

UNM College of Pharmacy 2018-2019

Doctor of Pharmacy Student Handbook

Contents

College of Pharmacy Background and Accreditation	2-3
Mission, Vision and Values	3-5
Oath of a Pharmacist	5
COP Organizational Structure	5-6
Doctor of Pharmacy Educational Competencies	6-12
Pharm. D. Curriculum	13-14
COP Technical Standards and Request for Accommodations	15-18
Academic Progression Guidelines	19-23
Academic Remediation Policy and Procedure	23-26
Student Grievance Procedure for Academic Disputes	26-27
Drug and Alcohol Misuse and Abuse Policy	27-31
Student Academic and Professional Conduct Policy	31-43
ACPE Student Complaint Procedure	43
Student Services (Advisement, Academic Support, and Financial Aid)	44-45
Office of Experiential Programs (HIPAA, BBP, Immunization Requirements, CPR, AHEC)	45-52
COP Student Information and Communications	52-53
Photo Identification Badges	54-55
Student Health and Counseling (SHAC)	56-58
Needlestick Insurance	59-60
COP Student Organizations	61-63
University Student Resources	63
UNM Health Sciences Library and Informatics Center	64-65
Tobacco and Drug Policy	65
APPENDIX 1: APhA Code of Ethics	66-67
APPENDIX 2: Honor Council Hearing Procedures	68-69

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

College of Pharmacy Background

The University Of New Mexico College Of Pharmacy was founded in 1945 as the first health professional college and degree program at the University. The College of Pharmacy is housed within a unique setting. The state of New Mexico, the fifth largest state in the Nation, holds a vast array of pharmaceutical practice experiences ranging from those encountered while in the cutting edge academic health system to those in small, rural communities. The College enrolls approximately 320 Pharm D. students as well as 20 graduate students. The students are supported by 54 faculty members and 250 preceptors throughout the state. The College's distinctive setting in the Health Science Center (HSC) provides the most up-to-date clinical, research, and educational opportunities. More importantly, the HSC provides students with interprofessional learning and practice opportunities.

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

The mission of the College is to develop pharmacists, educators and scientists whose leadership, dedication and innovation improve the health of our local and global communities. Unique programs within the college offer students the opportunity to prepare students to do this. The New Mexico Poison and Drug Information Center, open 356 days a year, provides service to over 28,000 inquiries per year. The Nuclear Pharmacy program is the oldest of its kind in the United States. The college has strong partnerships with the New Mexico Pharmaceutical Association, the New Mexico Society of Health System Pharmacists, and the New Mexico State Board of Pharmacy. These partnerships have created innovative pharmacy practice opportunities, including administration of vaccinations to pediatrics and adults, tobacco cessation prescribing and dispensing of emergency contraception products, and naloxone prescribing. In addition, the State of New Mexico is well recognized for its progressive pharmacy practice act which acknowledges "pharmacist clinicians" as advanced practice pharmacists who are able to administer, prescribe, and monitor certain drugs all while working under direct pharmacist supervision.

The college has more than 3300 Pharm. D. alumni who practice in 48 different states, and which comprises 66 percent of all practicing pharmacists in the state of New Mexico. The college is a sponsor, or co-sponsor, to several post-graduate programs including: University of New Mexico's department of Pharmacy PGY – 1 and PGY – 2 residencies in infectious diseases pharmacotherapy and ambulatory care. The college is also a sponsor or co-sponsor to many dual or advanced degree programs like the Master of Science, Master of Business Administration, Master of Public Health, or Doctor of Philosophy (PhD) degrees in Pharmaceutical Sciences. In addition, the college is affiliated with the New Mexico Veterans Affairs Healthcare System, the Lovelace Health System, the Indian Health Service, and the University's Cancer Research and Treatment Center.

Equal Education & Opportunity Policy

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

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

Accreditation

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

Mission

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

Vision

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

Values

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

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

Behaviors:

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

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

Behaviors:

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

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

Behaviors:

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

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

Behaviors:

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

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

Behaviors:

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

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

Behaviors:

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

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

Behaviors:

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

OATH OF A PHARMACIST¹

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

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

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

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

ORGANIZATIONAL STRUCTURE AND COLLEGE OFFICES

College of Pharmacy Structure and Organization Chart

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

Office of Student Affairs

The Office of Student Affairs, located in Room 188 of the Nursing/Pharmacy Building, assists in the recruitment and admission of Doctor of Pharmacy students. Enrolled students should also visit the Office for information regarding student advising, financial aid information, certification, internship licenses and additional information and directions for University student services. See pages 34 of the handbook for additional details.

Office of Experiential Education

The Experiential Education program provides students with a structured, diverse array of supervised pharmacy practice experiences throughout the four years of the Doctor of Pharmacy program. The goal of the various introductory and advanced pharmacy experiences is to help students acquire practice skills and judgment and develop the level of confidence and responsibility needed for entry into the pharmacy profession. Introductory pharmacy practice experiences primarily occur during the summers after completion of the first and second year of the program and the entire year of the program is devoted to advanced pharmacy practice experiences. The Office of Experiential Education is located 179 of the Pharmacy/Nursing building. In addition to scheduling all practice experiences, the office maintains records of compliance requirements (immunizations, HIPAA, intern licensure, etc.). See 33 for details regarding experiential education policies and procedures.

Doctor of Pharmacy (PharmD) Educational Competencies

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

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

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

	outcomes through effective drug management.
2.3.01	Participate in health fairs, screenings open to public in which recommendations to patient are made.
2.3.02	Provide preventative health services (immunizations, tobacco cessation).
2.3.03	Participate in a minimum of one activity in which healthcare professionals collaborate to manage patient health outcomes.
3	Manage medication use systems
Participate in the management of systems that promote and control safe, accurate, efficient, timely and cost-effective distribution of medications and related devices.	
3.1	Explain the key features of private and public payers of health care, differentiating between health insurance and managed health programs.
3.1.01	Explain the differences among Medicare Parts A, B, C, and D.
3.1.02	Discuss processes and related challenges in obtaining third party reimbursement.
3.1.03	List possible alternatives for patients without pharmacy insurance benefits.
3.1.04	List possible alternatives for patients without pharmacy insurance benefits.
3.2	Communicate and collaborate with patients, prescribers, professional colleagues, and support / administrative personnel to prevent, identify, and resolve problems related to medication distribution and use.
3.2.01	Effectively discuss pre-authorization requirements to patients, physician and other healthcare providers.
3.2.02	Effectively discuss pre-authorization requirements to patients, physician and other healthcare providers.
3.2.03	Identify and resolve potential medication errors.
3.2.04	Identify and describe common medication errors, adverse events and their causes.
3.2.05	Demonstrate ability to effectively collaborate with others to facilitate achievement of the same goal/outcomes in an appropriate, timely and congenial manner.
3.3	Participate in the use and evaluation of systems to identify and prevent potential medication misuse, medication errors and adverse drug events.
3.3.01	Identify and report medication errors and adverse drug reactions to appropriate individuals and organizations.
3.3.02	Evaluate information obtained from adverse drug reaction and medication error reporting systems to identify preventable causes.
3.3.03	Recommend actions to minimize the occurrence of adverse drug reactions and medication errors.
3.3.04	Describe uses, benefits and limitations of robotics, counting devices, automated refill systems, electronic ordering systems and other technology used to minimize medication errors.
3.4	Apply pharmaco-economic principles and health-related quality-of-life concepts to improve patient care and allocation of health care resources.
3.4.01	Identify and apply principles of outcomes research and quality assessment methods used in the evaluation of pharmaceutical care.
3.4.02	Explain the applicable design, selection, implementation, and management of drug distribution systems for various practice settings.
3.4.03	Discuss challenges of third party reimbursement.
3.5	Review, interpret and apply practice guidelines and medication use policy in accordance with appropriate organizational and legal requirements.
3.5.01	Participate in the development, implementation, evaluation, and modification of a formulary system.
3.5.02	Access, interpret and apply health and drug use policies in various practice settings.
3.5.03	Identify and explain difference in practice guidelines among practice settings.

4	Manage pharmacy operation systems	
Participate in the safe and effective management of operational systems to provide drug products to patients.		
4.1	Provide safe, cost-effective, quality patient care using appropriate resource management practices.	
	4.1.01	Evaluate and discuss workspaces and workflow that promote safe medication dispensing.
	4.1.02	Evaluate and discuss workspace for confidential patient counseling and education.
	4.1.03	Discuss inventory control and management techniques used in various practice settings.
4.2	Promote human resource practices that contribute to an efficient, cost effective, safe, and satisfactory workplace for professional and technical staff.	
	4.2.01	Effectively communicate and interact with technicians and other support personnel.
	4.2.02	Promote workplace harmony treating each person with respect and civility.
	4.2.03	Discuss and explain basic human resource management principles.
4.3	Utilize electronic resources to optimize accurate, appropriate, and timely delivery of medication and services.	
	4.3.01	Demonstrate and explain the use of Electronic Medical Records (EMR), Computerized Physician Order Entry (CPOE).
	4.3.02	Identify, explain and demonstrate entry of appropriate information into electronic patient records.
	4.3.03	Discuss overrides and other potential shortcomings in computerized alerts of potential medication errors.
	4.3.04	Identify and apply institutional policies and state and federal regulations related to electronic storage and communication of data.
5	Manage drug and health information, informatics, and other technologies	
Use information and communication technology to improve patient care and manage the practice of pharmacy.		
5.1	Use information technology systems to retrieve data and literature to assist in drug information provision, patient care, drug distribution, patient safety, and compensation.	
	5.1.01	Given a specific drug question, student can identify the most appropriate resource to use in answering.
	5.1.02	Successfully navigate electronic information sources (PubMed, CDC, organizational sites) to locate drug information.
	5.1.03	Gather, summarize and organize information from lay, technical, scientific and clinical publications from patient records.
5.2	Interpret, evaluate, and apply information from primary literature as well as secondary and tertiary resources to effectively manage patient care.	
	5.2.01	Select appropriate resources to obtain needed information.
	5.2.02	Review information for suitability, accuracy and reliability.
	5.2.03	Synthesize information into clear, succinct, and accurate summary.
5.3	Provide appropriate health and drug-related information to patients, professional colleagues, other health professionals, and community members.	
	5.3.01	Demonstrate ability to retrieve or accurately prepare drug and health Information.
	5.3.02	Define suitable content for educational information intended for patient-specific drug use; medication therapy and disease management information; disease detection and prevention information; and poison control and treatment information.
	5.3.03	Demonstrate ability to effectively communicate precise drug information to patients and other healthcare providers.
5.4:	Use various electronic technologies to a. access and manage scientific/clinical information and data; b. document and manage patient care; c. maintain practice management records; d. support professional communication;	

