

# **Academic and Professional Standards**

2013-2014

## **Introduction**

Welcome to the pharmacy profession and a life-long learning process. There is no question that in your career you will make a difference in the lives you touch. Patients, colleagues and the public in general place a high degree of trust in the expertise of pharmacy professionals. Pharmacists commit to fulfill that trust by maintaining intellectual and behavioral competencies required to excel in their chosen profession.

The Oregon State University College of Pharmacy is committed to providing students, staff and faculty a welcoming environment in which to learn and work. We promote community that is founded on collegiality, mutual trust, and respect. The College has a similar commitment to the public in assuring that professional students and, upon graduation, pharmacists have the essential attributes and abilities required to provide quality patient-centered care to a diverse population.

The Oregon State University Student Conduct Regulations define several expectations of students. The College of Pharmacy professional program has defined additional academic and behavioral expectations and characteristics considered essential to being a student pharmacist and pharmacist. Individuals who choose to become student pharmacists do so with the understanding that admission, progression and graduation are dependent upon their capacity to personally demonstrate essential characteristics defined by the College and profession of pharmacy.

Academic and Professional Standards for students enrolled in the Oregon State University Pharm.D. program are outlined on the following pages. You must follow these standards whether at OSU in Corvallis, OHSU in Portland, or at a clinical site on a rotation. Academic policies, policies that provide for student and patient safety, and other requirements of the professional program are detailed. Also included are specifics of how policies are implemented, consequences of failing to meet standards, and appeal procedures. Every attempt has been made to be comprehensive, but every situation may not be specifically addressed. The College of Pharmacy Academic and Professional Standards committee has the responsibility to implement and interpret academic and professional policies and to determine how to respond to situations not specifically addressed.

## **Essential Characteristics of Student Pharmacists**

The Essential Characteristics of Student Pharmacists (“Essential Characteristics”) identified below are drawn from a number of different resources that govern the professional expectations of pharmacists, including but not limited to the national Pharmacy Code of Ethics, the Oath of a Pharmacist, and the Pledge of Professionalism. The Essential Characteristics are intended to ensure that student pharmacists and pharmacists educated at the College of Pharmacy have the capacity to meet federal and state regulations and policies that pertain to pharmacy, and to meet or exceed expectations that the public has for professional competence and behavior among pharmacy professionals.

Academic and professional environments present different challenges, but the Essential Characteristics required to succeed in pharmacy are common to both settings. Students in the College must observe and fulfill the Essential Characteristics, which have been divided into the following relevant categories:

Intellectual Ability, Empathetic and Collegial Communication Skills, Psychomotor Skills, Respect for Diversity, High Ethical Standards, and Behavioral and Social Expectations.

Under each category are examples that describe and clarify these Essential Characteristics.

### **Intellectual Ability**

- Comprehend, interpret and analyze new information
- Reason and carry out evidence-based decision making
- Use critical thinking skills and problem solving to evaluate information from multiple sources and synthesize a plan of action
- Thrive in a rigorous foundational and clinical science-based curriculum
- Participate in self- and programmatic-assessment intended to sustain a continual improvement process
- Be curious and pursue life-long learning

### **Empathetic and Collegial Communication Skills**

- Formulate concise, accurate synopses of essential information
- Contribute in a meaningful and collaborative manner in group discussions
- Interact constructively with other members of a health care team
- Communicate difficult concepts orally and in writing at an appropriate level for specific patients or audiences
- Listen empathetically and develop rapport
- Appropriately display, and interpret, non-verbal communication signals
- Communicate fluently in English
- Effectively utilize resources to communicate in non-English languages

**Psychomotor Skills\***

- Participate effectively in preparation and distribution of sterile and non-sterile drug products
- Utilize and analyze information from varied sensory inputs
- Participate in drug administration, including injections
- Carry out tasks required for objective and subjective assessment of patient health
- Discern critical elements of a problem through observation

**Respect for Diversity**

- Communicate in a manner that respects all individuals
- Proactively seek ways to provide an inclusive environment that addresses unique patient needs
- Provide care without judgment of a patients' personal choices or situation
- Individualize care with consideration of cultural norms for the patient
- Individualize care with consideration of unique therapeutic needs or challenges

**High Ethical Standards**

- Maintain confidentiality
- Act with compassion, empathy and altruism
- Accept responsibility and provide leadership
- Abstain from illicit drug use
- Act with integrity and expect the same of professional colleagues

**Behavioral and Social Expectations**

- Demonstrate a history of appropriate behavior in personal actions
- Perform effectively and display sound judgment while under stress
- Perform appropriately in academic or professional settings
- Address disagreements with tact and avoid public altercations
- Exhibit the capacity to adapt to change readily and adjust responses in dynamic, unpredictable situations
- Accept constructive criticism and adapt behavior

\*Students may be able to be admitted and progress to graduation while not possessing selected psychomotor skills. In the instance of a documented disability, the College will work to provide reasonable accommodation. The absence of some skills, however, may limit the variety of settings in which a pharmacist can work.

## Requirements for Progression

Doctor of Pharmacy (Pharm.D.) students must meet university requirements and standards and adhere to the university Student Conduct Regulations (<http://oregonstate.edu/admin/stucon>). The College of Pharmacy has adopted additional requirements to assure that all pharmacy graduates have the best possible educational background and preparation for their pharmacy practice careers. College of Pharmacy standards may vary from or exceed the university standards in order to ensure compliance with policies, regulations and expectations specific to the pharmacy profession.

Students are expected to meet specific academic and professional requirements to matriculate in the College of Pharmacy and to progress to each successive year of the professional program. Each student's standing is reviewed at the end of every term, or at any time in the interim 'for cause'. The review includes core pharmacy term GPA, cumulative GPA, and other characteristics identified as being essential to student pharmacists and pharmacists.

The professional Pharm. D. degree program at Oregon State University is designed to be completed within four years. The program combines didactic courses, structured clinical practice opportunities, and, optimally, significant work experience to educate pharmacists that have both in-depth and up-to-date knowledge to be change agents in their chosen profession.

