus Police Department. State and city violations are heard in city or magistrate courts. Vehicle registration is included in the tuition and fees; all vehicles parked on School of Pharmacy or Presbyterian College premises must be registered with the Campus Police Department.

# Co-Curricular Opportunities & Expectations

## Community Service

Presbyterian College School of Pharmacy places a high value on advocacy, activism and outreach. Students are strongly encouraged to participate in community service activities in conjunction with Presbyterian College Student Volunteer Services, local churches, clubs, civic organizations, student organizations, or professional organizations. Pharmacy students are also encouraged to actively participate in advocacy for the profession of pharmacy.

Opportunities for volunteerism, activism, and professional community service will be regularly provided to pharmacy students through the Office of Experiential Education, Office of Professional and Student Affairs, student organizations, and via the School of Pharmacy website. A student is obligated to participate in an activity in its entirety once he/she commits to service, unless prior approval is given by the activity coordinator or the student finds a replacement (except due to emergency).

Presbyterian College School of Pharmacy students are required to participate in two types of community service each year (April 1 – March 31): 5 hours per year of professional service learning and one activity per year of general community service.

## Professional Service Learning

ACPE allows service learning to partially fulfill requirements for Introductory Pharmacy Practice Experiences. Since volunteerism and activism is such an integral part of the Presbyterian College culture, the School of Pharmacy requires 15 hours of professional community service to be completed as a component of the Introductory Pharmacy Practice Experiences. Pharmacy students must complete 5 hours per year of service learning each year for professional years 1 – 3. Experiences must be approved by the Office of Experiential Education via submission of the Professional Service Learning Form. Although the form may be completed and submitted to the Office of Experiential Education at any time during the academic year, it must be approved, the event completed, and submitted into the Growth and Assessment Portfolio by April 1 of the applicable year. If there is a question whether or not an activity will qualify as an approved service learning activity, students are encouraged to seek guidance from the Office of Experiential Education for pre-approval. Professional service learning activities may not be conducted at a student's immediate past experiential site.

Professional Service Learning Activities correlate with activities applicable to the pharmacy profession, or to pharmacy-related patient care activities such as those listed here:

- processing and dispensing new/refill medication orders
- conducting patient interviews to obtain patient information
- creating patient profiles using information obtained
- responding to drug information inquiries
- interacting with other health care professionals
- participating in educational offerings designed to benefit the health of the general public
- interpreting and evaluating patient information
- triaging and assessing the need for treatment or referral, including referral for a patient seeking pharmacist-guided self-care
- identifying patient-specific factors that affect health, pharmacotherapy, and/or disease state management



- assessing patient health literacy and compliance
- performing calculations required to compound, dispense, and administer medications
- administering medications
- providing point-of-care and patient-centered services
- conducting physical assessments
- preparing and compounding extemporaneous preparations and sterile products
- communicating with patients and other health care providers
- interacting with pharmacy technicians in the delivery of pharmacy services
- documenting interventions in patient records in a concise, organized format that allows readers to have a clear understanding of the content
- presenting patient cases in an organized format covering pertinent information

### **General Community Service**

In addition to the annual required 5 hours of professional service learning, students are also required to participate in one non-professional community service activity each year. Such activities do not require approval or submission of any forms, but students must list their participation in non-professional community service activities in their Growth and Assessment Portfolio by April 1 of the applicable year.

Student Volunteer Services (SVS) coordinates general community service for Presbyterian College using student volunteer coordinators, fellows, and interns. SVS is a component of the Office of Religious Life. SVS Initiatives include:

- Free Medical Clinics in Laurens, Greenwood, Greenville, Spartanburg
- United Ministries
- Habitat for Humanity
- Up 'til Dawn
- PC-V
- Special Olympics
- Relay for Life
- Operation Christmas Child
- Children Programs: Thornwell, Reading Buddies, Girl Scouts, After School Program
- Elder Programs: Presbyterian Village, Bailey Manor, National Healthcare

### **Student Organizations**

Student organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the activities and initiatives of the School of Pharmacy. Anticipated outcomes of professional organizations are the sharing of ideas, values, activities, and cultures among faculty, staff and students. Ultimately, active participation in student organizations benefits the School of Pharmacy, the student and the profession. Membership and active participation in professional pharmacy organizations is an expectation of the students enrolled in the pharmacy program. Students are referred to the PSGA bylaws and the Student Organization Handbook for specific information concerning student involvement and responsibilities of professional organizations, clubs, etc.

### **PCSP Student Organizations Purpose Statement**

- Advocate for the profession of pharmacy as a unified group;
- Serve and educate the community;
- Develop students as professionals and leaders;

- Represent Presbyterian College School of Pharmacy;
- Provide networking and collaborative opportunities for students while exposing them to a variety of practice and career opportunities; and
- Engage external constituents with the School of Pharmacy.<sup>11</sup>

### Recognized Student Organizations

The following student organizations are recognized by the School and have representation on the Pharmacy Student Governance Association. All of the policies listed within the PCSP Student Organization Handbook apply to these organizations.

1. Academy of Managed Care Pharmacy, AMCP
2. Academy of Student Pharmacists – American Pharmacists Association, ASP
3. Christian Pharmacists Fellowship International, CPFI
4. Kappa Epsilon Professional Pharmacy Fraternity, KE
5. National Community Pharmacists Association, NCPA
6. Pharmacy Student Governance Association, PSGA
7. Student National Pharmaceutical Association, SNPhA
8. Student Society of Health-Systems Pharmacists, SSHP

The following student organizations are recognized by the School but do not have representation on the Pharmacy Student Governance Association. Some of the policies listed within the PCSP Student Organization Handbook may not apply to these organizations (e.g. election of officers, selection of membership, financial policies).

9. Pharmacy Honor Council
10. Pharmacy Student Ambassadors
11. Phi Lambda Sigma Pharmacy Leadership Society, PLS (*chapter foundation in progress*)
12. Presbyterian College Student Pharmacists Association, PCSPA
13. Rho Chi Honor Society (*chapter to be added after fully accredited in 2014*)

A student may serve as officer for only one student organization at any given time. Students on academic probation or professional warning will not be allowed to hold office in student organizations or represent PCSP students on any College or School of Pharmacy committees or any professional organization.

### Pharmacy Student Governance Association

The School of Pharmacy maintains its own governance structure, the Pharmacy Student Governance Association (PSGA). The PSGA is the overarching governing body for student governing issues and concerns. Each class within the School of Pharmacy (P1, P2, P3, P4) elects officers to represent their class on matters of interest. The class officers and officers from PSGA-recognized student organizations make up the Pharmacy Student Governance Association. The Assistant Dean for Professional and Student Affairs is the faculty advisor of the Student Governance Association.

The purpose of the Pharmacy Student Governance Association is to:

- Create opportunity, convey leadership, and promote spirit amongst the student body;
- Coordinate and facilitate student leadership of student organizations of the School of Pharmacy;
- Develop and promote leadership qualities and practices in PCSP student leaders; and

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<sup>11</sup> Developed and approved by the elected officers of PCSP student organizations at the 2011 Leaders Embarking and Preparing (LEAP) Retreat.

- Evoke expression and involvement amongst students.

In order to facilitate interaction between the governing bodies of the School of Liberal Arts and Sciences and the School of Pharmacy, the president of the PSGA is an *ex officio* member of the Student Government Association. Likewise, the Presbyterian College Pre-Pharmacy Club president is an *ex officio* member of the PSGA.

## Founding Chapters of Student Organizations

### Submission of Proposals to Found a PCSP Chapter of a Professional Student Organization

Initiation to found new PCSP chapters of student organizations must be student driven. Proposals must be submitted and be approved by the Pharmacy Student Governance Association (PSGA) and the PCSP Faculty by March of the previous spring to start an organization in the fall.

Students must submit the following information to the Office of Professional and Student Affairs the day before the February PSGA Executive Committee meeting.

1. Chapter goals for 2012-2013
  - *NOTE: The national organization may have goals and objectives that must be accomplished within a set timeframe of starting a chapter and these must be considered when setting chapter goals*
2. Rationale for starting chapter at PCSP and how the organization will fit within the mission of PCSP and the purpose of student organizations at PCSP.
3. Draft bylaws
  - *NOTE: Most national organizations have standard draft bylaws; if available, standard draft bylaws should be followed closely but modified to reflect PCSP organization and governance structure*
  - All organization bylaws should include the following governance structure:
    - Budgets run on a fiscal year, July 1 – June 30. Upcoming annual budget and year-end accounting reports must be submitted to the Office of Professional and Student Affairs by May 1.
    - Officers are elected by members of the organization and take office on April 1.
    - A President and President-elect are elected annually with the President-elect assuming the role of President the following April after serving a 1-year term as President-elect.
    - The President and President-elect are voting members of the Pharmacy Governance Association and must attend the monthly business meeting.
    - All officers are required to attend (1) office-specific training for presidents, treasurers, and secretaries in April, (2) a leadership development and planning retreat in August, and (3) a monthly leadership development session.
    - The executive committee of the organization must meet with the faculty advisor at least once per month.
    - Membership dues are collected during the annual membership drive in August/September and include the national organization dues plus local chapter dues.
4. Selection of faculty advisor and letter of support from selected faculty advisor
5. List of students that are interested in the organization with signatures

- Petitions may be circulated within the student body as a whole; all PCSP students are eligible to indicate support. Faculty and staff signatures should not be solicited.
- STUDENTS MUST NOT BE COERCED OR BRIBED IN ORDER TO GAIN SUPPORT.

### **Selection Process of Proposals for New Chapters of Student Organizations**

All submitted proposals will be reviewed by the Pharmacy Student Governance Association at the February PSGA business meeting. The alignment of the organization's goals with the mission of PCSP, fulfillment of the PCSP student organization purpose statement, and student and faculty support will be considered during the selection process. A majority vote is required for approval. If approved by PSGA, a letter of support by PSGA will be presented to the PCSP faculty within 2 days of the PSGA business meeting.

All submitted proposals, the results of the PSGA selection vote, and the letter of support by PSGA will be presented to the PCSP faculty within 2 days of the PSGA business meeting for consideration at the February faculty meeting. The alignment of the organization's goals with the mission of PCSP, fulfillment of the PCSP student organization purpose statement, and student and faculty support will be considered during the selection process. A majority vote is required for approval.

### **Initial Officer Election**

Once approved by PSGA and the faculty, students may run for office in the new student organization. Officer elections will be conducted as specified in the student organization for all subsequent elections. For the first officer election of a new charter, any student interested in joining the organization may run for office. Elections will be held for officers the 3<sup>rd</sup> week in March and officers will take office in April. Voting will be conducted online. To vote in the election of officers for a new student organization, students must indicate that they plan to join the organization during the membership drive at the beginning of the fall semester. Any student voting in the election for officers of a student organization will be expected to pay the membership fees for that organization during the membership drive. Students elected as officers of a student organization will be expected to pay the membership fees for that organization during the membership drive.

### **Student Participation in Presbyterian College Governance**

Pharmacy students are privileged to participate in the governance of Presbyterian College. Appointments to College governance committees will be made on an annual basis and students will serve for one year. Students may be selected to serve up to two years consecutively on the same committee. At any given time, students may serve on only one School of Pharmacy or College governance committee. Class Presidents and Class Liaisons may not serve on any College governance committee. Student representatives from the School of Pharmacy are invited to contribute to the following committees:

- School of Pharmacy Committee of the Board of Trustees – 1 student, elected by the student body. This committee is responsible for the long-range plans and policies of the School of Pharmacy regarding academics and student life; evaluation of academic and student affairs; matters of academic discipline; faculty and student recruitment; and advancement for the School of Pharmacy.
- Presbyterian College Diversity Council – 1 student, elected by the student body for a two-year term. This council is a group of faculty, students, and staff that is committed to supporting a College culture that promotes the presence and voice of individuals from diverse backgrounds, respects and includes all constituents of the College, and promotes understanding of and respect for human diversity throughout our society.

