

**Introductory Pharmacy Practice Experience (IPPE)  
and  
Advanced Pharmacy Practice Experience (APPE)  
Manual**

**The University of Georgia  
College of Pharmacy**

**2008-2009**



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## Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) Manual The University of Georgia

### Overview

The purpose of the experiential training portion of the curriculum is to provide pharmacy students with practical experience in various aspects of the profession of pharmacy. Students gain experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. A pharmacist preceptor directs the majority of practice experiences. Students should view each experience as an opportunity to incorporate learned didactic information into the development of the skills necessary to be a competent pharmacy practitioner.

IPPEs are designed to begin early in the curriculum and continue in a progressive manner to prepare students for Advanced Pharmacy Practice Experiences (APPEs) in the fourth year. These experiences provide an introduction to the practice of pharmacy in a variety of settings beginning with community pharmacy in the first year. IPPEs permit students, under appropriate supervision and as permitted by practice regulations, to assume direct patient care responsibilities. Assignments for Introductory Pharmacy Practice Experience I (PHRM 3950 – Community Pharmacy IPPE) are for three weeks.

APPEs are designed to provide students the opportunity to focus on clinical aspects of pharmacy practice. These experiences usually involve direct patient care in a specific clinical area (e.g., cardiology, oncology, pediatrics, etc.). However, some experiences may not have direct patient care (e.g., drug information, pharmaceutical industry, research, etc.). Assignments are for a minimum of five weeks.

### College of Pharmacy Staff Structure for the Experience Programs

#### Contact Information

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Lynn Parham Student Affairs Professional III <a href="mailto:lparham@rx.uga.edu">lparham@rx.uga.edu</a>	UGA College of Pharmacy Athens, GA	706-542-7101	706-542-6022	
Sandra Rogers Student Affairs Professional III <a href="mailto:srogers@mail.rx.uga.edu">srogers@mail.rx.uga.edu</a>	UGA College of Pharmacy Athens, GA	706-542-8755	706-542-6022	
Raven Bennett	UGA College of Pharmacy	706-542-5328	706-542-6022	

Name/Title	Location	Telephone Number	Fax Number	Pager Number
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In the above structure, Dr. Duke is responsible for the management of the experience training program, which includes practice site recruitment and development, student assignments, and daily operations. Drs. McDuffie, Miller, Sheffield, and Unterwagner coordinate, develop, and precept experiences within their assigned geographic location. Mrs. Parham is responsible for assisting Dr. Duke in student and practice site communications. Mrs. Rogers is our database liaison and agreement manager. Mrs. Bennett is primarily responsible for communicating with students and preceptors related to the early experience programs and maintaining the daily office operations.

## Policies and Procedures

### Assignment

First year Pharm.D. students will be assigned one 3-week IPPE for PHRM 3950 beginning in April 2009. The student may not work with the preceptor if they are related in any way or if the student has worked, or is currently working with the preceptor as a pharmacy technician or intern. If a student is assigned to a facility or preceptor in which there is a potential conflict, he/she must notify Dr. Unterwagner by email regarding the potential conflict. If Dr. Unterwagner is not notified and discovers the situation and determines that a conflict exists, the student will be withdrawn from the site and will receive a failing grade for the experience.

Fourth year Pharm.D. students will be assigned eight 5-week APPEs; one advanced community APPE, one advanced institutional APPE, two acute care APPEs (one of which must be in an adult population), one outpatient care APPE, and three elective APPEs. No more than two APPEs can be in indirect or non-patient care areas. Program exemptions will not be granted, regardless of previous experience. Students will also have one “off” 5 – week block during the Fall semester.

The student may not work with a preceptor if they are related in any way or if the student has worked, or is currently working, with the preceptor as a pharmacy technician or intern. Students employed by a facility may complete an APPE at that facility as long as the APPE differs from their job description. If a student is assigned to a facility or preceptor in which there is a potential conflict, he/she must notify their Regional Coordinator or the Assistant Dean for Experience Programs by email regarding the potential conflict. If the Office of Experience Programs is not notified and discovers the situation and determines that a conflict exists, the student will be withdrawn from the site and will receive a failing grade for the experience.

