

UNM College of Pharmacy

2006-2007

Doctor of Pharmacy Student Handbook

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

Mission

The mission of the College of Pharmacy is to develop innovative leaders in pharmaceutical care and research that enhance the quality of life for the people of New Mexico.

Goals

- I. Provide accessible, highest quality, patient focused, and efficient inpatient, ambulatory and community-level health care.
- II. Provide New Mexicans innovative, high quality education programs within the College of Pharmacy
- III. Advance the foundation of knowledge in pharmacy and pharmaceutical sciences.
- IV. Provide efficient, leading edge, effective infrastructure, facilities, and management systems to advance and support education, research and clinical care.
- V. Foster the economic and social contribution of COP to health care in New Mexico.

OATH OF A PHARMACIST

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.

I will keep abreast of developments and maintain professional competency in my profession of pharmacy.

I will maintain the highest principles of moral, ethical, and legal conduct.

I will embrace and advocate change in the profession of pharmacy that improves patient care.

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

College of Pharmacy Background

Founded in 1945, the College of Pharmacy at the University of New Mexico Health Science Center is the oldest health professional program at the university and the only college of pharmacy in New Mexico. The Health Science Center includes the College of Pharmacy, the College of Nursing, the School of Medicine and the UNM Hospitals, a 500 bed tertiary care center.

The mission of the college is to develop innovative leaders in pharmaceutical care and research who enhance the quality of life for the people of New Mexico. The college enrolls the second highest number of Hispanic and Native American pharmacy students among all colleges of pharmacy in the United States. The college has 2,300 alumni from the professional program who practice in 48 states and nearly 2/3 of all pharmacists practicing pharmacy in New Mexico are alumni of the college. Unique programs within the college include the NM Poison and Drug Information Center, which is open 365 days per year and annually receives 40,000 inquiries; the Quentin Burdick Rural Health Interdisciplinary Program; a nationally-recognized problem-based learning curriculum and the oldest training program in nuclear pharmacy in the United States.

The college is a co-sponsor for pharmacy practice and specialty practice pharmacy residencies in cardiovascular and renal pharmacotherapy with the UNM Hospitals and is affiliated with the NM VA Healthcare System, the Lovelace Sandia Health System, Presbyterian Healthcare System, the Indian Health Service and the University's Cancer Research and Treatment Center.

The college has 45 faculty and 250 preceptors throughout the state. The college has a strong partnership with the NM Pharmaceutical Association, the NM Society of Health System Pharmacists and the NM State Board of Pharmacy. These partnerships have created innovative pharmacy practice opportunities for pharmacists in New Mexico including recognition as pharmacist clinicians, pediatric and adult immunization prescribing and administration and various disease state management programs.

Equal Education & Opportunity Policy

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

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

FACULTY

Joe R. Anderson

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, University of New Mexico, Pharm.D., University of Texas at Austin.

Jamie G. Barnhill

Associate Professor of Pharmaceutics, B.S. Pharmacy, University of New Mexico, Ph.D., University of Connecticut.

Blaine E. Benson

Associate Professor of Pharmacy/Director of the New Mexico Poison and Drug Information Center, B.S. Pharmacy, Pharm.D., University of Minnesota.

Matthew Borrego

Associate Professor of Pharmacy Administration, B.S. Pharmacy, M.S., University of New Mexico, Ph.D., University of Arizona.

Scott W. Burchiel

Associate Dean for Research, Professor of Pharmacology and Immunology, B.S., University of California at Davis, Ph.D., University of California at San Francisco.

Michel Disco

Assistant Dean of External Programs, Associate Clinical Professor, B.S. Pharmacy, M.B.A., University of New Mexico

Melanie A. Dodd

Assistant Professor of Pharmacy, B.S. Pharmacy, Purdue University, Pharm.D., University of New Mexico.

Karen Dominguez

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, Purdue University, Pharm.D., University of New Mexico.

Linda A. Felton

Associate Professor of Pharmaceutics, B.S. Pharmacy, Ph.D., University of Texas at Austin.

Changlian “Jim” Feng

Assistant Professor of Medicinal Chemistry and Toxicology, Ph.D. Bioinorganic Chemistry Nanjing University, China

Donald A. Godwin

Assistant Dean for Professional Education, Associate Professor of Pharmaceutics, B.S. Biological Sciences, University of Delaware, Ph.D., University of South Carolina at Columbia.

Nancy Heideman

Visiting Assistant Professor of Pharmacy, Pharm.D University of Tennessee

Mark T. Holdsworth

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, University of Rhode Island, Pharm.D., State University of New York at Buffalo.

Laurie G. Hudson

Professor of Pharmacology and Toxicology, B.S. Zoology and Biology, University of Washington at Seattle, Ph.D., Harvard University.

Nasreen Khan

Assistant Professor of Pharmacy Administration, B.S., Pharmacy, Jamia Hamdard University, India, M.S., Pharmaceutics, University of Toledo, Ph.D. Pharmacy Administration, University of Illinois – Chicago

Johnnye Lewis

Research Professor of Toxicology, B.S. Psychology Miami of Ohio University, M.S. Psychology, University of Victoria (Canada), Ph.D. Pharmacology, University of Manitoba.

Ke Jian ‘Jim’ Liu

Professor of Medicinal Chemistry, B.S. Chemistry, Beijing University, Ph.D. Radiation Biochemistry, University of Leeds, England.

Debra MacKenzie

Research Assistant Professor of Pharmacogenomics, Ph.D. Medical Microbiology and Immunology University of New Mexico

Craig B. Marcus

Professor of Pharmacology and Toxicology, B.S. Biochemistry, M.S., Ph.D., University of Wisconsin at Madison.

Patricia L. Marshik

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, Pharm.D., University of Minnesota.

Joe Masserano

Research Assistant Professor of Pharmacology, B.S. Psychology, M.S., Memphis State University, Ph.D., University of Tennessee.

Colleen McNamara

Adjunct Assistant Professor, Ph.D. Biology, University of North Carolina at Chapel Hill.

Renee-Claude Mercier

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, University Laval, Pharm.D, Wayne State University.

Yubin Miao

Assistant Professor of Radiopharmaceutical Sciences, B.S. Chemistry, Ph.D. Radiopharmaceutical Chemistry Beijing Normal University, China

Rocsanna Namdar

Assistant Professor of Clinical Pharmacy, B.S. Pharmacy, University of New Mexico, Pharm.D., University of Colorado.

James J. Nawarskas

Associate Professor of Clinical Pharmacy, B.S. Pharmacy, University of Toledo, Pharm.D., State University of New York at Buffalo.

Jeffrey P. Norenberg

Associate Professor of Clinical Pharmacy (Radiopharmacy), B.S. Biology, University of Nebraska, B.S. Pharmacy, M.S., University of New Mexico and PharmD. University of Washington.

Manjunath (Amit) P. Pai

Assistant Professor of Clinical Pharmacy, Pharm.D., University of Texas at Austin.

Amy Pai

Assistant Professor of Pharmacy and Nephrology, B.S. Pharmacy, Pharm.D., Albany College of Pharmacy

Steven L. Peterson

Professor of Pharmacology and Toxicology, B.S. Animal Science, M.S., Ph.D., University of California at Davis.

John Pieper

Dean and Professor of Pharmacy B.A Molecular, Cellular Development Biology, University of Colorado, B.S. Pharmacy, University of Wyoming, Pharm.D. State University of New York

Glynn G. Raymond

Associate Professor of Pharmaceutics, B.S. Pharmacy, M.S., Ph.D., University of Louisiana - Monroe

Alissa R. Segal

Assistant Professor of Clinical Pharmacy, Pharm.D., Drake University.

Hugh Smyth

Assistant Professor of Pharmaceutics, B.S. Pharmacy, Ph.D. University of Otago- New Zealand

Megan Thompson

Director of Student Services, Clinical Assistant Professor, Pharm.D., University of New Mexico

Todd Thompson

Assistant Professor of Pharmacogenomics, B.S. Pharmacy , University of New Mexico, PhD., University of Wisconsin - Madison

Graham Timmins

Assistant Professor of Medicinal Chemistry, B.S. Biochemistry, University of Leeds, Ph.D., University of Leeds.

William G. Troutman

Regents' Professor of Pharmacy, Pharm.D., University of California at San Francisco.

Mary K. Walker

Professor of Pharmacology and Toxicology, B.S. Wildlife Ecology and Journalism, Ph.D., University of Wisconsin at Madison.

Kristina Wittstrom

B.S. Pharmacy, University of New Mexico (Radiopharmacy), Visiting Lecturer.

Recognition

The College of Pharmacy's professional program is accredited by the Accreditation Council on Pharmaceutical Education, the national accrediting agency in pharmaceutical education and holds membership in the American Association of Colleges of Pharmacy.

Tuition and Fees

- Resident tuition and fees for 12-18 credit hours per year- \$11,158.80
- Non-Resident tuition and fees for 12-18 credit hours per semester- \$25,868.4
- Approximate cost of books per year- \$1,500

Tuition and fees are subject to change; please verify current rates with the College of Pharmacy

Residency

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

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

For more information go to: <http://www.unm.edu/~unmreg/residency2.htm>

WICHE Program

The College of Pharmacy is a participant in the reciprocal tuition program coordinated by the Western Interstate Commission on Higher Education (WICHE). The UNM College of Pharmacy exchanges (WICHE) students with Alaska and Hawaii.

Under the program, pharmacy students may be eligible for tuition assistance if they are a resident of a member western state that does not have a school or college of pharmacy and that participates in the pharmacy component of the WICHE program.