*In order to assure this current and in-depth knowledge base for each graduate, the professional program must be completed within a five year period.*

### To begin the first professional year, students:

- Must receive, and respond in a timely manner, to an offer of admission
- Must complete all pre-pharmacy courses with a grade of C- or better
- Must hold a current CPR and First Aid certification from an approved provider
- Must successfully complete a background check following guidelines established by the College
- Must attend the first year professional orientation program, and verify an understanding and acceptance of College of Pharmacy policies and procedures
- Must hold adequate health and liability insurance
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College.

### To advance into the second professional year, students:

- Must successfully complete all courses that are included in the curriculum of the first professional year with a cumulative pharmacy GPA of 2.00 and a P (Pass) in all P/N (Pass/No Pass) courses
- Must have no more than one D grade in pharmacy courses
- Must obtain an Oregon Pharmacy Intern license
- Must have a current CPR certification from an approved provider
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College

- Must hold adequate health and liability insurance
- Must have completed their P1 Year elective with a grade of C- or better in graded courses, or with a P in Pass/No Pass (P/N) courses

To advance into the third professional year, students:

- Must successfully complete all courses that are included in the curriculum of the first two professional years with a cumulative pharmacy GPA of 2.00 and a P (Pass) in all P/N (Pass/No Pass) courses
- Must have no more than one D grade in pharmacy courses
- Must have completed two approved elective courses with a grade of C- or better in graded courses, or with a P in Pass/No Pass (P/N) courses
- Must successfully complete a background check during the summer preceding the third professional year
- Must have a current Oregon Pharmacy Intern license
- Must have a current CPR certification from an approved provider
- Must have earned a bachelor's degree
- Must hold adequate health and liability insurance
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College.
- Must have completed their P2 Year elective with a grade of C- or better in graded courses, or with a P in Pass/No Pass (P/N) courses

To advance into the fourth professional year, students:

- Must successfully complete all courses that are included in the curriculum of the first three professional years with a cumulative GPA of 2.00 and a P in all P/N courses
- Must have no more than one D grade in pharmacy courses
- Must have completed their P3 Year elective with a grade of C- or better in graded courses, or with a P in Pass/No Pass (P/N) courses
- Must have a current Oregon Pharmacy Intern license. (Licensure in additional states may be required for students completing clerkships outside of Oregon.)
- Must have a current CPR certification from an approved provider
- Must be willing to meet site specific requirements for all assigned clerkship rotations
- Must verify an understanding and acceptance of College of Pharmacy policies and procedures as they pertain to advanced experiential learning
- Must hold adequate health and liability insurance
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College.

To graduate with the Pharm.D. degree, students:

- Must have met all requirements defined for progression through the first, second, third, and fourth professional years
- Must successfully complete all required and elective rotations with a passing grade
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College.

## **Academic and Professional Policies**

### **University Requirements and College Requirements**

Doctor of Pharmacy (Pharm.D.) students must meet university requirements and standards and adhere to the university Student Conduct Regulations (<http://oregonstate.edu/admin/stucon>). The College of Pharmacy has adopted additional requirements to assure that all pharmacy graduates have the best possible educational background and preparation for their pharmacy practice careers. College of Pharmacy standards may vary from or exceed the university standards in order to ensure compliance with policies, regulations and expectations specific to the pharmacy profession.

### **Disability Access Services**

The College of Pharmacy will provide reasonable and appropriate accommodations to students with qualifying disabilities to maximize their opportunities for success. If a student suspects a disability may be limiting his or her performance, he or she is responsible for contacting Disability Access Services (DAS) as soon as possible, at 541-737-4098.

The University will determine whether accommodations can be offered based on a number of factors, including whether a student has a qualifying disability and whether the requested accommodations would effect a fundamental alteration of the pharmacy program. DAS will work with the student to determine whether the student has a qualifying disability to scope potential accommodations. The College will determine, through the Academic and Professional Standards Committee, whether any requested accommodations will effect a fundamental alteration of the program. Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss implementation of approved accommodations.

To request accommodations, students must follow the procedures described at <http://ds.oregonstate.edu/prospective/>, which include registering online, providing appropriate documentation, completing a DAS orientation, and making requests for accommodations each term.

Students with disabilities are offered many different types of auxiliary aids to ensure access and accommodation to education. These auxiliary services and aids include (but are not limited to): accessible formats, alternate testing, note-taking services, interpreting services, and tape texts.

Students must submit requests for auxiliary aids each term. If a request is submitted after the relevant deadline, DAS will make every reasonable effort to accommodate the request but cannot guarantee that such a request can be met. Untimely requests may result in delay, substitutions, or denial of accommodation

### **Bachelor's Degree Requirement**

Pharm.D. students must complete a bachelor's degree before the beginning of their third professional year. Any student not completing the bachelor's degree prior to their third professional year will be placed on Suspension and will not be allowed to continue until the bachelor's degree is complete. A

printed official transcript verifying completion of the degree requirement must be submitted directly to the Director of Student Services/Head Advisor.

### **Prerequisites**

Students may register for only those courses for which they have completed the stated prerequisite courses. Exceptions are allowed only with approval of the College of Pharmacy Academic and Professional Standards Committee. Students are responsible for verifying that they have completed all prerequisites. They must not enroll in any course for which they lack a prerequisite. If enrolled in such a course by mistake, they must immediately drop it. Enrollment in a course for which a student lacks a required prerequisite will result in an automatic failing grade for that course.

### **Incompletes**

Incompletes (I grades) in core professional pharmacy courses must be removed within three weeks after the date that marks the beginning of the next term or advanced clerkship. Failure to remove an Incomplete within three weeks will result in a failing grade for the class, unless the student has petitioned and been granted an extension by the College of Pharmacy Academic and Professional Standards Committee, and the student will be placed on Suspension.

### **Repeating Core Pharmacy Courses**

A student may re-enroll in a pharmacy course or clerkship one time for the purpose of earning a grade above C- or earning a P in a P/N course. If the student receives a grade below C- or N the second time they take a course or clerkship, he or she will be placed on Suspension and may be dismissed from the professional program.