- Religious Life Council – 2 students, elected by all religious organizations. For the pharmacy school, representatives will be elected by and from the membership of the PCSP chapter of Christian Pharmacists Fellowship International. This council serves to inform and connect the religious and spiritual life with the governance of the campus. The Council meets bi-monthly to share information regarding the activities and services provided by the various denominational groups represented on campus and plan ecumenical worship, study, fellowship and mission opportunities on campus.

## Student Participation in School of Pharmacy Governance

Pharmacy students are important participants in the governance of the Presbyterian College School of Pharmacy and students are elected or appointed to serve on many of the standing committees of the School of Pharmacy. Appointments to School of Pharmacy governance committees will be made on an annual basis and students will serve for one year. Students may be selected to serve up to two years consecutively on the same committee. At any given time, students may serve on only one standing School of Pharmacy or College governance committee.<sup>12</sup> Class Presidents and Class Liaisons may not serve on any standing School of Pharmacy governance committee other than the Experiential Program Review Committee. Student representatives from the School of Pharmacy are invited to contribute to the following committees:

- Curriculum Committee – 1 student, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) review the individual course offerings on a regular basis to ensure that each course meets the goals and objectives; (2) review proposals for new courses, course deletions, and changes in sequence; (3) provide direction for needed course changes.
- Assessment Committee – 1 student, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to facilitate and enhance assessment at PCSP consistent with the expectations of the President, Dean, ACPE and SACS accreditation requirements.
- Experiential Program Review Committee – 2 students, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) monitor the quality of the practice sites used for student practice experiences and standardize practice learning experiences and expectations across the various sites; (2) develop, monitor, and evaluate preceptors.
- Ethics, Honor, and Professionalism Committee – 2 students, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) develop and recommend standards for professionalism, honor, and integrity for the School; (2) establish and administer the judicial process for members of the School of Pharmacy whom deviate from the Code of Professional Conduct.
- Grievance Committee – 2 students, elected by the student body. The mission of this committee is to investigate and recommend responses to student complaints that have not been satisfactorily resolved via the mechanisms detailed in the *PCSP Bulletin*.

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<sup>12</sup> Pharmacy Honor Council, Faculty-Student Liaison Committees, Dean's Council, and Accreditation Self-Study Committees are considered special committees, not standing committees.

The class-elected Class Presidents and Class Liaisons will serve on two committees designed to gather student input. The Faculty-Student Liaison Committees consist of the appropriate Class President and Class Liaison, the course coordinators for each course in the current semester for that year (P1, P2, or P3), the department chairs, the Associate Dean for Academic Affairs, and the Assistant Dean for Professional and Student Affairs. The Faculty-Student Liaison Committees will address issues related to didactic courses taught in a semester to each class and will facilitate faculty-student interaction as well as improvement of individual courses and the pharmacy curriculum. The Dean's Council consists of the Class Presidents and Class Liaisons (P1, P2, P3, P4) and the Executive Committee of the School of Pharmacy. The Dean's Council will address issues related to the mission, program, policies, curriculum facilities, accreditation, and student services as well as involving students in strategic planning for the School of Pharmacy.

## **Pharmacy Student Ambassadors Network**

Pharmacy Student Ambassadors are a volunteer organization of students that serve as ambassadors in public relations with prospective students and their families, alumni, preceptors, and members of the community. The Pharmacy Student Ambassadors will participate in recruiting efforts by visiting neighboring colleges, universities, and high schools to disseminate recruitment materials, meeting with students, and/or presenting information about the Presbyterian College School of Pharmacy. Pharmacy Student Ambassadors will also give tours of the School of Pharmacy facilities and act as a resource for prospective students. When candidates for admission visit the campus for their interview, Pharmacy Student Ambassadors will give tours of the School of Pharmacy facilities and meet with prospective students. The Pharmacy Student Ambassadors will complete a brief evaluation of the prospective student, which will be included in the prospective student's file for consideration in the admissions decision by the Admissions Committee. The Office of Professional and Student Affairs will select interested students and recruit students to participate in the Pharmacy Student Ambassador network.

## **Pharmacy Honor Council**

Honor code penalties, procedures, and appeals for the School of Pharmacy will follow those detailed in the *Presbyterian College School of Pharmacy Blue Book* and will be administered by the Honor Council of the School of Pharmacy.

The Honor Council of the School of Pharmacy will be composed of no fewer than 20 student members with a minimum of 2 members from each class. Each fall semester, the Honor Council will solicit applications for Council membership; new members will be selected by the Honor Council Executive Committee. Students will typically begin membership in January of a given year, but new members may apply to fill vacancies. Student members of the Honor Council normally serve until the end of their fourth professional year and are expected to remain on campus through exams each semester during professional years 1 – 3 for hearings.

## **Student Travel Reimbursement Policy**

The School of Pharmacy encourages students to actively participate in local, state, regional, and national professional organizations and has dedicated funds to support student travel for said participation. Students interested in receiving grants for travel to professional meetings and presentations should remit a request to the Office of Professional and Student Affairs and follow the Student Travel Reimbursement Policy. Students on academic probation or professional warning will not be eligible to receive funds for travel to professional meetings/events.

Reimbursement will be considered for authorized travel only. PCSP reimburses for travel expenses on the basis of actual and reasonable expenditures incurred.

Students traveling in a group to a conference or meeting should assign a Trip Coordinator. The Trip Coordinator should complete a Group Request for Travel Support form. Students traveling in a group should NOT submit individual forms.

Any student who will be representing the School in an official capacity (e.g. presenting a poster, competing in a competition, etc.) OR receiving travel monies from another source (e.g. state professional association, student organization) should NOT be included in a Group Request for Travel Support; instead he/she should submit an Individual Request for Travel Support form.

A completed Group or Individual Request for Travel Support form should be submitted before any travel arrangements are made and must be received by the Office of Professional and Student Affairs at least 14 days prior to the first date of travel. NO expenditures will be reimbursed without prior approval. If a student will miss class to travel, an Absence Approval Form with all pertinent signatures must accompany the request for travel support. If students are traveling in a group, the Trip Coordinator should submit ALL relevant Absence Approval Forms with the Group Request for Travel Support form. All students receiving travel support must include information in their Growth and Assessment Portfolio regarding the impact of the supported travel on their professional growth.

The maximum amount to be reimbursed will be determined by the Assistant Dean for Professional and Student Affairs and will be recorded on the request for travel support form upon approval. Reimbursement requires the submission of receipts to the Office of Professional and Student Affairs with a completed Out of Pocket Expense Report within one week of travel completion. The types of receipts that may be reimbursed include: air fare and baggage fees, rental car fees, mileage reimbursement for use of personal vehicle, hotel accommodations, and conference registration fees. The types of receipts to be reimbursed for a specific request for travel support will be determined by the Assistant Dean for Professional and Student Affairs and indicated on the request for travel support form. Other costs may be reimbursed at the discretion of the Assistant Dean for Professional and Student Affairs. Dining receipts are not eligible for reimbursement. Reimbursements for group travel will not be processed until ALL forms and receipts are received from the entire trip.

Students authorized to receive travel support by PCSP may be entitled to reasonable transportation, accommodations and travel services consistent with good business practices. In applying these standards, travelers should use the same care in incurring expenses as they would use if traveling at personal expense.

### **Transportation**

- Airfare/Train
  - Air travel will be via the most economical means and will accommodate the needs and preferences of the traveler whenever possible.
  - Reservations should be made well in advance and preferably no later than 21 days before departure.
  - Use of non-refundable airfares is recommended. These fares are usually considerably less expensive than refundable unrestricted fares, and in most cases unused funds can be used as a credit toward future travel.
  - Fees due to reservation cancellations and/or changes are the responsibility of the traveler and will not be reimbursed.
  - Generally, airfares in excess of **\$500** will not be reimbursed unless advance authorization is obtained in writing from the Office of Professional and Student Affairs and accompanies the expense report.
  - Luggage fees vary per airline. If a student is charged, PCSP may reimburse:
    - One checked bag for travel commitments under 5 days.
    - Two checked bags for travel commitments over 5 days.

- Driving/Parking
  - Travelers are encouraged to carpool whenever possible.
  - A traveler is only authorized to use his or her personal automobile if he/she has both a valid driver's license and current comprehensive auto insurance, including liability. If not, the traveler is not authorized to travel on PCSP business via a personal auto.
  - When a traveler uses his or her personal automobile for approved PCSP travel, PCSP may pay the current business mileage rate authorized by Presbyterian College (currently 40 cents per mile).
  - Gas receipts are not eligible for reimbursement.
  - When automobile transportation is used in lieu of air transportation, reimbursement will be limited to the cost of lowest possible coach documented airfare.
  - Reasonable parking expenses at airports and hotels may be covered.
  - Car rentals, while normally not reimbursed, will be evaluated on a case by case basis depending on the circumstance and with pre-authorization obtained in writing from the Office of Professional and Student Affairs.
  
- Taxi/Shuttles
  - Reasonable taxi or shuttle expenses to and from airports and hotels may be covered.
  - Travelers are encouraged to share transportation whenever possible.
  - Transportation receipts other than to and from airports/hotels will generally not be covered.

### **Lodging**

- Hotel accommodations should be chosen based on cost (considering fees, taxes, parking fees (if applicable), available transportation to/from airport, and available transportation to/from conference), proximity to conference location, and safety. The most economical option should be chosen whenever possible.
- Travelers are encouraged to share rooms whenever possible.
- If travelers share a hotel room, each traveler should pay for his/her portion of the charges at the hotel and receive a separate receipt whenever possible.
- Fees due to reservation cancellations and/or changes are the responsibility of the traveler and will not be reimbursed.
- Fees for internet service, phone charges, movies, meals, etc. will not be reimbursed.

### **Registration**

- Travelers are encouraged to register for conferences in time to receive the early bird discounts, if possible.
- Registration for additional events (in addition to conference registration fees, e.g. dinners, special sessions) is usually NOT reimbursed but will be evaluated on a case by case basis depending on the circumstance and with pre-authorization obtained in writing Office of Professional and Student Affairs.

### **Expense Reporting**

- Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy.
- The traveler must attach original receipts for all items to the Out of Pocket Expense Report.
- A traveler submitting an Individual Request for Travel Support MUST pay for all expenses him/herself. He/she cannot share expenses with other travelers.
  - If sharing a room, shuttle, etc. with other travelers, he/she must pay for his/her portion and receive and submit a separate receipt.



- A traveler who submitted an Individual Request for Travel Support and has been approved to receive full payment for a hotel room should pay for the hotel room in full but may allow other travelers to stay in the room with him/herself.
- The traveler may only be reimbursed for amounts and charges paid for by him/herself.
  - All individuals traveling together must submit receipts to the Office of Professional and Student Affairs before any individual will be reimbursed.
  - If an individual is paying for more than one person, this should be indicated on the Group Request for Travel Support form.
  - Travelers should not request reimbursement for charges that were paid for by another traveler.
  - If charges for multiple individuals are included on one receipt, the payer should submit the original receipt and the names of the other travelers should be indicated on the receipt with the amount applicable to each person.
  - If the amount reimbursed does not cover the entire expense, the travelers are responsible for dividing the remaining cost amongst themselves.
- Mileage reimbursement for use of personal vehicle is only applicable to the owner of the vehicle.
- The traveler must submit expense reports within one week of travel completion. For trips conducted during the summer (before July 1), all receipts must be submitted no later than June 30.