Current WICHE program exchange students contact the program office at: Mesa Vista Hall, Room 3040, UNM. New applicants contact the New Mexico Commission on Higher Education.

Complete information concerning the WICHE program may be obtained from:

New Mexico Commission on Higher Education, Financial Aid and Student Services, Western Interstate Commission for Higher Education (WICHE) Program, PO Box 15910, Santa Fe, New Mexico 87506-5910. Telephone (800) 279-9777 or (505) 827-1215.

**College of Pharmacy
Plan of Study
Academic Year 2006-2007**

First Professional Year

Academic Year 2006-2007

<u>Fall Semester</u>	<u>Hours</u>
Pharm 701 Pharmaceutics I	3
Pharm 703L Pharmaceutical Care Lab I	2
Pharm 705 Pathophysiology I	4
Pharm 706 Foundations of Drug Action	4
Pharm 707 Pharmacy and Health Care Delivery	2
Pharm 709 Introduction to Pharmacy Practice	1
Pharm 711 Medical Terminology	1
Total	17

<u>Spring Semester</u>	<u>Hours</u>
Pharm 702 Pharmaceutics II	3
Pharm 704L Pharmaceutical Care Lab II	1
Pharm 710 Mechanisms of Drug Action	5
Pharm 715 Pathophysiology II	4
Pharm 717 Pharmacy Law	1
Pharm 771 Community Early Professional Practice (Summer Months)	4
Total	18

Internship: You are now eligible for internship. An intern form will be in your mail slot after spring grades are posted.

Second Professional Year

Academic Year 2007-2008

<u>Fall Semester</u>	<u>Hours</u>
Pharm 718L Pharmaceutical Care Lab III	2
Pharm 719 Self-Care Therapeutics	3
Pharm 725 Biopharmaceutics and Pharmacokinetics	3
Pharm 728 Pharmacy Informatics and Research	3
Pharm 731 Mechanisms of Drug Action	5
Total	16

<u>Spring Semester</u>	<u>Hours</u>
Pharm 732 Mechanisms of Drug Action	5
Pharm 733L Pharmaceutical Care Lab IV	1
Pharm 739 Pharmacotherapy I	6
Pharm 772 Institutional Early Professional Practice (Summer Months)	4
<i>Pharm 7XX Professional Electives</i>	2
Total	18

Third Professional Year

Academic Year 2008-2009

<u>Fall Semester</u>	<u>Hours</u>
Pharm 751 Pharmacotherapy II	6
Pharm 759 Advanced Law and Ethics	2
Pharm 760 Pharmacy Health Care Management and Economics	3
Pharm 762L Pharmaceutical Care Lab V	3
<i>Pharm 7XX Professional electives</i>	2
Total	16

<u>Spring Semester</u>	<u>Hours</u>
Pharm 752 Pharmacotherapy III	6
Pharm 756 Safe Medication Practices	2
Pharm 764 Emerging Technologies in Pharmaceutical Care	2
Pharm 764L Pharmaceutical Care Lab VI	3
<i>Pharm 7XX Professional Elective</i>	2
Total	15

Fourth Professional Year

Fall and Spring Semester 2009-2010

To complete your nine one-month APPEs, you must start by July!

Fall 2006 Pharmacy 770 Advanced Professional Practice Experience (APPE)	18
Spring 2007 - Pharmacy 770 Advanced Professional Practice Experience (APPE)	18
	Total: 36 hrs.

Professional Electives (subject to change):

Course	Hr.	Title	Faculty	Semester	Year
Pharm 720	2	Intro to Radiopharmacy	Wittstrom	Spring	PS1 or PS2
Pharm 729	2	Sterile Products	Raymond	Spring	PS2
Pharm 748	1	Research Project	Any	Both	Any
Pharm 755	1	Seminar	Godwin	Both	PS2 or PS3
Pharm 755	1	Seminar Radiopharmacy	Norenberg	Both	PS2 or PS3
Pharm 757	2	Professional Presentation Skills	Holdsworth	Spring	PS2 or PS3
Pharm 758	1	Research Project	Any	Both	Any
Pharm 761	2	Introduction to Managed Care Pharmacy	Anderson	Spring	PS2 or PS3
Pharm 782	2	Clinical Toxicology	Benson	Spring	PS2 or PS3
Pharm 783	1	Clinical Pharmacy Assessment	Raymond	Spring	PS3
Pharm 798	1	Problems in Pharmacy	Any	Both	Any
Pharm 798	1 or 2	Self-Selected Supplementary Pharmacy Education	Thompson	Both	PS2 or PS3

Summary

Prepharmacy	60 hrs.
First Professional Year	35 hrs.
Second Professional Year	34 hrs.
Third Professional Year	31 hrs.
Fourth Professional Year	36 hrs.
Total	196 hrs.

Course Descriptions

- 701 **Pharmaceutics I (3)**
Study of pharmaceutical dosage forms and relevant physiochemical and biopharmaceutical principles. Introduction to the metrology and calculations involved in the compounding and dispensing of pharmaceutical preparations.
- 702 **Pharmaceutics II (3)**
Continuation of Pharmacy 701.
- 703L **Pharmaceutical Care Lab I (2)**
Introduction to the "languages and tools" used in contemporary pharmacy practice. Emphasis on calculations, communication, drug information, product formulation, and problem-solving.
- 704L **Pharmaceutical Care Lab II (1)**
Continuation of Pharm 703L, with additional emphasis on patient information, assessment and monitoring; prescription processing; patient counseling; drug administration techniques; laboratory and home diagnostics tests; consult notes; and professional presentations.
- 705 **Pathophysiology I (4)**
Pathological consequences of disease states, including clinical presentation and historical findings presented by organ systems.
- 706 **Foundations of Drug Action (4)**
An introduction to the molecular and chemical mechanisms of therapeutic agents. Topics include biochemical processes and drug targets, gene regulation and expression, cell signaling, and drug absorption, distribution, metabolism, and excretion processes.
- 707 **Pharmacy and Health Care Delivery (2)**
Marketing and economic concepts of pharmacy practice with a focus towards marketing of pharmaceutical services and products, pharmacy finance and economics in operations, pharmacoeconomics and decision making.
- 709 **Introduction to Pharmacy Practice (CR/NC) (1)**
Course will be an introduction to student professionalism. Other topics will include ethics, plagiarism, and career development. Students will also learn to develop "pharmacy student portfolios" and receive tips on writing Curriculum Vitae.
- 710 **Mechanisms of Drug Action I (5)**
First in a series of courses addressing principles of pharmacology, medicinal chemistry, and biochemical mechanisms of drug action and toxicity. This section will specifically cover basics of drug metabolism and the pharmacology, structure-activity relationships (SAR), and toxicology of anti-infective agents.
- 711 **Medical Terminology (1)**
A self-paced examination of the word roots, prefixes, and suffixes, that constitute the basis for the description of human organ systems and pathologic conditions
- 715 **Pathophysiology II (4)**
A continuation of Pharm 705.
- 717 **Pharmacy Law (1)**
An introduction to the Federal and New Mexico laws that relate to the practice of pharmacy.
- 718L **Pharmaceutical Care Lab III (2)**
Continuation of Pharm 704L. Activities parallel topics in concurrent self-care therapeutics and literature evaluation courses. Emphasis on patient assessment, care planning, and monitoring; critical literature appraisal; and written communication skills.
- 719 **Self-Care Therapeutics (3)**
A pharmacotherapeutics course studying the use of non-prescription drugs, supplies, and herbal medicines with emphasis on the pharmacist's role as advisor, communicator, and educator to patients.
- 720 **Introduction to Nuclear Pharmacy (2)**
This course provides an overview of nuclear pharmacy as a practice specialty: contributions of the nuclear pharmacist and application of radioactive tracer techniques in the diagnosis and treatment of disease will be reviewed

- 726 **Biopharmaceutics and Pharmacokinetics (3)**
An introduction to the influence of absorption, distribution, metabolism, and excretion on the time course of drug levels in the body and in understanding how changes in these processes affect the outcomes of drug therapies
- 728 **Pharmacy Informatics and Research (3)**
An examination of the structure of the biomedical literature and research with emphasis on the recognition, evaluation, and application of different study types and the data they produce.
- 729 **Sterile Products (2)**
The administrative (i.e. procedural) and pharmaceutical (i.e. preparation and dispensing) aspects of pharmacy-initiated (i.e. commercially available and extemporaneously compounded) sterile products.
- 731 **Mechanisms of Drug Action II (5)**
Continuation of 710 addressing pharmacology, toxicology, SAR, and elimination of prototypes in specific drug classes.
- 732 **Mechanisms of Drug Action III (5)**
Continuation of 710 and 731 addressing pharmacology, toxicology, SAR, and elimination of prototypes in specific drug classes.
- 733L **Pharmaceutical Care Lab 1V (1)**
Continuation of Pharm 718L. Activities parallel topics in concurrent pharmacotherapy drug course, with emphasis on patient assessment, care planning, and monitoring; self-care practices and verbal communication skills.
- 739 **Pharmacotherapy I (6)**
Introduces students to a systematic approach to patient-centered pharmaceutical care, emphasizing patient assessment, problem-solving, communication, and counseling skills. Begins pharmacotherapy sequence.
- 748 **Research Project (initial) (CR/NC) (1)**
Student formulates hypothesis for research project and establishes methodologies for completion under guidance of faculty. Research project approved by committee.
- 751 **Pharmacotherapy II (6)**
Continuation of Pharm 739. Incorporates both lecture and case-study sections.
- 752 **Pharmacotherapy III (6)**
Continuation of 751. Incorporates both lecture and case-study sections.
- 755 **Seminar in Pharmacy (1)**
This course is designed to allow a student to self-identify areas of interest for supplementing their pharmacy education by attending UNM seminars covering a wide range of pharmacy and biomedical topics including but not limited to: grand rounds, radiopharmacy, toxicology, pharmacy administration, pediatrics, and neuroscience.
- 756 **Safe Medication Practices (2)**
A study of the existence of medication errors, reasons for these errors, and suggested methods to prevent medication errors from occurring.
- 757 **Professional Presentation Skills (2)**
Pharmacy seminar involves learning literature evaluation and presentation skills, and subsequently working independently to deliver one or more presentations on cutting edge topics in pharmacotherapy. This course includes time for both group discussion/literature evaluations and individual presentations.
- 758 **Research Project (CR/NC) (1)**
Student completes research project in final year. Presents research in poster form at annual Health Sciences Center Student Research Day. Up to four students may work collaboratively on one project.
- 759 **Advanced Law and Ethics (2)**
Emphasis given to statutes and regulations regulating the practice of pharmacy and distribution of drugs including the New Mexico Pharmacy Practice Act. Class discussion will include the application of ethics to situations in health care.
- 760 **Pharmacy Health Care Management and Economics (3)**
Provides students with an overview of the principles of marketing of pharmaceutical services, managed care pharmacy, pharmacoeconomics and outcomes research, and personnel management.