Students who fail a required advanced clerkship (PHAR 780, 785, 790, or 792) will not be allowed to continue in previously scheduled clerkships. The student must reschedule and successfully complete an equivalent advanced clerkship experience that will fulfill the requirements of the failed clerkship, prior to continuing in the advanced experiential program. The College of Pharmacy Academic and Professional Standards Committee, the Director of Student Services, and the Director of Experiential Programs will work with the student to explore possibilities for remediation, if appropriate, before the student reenrolls in the clerkship experience.

### **Leave of Absence**

The Doctor of Pharmacy (Pharm.D.) program is a four-year program. Students may take up to five years to complete the program with approval from the College of Pharmacy Academic and Professional Standards Committee. Any student wishing to use the fifth-year option (sometimes called "flexing") must first petition the College of Pharmacy Academic and Professional Standards Committee for approval. Students should contact the Director of Student Services/Head Advisor for specific instructions regarding the petition.

### **Academic Integrity**

The College of Pharmacy does not tolerate academic dishonesty. Similarly, students must not tolerate dishonesty in the behavior of their colleagues. Students that engage in academic dishonesty may face Dismissal from the Pharm.D. Program on the first offense.

Academic dishonesty includes but is not limited to falsifying or cheating on an examination, plagiarism resulting from incomplete citations of source material, and other unprofessional behavior as described in College and University policies.

For situations that involve group work, faculty members have a responsibility to clearly define which assignments permit group work and which do not. The College expects all Pharmacy students to give appropriate credit to others whose ideas are cited. Students must actively participate and accept responsibility in group assignments when all members of the group receive the same grade. For work turned in for individual credit, the student must have independently completed the work and accept personal responsibility for all work submitted.

Definitions and examples of Academic Dishonesty are found on the OSU website under the Office of Student Conduct (<http://oregonstate.edu/admin/stucon/achon.htm>). If there is any question as to what constitutes plagiarism or other forms of academic dishonesty, students should actively seek clarification from the instructor.

### **Examination Policies**

Students are expected to conduct themselves during examinations in a manner that will not be disruptive to other students. If health or personal situations may require a student to disrupt the class (e.g. if a phone must be left on to be available for a sick child), the student should notify the instructor prior to the exam.

- Personal needs (restroom, eating) should be addressed prior to the exam period.
- All electronic devices must be turned off and put away.
- Coats, hats and other 'outerwear' should be removed.
- Students should raise their hand to attract an instructor's attention during an examination, rather than coming to the front of the room.
- Upon completion of an examination, students should not engage the instructor in conversation and should refrain from discussing the examination while in earshot of the classroom where the examination is being administered.
- Instructors will be available whenever possible during examinations.

Students are expected to avoid behavior that might cause an instructor to be concerned about academic dishonesty.

- Only approved electronic devices (e.g. approved calculators) are permitted. Phones, entertainment electronics, and computers must be off and not visible to the student or instructor.
- All papers must be inside a folder or backpack and put away.
- Students should keep test papers and scoring sheets covered when they are not being used.
- If a student receives approval to take an examination at a time other than the originally scheduled time, the student will be asked to sign a statement verifying that they have not



received information related to the examination from other students and will not discuss the examination with students that have not yet completed the examination.

Students are encouraged to bring any perceived errors on tests or assignment documents to the attention of the instructor or proctor. Clarifications, if deemed necessary by the instructor, will be posted on the classroom board and students' attention will be directed to the board.

### **Class Schedule and Required Assignment Policies**

Class, recitation, lab and exam schedules are established early in each term.

- Non-emergency personal plans should not conflict with scheduled examinations or required assignments.
- Parents should make arrangements for child care on scheduled no-school days for their children who regularly attend school.
- When making personal plans, students should assume that it may be necessary for them to be available until the end of finals week.

Students will not be admitted to examinations if they arrive after a student has already completed the examination. Generally, no additional time will be allowed if a student arrives late for an examination. The instructor does have discretion to allow additional time, if there are extenuating circumstances.

If at all possible, students are required to contact instructors prior to any examination, or assignment due date, if they will be unable to attend the examination or submit the assignment when scheduled. The remedy for excused absences is at the discretion of the course coordinator and is published in individual course documents. Documentation of the reason for excused absences may be required. Unexcused absences from examinations will result in a failing grade.

### **Student Guidelines Regarding Course Materials**

To protect privacy rights, intellectual property rights, and the quality of the teaching and learning experience, the College of Pharmacy has adopted the following policies and guidelines governing course materials. Course materials include presentation materials created by instructors or other students, materials distributed in support of class activities, course assessments, and audio or video recordings.

- Except as provided below, students shall not give, sell, publish, or otherwise distribute any materials, in any medium, of any course given at the OSU College of Pharmacy, without the written consent of the course instructor and the Dean of the College of Pharmacy.
- Students currently enrolled in a course may, with the prior permission of the course instructor or guest lecturer, make audio or video recordings of course content, for use in study or other noncommercial purposes. If students intend to record photographs, video, or audio that includes other students, they must also obtain prior permission from the included students.
- Students currently enrolled in a course may distribute recordings to other currently enrolled OSU College of Pharmacy students for use in study or other noncommercial purposes arising from participation in the course, but they must ensure that recordings are distributed only in

private forums. Any online distribution or posting of such recordings must be made on a password-protected site, such as the student Wiki.

- If granted permission to use recordings or content from faculty or student presentations (e.g. slides, figures, charts) in their own presentations, papers, or other scholarly activities, students must cite the source of those recordings or content appropriately.
- Students should exercise special caution when creating or distributing audio, video, or image recordings of patients. Students must not create or distribute recordings of patients without securing the permission of everyone identifiable in the recording and their course instructor or preceptor.

## **Experiential Education Policies**

All pharmacy students have additional responsibilities to themselves, the College, their preceptor, and the profession to maintain the highest professional standards while in professional practice settings. These professional standards, or experiential program guidelines, are identified in experiential program manuals that will be made available to pharmacy students. Pharmacy students that fail to adhere to experiential program guidelines are subject to disciplinary action and removal from the practice site, which may delay or prevent graduation from the professional program. Several guidelines are emphasized below, but experiential program manuals should be consulted for a complete description of expectations.