## **Fundraising**

All fundraising efforts must support, and not compete with, the College's overall efforts to secure funding for annual operating needs, capital projects and endowed funds. The Director of Grants and Sponsored Programs is responsible for coordinating the cultivation, solicitation and stewardship of donors for the School of Pharmacy and, therefore, oversees all fundraising appeals to any Presbyterian College constituents: alumni, students, faculty, staff, friends, local businesses, foundations, corporations, and parents of students and alumni. The fundamental principles that guide efforts are that Presbyterian College's overall interests take precedence over the special interests of individual departments, organizations, teams, clubs, or other groups; and that all fundraising on behalf of Presbyterian College must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations.

Some types of common fundraising activities have been deemed unsuitable and are prohibited as fundraisers for members of the PCSP community, including student organizations. These activities include but are not limited to: contests that are potentially demeaning or disrespectful to the participants, sell of t-shirts or other goods with unprofessional or inappropriate messages or graphics, and games of chance.

The Assistant/Associate Dean for Professional and Student Affairs must approve all fundraising efforts before any fundraising is initiated or external entities contacted. Approval must be granted before any supplies may be ordered, materials sent to printers, etc.; therefore requests should be submitted well in advance of the proposed fundraiser. Individuals or student organizations wishing to raise money for an organization or for charity must submit an Intent to Solicit form for approval to the Office of Professional and Student Affairs. Once approved, the fundraiser should be scheduled through the Pharmacy Student Governance Association. PSGA does not approve fundraisers, but schedules fundraisers and events to avoid conflicts with other PCSP organization, School, or College efforts. If two approval requests are submitted for the same or similar fundraising events during a semester, priority will be given to (1) a student organization over an individual request, (2) the organization that submitted the required application first, or (3) the individual that submitted the required application first.

## Alcohol Policy for Sponsored Events

No alcoholic beverages are allowed at student organization-sponsored events except for those events approved by the Assistant Dean of Professional and Student Affairs. Organizations and individuals that host an event on or off campus at which alcohol will be present may be held responsible for the actions and well-being of their members and guests. Social event registration forms must be filed with the Office of Professional and Student Affairs at least one week prior to the event. Events serving alcoholic beverages conducted on-campus must use Sodexo, the vendor contracted by Presbyterian College, for bartending services. BYOB is not allowed at on-campus events.

The College expects any group of students, either formally or informally organized, to conform to the laws of South Carolina. Presbyterian College expects those students who are under age 21 to refuse an alcoholic beverage if one is offered. The expectation for off-campus BYOB events is that only those persons of legal age will bring alcohol. At any social event, students and guests shall be required to show photo identification to the designated monitor and comply with all event policies.

If alcoholic beverages are present, non-salty food items and non-alcoholic beverages must be available throughout the event. Social events may not include any form of "drinking contests" in its activities or promotions. Common containers of alcohol may not be used (e.g. kegs). No alcoholic beverages may be awarded as prizes or incentives. Advertisements, posters or invitations from student groups that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol such as beer or happy hour.

To promote personal responsibility and self-governance, organizations that sponsor social events shall assume the responsibility of enforcing these guidelines. The sponsoring organization shall designate at least two students to serve as monitors for the event. The monitors must not consume alcoholic beverages before or during the event. Monitors must "ID", comply with event policies, issue wrist bands to those of age, and register the organizational members and their guests at the entrance, and they shall assist those responsible for the event. Hosts and monitors are responsible for assisting in making arrangements for the safety of those who appear to be impaired.

Campus safety officers and staff members may visit registered events periodically to check with the persons responsible for the event, primarily to offer assistance. If a violation of the law or College policy is observed, the officer will issue a violation and report the incident to the appropriate College official.

# Presbyterian College School of Pharmacy Policies

## Health Insurance

Students enrolled in the School Pharmacy are required to have and demonstrate proof of health insurance; students are responsible for the costs of their own health insurance. ANNUAL documentation of proof of health insurance must be submitted to the Office of Professional and Student Affairs by the first day of class of the fall semester each year.

## Required Immunizations

Students admitted to Presbyterian College are required to have updated immunization records. Students will not be permitted to begin the professional program without providing documentation of completion of the immunization guidelines and submission to the Office of Professional and Student Affairs by August 1 before enrollment. All information will be considered confidential. Students are required to show proof of immunity (titers) or vaccination records and incur all costs for the following immunizations:

- MMR (measles/mumps/rubella)
- Polio (oral or injection)
- PPD (tuberculosis; patch test not accepted)
- Diphtheria/pertussis/tetanus (within the last 10 years)
- Varicella
- Hepatitis B (3 shot series; documentation of at least the first shot is required by August 1 of the year of enrollment)
- Influenza

Experiential sites require annual updates of certain immunizations or tests. Updates of the following immunizations and tests should be provided to the Office of Experiential Education by the stated deadline:

- PPD (tuberculosis; patch test not accepted) must be conducted ANNUALLY and verification is required by August 1 each year
- Hepatitis B (3 shot series; documentation of ALL 3 shots are required by August 1 before beginning the P2 year)
- Influenza vaccination is required ANNUALLY by January 1

Future updates and additional immunizations may be required in order to place students on experiential rotations. Information regarding future updates and/or requirements and their deadlines will be disseminated to students in a timely fashion.

Special notes regarding immunizations:

- TB skin-tests must be verified by a healthcare professional by August 1, therefore students must be tested by July 24 for the results to be submitted by the deadline. Pharmacy experiential sites acknowledge TB tests that were completed within 1 year, therefore students should have TB tests conducted between May 1 and July 24 each year.
- Students who were not vaccinated for varicella but contracted chicken pox as a child must demonstrate immunity via a positive antibody titer.

- Students with chronic diseases, such as cardiovascular disease or diabetes mellitus are strongly encouraged to consider obtaining pneumococcal vaccinations.
- Students should keep a copy of their immunization records and health insurance in their possession while enrolled in the School of Pharmacy at Presbyterian College. Students may be required to provide copies of these documents to preceptors (health care practitioners) when they are assigned to off-campus clinical training requirements.
- Female students are advised that pregnancy is a contraindication to administration of certain vaccinations and should consult their physician for specific and additional information regarding vaccine administration.

## **Student Transportation Policy**

Students enrolled in the School of Pharmacy will have a variety of curricular and extra-curricular obligations off campus including service learning activities, experiential educational assignments, community outreach, advocacy, or activism activities. For this reason students are responsible for securing access to personal transportation. Presbyterian College is not responsible for any aspect of this student-arranged transportation.

## **Student Technology Policy**

Students enrolled in the School of Pharmacy will be required to lease the learning technology (laptop, PDA, etc.) provided by the School of Pharmacy and to sign a lease agreement. Students will be held financially responsible for any damage as a result of misuse or abuse. Due to support and standardization issues regarding the technology, no exceptions or exemptions will be allowed. Leased technology must be returned to the School of Pharmacy upon withdrawal or leave of absence.

## **Certifications**

Upon acceptance to the School of Pharmacy, students are expected to participate in and maintain current certification in CPR, First Aid, HIPAA training, and Blood Borne Pathogen certification. Certification workshops will be provided by the School of Pharmacy and a student is required to achieve a passing grade for each required certification area. Certifications must be maintained throughout a student's professional education; it is the student's responsibility to schedule re-certification for each area and cover any required costs.

## **SC Board of Pharmacy Requirements**

Fifteen hundred hours of internship experience are required by the South Carolina Board of pharmacy in order for a student to be considered for licensure. Students are required to obtain an Intern License from the Board of Pharmacy in order to accrue intern hours. Any hours accrued before becoming a registered intern do not apply towards the intern hours needed to be considered for licensure. Students are not required to earn all fifteen hundred hours working and will be given credit for experiential coursework taken during their fourth professional year. To determine the specific number of hours that can be applied please check the website for the South Carolina Board of Pharmacy ([www.llr.state.sc.us/POL/pharmacy](http://www.llr.state.sc.us/POL/pharmacy)) or the Board of Pharmacy in the state in which you are seeking to become licensed.

The Board of Pharmacy holds final authority over the internship rules and regulations and students are advised to check the South Carolina Board of Pharmacy website for updates or changes to any requirements. Board of Pharmacy requirements vary from state to state and it is the student's

responsibility to verify the requirements of the state in which he/she intends to become licensed. Information regarding the various states can be found via the National Association of Boards of Pharmacy website (<http://www.nabp.net/>).

The SC pharmacy internship license application is available online at <http://www.llr.state.sc.us/POL/Pharmacy/PFORMS/form11.pdf>. The completed application and application fee should be mailed to the SC Board of Pharmacy. For more information on intern and/or licensing requirements please visit the SC Board of Pharmacy's website at [www.llr.state.sc.us/POL/pharmacy](http://www.llr.state.sc.us/POL/pharmacy), email [youngr@llr.sc.gov](mailto:youngr@llr.sc.gov), or call 803.896.4700.

## **Professional Liability Insurance**

Students enrolled in the School of Pharmacy have professional liability coverage provided by the College for those activities that are a direct result of student learning, such as participating in experiential learning. Please note that this coverage does not extend to outside employment, summer internships, or internships independent of School of Pharmacy course work. Unless purchased by the student, students do not have professional liability coverage for work related (non-School coordinated) activities. The School of Pharmacy strongly encourages students to purchase professional liability insurance. Students may obtain their own malpractice insurance at a nominal cost from providers such as Pharmacists Mutual Insurance ([www.pharmacistsmutual.com/web.nsf](http://www.pharmacistsmutual.com/web.nsf)) or Healthcare Providers Service Organization (<http://www.hpsso.com/>). For additional information, contact the American Pharmacists Association (APhA) at [www.aphanet.org](http://www.aphanet.org) or the American Society of Health-System Pharmacists (ASHP) at [www.ashp.org](http://www.ashp.org).

## **Criminal Background Check Policy**

The School of Pharmacy requires criminal background checks on its students prior to matriculation and annually thereafter. The initial and subsequent criminal background checks must be completed by July 1 each year. Failure to comply with required criminal background checks will delay progression or render a student unable to complete the professional degree program. The results of the criminal background check will be shared with experiential sites upon request and refusal by a selected site to admit a student may delay graduation. Students are responsible for the costs of the criminal background check. The following procedures will be followed:

1. Applications to pharmacy school request disclosure of any convictions, including pending adjudications. The PCSP Bulletin states that "Falsification of any application materials will be grounds for denial of application or expulsion from the School."
2. The criminal background check will be initiated by the applicant at the time an applicant is accepted to the school.
3. The criminal background check is a mandatory prerequisite for matriculation into the professional program. Acceptance letters sent by the School to accepted applicants disclose that matriculation is contingent upon a successful criminal background check. The criminal background check is not a component of the application or interview process and is not conducted or reviewed until after an applicant is accepted to the program.
4. Applicants will be allowed 10 days to review and dispute a criminal background check before the results are released to the School. Criminal background check results will be automatically released to the School after 10 days if applicants do not place a hold on the results.

5. Ultimate decisions about the matriculation of an accepted applicant whose criminal background check reveals information of concern will be made by the Admissions Committee of the School of Pharmacy. The following factors will be considered when evaluating information:
  - A. The nature, circumstances, and frequency of any offense(s). Specifically, the Admissions Committee will evaluate the potential for harm to patients, harm to members of the PC community, eligibility for licensure, and eligibility to participate in Introductory and Advanced Pharmacy Practice Experiences at affiliate institutions.
  - B. The length of time since the offense(s).
  - C. Documented successful rehabilitation.
  - D. The accuracy of the information provided by the applicant in his/her application materials and upon initiation of the criminal background check.
6. Information from criminal background checks that is unrelated to continued enrollment will not be included in the students' permanent file.
7. Information obtained will be used in accordance with state and federal laws.

