



Oregon State
University



College of Pharmacy

Doctor of Pharmacy (Pharm.D.)

Student Handbook

2017-2018

This handbook is an informational resource for students. Students are responsible for understanding and complying with the policies and procedures described in this handbook.

In order to enhance the quality of the College of Pharmacy's programs, continuing efforts are made each year by the students, faculty, and administration to revise and improve those policies and procedures. Thus, the policies and procedures described in this handbook may change at any time. This handbook is not a contract.

Students should contact the College of Pharmacy Office of Student Services with questions or concerns about the content of this handbook.

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Section 1: College of Pharmacy Information

Dean's Welcome

Welcome to the Oregon State University College of Pharmacy!

Congratulations on your past academic accomplishments and for demonstrating outstanding communication skills during your interview. Because of these achievements, you were selected from among a large and competitive applicant pool to become part of the OSU College of Pharmacy family.

As you begin your first professional year of study, and as symbolized by the White Coat Ceremony, you are no longer an undergraduate student. Instead you are now a pharmacist in training and have started the journey to becoming a respected health care professional. Your friends and family and the patients you serve will trust in you for the advice that you provide and expect you to always display high professional and ethical standards. Your ultimate goal is to be a competent and safe practitioner.

As first year professional students, you should consider your classmates fellow pharmacists in training and colleagues. It is no longer a time to compete. Instead you should work and study together to help each person learn to the best of his or her ability. Support those who are facing difficulty in the classroom or in their personal lives. Importantly, you should respect your colleagues who may think differently than you and treat them with dignity.

The OSU College of Pharmacy has over 100 years of history and our graduates rank among the top in the country in scientific knowledge, clinical expertise, the ability to think creatively and solve complex problems, and to adapt to diverse environments. Our faculty are recognized world-wide for their leadership in pharmacy education, scholarship, research, and outreach as well as their pursuit of academic and intellectual leadership and integrity. In order for the faculty to better help you, it is important that you get to know them. I urge you to meet your advisor and I encourage you to talk informally with the entire faculty, including me, to learn more about their research or practice interests. This will give you a better sense of the caring attitude of the faculty, the exciting work they are doing, and the far-reaching scope of the College of Pharmacy beyond the everyday course work.

Again, welcome to the OSU College of Pharmacy! I truly hope your time here is both rewarding and fun. I look forward to watching you progress and develop to become Doctors of Pharmacy.

Mark Zabriskie, Ph.D.
Dean and Professor

Mission Statement

Vision

The faculty and students of the College of Pharmacy will be innovators and leaders in transforming health care to create positive patient outcomes through the discovery and translation of research and scholarship.

Mission

Our mission is to advance societal health through leadership in pharmacy education, research, community engagement, and improved patient care.

Critical Factors for Success

- Be the pharmacy resource for the state of Oregon
- Position our students to be the most competitive and sought after for employment and post-graduate success
- Promote a culture of critical thinking and evidence-based decision making
- Recruit and retain diverse and high-achieving students, faculty, and staff
- Develop leaders who will positively impact society
- Establish key partnerships, collaborations and strategic alliances
- Enhance our relationship with alumni
- Strengthen our research program, and promote the dissemination and application of scholarship

Advising in the College of Pharmacy

The professional advisors in the College of Pharmacy Office of Student Services assist with issues relating to academic success, career preparation, registration, financial aid, College of Pharmacy policies and procedures, graduation, etc.

Office of Student Services

Angela Austin Haney, Ed.M.

Director of Student Services/Head Advisor

angela.austinhaney@oregonstate.edu

541-737-5784

Lauren Corwin, Ed.M.

Academic Advisor - Corvallis

lauren.corwin@oregonstate.edu

541-737-9677

Lacey Smyth, M.A.

Academic Advisor - Portland

lacey.smyth@oregonstate.edu

503-418-9366

Communication in the College of Pharmacy

Faculty and staff in the College of Pharmacy need to communicate information to students regularly. Here are the ways you can expect to receive information from the College:

- Email to your ONID and/or OHSU account, either sent to you individually or through your class email list. P1's and P2's should check their ONID emails daily and their OHSU email at least once a term. P3's and P4's should check both OSU and OHSU emails daily. Please note that OSU and the College will use only your official ONID and OHSU email accounts to communicate with you. They will not use Hotmail, Gmail, etc. You are responsible for checking your ONID and OHSU accounts regularly.
- The College of Pharmacy Facebook page. Announcements, photos, events, and general information.
- The College of Pharmacy website at <http://pharmacy.oregonstate.edu>.
- Communication through E*Value. The College uses a student record-keeping and information system called E*Value. You will be introduced to this system in PHAR 707. Information will be sent to you through E*Value from time to time. E*Value's web address is <https://www.e-value.net/>.
- Letters mailed to your current and/or permanent mailing addresses.
- Announcements posted on Canvas at <http://my.oregonstate.edu>.

Academic Calendar

Refer to the Academic Calendar in the University information section of the General Catalog at <http://catalog.oregonstate.edu> for information about exam schedules, start and end of term dates, etc.