### Attendance

#### **Schedule:**

Students are required to participate in IPPE and APPE activities at the site a minimum of 40 hours each week of the three or five week course. It is suggested that the instructor divide the time into five 8-hour days. Students are expected to be present at the site during the times established by their instructor. Although the majority of IPPEs and APPEs have scheduled hours between 8am and 6pm, there are some IPPEs and APPEs that are primarily evening shift experiences. Regardless of the general hours, the preceptor may require the student to be present at the site during a day, evening, night, or weekend to experience the difference in workload and pace.

Should patient care responsibilities extend beyond the set hours, students are expected to remain onsite until all patient care activities are completed. In order to be prepared for morning patient care duties, students may find that they need to arrive early or come in over the weekend.

Students who leave the experience site during established hours for outside activities (either employment or personal matters) could be withdrawn from the site immediately and may receive a failing grade for the IPPE or APPE. If a student needs to leave the site to go to the library or another learning site, they must first have permission from the instructor.

#### **Absences:**

Students do not have excused absences from IPPEs or APPEs unless there is a College-sponsored event for which their presence is requested. If a holiday occurs which closes the training site, the student should coordinate a time with the preceptor to make up that day. If the site is open on a holiday, the student is expected to be onsite unless otherwise notified by their instructor.

In case of illness or other emergency necessitating a student's absence from the IPPE or APPE, the preceptor should be notified by phone as early as possible. If the situation will cause the student to miss more than two consecutive days, the student should provide a letter from his / her physician confirming the illness. In addition, the student should also contact their assigned Regional Coordinator.

ALL absences are required to be made up at the discretion of the instructor, except those due to attendance at a state or national professional pharmacy meeting (see below). If a student misses 25% or more of the clinical experience course, he/she may be required to repeat the entire course.

Failure to notify your preceptor at the time of an absence will result in the loss of one full letter grade (e.g. B+ to C+) from the final IPPE or APPE grade.

#### **Tardiness:**

Students are expected to make necessary allowances (traffic, parking, etc) to arrive at a time that allows them to begin the workday at their scheduled time. If a situation occurs that will result in the student arriving late (either at the beginning of work or returning from a scheduled break), the instructor should be contacted by phone immediately. If the preceptor cannot be contacted, the student must discuss the situation with the preceptor as soon as he/she arrives at the experience site.

If a student arrives late on two occasions, the instructor may lower the final grade by a full letter grade (e.g. B+ to C+). If the student continues to arrive late, additional penalties can include further grade deductions or immediate withdrawal from the site. If a student is requested to be withdrawn from the site, the student will be assigned a failing grade.

#### Communication with experience programs faculty / staff

Students are required to update contact information regularly in the UGA College of Pharmacy Experience Programs database system (<https://www2.ems-webs.com/Georgia>) and check their College of Pharmacy email account at least daily during scheduled practice experiences. During scheduled breaks, students are required to check their College of Pharmacy email account at least on a weekly basis.

#### Communication with instructor:

Students are expected to contact their instructor, by phone, 21 days (3 weeks) in advance of their IPPE or APPE start date. Students not able to reach their instructor with the initial phone call should try again several times during the week. The assigned regional coordinator must be notified no later than 7 days in advance of the rotation start date, if the student is unable to reach their instructor.

During the initial conversation with the instructor, the student should obtain the following information:

- (1) Time they are expected to arrive
- (2) Location where they should arrive (office / department)
- (3) Special traffic concerns (Minimize travel delays)
- (4) If parking is available. If so, where they should attempt to park.

- (5) Special dress requirements (research / nuclear / etc)
- (6) Information that they should read prior to beginning the experience
- (7) Any requirements that need to be completed prior to starting the experience

Some institutions require students to complete a variety of requirements prior to beginning the scheduled experience. Examples of requirements include orientations, background checks, drug screens, health forms, confidentiality statements, and computer access forms. The student is responsible for ensuring that all requirements are completed prior to the deadline designated by the site. Students not meeting the deadline will be withdrawn from the experience, which can result in delay of graduation.

#### Communicating recommendations with patients or healthcare professionals

The student is responsible for reviewing with the instructor all patient care recommendations or drug information responses **prior** to communicating them to patients or healthcare professionals.