- 761 **Introduction to Managed Care Pharmacy Practice (2)**
Issues critical to managed care pharmacy will be introduced such as disease management, formulary management, drug utilization review, benefit design and contracting, Medicare and Medicaid, distribution systems and network management, quality improvement
- 762L **Pharmaceutical Care Labs V (3)**
Continuation of Pharm 733L, activities parallel concurrent pharmacotherapy courses. Emphasis on patient assessment, care planning, and monitoring.
- 764 **Emerging Technologies in Pharmaceutical Care (2)**
Provides students with an understanding of the principles of biotechnology, pharmacogenomic, and other state of the art therapies in pharmacy
- 765L **Pharmaceutical Care Labs VI (3)**
Continuation of Pharm 762L, activities parallel concurrent pharmacotherapy courses. Emphasis on patient assessment, care planning, and monitoring.
- 770 **Advanced Professional Practice Experience (APPE) (2-4)**
Students provide direct pharmaceutical care to patients during nine four-week full time experiences.
- 771 **Community Early Professional Practice Experience (2)**
Students may provide direct pharmaceutical care to patients during one full-time professional experience, totaling 40 hours per week for four-weeks. The student will learn dispensing skills, along with pharmaceutical care skills.
- 772 **Institutional Early Professional Practice Experience (2)**
Students may provide direct pharmaceutical care to patients during one full-time professional experience, totaling 40 hours per week for four-weeks. The student will learn institutional systems for care and dispensing
- 782 **Clinical Toxicology (2)**
Study of the acute toxicity in humans of common drugs, chemicals and household products; physical and laboratory assessment of common poisonings; development of clinical management plans and the role of pharmacists in the prevention of poisonings.
- 783 **Clinical Pharmacy Assessment (1)**
A self-paced study of laboratory tests and medical procedures used in clinical pharmacy practice.
- 798 **Problems in Pharmacy (1-5)**
Research and library problems in some area of pharmacy. Requires permission of instructor.

UNM COLLEGE OF PHARMACY PHARM.D. STUDENT HANDOUTS POLICY

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

- A link to ALL student handouts will be posted on the COP website. Students may download the materials for viewing on personal computers, Tablet PC notebook computers or for printing of hard copies.
- Students may also be required to individually access and download reference materials through the HSC Library and Information Center in electronic formats for viewing on personal computers or printing.
- ALL handouts for ALL courses will be posted – no paper copies will be distributed by any instructor, UNLESS there are strictly limited cases where the material cannot be feasibly converted to electronic form. This exception is not to be utilized to circumvent this policy.
- By way of exception to this general policy, on the very first day of each class, instructors will provide a limited handout to students consisting of printed instructions on how to access the website for handout materials, and *at the instructors' option*, course syllabi, course guidelines, procedures and policies, and the first days' lecture handout. These materials may also be posted on the course website.
- All handouts will be posted at least 72 hours prior to the calendar date of a lecture. The date of a lecture is defined as beginning at 12:01 am on the calendar date. Thus, lecture material must be posted by Midnight three full days prior to a lecture. Lecture materials may be posted considerably in advance of this 72 hr minimum.
- Students are responsible for reporting difficulties with downloading or printing handouts materials to either the IOR or individual instructor within the first 48 hours after posting.
- Handouts will be posted in an electronic format reasonably accessible to all students (.doc; .ppt; .xls; .pdf, etc., file formats) of sufficient quality and resolution that they can be legibly printed with a moderately priced inkjet printer.
- The guidelines for naming and posting of handout files are as follows: Each instructor will create a subdirectory for each course with their last name as the name of the subdirectory. Individual handout file names in each faculty subdirectory should unambiguously identify each handout by lecture date or lecture topic.
- Nothing in this policy shall be construed to mandate that faculty provide handouts of any kind to students. Faculty may elect to have the students take all of their own notes. This policy applies ONLY to materials to be distributed or made available to students.
- Students are also encouraged to purchase laptop computers, or Tablet PC's (which allow students to write notes directly onto Word, PowerPoint or PDF document handouts in a paperless, electronic format) with wireless network capability to facilitate downloading of handout materials via the high-speed wireless network now available within the NRPH building and HSC Library.

**THE UNIVERSITY OF NEW MEXICO
COLLEGE OF PHARMACY
POLICY ON TECHNICAL STANDARDS FOR ADMISSIONS, CONTINUATION,
AND GRADUATION**

In accordance with the Americans with Disabilities Act (ADA), the University of New Mexico College of Pharmacy assures equal access to educational opportunities for qualified persons with disabilities.

Applicants for admission to the College of Pharmacy and current students must demonstrate the ability to complete, with or without reasonable accommodations, the entire curriculum and achieve the Pharm.D. degree.

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

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

1. Communication:

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

2. Cognitive skills

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

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

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

3. Sensory skills

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

4. Behavioral/Social Skills

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

5. Motor Skills

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

Rules for Progression in the College Of Pharmacy

- I. The College of Pharmacy expects student to complete the professional curriculum (**all Pharmacy 700 level courses**) in **four (4)** consecutive years. The Scholastic Achievement and Progression Committee must approve any deviation in progression toward completion of the curriculum in **four (4)** consecutive years.
- II. Students must successfully complete **all** courses of the professional curriculum in a given semester before any courses in the professional curriculum of a subsequent semester may be taken.
- III. Students who have received two (2) or more “F”, “WF” or “NC” grades **at any time** in the professional curriculum **will** be dismissed from the College of Pharmacy.
- IV. Students cannot begin Pharmacy 770 (Advanced Professional Practice Experience) with less than a 2.0 GPA on all UNM coursework or less than a 2.0 GPA on all courses in the professional curriculum.
- V. Students with more than two (2) grades of less than C- or more than six (6) credit hours of grades of less than C- in courses in the professional curriculum will not be allowed to begin Pharmacy 770.
- VI. Remediation Policy: A two-term Remediation Program is required of students who have accumulated more than six (6) credit hours of grades of less than C- or one (1) or more credit hours of “F”, “WF”, or “NC” in courses in the professional curriculum.
 - o The time spent in remediation does not count toward the total number of years in the professional program.
 - o Remediation will only be allowed once during enrollment in the College of Pharmacy.
 - o While in remediation, students may not take courses that would advance their progression in the Pharmacy Curriculum (with the exception of professional electives). Students will be allowed to repeat courses in which they have “D”, “F”, “WF”, or “NC” grades.
 - o The Scholastic Achievement and Progression Committee will design the two-term Remediation Program for each student.
 - o The Remediation Program may require the student to take additional coursework that addresses deficiencies in the student’s background.
 - o Students must complete all courses in the Remediation Program with no grades of less than C-.
 - o Students that deviate from the Remediation Program designed by the Scholastic Achievement and Progression Committee will be dismissed from the College of Pharmacy.
- VII. Remediation Exam Policy
Students who earn a final grade of less than C- for a course will be provided the opportunity to take an examination to attempt to remediate the grade and demonstrate competency in the course materials. All students earning a grade of less than “C-” (and are eligible for remediation exam by completing all assigned remediation work, etc. during the semester) will be assigned a grade of “NR”. Students will then have 72 hours after grades are posted to request a remediation exam from the Instructor of Record who will contact the Assistant Dean for Professional Education to verify student eligibilities. Only students who receive grades of “NR” may request the remediation exam. The grade of “NR” is defined by UNM policy as a “temporary delay of final course grade.” The remediation examination will be composed of new questions and can include essay, short-answer, multiple-choice, matching, oral or any other format *covering the entire course content*. If a score of C or greater is achieved on the remediation examination, the final grade will be changed from “NR” to a “C”. If a score of C or greater is not achieved, the final grade will be changed from “NR” to the originally earned grade. A final grade higher than “C” will not be awarded regardless of the score on the remediation examination and no student will have their grade decreased by the remediation exam. Students who have earned a grade of “C” or better are not eligible to take a remediation examination in order to improve their grade. Instructors of record for each course are responsible for establishing grading scales for their respective courses.