1. Students must be licensed as a pharmacy intern with the Oregon State Board of Pharmacy, as well as any state in which they will complete a clerkship experience.
2. Students must exhibit professional appearance in both manner and dress as specified by the preceptor. If appropriate, students must wear a nametag or ID badge approved by the College and identifying them as an OSU/OHSU student. Students may not use nametags from places of employment while completing clerkship experiences.
3. Students are obligated to protect patient confidentiality and respect all confidences.
4. Students are expected to display active participation and initiative in seeking learning opportunities.
5. Students are expected to display respect and courtesy to the preceptor. Disagreements should be addressed in private as part of an overall learning process.
6. Students must be punctual. Changes in previously approved schedules must be communicated to and approved by the preceptor.
7. Students are encouraged to communicate with healthcare professionals and patients. Communications that involve professional judgment should be discussed with the preceptor prior to implementation.
8. Students must be familiar with and observe all laws and regulations governing the practice of pharmacy and should seek clarification from the preceptor when necessary.
9. Students must fulfill the Essential Characteristics of Pharmacy Students identified by the College.

## **Student and Patient Safety Policies**

### **Disclosure of Criminal Activity**

Pharm.D. students must immediately disclose any criminal activity, alleged criminal activity, arrests, or other encounters with law enforcement that occur while enrolled in the Pharm.D. program to a faculty mentor or member of the Office of Student Services. Failure to do so could result in Dismissal from the Pharm.D. program.

### **Disclosure of Board of Pharmacy Action**

Pharm.D. students must also immediately disclose any action taken against them by a Board of Pharmacy, including but not limited to warning, probation, and revocation of licensure. Failure to do so could result in Dismissal from the Pharm.D. Program.

### **Criminal Background Check and Drug Screening**

Pharmacists are entrusted with the health, safety, and welfare of patients, access controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Accordingly, the College of Pharmacy requires all pharmacy students to complete Criminal Background Checks and recommends that all pharmacy students submit to Drug Screening. Criminal Background Checks and Drug Screening have become standard requirements for employment in pharmacy and placement in clinical rotations and early experiential rotations. Criminal Background Checks and Drug Screening may also be required for licensure. Students who cannot participate in clinical rotations and early experiential rotations due to criminal or other activities of concern that are revealed in Criminal Background Checks or Drug Screening may be unable to fulfill the requirements of their College program. Therefore, it is in everyone's interest to conduct Criminal Background Checks and Drug Screening early to resolve any issues prior to commitment of resources by the College and by students. The following College policies regarding Criminal Background Checks and Drug Screening were developed in accordance with national standards and the November 2006 Report of the AACP Criminal Background Check Advisory Panel.

### **Purpose**

The purposes of criminal background checks and drug screenings include:

- To enhance the safety and well-being of patients,
- To ascertain the ability of accepted applicants and enrolled pharmacy students to eventually become a licensed pharmacist, and
- To bolster the public's continuing trust in the pharmacy profession,

### **Application**

The policies regarding Criminal Background Checks and Drug Screening apply to all applicants accepted into the Doctor of Pharmacy program. Accepted applicants must submit to the Criminal Background Checks, regardless of any previous criminal background checks that may have been conducted for the applicants. Criminal Background Checks and Drug Screenings are only completed on accepted

applicants, and, therefore, the results are not a factor in the initial admission decision process. The College, however, may rescind an initial offer of admission should the results of either the Criminal Background Check or a Drug Screening show that the student has engaged in behaviors that are not consistent with the Essential Characteristics of Student Pharmacists or are otherwise indicative of an inability to fulfill the requirements of the College program for which they were admitted. Decisions to rescind admission are made on a case-by-case basis after a formal committee review by the College of Pharmacy Academic and Professional Standards Committee (“APSC”). The APSC will communicate its decision and the reason or reasons for its decision to the affected student. Accepted applicants whose offer of admission is rescinded based on the results of the Criminal Background Check or a Drug Screening may appeal the decision through the standard College of Pharmacy appeals process.

### **Background Check**

The College of Pharmacy requires that students submit to a Criminal Background Check using a vendor designated and approved by the College. Criminal Background Checks typically involve access to court records containing local, state, or federal incidents of arraignment, trial, and disposition; law enforcement agency records containing incidents of complaint, investigation, arrest, and indictment; and, correction agency records containing information about probation, parole, and incarceration. In addition, a sex offender registry check and Department of Motor Vehicle driving history check will be completed.

#### Frequency:

All persons accepted to the professional program must submit to a Criminal Background Check prior to matriculation. The College may require students to submit to a Criminal Background Check again prior to advancing into the third professional year, which takes place on the Oregon Health and Sciences University campus. While unusual, it is possible that specific clerkship sites or practice settings will require that students submit to additional Criminal Background Checks.

#### Procedure:

Students will be contacted directly by the College-approved vendor for background checks. It is important that students carefully follow directions provided. Results of background checks are sent directly to the College. Results are stored separately from the student’s academic file.

#### Committee Review Standards:

The APSC will review all Criminal Background Checks. The College may rescind an offer of admission, dismiss a student, or place a student on Warning, Probation, or Suspension, based on information revealed in the results of the Criminal Background Checks. The College may refer students to the Oregon Pharmacy Recovery Network, a non-profit organization that counsels pharmacists regarding chemical dependency, if a background check reveals recent criminal offenses related to alcohol or drugs.

OHSU, individual experiential sites, and the Oregon State Board of Pharmacy will make independent decisions about the results of a student's Criminal Background Check. If OHSU refuses to allow a student on campus due to the results of a Criminal Background Check or the Oregon Board of Pharmacy refuses to issue an intern license, the student will not be able to complete the professional program, resulting in dismissal from the professional program. Similarly, if an individual experiential site refuses to accept a student, progression will likely be delayed and it may not be possible for the student to complete the professional program. If the College is unable to find alternative experiential sites the student may, therefore, be dismissed from the College for failure to make reasonable progress in the pharmacy program.