#### Compensation for Students

Students are not compensated financially for experience training, but receive academic credit plus intern hour credit for each training period. Pharm.D. candidates who complete the IPPE program and eight required APPEs will receive 1000 hours of credit toward the 1500 hours needed to take the licensing exam. Once the entire pharmacy program is complete, the College will notify the Georgia State Board of Pharmacy of the appropriate number of earned credit hours. **Students should be aware that in order to receive the appropriate amount of internship credit, they are required to work a minimum of 40 hours each week.**

#### Concurrent Employment

Concurrent employment during experiences is permitted as long as it does not interfere with performance at the site. Some experiences may involve time on evening or weekends. Outside employment must not interfere with such requests.

Students leaving their experience site during established work hours for outside employment could be withdrawn from the site immediately and may receive a failing grade for the experience.

#### Concurrent Enrollment in Educational Coursework

The Georgia State Board of Pharmacy prohibits concurrent enrollment in any additional coursework while participating in clerkship training.

#### Conduct and Dress Code

During the first year of pharmacy school, all students must sign a copy of the UGA College of Pharmacy Experience Conduct Statement. This statement covers college policy regarding professional conduct, dress, and confidentiality. A copy of this statement can be found in the "Forms and Documents" Section of the website. **As noted on the conduct statement, failure to comply with the conduct rules will result in disciplinary action that could include failure of the course or dismissal from the program.** Students should also be aware that the Professionalism Policy is also enforced throughout the 4<sup>th</sup> professional year.

**All students must conform to the following dress:**

1. All students must wear a neat, clean short white lab jacket with a University of Georgia College of Pharmacy patch and name badge.

2. Students may wear appropriate length skirts, dresses, or pants. Shirts should be appropriate length. Either hose or socks must be worn with appropriate shoes.
3. Denim, shorts, athletic shoes, midribs, T-shirts, low-riding pants, hospital scrubs, etc. are inappropriate dress and are NOT allowed.
4. All students must maintain good personal hygiene at all times.

PLEASE NOTE: Sites may have additional dress requirements that must be adhered to while on APPEs (e.g., no skirts or dresses above the knee, hospital identification tag to wear). Therefore, check with your preceptor before the first day of the experience to see if there are any special requirements.

### Confidentiality

Students will have access to privileged information about patients' health, the financial management of the practice site, and other private information that should not be discussed outside of the work environment. The preceptor (and practice site) places considerable trust and confidence in a student. These matters are of such importance that students must sign the UGA College of Pharmacy Experience Conduct Statement (copy enclosed) before starting rotations. **Breaches in confidentiality can result in immediate dismissal from the practice site, failure of the rotation, and dismissal from the program.**

Students are responsible for learning and adhering to HIPAA policies and regulations at each institution they are placed.

### Inclement Weather:

In the event of bad weather conditions (ice, snow) **and** the roads have been closed, the student is not expected to go to the experience site. However, the student is required to immediately contact their instructor to alert them to the fact that they can not arrive as scheduled. The instructor may provide assignments or require the day to be made up within the remaining experience.

In the event of a mandatory evacuation within the area, the student is expected to follow the guidelines of local authorities. Once again, the student must immediately contact their instructor for further directions / assignments at or before the time he/she is expected to arrive at the site or assigned learning facility.

### Insurance, Licensure and Certification

Throughout the IPPEs and APPEs, students must provide the Office of Experience Programs with proof of current health insurance coverage, Healthcare provider CPR certification, and valid Georgia intern license. For students completing APPEs in states outside Georgia, valid intern licenses from these states must be obtained and maintained throughout the out-of-state experiences. Students who do not maintain current proof with the Office of Experience programs for any of these will be automatically withdrawn from their experience site and will be assigned a failing grade.

First and second year students will need to provide verification of liability coverage (minimum limits of 1 million per occurrence / 3 million aggregate). Liability insurance is provided for all 3<sup>rd</sup> and 4<sup>th</sup> year students by the College of Pharmacy. Verification of coverage can be obtained from the Office of Experience Programs. Please note that this coverage only extends to pharmacy-related activities occurring during scheduled advanced practice experiences. Students should refrain from performing activities outside of the scope of pharmacy practice as these will not be covered by the malpractice insurance and can result in a request to have you withdrawn from the site.

### Immunizations and Physical Exam

Infection control policies at area hospitals require that we ensure that students entering their facilities are in good health. In order to comply with these policies it is necessary for us to require proof of the following before a student can begin any rotation. Students who do not maintain current proof with the Office of Experience programs for any of the items listed below will be automatically withdrawn from their experience site and will be assigned a failing grade.