	e. support education of patients, families, and professional associates; and f. support safe and effective drug distribution.
5.4.01	Identify appropriate resource to use in obtaining drug/health information.
5.4.02	Demonstrate ability to correctly prepare and maintain electronic health record.
5.4.03	Demonstrate ability to use word-processing, presentation software, data-base software, internet resources, email.
5.4.04	Demonstrate ability to complete and electronically submit required reports for data collection purposes.
6	Communicate and collaborate
Demonstrate effective communication, collaboration, and interpersonal skills for effective information exchange and team work with patients, caregivers, prescribers and other healthcare providers.	
6.1	Use oral, written, and multimedia skills to effectively communicate with patients, prescribers, other health professionals, caregivers, and members of the community.
6.1.01	Communicate effectively with verbal expression:
6.1.01.01	Establish rapport, engage attention, and elicit information through use of effective verbal, nonverbal, explanatory, questioning and listening skills.
6.1.01.02	Speak in a respectful manner (attentive, non-judgmental, non-threatening, compassionate, and empathetic).
6.1.01.03	Express thoughts clearly, accurately concisely and in language appropriate to the situation and audience.
6.1.01.04	Communicate complex concepts or ideas in simple, understandable ways.
6.1.01.05	Discuss ideas and relay information in a logically organized and concise manner.
6.1.01.06	Present ideas, proposals, or recommendations confidently and persuasively.
6.1.01.07	Assess / validate understanding of the message communicated.
6.1.02	Communicate effectively in writing or with multimedia.
6.1.02.01	Compose complete and grammatically correct sentences.
6.1.02.02	Express ideas in language that is clear, concise and appropriate to the format and audience.
6.1.02.03	Communicate complex concepts or ideas in simple, understandable ways.
6.1.02.04	Present ideas / relay information in a logically organized manner and well-developed manner.
6.1.02.05	Structure written or visual materials to highlight critical content and relationships between ideas.
6.1.02.06	Adhere to legal and ethical standards (anti-plagiarism guidelines) for citing / crediting the intellectual property of others.
6.1.02.07	Adhere to legal and ethical standards for maintaining privacy and integrity of patient or institutional records.
6.2	Provide patient counseling about life-style and medication therapy management in a manner demonstrating sensitivity and responsiveness to culture, race/ethnicity, age, socioeconomic status, gender, sexual orientation, spirituality, disabilities, and other aspects of diversity and identity.
6.2.01	Consider social, economic, and cultural factors that influence patient's perspective on health, illness, and medication use.
6.2.02	Respond to personal and cultural difference with compassion, empathy and sensitivity.
6.3	Document and present patient or drug information in an organized, logical manner appropriate for the clinical situation.
6.3.01	Demonstrate ability to conduct patient interview to acquire social, family and medical history.
6.3.02	Demonstrate ability to document patient interview.
6.3.03	Demonstrate ability to prepare concise SOAP note.
6.4	Assess and adapt communication to the ability of patients and care givers to obtain, process, understand,

	and use health or medication related information.
6.4.01	Establish a rapport with patients and care givers.
6.4.02	Demonstrate respect for a diverse patient population.
6.4.03	Empower patients and their care givers to actively participate in therapeutic decision making and self-management.
6.4.04	Communicate therapeutic recommendations clearly, respectfully, and persuasively to patients and their caregivers.
6.4.05	Demonstrate empathy, provide emotional support for behavioral change, and provide physical comfort.
6.4.06	Maintain patient confidentiality.
6.5	Cooperate, collaborate, and communicate with interprofessional teams to insure that healthcare is integrated, continuous, and reliable.
6.5.01	Establish a rapport with professional colleagues.
6.5.02	Demonstrate a respect for a diverse work force and different approaches to patient care and problem-solving.
6.5.03	Seek relevant information from and provide information to professional associates to solve patient care or practice management problems.
6.5.04	Communicate information and therapeutic recommendations clearly, respectfully, and persuasively, using appropriate medical and technical terminology.
6.5.05	Partner with other professionals and health providers to improve quality, continuity, and patient-centeredness of care.
6.5.06	Make situation-appropriate referrals to other health care providers.
7	Practice professionalism
	Demonstrate the attributes of a professional, including a commitment to, and accountability for, carrying out professional responsibilities, maintaining professional competence, and adhering to legal and ethical principles.
7.1	Perform all professional duties in accordance with legal, social, and economic guidelines.
7.1.01	Identify traits that promote positive interactions with other health care providers and/or patients.
7.1.02	Formulate a plan that describes how traits of professionalism will be utilized in practice.
7.1.03	Analyze performance during PPEs which demonstrate professional duties in accordance with 7.1
7.1.04	Categorize experiences into positive and unfavorable interactions and develop resolutions.
7.2	Exhibit behavior supporting the ethical tenets of autonomy, beneficence and justice.
7.2.01	Attend an educational session to raise awareness related to behavior supporting the tenets of professionalism.
7.2.02	Participate in community service event related to reducing health disparities.
7.3	Demonstrate the traits of professionalism.
7.3.01	Adhere to established policies and procedures including those related to attire and personal grooming.
7.3.02	Demonstrate initiative in patient care.
7.3.03	Demonstrate commitment to excellence in work habits and work products.
7.3.04	Reliably and dependably carryout duties; follow through with responsibilities.
7.4	Develop, acquire and maintain personal and professional development through ongoing self-directed learning and reflection.
7.4.01	Evaluate performance in learning experienced during the first professional year.
7.4.02	Actively participate in courses, seminars, local/state/national organizations in ways that visibly promote, improved health outcomes and/or demonstrate the profession's contributions to improved health outcomes.
7.5	Develop appropriate leadership strategies that promote safe and optimal use of medications
7.6	Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals

PharmD Curriculum

First Professional Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 801 Applied Biochemistry	3
PHRM 802 Physical Pharmacy and Biopharmaceutics	3
PHRM 803 Aspects of Patient Care	3
PHRM 804 Public Health	2
PHRM 805 Pathophysiology & Immunology	3
PHRM 807 Intro to Pharmacy Practice and Communication	2
PHRM 809 Pharmacy & Health Care Delivery	3
Total	19

<u>Spring Semester</u>	<u>Hours</u>
PHRM 810 Fundamentals of Pharmacokinetics and Dosage Forms	3
PHRM 811 Intro to Pharmacology & Med Chem	4
PHRM 813 Aspects of Patient Care II	2
PHRM 815 Intro to Integrated Pharmacotherapeutics/Self-care	4
PHRM 817 Intro to law, Ethics & Social Issues	2
PHRM 819 Professional Development I	1
Total	16

Second Professional Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 820 Integrated Pharmacotherapy I	3
PHRM 823 Aspects of Patient Care III	2
PHRM 824 Dosage Forms	3
PHRM 825 Integrated Pharmacotherapy II	2
PHRM 828 Pharmacoepidemiology & Research Design	2
PHRM 829 Professional Development II	1
PHRM 771 Community Introductory Pharmacy Practice (Summer Months)	4
<i>PHRM 7XX Professional electives</i>	2
Total	19

<u>Spring Semester</u>	<u>Hours</u>
PHRM 830 Integrated Pharmacotherapy III	3
PHRM 832 Evidence Based Medicine	2
PHRM 833 Aspects of Patient Care IV	2
PHRM 835 Integrated Pharmacotherapy IV	3
PHRM 836 Pharmacoeconomics	2
PHRM 837 Pharmacy Management and Operations	3
PHRM 839 Professional Development III	1
<i>PHRM 7XX Professional electives</i>	2
Total	18

Third Professional Year

Academic Year

<u>Fall Semester</u>	<u>Hours</u>
PHRM 840 Integrated Pharmacotherapy V	2
PHRM 842 Safe Meds and Informatics	3
PHRM 843 Aspects of Patient Care V	2
PHRM 845 Integrated Pharmacotherapy VI	4
PHRM 847 Integrated Pharmacotherapy VII	2
PHRM 849 Professional Development IV	1
PHRM 772 Institutional Introductory Pharmacy Practice (Summer Months)	4
Total	18

<u>Spring Semester</u>	<u>Hours</u>
PHRM 850 Integrated Pharmacotherapy VIII	3
PHRM 851 Emerging Trends in Pharmacy	1
PHRM 853 Aspects of Patient Care VI	2
PHRM 854 Advanced law and Ethics	2
PHRM 855 Clinical Capstone	5
PHRM 859 Professional Development V	1
<i>PHRM 7XX Professional Elective</i>	2
Total	16

Fourth Professional Year

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

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

Summary

First Professional Year	35 hrs.
Second Professional Year	37 hrs.
Third Professional Year	34 hrs.
Fourth Professional Year	36 hrs.
Total	142 hrs.

Professional Electives (subject to change):

Course	Hr.	Title	Faculty	Semester	Year
PHRM 720	2	Intro to Radiopharmacy	Wittstrom	Spring	Any
PHRM 735	2	Substance Abuse	Masserano	Spring	PS2 or PS3
PHRM 736	2	Introduction to Pharmacogenomics	Thompson	Spring	PS2 or PS3
PHRM 737	1	Introductory Spanish in the Pharmacy	Nilsson-Whitaker	Both	PS2 or PS3
PHRM 738	1	Intermediate Spanish in the Pharmacy	Nilsson-Whitaker	Both	PS2 or PS3
PHRM 758	1	Research Project	All	Both	Any
PHRM 761	2	Introduction to Managed Care Pharmacy	Georgopoulos	Fall	PS2 or PS3
PHRM 773	3	Nuclear Pharmacy Instrumentation	Wittstrom	Both	Any
PHRM 774	1	Radiopharmaceutical Chemistry	Wittstrom	Both	Any
PHRM 775	3	Radiopharmacy Health and Radiation Biology	Wittstrom	Both	Any
PHRM 776	3	Radiopharmacology	Wittstrom	Both	Any
PHRM 782	2	Clinical Toxicology	Smolinske	Fall	PS3
PHRM 784	1	Advanced Infectious Disease Pharmacotherapy	Mercier	Spring	PS3
PHRM 785	1	Advanced Cardiovascular Pharmacotherapy	Bleske	Spring	PS3
PHRM 786	1	Geriatrics Interprofessional	Dodd	Spring	PS3
PHRM 798	1	Complementary and Alternative Medicine	Takeda	Fall	PS2 or PS3
PHRM 798	1	Problems in Pharmacy	All	Both	Any

Policy on Technical Standards for Admissions, Continuation, and Graduation

The University Of New Mexico College Of Pharmacy, in accordance with the Americans With Disabilities Act (ADA), assures equal access to educational opportunities for qualifies persons with disabilities. Both applicants for admission and current students must demonstrate the ability to complete the entire curriculum and science the Pharm. D degree with or without reasonable accommodations. Students are required to sign a document attesting to their ability to meet technical standards each year of the program.

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

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

1. Communication:

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

2. Cognitive skills

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

- a. Problem solving: Pharm D. students are required to be able to make appropriate clinical decisions and must be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies. Students must be able to use this information to develop and process a drug therapy and monitoring plan in an appropriate amount of time.
- b. Judgment: Pharm.D. students must demonstrate judgment in classroom, laboratory and clinical settings which shows an ability to make mature, sensitive and effective decisions in the following areas:
 - i. Relationships with persons being served and designated family members or healthcare decision-makers. The students must demonstrate professional interactions in all situations.
 - ii. Relationships with supervisors and peers. When provided with constructive feedback from an instructor or supervisor, students will adapt behavior accordingly.
 - iii. Ability to determine effectiveness of therapeutic strategies and modify the therapy appropriately.