VIII. Grade Replacement Policy

- A. When a course in the professional curriculum is repeated, only the most recent grade will be used for calculating the GPA within the College of Pharmacy. The UNM GPA will be calculated using all grades.
- B. The College of Pharmacy Grade Replacement Policy may be applied to only twelve (12) hours. Only one (1) grade replacement is allowed for each course, regardless of the number of times the course is repeated.
- C. Students in the College of Pharmacy are not eligible to use the UNM Grade Replacement Policy.

IX. Probation

There are two kinds of probation possible for students in the College of Pharmacy.

I. University probation:

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

II. College of Pharmacy probation:

Failure to maintain a 2.0 GPA in all required courses in the professional curriculum will result in College of Pharmacy probation. Failure to raise the College of Pharmacy GPA above a 2.0 within a year of being placed on probation may result in dismissal from the College of Pharmacy.

Graduation Requirements

- I. Satisfactory completion of all required and elective Pharmacy and general education courses.
- II. Satisfactory completion of 196 credit hours of prescribed coursework
- III. Maintain a 2.0 GPA on all UNM coursework and a 2.0 GPA on all **required** courses in the professional curriculum
- IV. Removal of any “F”, “WF”, or “NC” grade earned in a course by repeating the course with at least a C- or “CR” grade. No student will graduate with “F”, “WF”, or “NC” grade in the professional curriculum.
- V. Students who have more than two (2) grades of less than C- or more than six (6) hours of grades of less than C- grades in required courses in the professional curriculum are not eligible to graduate from the program.

Laws for Licensure

In order to become eligible for licensure as a registered pharmacist, a person must graduate from an accredited college of pharmacy and serve a designated period of internship. It may be possible to be eligible for Board of Pharmacy examinations and licensure immediately upon graduation if the internship requirement is satisfied.

Internship - Licensure

The New Mexico Pharmacy Act provides the qualifications for registration as a pharmacist intern. The Act states that "an applicant shall: not be less than 18 years of age, have completed not less than 30 semester hours (of specific course work from the first professional year) or the equivalent thereof in an accredited college of pharmacy and meet other requirements established by regulation of the Board of Pharmacy." Students must complete a total of 650 intern hours preferably before the start of fourth year rotations.

Pharmacist - Licensure

The qualifications for registration as a pharmacist by examination under the New Mexico Pharmacy Act are as follows: "an applicant shall not be less than 18 years of age and not addicted to drugs or alcohol, hold a degree from an accredited college of pharmacy, have no less than one year of internship experience and pass an examination prepared and administered by the Board of Pharmacy."

Further information concerning licensure may be obtained from the New Mexico Board of Pharmacy, 5200 Oakland NE Suite A., Albuquerque, NM 87113, and telephone (505)222-9830.

Professional Conduct

Pharmacy is a profession based on high standards of ethical, moral and legal accountability. These standards are applicable to all practitioners, clinicians and students of the profession.

As members of the College of Pharmacy, students, faculty and staff should demonstrate responsibility by practicing the highest level of professional behavior, and maintain this level by observing all laws, including those dealing with the use, abuse and control of dangerous drugs and controlled substances.

Any act not keeping with these standards, duties, and laws shall be deemed a violation of professional conduct. The College of Pharmacy reserves the right to take disciplinary action after appropriate due process. **These expectations are described in detail in the Student Code of Conduct section of this Handbook.**

Student Code of Conduct

Student Rights

The College of Pharmacy has as its primary objective the provision of a curriculum to assist the student in obtaining the knowledge and skills necessary to perform as a competent practicing professional in pharmacy or pharmaceutical sciences. It is the student's responsibility to complete the curriculum and know and adhere to College of Pharmacy and UNM policies, including those set out below. Issues not addressed in this document should be addressed following the applicable procedure in the UNM Catalog and the [Pathfinder](#).

College of Pharmacy students have the following rights:

- All rights set forth in the US Constitution and the State of New Mexico Constitution and applicable UNM policies.
- Students have the right to adequate explanation regarding:
 - Curriculum**
 - Dismissals**
 - Grading policies**
 - Testing**
- Students have the right to be informed of the objectives of the courses and to be tested on the stated objectives.
- Students have the right to privacy of their educational records.
- Students have the right to be treated fairly and with respect by faculty and staff.
- Students have the right to attend class in an atmosphere free from all forms of unlawful harassment.
- Students have the right to expect that the instructor is knowledgeable about the subject matter of the class and prepared to teach.
- Students have the right to have a complaint alleging a breach of these rights considered and resolved by the College of Pharmacy.

Student Responsibilities

Student conduct expectations encompass ethical and behavioral considerations that reflect the way that students enrolled in the College of Pharmacy are expected to act. Specific behaviors are described below. In addition, students must adhere to the UNM Student Code of Conduct as described in the UNM [Pathfinder](#).

- COOPERATE with the orderly conduct of classes. Students have the responsibility to attend class. Students should respect their peers' right to learn. This expectation includes, but is not limited to, the following types of behaviors: refraining from conversations while the instructor is making a presentation; not gathering materials to leave the class until the professor has completed his/her remarks; being on time for the class, not leaving class unless an illness or other reasonable circumstance prescribes this action; refraining from making disrespectful sounds during class; refraining from distracting activities during class (e.g., reading newspapers, eating foods and drinking beverages, cellular phones, pagers).
- TREAT faculty, staff, and other students with respect. Behaviors expressing prejudices against individuals for any reason which disrupt the learning process will not be tolerated in the College of Pharmacy. Students should, at all times, avoid any actions which are intimidating, harassing, coercive, or abusive to another person, or which invade the right of privacy of another person. Students must adhere to the highest standards of interpersonal conduct. Profane language or disrespectful behavior will not be tolerated.

Faculty and staff work to provide a quality educational program for students. Misunderstandings, changes in curricula, and mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the College through faculty advisors, College administrators, and student representatives on committees.

○ ADHERE to Academic Honesty Standards of the College of Pharmacy and University. Academic honesty standards maintain and preserve the moral character and integrity vital to academic pursuits. Violations include, but are not limited to the items listed below:

- Taking of information: Copying graded homework assignments (including lab assignments) from another person to receive a grade; working together on an individual take-home test or homework assignment when not specifically permitted to do so by the instructor; looking at another student's paper during an examination; looking at text or notes during an examination when not permitted.
- Plagiarism: Quoting or copying text or other works on an exam, written assignments, or homework without citation when requested by the instructor to present your own work; handing in a paper purchased from a term paper service, or downloaded from the internet; retyping another student's paper in your name and handing it in; copying homework answers from text to hand in for a grade.
- Conspiracy: Planning with one or more students to commit any form of academic dishonesty, including allowing another student to plagiarize your work.
- Tendering of Information: Giving your work to another to be copied and submitted as his own work for credit; giving someone answers to examination questions or allowing another student to copy your work when the exam is being given; informing another person in a later section about the questions that appear on an exam you have taken; giving or selling a paper to another student.

○ CONFIDENTIALITY. University of New Mexico College of Pharmacy students and faculty are obligated to respect and maintain all confidences regarding patient conditions, medical and pharmaceutical records, economic information, fee payments and any other privileged information revealed to them. All students automatically become responsible for and assume the consequence of their own actions upon admission to the college. The New Mexico Board of Pharmacy defines "unprofessional or dishonorable conduct" to include: "Failure to hold with the strictest confidence all knowledge concerning patrons, their prescriptions, and other confidence entrusted or acquired by him; divulging in the interest of the patron only by proper forms, or where required for proper compliance with legal authorities." (See the New Mexico Board of Pharmacy Rules: Regulation Title 16, Chapter 19, Part 4, Section 9.3.8).

The American Pharmaceutical Association Code of Ethics states: "A pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization." All students are expected to exemplify attitudes, personal qualities and professional behaviors that safeguard the right to privacy of all patients and fellow students.

Confidentiality also includes maintaining the strictest confidence concerning unpublished research findings (i.e., data and laboratory results). It also includes discussing information concerning grant applications or providing unpublished results to individuals outside of the originating laboratory.

○ ADHERE to appropriate dress and personal hygiene standards. The University of New Mexico College of Pharmacy is committed to encouraging all students to maintain an attitude of professionalism. Accordingly, students should at all times be aware of the importance of exemplifying professional appearance. The following general standards of appearance have been formulated to communicate the importance of adherence to professional behavior and a desire to exhibit high standards in the profession and community. Students are expected to abide by and facilitate adherence to these standards of appropriate appearance. Appropriate attire and personal grooming should not:

- Detract from or compromise the professional integrity of the College of Pharmacy or the pharmacy or pharmaceutical science professions.
- Detract from the educational purpose and environment of the professional degree program or any course within such program.
- Detract from or intrude upon another student's ability to function in the educational environment.
- Detract from or interfere with an instructor's ability to function in any setting or fulfill the purposes of the professional degree program or the goals and objectives of any course.

Students must adhere to the dress standards set by their assigned practice sites or patient care areas.

Student Grievance Procedure

These policies and procedures describe the process for handling disciplinary matters related to violation of Student Rights and Responsibilities and Code of Conduct and apply to each professional and graduate student enrolled in the College of Pharmacy.

Academic Disputes

1.1. Scope

This section sets forth the procedures which should be followed by a student who believes that he or she has been unfairly or improperly treated by a faculty member or by administrative staff in connection with the academic process. For example, it applies to disputes over assignment of grades, decisions about program or degree requirements or eligibility, or claims that course requirements are unfair.

1.2 Informal Resolution

1.2.1. The student should first try to resolve the grievance informally by discussing the grievance with the faculty or staff member as soon as reasonably possible after the student becomes or should become aware of the matter. If the student and faculty or staff member cannot reach agreement, the student should discuss the grievance with the faculty member's area head or with the staff member's supervisor. If the grievance is still not resolved, the student should discuss the grievance with the College of Pharmacy Assistant Dean for Professional Education.