Updating Contact Information

Pharm.D. students are required to provide the College of Pharmacy with current contact information throughout their academic program.

Please keep your current and permanent addresses up to date with OSU Online Services, the OHSU Registrar's office, the OHSU Student Health Service, the Oregon Board of Pharmacy, your health insurance provider, your liability insurance provider, and E*Value.

Student Directory Information

The College of Pharmacy follows Oregon State University's policy on the release of student information, which is explained below and in the OSU *General Catalog* online at

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=378>.

A student may request in writing that all directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Registrar's Office any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

Restricting your directory information may unintentionally keep you from getting information from professional associations or other parties that request student information.

Faculty/Staff Directory

A complete list of College of Pharmacy faculty and administrators as well as contact information, research interests, and biographical data is available online at:

<http://pharmacy.oregonstate.edu/directory>

Nametags

All Pharm.D. students will receive an OSU College of Pharmacy nametag free of charge. You are required to wear the nametag (and your white coat, if appropriate) any time you are representing the College and/or providing patient care.

In the event that your nametag is lost, broken, or no longer accurate (i.e. your name has changed) you are responsible for purchasing a replacement through this vendor:

R3 Engraving
1380 SW 3rd St.
Corvallis, OR 97333
Phone: 541-757-0707
Fax: 541-754-9843

A list of current Pharm.D. students is distributed to the engraving company each year which authorizes you to purchase a nametag directly. If your name is not on the list, please contact Nancy Baker in the College of Pharmacy office.

Notary Services

Pharm.D. students have access to notary services through the College of Pharmacy. Students can have items notarized free of charge during business hours. Students wishing to have items notarized should bring their driver's license and the unsigned item(s) for notarization to Pharmacy 203 (in Corvallis) or CLSB 5S OSU College of Pharmacy Offices (in Portland). Patty Beaumont is the licensed notary in Corvallis. Colleen Snarski and Angie Mettie are licensed notaries in Portland.

Section 2: 2017-2018 Doctor of Pharmacy Curriculum

First Professional Year (P1) – OSU Campus in Corvallis

Fall Term

PHAR 707: Career Perspectives & Professional Development (2) ***

PHAR 720: Pharmacy Practice I (4)

PHAR 714: Nutritional Supplements and Complementary Medicine (3)

PHAR 735: Foundations of Drug Action: Drug Discovery (3)

PHAR 738: Healthcare Systems I (2)

PHAR 729: Principles of Evidence-Based Medicine I: Information Science (3)

Approved Electives (0 - 2)

Winter Term

PHAR 708: IPPE: Community Care I (2) ***

PHAR 721: Pharmacy Practice II (3)

PHAR 733: Pharmaceutics I (3)

PHAR 737: Foundations of Drug Action: Pharmacology (3)

PHAR 739: Healthcare Systems II (2)

PHAR 748: Drug Actions in Immunology and Inflammation (3)

PHAR 728: Pharmacy Law (2)

Approved Electives (0 - 2)

Spring Term

PHAR 709: IPPE: Community Care II (2) ***

PHAR 722: Pharmacy Practice III (4)

PHAR 734: Pharmaceutics II (3)

PHAR 736: Foundations of Drug Action: Autonomics (3)

PHAR 747: Infectious Diseases and their Treatments (3)

PHAR 712: Interprofessional Education (1)

Approved Electives (0 - 2)

Second Professional Year (P2) – OSU Campus in Corvallis

Fall Term

PHAR 740: Pharmacy Practice IV (3)

PHAR 743: Introductory Practice Experiences: Community Care III (2) ***

PHAR 750: Pharmacokinetics/Biopharmaceutics (4)

PHAR 752: Integrated Drug Structure, Action, and Therapeutics I (7)

Approved Electives (0 - 2)

Winter Term

PHAR 741: Pharmacy Practice V (3)

PHAR 744: Introductory Practice Experiences: Ambulatory Care I (2) ***

PHAR 726: Principles of Evid.-Based Med. II: Drug Literature Evaluation (3)

PHAR 753: Integrated Drug Structure, Action, and Therapeutics II (7)

Approved Electives (0 - 2)

Spring Term

PHAR 742: Pharmacy Practice VI (3)

PHAR 745: Introductory Practice Experiences: Ambulatory Care II (2) ***

PHAR 746: Pharmacy Management (3)

PHAR 754: Integrated Drug Structure, Action, and Therapeutics III (6)

PHAR 712: Interprofessional Education (1)

Approved Electives (0 - 2)

Third Professional Year (P3) – OHSU Campus in Portland

Fall Term

PHAR 764: Pharmacy Practice VII (3)

PHAR 760: Transitional Clerkship (2) ***

PHAR 761: Advanced Integrated Drug Therapy I (8)

PHAR 770: Advanced Pharmacokinetics (4)

Approved Electives (0 - 2)

Winter Term

PHAR 765: Pharmacy Practice VIII (3)