3. Sensory skills

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

4. Behavioral/Social Skills

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

5. Motor Skills

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

Requesting Academic Accommodations

UNIVERSITY OF NEW MEXICO HEALTH SCIENCES CENTER

POLICY FOR STUDENTS REQUESTING ACADEMIC ADJUSTMENTS FOR DISABILITY

In accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008, the University of New Mexico Health Sciences Center (HSC) will implement the following policy to ensure equal access to educational opportunities for students with disabilities.

Applicants for admission to the University of New Mexico Health Sciences Center Programs (includes all School of Medicine programs and Colleges of Nursing and Pharmacy) as well as current students, must be able to meet the Technical Standards and complete, *with or without reasonable academic adjustments*, the entire curriculum to achieve the degree specific to their program of study.

The determination of whether an applicant or current student can meet the Technical Standards with or without a reasonable academic adjustments will be done on an individual, case by case basis through the UNM Health Sciences Committee on Students with Disabilities and faculty representatives of their program.

A student who seeks academic adjustment because of a disability must make his or her request known to the UNM Health Sciences Center liaison to the UNM Accessibility Resource Center (ARC). New incoming students are encouraged to request academic adjustments prior to matriculation so that adjustments can be in place for the start of classes. However, no incoming student is required to disclose a disability prior to matriculation. A student with a disability may request academic adjustment after matriculating at any point in the program's curriculum. A student who becomes disabled during his or her academic program may request academic adjustments as soon as the disability manifests, following the procedures outlined herein. The UNM HSC liaison will help guide the student in providing or acquiring the documentation needed by the HSC Committee on Students with Disabilities. It is the responsibility of the student to obtain the necessary documentation as required by UNM Administrative Policies and Procedures Manual Policy 2310 (Academic Adjustments for Students with Disabilities): <http://policy.unm.edu/university-policies/2000/2310.html>.

UNM documentation guidelines are established by the UNM Accessibility Resource Center and can be found at <http://as2.unm.edu/students/documentation.html>

The Committee on Students with Disabilities will determine if the:

- Student has an adequately documented disability as defined under federal law;
- Requested academic adjustments are appropriate and reasonable; and
- Requested academic adjustments are consistent with the Technical Standards of the specific HSC program and do not fundamentally alter the nature of the program.

The Committee will review the student request and current documentation. One of the following decisions will be made:

- The Committee will *approve* the academic adjustments requested.
- The Committee will *deny* the request for academic adjustment if the Committee determines that the student's medical documentation fails to establish that the student is disabled as defined under federal law.
- If the Committee determines that the student is disabled but the requested academic adjustments are unreasonable or would fundamentally alter the nature of the program, the Committee will consult with the student about available alternative academic adjustments.
- A student who is dissatisfied with the decision of the Committee may appeal under UNM Policy 2310, Exhibit A: <http://policy.unm.edu/university-policies/2000/2310exa.html>
- After a request for academic adjustments is approved, the student must register with the Accessibility Resource Center (ARC) by sending an email to the Director; 1) requesting the accommodation(s), and 2) providing names of faculty who should be informed of accommodations to be provided.
- If a student wishes to exercise his/her accommodation during a visiting elective away from UNM, the student must notify the host school during the original scheduling period.

HSC Committee on Students with Disabilities Members

The UNM HSC Committee on Students with Disabilities will consist of individuals who are knowledgeable about both specific disabilities as well as the requirements of Health Sciences Center education specific to their program. The Chancellor of the Health Sciences Center appoints the Chair of the Committee and members. The HSC Deans identify consultants to advise the Committee as needed depending on the student's requested academic adjustments.

Further Information

Contact the [HSC Liaison](#) to ARC or the [Director of ARC](#)

ACADEMIC PROGRESSION GUIDELINES FOR DOCTOR OF PHARMACY STUDENTS

Students are considered to be making satisfactory progress through the Doctor of Pharmacy program if they maintain satisfactory levels of performance both academically and professionally. Standards for academic performance are described below under Progression Criteria and standards for professional performance are described in the Student Academic and Professional Conduct Policy. Students who fail to maintain satisfactory levels of academic and professional performance are subject to sanctions outlined in this document.

GOOD STANDING

Students are considered to be in good standing in the Doctor of Pharmacy program when they are compliant with the program's academic and professional requirements and are not currently on academic or disciplinary probation, suspension, or dismissed from the program or the University.

PROGRESSION CRITERIA

The academic goal of all Doctor of Pharmacy students is to successfully complete the Doctor of Pharmacy curriculum in 4 academic years. The minimum desired standard for successful completion of all courses is a grade of C- or CR, and a cumulative grade point average (GPA) of 2.0. A student's cumulative GPA will begin anew upon matriculation into the Doctor of Pharmacy program. The program must be completed in 6 academic years.

EXPERIENTIAL PROGRESSION CRITERIA

Introductory Pharmacy Practice Experiences (IPPE)

The minimum standard for successful completion of each IPPEs is a grade of Credit (CR) as reflected as a 2.0 on the preceptor evaluation rubric. Students who earn a grade of No Credit (NC) in an IPPE course will be placed on *Experiential Warning-Introductory*. A student placed on Experiential Warning-Introductory will receive an experiential improvement plan and will be required to remediate the course by completing a second IPPE course (respectively either PHRM 771 or 772) within a year or recommended time. The first earned NC will appear on their transcript. Individuals on Experiential Warning-Introductory will not be able to advance in the experiential curriculum without successful remediation. A student placed on Experiential Warning-Introductory who successfully completes their remediated IPPE receives the CR grade on their transcript and is able to advance in the experiential curriculum.

A student who is unsuccessful in completing a second remediation IPPE course will earn a second NC grade for that course (either PHARM 771 or 772). In this case, the student will be forwarded to the Student Affairs committee for consideration of academic progression. Students forwarded to the Student Affairs committee will be considered under the same policies and procedures as Academic Progression Guidelines.

Advanced Pharmacy Practice Experiences (APPE)

The minimum standard for successful completion of all APPEs is a grade of C. Students who earn a grade below a C in an APPE course will be put on *Experiential Warning-Advanced*. A student placed on Experiential Warning-Advanced will receive an improvement plan to complete and be required to

remediate the APPE by completing a second APPE in the same category. The original grade (D or F) will appear on their transcript.

A student who is unsuccessful in completing the attempt to remediate their APPE, earning a second D or F grade for that APPE category, will be forwarded to the Student Affairs committee to consider academic progression. Additionally, their existing APPE course schedule will be cancelled until progression issues resolved. Students forwarded to the Student Affairs committee will be considered under the same policies and procedures as Academic Progression Guidelines.

NOTE: IPPE and APPE completion and remediation for first time remediants is considered separate from academic progression warning, probation, and suspension.

STUDENT AFFAIRS & INTERVENTION

Academic Review is conducted as required (typically one time per semester) by the Student Affairs Committee. The composition of this committee is defined in the College of Pharmacy's Committee Assignment document. A quorum must be present to conduct the Academic Review. Students will receive written notification from the Office of Student Services (hereinafter termed Student Services) that their academic performance is unsatisfactory and has resulted in review by the Student Affairs Committee.

The Student Affairs Committee will consider the student's academic progress, as well as prior academic or disciplinary sanctions. Students who are notified of being placed on academic suspension or are eligible for academic dismissal, are encouraged to appear before the Student Affairs Committee and/or submit written documentation to provide information pertinent to their performance. Students may have one advisor of their choosing present, but the advisor will not be permitted to address the committee or participate in the proceedings. The Student Affairs Administrator must receive written notification at least 48 hours prior to the meeting if an advisor will be accompanying the student, however note, if the advisor is an attorney written notice should be provided 72 hours in advance

Upon review of the student's information, the Student Affairs Committee members will excuse the student (and advisor if he/she is present), and then decide by majority vote on the appropriate sanction and intervention as described below. The Student Academic Affairs committee has discretionary authority to waive or set sanctions based on student circumstances. Students will be notified of the committee's decision by the Student Affairs Administrator. Academic Review notification(s) and sanction(s) will become a part of the student's Doctor of Pharmacy file.

ACADEMIC IMPROVEMENT PLAN

Upon notification of receiving an academic sanction and, if appropriate, Academic Improvement Plan, students will be required to meet with a member of Student Services to review the plan. The purpose of this plan is to make the student aware of additional options for academic support, document a specific plan for academic improvement, and inform the student of consequences associated with failure to improve academic performance. Involvement of other appropriate faculty and staff as necessary will be a component of this plan. A copy of the academic improvement plan(s) will remain in the student's file. Academic improvement plans are subject to future review by the Student Affairs Committee to document a student's commitment to improve and successful academic progress. If an Academic improvement plan is not developed, the student will not be permitted to continue his or her enrollment in the College of Pharmacy.

ACADEMIC SANCTIONS

- Each case is considered according to the student's circumstances. Students are subject to one of more of the following actions by the Committee:
 - Academic warning
 - Academic probation
 - Dismissal from the college

Academic Warning

This sanction will be issued for any of the following:

- For a student who receives their first grade below C- in any course he/she will receive an academic warning and academic improvement plan.

Academic Probation

This sanction may be issued for any of the following:

- Students whose cumulative PharmD GPA falls below a 2.0.
- Students who receive more than one grade below C- or in one semester and/or throughout their enrollment in the Doctor of Pharmacy program.
- Students who receive a failing grade (F or NC) in a required course in the Doctor of Pharmacy program.
- Students who receive multiple sanctions (academic or non-academic/disciplinary) throughout their enrollment in the Doctor of Pharmacy program.
- Students may be placed on probation only once during the program.

Academic Probation is an indication that the student may not be eligible to continue in the Doctor of Pharmacy program (with the exception of elective courses) until certain academic standards are met. These academic standards, which are a required component of the student's academic improvement plan, are as follows:

- For students who receive a failing grade (F or NC) in any course, the student must retake the same course when it is offered again and successfully complete the course (receiving a grade of at least C- or CR). The student may be required to complete additional supportive courses as part of the academic improvement plan prior to retaking the course he/she failed in an effort to strengthen their ability. Students may repeat a course due to receipt of a failing grade (F or NC) only once.
- For students who receive more than one grade below C- and/or multiple sanctions, the student must demonstrate continued academic improvement. This may include retaking course(s), improving GPA, adhering to their most recent academic improvement plan, and not incurring further sanctions.

Academic Dismissal

This sanction may be issued for any of the following:

- Failing to achieve a cumulative GPA of ≥ 2.0 at the end of one semester of academic probation.
- Carrying a cumulative GPA below 2.0 for more than one semester throughout the Doctor of Pharmacy program.
- Receipt of a grade lower than C- or NC in a student's second attempt taking a course or

- completing an experiential rotation that prompted academic suspension on its initial attempt.
- Receipt of more than one academic probation during the student's course of study in the Doctor of Pharmacy program.