1.2.2. In these informal discussions, the division head, supervisor, or Assistant Dean for Professional Education is encouraged to mediate the dispute. In particular he or she should talk to both the student and the faculty or staff member, separately or together, and should examine any relevant evidence, including any written statements the parties wish to submit.

1.2.3. These informal discussions shall be completed within four weeks after the student becomes or should become aware of the matter.

1.3 Formal Appeals of Academic Matters

If the informal discussions do not resolve the grievance, the student may bring a formal appeal using the procedures set forth in the following sections. This appeal process shall begin within one week following the informal discussions.

1.3.1. The student shall make a written complaint to the Assistant Dean for Professional Education. The complaint shall describe the grievance, including a statement of what happened, and the student's reasons for challenging the action or decision. The complaint shall also describe the student's attempts to resolve the grievance informally. The student shall send copies of the complaint to the faculty or staff member and his or her division head or supervisor. The faculty or staff member shall have two weeks to respond in writing to the Assistant Dean for Professional Education.

In deciding the appeal, the Assistant Dean for Professional Education shall receive and review any written evidence or statements submitted by the parties, and shall provide both parties the opportunity to review and respond to all evidence. The Assistant Dean shall interview each party and may interview other persons with relevant information. In his or her discretion, the Assistant Dean may decide to hold an informal hearing involving both parties and any witnesses.

Where the dispute primarily concerns factual questions, rather than matters of academic judgment, the Assistant Dean should normally hold such a hearing. If a hearing is to be held, the Assistant Dean will give the parties five days notice. The student and/or faculty member shall be allowed to bring an advisor to the hearing, but legal counsel shall not be permitted. Cross-examination of witnesses shall be permitted, but the Assistant Dean may require that questions be directed through the Assistant Dean.

1.3.2. The Assistant Dean for Professional Education in his or her discretion may convene an advisory committee to hold a hearing or otherwise help him or her evaluate the dispute. For this purpose the Assistant Dean may utilize a standing committee appointed within the College of Pharmacy.

1.3.3. The Assistant Dean for Professional Education shall issue a written decision explaining his or her findings, conclusions, and reasons for the decision. The decision shall be sent to each party and to the division head or supervisor of the faculty or staff member. The decision shall be made within three weeks after the complaint is filed, unless an informal hearing is held, in which case the decision shall be made within four weeks.

1.3.4. Either party may appeal the Assistant Dean's decision within two weeks to the Dean of the College. The Dean shall resolve the grievance utilizing any procedures available to the Assistant Dean set out above.

1.3.5. Either party may appeal the Dean's decision within two weeks to the Executive Vice President for Health Sciences. The Executive Vice President for Health Sciences or his or her designate shall resolve the grievance utilizing any procedures available to the Dean set out above.

1.3.6. The chairperson, Assistant Dean, Dean, or Executive Vice President for Health Sciences shall not overrule a faculty member's academic judgment. However, upon the student's request, the decision in the case shall be included in his or her student folder, on file in the College of Pharmacy Student Services Office.

1.3.7. The Executive Vice President for Health Sciences in his or her discretion may refer the matter to the Faculty Ethics and Advisory Committee for consideration of disciplinary action against the faculty member involved, if such action appears warranted.

Academic Dishonesty

2.1 Scope

This section sets forth procedures, which shall be followed in cases of suspected academic dishonesty. These procedures are not exclusive; various University departments and programs may have additional policies and procedures on academic dishonesty. Academic dishonesty, in the Pathfinder and in the College of Pharmacy Student Code of Conduct, is defined in the policy on Academic Dishonesty.

2.2 Academic Dishonesty within Courses: Faculty-Imposed Sanctions

2.2.1. When a violation of the academic dishonesty rules appears to have occurred within the academic process, the faculty member shall discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain. After this discussion, the faculty member may impose an appropriate sanction within the scope of the academic activity, such as grade reduction and/or involuntary withdrawal from the course. The faculty member shall notify the student of the academic sanction. The faculty member should contact the Assistant Dean for Professional Education to see if there are any prior incidents of academic dishonesty on file for that student. Such information should assist the faculty member in deciding whether to refer the case to the Assistant Dean for Professional Education for disciplinary action beyond the faculty imposed-sanction.

2.2.2. The faculty member should report the matter in writing to the Assistant Dean for Professional Education at the College of Pharmacy using the faculty adjudication form provided by that office, and indicate if he/she wishes the Assistant Dean to pursue any additional disciplinary action against the student. A copy of such report shall be sent by the Assistant Dean to the student.

2.2.3. The student may challenge a faculty-imposed sanction through the formal academic appeals process, set forth in the Academics Disputes section of College of Pharmacy Student Code of Conduct.

2.3 Academic Dishonest in Other Settings

When academic dishonesty occurs other than in connection with a course, the person who observes or discovers the apparent violation shall transmit in writing to the College of Pharmacy, Assistant Dean for Professional Education a statement describing the occurrence. A copy shall be sent to the student. The Assistant Dean shall determine the sanction following the procedures set forth in Section 2.4. This subsection does not apply to applicants who have not been admitted to the University and/or the College of Pharmacy.

2.4 Sanctions Imposed by the Assistant Dean for Professional Education

Upon receiving a report of academic dishonesty from a faculty member pursuant to Section 2.2.2, or from other University staff pursuant to Section 2.3, the Assistant Dean for Professional Education may, after considering the recommendation of the faculty member, if any, initiate additional disciplinary action in accordance with the procedures given in College of

Pharmacy Student Code of Conduct Disciplinary Process section. A decision of either the Scholastic Achievement and Progression Committee or the Assistant Dean for Professional Education shall, however, be appealable to the Executive Vice President for Health Sciences, rather than to the Assistant Dean for Professional Education or the Vice President for Student Affairs.

Disciplinary Process

3.1 Prohibited Conduct

The College of Pharmacy and/or the University may take disciplinary action against a student for a violation of the Student Code of Conduct when the offense occurs on University premises or at a University-sponsored event, or when the violation occurs off campus and failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community. The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies. Student status continues for the entire period of enrollment, including University holidays, class breaks and summer session, if the student is enrolled for the preceding spring and following fall academic terms.

The University may take disciplinary action for a violation of the UNM Visitor Code of Conduct when the offense occurs on University premises, as part of a University-sponsored event or in connection with University activities. "Visitor" means a person who is not a Regent or a student and is not employed by the University.

3.2. Referral of Misconduct to the Assistant Dean for Professional Education.

3.2.1. Allegations of misconduct in violation of the Code of Conduct should be referred to the Assistant Dean for Professional Education, which has primary authority to deal with disciplinary matters.

3.2.2. Upon referral or upon his or her own initiative, the Assistant Dean for Professional Education may review relevant evidence and consult with the person referring the allegation, the student accused, and any witnesses. The Assistant Dean for Professional Education will send written notification to the accused student indicating the nature of the activity in which the student was allegedly involved, and what University rules were allegedly violated. The student will be given the opportunity to meet with the Assistant Dean for Professional Education to respond. If the Student fails to meet with the Assistant Dean for Professional Education, the Assistant Dean may decide the charges based upon the information available and/or place a hold on the student's registration. The accused student will also be offered one or more of the options to resolve the charges described in Sections 3.2.2.1-4 (either the third or the fourth option will always be offered). If a student fails to select a hearing process, the Assistant Dean for Professional Education will conduct an informal hearing under Section 3.2.2.2. The options for resolving the charges are:

3.2.2.1. An agreement to participate in a mediation process. This option is reserved for situations where all relevant parties in an incident agree to have a conflict resolved through mediation and sign an agreement to mediate. If all parties agree to this process and mediation is successful, a formal finding will not be issued with regard to the Code of Conduct charges. However, failure to fulfill the terms of a final mediation agreement could lead to reactivation of these charges and additional disciplinary action.

3.2.2.2. An informal hearing with the Assistant Dean for Professional Education. This option allows the party to present evidence to the Assistant Dean for consideration and suggest witnesses that the Assistant Dean may consider interviewing before a decision is rendered. The Assistant Dean may contact other individuals who have knowledge about the incident giving rise to the charges. The party waives the right to question such individuals or otherwise participate in an evidentiary hearing. Informal hearings are not tape-recorded. Within three weeks of this hearing, the Assistant Dean will send the party charged a letter, which indicates the finding in the case, and any disciplinary sanction imposed. The Assistant Dean may find the party charged not responsible for violating the Code of Conduct, or may find the party responsible and impose a disciplinary sanction in accordance with the Disciplinary Process of the College of Pharmacy Student Code of Conduct.

3.2.2.3. A formal hearing with the Assistant Dean for Professional Education. This option allows the party to respond to the charges, present witnesses on his or her own behalf and question witnesses. Formal hearings are tape-recorded. Within three weeks of this hearing, the Assistant Dean for Professional Education will send the party charged a letter which indicates the finding in the case and any disciplinary sanction imposed. The Assistant Dean for Professional

Education may find the party charged not responsible for violating the Code of Conduct, or may find the party responsible and impose a disciplinary sanction in accordance with Code of Conduct.

3.2.2.4. A formal hearing with the Scholastic Achievement and Progression Committee

3.2.3. When a case involves Code of Conduct charges against more than one party, the Assistant Dean for Professional Education or the Administrator of the Scholastic Achievement and Progression Committee shall have the option of holding one hearing to resolve charges against all parties. Any accused student has the right to have a separate sub-hearing in which to present his or her side of the case, however.