Confidentiality/Record Keeping:

All records related to background checks are stored separately from academic files. Only members of the APSC and faculty associated with experiential education have access to Criminal Background Check results.

College Disclaimer:

The Criminal Background Check process does not guarantee the safety of students, patients, faculty, or staff. An acceptable criminal background check, as defined by the College, does not guarantee the student will be eligible to complete the program or obtain a license to practice pharmacy upon graduation. OHSU, experiential sites or the Oregon State Board of Pharmacy may apply different standards or uncover new information not revealed in previous record searches.

Payment Process:

All expenses associated with a Background Check are the responsibility of the student or applicant.

Refusing Background Check:

A student will not be allowed to matriculate in or continue in the Pharm.D. program if:

- He or she does not consent to required Criminal Background Checks,
- He or she has an unsatisfactory history revealed by the results of a Criminal Background Check,
- He or she does not meet the eligibility requirements for Oregon Intern Licensure.

## **Drug Screening**

The College strongly encourages students to submit to a Drug Screening prior to matriculation. The test provided by the College's designated vendor will, at a minimum, screen for Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiate Metabolites, and Phencyclidine (PCP). It may also screen for additional illegal drugs or controlled substances.

### Frequency:

All professional students should participate in a Drug Screening prior to beginning the Doctor of Pharmacy (Pharm.D.) program. Additional future screening may be required "for cause" upon the College's reasonable suspicion that a student is engaged in the misuse of drugs or use of illegal drugs at any time during the professional program. Specific clerkship sites or practice settings may also require additional Drug Screenings.

If a faculty member, preceptor or colleague believes there is sufficient cause for Drug Screening, the request with rationale will be submitted to the APSC. The APSC will make all decisions regarding whether to administer a mandatory Drug Screening for cause upon reasonable suspicion that a student is engaged in the misuse of drugs or use of illegal drugs. The decision of the committee is final. The College will pay for the first "for cause" Drug Screening. Failure to comply with an APSC request to undergo Drug Screening for cause will be grounds for Suspension and, potentially, Dismissal.

### Procedure:

Students who agree to submit to the Drug Screening will be contacted directly by the College-approved vendor for Drug Screenings. It is important that students carefully follow directions provided. Results of Drug Screenings are sent directly to the College. Results are stored separately from the student's academic file.

### Committee Review Standards:

If a student fails an initial Drug Screening, the medical director of the testing center will contact the student to discuss issues that might have resulted in a failed Drug Screening. The student may be cleared at that point or referred to take a second Drug Screening. The school is not notified unless the results of a second Drug Screening are positive, in which case the results will be forwarded to the College and referred to the APSC.

If the College of Pharmacy is notified of a positive Drug Screening prior to matriculation, the student's offer of admission will be rescinded and the student will not be allowed to begin the Pharm.D. program.

Current students with an unsatisfactory Drug Screening will be referred to the Oregon State Board of Pharmacy and the APSC. The APSC will determine the student's standing in the College. Additionally, they will be referred to the Oregon Pharmacy Recovery Network, a non-profit organization that counsels pharmacists regarding chemical dependency.

### Confidentiality/Record Keeping:

All records related to Drug Screening results are stored separately from the student's academic file. Only members of the APSC and faculty associated with experiential education have access to the drug screening results.

College Disclaimer:

The Drug Screening process does not guarantee the safety of students, patients, faculty, or staff.

Payment Process:

All expenses associated with a Drug Screening are the responsibility of the student or applicant.

Refusing Drug Screening:

Drug screening is required by many practice settings in which students are placed for Introductory, Transitional and Advanced clerkships. It is likely that the College will be unable to identify adequate sites with the required diversity of experiences for students who refuse drug screening.

A student who refuses an initial drug screening will be dismissed at any time during his or her progression if appropriate clerkship sites, that do not require drug screening, are not available during the standard clerkship placement process. Students that agree to drug screening at a time after the first two weeks of the P1 year will likely be significantly delayed in their professional program.

APSC determines whether a student should undergo a drug screening 'for cause' based on a demonstrated failure of the student to meet the Essential Characteristics of a Pharmacist that the APSC reasonably believes may be tied to substance abuse. A student who refuses drug screening 'for cause' will face Suspension and then considered for Dismissal from the Pharm.D. Program.

**Experiential Site Requirements**

Specific Experiential Sites may require students to complete background checks, drug testing, immunizations, or other requirements on a more frequent time frame than required by the College. Students are responsible for the cost associated with these requirements and should check with Experiential Directors about additional requirements when selecting experiential sites.

**Confidentiality, Diversity, and Harassment Training**

All pharmacy students receive training on issues relating to confidentiality (including Health Insurance Portability and Accountability Act training), diversity, and harassment. These training sessions assure that student, staff, faculty and patient information is handled appropriately and that students, staff, faculty and patients find an environment that is welcoming and respectful. Training sessions offered by the College occur early in the first professional year and again before pharmacy students move to the OHSU campus, and they are mandatory. Individual experiential sites may have additional training requirements.



**Identification**

Pharm.D. students are required to wear a nametag while representing the College at any experiential site or event. The nametag must be approved by the College and identify them as an OSU/OHSU student. Students may not use nametags from places of employment while completing clerkship experiences.

**Immunizations**

All Pharm.D. students must have received the following immunizations: Tetanus-diphtheria; Polio; Measles, Mumps, Rubella, (MMR); Hepatitis B; and Varicella.

Each student must have complete immunization records on file with Student Health Services by the start of their first professional year; and students must have had, at least, the first in the series of three Hepatitis B vaccinations by the end of October of their first professional year. If immunization records are not complete or the Hepatitis B series has not been started by that time, registration for winter term classes will be blocked and the student will be placed on Suspension. The complete Hepatitis B series must be completed by the end of the first professional year. A Hepatitis B Surface Antibody blood titer is required by the end of the second professional year.

Annual TB screening is required of all pharmacy students. Students should review the categories outlined on the TB Annual Monitoring Form provided by the College and follow procedures appropriate for their category. Individuals with a history of BCG vaccination ARE NOT exempt from this requirement.