Dismissal may be waived and the student continued on academic probation by special action of the Student Affairs Committee. Dismissal may be waived no more than one time during a student's course of study in the Doctor of Pharmacy program.

REQUIREMENTS FOR WRITTEN NOTIFICATION

Written notification of Academic Review and the subsequent sanction following the meeting of the Student Affairs Committee may be met in any of the following ways: personally handing the notification to the student being notified, by mailing the notification (first class, certified, return receipt requested, signature of addressee only) to the student's address as reported to the University Registrar, or by e-mailing the notification to the student's official University e-mail address. Notification will be provided to the student within 72 hours of the Student Affairs Committee meeting.

APPEAL OF STUDENT AFFAIRS COMMITTEE SANCTIONS

A student who disagrees with the Student Affairs Committee decision to impose sanctions more severe than an academic warning is entitled to appeal that decision to the Dean of the College. The request for appeal must be made in writing to the Dean of the College stating the reasons why the student disagrees with the Student Affairs Committee decision, and must be received by the Dean of the College within 15 calendar days after the student receives the Student Affairs Committee letter imposing adverse action. Should the student fail to notify the Dean of the College in writing of his/her appeal within 15 calendar days, this shall be considered a waiver of his/her right to appeal and the Student Affairs Committee's decision shall become final for the College of Pharmacy.

Upon receipt of an appeal of the Student Affairs Committee decision, the Dean of the College (or designee) will review the student's academic record, the decisions of the Student Affairs Committee, and any other documents in the student's appeal file. Additionally, the Dean of the College (or designee) may meet with the student. The Dean of the College (or designee) will provide the student with a written decision explaining his or her findings, conclusions, and reasons for the decision. The decision shall be made within three weeks after the appeal is submitted.

The student may appeal the Dean of the College's decision within two weeks to the Chancellor for Health Sciences. The Chancellor or his or her designee shall review the appeal utilizing any procedures available to the Dean of the College as set out above.

The Chancellor's decision is subject to discretionary review by the UNM President and Board of Regents as outlined in Sections 9.3 and 10.4 of the Student Grievance Procedure in the UNM Pathfinder.

SANCTIONED STUDENT'S STATUS IN THE PROGRAM PENDING ACADEMIC REVIEW

Except under very unusual circumstances, a student involved in the Academic Review process will be allowed to continue in the program without prejudice, pending action by the Student Affairs Committee and/or Dean. Students will be expected to understand the process and related consequences of a pending academic sanction, and will be encouraged to contact Student Services for questions or concerns.

ANNUAL ACADEMIC REVIEW REPORT

The Student Affairs Administrator and the Student Affairs Committee Chair will present a report of all Academic Review cases to the faculty on an annual basis. These reports will only include the number and nature of sanctions and outcomes. The names of students, courses involved, and any other personally identifiable information will not be reported, in accordance with federal student confidentiality laws.

DISPOSITION OF RECORDS

All records shall be maintained in accordance with applicable University record retention schedules and procedures.

ACADEMIC PROGRESSION GUIDELINES AMENDMENTS

Students or faculty members may propose amendments or revisions of the Academic Progression Guidelines to the Student Affairs Committee. To become effective, proposed amendments or revisions must be approved by majority vote of the faculty.

UNM COP Academic Remediation Policy and Procedures

Approved by Faculty June 12, 2018

The faculty and staff at the College of Pharmacy are committed to student success and aspire for all students to perform well academically. These policies and procedures, applicable to all non-skills based and non-experiential learning courses in the PharmD program, describe our proactive processes to promote successful “end-of-term” academic performance.

Definitions

Learning Specialist refers to an individual with expertise in education and learning theory, qualified to support and counsel students in ways to become better students, time managers and life-long, self-directed learners. Students may be assigned to meet with the Learning Specialist, or may voluntarily seek assistance at any time.

Intervention refers to strategies beyond the standard course teaching, learning, and assessment approaches, designed and implemented during the conduct of the course identified by the COP Learning Specialist, to address less-than-satisfactory performance and/or missed course work that jeopardizes overall course success.

Course Remediation occurs after completion of a course and refers to processes following unsatisfactory overall student performance in a course (competency-based letter grade less than a "C-").

Intervention

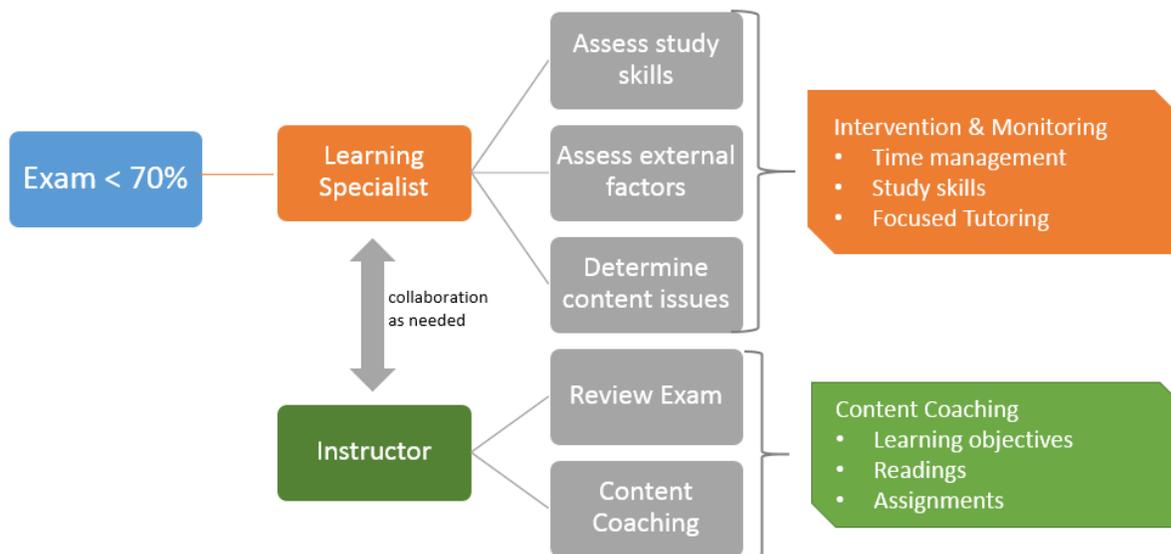
Intervention may be triggered by:

1. Score of less than 70% on any competency-based assessment (e.g. graded exam or activity) will result in a meeting invitation from the Learning Specialist

2. Second score of less than 70% on any competency-based assessment (e.g. graded exam or activity) within an eight-week block will require a meeting with the Learning Specialist.

Process

1. The Learning Specialist will be notified of any students eligible for Intervention and issue an invitation or an appointment to meet.
2. A confidential interview between the Learning Specialist and the student will provide opportunities for frank discussion(s) of student-specific factors affecting performance; the goals are to:
 - a. Evaluate study strategies, time management, metacognitive skills needed for improved performance
 - b. Discuss external factors influencing performance for referral to other COP, HSC, or University resources
 - c. Review options for content learning enhancement
3. An individualized student learning plan will be developed by the Learning Specialist in collaboration with the student. The plan may include, but is not limited to:
 - a. Study/time management plans
 - b. Engagement with instructor(s) and/or tutors
 - c. Monitoring of progress and improvement
 - d. Referral to course instructor for content related issues, as needed
4. The course content instructor may be contacted by the Learning Specialist to meet with the student(s) to
 - a. Review exam/assignments to identify areas in need of improvement such as comprehension or application of knowledge needed for content competency.
 - b. Make recommendations to promote improved learning such as: completing learning objectives, summarizing required and/or supplemental readings, completing case studies, other specific assignments as needed.



5. Students entering mandatory Intervention shall:
 - a. Meet with the Learning Specialist as required
 - b. Participate in the development and execution of a Learning Plan
 - c. Comply with all requirements of the Learning Plan until the end of the semester in order to maintain eligibility for Course Remediation (if necessary).

Course Remediation

Course Remediation is triggered by an overall course competency-based score of less than 70%. Students with a competency-based score greater than 70% are not eligible for Course Remediation.

Students may not remediate more than two course grades per semester without approval of appeal to the Student Affairs Committee.

Successful Course Remediation will result in an overall course score of no more than 70% (C, or C- if fractionated grades are used).

Process

1. Student must have successfully executed the Intervention in all aspects during the semester. Students who do not participate in and complete Intervention requirements are not eligible for Course Remediation. The course grade will be determined from the earned scores.
2. The Learning Specialist will collaborate with the course instructor to facilitate the process, completion, and documentation of course remediation.
3. Within one week of the semester conclusion, student(s) will meet with content instructor(s) to submit and discuss an individualized remediation plan. All assigned work must be submitted to the instructor(s) by the assigned date to proceed to Course Remediation. Students who fail to complete the remediation plan(s) will not be eligible for Course Remediation.

4. Students will remediate **each** competency-based assessment (exam/project) with a score of less than 70%. A score of 70% or more for each deficient assessment must be earned to establish competency.
5. Exam remediation shall be scheduled four weeks after the end of the second 8-week block of the semester.

Student Grievance Procedure for 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. This section does not include decisions made by the Student Affairs Committee for academic sanctions as described on pages 18-20 or decisions made by the Honor Council for alleged violations of the Student Academic and Code of Conduct Policy as described on pages 22-30.

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 department chair 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 Student Affairs Administrator.

1.2.2. In these informal discussions, the department chair, supervisor, or Student Affairs Administrator 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

If the informal discussions do not resolve the grievance, the student may bring a formal appeal. This appeal process shall begin within two weeks following the informal discussions.

1.3.1 The student shall make a written complaint to the Dean of the College.

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 may attach copies of any relevant documents. The student shall send a copy of the complaint to the faculty member and his or her chairperson. The faculty member shall have two weeks from the receipt of the complaint to respond in writing to the Dean of the College. A copy of the faculty member's response shall be provided to the student, consistent with the federal Family Educational Rights and Privacy Act (FERPA).

In deciding the appeal, the Dean of the College (or his or her designee) 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 Dean of the College (or designee) shall interview each party and may interview other persons with relevant information. At his or her discretion, the Dean of the College (or designee) 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 Dean should normally hold such a hearing. If a hearing is to be held, the Dean of the College (or designee) will give the parties no less than five working 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 Dean of the College (or designee) may require that questions be directed through the Dean.

1.3.2. At his or her discretion, the Dean of the College (or designee) may convene an advisory committee to hold a hearing or otherwise help him or her evaluate the dispute. For this purpose the Dean of the College may utilize a standing committee appointed within the College of Pharmacy.

1.3.3. The Dean of the College (or designee) 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.

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

1.3.6. The Dean of the College or Chancellor 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 Chancellor's decision is subject to discretionary review by the UNM President and Board of Regents is as outlined in Sections 9.3 and 10.4 of the Student Grievance Procedure in the UNM Pathfinder.