3.2.4. If a party charged with a violation of the Code of Conduct, regardless of which primary judicial body may hear the matter, wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which he/she feels might be prejudiced by the findings of the hearing, such postponement may be granted at the discretion of the Assistant Dean for Professional Education, provided that the student agrees to accept conduct probation or suspension as an interim. Such probation, suspension or being barred from campus will be determined and activated by the Assistant Dean, and will remain in force until such time as the student requests a hearing before the appropriate campus judicial body and the hearing is held. The student shall be informed whether he or she would be placed on probation or suspended prior to making a decision to postpone a hearing.

3.2.5. Any person charged with a violation of University rules shall have, when needed, the aid of the University administration in the reasonable attainment of the information necessary to answer the charges made against him or her or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the witness may make a written and signed statement, which may be introduced at the hearing.

3.2.6. Sanctions issued by the Assistant Dean for Professional Education (not including an Emergency Suspension as outlined in 3.3) or by the Scholastic Achievement and Progression Committee shall not be implemented until the internal University appeal process or time period for an appeal has been exhausted.

3.2.7. The standard of proof utilized in all hearings and appeals to resolve Code of Conduct charges shall be that of preponderance of the evidence. The burden of proof is on the person or entity proposing the sanction.

3.2.8. The party who is charged with violating the Code of Conduct is responsible for presenting his or her own case; advisors are therefore not permitted to speak or to participate directly in any hearing.

Student Complaint Procedures

The University of New Mexico College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students. The purpose of this policy is to establish, implement and operate a student complaint procedure. The Policy shall be continuously accessible by students through the University of New Mexico College of Pharmacy Website (hsc.unm.edu/pharmacy/complaints.shtml).

College of Pharmacy Student Services

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

Advisement

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

Academic Support (Tutoring)

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

Intern Program

Students will be eligible for intern employment after successful completion of their first professional year of pharmacy course work. Applications will be available to students toward the end of their first professional year. Students take the application to the Board of Pharmacy in Albuquerque for licensure approval. The New Mexico Board of Pharmacy is located at 5200 Oakland NE Suite A, Albuquerque, NM 87113, telephone (505) 222-9830.

Resource information on internship and employment opportunities may be obtained from Student Services, from postings on bulletin boards in the basement of the COP Building and on the College homepage.

Financial Aid Office

College of Pharmacy students apply for financial assistance at the UNM College of Pharmacy Student Services office. Information is available on state and federally funded grant, scholarship, and loan resources. Appointments can be made by calling 272-3241. Appointments are accepted Monday, Thursday, and Friday. Walk-in assistance is available Tuesdays. The office is closed to students on Wednesdays.

Federal Grants

Eligible Pharm.D. students can continue to receive federal grant funds during the first two years of their professional pharmacy program. During the first two year of the Pharm.D. program, students may apply for loans at the undergraduate level regardless of previous degree history. During the final two years of the Pharm.D. Program, students may apply for loans at the graduate student level. Please contact the Student Financial Aid Office (277-2041) for more information.

Scholarships

A number of scholarships are available to pharmacy students each semester, usually in September and February. Information is posted on website and bulletin boards, announced in classes, and sent to students email accounts. Applications can also be obtained from College of Pharmacy Student Services. Following is a partial list of scholarships periodically made available; recipients must be registered pharmacy students, and registered with the UNM Financial Aid Office.

Scholarships for Disadvantaged Students

The Scholarships for Disadvantaged Students program provides scholarships to full-time, financially needy students from disadvantaged backgrounds, enrolled in health professions and nursing programs. Participating schools are responsible for selecting scholarship recipients, making reasonable determinations of need, and providing scholarships that do not exceed the cost of attendance (tuition, reasonable educational expenses and reasonable living expenses).

William C Fielder Scholarship

The income from the William C. Fiedler Memorial Fund is available for scholarships to pharmacy students. Awards are made on the basis of excellent scholastic achievement and demonstrated financial need.

Robert T. Shmaeff Scholarship

The income from the Robert T. Shmaeff fund is available for scholarships to pharmacy students. Awards are based on excellent scholastic achievement and demonstrated financial need.

A. Connor Daily Scholarship

Income from the A. Conner Daily fund is available for scholarships to pharmacy students. Awards are made based on excellent scholastic achievement and demonstrated financial need.

Burroughs Wellcome Pharmacy Education Scholarship

This scholarship is presented to an outstanding student based on a criterion of excellence determined by the Scholarship Committee. Criteria include financial need as well as scholarship.

The Arthur B. Hall and Anna Mae Hall Pharmacy Scholarship

Income from this trust fund is awarded each semester as scholarships to one or more students in the College of Pharmacy who can demonstrate financial need.

Robert T. Ghattas Endowed Scholarship

The income from the Robert T. Ghattas Scholarship Fund is available for scholarships to pharmacy students. Awards are based on good academic standing and demonstrated financial need.

Wal-Mart Scholarship

The Wal-Mart Scholarship is awarded annually to a fourth year student with high scholastic standing, financial need, strong leadership qualities and a desire to enter community pharmacy practice.

Regent Drugs

Regent Drugs annually awards a scholarship to a College of Pharmacy student who is a graduate of a New Mexico high school, is in good academic standing and shows promise for the profession of pharmacy.

Albertson Sav-On Osco

The American Drug Company annually awards a scholarship to a pharmacy student in the last three years of pharmacy school, who is in good academic standing, is currently employed in a community pharmacy and is a resident of New Mexico, Arizona or California.

Pharmacists Mutual Scholarship

The Pharmacists Mutual Scholarship is awarded annually to a professional program student with demonstrated academic achievement and financial need and a desire to enter community pharmacy practice in a state in which the Pharmacists Mutual Company operates.

Chester Redecki Endowed

Financial-need based endowed scholarship awarded to a full-time College of Pharmacy student in good standing. First preference will be given to a qualifying resident of Santa Fe County, New Mexico. Second preference will be given to a qualifying resident of the state of New Mexico.

Yeh, Tsui, and Kunkel Scholarship

Scholarship given to a full-time pharmacy student in good academic standing (COP GPA 2.0+) who is involved in extra curricular community volunteer activities.

Student Loans

Student Loans

Low interest, federally funded loans are available to pharmacy students demonstrating financial need. Contact the UNM Financial Aid Office at 505-277-2041 for more information. Deadlines for applications are June 1st for fall semester and November 1st for spring semester.

College of Pharmacy Student Emergency Loan Fund

The College of Pharmacy maintains an emergency loan fund for pharmacy students. The New Mexico Pharmaceutical Association supports this Pharmacy Student Emergency Loan Fund through the proceeds of an annual golf tournament. Applications are available in the College of Pharmacy Student Services, or call 272-2960.

State of New Mexico Loan-For-Service Program

Pharmacy students may apply for the New Mexico Allied Health Student Loan-for-Service Program. As a condition of each loan, students agree to practice in an under-served area of New Mexico for a specified time period determined by the NM Higher Education Department. Students may contact the Financial Aid and Student Services Division, at 1068 Cerrillos Road, Santa Fe, NM 87505-1650, and telephone 505-476-6500 or the Financial Aid Hotline at in NM (800) 279-9777. Annual application deadline is July 1st. Please visit there website for additional information at <http://hed.state.nm.us>

Health Professional Loan Repayment Program (HPLRP)

This is an incentive program designed to improve recruitment and retention of health professionals in underserved areas of New Mexico. The program pays all or part of qualifying educational loans for allied health professionals, including pharmacists. Students agree to provide service in an under-served area of New Mexico for at least two years. For more information, students may contact the NM Higher Education Department, Financial Aid and Student Services Division, 1068 Cerrillos Road, Santa Fe, NM 87505-1650, and telephone 505-476-6500 or the Financial Aid Hotline at in NM (800) 279-9777.. Annual application deadline is July 1st.

Additional Funding Sources

PHARMLOAN Program

In addition to standard federal programs, pharmacy students may also participate in the PHARMLOAN program, a privately funded alternative loan administered by Education First, a wholly owned subsidiary of Chase Manhattan and Sallie Mae. For more information about PHARMLOAN, contact a Chase representative at 800-242-7339, extension 900, or visit their website at www.chase.com

Scholarships, Loans, Grants, and Awards for Pharmacy Students

The Pharmacy Education Financial Programs (PEFP) searchable database contains scholarship, loan, grant, and award information for current professional and graduate pharmacy students. The PEFP is compiled annually by the 10 member organizations of the Career Information Clearinghouse (CIC). Please visit there website for additional information at www.nacds.org

NCPA Foundation Student Loan Program

Applicant must be student members of NCPA, in the last two and one half years of their first professional pharmacy degree program, with U.S. Citizenship, full-time status, with a minimum cumulative GPA of 2.5 and a minimum of 2.5 for the term immediately preceding the loan request. Deadlines are the semester before the student expects to use the loan. Please visit there website for additional information at www.ncpanet.org

College of Pharmacy Communications

Student Mailboxes

Student mailboxes are located in the basement of the Nursing/Pharmacy Bldg. Each student has an assigned mailbox folder posted with his or her name. A variety of information will be disseminated to all students via the mailboxes. Please check your mailboxes regularly and keep it free of excess material.

GroupWise

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

Announcements

Bulletin boards are conveniently situated throughout the college for announcements about intern position openings, tutoring availability, scholarship information, and semester deadlines. Bulletin boards located in the student lounge area in the basement and first floor of the Nursing/Pharmacy building contain student-generated information about housing, textbook sales, and related matters. Postings on the Student Services bulletin boards in the basement include information on scholarships, internships, student loans, and semester deadlines. Student Services hours of operation are posted each semester, along with staff names, phone numbers, and hours of availability.