PHAR 760: Transitional Clerkship (2) ***

PHAR 762: Adv. Integrated Drug Therapy II (8)

PHAR 773: Princ. of Ev.-Bas. Med. III: Evidence Synthesis & Decision Analysis. (3)

Approved Electives (0 - 2)

Spring Term

PHAR 768: Applied Law and Ethics (1)

PHAR 774: Drug Policy (3)

PHAR 767: Pre-APPE Readiness and Complex Case Analysis (3)

PHAR 780: Community Pharmacy Experience (8)

Fourth Professional Year (P4) – Off Campus

Summer Term

PHAR 785: Ambulatory Primary Care Experience (8) ***

PHAR 790: General Internal Medicine Experience (8) ***

Fall Term

PHAR 795: Patient Care Elective Experience (8) ***

PHAR 792: Hospital/Health Systems Patient Care Experience (8) ***

Winter Term

PHAR 797: Elective Experience (8) ***

PHAR 795: Patient Care Elective Experience (8) ***

Spring Term

PHAR 797 Elective Experience (8) ***

*** Includes Off-Campus Practicum

Elective Courses

Pharm.D. students are required to complete elective courses throughout the curriculum. A wide variety of courses (within the College of Pharmacy and other departments around campus) are acceptable elective options for Pharm.D. students. A complete list of approved Pharm.D. elective courses is available on the [Electives](#) section of the College's website. Elective options may change. Changes will be posted to the College of Pharmacy website.

Please be aware of the following as you select your elective each year:

- 2 credits of elective must be taken each year (P1, P2, and P3). Credit from the P1 year may not be used toward the P2 elective requirement etc. Policies regarding elective experiences in the P4 year can be found in the Advance Pharmacy Practice Experiences (APPE) manual.
- No more than one 300-level course may serve as a Doctor of Pharmacy elective. Consult with an academic advisor if you believe that a second 300-level course is especially relevant to your academic or professional goals.
- Students may use any two 1 credit courses to satisfy the 2 credit elective requirement. Both courses must be completed in the same academic year and a student can only satisfy the elective requirement using 1 credit courses once in their professional program.
- Research or Independent Study can be used as an elective but must be approved before the beginning of the term. The completed [Elective Request Form](#) should be submitted to Angela Austin Haney.
- Electives taken during the summer between the P1 and P2 years may count toward the P1 or P2 year. Courses taken during the summer between the P2 and P3 years may count toward the P2 or P3 elective. Only one course may be taken for elective credit during the summer.
- Elective courses may not be taken for S/U grading.
- A 'C-' or higher or a 'P' must be earned for the class to meet the elective requirement.
- Courses taken prior to starting the Pharm.D. program will not count toward the elective requirement even if the course is on the approved elective list.
- Failure to complete an approved elective each year could stop progression in the Pharm.D. program.

Students are responsible for checking all course requirements and prerequisites in the [course catalog](#). In order to enroll in some approved elective courses, Doctor of Pharmacy students may need to secure overrides from the offering department. Students are responsible for securing overrides prior to registration.

If a course not listed here is especially relevant to your academic and professional goals, you can request that it be approved as an elective for you by using the [petition form](#).

Course Descriptions

Pharm.D. course descriptions, as well as registration information, and terms offered can be found in the online [catalog](#). Typing PHAR in the "Quickjump" box will provide a complete list of Pharmacy courses.

Additional Program Options

Pharm.D./Ph.D. Program

The OSU College of Pharmacy's Graduate Studies program offers M.S. and Ph.D. degrees in pharmacy with emphasis in pharmacology, pharmaceuticals, or medicinal chemistry. The Pharm.D./Ph.D. degree option is available to students after admission to the Pharm.D. program. A separate Graduate Studies admission process must be completed, and acceptance to the program is not guaranteed. Students interested in learning more about the Pharm.D./Ph.D. program should contact Dr. Kerry McPhail (kerry.mcphail@oregonstate.edu or 541-737-3424). This dual degree option would appeal primarily to students who have a passion for research and who want to spend most of their time working in research and new drug development, but who also want to have access to clinics and professional practice settings. This option requires roughly 3.5 to 4 years of work after completing the Pharm.D. Pharm.D./Ph.D students may be eligible for a loan forgiveness program.

Pharm.D./MBA Program

The OSU College of Pharmacy offers a Pharm.D./MBA degree option in collaboration with the College of Business. This degree option is available to students after admission to the Pharm.D. program. A separate admission process is required and acceptance to the MBA program is not guaranteed. Students interested in learning more about the Pharm.D./MBA program should contact Lauren Corwin at lauren.corwin@oregonstate.edu or 541-737-9677. Please see the Pharm.D. /MBA Policies section of this handbook for additional information.

Residencies and Fellowships (Advanced Patient Care Education)

Although not required for licensure as a pharmacist, some students choose to pursue advanced postgraduate education, such as residencies and fellowships. Residencies are experiences designed to provide practitioners greater confidence and skill in direct patient care, and to provide leadership in roles such as clinical care coordinators for health care systems. Fellowships are research focused experiences that prepare practitioners for roles in academia or other research based settings. Students interested in learning more about post-graduate education should contact Lacey Smyth at lacey.smyth@oregonstate.edu.