P3 students are required to meet OHSU's immunization standards. Specific clerkship sites or practice settings may also have site specific immunization standards. Information regarding OHSU's immunization requirements can be found at <http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/student-requirements/index.cfm>.

This immunization policy is necessary to protect the health of students and patients. Therefore, students who do not maintain current immunizations or complete an annual TB screening may have holds placed on their registration or be referred to the Academic and Professional Standards Committee.

**Blood-Borne Pathogen Training**

Blood Borne Pathogen training assures safety for healthcare professionals and patients in situations where body fluids may be present. Mandatory training sessions are held at several points in the professional curriculum. Additional training may be required by specific experiential sites.

**CPR and First Aid Certification**

Students must have a current First Aid Certification and Adult CPR certification at the time of matriculation to the College of Pharmacy. Adult CPR certification that includes training on an Automatic External Defibrillator (AED) is recommended. Alternative certification may be substituted, but must be approved by the Director of Student Services/Head Advisor. Online certification, or recertification, for CPR or First Aid is NOT accepted.

CPR certification must be current while enrolled in the College of Pharmacy. Newly admitted students may not begin the program if proof of current CPR and First Aid certification is not provided prior to the first day of fall term classes. If a student's CPR certification lapses, a registration hold will be placed for the following term and the student may not progress until proof of current certification has been received by the Director of Student Services/Head Advisor.

### **Immunization Certification**

Successful completion of the Immunization Certificate Program is required of all professional students prior to beginning the second professional year. Students will be provided one copy of the immunization certification certificate. A fee will be charged for each additional copy requested.

### **Bodily Fluid Exposure and Needle Stick Policy**

#### **Post-Exposure Procedures**

Student pharmacists experiencing a body fluid exposure should immediately cleanse the wound or mucous membrane with soap and water, or if contact is to the eye(s), flush with water for several minutes. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure per CDC recommendations.

The exposure should be reported immediately to the appropriate personnel at the site and at the College of Pharmacy. The student pharmacist should immediately contact the Director of Experiential Programs and seek care for necessary medical testing and evaluation for post-exposure prophylaxis.

#### **Advanced Pharmacy Practice Education (APPE)**

If the exposure occurred at an APPE site, the student should immediately notify the preceptor and the Director of Experiential Programs. The student should seek immediate medical evaluation and care with employee health at the site or, if directed, with the nearest urgent care/emergency department, health care facility or personal physician of choice. The preceptor should provide guidance to the student regarding the procedure to follow regarding post-exposure medical care and the student should comply with the preceptor's instructions. The Director of Experiential Programs and the Director of Student Services should be notified as soon as possible regarding the incident.

The individual who is the source of any potential blood borne pathogen should be informed of the exposure by the preceptor or the Director of Experiential Programs, not by the student. The preceptor or Director of Experiential Programs should arrange for consent to be obtained from the source for the appropriate medical testing.

#### **Introductory Pharmacy Practice Education (IPPE)**

If the exposure occurred during a patient visit for IPPE, the student should immediately notify the Director of the IPPE Program, the Director of Experiential Learning and the Director of Student Services. The student pharmacist should seek immediate medical evaluation and care. The source should be informed of the exposure by the Director of the IPPE Program or the Director of Experiential Programs.

### **Other College of Pharmacy Sponsored Events**

If the exposure occurred during a College of Pharmacy sponsored event other than IPPE or APPE, the student should immediately notify the faculty advisor or the preceptor involved in the event, the Director of Experiential Programs, and the Director of Student Services. The student should seek immediate medical evaluation and care. The source should be informed of the exposure by the faculty advisor or preceptor, not the student.

### **Laboratory Testing**

Laboratory testing should be conducted for HIV, Hepatitis B and Hepatitis C based on current guidelines and available source patient data. Laboratory testing should be conducted immediately after the exposure. Additional testing may be required over the next few weeks or months. Results of laboratory testing should be reported directly to the student.

### **Costs of Treatment**

APPE and IPPE sites are under no obligation to provide medical evaluation or treatment if needed. Some APPE sites will treat the student as they do employees but sites are under no obligation to do this. Students should learn the policies and procedures to follow at each site by discussing them with their preceptors.

In all cases, the cost of treatment is the responsibility of the student. The College of Pharmacy does not provide reimbursement for costs related to exposure. Students are required to have health insurance and are expected to use their insurance to cover costs of treatment.

### **Reporting Form**

Students should make reports using the Incident Report Form in the appendices.

## **Other Policies and Requirements**

### **Email**

All pharmacy students are required to activate and use their ONID e-mail account. Official correspondence from the University (including the College of Pharmacy) will be sent to the ONID e-mail account. Students are responsible for information sent to their ONID account. Forwarding ONID emails to another email account is not recommended. Failure to receive e-mail because your alternative email account is no longer valid or for any other reason related to use of an alternative email account will not be an acceptable excuse for missing information or assignments communicated from the College or University.

Third year pharmacy students will be assigned an OHSU email account. Third and fourth year pharmacy students are required to check both their ONID email accounts and their OHSU email accounts and will be held responsible for any information sent to either e-mail account.

### **Dress Code**

Students enrolled in a professional program are expected to dress in an appropriate manner. Typically, classroom and laboratory settings are informal, but students should adapt their dress to that which is commonly observed on the specific campus at which they are attending classes. Business casual attire is commonly expected in practice settings or in educational settings where patients are present. Guidance from preceptors or instructors regarding site or campus specific expectations should be respected.

In all settings, students should be well groomed and use good judgment as to what constitutes attire that is 'too casual' for a professional program. Students who wear attire that is unprofessional may be asked to leave the site or classroom. Students with repeated violations will be referred to the Academic and Professional Standards Committee.

### **Professional Student Orientation Program**

Professional student orientation programs are held prior to the beginning of each professional year. Attendance is required and students are responsible for all information presented. If a student cannot attend an orientation, they must contact the Director of Student Services/Head Advisor at least two weeks in advance.