## **Drug / Alcohol Policy**

Presbyterian College School of Pharmacy seeks to provide a professional environment that is safe and drug-free for our students, residents, faculty, and staff. As members of the health care community, we have a responsibility to provide high quality care. The understanding of and compliance with the following Drug/Alcohol Policy is important for every member of the School of Pharmacy to ensure that individuals who may require assistance for the inappropriate or dangerous use of substances which may obstruct the ability to provide high quality health care are identified and able to receive appropriate and professional assistance. The School of Pharmacy Drug/Alcohol Policy as stated within this document does not apply to the responsible consumption of alcohol by persons of legal age at college-sponsored activities/events where alcohol is served.

### **The School of Pharmacy explicitly prohibits:**

- The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on college premises and/or while performing or representing the School of Pharmacy in an official capacity.
- Being impaired<sup>13</sup> or under the influence of legal or illegal drugs or alcohol while on college premises and/or while representing the School of Pharmacy in an official capacity, particularly if such impairment or influence of drugs or alcohol affects work performance, the safety of others, or puts at risk the School's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the College premises, if such activity or involvement adversely affects the academic or work performance, the safety of the College members or others, or puts at risk the School's reputation.

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<sup>13</sup> Impairment is the inability to perform job skills or to function safely due to the effects of chemical, alcohol or psychiatric disease or impairment is defined as the inability to consistently think rationally, perform activities, or communicate effectively without error while performing daily activities or job related activities.

- The presence of any detectable amount of prohibited substances in a student's system while at work, while on College premises, or while performing or representing the School of Pharmacy in an official capacity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription's written and official instructions.

**The School has the authority to conduct drug testing for the following circumstances:**

- **REQUIRED TESTING:** The School of Pharmacy must certify to experiential sites that our students are negative for certain drugs and alcohol prior to being placed in those rotations; therefore drug screening will be conducted before matriculation and annually thereafter. The initial and subsequent drug screenings must be completed by July 1 each year. Failure to comply with required drug screenings will delay progression or render a student unable to complete the professional degree program. The results of drug screenings will be shared with experiential sites upon request and refusal by a selected site to admit a student may delay graduation. Certain experiential sites may also require random drug tests of students while they are assigned to a particular location. School of Pharmacy students must comply with the request for the completion of the drug test prior to placement or during placement at an experiential site. In the event that an experiential site's requirements for a drug/alcohol test are different than the School of Pharmacy's policies, the more stringent requirements are to be followed. If a student is tested for drugs or alcohol outside of the school context and the results indicate a violation of this policy, the student may be subject to appropriate disciplinary action. In such a case, the student will be given an opportunity to explain the circumstances prior to any final action becoming effective.
- **FOR-CAUSE TESTING:** The School may ask a student of the School to submit to a drug test at any time there is reasonable cause to suspect that the School of Pharmacy student appears to be impaired for unknown reasons, under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the member's person or in the general vicinity, unusual conduct on the member's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, eyewitness testimony of use or possession, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any student involved in an on-the-premise accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any person who potentially contributed to the accident or injury event in any way.

Ultimate decisions about the matriculation of an accepted applicant whose drug test reveals information of concern will be made by the Admissions Committee of the School of Pharmacy. Ultimate decisions about the progression of an enrolled student whose drug test reveals information of concern will be made by the Assistant Dean for Experiential Education based on eligibility of the student to complete the Introductory and Advanced Pharmacy Practice Experience requirements of the PharmD curriculum.

All costs associated with drug testing are the responsibility of the duly enrolled student. The notification, type of test, company, location, and required date and time to complete the drug test will be provided to the student.

## **Chemical and Alcohol Dependency**

The School of Pharmacy recognizes that alcoholism and drug dependency affects all of society and requires treatment. It desires to assist chemically impaired students, as well as those whose lives have been adversely affected by chemically dependent individuals. The School of Pharmacy endorses the South Carolina Recovering Professional Program (SCRPP):

RPP is committed to assisting the health professional to return to safe practice -- a decision that benefits the individual, the profession and society at large -- by ensuring that the professional complies with an established treatment protocol and appropriate continuing care. RPP emphasizes confidentiality, education and opportunity, while treating the professional with compassion, dignity and respect throughout the process of recovery.

RPP, which operates under a contract between LRADAC, The Behavioral Health Center of the Midlands, and the South Carolina Department of Labor, Licensing and Regulation, is the approved monitoring program for licensees of the South Carolina Boards of Medical Examiners, Nursing, Pharmacy, Dentistry and Podiatry Examiners<sup>14</sup>.

The purpose of a recovery program is to protect society from the harm that impaired students may cause, allow recovering students who are not legally restricted or currently chemically impaired the opportunity to continue their education, and provide assistance to chemically impaired students in a manner that protects the rights of the impaired individual. For more information on this please visit the Office of Professional and Student Affairs or call SCRPP at 1-877-349-2094.

Any student with chemical or alcohol dependency will be allowed to continue in the program as long as he/she meets professional and academic criteria for progression and fully complies with the South Carolina Recovering Professionals Program. Noncompliance with SCRPP will result in dismissal from the program.

## **ADA/504 - Americans with Disabilities Compliance Policy**

Students seeking to make requests for reasonable accommodations under the ADA for physical disabilities must contact the Physical Disabilities Compliance Officer of Presbyterian College. Requests should be put in writing and submitted within a reasonable time to insure evaluation and possible compliance.

Students requesting academic accommodations for disabilities must complete the Request for Disability Support Services form and submit documentation of disability from an appropriate, licensed professional qualified in the appropriate specialty area. Documentation should be submitted to the Associate Dean for Academic Affairs of the School of Pharmacy, who will review the accommodation request for approval. The student is then responsible for contacting each instructor to apply the approved accommodations.

Students are responsible for the cost of diagnosis and for any costs associated with copying or supplying the information for submission to Presbyterian College. Presbyterian College uses the Guidelines for Documentation of Learning Disability in Adolescents and Adults developed by the Association on Higher Education and Disability (AHEAD) as its standard for documentation requirements. Students are viewed as partners in the accommodation process and are responsible for maintaining contact with the Office of Academic Affairs about their needs and the success of the arrangements made to accommodate those needs. The goal of all parties is to assist each student to achieve his or her full academic potential.

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<sup>14</sup> As stated on the SC Recovering Professional Program website, <http://www.scrpp.org/>.



## Smoke-free Campus

The School of Pharmacy is proud to be a smoke free campus. Smoking is prohibited indoors and on all School grounds. As a healthcare provider and educator, it is our responsibility to be smoke free to protect the welfare of our patients, students, and staff.

## Inclement Weather Policy

When Presbyterian College or the School of Pharmacy has canceled or delayed classes due to weather, announcements are made over local television and radio stations. These announcements inform students and employees when the College or School will open. Students may also check the College web site or call the switchboard for this information. The College attempts to have a recording on the switchboard and information on the web site by 7 a.m. on mornings when there are widespread public school closings. Students may also elect to join PC Team to receive text messages on a mobile phone or email messages of emergencies and weather closings. To register your mobile phone and/or email, please go to [http://www.presby.edu/campus\\_police/pcteam.html](http://www.presby.edu/campus_police/pcteam.html)

When the College is "closed," it means that "classes are cancelled" for the day. If the message indicates a "delay" instead of a "closure," there will be no class meetings prior to the delayed class time. If the College opens *during* a scheduled class, you should report to class for the remainder of the class period (e.g. you would report to a 9 – 11 AM class at 10 AM if the College delays opening until 10 AM).

If inclement weather occurs when a student is to report to a practice site for an introductory pharmacy practice experience (IPPE) and either the site or the School is closed, the student is excused from IPPE activities and from classes. The student should call the site to ascertain the site's status and, in the case of a School closing, to inform his/her preceptor of the School's status.

If inclement weather occurs when a student is to report to a practice site for an advanced pharmacy practice experience (APPE), the student should call the site to ascertain the site's status. Students are excused from APPE activities only if the site is closed, regardless of the School and/or College's status. For more information, students should refer to the *Experiential Education Handbook*.

## No Complaining Rule

In order to maintain a positive atmosphere that facilitates teamwork, community, and learning, Presbyterian College School of Pharmacy has adopted a "No Complaining Rule:"

PCSP faculty, staff, and students are not allowed to mindlessly complain to their coworkers or classmates. If anyone has a problem or complaint, he/she is encouraged to bring the issue to someone who is in a position to address the complaint. However, he/she must share one or two possible solutions to his/her complaint as well.<sup>15</sup>

All members of the PCSP community are asked to maintain a positive atmosphere in the School of Pharmacy by adhering to and exhorting others to uphold the "No Complaining Rule." Students are encouraged to follow the procedures for reporting student concerns as described in this *Bulletin* for reporting complaints or problems along with possible solutions.

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<sup>15</sup> Adapted from Gordon J (2008) *The No Complaining Rule: Positive Ways to Deal with Negativity at Work* John Wiley and Sons: Hoboken, NJ

## Procedures for Reporting Student Concerns

Students who have individual concerns involving a teacher or course that are not of general interest to the class, should speak directly to the course instructor. If the concern might involve more than one individual in the course/class, the concern should be taken to the relevant Class President or Class Liaison so that he/she might sample class opinion to determine whether the issue is a concern of the majority of the class. If in the opinion of the class officer, the concern is valid, the class representative should bring the matter to the attention of the course instructor with the objective of resolving the issue at that level.

If the matter is unable to be resolved at this level, the concern should be taken to the course coordinator or in the case of experiential learning, to the Assistant Dean for Experiential Education. If the action provide unsatisfactory, the appropriate Department Chairperson should be contacted concerning the matter. If the matter cannot be resolved at this level, or if the students feel that it was not handled satisfactorily, the matter should be taken to the Associate Dean for Academic Affairs. The matter will be reviewed and a recommendation will be made to the Dean for consideration and final determination.

In addition to the direct mechanism listed above, the Class Presidents and/or Class Liaisons may also bring matters to the attention of the Faculty-Student Liaison Committee or the Dean's Council. The Faculty-Student Liaison Committee and Dean's Council exist to involve students in maintaining and improving the quality of the educational program of the School of Pharmacy.

- The Faculty-Student Liaison Committee handles issues related to didactic courses taught in any given semester; each class has a separate committee consisting of the appropriate Class President, Class Liaisons, course coordinators, and School administrators.
- The Dean's Council handles issues related to the School of Pharmacy program, policies, curriculum, facilities, experiential education, accreditation, student services, etc. and is comprised of the Class President and Class Liaison from each class and School administrators.

If an issue cannot be satisfactorily resolved by either the direct mechanism or through the appropriate Faculty-Student Liaison Committee or Dean's Council, a formal written complaint may be filed with the Office of Professional and Student Affairs via submission of a "Student Grievance" form. The Assistant Dean for Professional and Student Affairs will contact persons involved to gather information and will then forward the complaint and any additional information to the Grievance Committee. The Grievance Committee will consider the matter and generate a written response that will be returned to the complainant within 30 days. Decisions of the Grievance Committee may be appealed to the Dean of the School of Pharmacy.

## Harassment

Presbyterian College believes its faculty, staff and students should be able to enjoy a workplace and campus environment free from harassment based on the individual's sex, gender, pregnancy, race, color, religion, national origin, sexual orientation, age, disability, or other status protected by state, federal or local law. This policy applies to harassment of any member or guest of the Presbyterian College community through verbal communication, electronic communication, written communication or any other means.