Experiential Education

The intensity, breadth, and duration of professional experience provided at Oregon State University College of Pharmacy produces graduates who are prepared to participate in patient care and implement innovative pharmaceutical care programs in their personal pharmacy practice. Students progress from being observers of the healthcare system to active involvement in providing patient care in specialized settings. Early and continuing opportunities for students to apply classroom knowledge in pharmacy practice settings are at the center of the professional curriculum. Similarly, students will interact with students from other health professions to gain perspectives required to deliver healthcare in a collaborative team setting. A variety of experiences tailored to student specific interests assure that we achieve our goal of creating competent, confident, creative and caring independent pharmacy professionals.

P1 Year

Fall Term: Career Perspectives and Professional Development. Introduction to certifications, skills and attitudes expected of pharmacy professionals. Students will develop the necessary knowledge in the areas of professionalism and teamwork. Preparation to participate in experiential education including: Board of Pharmacy Intern regulations, CV preparation, interviewing skills, HIPAA, etc.

Winter and Spring Terms: Introductory Pharmacy Practice Experiences I & II: Community Pharmacy. Students will have the opportunity to complete community pharmacy rotations. Sites are located between Eugene and Salem. If students are commuting, it may be possible to make arrangements for student assignments in their city of residence. Transportation is the responsibility of the student.

Goals: By the completion of the P1 year, students will be prepared for experiential training in pharmacy settings and have the tools to effectively interview for a summer internship. An understanding of the unique role that pharmacists play in the health care team is developed during the experiential portion of the course and discussed in depth in the classroom. Students will have the opportunity to participate in immunization clinics, in addition to patient outreach events in the local community. All required paperwork and site visit reports become part of the student's experiential portfolio.

Total Experiential Hours: 90 hours

P2 Year

Fall, Winter, and Spring Terms: Introductory Pharmacy Practice III, IV and V: Community Pharmacy and Ambulatory Care. Students will be assigned to assist in the ongoing provision of patient care at sites throughout the Willamette Valley, with specific focus on patient counseling and immunization services in the community pharmacy setting and ambulatory care pharmacy. Assignments are made by the experiential education office. If students are commuting, it may be possible to make arrangements for student assignments in their city of residence. Transportation is the responsibility of the student.

Students will also have the opportunity to complete rotations in the hospital setting, with emphasis on basic preparation and distribution activities, medication reconciliation and discharge counseling. Rotations will be assigned at an area hospital.

Goals: Students develop an understanding of the impact of health challenges and treatment options on the lives of patients. Students gain a longitudinal perspective on disease management and the difficulties encountered within our healthcare system. Empathy, cultural awareness and patient advocacy evolve as a consequence of one-on-one interactions with patients. By the beginning of the P3 year the student will have mastered an understanding of drug distribution in Community and Hospital settings. They will be comfortable in interactions with patients, colleagues and other health professionals. Students are familiar with basic regulatory constraints for each setting and are able to participate as a team member in the

delivery of foundational aspects of patient care. Documentation of competencies achieved and self-reflective exercises are included in the student's portfolio.

Total Experiential Hours: 135 hours

P3 Year

Fall and Winter Terms: Introductory Pharmacy Practice 3. Students are assigned to a hospital pharmacy site for fall and winter terms according to the relative availability of IPPE preceptors at each site. The sites are located throughout the Willamette Valley and transportation is the responsibility of each student.

Goals: The general goal of the course is to expand the student's knowledge and skills in hospital pharmacy by introducing the student to the services/methods of pharmaceutical care as they apply to this practice setting. Students will become familiar with the operation, administration and supervision of an inpatient drug distribution system, related pharmacy services and interactions of the pharmacist with other members of the health care delivery team. Students will expand their skills in order processing, IV mixture techniques, oral and written communication, providing drug information, patient education and professional responsibilities.

Total Experiential hours: 120 hours

P4 Year

Summer, Fall, Winter, and Spring Terms: Advanced Pharmacy Practice Experience. The P4 year begins almost immediately after the completion of the P3 year and the Pre APPE Readiness Block. Each student will complete eight different rotations of six weeks each, 40 hours per week. Students are assigned one six-week period during the year to take as their "off block." One rotation must take place in a rural setting that has limited access to health care services. Students return to campus each term for seminars geared towards pharmacists in training preparing to enter the work force.

4 Required Experiences:

- General Adult Medicine
- Hospital / Health Systems
- Community
- Ambulatory care

4 Elective Experiences:

Student can choose from among a large variety of patient and non-patient care rotations. At least two electives must be in a patient care setting.

Goals/Outcomes: Build upon the didactic lectures and introductory experiential training the student has experienced in the P1 through P3 years. By the time the student completes their fourth year they are prepared to enter any pharmacy practice setting to deliver optimal and evidence based patient focused care to a wide variety of patient population. Students maintain

a copy of the project and presentation they complete at each rotation in their portfolio. Continuing self-assessment and self-improvement are important aspects of the educational process throughout the P4 year.