Student Lockers

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

Patient Privacy and HIPAA for Pharmacy Students

All students should be sensitive to patient privacy. While enrolled as a Pharm.D. student, and throughout your career, patient information must be guarded against all inappropriate disclosures. When in doubt, students should always ask a faculty member or preceptor before disclosing any information. Accidental disclosures must be prevented. For example, patient information should not be kept in non-secure computers, in documents left in libraries or public areas, or even areas of the pharmacy where patient information can be seen by persons not involved with patient care. In those rare cases patient information is used for “homework” all documents should be kept in a secure area of your dwelling. Privacy rules and principals also apply to verbal communication. Conversations and discussions involving protected patient information must be held in discreet areas and never discussed with family and friends not involved with patient care. This applies even with fellow students and health professionals you enjoy social or family events with.

The Health Insurance Portability and Accountability Act [HIPAA] requires all health care organizations to ensure privacy and security of patient information. UNM Health Sciences Center offers a HIPAA training courses through the Online Learning Center. You will need to log in to the Online Learning Center to complete the training modules. All SOM Students are expected to provide proof of successful completion of both HIPAA modules to the Office of Student Services.

- Go to the [Learning Center](#) website.
- Log in with your UNM Net ID and password.
- Click on the **Catalog** tab. Select HIPAA Online Courses from the left hand menu.
- You may add **HIPAA Privacy & HIPAA Security** to your Learning Plan to complete at a later date - **OR** - you may launch directly into either module and begin the training. Both modules must be successfully completed in order to meet HIPAA requirements.
- After completing both modules, click on the **Reports** tab. Select **Learning History**. Click on the **Run Report** button in the bottom right-hand corner. You may either print the report and bring it to the Experiential Office.

Immunization Requirements for UNM Students in Healthcare Programs

All healthcare students (e.g., Medical, Nursing, Physical Therapy, Occupational Therapy, Pharmacy, Physician Assistant, Dental Hygiene, Radiology, Communicative Disorders, and Medical Technology), will need to show evidence of having completed the following immunizations before having patient contact. Evidence of having completed the listed immunizations is a signed record from a healthcare provider. Each student will have to have their immunization records reviewed by the Student Health Center Immunization Clinic. The Immunization Clinic will be glad to administer needed vaccines. The Immunization Clinic is open Monday, Wednesday, Thursday, Friday, 8-11:30 am and 1-4:30 pm; and Tuesday, 9-11:30 am and 1-4:30 pm. Phone: 277-7925.

PPD (Mantoux) Tuberculosis Skin Test must be done within six months prior to patient contact (and annually thereafter). If the PPD is positive, a chest X-ray is necessary.

Hepatitis B - A series of 3 injections over a 4 to 6 month period. Students should have at least 1st and 2nd injections, prior to patient contact. Hepatitis B titer is available and should be done 4 to 6 weeks after the last injection.

Tetanus - A TD booster within last 10 years.

Rubella (German measles) - One dose of rubella vaccine after 12 months of age or a rubella antibody titer.

Rubeola (Common measles) - Two doses of live measles vaccine after the age of 12 months, or have documentation of the disease, or a rubeola antibody titer.

Mumps - One dose of mumps vaccine after 1967 or have documentation of disease.

Polio - A 4-dose series of polio, either of Sabin Trivalent Oral Polio (TOPV) vaccine, or Salk Inactive Polio Vaccine (IPV). This is normally completed during childhood.

Varicella - For all those who have not had chicken pox or a positive titer. A series of 2 injections 4 to 8 weeks apart.

Basic Cardiac Life Support Certification

The College of Pharmacy also requires that all of our students are certified in Basic Cardiac Life Support (BCLS) while at the College. If you are not already certified, please obtain certification as soon as possible. Proof of certification should be maintained in your student portfolio. Inquire at your local Red Cross chapter, American Heart Association office or local hospitals to locate BCLS classes.

Blood & Body Fluid Exposure/Needle-Stick INSURANCE COVERAGE

Insurance coverage is mandatory for all UNM HSC students who are at risk for body fluid and blood-borne pathogen exposure.

Benefits & Coverage:

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

Coordination of Benefits:

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

Cost for 2006-2007

- \$30 per semester/per student for fall or spring/summer. Coverage will start the 1st day of the semester and end the day before the 1st day of the next semester.

Information & Questions:

Call the UNM Student Health Insurance Company using the contact information provided on the insurance ID card. Student Health Insurance information is also available by calling the Student Health Center at 277-3136 or by accessing the SHC web site at www.unm.edu/~shc1. An insurance representative is available at the SHC to meet with you individually to answer questions.

Testing and Treatment: For ER Consult, call (505) 272-2000; or the PALS line, 1-888-866-7257.

Filing Claims:

1. If the student is seen at the SHC, claims will be filed by the SHC.
2. The student is required to file all claims for services incurred outside the SHC. The student must submit a claim form (available at the SHC or from the insurance company online or by mail) and a [UNM Notice of Incident](#) form (available in the student's department or at the SHC). The student will fill in the necessary info, have the attending physician complete his/her portion of the forms, attach all medical & hospital bills, and mail to the insurance company. Contact information is provided on the insurance ID card. Or visit the [SHC web site](#) or call the Student Health Center at 277-3136 for this information.
3. Bills must be received by the insurance company within 90 days of service to be considered for payment.

Enrollment:

1. Each department will determine which students are at risk and submit a form to the Student Health Center with the list of names and social security numbers. This list will be forwarded to the insurance company for coverage under this plan.
2. The student's UNM account will be charged the premium for this plan as a "needlestick fee."

Note: If the student disenrolls from class, and receives a tuition refund, and has not received any payment for insurance claims on this plan, the student may be eligible for a refund of the premium.

3. The student will be given the plan coverage details and an exposure explanation (yellow) card. These will be sent to the student's department administrator for distribution.

1. When an exposure occurs:

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

2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2–4 hours. It is also extremely important to evaluate the donor's risk status immediately.

3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to the Student Health Center (SHC). SHC Hours: 8 am to 5 pm, Mon. through Fri. On Tuesdays, the SHC is closed from 8 to 9 am. Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at the SHC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a [UNM Notice of Incident](#) form. This form should go with the student to his/her evaluation for treatment.

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

4. **Insurance:** The insurance identification card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can call the UNM Student Health Insurance company using the contact information provided on the insurance ID card. Student Health Insurance information is also available by calling the Student Health Center at 277-3136 or by accessing the SHC web site at www.unm.edu/~shc1.

5. Laboratory Testing/Treatment:

- a) To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.
- b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to the Student Health Center with the exposed student for evaluation.

6. For more information on testing and treatment decisions or protocols:

- Dr. Susan Kellie at UNM: (505) 272-1670 or pager (505) 951-1067 (Mon. through Fri., 8 am to 5 pm)
- PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health Center: (505) 277-3136 (Mon. through Fri., 8 am to 5 pm; the SHC is closed from 8 to 9 am on Tuesdays)
- Student Health Center Web Page: www.unm.edu/~shc1/bbp.htm

Powerchart Training for Students

Throughout the curriculum, students will need to access patient information at the HSC. The College, through the Office of Experiential Programs, is working with the University Hospital Training Department to provide students access to the training provided for employees, physicians and pharmacists at the hospital. You will be assigned to a training class and learn both the inpatient (Powerchart) and the clinic (Powerchart Office) systems. Many clinics and units still use a legacy system called Brahms, and some use paper charts, but these systems are being phased out.

PowerChart, the first phase of the UNMHSC Electronic Medical Record, is designed to improve clinical care through timely access to patient information by multiple users from any location in the HSC system. PowerChart integrates patient information, results and transcriptions into the individual electronic patient record.

PowerChart Office introduces the ambulatory functionality to the Electronic Medical Record. First phase includes:

- **Phone Messaging**
- **Proxy**
- **Problem List**
- **Allergy Profile**
- **Ad hoc Charting**
- **EasyScript (prescription writing)**

Future phases will include order entry, patient care documentation, scheduling and patient registration. Training Classes with system documentation are provided regularly to physicians and unit staff. Please register for training to correspond to your areas hardware installation.

In summary, students must learn the Powerchart patient information system, in order to receive a password for access to patient records. No students will be allowed to share an instructor's password for access to patient information.

Area Health Education Center

Students in their fourth professional year in the College of Pharmacy are allowed to participate in the Area Health Education Center (AHEC) Program. AHEC is a grant program that reimburses students for mileage (one round trip) and a portion of the housing expense during their fourth professional year while they are on rotations. The College of Pharmacy receives a fixed amount of money from AHEC each year so once the money is dispersed or the deadline has past, there will be no more reimbursements.

Criteria:

- The rotation must be more than 60 miles from Albuquerque
- After completing the rural rotation, stop by the Student Services Office of Experiential Programs to sign a travel voucher and provide the original housing receipts. It is very important that students turn in their receipts for housing and sign a travel voucher or they will not get reimburse. Please call (505) 272-2960 with questions.

Pharmacy Education Management System (PEMS)

PEMS is the system that students use to provide updated contact information, view rotation schedules, and enter preceptor evaluations for clerkship rotations. Because this system is on-line, students can access PEMS 24 hours a day and check/update information at anytime. Also, messages and updates are posted to the PEMS site regularly to keep students informed. It is very important that you become familiar and proficient on PEMS early in your term at the COP. You will use this system every year and the sooner you learn and understand this system, the better off you will be. If you ever have any questions regarding PEMS, please contact the Office of Experiential Programs at 272-9111.