Sexual/Gender-Based Harassment is defined as unwelcome conduct, generally of a sexual nature, that unreasonably interferes with an individual's work performance, affects the academic or financial status of a student, or creates an intimidating, hostile, or offensive environment in the workplace, classroom, residence hall, playing field, or another part of the College environment. Women are not the only ones

who experience sexual harassment; men also may experience harassment or harassment can be between persons of the same sex.

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Sexually motivated physical contact, including touching, pinching or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).

Other Forms of Harassment is defined as other forms of verbal, physical, or other conduct that defames or shows hostility toward an individual; creates or is intended to create an intimidating, hostile, or offensive working, social or academic environment; interferes or is intended to interfere with an individual's work or academic performance; and/or otherwise adversely affects an individual's employment or academic, athletic, or student life opportunities.

Harassing conduct includes, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, sexual orientation or disability;
- Written, electronic, or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation or disability, and that is placed on walls, bulletin boards, or elsewhere on the College's premises, or that is circulated in the College, whether physically or by electronic means;
- Physical harassment (touching or physical interference with normal work);
- Visual harassment (leering, making sexual or inappropriate gestures); and
- Innuendo.

The college reserves the right to determine other behavior that can be categorized as harassment and to issue sanctions accordingly. Student violation of the College harassment policy is also a violation of the School of Pharmacy Professional Code of Conduct and violations will be handled in accordance with the policies detailed in the "Assessment of Professionalism" section of the *PCSP Bulletin*.

It is an individual's right not to be subjected to harassment based on sex, race, color, religion, gender, pregnancy, national origin, age, or disability. The College does not tolerate such behavior. Any student who suspects he/she has encountered harassment from a School of Pharmacy student, faculty member, or staff member should immediately contact the Assistant Dean for Professional and Student Affairs who will investigate the incident for appropriate adjudication.

## **Leave of Absence, Short-Term Leave, and Withdrawal**

### **Leave of Absence Policy**

Students enrolled in the School of Pharmacy, who are in good academic standing, are eligible to request a Leave of Absence in advance of a semester. Leave of Absence allows an appropriately approved student the ability to request release from no less than one academic semester or no more than two academic semesters of curricular and co-curricular responsibility. A Leave of Absence does not negatively impact the student's academic status with the School of Pharmacy but will delay the student's anticipated date of graduation. Situations in which a Leave of Absence is appropriate include physical or mental

medical emergencies, death of an immediate family member, pregnancy, adoptions, or other situations on a case-by-case basis that preclude the student from meeting the minimum curricular and co-curricular requirements of the program within the semester and/or academic year the student is enrolled. Pharmacy Student Leave of Absence does not release students from their educational and/or financial obligations to the curricular and co-curricular responsibilities for the professional program in accord with the granting of the Doctor of Pharmacy Degree.

### **Short-Term Leave Policy**

Students enrolled in the School of Pharmacy who are in good academic standing are eligible to petition for short-term leave. Short-term leave allows an appropriately approved student the ability to receive up to 5 days of consecutive leave from curricular or co-curricular activities. Situations in which pharmacy student short-term leave is appropriate include physical or mental medical emergencies, death of an immediate family member, pregnancy, adoptions, or other situations on a case-by-case basis. Pharmacy student short-term leave does not release students from their obligations to the curricular and co-curricular responsibilities for the professional program. Pharmacy Student Short-term leave is designed to allow the pharmacy student time for recovery from associated medical interventions, coordinate and/or attend funeral arrangements, etc. prior to returning to curricular and co-curricular requirements. For instances in which greater than 5 days are required, the School of Pharmacy Leave of Absence Policy is available.

PLEASE NOTE: Students who require time away from curricular and co-curricular responsibility beyond the approved Pharmacy Student Short-Term Leave will be referred to the Assistant Dean for Professional and Student Affairs for review for a Withdrawal or Leave of Absence from the School of Pharmacy.

### **Withdrawal Policy**

The School reserves the right to require withdrawal of a student at any time it is deemed necessary to safeguard the standards of orderly operation, scholarship, and conduct. Students may not withdraw from individual courses in the School of Pharmacy curriculum; however, students may withdraw from an entire semester of courses simultaneously.

### **Procedures for Requesting Student Leave or Withdrawing**

Pharmacy Students who are petitioning for Leave of Absence, Short-Term Leave, or Withdrawal must adhere to the following steps:

- The student should make an appointment with the Assistant Dean for Professional and Student Affairs immediately upon recognizing the need for student leave or withdrawal to discuss the student's individual situation and to determine the appropriate type of leave.
- The student must file an official petition for the appropriate type of Pharmacy Student Leave (Short-Term Leave, Leave of Absence, Withdrawal, etc) with the Assistant Dean of Professional and Student Affairs using the Request for Student Leave or Withdrawal form found on the School of Pharmacy website and in the Office of Professional and Student Affairs.
- Upon receipt of the petition, the Assistant Dean for Professional and Student Affairs, working in conjunction with the Associate Dean for Academic Affairs, will consult with the faculty and/or responsible agent for each course and/or co-curricular requirement that the student is requesting leave.

- The student will receive a communication from the Assistant Dean for Professional and Student Affairs regarding the status of their petition within 1 week of receipt of their petition.
  - **Leave of Absence:** Once the Pharmacy Student Leave of Absence has been approved, the applicant must make an appointment with the Assistant Dean of Professional and Student Affairs and the College Director of Financial Aid to discuss how the leave of absence affects financial aid eligibility. Additionally, at this time, a meeting with any other School of Pharmacy and/or College representatives necessary to facilitate the leave of absence will occur (if applicable).
  - **Short-Term Leave:** Once the Student Leave petition has been approved, students are required to contact each faculty course coordinator to determine how missed course content or co-curricular activities will be made up. All missed course work, evaluations, and course assignments must be completed by the date provided by the course leader. The Office of Academic Affairs will monitor the process. Students are expected to self-learn material missed in didactic coursework. When available and feasible, audio-video resources of the missed lectures will be provided to the student (students whose Short-Term Leave occurs during the P3 TYCE Assessment will need to complete the requirements within 2 weeks from the return date of the short-term leave at a time and date to be scheduled by the Office of Academic Affairs).
- During the approved duration of the leave of absence, the student is responsible for checking his/her College issued e-mail account and communicating with the Assistant Dean for Professional and Student Affairs periodically during the Student Leave to keep the School of Pharmacy informed of any changes to contact information and/or any situations that may impact the student's ability and/or readiness to continue with the program at the expiration of the approved Student Leave.
- An approved Leave of Absence has a maximum duration of one academic year (fall, spring semesters). Any requests for an extension beyond the original expiration date must be made in writing, submitted to the Assistant Dean for Professional and Student Affairs, and received at least 30 days prior to the Leave of Absence expiration date.
- Students who have been approved for a Leave of Absence must meet with the Academic Standards Committee, two weeks prior to being reinstated in the School of Pharmacy.
- On the return date from the approved Student Leave and prior to returning to any curricular and co-curricular requirements, the student must arrange to meet with the Assistant Dean for Professional and Student Affairs to provide any paperwork and/or documentation required to support the student's ability to return to normal curricular/co-curricular responsibilities.

### **Readmission Policy**

Personal and academic circumstances may require a student to temporarily cease enrollment in the School of Pharmacy. The student's readmission is subject to the following guidelines:

#### For students in good academic standing:

- If the period of absence is one calendar year (12 months or less):
  - The student should meet with the Associate Dean for Academic Affairs to discuss the circumstances and determine the appropriate academic term for returning to the program.
- If the period of absence is longer than one calendar year but less than three calendar years (36 months), the student desiring readmission must:
  - Reapply to Presbyterian College School of Pharmacy

- Submit a signed letter to the Assistant Dean for Professional and Student Affairs for presentation to the Admissions Committee for permission to be readmitted. The letter should include the circumstances of the prolonged absence as well as the specific term and year for which he/she wishes to be readmitted.
  - The Admissions Committee will determine whether approval will be given based upon the circumstances of the case. If approval is granted, the Assistant Dean for Professional and Student Affairs and the Associate Dean for Academic Affairs will set the conditions for readmission.
  - If the Admissions Committee denies readmission, the student may appeal the decision to the Dean.
- Any student who has been absent or on leave from the School of Pharmacy for three years (36 months) or more and who wishes to be readmitted will be treated as a new applicant. The student must apply to the School of Pharmacy as a first-year PharmD student and must fulfill all admission requirements. If the student is accepted for admission, he/she must start over in the pharmacy curriculum.

For students who are NOT in good academic standing (defined for purposes of this policy as students who have been dismissed or are on probation in the School of Pharmacy for scholastic or disciplinary reasons; students whose absence has resulted from felony or misdemeanor conviction; students who have been suspended due to an honor code violation):

- If the period of absence is less than one calendar year (12 months):
  - The student must submit a formal written request to return to the Academic Standings Committee stating their reasons for requesting readmission. Additional documentation may be required. Upon review of the request, a meeting will be provided to the student with the Assistant Dean for Professional and Student Affairs and the Academic Standards committee. A recommendation will be made to the Dean of the School of Pharmacy relative to the request to be reconsidered for his/her final decision. The student will be notified in writing of the decision to readmit.
- If the period of absence is longer than one calendar year but less than three calendar years (36 months), the student desiring readmission must:
  - Reapply to Presbyterian College School of Pharmacy.
  - Submit a signed letter to the Assistant Dean for Professional and Student Affairs for presentation to the Admissions Committee for permission to be readmitted. The letter should include the circumstances of the prolonged absence as well as the specific term and year for which he/she wishes to be readmitted. The Admissions Committee will determine whether approval will be given based on the circumstances of the case.
  - If approval is granted, the Assistant Dean for Professional and Student Affairs and the Associate Dean for Academic Affairs will set the conditions for readmission.
  - If the Admissions Committee denies readmission, the student may appeal the decision to the Dean.
- Any student who has been absent or on leave from the School of Pharmacy for three years (36 months) or more and who wishes to be readmitted will be treated as a new applicant. The student must apply to the School of Pharmacy as a first-year PharmD student and must fulfill all admission requirements. If the student is accepted for admission, he/she must start over in the pharmacy curriculum.
- Any student who has been dismissed twice from the School of Pharmacy will not be considered for readmission.

## **Physical and Psychological Emergencies Policy**

A pharmacy student who is reasonably believed to pose a danger to him/herself or others, for any reason including but not limited to physical or psychological difficulties, may be required to obtain professional evaluation and treatment. Failure to comply with this requirement can result in contact by the School with the student's emergency contact (spouse, parent, etc), disciplinary action, suspension or enforced leave, and/or mandatory withdrawal from the College. If the dangerous behavior is not corrected in a timely and sufficient manner, medical leave may be imposed.

# APPENDICES

## Appendix A: Code of Ethics for Pharmacists

**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.

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.

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.

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.

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.

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.

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.



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.

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.<sup>16</sup>

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<sup>16</sup> Adopted by the membership of the American Pharmacists Association October 27, 1994.

## Appendix B: Oath of a Pharmacist

"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."<sup>17</sup>

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<sup>17</sup> The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

## Appendix C: Pledge of Professionalism

As a student of pharmacy, I believe that there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help to ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life, and I will pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, as a student of pharmacy I will:

- DEVELOP a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting responsibility and accountability for membership in the profession.
- FOSTER professional competency through lifelong learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the Oath of a Pharmacist and the Code of Ethics for Pharmacists as set forth by the profession.
- DEDICATE my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

I voluntarily make this pledge of professionalism.<sup>18</sup>

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<sup>18</sup> Adapted from the University of Illinois College of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism on June 26, 1994.