Total Experiential hours = **1920 hours**

In Summary:

Introductory Pharmacy Practice Education	= 340 hours
Advanced Pharmacy Practice Education	= 1920 hours
Total	= 2260 hours

Students are eligible for intern licensure upon entering the Pharm.D program, at the start of the P1 year. As a P1, students will have the opportunity to function as an “academic intern,” but are not eligible to work in a paid internship position. Upon successful completion of the P1 year, students are able to apply and work as a paid intern.

The College will be responsible for counting internship hours throughout the Pharm.D program. Upon successful completion of the program, the College will notify the Oregon Board of Pharmacy that a student is now eligible to sit for the NAPLEX and MPJE exams.

If a student has plans to practice in another state, he/she must request that intern hour/graduation information be sent to that state and comply with the Board of Pharmacy rules for that state.

Section 3: Academic and Professional Standards

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://studentlife.oregonstate.edu/studentconduct>). 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 successfully complete a background check following guidelines established by the College
- Must successfully complete a drug screen following guidelines established by the College
- Must meet all immunization requirements 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 fulfill the Essential Characteristics of Student Pharmacists identified by the College.
- Must hold a current Healthcare Provider CPR and First Aid certification from an approved provider
- Must obtain an Oregon Pharmacy Intern license
- Must hold adequate health and liability insurance

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; and complete all requirements associated with co-curricular activities

- Must have no more than one D grade in pharmacy courses
- Must earn a C/P or better in any repeated course(s)
- Must fulfill the Essential Characteristics of Student Pharmacists identified by the College
- 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
- Must successfully complete the required Immunization Certification program
- Must meet all immunization requirements established by the College
- Must have a current Oregon Pharmacy Intern license
- Must have a current Healthcare Provider CPR certification from an approved provider
- Must hold adequate health and liability insurance

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; and complete all requirements associated with co-curricular activities
- Must have no more than one D grade in pharmacy courses
- Must earn a C/P or better in any repeated course(s)
- 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 meet all immunization requirements established by the College
- Must have earned a bachelor's degree
- 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
- Must have a current Oregon Pharmacy Intern license
- Must have a current Healthcare Provider CPR certification from an approved provider
- Must hold adequate health and liability insurance

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; and complete all requirements associated with co-curricular activities
- Must have no more than one D grade in pharmacy courses
- Must earn a C/P or better in any repeated course(s)
- 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 meet all immunization requirements established by the College
- 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 fulfill the Essential Characteristics of Student Pharmacists identified by the College.
- Must have a current Oregon Pharmacy Intern license
- Must have a current Healthcare Provider CPR certification from an approved provider
- Must hold adequate health and liability insurance

*Experiential sites may require additional background checks and drug screenings.

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; and complete all requirements associated with co-curricular activities
- Must earn a C/P or better in any repeated course(s)
- 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://studentlife.oregonstate.edu/studentconduct>). 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. All requests for accommodation must be approved by DAS.

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 receive 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/gettingstarted>, 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 and the student will be placed on Suspension, unless the student has petitioned and been granted an extension by the College of Pharmacy Academic and Professional Standards Committee.

Repeating Core Pharmacy Courses

A student may re-enroll in a pharmacy course one time for the purpose of earning a grade of C or above 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 didactic or experiential course, he or she will be dismissed from the professional program.

Selected courses include specific assessments that must be completed at a minimal level of competency. It may be possible for a student to pass the overall course, but fail to meet competency on a specific assessment. In this instance, students will be required to engage in remediation activities until the assessment(s), or approved equivalent, is satisfactorily completed. The student will not be allowed to advance or continue into advanced experiential courses until competency in all areas of assessment have been demonstrated. Repeated failure to achieve competency will be considered equivalent to failing a course and may result in Suspension and Dismissal.

Students who fail a core advanced experiential course are typically not allowed to continue using the previously approved advanced experiential plan. Students who fail a core advanced experiential course (PHAR 780, 785, 790, or 792) will typically be required to reschedule and successfully complete an equivalent advanced experience, prior to continuing in the program. The Assistant Dean for Experiential Programs, the Director of Student Services, and the Executive Associate Dean (representing the College of Pharmacy Academic and Professional Standards Committee) will work with the student to determine the best path forward, including exploration of possibilities for remediation, if appropriate, before the student reenrolls in a subsequent advanced experiential course.

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 will minimally receive a zero on the assignment, and may earn a failing grade in the course and/or may face Dismissal from the Pharm.D. Program on the first offense. The process for handling academic misconduct is located in the [Petitions, Appeals, and Grievances](#) section.

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://studentlife.oregonstate.edu/studentconduct/academic-misconduct-reporting-forms>). 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 unable to take a quiz or examination at the scheduled time must make every attempt to notify the course coordinator **before the examination period**. Email or phone message will suffice in the case of incapacitating illness. In all other situations, prior permission must be obtained from the course coordinator – and may require written documentation. All students are expected to take all regularly scheduled examinations.