Log into PEMS

Go to <https://www2.ems-webs.com/NewMexico/Login.asp> the following screen will appear.

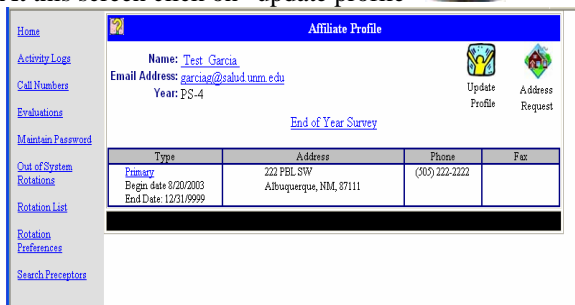
1. User ID is: first.name.lastname.
Password: First time user password is "Password". Then you will be asked to change your password.



Updating Demographic Data



At this screen click on "update profile"



Type	Address	Phone	Fax
Primary	222 PBL SW Albuquerque, NM, 87111	(505) 222-2122	

The following screen will appear allowing you to enter new information for your e-mail, cell phone and pager. Once you have entered the information click "update" and then "continue".


Search Affiliates

Search Rotations Activities Call #s Evaluations Preferences Out_Syst Password Home

Maintain Affiliate Information

Name: test registrar
 Email Address:
 Gender: M
 Cell Phone:
 Pager:
 Degree:
 Status: Admit Conditional
 Create Date: 5/21/2002
 LastChange Date: 8/7/2002

Update Cancel

If you want to update your address click on “Address Request”  Once you have entered the corrected information, click “Create” and then “Continue”. This allows the system to notify us that you have a new pending address.

Address Change Request

Address Type: registrar original home address
 Address 1:
 Address 2:
 Address 3:
 City:
 State: None Selected
 Zip Code:
 Country: None Selected
 Phone:
 Extension:
 Fax:
 Contact:
 Effective Begin date: August 3 2005
 Effective End date: August 3 2005

Create Cancel

College of Pharmacy Student Organizations

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

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

American Society of Health-System Pharmacists

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

Kappa Psi

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

National Community Pharmacist Association

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

Rho Chi

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

Phi Lambda Sigma

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

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

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

Student organizations plan special activities throughout the academic year, most notably bake sales and sales of pharmacy related merchandise. These sales are usually located in the lobby of the Nursing/Pharmacy Building and signs are posted to advertise the events.

An Award and Scholarship Ceremony is coordinated by the Office of Student Services and occurs in March of each academic year.

University Student Resources

LoboWeb

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

UNM Pathfinder

The University of New Mexico publishes a general information handbook for university students. This publication contains information on Academic Support Services, Athletics and Recreation, Career Services, Cultural Resources, Entertainment, Financial Assistance, etc. In addition, the Pathfinder is an excellent reference for University of New Mexico policies and procedures. The handbook is published by the Student Activities Center, Student Services Center Room 280, telephone 277-4706.

Library Facilities at UNM Health Center

The Health Sciences Center Library and Informatics Center supports the educational, research, and clinical activities of the north campus and University of New Mexico Hospital with a collection of over 150,000 books, journals, audiovisuals, and computer software. Reference and information services include assistance in locating materials, computer literature searching, instructional orientation and tours, the reserve collection, and interlibrary loan. Students should contact Charity Karcher at **272-0647**. The Health Sciences library provides opportunities for developing skills in:

- Network access to the Med-line and International Pharmaceutical Abstracts databases.
- Printed indexes and abstracts
- Search software for access to the journal literature
- Microcomputer software for clinical or research use

Zimmerman Library

Located on central campus, houses the University's general collection of books, periodicals, and government publications. Information about library hours of operation, services provided, as well as tours of the facility and basic orientation to the computer search software is provided each semester near the reference desk on the main floor.

Telephone Numbers:

Hours (all libraries)	277-2003
Zimmerman Library	277-5761
Book Renewals (all libraries)	277-6245

Center for Academic Program Support (CAPS)

The Center for Academic Program Support (CAPS), located on the third floor of Zimmerman Library, provides **peer tutoring** free of charge to students. CAPS tutoring services focus on the **pre-professional course work** in science, math, social science, and English writing. CAPS also provides workshops and student advisement on note taking, study skills, test taking skills, and time management. Tutoring sessions are available for many undergraduate courses, study groups can often be arranged. For more information, call CAPS at 277-4560.

NETID

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

http://cirt.unm.edu/accts/accts_indivform.html

Counseling Resources - University

In addition to the support available through the College, there are several University sources for personal counseling available to students:

The Student Health Center - (277-3136)

Provides health care to students at a reduced cost. Personal counseling is available to students by mental health professionals. Located on central campus, next to Student Services.

Manzanita Center - (277-2132)

Located on central campus, the Center offers general guidance and counseling by supervised students.

Women's Resource Center - (277-3716)

Located at 1160 Mesa Vista, the Women's Center offers general and personal counseling and workshops.

Agora - (277-3013)

Located at 1716 Las Lomas NE, Agora is a nonjudgmental and confidential listening service. Their website is <http://www.agorasepas.com> and they can be reached at their e-mail address, agora@unm.edu. There are also a wide range of volunteer opportunities which can be applied for over their website.

Veterans Counselor - (277-3514)

Located in Room 257 of the Student Services Center, central campus.

Career Services - (277-2531)

Located in Room 220 of the Student Services Center, central campus. Career counseling services by appointment. A reference library, including general information on careers, preparation and projected availability of jobs, and corporate annual reports is available for current UNM students. Computers are available for student use. Periodic workshops are offered on resume writing, interviewing, and job search skills. Contact Career Services for the semester schedule.

UNM Escort Service - (277-2241)

University police provide a 24-hour escort service to within one mile of campus, for students or staff wishing accompaniment to their car, class, office, or dorm. Escorts are student public safety aides who are carefully screened before being employed by the police department. Escort Service personnel will also jump-start stalled vehicles and assist when keys are locked in vehicles.

Other student service centers:

Recreational Services: Johnson Center, Room 1102 (277-4347)

Student Activities Center: Student Services Center Room 280 (277-4706).

Student Service Organizations

The goal of the University sponsored student service organizations is to assist students through their college careers, culminating with graduation. These organizations offer services from orientations to the campus environment, to assistance with housing, tutoring, and offering a comfortable environment for socializing. Please contact the organizations directly for specific services and hours of operation.

African American Student Services (277-5644) Director: Shiame Okunor

2240 Mesa Vista Hall Services: Provides a meeting place for students, a resource library, guest speakers, and computers for student use. Career and general counseling is provided; curriculum planning, advisement, tutoring & mentoring services. Student advocacy, financial aid information. A strong community connection is provided for students.

American Indian Student Services (277-6343) Director: Pamela Agoyo

1119 Mesa Vista Hall Services: Academic advisement, tutoring, financial aid liaison, coordination of financial aid package, career planning advisement and student outreach programs. A lounge area is available for student socializing. An annual Graduation Celebration is sponsored, as well as other activities and events throughout the year.

Disabled Student Services (277-3506) Director: Joan Green

2021 Mesa Vista Hall Services: General counseling and advisement, undergraduate tutoring, arrangements for appropriate exam environments, reading services and interpreters, access to assistive technology. Assistance with admissions, recruitment, extra-curricular activities, housing, facilities, counseling & testing, access to courses, financial aid, employment, insurance, recreation and telecommunications.

Hispanic Student Services, El Centro De La Raza (277-5020) Director: Veronica Mendes-Cruz

1153 Mesa Vista Hall Services: Student advocacy, lounge and study areas provided. Admission and financial aid information, career counseling, workshops, personal counseling, mentoring program, cultural programs, community outreach, and a computer room for students to use. Tutoring, scholarship, internship, COOP, and job posting information is also available.

International Programs and Studies (277-4032) Interim Director: Jennifer Gruenewald

Mesa Vista Hall Room 2111. Services: Informal English language tutoring; Friday night workouts at Johnson Gym; soccer on Johnson Field; international lunches each Monday and Friday, help with housing and orienting to Albuquerque and UNM.

UNIVERSITY OF NEW MEXICO
COLLEGE OF PHARMACY
STAFF LISTING RELATING TO STUDENTS

Name	Function	Phone	Location
Ammerman, Penny	Pharm Sci Admin Assist	272-3660	RIB
Estes, Posy	Accounting	272-0909	B-29
Garcia, Melanie	Assist to the Dean	272-0621	179
Garcia, Vanessa	College Receptionist	272-3241	Front Desk
Gallegos, Lori	Experiential	272-3657	179A
Jaramillo, Charlotte	Admin Assist	272-9625	B-27
Jurey, Linda	Pharm Sci Admin Assist	272-0905	B-06
Kaputa, Barbara	Assist to the Dean	272-0906	176
Kells, Erin	Student Services	272-0912	188
Kelly, Tracy	Accounting	272-2973	B-27A
Laselute, CJ	Pharm Prac Admin Assist	272-4322	B-64
Lowder, Brenda	Student Services – Financial Aid	272-2960	188
McCutchen, Krystal	Student Services	272-0583	188
Martinez, Shawnee	Student Services	272-8957	188
Peterson, Danette	Accounting	272-3504	B-27A
Seiger, Maryann	Experiential	272-9111	179
Sikking, Marcel	Accounting	272-0910	B-27A
Wagner-Jones, Bridgette	Web Designer	272-2297	RIB
Wehmeier, Irmin	Computer Issues	272-3534	B-45