## Appendix D: Professional Attire Policy

The appropriate development of a pharmacy professional requires the creation and maintenance of a professional environment within the School of Pharmacy and is the responsibility of all members of the School of Pharmacy community. PCSP subscribes to a business casual attire requirement which must be adhered to by all members of the School of Pharmacy community. During curricular and co-curricular activities/events as a representative of the School of Pharmacy, the business casual attire requirement is in effect unless otherwise indicated (e.g. social events, approved School of Pharmacy Dress Down Days, etc.).

The following attire is considered unacceptable:

- Hats or caps (except headgear considered a part of religious or cultural dress and pre-approved by the Assistant Dean for Professional and Student Affairs).
- Denim pants of any color
- Shorts, culottes, or other pants above the knee
- Skirts shorter than 1" above the knee when standing
- Sweatpants, sweatshirts, spandex, or leggings
- Revealing clothing (e.g., tank tops, halter tops, midriffs, tube tops, swim tops, etc.)
- Scrubs (tops or pants) except when indicated for specific course activities
- Canvas sneakers, casual sandals/clogs (e.g. "Flip-Flops," "Birkenstocks," beach shoes, etc.), shoes with extremely high heels
- Buttons, large jewelry or accessories that could interfere with patient care or safety
- Exposed underwear or lack of appropriate undergarments
- Sunglasses worn indoors (except for medical reasons and pre-approved by the Assistant Dean for Professional and Student Affairs)

Adequate precautions should be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene. Personal care considerations include:

- Hair should be clean, neat, and styled out of the eyes. Hair may not be dyed any unnatural hair colors. If close contact with patients occurs (e.g. physical assessment procedures), hair longer than shoulder length should be secured. Beards and mustaches should be clean and well groomed.
- Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
- Cosmetics should be used in moderation.
- Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities. Artificial finger nails are prohibited on rotations where direct patient care is involved as they have been linked to infectious disease transmission.
- Jewelry and accessories should be non-distracting. Body piercing is permitted in ears only (no more than two earrings per ear); no other visible body piercing is permitted. (e.g., tongue, nose, eyebrows, chin, lips).
- No tattoos should be visible.

Students are expected to wear appropriate professional dress for all rotation and professional laboratory activities. This includes wearing a clean, neatly pressed, long-sleeved waist-length white lab coat with the Presbyterian College School of Pharmacy badge, student name tag, closed-toed professional shoes and clean, professionally styled clothing (i.e. dresses or skirts of medium length, non-denim tailored slacks, and appropriate tops for females and collared dress shirts with an appropriately knotted/secured necktie for males).

Individual practice sites may have a more rigorous dress code. Students should adhere to specific preceptor/site requirements. If you have questions regarding the site-specific dress code policy, please contact your preceptor. Students who fail to adhere to these guidelines will not be permitted to participate in rotation activities.

## Appendix E: Course Descriptions

### First Professional Year

#### PHRM 5100, Pharmacy Orientation (1)

The course is a one week orientation workshop for P1 students prior to the start of fall classes. Provides students with an understanding of the School of Pharmacy and Presbyterian College policies and procedures. Introduction to technology, teaching methods, and modalities utilized at the school. Students will be trained on the use and importance of a student portfolio electronic system to be utilized throughout the four-year program. (Fall P1 year; 1 week prior to start of courses; pass/fail only)

#### PHRM 5101, Introduction to Pharmacy (2)

Orientation to the social, economic, and political environments within which pharmaceutical care is currently being delivered to the patient. Introduce the students to events and factors that impact the practice of pharmacy, including history, health systems, socio-economics, and cultural diversity. (Fall P1 year; 2 lecture hours per week)

#### PHRM 5102, Drug Literature Evaluation/Evidence Based Medicine (2)

Development of skills necessary to incorporate timely and rigorously analyzed medical literature into a rational decision-making process. (Fall P1 year; 1 lecture hour per week and one 2-hour recitation per week)

#### PHRM 5103, Medical Immunology (3)

Basic elements of the immune system and the means through which the mechanisms of immunity act in a wide range of clinical conditions. (Fall P1 year; 3 lecture hours per week)

#### PHRM 5104, Human Biochemistry (3)

Fundamental biochemical principles underlying cellular physiology and biological processes. (Fall P1 year; 3 lecture hours per week)

#### PHRM 5105, Practice Integrated Laboratory Sequence (PILS) I (2)

Basic dispensing techniques in community pharmacy will be taught. Training in first aid, CPR, HIPPA, basic state and federal pharmacy-related laws, and other areas required for Introductory Pharmacy Practice Experience (IPPE) rotations will be provided. Biological techniques such as ELISA in relationship to clinical diagnostic tools for the practical aspect of pharmacy practice will be investigated. (Fall P1 year; two 3-hour labs per week)

#### PHRM 5106, Medication Safety Management (2)

Introduces medication safety as a problem in public policy and the processes that foster the development of a culture of safety in the pharmacy workplace. (Fall P1 year; 2 lecture hours per week)

#### PHRM 5107, Pharmaceutical Calculations (2)

The study of the measurement units, mathematical functions and applications, and medical terminology essential to the safe and accurate practice of pharmacy. . (Fall P1 year; one 2-hour recitation and one 1-hour lecture per week)

#### PHRM 5199, Deans' Hour (0)

Involves students in the college's leadership and strategic initiatives and engage them in academic excellence. (Fall P1 year; 1 hour per week; pass/fail only)

#### PHRM 5201, Introductory Pharmacy Practice Experience (IPPE) I (1)

Introduces students to the health care system and fosters a sense of community involvement. Early exposure to practice will make didactic instruction more relevant to civic involvement, humanistic care of

patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services, and screening for medical problems. Potential practice sites include: retail chain or retail independent community pharmacy locations. (Spring P1 year; one 4-hour day per week x 12 weeks during the semester; pass/fail only)

**PHRM 5202, Health Care Systems and Socioeconomics (3)**

This course is designed to help the student develop effective understanding of health care systems and the relationship of pharmacoepidemiology and pharmacoeconomics to the healthcare setting as well as sociologic and cultural diversity impact on the economics of the health care system. (Spring P1 year; 3 lecture hours per week)

**PHRM 5203, Principles of Pathophysiology (5)**

The basic biological mechanisms of disease will be presented and discussed. Importance will be placed on basic principles of cell injury and death; inflammation; and neoplasia. (Spring P1 year; 5 lecture hours per week)

**PHRM 5204, Principles of Drug Delivery (4)**

Principle overview of medicinal formulations and physical/chemical properties of drugs. (Spring P1 year; 4 lecture hours per week)

**PHRM 5205, Health Ethics (3)**

Concepts in solving moral problems facing the contemporary pharmacists and medical profession are discussed. (Spring P1 year; 3 lecture hours per week)

**PHRM 5206, Practice Integrated Laboratory Sequence II (2)**

Community based dispensing and extemporaneous compounding of dosage forms. There will be a weekly reflection segment in which students will provide presentations based on experiences in their IPPE I course. (Spring P1 year; two 3-hour laboratories per week)

**PHRM 5299, Deans' Hour (0)**

Involves students in the college's leadership and strategic initiatives and engage them in academic excellence. (Spring P1 year; 1 hour per week; pass/fail only)

**Second Professional Year**

**PHRM 6101, Introductory Pharmacy Practice Experience II (2)**

Introduces students to the health care system and fosters a sense of community involvement. Early exposure to practice will make didactic instruction more relevant to civic involvement, humanistic care of patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services, and screening for medical problems. Potential practice sites include: hospitals and hospice facilities; retail pharmacies; free clinics; specialty clinics such as oncology, dialysis, and pediatrics; and nursing homes. (Fall P2 year; 40 hours during the first week of the semester plus one 4-hour day per week x 12 weeks during the semester; pass/fail only)

**PHRM 6102, Pharmacokinetic Principles (3)**

Involves the theoretical mathematical and functionally dependent physiologic relationships that comprise the quantitative basis for determining patient-specific and drug dosage regimens. (Fall P2 year; 2 lecture hours per week and one 2-hour recitation)

**PHRM 6103, Basic Principles of Pharmacology/Medicinal Chemistry (4)**

Basic pharmacologic principles of pharmacodynamics and cellular processes and the structure activity relationships that underlie the understanding of a rational approach to therapeutics. (Fall P2 year; 4 lecture hours per week)

PHRM 6104, Principles in Human Genetics & Pharmacogenomics (2)

Importance of DNA variations in the genetic basis for disease and individual responses to environmental factors, as well as for such normal variations in biological processes as development and drug response. (Fall P2 year; 2 lecture hours per week)

PHRM 6105, Measuring Therapeutic Parameters (3)

Introduction to measurable endpoints for the evaluation of therapy including laboratory markers of diseases and their resolution or progress. (Fall P2 year; 3 lecture hours per week)

PHRM 6106, Practice Integrated Laboratory Sequence III (2)

Develop proficiency with compounding selected sterile formulations and employing proper aseptic techniques. APhA certification in immunizations and also emphasize diabetic education and clinical evaluation of community-based patients. There will be a weekly reflection segment in which students will provide presentations based on experiences in their IPPE II course. (Fall P2 year; one 3-hour laboratory and one 2-hour recitation per week)

PHRM 6107, Clinical Research Design/Biostatistics (2)

Last taught as PHRM 6107 in Fall 2011; moved to PHRM 7109 as of Fall 2012

PHRM 6108, Pharmacy Administration I (2)

Develop the human resource management skills needed by pharmacists in a variety of practice settings. Human resource management case studies will be incorporated as appropriate. (Fall P2 year; 2 lecture hours per week)

PHRM 6201, Introductory Pharmacy Practice Experience III (2)

Introduces students to the health care system and fosters a sense of community involvement. Early exposure to practice will make didactic instruction more relevant to civic involvement, humanistic care of patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services, and screening for medical problems. Potential practice sites include: hospitals and hospice facilities; retail pharmacies; free clinics; specialty clinics such as oncology, dialysis, and pediatrics; and nursing homes. (Spring P2 year; one 4-hour day per week x 12 weeks during the semester; pass/fail only)

### **Medication Therapy Management I-XIV**

Medical Therapy Management (MTM) courses are block-taught, integrated modules that present students with the pathology of common diseases; the basic mechanisms, chemistry, and pharmacokinetics of drugs that affect those diseases; and the therapeutic management of patients with those diseases. These courses also focus on the development and management of pharmacy services that center on those disease states.