- Physical Exam (The certification statement on page 2 of the UGA Physical Exam Form must be signed by the physician completing the exam.) **Must be updated yearly. Note: Institutions can require an additional physical exam as part of routine hospital practices.**
- MMR immunity (2 MMR vaccines or evidence of immunity)
- Tetanus
  - TDAP – unless Td has been received in the past 2 years. After 2 years, TDAP should be given.
  - Tetanus (Td) within the past 10 years unless TDAP was received in the past 10 years.
- Immunity for Hepatitis B
- Immunity for varicella zoster (chicken pox)
- PPD testing

Students must provide proof of a 2 step-tuberculosis test (PPD). A 2 step ppd is defined as 2 separate ppd tests obtained over a 3 week period. Subsequent annual testing only requires one PPD test (not a 2 step), unless the previous ppd has expired. In that case, a two-step may be required. If you have questions, please contact Ms. Parham in the Experience Programs office. In rare cases, an institution may require an interval shorter than 12 months for a renewal ppd test. Verification of ppd testing must contain the date of the initial testing, the date of the test reading, the test results and the signature of the person verifying the test results. Students testing positive will be required to submit a radiologist report of a subsequent chest x-ray and a statement from their physician indicating if any therapy has been given. In addition, reports from annual chest x-rays may be required.

#### Background Checks / Drug Screens

Students will be required to submit to background checks (in general: assessing felony / misdemeanor charges for a period of 7 years) and drug screens as required by institutions in which they are assigned to complete experiential training. The costs associated with these requirements are the student's responsibility. Based upon the results, students may be prevented from completing training at a site.

#### OSHA Training / Communicable Diseases Guidelines

Students will be trained yearly in OSHA regulations regarding bloodborne pathogens. Students must attend the OSHA training and pass the required test in order to be eligible to participate in either IPPEs or APPEs. While participating in experiences, students are responsible for learning the guidelines for proper prevention of communicable disease transmission in each institution and for complying with those regulations.

### Patient Records

Students are prohibited from the following activities:

- (1) removing patient records from the nursing station
- (2) removing patient records from a medical facility or experience site
- (3) photocopying patient records
- (4) requesting patient records without instructor approval
- (5) writing medication orders

Since patient records are a legal document, students must gain **prior approval** from their instructor to write recommendations within the patient chart. If allowed, students must be clear on the exact process required (i.e. co-signing by instructor with a specified time period, etc). In most institutions, only individuals appropriately licensed and credentialed are allowed to write within patient charts.

### Professional Meeting Attendance

The Georgia State Board of Pharmacy has ruled that students may receive up to 24 hours of APPE credit for attendance at a state or national pharmaceutical meeting. The student must inform the assigned Regional Coordinator that he/she is planning to attend such a meeting, and the preceptor must agree to the absence. Proper documentation of attendance by the sponsoring organization is required.

### Rotation Change Policy

Due to limited personnel and resources, IPPE and APPE changes will only be made when a change occurs in preceptor availability or if an administrative error has occurred.

In the event a reassignment is required, student preferences will be considered, however, the Regional Coordinator will make final decisions on the replacement experience. The Regional Coordinator will contact a potential site and make the necessary arrangements for student placement. Students are prohibited from initially contacting a potential preceptor / site themselves. Students initiating such contact will not be assigned to that site / preceptor.

### Selling of Alcoholic Beverages and Tobacco Products

In accordance with the College of Pharmacy Student Impairment Policy, students are not permitted to sell alcoholic beverages or tobacco products.

### Site Standards, Policies and Procedures

Students must follow all Standards, Policies and Procedures that have been established at each assigned experiential site. Students are responsible for requesting and reviewing a copy of the standards and policies prior to beginning an experience. Preceptors may request immediately removal of any students who breaches the expectations outlined within the Standards, Policies or Procedures. Students withdrawn will be assigned a failing grade.