Drug and Alcohol Misuse and Abuse Policy

A. Introduction

The University of New Mexico (UNM) is committed to an environment for the pursuit of its educational mission. In accordance with Regents' Policy 2.6, Drug-Free Environment, the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community, faculty, staff, or student, is strictly prohibited. As a condition of enrollment in the College of Pharmacy ("College"), all

students must abide by the Policy, and the subsequent administrative policies and procedures adopted by the UNM President to implement the Drug Free Environment Policy.

If you are concerned about another student's, or your own alcohol or other drug use, contact the Student Health Center Counseling services, 505-277-3136, or Crossroads at crossroads@salud.unm.edu, a medical student advocacy and support group, for consultation. Additional information concerning possession of drugs or alcohol on campus can be found in University Administrative Policy 2140 and the UNM Pathfinder, Student Handbook <https://pathfinder.unm.edu/campus-policies/policy-on-illegal-drugs-and-alcohol.html>.

B. Purpose and Policy Statement

The University of New Mexico, College of Pharmacy (COP) recognizes that drug and alcohol abuse is a significant problem in our society. A student pharmacist or pharmacist who irresponsibly or illegally uses alcohol, drugs or other substances of abuse discredits his or her professionalism and pharmacy as a health care profession. Therefore, in furtherance of the education of our students and the safety and wellbeing of the patients treated, the University of New Mexico, College of Pharmacy has adopted the following policy regarding alcohol and drug use in accordance with the UNM policies and New Mexico State regulations and statutes related to Pharmacists.

Substance abuse compromises the student pharmacist's ability to learn and to practice as a health care provider. It is considered unprofessional conduct subject to the Student Ethics and Conduct Code. Substance abuse includes the use of any substance that is illegal by federal or state law, the inappropriate use of legal substances, or the use of any substance that, in the College's judgment, impairs the ability to practice pharmacy or meet the technical standards of the Doctor of Pharmacy program. Students who have a substance abuse problem should seek assistance through the COP Office of Student Affairs and will be referred to the New Mexico's Monitored Treatment Program (NM MTP) for evaluation.

C. Drug Screening

1. First Year Drug Screening

Screening for drug and alcohol abuse is a requirement for participation in the experiential component of the curriculum set by College affiliated institutions. This screening may be separate from other required screenings (pre-matriculation, random, or with cause screening).

In their first year of study, pharmacy students must pass a 10-panel drug screen via a collection site/laboratory of the College's choosing and at the student's expense. This is a requirement to be eligible for Introductory Pharmacy Practice Experiences (IPPEs). Any student with a break in enrollment must pass the 10-panel drug screen just as an entering student.

2. Periodic, Random Drug Screening

The College may request any student (up to 10% of the PharmD student body), selected at random per protocol, to submit to an additional drug screen without cause at the expense of the College.

Randomly selected students will be contacted at their HSC email addresses and at the phone number on record with the College and have 24 hours to submit a urine sample.

3. Reasonable Suspicion Drug and Alcohol Screening

The College reserves the right to test any Pharmacy student for the use of controlled or prohibited substances and alcohol when the actions of the student are such to provide reasonable suspicion of the use of controlled substances or alcohol.

Reasonable Suspicion is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based upon specific, contemporaneous, articulate observations concerning changes in behavior and speech, or personal hygiene of the student. The observations may include indications of chronic and/or withdrawal effects of the prohibited substances or alcohol. College administrators, faculty, staff, or internship preceptors may report reasonable suspicion to the head of the Student Affairs Administrator or Assistant Dean for Experiential Education. Due to the location of student internships, it will not always be possible for the Assistant Dean for Experiential Education to observe or speak with the student prior to requesting the reasonable suspicion drug and alcohol screening. However, to the extent possible, the Assistant Dean for Experiential Education will attempt contact with the experiential student prior to ordering the drug and alcohol screening. All reports of reasonable suspicion should be memorialized in writing and should (a) describe each witness' observations of the students; (b) include the date and time of the student was suspected to be or in possession of a controlled substance or alcohol; and (c) contain the names of all involved parties.

D. Screening Method

1. Initial Drug and Alcohol Screen

The method of testing will be urinalysis and the urine samples will be collected and tested by a private laboratory, a vendor selected by the College or experiential site, utilizing generally accepted pathological methods. The collection and coding of specimen samples will be executed in such a manner as to ensure confidentiality. Appropriate "chain of custody" methods will be exercised to ensure complete integrity of the specimen. Prescription or over-the-counter medications shall be disclosed to private laboratory prior to providing a urine sample or on the day immediately following the drug screen procedure. Medications disclosed will require written confirmation from the prescribing provider. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

2. Appeals from a Positive Results

Any initial positive tests can be appealed. A second test on the same urine specimen at the same private laboratory will be performed to assure that no error has occurred. The cost of this additional testing will be assumed by the student.

The student must provide notice to the laboratory of his or her intent to appeal within 24 hours of receiving notice of a positive test result.

E. Refusal to Submit to Testing

Refusal to submit to testing shall include any or all of the following:

- Failure to provide adequate urine for the urinalysis without a valid medical explanation after he or she has received notice of the requirement for the drug and alcohol screening;
- Engaging in conduct that obstructs or interferes with the testing process;
- Failure to be readily available for testing;

- Failure to report to and undergo prohibited substance testing as required.

Those who do not pass or refuse to submit to any drug and alcohol screening may be dismissed from the program. Samples must meet all requirements for analysis by a licensed independent laboratory. The laboratory will provide interpretation of the results based on predetermined cutoff values and will allow students to declare and verify prescription drugs that are being used under the care of a licensed prescriber at the time of the screening.

F. Notification of Test Results

If a negative result is returned, the result of the test will be communicated to the student and College by the laboratory.

If a positive test result is returned, the following steps will be taken:

1. Student will be noticed by the laboratory, at this point, the College will not yet be notified.
2. Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.
3. A persistent positive result after the challenge period, will be communicated to the Office of Student Affairs. Students testing positive without a valid prescription are referred for discipline as described below.

In summary, upon notification of a positive test result, the student may (a) accept the results and the College will be notified of a "positive result" with no details as to why it was positive. At this point the student will be subject to discipline as set forth in COP Student Professional Code of Conduct or (2) appeal the initial positive result in subject to the terms set forth in Section D(2) above.

G. Disciplinary Procedures

Students will be disciplined following the procedures contained in the COP Student Academic and Professional Conduct Policy

H. Alcohol Use at College and Campus Functions

The College follows University Administrative Policies (UAP) on the use of alcohol at College and campus functions. (see UAP 2140).

In 1988, the US Congress enacted The Anti-Drug Abuse Act, requiring employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a "drug-free work place." This act applies to all full or part-time employees and students of the university. The possession, use or sale of illegal drugs, including nonprescribed narcotics or other controlled substances, is a violation not only of the law and university policies but also the College of Pharmacy Student Academic and Professional Code of Conduct, Drug Violations Penalties, and Financial Aid Eligibility

Under Section 485 and 484r of the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal aid includes Federal Pell Grants, Federal Work Study, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal SMART Grants, Federal TEACH

Grants and Perkins Loans. See Student Financial Aid Office for more guidance pertaining to Student Aid Eligibility.

Student Academic and Professional Conduct Policy

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

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

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

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

1. SCOPE

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

educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

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

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

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

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

2. STUDENT RIGHTS

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

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

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

3. STUDENT RESPONSIBILITIES

Student conduct expectation encompass both ethical as well as behavioral standards that reflect the way in which students enrolled in the College of Pharmacy are expected to act. UNM College of Pharmacy students are expected to be familiar with and adhere to the APhA Code

of Ethics found at: <http://www.pharmacist.com/code-ethics> and in Appendix 1. Graduate student activities are generally not covered by the APhA Code of Ethics but are instead described the University of New Mexico Guide to Graduate Studies outlining Academic Integrity and Responsible Conduct of Research and in the University Student Conduct Policy (<http://grad.unm.edu/current-students/guide-grad-study.html>).

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

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

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

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

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

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

- A. The New Mexico Board of Pharmacy defines unprofessional or dishonorable conduct to include: 1). Failure to hold with the strictest confidence all knowledge concerning patrons,

their prescriptions, and other confidence entrusted or acquired by him. 2). Divulging in the interest of the patron only by proper forms, or where required for proper compliance with legal authorities. [See the New Mexico Board of Pharmacy Rules: regulation Title 16, chapter 19, Par 4, Section 9.3.8]

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

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

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

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

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

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

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

4. DEFINITIONS OF UNACCEPTABLE STUDENT CONDUCT

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

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

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

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

4.2 Professional Misconduct

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

- Using, possessing, selling or distributing illicit drugs; illegally using, selling, possessing, or distributing drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a pharmacy student, including being in an educational or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.
- Concerns of alcohol abuse or abuse of other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to the Student Affairs Administrator.
- The University of New Mexico has policies regarding the use of alcohol and other drugs and these policies are in effect for students:
<https://pathfinder.unm.edu/common/policies/policy-on-illegal-drugs-and-alcohol.html>

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

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

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

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

4.7 Sexual and other unlawful harassment.

This conduct includes not only sexual or other unlawful harassment based on a person's identity or status, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. <http://policy.unm.edu/university-policies/2000/2730.html>. The Student Affairs Administrator will refer any discriminatory act as provided in Article 4.4 of the Student Grievance Procedure (available at <https://pathfinder.unm.edu/campus-policies/student-grievance->

[procedure.html](#)) to the University's Office of Equal Opportunity ("OEO"). Additionally, the Student Grievance Procedure governs any allegations of sexual violence. (<https://pathfinder.unm.edu/campus-policies/student-grievance-procedure.html>)

4.8 Relationships with faculty and staff members.

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

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

5. REPORTING PROCEDURES

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

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

6. INVESTIGATION

6.1 The Student Affairs Administrator will provide the accused student of notice in writing of the allegation of misconduct within five University business days of receipt of the report alleging misconduct.

6.2 The Student Affairs Administrator will meet with the accused student as soon as possible after the notice of alleged misconduct has been sent but no later than ten University business days.

In this meeting, the Student Affairs Administrator will (a) inform the student of the nature of the allegations; (b) explain the investigation and hearing process; and (c) explain the student's options. As a result of this meeting the following outcomes are possible:

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

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

6.3 Honor Council Membership

The Honor Council will be comprised of:

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

Student Honor Council members self-nominate by submitting an essay detailing why they believe they will be an ideal honor council member and a 200 word response to a behavioral question selected by the Office of Student Affairs. Potential Honor Council members are selected by the current Honor Council members based on their essay and response to the behavioral question. Each submission will be blinded to conceal the identity of the student before being considered by the Honor Council. The representatives are appointed for one year terms by the College of Pharmacy, but eligible for re-appointment if deemed appropriate. Re-appointment is at the sole discretion of the Student Affairs Administrator or designate. In order to be re-appointed student representatives must not be the subject of an investigation of any sort and must not receive any Professional Conduct Concern Notes (PCCNs). Appropriateness of re-appointment will also consider any concerns expressed by faculty, staff or fellow students specific to a student honor council member's behavior, reliability or other critical aspects of peer to peer representation.