### **Intern Licensure**

All incoming Pharm.D. students are required to apply for their intern license prior to matriculation. The OSU College of Pharmacy requires that all Pharm.D. students have an Oregon intern license. Any student that is unable to get licensed by the Oregon Board of Pharmacy (OBOP) will not be allowed to matriculate or continue in the Pharm.D. program. The actual licenses will be distributed within the first two weeks of the fall term.

Your intern license allows you to participate in structured educational activities in a pharmacy immediately upon entering pharmacy school. These activities will progressively develop your competency in a practice setting, so that you are prepared to assume the full scope of responsibilities of an intern by the end of the first professional year.

*Please note that during the first year of your professional program your license only allows you to act as an intern while completing course requirements for the professional program. You cannot use your license for any non-academic purposes, such as employment as an intern, until you have satisfactorily completed the first year of the Pharm.D. program.*

It may be necessary for students to obtain an intern license in additional states, if they choose or are assigned to advanced clerkships outside the state of Oregon during the fourth professional year.

### **General and Professional Liability Insurance**

Each College of Pharmacy student is covered under general liability and professional liability insurance through a commercial insurance policy purchased by the Students of the Oregon University System. This insurance delivers liability insurance on an occurrence basis, with primary limits of not less than \$1 million/\$3 million.

This policy covers students only when they are engaged in activities that constitute a required component of the professional pharmacy program.

This policy does not cover activities a student engages in as a component of his or her personal professional development plan that are not required components of the pharmacy program, such as outside work as a pharmacy intern or volunteering at outreach events.

In order to ensure that students are adequately covered during these outside activities, students are required to maintain individual liability insurance coverage.

### **Student Health Services**

First and second professional year students are required to pay OSU student health fees. Student health fees provide access to OSU's student health services, but do not provide for a personal or group health insurance plan. Third and fourth professional year students are required to pay OHSU student health fees, which provide access to OHSU's student health services.

### **Student Health Services Records Requests**

Students can request copies of immunization documentation or other records from OSU's or OHSU's Student Health Services, as applicable. Such requests may take up to two weeks to process and students should plan accordingly.

See their websites for more information and forms:

<http://studenthealth.oregonstate.edu/forms>

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/>

### **Student Health Insurance Requirement**

Pharmacy students are exposed to risks in experiential practice sites and on the OHSU medical campus. Additionally, many experiential practice sites require students to have adequate health insurance. Therefore, all students are required to purchase an OHSU student health insurance plan. While necessary due to the high level of coverage it provides, this health insurance plan carries considerable cost and students should plan their personal budgets accordingly.

A student may be able to request that another health insurance plan, such as a plan provided by a spouse's employer, substitute for the OHSU plan. Students must follow all OHSU procedures for requesting such a substitution. Waivers are only granted to students who have another plan that is comparable in coverage. There is also a possibility that a pre-existing health condition could result in an insurance requirement waiver. Contact OHSU Student Health Services for more information about pre-existing conditions and the insurance requirement.

Waiver applications for new students are due 30 days before the first day of fall term classes. Waiver applications for continuing students are due before the first day of fall term classes. Waivers must be renewed annually.

The OHSU health insurance plan's enrollment and waiver procedures are described in detail on the OHSU Student Health Services website:

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/insurance-plan/index.cfm>

## **Student Standing in the College of Pharmacy**

The Academic and Professional Standards Committee (“APSC”) may, at any time, review a student’s standing in the College of Pharmacy. APSC is charged with ensuring that students are aware of academic performance or behavior which is not consistent with Essential Characteristics of Student Pharmacists and that, therefore, places their completion of the Pharm.D. program at risk. Academic performance and behavioral concerns are often evaluated independently but have equal significance in determining whether a student is meeting the Essential Characteristics of Student Pharmacists. Severe, continuing or repeated academic or behavioral problems can result in dismissal from the Pharm.D program.

APSC, when necessary, provides Student Standing information to communicate performance deficits, insufficient student progress, and lack of progress in a student addressing academic or behavioral problems. APSC and the College’s Director of Student Services/Head Advisor provide students guidance regarding what the College expects from a student to increase their opportunities for success in the College. Student performance and progress are evaluated on a case-by-case basis, utilizing the experience of APSC members. APSC uses good faith, informed, academic judgment to determine appropriate recommendations for each student’s situation.

The following Student Standing notifications may be received by students who are demonstrating performance deficits or insufficient progress in the Pharm.D. program.

### **Warning**

Warning status is cautionary and identifies student performance which may place a student’s completion of the Pharm.D. program at risk.

Students are placed on warning status if they have a term core pharmacy GPA of less than 2.5 or receive 2 or more C grades in core or elective professional courses in a term. Students may also be placed on Warning status if they engage in behavior that does not meet the Essential Characteristics of Student Pharmacists.

- The first time students are placed on Warning status, they must meet with the Director of Student Services/Head Advisor to discuss their situation.
- The second time students are placed on Warning status, they must meet with the Director of Student Services/Head Advisor and develop a holistic action plan for overcoming academic and non-academic barriers to success. They must subsequently execute this action plan.
- The third time students are placed on Warning status, they are automatically placed on Probation.

### **Probation**

Probation status identifies an academic or behavioral concern that places the student’s completion of the Pharm.D. program at serious risk. This may be the result of concerns that arise while enrolled in the professional program, or in some cases if concerns are evident prior to beginning classes, a student may be considered to on probation prior to matriculating. Probation may be accompanied by a delay in progression at the determination of the APSC.

Students are placed on Probation status if they have a term core pharmacy GPA of less than a 2.0 or if they receive a C- or lower grade in any core or elective professional course. A third warning automatically results in Probation.

Student behavior that is a significant departure from the Essential Characteristics of Student Pharmacists will also result in Probation status. Such behavior includes, but is not limited to, violations of Academic Integrity policies, criminal violations, repeated or intentional violation of college policies, or significant breaches of the University Student Conduct Code (see <http://oregonstate.edu/studentconduct/home/>).

Students on Probation status must follow recommendations of the APSC and the Director of Student Services/Head Advisor. Students on Probation status must meet with the Director of Student Services/Head Advisor following each term to review their progress and standing in the College. Students that successfully fulfill the recommendations prescribed will be removed from Probation status.