**Office of the Senior Vice President for Academic Affairs and Provost**

Academic Honesty Policy - [http://www.uga.edu/honesty/ahpd/culture\\_honesty.htm](http://www.uga.edu/honesty/ahpd/culture_honesty.htm)

**Office of Legal Affairs**

Non-Discrimination and Anti-Harassment Policy - <http://www.uga.edu/legal/pdfs/DescrimandHarass.pdf>

Grievance and Disciplinary Review Policy - <http://www.uga.edu/legal/pdfs/Discipline.pdf>

Dispute Resolution Policy - <http://www.uga.edu/legal/pdfs/Dispute.pdf>

Policy on Arrests and Convictions - <http://www.uga.edu/legal/pdfs/ArrestsConvictionsPolicy.pdf>

Mediation Project - <http://www.uga.edu/legal/pdfs/Mediation.pdf>

**UGA Human Resources Office**

Policy on Alcohol and Other Drugs - <http://www.uga.edu/drugpol/>

**UGA Police Department**

UGA Weapons Policy - [http://www.police.uga.edu/documents/uga\\_weapons\\_policy.pdf](http://www.police.uga.edu/documents/uga_weapons_policy.pdf)

**Center for Teaching and Learning**

New Faculty Academic Resources -  
[http://www.ctl.uga.edu/faculty/fac\\_dev\\_programs/new\\_faculty2007/index.htm](http://www.ctl.uga.edu/faculty/fac_dev_programs/new_faculty2007/index.htm)

## Grading Procedure (PHRM 3950)

A pass / fail grading scale will be used in PHRM 3950. Pass is designated as achieving an overall score of 70 or higher. All assignments will be submitted via the EMS database and will be reviewed by the course coordinator. The content of the work will be evaluated to determine if the student completed all aspects of the assignment. Evaluations should be submitted online using the UGA College of Pharmacy Experience Programs Website (<https://www2.ems-webs.com/Georgia>).

### Student Documentation

1. Midpoint Evaluation

During the middle of the 2<sup>nd</sup> week of rotation, students are required to submit a midpoint self evaluation.

At the rotation midpoint (1 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student is required to ask the preceptor for a verbal evaluation.

2. Final Evaluation

At the end of the 3<sup>rd</sup> week of rotation, students are required to submit a final self evaluation.

3. Student Feedback Form

The student feedback form is designed to provide constructive feedback to the preceptor and site about the IPPE. **For each experience, the form can be accessed and completed from the Friday of the 2<sup>nd</sup> week through (including the weekend) the Thursday of the 3<sup>rd</sup> week.** The feedback form must be completed BEFORE you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the IPPE.

### Preceptor Documentation

1. Midpoint Evaluation

- Preceptors are strongly encouraged to submit a midpoint evaluation using the available online evaluation form. In the absence of the submission, a verbal midpoint evaluation is required.

2. Final Evaluation

- Preceptors are required to submit a final evaluation using the available online evaluation form.
- **Evaluations must be completed within a 2 week period (Open period: Monday of the last week of the rotation through Friday of the following week).**

## Grading Procedure (PHRM 5901-5909)

For each APPE, the preceptor makes all assignments, evaluates student performance and assigns rotation grades. Evaluations should be submitted online using the UGA College of Pharmacy Experience Programs Website (<https://www2.ems-webs.com/Georgia>)

### Student Documentation

#### 1. Midpoint Evaluation

At the end of the 2<sup>nd</sup> week of rotation, students are required to submit a midpoint self evaluation.

At the rotation midpoint (2 ½ weeks), students are required to check the online system to determine if the preceptor has posted a written midpoint evaluation. If a written evaluation has not been posted, the student is required to ask the preceptor for a verbal evaluation.

#### 2. Final Evaluation

At the end of the 4<sup>th</sup> week of rotation, students are required to submit a final self evaluation.

#### 3. Student Feedback Form

The student feedback form is designed to provide constructive feedback to the preceptor and site about the APPE. **For each experience, the form can be accessed and completed from the Friday of the 4<sup>th</sup> week through (including the weekend) the Thursday of the 5<sup>th</sup> week.** The feedback form must be completed BEFORE you are eligible to access (online) your final evaluation by your preceptor. The information provided in the student feedback form will be distributed to the preceptor and site coordinators at the conclusion of the normal APPE year.

### Preceptor Documentation

#### 1. Midpoint Evaluation

- Preceptors are strongly encouraged to submit a midpoint evaluation using the available online evaluation form. In the absence of the submission, a verbal midpoint evaluation is required.

#### 2. Final Evaluation

- Preceptors are required to submit a final evaluation using the available online evaluation form.
- **Evaluations must be completed within a 2 week period (Open period: Monday of the last week of the rotation through Friday of the following week).**

## Patient Care and Professionalism Portfolios (PHRM 5930)

### Professionalism Portfolio (Summer / Fall / Spring)

Each student must complete and document activities listed within the professionalism portfolio during the Summer, Fall, and Spring Semesters of the fourth year. Please refer to the specific instructions listed within the Professionalism Portfolio. This is located under the Forms / Documents section of the online Experience Programs website.