6.4 Investigation

The team of investigators from the honor council is appointed by the Student Affairs Administrator based on the principals that investigators should not be members of the accused's class, and/or student organization or involved in the incident. The investigation will consist of the following: The investigators shall interview the reporting witness, the accused (if

the accused consents), any other witnesses, and all other persons, including faculty and staff, who may have relevant information. Written statements should be taken from all witnesses. After all witnesses have been interviewed and the investigation has been completed, the investigators shall report the finding to the Honor Council. The investigators will not serve as decision makers in the Honor Council hearing.

6.5 Hearing

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

6.6 The Hearing Procedures are outlined in Appendix 2.

6.7 Appeal Process

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

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

The Dean of the College will determine if the appeal meets the above conditions. On appeal, the Dean of the College shall review the decision or the sanction (or both) of the Honor Council. The Dean of the College may meet with the party appealing the decision to discuss the reasons for the appeal.

After reviewing the case, the Dean of the College may 1) affirm or overturn the findings of the Honor Council, 2) affirm or overturn the sanctions imposed by the Honor Council, or 3) remand the case back to the Honor Council for further proceedings. Where a case is remanded, the decision may be appealed after rehearing to the Chancellor of Health Sciences.

The Dean of the College will issue a written notification regarding the decision within fourteen University business days of receiving the appeal.

The student may appeal the Dean of the College's decision within two weeks to the Chancellor for Health Sciences. The Chancellor or his or her designee shall review the appeal utilizing any procedures available to the Dean of the College as set out above.

The Chancellor's decision is subject to discretionary review by the UNM President and Board of Regents as outlined in Sections 9.3 and 10.4 of the Student Grievance Procedure in the UNM Pathfinder.

Procedure for Reporting Potential Violations of the Student Academic and Professional Code of Conduct Policy (also referred to as a Professional Conduct Concern Note).

In conferring the PharmD degree, the University of New Mexico certifies that the graduate is competent in pharmaceutical knowledge and skills, and that the graduate demonstrates those traits essential to the profession of pharmacy which include:

- *Altruism* is putting the best interest of patients above self-interest
- *Accountability* is required at many levels—individual patients, society, and the profession.
- *Compassion* is to be disposed to see, as well as feel, what a trial, tribulation, or illness has wrought in a patient's life.
- *Duty* is the free acceptance of a commitment to service. This commitment entails conscientiousness in fulfilling one's responsibilities including being available and responsive when "on call," and accepting inconvenience to meet the needs of one's patients.
- *Excellence* entails a conscientious effort to exceed ordinary expectations and to make a commitment to life-long learning.
- *Honesty and Integrity* are the consistent regard for the highest standards of behavior and the refusal to violate one's personal and professional codes. Honesty and integrity imply being fair, being truthful, keeping one's word, meeting commitments, and being straightforward. They also require the recognition of the possibility of conflict of interest and avoidance of relationships that allow personal gain to supersede the best interest of the patient.
- *Respect for others* is the essence of humanism, and humanism is central to professionalism. Respect for patients and their families and for colleagues is demonstrated through a willingness to acknowledge and learn about the cultural influences that shape their health beliefs and behaviors.

The College has a great stake in instilling professionalism into its students. The Student Academic and Professional Conduct Policy indicates that all members of the College community have the responsibility to report any reasonable suspicion that a student has violated to the policy.

Process for Reporting Issues of Professional Concern (i.e., Professional Conduct Concern Note):

- Reporting of all incidents for which there is a reasonable suspicion that a student has violated the Student Academic and Professional Conduct Policy will be done using the Professional Concern Notice (i.e., PCCN).
- PCCNs will be classified as "academic integrity concern," "professionalism concern," or "other concern" by the person reporting the incident. For academic integrity concerns, reporting faculty will be consulted regarding possible consequences.

- The Student Affairs Administrator of Education or his/her designee can be contacted directly for urgent issues that require immediate attention, with completion of the PCCN to follow after the immediate needs have been addressed.
- If a faculty or staff member or other individual who has contact with the student and observes a student exhibiting unethical behavior/substandard professionalism, in an experiential practice setting, the concern should be brought to the course director/Director of Experiential Education who will then decide whether to formally submit a Professional Conduct Concern Note to the Student Affairs Administrator.
- If the concern for substandard professionalism arises outside of a College of Pharmacy course, faculty or staff should also submit the Professional Conduct Concern Note directly to the Student Affairs Administrator Education.
- Per University policy a faculty member may impose course sanctions for academic violations but should only do so after consultation with the Student Affairs Administrator.
- Resolutions of each case will be recorded by the system, and accessible only to the Student Affairs Administrator or her/his designees.
- A note of acknowledgement will be sent to the reporting party regarding resolution of the incident without providing details of any sanctions or lack thereof.
- In incidences when a resolution to a case is not reached prior to reporting of grades, an incomplete should be entered for the student(s) in question, with the grade adjusted once the resolution is reached.

The purpose of a “Professional Conduct Concern Note” is to report instances or patterns of substandard professional behavior including concerns of academic integrity by a student pharmacist to the College administration where the concern will be reviewed confidentially. The student may be referred to counseling or other formal intervention. Professional Conduct Concern Notes may result in a report of substandard professionalism in the student’s formal academic record.

The Student Affairs Administrator will review each Professional Conduct Concern Note. The student will be notified of the concern and required to meet with the Director of Experiential Education and/or Student Affairs Administrator. Subsequently, a plan for addressing the behavior, and further counseling, remediation or formal action will be developed based on the seriousness of the concern.

The Professional Conduct Concern Note will be placed in the student’s academic file. In general, the documentation for students with fewer than three Professional Conduct Concern Notes will be purged from their academic file at the point of graduation. However, in rare cases, due to the seriousness of the incident, the Professional Conduct Concern Note may become part of the student’s permanent record.

Records of all Professional Conduct Concern Notes will also be maintained in a confidential, secure database.

A student who has three or more Professional Conduct Concern Notes will be reported to the Honor Council for further action/recommendation. However, any Professional Conduct Concern Note may result in a recommendation for a hearing (see Appendix 2) if the problem with professionalism or academic integrity is deemed serious enough by the Student Affairs Administrator responsible for this student.

The Professional Conduct Concern Note form can be found on the College intranet or requested from the Office of Student Services.

Professional Commendation Notice (i.e., Commendation Note)

The purpose of a “Commendation Note” is to report the exceptional professional behavior or service of a student. This information is conveyed to the student and recorded in the student’s College file. The Commendation Note is not used to highlight academic excellence, as this is evaluated and reported through the current grading and evaluation system.

1. **Submission** - Any faculty member, adjunct faculty, staff, or other individual who observes the student’s professional behavior may recommend the student for commendation. This recommendation can be made to an Instructor of Record (IOR), the Assistant Dean for Experiential Education and/or the Student Affairs Administrator. The IOR or Assistant Dean for Experiential Education should then formally submit the Commendation Note via the on-line form to the Student Affairs Administrator. A Commendation Note may be submitted with the student’s final evaluation during a course/rotation, or may be separately submitted.
2. **Process and Recording** - The student will be contacted and notified of the commendation. The commendation will be placed in the student’s file.

ACPE 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. Any student may bring a grievance or complaint in reference to the Accreditation Council for Pharmacy Education (ACPE) accreditation standards. The ACPE, as directed by the U.S. Department of Education, requires that any student complaint lodged against the College of Pharmacy, or the pharmacy program, alleging a violation of the ACPE Accreditation Standards should be submitted in writing to the Student Services Office. The Accreditation Standards ("Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree," adopted June 14, 1997) can be found in the publications section of the ACPE Website at: <https://www.acpe-accredit.org/students/standards.asp>

College of Pharmacy Student Affairs

The College of Pharmacy maintains an Office of Student Affairs 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. The Advisement Office should be notified immediately of any name changes. The Advisement Office telephone number is (505) 272-3241, please call for an appointment.

Academic Support

The College of Pharmacy Learning Specialist is located in the Room 188 of the Nursing/Pharmacy Building. The learning specialist is available to assist students in strategies, tools, and concerns to assist in student success. Students may make an appointment with the learning specialist through the front desk or by calling 505-272-3241.

An organized peer-tutoring program is run through the Office of Student Affairs. 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 through the learning specialist as required for students. Tutors are selected from upper level pharmacy students who have achieved academic excellence in their course(s). Student's attendance at tutoring sessions will also be tracked and used to evaluate the effectiveness of the tutoring program.

Personal Support Services

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

Financial Aid Office

College of Pharmacy students apply for financial assistance at the UNM Health Sciences Center Financial Aid Office. Questions regarding financial aid may be directed to Janell Valdez (javaldez@salud.unm.edu) or via phone at (505) 272-2954. Information on state and federally funded grant, scholarship, and loan resources can be obtained through her office. Additional questions on College of Pharmacy-level scholarships or questions can be directed to the COP Office of Student Affairs, (505) 272-3241.

Scholarships/Loans

For the most up to date information on scholarships, loans and other financial aid information, please see the Health Sciences Center's website (<http://hsc.unm.edu/academicaffairs/financialaid/>).

Residency

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

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

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

UNIVERSITY OF NEW MEXICO COLLEGE OF PHARMACY

Office of Experiential Education

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

Pharmacy Practice Experiences (PPEs)

The Pharm.D. curriculum consists of both didactic and experiential components. Experiential education comprises approximately 33% of the curriculum and is an integral component in transitioning from classroom learning to real world application. Pharmacy Practice Experiences (PPE) begin in the first summer of the first year of study, and are required, unpaid experiences for which students receive academic credit. Each experiential course will be scheduled by the Office of Experiential Education (OEE). Accounts for incoming students will be established in Core Elms, a rotation management program and database: <https://corehighered.com/login-elms.php> to document and track their experiential activities.

The experiential portions of the curriculum are briefly outlined below:

- Introductory Pharmacy Practice Experience (IPPE)
 - Students are required to successfully complete a **Community Pharmacy IPPE** at the end of the first professional didactic year, usually during the first summer. This IPPE takes place in a community pharmacy setting. The objective of this experience is to introduce students to basic pharmacist functions. The primary emphasis will be on prescription intake, processing and dispensing; obtaining a history (drug and medical) and communicating drug and health prevention information to patients. Students are expected to complete a minimum of 160 unpaid hours. Every attempt will be made to accommodate student requests, however, please note that assignments may be made anywhere in New Mexico.
 - Students are required to successfully complete an **Institutional Pharmacy IPPE** at the end of the second professional didactic year, usually during the second summer. This IPPE takes place in a hospital or other institutional setting. The objective of this experience is to introduce students to interpreting and entering medication orders, drug distribution within the institution, sterile product preparation, and pharmacy administration. Students are expected to complete a minimum of 160 unpaid hours. Every attempt will be made to accommodate student requests, however, please note that assignments may be made anywhere in New Mexico.
 - During the third professional year students will complete 80 hours of IPPE experience concurrent with the Fall and Spring semesters. This experience focuses on transitions of care and is patient focused. Together, the IPPEs and coursework prepare the student to enter the Advance Practice Experiences (APPE).
- Advanced Pharmacy Practice Experience (APPE)
 - The APPEs take place during the entire fourth year of study and are designed to provide advanced and specialized experiences. Students will have the opportunity to experience a pharmacy practice in a variety of settings throughout the fourth year. One of these experiences must be completed in a rural New Mexico setting. This setting may be anywhere in the state of New Mexico but is defined to be outside the greater Albuquerque, Los Lunas, and Rio Rancho areas.