PHRM 6202, Medication Therapy Management I—Respiratory (2)

Clinical presentation of common diseases of the respiratory system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat respiratory diseases; and therapeutic management of patients. (Spring P2 year)

PHRM 6203, Medication Therapy Management II—Renal (2)



Clinical presentation of common diseases of the renal system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat renal diseases; therapeutic management of patients; and the impact on kinetics of medications. (Spring P2 year)

PHRM 6204, Medication Therapy Management III—Cardiovascular System I (2)

Clinical presentation of common diseases of the cardiovascular system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat cardiovascular diseases such as hypertension, CAD, and hyperlipidemia; and therapeutic management of patients. (Spring P2 year)

PHRM 6205, Medication Therapy Management IV—Cardiovascular System II (2)

Clinical presentation of common diseases of the cardiovascular system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat cardiovascular diseases such as stroke, CHF, shock, and INR monitoring; and therapeutic management of patients. (Spring P2 year)

PHRM 6206, Medication Therapy Management V—Self-Care and Wellness (2)

Clinical presentation of common disorders that may be self treated with non-prescription medications; chemistry, pharmacology, and kinetics of common over-the-counter (OTC) and herbal agents used to treat; and therapeutic management of these disorders. (Spring P2 year)

PHRM 6207, Medication Therapy Management Case Study Laboratory I (1)

Further development of knowledge from the MTM sequence in a problem-based format. Specific to MTM module of study. (Spring P2 year; one 2-hour recitation per week)

PHRM 6208, Pharmacotherapy Outcomes (2)

Last taught as PHRM 6208 in Spring 2012; moved to PHRM 7211 as of Spring 2013

PHRM 6209, Practice Integrated Laboratory Sequence IV (1)

Clinical assessment techniques and modalities used in the treatment of patients. Material will coincide with the weekly MTM course information. Reflection segment based on experiences in their IPPE III course will be incorporated. (Spring P2 year; one 3-hour laboratory per week)

PHRM 6210, Pharmacy Administration II (2)

Develop the financial management skills needed by pharmacists in a variety of practice settings. Financial management case studies will be incorporated as appropriate. (Spring P2 year; 2 lecture hours per week)

### **Third Professional Year**

PHRM 7101, Introductory Pharmacy Practice Experience IV (2)

Introduces students to the health care system and fosters a sense of community involvement. Early exposure to practice will make didactic instruction more relevant to civic involvement, humanistic care of patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services, and screening for medical problems. Potential practice sites include: hospitals and hospice facilities; retail pharmacies; free clinics; specialty clinics such as oncology, dialysis, and pediatrics; and nursing homes. (Fall P3 year; 40 hours during the first week of the semester plus one 8-hour day per week x 6 weeks during the semester; pass/fail only)

PHRM 7102, Medication Therapy Management VI—Infectious Disease (3)

Clinical presentation of common infectious diseases; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat infectious diseases; and therapeutic management of patients. (Fall P3 year)

PHRM 7103, Medication Therapy Management VII—Gastrointestinal and Nutrition (2)

Principles of nutrition; the pathophysiology and clinical presentation of common nutritional diseases and common diseases of the gastrointestinal system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat nutritional and gastrointestinal diseases; and therapeutic management of patients. (Fall P3 year)

PHRM 7104, Medication Therapy Management VIII—Endocrine/Reproduction (2)

Clinical presentation of common diseases of the endocrine system and reproduction; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat endocrine disorders and reproduction; and therapeutic management of patients. (Fall P3 year)

PHRM 7105, Medication Therapy Management IX—Neurosensory (2)

Clinical presentation of common diseases of the Neurological system and sensory organs; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat Neurological and sensory organ diseases; and therapeutic management of patients. (Fall P3 year)

PHRM 7106, Medication Therapy Management Case Study Laboratory II (1)

Solve problems as they arise from cases regarding critical disorders relevant to the practice of pharmacy. (Fall P3 year; one 2-hour recitation per week)

PHRM 7107, Pharmacy Administration I (3)

Skills for analyzing problems involving time, equipment, financial and human resources, in a health care environment will be explored. Developing problem-solving abilities within a management framework as well as the human resource aspects of pharmacy management will be emphasized. (Fall P3 year; 3 lecture hours per week; last taught as PHRM 7107 in Fall 2012; moved to PHRM 6108 as of Fall 2012)

PHRM 7108, Practice Integrated Laboratory Sequence V (1)

Provide students with clinical assessment techniques and modalities used in the treatment of patients. There will be weekly reflection segment in which students will provide presentations based on experiences in their IPPE IV course. (Fall P3 year; one 3-hour laboratory per week)

PHRM 7109, Clinical Research Design/Biostatistics (3)

Design, implementation, and statistical analysis of research projects related to healthcare. (Fall P3 year; 3 lecture hours per week)

PHRM 7201, Introductory Pharmacy Practice Experience V (1)

Introduces students to the health care system and fosters a sense of community involvement. Early exposure to practice will make didactic instruction more relevant to civic involvement, humanistic care of patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services, and screening for medical problems. Potential practice sites include: hospitals and hospice facilities; retail pharmacies; free clinics; specialty clinics such as oncology, dialysis, and pediatrics; and nursing homes. (Spring P3 year; one 8-hour day per week x 6 weeks during the semester; pass/fail only)

PHRM 7202, Medication Therapy Management X—Psychiatry (2)

Clinical presentation of common diseases of behavior and cognition; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat psychiatric disorders; and therapeutic management of patients. (Spring P3 year)

PHRM 7203, Medication Therapy Management XI—Musculoskeletal (2)

Clinical presentation of common diseases of the musculoskeletal system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat musculoskeletal disorders; and therapeutic management of patients. (Spring P3 year)

PHRM 7204, Medication Therapy Management XII—Hematology/Oncology (2)

This course includes the pathophysiology and clinical presentation of common diseases of the blood and reticuloendothelial systems and cancers; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat blood and reticuloendothelial diseases and cancer; and therapeutic management of patients. (Spring P3 year)

PHRM 7205, Medication Therapy Management XIII—Special Populations (2)

Clinical presentation of common diseases that are common to special populations; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat these groups; and therapeutic management of patients. (Spring P3 year)

PHRM 7206, Medication Therapy Management XIV—Clinical Toxicology (2)

Includes the mechanism of toxicity and toxicokinetics. The course will also discuss the acute and chronic effect of xenobiotics on the body; interpretation of drug screens; antidotes for toxic exposures; and the function of poison control centers. (Spring P3 year)

PHRM 7207, Medication Therapy Management Case Study Laboratory III (1)

Solve problems as they arise from cases regarding critical disorders relevant to the practice of pharmacy. (Spring P3 year; one 2-hour recitation per week)

PHRM 7208, Pharmacy Administration II (2)

Skills for analyzing problems involving financial management in a health care environment. The course will focus on the financial aspects of operating the pharmacy enterprise and will incorporate case studies as appropriate. (Spring P3 year; 2 lecture hours per week; last taught as PHRM 7208 in Spring 2011; moved to PHRM 6210 as of Spring 2012)

PHRM 7209, Pharmacy Law (2)

A case-based approach and introduction of the state and federal legal aspects for the practice of pharmacy. (Spring P3 year; 2 lecture hours per week)

PHRM 7210, Practice Integrated Laboratory Sequence VI (1)

Clinical assessment techniques and modalities used in the treatment of patients. There will be a weekly reflection segment in which students will provide presentations based on experiences in their IPPE IV course. (Spring P3 year; one 3-hour laboratory per week)

PHRM 7211, Pharmacotherapy Outcomes (2)

Pharmacotherapy outcomes and their impact on the healthcare system. (Spring P3 year; 1 lecture hour per week and one 2-hour recitation/week)

**Fourth Professional Year**

**Advanced Pharmacy Practice Experiences (APPE)**

Internal/General Medicine

PHRM 8101, Acute Care Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. Additional competencies to be achieved during this APPE include: (1) how to develop a problem list, (2) how to present a patient, (3) how to develop and implement a monitoring plan, (4) how to take a medication history, (5) how to respond to a drug information request, and (6) a review of the policies and procedures at the institution. (P4 year; 40 hours per week x 4 weeks)

PHRM 8102, Acute Care Pharmacy Practice Experience II (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8103, Acute Care Pharmacy Practice Experience III (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8104, Acute Care Pharmacy Practice Experience IV (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8105, Acute Care Pharmacy Practice Experience V (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8106, Acute Care Pharmacy Practice Experience VI (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8111, Acute Care Pediatrics Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of pediatric inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

PHRM 8112: Acute Care Pediatrics Pharmacy Practice Experience II (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of pediatric inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. (P4 year; 40 hours per week x 4 weeks)

### **Advanced Community**

PHRM 8121, Advanced Community Pharmacy Practice Experience I (4)

This required advanced pharmacy practice experience (APPE) builds upon the introductory community experience, providing student exposure and involvement in a variety of community pharmacy practice settings. The emphasis is placed on patient counseling, other patient care activities, and/or compounding. (P4 year; 40 hours per week x 4 weeks)

PHRM 8122, Advanced Community Pharmacy Practice Experience II (4)

This required advanced pharmacy practice experience (APPE) builds upon the introductory community experience, providing student exposure and involvement in a variety of community pharmacy practice settings. The emphasis is placed on patient counseling, other patient care activities, and/or compounding. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8123, Advanced Community Pharmacy Practice Experience III (4)**

This required advanced pharmacy practice experience (APPE) builds upon the introductory community experience, providing student exposure and involvement in a variety of community pharmacy practice settings. The emphasis is placed on patient counseling, other patient care activities, and/or compounding. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8124, Advanced Community Pharmacy Practice Experience IV (4)**

This additional advanced pharmacy practice experience (APPE) also builds upon the introductory community experience, providing student exposure and involvement in a variety of community pharmacy practice settings. The emphasis is placed on patient counseling, other patient care activities, and/or compounding. (P4 year; 40 hours per week x 4 weeks)

### **Advanced Institutional**

**PHRM 8131, Advanced Institutional Pharmacy Practice Experience I (4)**

This required advanced pharmacy practice experience (APPE) builds upon the introductory institutional experience, providing student exposure and involvement in a variety of institutional pharmacy practice settings. Emphasis is placed on regulatory, human resource, patient care, and technology issues as well as drug distribution. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8132, Advanced Institutional Pharmacy Practice Experience II (4)**

This required advanced pharmacy practice experience (APPE) builds upon the introductory institutional experience, providing student exposure and involvement in a variety of institutional pharmacy practice settings. Emphasis is placed on regulatory, human resource, patient care, and technology issues as well as drug distribution. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8133, Advanced Institutional Pharmacy Practice Experience III (4)**

This required advanced pharmacy practice experience (APPE) builds upon the introductory institutional experience, providing student exposure and involvement in a variety of institutional pharmacy practice settings. Emphasis is placed on regulatory, human resource, patient care, and technology issues as well as drug distribution. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8134, Advanced Institutional Pharmacy Practice Experience IV (4)**

This required advanced pharmacy practice experience (APPE) builds upon the introductory institutional experience, providing student exposure and involvement in a variety of institutional pharmacy practice settings. Emphasis is placed on regulatory, human resource, patient care, and technology issues as well as drug distribution. (P4 year; 40 hours per week x 4 weeks)

### **Ambulatory Care**

**PHRM 8141, Ambulatory Care Pharmacy Practice Experience I (4)**

This required advanced pharmacy practice experience (APPE) involves the student in the provision of clinical pharmacy services in the ambulatory care setting. Responsibilities include providing drug therapy for disease states commonly encountered in the outpatient setting; providing drug regimen reviews; and interviewing patients to elicit drug histories, health status, and adherence to therapy. A significant aspect of this rotation will pertain to the long-term management of chronically ill patients. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8142, Ambulatory Care Pharmacy Practice Experience II (4)**

This additional advanced pharmacy practice experience (APPE) also involves the student in the provision of clinical pharmacy services in the ambulatory care setting. Responsibilities include providing drug therapy for disease states commonly encountered in the outpatient setting; providing drug regimen reviews; and interviewing patients to elicit drug histories, health status, and adherence to therapy. A significant aspect of this rotation will pertain to the long-term management of chronically ill patients. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8143, Ambulatory Care Pharmacy Experience III (4)**

This additional advanced pharmacy practice experience (APPE) also involves the student in the provision of clinical pharmacy services in the ambulatory care setting. Responsibilities include providing drug therapy for disease states commonly encountered in the outpatient setting; providing drug regimen reviews; and interviewing patients to elicit drug histories, health status, and adherence to therapy. A significant aspect of this rotation will pertain to the long-term management of chronically ill patients. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8144, Ambulatory Care Pharmacy Experience IV (4)**

This additional advanced pharmacy practice experience (APPE) also involves the student in the provision of clinical pharmacy services in the ambulatory care setting. Responsibilities include providing drug therapy for disease states commonly encountered in the outpatient setting; providing drug regimen reviews; and interviewing patients to elicit drug histories, health status, and adherence to therapy. A significant aspect of this rotation will pertain to the long-term management of chronically ill patients. (P4 year; 40 hours per week x 4 weeks)