### Patient Portfolio (Summer / Fall / Spring)

During the summer, fall and spring semesters of the fourth curricular year, each student will develop a portfolio that includes documentation of pharmaceutical care activities on 6 patients with different disease states. Please refer to the specific instructions located within the Forms / Documents section of the online Experience Programs website.

## Experience Conduct Statement

I, \_\_\_\_\_, (print name) as a participant in the University of Georgia College of Pharmacy Experience Programs, do hereby agree to abide by all rules of conduct listed below. I realize that failure to follow these conduct rules will result in disciplinary action which could include failure of the course or dismissal from the program.

### ***Conduct Rules:***

I will obey all ethical instructions of my preceptor.

I will recognize my preceptor as the authority for all rules, regulations, and expectations.

I will be courteous and professional at all times.

I will arrive on time to all experience sites.

I will wear professional attire, including a white lab coat and name tag, as directed told by my preceptor.

I will be attentive and alert to patient needs and care at all times.

I will perform all assigned duties in a timely manner.

I will not enter an unauthorized work area at any time.

I will not interfere with the work performance of another student or employee.

I will not steal, willfully damage equipment or property, or falsify official reports or information while directly participating in College of Pharmacy Experience Programs.

I will not use or possess intoxicating or illegal substances at any experience related setting.

I will not divulge any patient information gathered through conversations, medical charts, pharmacy records, medical rounds, and any other interprofessional involvement.

I will not divulge any company / institutional confidences revealed while completing experience training including pharmacy records, pricing systems, professional policies, and patient records.

In addition to the conduct rules above, I understand and agree that I may be immediately withdrawn from the Facility's educational training program based upon a perceived lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonable believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue.

**By signing this form, I acknowledge that I fully understand the policy listed above and agree to abide by these rules. Furthermore, I understand the potential penalties involved if I fail to follow one or more of these conduct rules.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Fulfilling Professionalism Requirements in the Doctor of Pharmacy Curriculum**

In a professional school, the curriculum of study consists of knowledge, skills, abilities, and attitudes/behaviors. The curricular goals and objectives of the Doctor of Pharmacy program at the University of Georgia College of Pharmacy are articulated in the document entitled, *Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program*. Procedures for addressing academic competency and progression associated with students' knowledge, skills, and abilities are addressed in the College's Progression Policy. Procedures for addressing attitudes, i.e., professional competency, are addressed by the following policy.

Professional behavior is expected among all students of the University of Georgia College of Pharmacy in order to fulfill curricular requirements for graduation. Professional attitudes/behaviors, as well as examples of unprofessional behavior, are discussed with students during Orientation, stated in various course syllabi, and reinforced at selected points throughout the academic year. Students who exhibit appropriate behaviors/attitudes progress in the professional components of the curriculum, whereas students who do not display competence in professional behaviors and attitudes are subject to informal and/or formal corrective action.

Any student, faculty, staff member, or individual associated with the College's academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. Under usual circumstances, the incident should have been brought to the student's attention and resolution attempted before reporting the incident to the Assistant Dean.

Upon receiving a report regarding unprofessional behavior, the Assistant Dean will determine the legitimacy of the report in accordance with his/her interpretation of Competency Statement 10 (in the College's document on educational outcomes, *Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program*), the severity of the incident, and the urgency by which it needs to be addressed administratively. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait to act until he/she receives multiple reports of unprofessional behavior on a student. Once the Assistant Dean determines that administrative action is warranted, each case will be addressed in the following manner:

1. For the first action to address unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the College of Pharmacy for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student's behavior and his/her awareness of potential consequences for similar behavior in the future. The Assistant Dean will notify the person(s) who initiated the complaint that the student has been counseled.
2. For the next reported offense, the Assistant Dean will notify the student and the chair of College of Pharmacy Professionalism Committee. The student will appear before the Professionalism Committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the College of Pharmacy, a final warning of the impending consequences of a third offense.
3. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Professionalism Committee. After meeting with the student, the Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy upon further problems with unprofessional behavior.
4. Students may appeal decisions of the Professionalism Committee to the Dean of the College of Pharmacy.