If the course coordinator agrees that missing an examination could not be avoided, accommodations will be evaluated on a case by case basis. Accommodation will involve an assessment scheduled during finals week and may utilize a format different than the original exam.

Questions or concerns about points or grading of an exam need to be submitted in writing, along with the exam, within one week of the date the exam was returned to students. Submitting such a request allows the instructor to review the exam for any additional oversights that may have occurred.

Below are the College of Pharmacy standard examination procedures:

- Sit every other seat. Instructors/proctors may arrange seating in a crowded room.

- No hats or caps. Put your possessions away. Turn phones to silent. Zip backpacks. Scratch paper is not allowed.
- Using a #2 pencil, PRINT your name (registered name, not your nickname) and OSU ID# on the Scantron and the paper exam. FILL IN THE APPROPRIATE BUBBLES.
- Fill in the form number.
- Every question has a best answer. Mark the appropriate letter on the answer sheet.
- Do not ask questions during the exam. Write on the exam or in the margins if you want to note or explain a concern regarding a specific question; then indicate on the front of the exam any specific questions that you would like to have reviewed. The instructor will review your concern during the grading process.
- Students may notify instructors/proctors if there are inaccuracies on the exam (e.g. numbering).
- Only approved electronic devices (e.g. approved calculators) are permitted when allowed by the faculty of record.
- Leave the room after the exam. Do not stay outside the room as it causes distraction.
- Please take care of personal needs before the exam starts. Tell the proctor if it's an emergency.
- 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.

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

- Phones, 'smart' watches, wearable technology that allows communication or data storage, entertainment electronics, tablets, mobile devices and computers must be turned off and stowed away from the student. Students may not have any of these devices in their pockets or within reaching distance.
- 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.

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 class times, examinations or required assignments.
- Parents should make arrangements for child care on scheduled no-school days for their children who regularly attend school.
- Students should not schedule experiential rotations during scheduled class time.

- **When making personal plans, students should assume that it will 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 make audio recordings of course content, for use in study or other noncommercial purposes. Video recordings are not allowed.
- 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 available only to current Pharm.D. students.
- 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 or fellow students. 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.

Pharm.D./MBA Policies

Prospective Pharm.D./MBA students:

- Must meet with College of Pharmacy (COP) Pharm.D./MBA advisor to discuss the program.
- Cannot have a grade of C+ or lower in any class the term prior to meeting with the COP Pharm.D./MBA advisor in order to be eligible to take Core 1 or Core 2 classes.
- Must fill out and submit interest form online after meeting with COP Pharm.D./MBA advisor. The interest form will automatically be sent to the COP advisor.
- Once interest form has processed and student has been accepted, the student must meet with the College of Business MBA advisor.
- P1 students can meet with the COP Pharm.D./MBA advisor in fall term and register for winter term Core 1 or Core 2 courses, but must wait to fill out interest form until fall term grades are posted.

- If the student receives a C+ or lower in any Pharm.D. courses in fall term, they must drop the MBA course they are enrolled in for winter term.

Current Pharm.D./MBA students:

- Must receive a C or higher in all Pharm.D. coursework to continue taking Core 1 or Core 2 courses the following term.
- Cannot be on warning or probation with the College of Pharmacy and are ineligible to take Core 1 or Core 2 courses in the term following their warning or probation.
- Must inform COP Pharm.D./MBA advisor if they plan to withdraw from Core 1 or Core 2 courses.
- Must receive a B- or higher in all MBA coursework (as outlined in the College of Business' MBA Handbook)
- Must complete all Core 1 courses in order to be eligible to take PHAR 798, the MBA qualifying administrative rotation.
- Must notify Assistant Dean of Experiential Education in fall term of P3 year that they want to be part of the MBA qualifying administrative rotation (PHAR 798) in their P4 year. *(PHAR 798 MBA qualifying administrative rotations are limited. Eligible students will be ranked and then allowed to enroll until available sites are filled. Ranking will be based on progress toward completion of other MBA requirements and overall academic performance.)*
- Cannot take more than one Core 1 or Core 2 class in any term of the P1-P3 years, except summer.
- P1-P3 students must meet with the COP Pharm.D./MBA advisor every spring term to be eligible to continue taking Core 1 and Core 2 classes.

Flex Students:

- Eligible to complete the interest form after meeting with COP Pharm.D./MBA advisor.
- Eligible to take Core 1 courses in the year they flex.

Current Pharm.D./MBA Advisor Contact Information:

College of Pharmacy

Lauren Corwin (Meet with Lauren first)

lauren.corwin@oregonstate.edu

(541) 737-3424

College of Business

Robin Silveira

robin.silveira@oregonstate.edu

(541) 737-5510

Student and Patient Safety Policies

Disclosure of Criminal Activity

Pharm.D. students must immediately disclose any encounters with law enforcement to a member of the Office of Student Services or Executive Associate Dean. Encounters with law enforcement include criminal activity, alleged criminal activity, citations, arrests, or any other interactions that result from student behavior, or circumstances in which law enforcement intervenes and the student is present. The disclosure will be referred to the Academic and Professional Standards committee, but the Executive Associate Dean may determine that immediate removal from practice sites or Suspension is appropriate until circumstances surrounding the incident can be clarified. Failure to disclose may result in Dismissal from the College.