Students that fail to follow or are unsuccessful in fulfilling the recommendations will be suspended and evaluated for dismissal from the College. Students who are placed on Probation status for a second time will also be evaluated for dismissal from the College.

### **Suspension**

Students that have failed to make adequate progress, or who have displayed severe or repeated departures from the Essential Characteristics of Student Pharmacists, may be placed on Suspension status. The College will place an indefinite hold on the progression of a student placed on Suspension status until APSC can adequately evaluate whether the student will be allowed to continue in the Pharm.D. program. Students engaged in an appeal of their dismissal from the College will also be placed on Suspension status.

Students placed on Suspension status will not be allowed to progress in the Pharm.D. program. APSC will review the status of a student on Suspension no later than the beginning of the next academic term. After review, ASPC may recommend immediate Dismissal from the College, recommend that the student be continued on Suspension status pending receipt of additional information, or prescribe a plan to address specific concerns that resulted in the student's Suspension status. If a plan for progression is developed by APSC, the student will be changed to Probation status. If at any time it becomes evident that the student will not be able to address concerns and graduate within the required five year window, the student will be dismissed immediately.

### **Dismissal**

Students will be dismissed from the professional program if they are not making adequate academic progress, or if they fail to constructively address professional or behavioral concerns.



## **Petitions, Appeals, and Grievances**

### **Petitions**

Requests to deviate from the Academic and Professional Standards, requests to deviate from the normal curriculum, and requests for other exceptions to College policies, rules, or standards must be approved by the college Academic and Professional Standards Committee using the following process:

1. Obtain a College of Pharmacy Student Petition form – available at the Pharmacy Office, room 203, or online ( <http://pharmacy.oregonstate.edu/current-students/petition-form>).
2. Complete the petition, clearly stating the request, the reason for the request and describing how the request will influence the student's academic career.
3. Provide the completed petition to the Director of Student Services/Head Advisor.
4. The Director of Student Services/Head Advisor will put the petition on the Academic and Professional Standards Committee agenda for the committee's consideration. The Academic and Professional Standards Committee will not meet with the student in person before issuing decisions on petitions.
5. The Academic and Professional Standards Committee will attempt to address petitions in a timely manner. The committee will notify affected students of decisions by mail or email.

### **Appeals**

Students may appeal any decision in response to a Petition or an Academic Grievance issued by the Academic and Professional Standards Committee. Students may also appeal any admission rescission or decision by the Academic and Professional Standards Committee regarding Student Standing in the College of Pharmacy. However, any such appeal must follow the following appeal process guidelines:

1. Any student unsatisfied with a decision issued by the Academic and Professional Standards Committee must submit an appeal in writing to the Dean of the College within seven (7) calendar days following the issuance of a decision by the Academic and Professional Standards Committee. The Dean may refer the issue back to the Academic and Professional Standards Committee for additional review, if warranted. Following the review, the Dean will notify the affected student of his or her decision by mail or email.
2. The student may appeal the Dean's decision to the Oregon State University Provost in writing within seven (7) calendar days following issuance of a decision by the Dean. The Provost's decision on the appeal is the University's final decision.

### **Academic Grievances**

Students should first refer to their course syllabi for instructions regarding how to challenge grading decisions for each of their courses. Unless the syllabi instruct otherwise, students must submit challenges to grading decisions in writing to the relevant course instructors within seven (7) calendar days after the applicable examinations or assignments have been graded and made available for review, which is typically the day the students' grades are posted. Instructors will provide a timely academic decision in response to students' challenges.

Any student unsatisfied with their instructor's academic decision must challenge the decision no later than seven (7) calendar days after issuance of the decision using the following grievance process:

1. Obtain an Academic Grievance form – available at the Pharmacy office, room 203, or online (<http://pharmacy.oregonstate.edu/current-students/AcademicGrievance>).
2. Complete the grievance form, clearly stating the grievance and the reason for filing the grievance.
3. Provide the completed grievance form to the Director of Student Services/Head Advisor.
4. The Director of Student Services/Head Advisor will direct academic matters outside the authority and responsibility of instructors and department head or chairperson to the Academic and Professional Standards Committee.
5. Otherwise, following the instructor's academic decision, the Director of Student Services/Head Advisor will direct student academic grievances to the department head or chairperson, who shall issue a decision by mail or email to the student within a timely manner.
6. If the student remains unsatisfied with the department head or chairperson decision, the student may challenge the decision by submitting another grievance in writing to the Director of Student Services/Head Advisor no later than seven (7) calendar days after issuance of the decision. The student should explain the grievance, the reasons for filing the grievance, and why the decision issued by the department head or chairperson is unsatisfactory to the student.
7. The Director of Student Services/Head Advisor will put grievances that involve an academic matter that is outside the authority and responsibility of instructors and the department head or chairperson or that are in response to a department head or chairperson decision on the Academic and Professional Standards Committee agenda for the committee's consideration. The Academic and Professional Standards Committee will not meet with students in person before issuing decisions on academic grievances.
8. The Academic and Professional Standards Committee will attempt to address academic grievances in a timely manner. The committee will notify affected students of its decisions by mail or email.

### **ACPE Complaints**

A student or students may lodge complaints at any time against the College of Pharmacy or the Pharm.D. program that are related to the standards, policies, or procedures of the Accreditation Council for Pharmacy Education (ACPE). The ACPE is the national accrediting agency for colleges of pharmacy.

1. Complaints must be written, dated, and signed.
2. Complaints are to be sent to the Associate Dean. The Associate Dean will forward the complaint to the college Academic and Professional Standards Committee and the Dean of the college and maintain a file of such complaints for review by ACPE.
3. The complaint will be discussed by the Academic and Professional Standards Committee and referred to other committees or individuals as appropriate. Corrective action will be taken as appropriate.
4. The Associate Dean will acknowledge receipt of the complaint and will respond in a timely manner regarding any action taken.

If you wish to file a complaint, you may also e-mail ACPE directly at:

[csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program)

[ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider)

ACPE's mailing address is:

135 S. LaSalle Street, Suite 4100

Chicago, Illinois

60603-4810