**APPE Electives**

**PHRM 8161, Academic Pharmacy Practice Experience I (4)**

This advanced pharmacy practice experience (APPE) provides the student with hands-on exposure to multiple facets of academia such as teaching, scholarship, service to the profession, administration, and clinical practice. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8162, Academic Pharmacy Practice Experience II (4)**

This advanced pharmacy practice experience (APPE) provides the student with hands-on exposure to multiple facets of academia such as teaching, scholarship, service to the profession, administration, and clinical practice. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8163, Administrative Pharmacy Practice Experience I (4)**

This advanced pharmacy practice experience (APPE) focuses on pharmacy facility administration. The student is introduced to the role of the pharmacy manager or director in the overall operational aspects of the APPE site. Student activities include reviewing pertinent literature, participating in management discussions, and working on assigned projects. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8164, Administrative Pharmacy Practice Experience II (4)**

This advanced pharmacy practice experience (APPE) focuses on pharmacy facility administration. The student is introduced to the role of the pharmacy manager or director in the overall operational aspects of the APPE site. Student activities include reviewing pertinent literature, participating in management discussions, and working on assigned projects. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8165, Investigational Pharmacy Practice Experience (4)**

This advanced pharmacy practice experience (APPE) allows the student to assist in the activities of a pharmacy-related investigational drug service. The student will actively participate in the various functions of an investigational drug service including writing pharmacy protocols, dispensing

investigational drugs, attending clinical study "startup" meetings, developing study budgets, and attending institutional review board meetings. (P4 year; 40 hours per week x 4 weeks)

PHRM 8166, Long Term Care Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) allows the student to participate in daily chart reviews assessing pharmacotherapeutic plans for appropriateness and adherence to state and federal regulations. The student is exposed to a variety of disease states and medical conditions which pertain to elderly patients. Skills will be developed in monitoring drug therapy, patient outcomes, quality of life, and adverse effects in the elderly population. (P4 year; 40 hours per week x 4 weeks)

PHRM 8167, Long Term Care Pharmacy Practice Experience II (4)

This advanced pharmacy practice experience (APPE) allows the student to participate in daily chart reviews assessing pharmacotherapeutic plans for appropriateness and adherence to state and federal regulations. The student is exposed to a variety of disease states and medical conditions which pertain to elderly patients. Skills will be developed in monitoring drug therapy, patient outcomes, quality of life, and adverse effects in the elderly population. (P4 year; 40 hours per week x 4 weeks)

PHRM 8168, Medication Use Policy & Informatics I (4)

This advanced pharmacy practice experience (APPE) focuses in the areas of drug information practice, informatics, and outcomes management. During this APPE, the student will be exposed to each of these areas. Students may elect to complete this rotation at an extramural site such as a pharmaceutical industry information center. (P4 year; 40 hours per week x 4 weeks)

PHRM 8169, Medication Use Policy & Informatics II (4)

This advanced pharmacy practice experience (APPE) focuses in the areas of drug information practice, informatics, and outcomes management. During this APPE, the student will be exposed to each of these areas. Students may elect to complete this rotation at an extramural site such as a pharmaceutical industry information center. (P4 year; 40 hours per week x 4 weeks)

PHRM 8170, Nuclear Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) provides the student with a supervised, clinical experience in nuclear pharmacy with an emphasis on "Authorized User" requirements; regulatory, technology and distribution issues; and the specialized skills used in a nuclear pharmacy practice setting. (P4 year; 40 hours per week x 4 weeks)

PHRM 8171, Nuclear Pharmacy Practice Experience II (4)

This advanced pharmacy practice experience (APPE) provides the student with a supervised, clinical experience in nuclear pharmacy with an emphasis on "Authorized User" requirements; regulatory, technology and distribution issues; and the specialized skills used in a nuclear pharmacy practice setting. (P4 year; 40 hours per week x 4 weeks)

PHRM 8172, Research Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) allows the student to obtain research experience in focused areas achievable during a one-month rotation. Research emphasis includes statistical application, pharmacokinetic computer modeling, analytical laboratory experience, scientific writing, and patient assessment. (P4 year; faculty approval required; 40 hours per week x 4 weeks)

PHRM 8173, Research Pharmacy Practice Experience II (4)

This advanced pharmacy practice experience (APPE) allows the student to obtain research experience in focused areas achievable during a one-month rotation. Research emphasis includes statistical application, pharmacokinetic computer modeling, analytical laboratory experience, scientific writing, and patient assessment. (P4 year; faculty approval required; 40 hours per week x 4 weeks)

PHRM 8174, Specialty Pharmacy Practice Experience I (4)

This advanced pharmacy practice experience (APPE) allows the student to explore a specific area of interest that may or may not be a traditional career path in pharmacy. Specialty areas will vary according to preceptor and site availability. Potential opportunities may include, but are not limited to, compounding, specialty independent pharmacy, medical missions, pharmaceutical industry, Indian Health Service (IHS), experiences abroad, pharmacy organizations, and health care agencies. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8175, Specialty Pharmacy Practice Experience II (4)**

This advanced pharmacy practice experience (APPE) allows the student to explore a specific area of interest that may or may not be a traditional career path in pharmacy. Specialty areas will vary according to preceptor and site availability. Potential opportunities may include, but are not limited to, compounding, specialty independent pharmacy, medical missions, pharmaceutical industry, Indian Health Service (IHS), experiences abroad, pharmacy organizations, and health care agencies. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8176, Specialty Pharmacy Practice Experience III (4)**

This advanced pharmacy practice experience (APPE) allows the student to explore a specific area of interest that may or may not be a traditional career path in pharmacy. Specialty areas will vary according to preceptor and site availability. Potential opportunities may include, but are not limited to, compounding, specialty independent pharmacy, medical missions, pharmaceutical industry, Indian Health Service (IHS), experiences abroad, pharmacy organizations, and health care agencies. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8177, Drug Information Pharmacy Practice Experience (4)**

This advanced pharmacy practice experience (APPE) allows the student to provide drug information services to pharmacists and other healthcare professionals. Emphasis within the rotation is placed on how to properly receive requests for information, conduct a systematic information search, and assimilate the information obtained into an appropriate response form. The student will develop a working knowledge of information resources as well as develop the ability to critically evaluate such resources. The student may also have the opportunity to become involved with the evaluation of drugs for formulary inclusion, quality assurance/drug usage evaluation activities, news publications, and pharmacy and therapeutics committees. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8299, Capstone I (1)**

This course is designed to provide students with the opportunity to reflect on their skills and knowledge progress, to complete and turn in the final report of the student research project to their faculty advisors, to mentor and network with the lower-level students, to prepare and plan for post-graduate opportunities such as residencies and graduate school, and to provide time to regenerate and review material in areas the student feels strengthens his/her weaknesses (from the student portfolio). (P4 year; 40 hours per week x 4 weeks)

**PHRM 8399, Capstone II (1)**

This post-experiential course is designed to provide students with the opportunity to ponder the relationship between their didactic and experiential course work, to interact with faculty regarding possible career paths, to mentor and network with the P1-P3 students, to present the results of special projects and patient case studies, and to provide time to regenerate and reflect. Each student must make a patient care presentation as a culminating exercise. Finally, a review of drugs by category is provided, as well as an opportunity to participate in curricular review courses. (P4 year; 40 hours per week x 4 weeks)

**Elective Courses**

**PHRM 6290, Independent Study: Pharmaceutical and Administrative Sciences (2)**



Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P2 year; spring semester)

PHRM 6291, Independent Study: Pharmacy Practice (2)

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P2 year; spring semester)

PHRM 7190, Independent Study: Pharmaceutical and Administrative Sciences (2)

Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; fall semester)

PHRM 7191, Independent Study: Pharmacy Practice (2)

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; fall semester)

PHRM 7290, Independent Study: Pharmaceutical and Administrative Sciences (2)

Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; spring semester)

PHRM 7291, Independent Study: Pharmacy Practice (2)

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; spring semester)

PHRM 9001, Spanish for Pharmacists (2)

This course is intended to prepare pharmacy students to successfully interact with Spanish speaking patients. Grammar skills are developed in the context of specific communicative tasks such as giving and asking for medical information/medical history, giving specific instructions and warnings to patients on medications. In addition to the practice and mastery of linguistic forms, students will also be provided with essential pharmaceutical/medical terminology. (P2 or P3 year; 2 lecture hours per week)

PHRM 9002, Pharmacy Advocacy (2)

This course is designed to expose students to advocacy in the pharmacy profession and advocacy for the healthcare patient. (P2 or P3 year; 2 lecture hours per week)

PHRM 9003, Pharmacy and Public Health (2)

This course is designed to expose the student to pharmacy's role in public health. Ethical and legal issues as well as cultural competence in public health will be discussed. Students will be exposed to prevention strategies and challenges to providing healthcare in rural settings. Bioterrorism and pharmacy's role will be introduced. (P2 or P3 year; 2 lecture hours per week)

PHRM 9004, Case Studies in Leadership and Pharmacy Management (2)

This course is designed to introduce and facilitate the principles of leadership in pharmacy. The student will gain a greater awareness of their personal leadership style as we move through various aspects of pharmacy leadership. Lectures will consist of multiple case-based discussions of leadership challenges found in everyday pharmacy practice. (P2 or P3 year; 2 lecture hours per week)

PHRM 9005, Alternative Medicine (2)

This course will provide students the opportunity to discern the appropriate use of alternative therapies in treating common medical conditions. Students will prepare herbal and aromatherapy remedies as well as explore non-traditional therapeutic options. (P2 or P3 year; 2 lecture hours per week)

PHRM 9006, Advanced Compounding (2)

This course will provide the students the opportunity to learn about such areas of compounding that they are not exposed to in detail during the PILS II compounding course. Topics such as home infusion, veterinary medicine and nuclear pharmacy will be discussed in detail. (P3 year; 2 lecture or lab hours per week)

PHRM 9007, Diabetes Education and Management (2)

This course is an overview of diabetes education and management services. Discussion on the differences of education versus management and the opportunities for pharmacists to provide such services in practice settings. (P3 year; 2 lecture hours per week)

PHRM 9008, Veterinary Pharmacy (2)

This course is a study of drugs based on therapeutic objectives and the effect of the disease process on pharmacokinetics and pharmacodynamics. The course concentrates on principles of therapeutic decision making in veterinary medicine, particularly dogs and cats, in major disease states. The emphasis will be on the rational selection of appropriate drug using pharmacologic principles and the discussion of risks and benefits of drug treatment. (P3 year; 2 lecture hours per week)

PHRM 9009, Vitamins, Dietary Essentials, & Phytomedicinals (2)

This course will explore vitamins and other dietary essentials, as well as some phytomedicinals, from a medicinal and chemical perspective. Particular emphasis will be placed on those used as nutritive supplements and homeopathic remedies. (P2 or P3 year; 2 lecture hours per week)

PHRM 9010, Drugs of Abuse (2)

This course will provide an introduction to the pharmacology, toxicology, and social impact of abuse drugs and addiction and will be presented by lectures and small group discussion of case-based scenarios. Students will participate in community service by presenting drug education training to local middle school, high school, or college students. (P2 or P3 year; 2 lecture hours per week)

PHRM 9011, Missions Experience in Interprofessional/International Healthcare Delivery (2)

This course will provide students with an interdisciplinary, multicultural experience in providing health care in a developing region. The student is responsible for setting up a trip over spring break (for spring registration) or during the summer (for fall registration) and having it approved by the course coordinator. Resources for identifying opportunities are provided on Moodle. All costs are the responsibility of the student. (P2 or P3 year; 2 lecture hours per week)