UNM Health Sciences Center/College of Pharmacy Requirements

All UNM College of Pharmacy students must be in compliance with the requirements listed below. It is the student's responsibility to ensure that all records are current and he/she is in compliance with all site/College/HSC requirements year-round, including breaks between semesters.

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

- **Core Elms:**

Core Elms is the program that the UNM College of Pharmacy uses to manage student rotations. All students will have an account in this system where they can check the status of their requirements and upload verification documents. The website is <https://corehighered.com/login-elms.php>

- All experiential course schedules and evaluations reside in Core Elms.
- To upload verification of requirements click on "Requirements," then edit/add selected requirement to upload new proof of compliance.

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

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

URL: <https://learningcentral.health.unm.edu>

- Log in with your Main Campus UNM Net ID and password
- Type "HIPAA" in the catalog search box and hit enter
- Complete the trainings titled:
 - "HIPAA and HITECH training 2018"
 - "HIPAA Security Training 2018"

Each January HSC trainings are updated and titles may change. Check with the Office of Experiential Education for current requirements each year.

Upload certificates of completion into your Core Elms profile under the requirements tab.

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

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

URL: <https://learningcentral.health.unm.edu>

- Log in with your Main Campus UNM Net ID and password
- Type “Bloodborne” in the catalog search box and hit enter
- Complete the training titled:
- “*Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC*”(online Annual Comp HSC 1884)

Each January HSC trainings are updated and titles may change. Check with the Office of Experiential Education for current requirements each year

Upload completion certificate into your Core Elms profile under the requirements tab.

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

Healthcare students must complete all required immunizations per the UNM Student Health and Counseling (SHAC) before they engage in patient care activities. Students must take their records to the UNM Student Health and Counseling (SHAC), Allergy & Immunization Clinic on main campus to be scrutinized for completion, and recorded on the appropriate SHAC form. The College of Pharmacy will not accept immunization records that are not recorded on the SHAC form and accompanied by SHAC’s letter of estimation of completion. Both SHAC forms should be uploaded to student’s account in Core Elms: <https://corehighered.com/login-elms.php> in the requirements tab, under Immunizations. All subsequent immunizations need to be updated on the SHAC forms and uploaded to Core Elms under the requirements tab.

- Students at the College of Pharmacy will complete SHAC’s requirements for immunizations for healthcare programs: <http://shac.unm.edu/documents/immunizations-healthcare-programs.pdf>

- **Intern Licensure:**

Currently, students will be eligible for a pharmacy intern license after successful completion of the first 30 hours of pharmacy course work. This is subject to change pending New Mexico Board of Pharmacy regulations. The College of Pharmacy will notify the students of any changes regarding the status of the intern license eligibility. Students must retain an active New Mexico intern license to complete ALL Professional Practice Experiences. Failure to comply will result in forfeiture of academic credit (for IPPEs or APPEs); and/or forfeiture of accrued intern hours. Applications will be available to students toward the end of their second semester. The College may assist students and the Board of Pharmacy in processing board applications for initial licensure approval. The New Mexico Board of Pharmacy is located at 5500 San Antonio Dr. NE, Suite C, Albuquerque, NM 87109, telephone: (505) 222-9830.

- **CPR Certification:**

UNM HSC and the College of Pharmacy require that all student pharmacists maintain current CPR certification throughout the program. Incoming students must complete a live course (not entirely online) that covers adults and children. Training must be either “BLS for Healthcare Providers,” or “CPR Pro,” and must be updated before expiration every one-two years. Students that are not already certified must obtain certification as soon as possible. Students should maintain proof of certification, as the Office of Experiential Education will require copies of current training/certification. Students are required to upload proof of certification (front and back of card) to their account in Core Elms: <https://corehighered.com/login-elms.php> under the requirements tab, CPR.

- **Other UNM HSC and College of Pharmacy Requirements for Pharmacy Practice Experiences:** (List below is not exhaustive; subject to change)
 - 10-panel Drug Screen from approved vendor
 - Background Checks from the NM Department of Health
 - Fingerprinting for background checks
 - Health Insurance
 - Professional Liability Insurance
 - Site specific requirements may include additional titers; additional documentation including flu vaccination during influenza season; background check updates; more frequent TB testing or drug screens within specific timeframes; and Fit testing for N95 Respirators
 - More information will be provided regarding specific requirements throughout the curriculum. Please note that requirements are subject to change.

- **Drug and Alcohol Misuse and Abuse** See the *UNM College of Pharmacy Policy on Drug and Alcohol Misuse and Abuse*

Pharmacy Practice Experiences courses (rotations) Important Information

- **Scheduling PPEs**

All PPEs (rotations) will be assigned by the Office of Experiential Education (OEE) taking each student's career goals and personal circumstances into consideration, and the availability of sites and rotation types. The majority of these experiences must be completed in New Mexico, and in the last year, at least one Advanced Experience will be completed in rural NM. Grades below "C" may affect eligibility for rotations.

- **Arranging/Changing Practice Experiences:**

It is not appropriate for students to approach preceptors about arranging practice experiences. Please ask the Office of Experiential Education before attempting to arrange a rotation. It is never appropriate for students to approach preceptors about changing a rotation that has been assigned. If an arrangement or change is warranted, the student will first discuss it with the OEE. Making rotation assignments is a very complex process, thus the OEE does not allow student pharmacists to speak with preceptors about rotation changes.

- **Practice Site Affiliation Agreements:**

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

 - Students are not involved in the affiliation agreement process as it is a legal process involving attorneys at both the University of New Mexico and the practice site. The OEE will do all that it can to ensure that a site affiliation agreement is in place at least two months in advance of each student's scheduled rotation. If the agreement is not fully in place two months in advance, the rotation may be cancelled. In the event of cancellation, the OEE will make arrangements for another rotation.
 - There are a handful of pre-approved experiences outside the state of New Mexico. Any additional out-of-state experience requests should be submitted to the OEE by the end of fall semester of the third-year of study. Once approved, the student pharmacist must complete the experience and will not be allowed to drop it.

- The College of Pharmacy shall be responsible for completing the site affiliation agreements of the program, including facilitating site-specific student requirements.
- **Student Rotation Change Request Policy and Procedure:**

Assignments are made based on student preference, and preceptor/site availability.

 - IPPE rotations will be assigned by the OEE after consideration of student preferences and geographic needs.
 - Students will make APPE selections in February of their third professional year. Students will receive their assignments for APPE sites in early spring, and will have an opportunity to request changes (except extraordinary out-of-state experiences) based on requirements and availability until the deadline. Schedule adjustments requested after the deadline will not be granted unless there are extreme circumstances such as illness or life-events that happen to the student. Additional change requests due to less extreme situations, including changing professional interest, will not be permitted and students should refrain from bringing these forward.

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

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

- **Contacting Preceptors: Student Policy**

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

At least **two weeks** in advance, students must contact their IPPE preceptor by e-mail for the following purposes:

- *Introductions:* Introduce yourself and remind them that you are scheduled to complete a rotation at their site in two weeks
- *CV submission:* Share a copy of your CV (also available in profile, requirements tab)
- *Logistics:* Confirm when and where to report for first day
- *Specifics:* Ask if there are articles/guidelines to review in preparation for the rotation
- *Setting of goals:* Share your personal goals for the experience.

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

- **P4s (APPEs):**

At least **two weeks** in advance, students must contact their APPE preceptor for the purposes described above.

IPPE (community and institutional) and APPE Hours:

Students are required to spend a **minimum** of 160 hours a month (at least 40 hours/week) and a minimum of 20 days in the practice setting for both the community and institutional IPPEs and APPE. Students are expected to spend a minimum of 40 unpaid hours in the practice site weekly. Breaks and additional hours may also be scheduled. It is suggested that this time be divided into five 8-hour days, though preceptors may design different student work schedules that best suit their practice or to ensure students are having the best experiences. Practice sites may require students to work more than 40 hours per week. Students **should adopt the same work schedule as their preceptor or the co-preceptor to whom they are**

assigned. This may include evening, night or weekend hours. If rotation days fall below the minimum of 20 days due to holidays, the preceptor should attempt to build in extra rotation time to ensure students complete 160 hours of practice experience (equivalent of 20 days). Examples would be longer rotation days, extra shifts on evenings/weekends, —based on what works best for the site/preceptor. The preceptor may also require attendance at local professional society meetings and/or CE programs. Any need for alterations in the daily schedule, either by the student or the preceptor, should be addressed during the first days of the practice experience.

Students at the UNM College of Pharmacy who successfully complete all 12 practice experiences (3 IPPEs + 9 APPEs) will be certified for a minimum of **1,500** hours of practical experience, meeting licensure practice requirements of the New Mexico Board of Pharmacy.

Grading PPEs

Students will be evaluated by preceptors for all Pharmacy Practice Experiences. The preceptor will complete an evaluation of each student attending a rotation. Academic credit will be established based on these outcomes. IPPEs earn credit/no credit. “No credit” rotations will have to be repeated.

APPEs will be graded, and the grades will appear on students’ transcripts as “A, B, C, etc.” If a student is requested to leave a site for performance or for professionalism issues, a grade of “F” will be earned. Grades below “C” are considered failed APPE rotations and will have to be repeated at comparable but usually different sites.

All failed grades will be handled according to the UNM remediation guidelines and Experiential Progression Policy.

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

Attendance, Bereavement, Residency Interviews Policy:

Preceptors acknowledge that extenuating circumstances occasionally occur that prevent attendance. Students should contact the preceptor as soon as possible if a sudden “excused absence” (see list below to see what qualifies) is expected. The absence should be made up to ensure the objectives of the rotation are met. Any unexcused absence (without prior notification or extenuating circumstance as listed below) during the course of a rotation month may result in a grade of “No Credit” (for IPPE rotations) or grade reduction(s) (for APPE rotations).

Failure to make up missed hours will result in a grade of “No Credit” (for IPPE rotations) or a reduction in grade for Advanced experiences.

Excused Absences:

Planned or unplanned absences are excused only under the following circumstances, which are beyond the control of the student. All absences, including excused, will have to be made up to meet the objectives of the rotation.

- **Health/medical issues:** Medical necessity refers to unpredictable or serious illness of the student or an immediate family member. Documentation, such as a physician letter, may be required at the request of the preceptor. Routine medical or dental visits **do not meet** this criterion. Students should schedule routine medical or dental visits at the end of the day to avoid missing a full day of rotation. Medical leave requests follow CoP policies. Direct inquires to the Assistant Dean for Curriculum.
- **Bereavement Policy:** An absence may be excused due to the death of a student’s immediate family member (parent, child, spouse, grandparent, or sibling). Associated absences should not exceed a total of 3 days during the rotation month.

- **Participation in pre-approved college or professional activities** (i.e. admissions interviews, activities of local, state, or national pharmacy organizations): This constitutes an excused absence provided the student informs the preceptor of the planned absence at the beginning of the rotation and receives his or her approval. Documentation of the professional activity is required. **Work as an employee does NOT constitute participation in a professional activity and is NEVER considered an excused absence from practice experiences.**
- **Participation in Residency Interviews:** It is understandable that students seeking residency training may have multiple interview dates from mid-January to the first week of March, with the majority occurring in February. The student must inform the preceptor of any planned interview(s) upon first contact with the preceptor prior to the start of the rotation, if at all possible, or immediately at the time the interview is scheduled if during the course of a rotation month. When possible, especially if more than 2 interviews are anticipated, students are encouraged to schedule interviews to occur over several rotations, so that the one experience is not the only affected. For interviews during the same rotation month, students should attempt (when possible) to consolidate interview days and combine/arrange travel to minimize time away from rotation (for example, departing **after** the workday on rotation). An absence of two days (2) in one rotation month may be allowed as Professional leave without need for make-up time. It is the preceptors decision. Additional days or hours taken for residency interviews will be made up at the convenience of the preceptor. Documentation of scheduled interviews is required: an email to the preceptor copied to the OEE noting the location and dates required for the interview, and any additional documentation per the preceptor's request.
- **Other extenuating circumstances:** The preceptor may, at his/her discretion, approve a request for an excused absence for other reasons. When possible, such requests should be made in writing at the beginning of the practice experience.

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

Procedures for Absence Notification:

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

Inclement Weather Policy:

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

Steps to Take in the Event of Other Emergencies:

In the event a student requires first aid or emergency care for an illness or injury that occurs while the student is performing practice experience responsibilities, the preceptor should call the Associate Dean of the Office of Experiential Education (OEE) immediately at (505) 272-4121, or OEE staff at (505) 272-5319 or (505) 272-8945. The student should seek medical care as appropriate and will be responsible for the cost of care. Students are required to carry medical insurance while enrolled in the PharmD program.

- **Blood & Body Fluid Exposure/Needle-Stick:** Student should obtain medical care. Review SHAC's link for more information. <http://shac.unm.edu/documents/blood-body-exposure-medical-care.pdf>

Student Information and Communication

College of Pharmacy Communications

- **Computer Requirement**

All student pharmacists will be required to have a personal notebook (laptop) computer with wireless networking capability and software that meets a minimum set of specifications. These specifications are as follows:

	Minimum	Recommended
Processor	Intel i5	Intel i7 (2.0 GHz or higher)
Hard Drive	256 GB or more	512 GB or more
Networking	Wireless 802.11 a/g/n compatible	Wireless 802.11 a/g/n compatible
Operating System		
Window	Windows 7 Home	Windows 8 Pro
MAC	Mac OSX Mountain Lion	Mac OS X Mavericks
Software*		
Windows	Office 2010	Office Home and Student 2013
MAC	Office 2008	Office for Mac 2011
Sound	Yes	Yes

*All student/faculty/staff have free access to Microsoft Office 365 Pro with their Lobo Account.

- **Outlook**

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

Travel

- **Travel Support**

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

Transportation

- **Reliable Transportation**

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

Student Amenities

- ***Student Lounge***
the Student Lounge is located at Nursing/Pharmacy 125 and 145. Currently enrolled pharmacy students are allowed to use the lounge at their leisure to relax, eat meals, use for a study area and other activities. The lounge also houses computers reserved for pharmacy students as well as a dedicated printer. Students are responsible for cleaning up after themselves. The Student Lounge can be reserved; however, student organizations or study groups that use the lounge to hold meetings/activities may not limit access to the lounge by non-participants.
- ***Student Lockers***
Lockers are located on the basement level across from the elevator. Available lockers will be evenly divided among the first, second, and third year pharmacy classes with a small number reserved for P4 students. If demand exceeds supply for the lockers, a lottery will be held to determine assignments. Students must provide their own locks and they must be removed at the conclusion of the academic year. The College of Pharmacy assumes no responsibility for damaged or stolen items.

Change of Name/Address/Phone Number

- ***Name Change***
Name changes are processed only for currently enrolled students. Students will need to process a name change request with the College of Pharmacy Office of Student Affairs and with the UNM Registrar's Office on main campus. Students need only submit a copy of their driver's license to College of Pharmacy Office of Student Affairs. Students are required to provide at least two types of identification for UNM Registrar. Examples of such documentation are driver's license, marriage certificate, birth certificate, social security card or court order for legal name change.
- ***Change of Contact Information***
Any changes in contact or emergency contact information must be immediately updated in CORE Elms. To change contact information with UNM's system, students must access the demographics section in my.unm.edu with a UNM Net ID and password. Please note that changes must be made in both systems.

Photo Identification Badges

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

- Food discount in the University Hospital cafeteria.
- Library Card – access to materials in all University Libraries.
- Recreational Services Card – access to the workout facilities at Johnson Center. Also, rent outdoor equipment from their Outdoor Shop.

- Ticket Card - Discount tickets to athletic events, as well as theater tickets for Popejoy Hall and other Fine Arts performances.
- Student Health Center – access to health care and immunizations at the Student Health Center.
- Computer Access Card - access to the many computer pods on campus.
- Discount Card - discounted city bus passes (students) and discounts from participating merchants.

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

Student Health & Counseling (SHAC)

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

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

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

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

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

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

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

Counseling Services: Licensed professionals staff the Counseling Services office. Services include: assessment; short-term individual therapy; crisis intervention; emergency assessment and intervention; psychiatric medication evaluation and follow-up; AD/HD treatment evaluation; group therapy; and referral for students needing services beyond their scope or capacity. Fees are charged for all clinical services. Free or low-cost, psycho-educational classes or skills development groups are available throughout the year. For information or to schedule an appointment, call **277-3136**.

Pharmacy: The Pharmacy fills prescriptions and sells over-the-counter products to UNM students, faculty, and staff at competitive prices. The Pharmacy is located on the second floor of SHAC and is

open for services Monday through Thursday, 8:00 am to 5:30 pm, and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website for updates. Refill services: Call 24-hours in advance or e-mail requests to pharmacy@unm.edu. Information to include with request: name, prescription number or name of medication, and phone number. The pharmacy accepts Student Health Insurance and many other insurance plans. The pharmacy will accept prescription transfers as well. For more information, call 277-6306.

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

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

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

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

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

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

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

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

Additional Student Health Information

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

Blood & Body Fluid Exposure/Needle-Stick

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

Cost for 2018-2019:

- \$22 per semester / per student

Information & Questions: <http://shac.unm.edu/medical-services/blood-body-fluid-exposure.html>

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

1. **When an exposure occurs:**

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

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

3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours: Mon. thru Thu., 8:00 am to 5:30 pm; and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

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

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

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

4. Laboratory Testing/Treatment:

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

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

- UNMH Epidemiology: 505-272-9722 (phone) or 505-951-3000 (pager)
- PALS line, Infectious Disease physician on call: 505-272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health & Counseling (SHAC): 505-277-3136 —SHAC Hours: Mon. thru Thu., 8:00 am to 5:00 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page: <http://shac.unm.edu/medical-services/blood-body-fluid-exposure.html>

Student Organizations

General Description of a Chartered Organization

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

Privileges of being a Chartered Student Organization

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

Chartering

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

College of Pharmacy Student Organizations

Academy of Managed Care Pharmacy

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

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

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

Christian Pharmacists Fellowship International

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

Kappa Psi

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

National Community Pharmacist Association

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

Phi Delta Chi

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

Phi Lambda Sigma

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

Rho Chi

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

Student Pharmacists Council

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

Student Pharmacists Research Interest Group

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

Student Society of Health-System Pharmacy

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

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

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

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

University Student Resources

LoboWeb

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

NETID

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

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

UNM Pathfinder

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

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

UNM Health Sciences Library and Informatics Center

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

Resources

Contact HSLIC:

Web: <https://hslic.unm.edu/>

Phone: 272-2311

Email: reflib@salud.unm.edu

Pharmacy Liaison: Sarah Knox Morley, PhD, MLS smorley@salud.unm.edu

Library Hours:

Mon-Thur 7:00 am - 11:00 pm

Friday 7:00 am - 6:00 pm

Saturday 9:30 am - 6:00 pm

Sunday 12:00 pm - 11:00 pm

Borrowing Periods:

- Books – 2 weeks (and can be renewed 3 times)
- Bound journals – 3 days
- Reserve or reference materials – 3 hours
- Media/DVDs – 3 days

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

Printing: HSLIC (and the entire UNM campus) will soon be implementing wireless printing provided by WEPA. This system will allow you to print from your own laptop or mobile device – as well as HSLIC's student computing – to any WEPA printer on campus. You can even send your print job from home and pick it up from the printer of your choice when you get to campus.

Computers: Student computing is located on the second floor of the library. Sign in with your HSC Net ID to use the desktop computers to access library resources, use Microsoft Office products, check email, browse the web, etc.

Laptops: are available for a four-hour check out at the Service Point and you may use them in the library, in class, or anywhere on the North Campus.

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

Tobacco and Drug Campus Use Policy

Smoke Free Health Sciences Center Campus

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

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

Drug Free Campus

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

Appendix 1: APhA Code of Ethics

Code of Ethics for Pharmacists

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

PREAMBLE

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

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

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

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

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

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

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

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

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

V. A pharmacist maintains professional competence.

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

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

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

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

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

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

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

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

Appendix 2: Honor Council Hearing Procedures

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

consent of the College of Pharmacy. Records and documents that are available in advance to all parties may be redacted to protect the privacy rights of individuals not directly involved in the hearing process.

- J.** The chair of the Honor Council will prepare a written report containing factual findings including the decision as voted on by the members of the Honor Council.

- K.** After finding that the accused student is responsible for an alleged violation a Discipline Subcommittee with members from the Honor Council will be formed. The Discipline Subcommittee will be composed of three faculty honor council members and two student honor council members as appointed by the Student Affairs Administrator. Sanctions will be determined by the Discipline Subcommittee. Possible sanctions are:
 - 1. "Verbal warning" means an oral reprimand.
 - 2. "Written warning" means a written reprimand.
 - 3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.
 - 4. Grade reduction or transcription notation
 - 5. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.
 - 6. "Dismissal" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

- L.** The Student Affairs Administrator will communicate in writing the (a) findings of the honor council and (b) the sanctions to the student both by e-mail to the student's University e-mail account and by the U.S. postal service to the local address on file in the College of Pharmacy's Student Services office, with copies to the student's file and appropriate faculty member. This will complete the process unless the student appeals the decision.

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