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 Drug Screenings. 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 enrolled in the professional program must submit to a Criminal Background Check following notification of admission and no more than four months before matriculation. The College shares information regarding background checks with OHSU at the end of the second professional year. This information is required before OHSU will issue an OHSU student ID, and an OHSU ID is required to progress into the third professional year.

Background checks cannot be more than 2 years old at the end of the second professional year when we communicate background check information to OHSU. If your background check is more than 2 years old at the end of the second professional year, the College requires that you submit a new background check. The College will pay for this background check.

Any student who has had any interaction with law enforcement must inform the College of Pharmacy (see [Disclosure of Criminal Activity](#)). Failure to reveal an interaction with law enforcement may result in dismissal at any time that the event is discovered. Any student who has had an interaction with law enforcement will be required to complete a second background check, at their expense, at the end of the second professional year.

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 or conduct violations while a Pharm.D. student in the College. The College may also refer students to the Oregon Professional Recovery Network, a non-profit organization that counsels pharmacists regarding chemical dependency.

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 requires students to submit to a Drug Screening prior to matriculation. The test must be conducted by the College's designated vendor and will, at a minimum, screen for Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), and Propoxyphene. It may also screen for additional illegal drugs or controlled substances.

[Cannabinoids: Recreational and medical use of cannabinoids, including marijuana, has been legalized for persons over 21 years old in several states, including Oregon. Possession, use, or distribution of marijuana in any form, however, continues to be prohibited on any of the University's campuses or facilities and during any University activities. These rules are consistent with federal laws that regulate institutions receiving federal funds. Additional federal laws, such as the Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act also prohibit use of marijuana.

A number of pharmacy corporations have personnel rules that prohibit use of cannabinoids. Student use of cannabinoids may severely limit the ability of the College to provide student access to required experiential education practice settings delaying or preventing student progression. The College strongly recommends that students behave in a manner that presumes possession, use, or distribution of cannabinoids to be prohibited in all settings.]

Regardless of state laws permitting use, any student that appears to be impaired by substance use, legal or illegal, in a curricular or co-curricular activity will be immediately removed and prohibited from patient care settings, and may be Suspended pending an investigation.

Frequency:

All professional students participate in a Drug Screening prior to beginning the Doctor of Pharmacy (Pharm.D.) program. Students whose progression through the professional program is delayed are required to participate in a second Drug Screening prior to their fourth year in the professional program. Specific experiential sites or practice settings may also require additional Drug Screenings. The Assistant Dean for Experiential Education has a list of sites that require additional screening.

Additional Drug Screening can be required "for cause" upon a reasonable suspicion that a student is engaged in the misuse of drugs or use of illegal drugs at any time during the professional program.

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 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 Professional 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, with the exception of a first drug screening for cause, are the responsibility of the student or applicant.

Refusing Drug Screening:

A student will not be allowed to matriculate in or continue in the Pharm.D. program if he or she does not consent to the required drug screening.

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/Pertussis; Measles, Mumps, Rubella, (MMR); Hepatitis B; and Varicella, and annual TB screening.

Each student must have complete immunization records on file with Student Health Services before matriculation into the Pharm.D. program. If immunization records are not complete, registration for winter term classes will be blocked and the student will be placed on Suspension. 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 by reading the [New Student Immunization Requirements](#).

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 Healthcare Provider CPR certification at the time of matriculation to the College of Pharmacy. 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 Healthcare Provider CPR and First Aid certification is not provided prior to the first day of fall term classes. If a student's Healthcare Provider 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 (which allows you to give immunizations) 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 Appendix E.

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.

All Pharm.D. students will be assigned an OHSU email account. Pharmacy students are required to check both their ONID and OHSU email accounts and will be held responsible for any information sent to either e-mail account.

The College asks that you maintain these professional standards when using email:

- Check your email daily, as you will be expected to do while working full time. You will have both an OSU and OHSU email account. As a P1 and P2 you will be expected to check your ONID daily and your OHSU account at least once per term. When you move to Portland for your P3 year, you will be expected to check your OHSU email regularly on top of your ONID account.
- In general, compose email exactly as you would compose a written business letter or a written assignment for a class. Devote the same attention to editing and proofreading – or perhaps greater attention! After all, no one individual class assignment will cost you a job, but a poorly written email might.
- Use a subject line that will be understandable to the recipient – something like “Question about Immunization Requirements.” Using an extremely short subject line like “Hi” or “Question,” or leaving the subject line blank is confusing and unprofessional.
- Use the correct salutation for the recipient – “Dear Dr. Proteau” or “Dear Ms. Austin Haney.” Not using a salutation is unprofessional and can imply a demanding tone. Please don’t use first names until the person has told you that doing so is okay.
- Marital status is irrelevant, so use Ms. rather than Miss or Mrs. for your email salutations.
- Please be aware that all pharmacists are not Doctors, many are RPh. and using Dr. would be inappropriate. If you don’t know Pat McGee’s gender or credentials, then do some research. Get on the organization’s website or you can call them and ask. “I’m writing to Pat McGee. I’ve never met Pat and I want to use the correct form of address. Should I use Dr., Mr., Ms.?” You can also consider asking faculty or advisors if they are familiar with a pharmacist’s credentials.
- Be clear and direct. Grammar, spelling, and punctuation should all be perfect. Take the time to properly compose, proofread, and edit your emails. If you are concerned about your ability to use correct English grammar or spelling, please contact any of the advisors.
- Use a standard font like Arial, Calibri, or Times New Roman at 10 to 12 pt.
- Email is not private and emails are forwarded all the time. Assume the president of the Board of Pharmacy, the CEO of your employer, and your grandmother will see everything you ever write in an email.
- Inappropriate, disrespectful, or hurtful communications are considered a significant breach of professional ethics as described in the Essential Characteristics of a Student Pharmacist and will

result in the referral of student behavior to the Academic and Professional Standards committee.

- Use a signature block at the end of your emails that gives your name and contact information. An example is below.

Benny Beaver
Pharm.D. Candidate, 2021
Oregon State University and Oregon Health & Science University
College of Pharmacy
Class President
Cell: [541-555-1212](tel:541-555-1212)

Here are some additional resources on email etiquette:

- <http://www.pharmacyowners.com/blog/bid/80929/8-Tips-for-Proper-Email-Etiquette-in-Your-Pharmacy-Business>
- <http://www.inc.com/guides/2010/06/email-etiquette.html>
- <http://michaelhyatt.com/e-mail-etiquette-101.html>

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 Oregon 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 the OHSU student health insurance plan (SHIP) which covers students for an entire year. Information about the 17/18 SHIP can be found here:

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

A student may be able to request that another health insurance plan, such as the plan provided by [OSU Student Health Services](#), a spouse's employer etc., 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.

Waivers must be renewed **annually**. Waiver procedures, deadlines, and requirements 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/student-insurance-waiver.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 be 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://studentlife.oregonstate.edu/studentconduct>).

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. Complete the petition (<http://pharmacy.oregonstate.edu/current-student-resources>), clearly stating the request, the reason for the request and describing how the request will influence the student's academic career.
2. Submit the completed petition to the Director of Student Services/Head Advisor.
3. 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.
4. 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's Office in writing within seven (7) calendar days following issuance of a decision by the Dean. The Provost's Office decision on the appeal is the University's final decision.

Academic Misconduct

Students may appeal any decision in response to a report of academic misconduct.

1. Faculty identifies a potential violation and is encouraged to communicate the concern to the student.
2. The faculty member seeks advice from the Department Chair, Director of Student Services and Executive Associate Dean as needed. If the faculty considers it to be appropriate, they complete the [Academic Misconduct Report Form](#) (AMR) noting suggested sanction, and forwards it to the College Hearing Officer (Executive Associate Dean).
3. The CHO asks the student to meet with the faculty member and the Director of Student Services, as soon as a meeting can be arranged.
4. The faculty member, with the Director of Student Services or CHO as an observer, meets with the student, reviews the AMR and Student Rights information, including the proposed sanction.
5. The student is allowed 10 days from the date of the meeting to complete their portion of the AMR, including any statement they wish to be included, and return it to the CHO. The student may waive this right or submit a response prior to ten days.
6. The CHO reviews the evidence, makes a recommendation to the Academic and Professional Standards committee, and a final decision is made on the case; which may include a sanction greater than that indicated by the instructor.
7. The student is notified of the decision in writing and has 5 days from the date of notification to submit an [appeal](#) the Vice Provost for Academic Affairs.

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. Complete the grievance form (<http://pharmacy.oregonstate.edu/current-student-resources>), clearly stating the grievance and the reason for filing the grievance.
2. Submit the completed grievance form to the Director of Student Services/Head Advisor.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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 (regarding a professional degree program)
ceinfo@acpe-accredit.org (regarding a continuing education provider)

ACPE's mailing address is:
135 S. LaSalle Street, Suite 4100
Chicago, Illinois
60603-4810

Section 4: Oregon State University Policies and Information

Oregon State University Mission

Preamble

Oregon State University is a comprehensive, research intensive public land-grant university. OSU is one of only two land-, sea-, space- and sun-grant universities with such designation in the country. Oregon State programs and faculty are located in every county of the state and investigate the state's greatest challenges. The state of Oregon is OSU's campus but our mission is to serve the state, the nation and the world. The university works in partnership with the P-12 school system, Oregon community colleges and other colleges and universities to provide access to high-quality educational programs. Strong collaborations with industry and state and federal agencies drive OSU's research enterprise.

Mission

As a land grant institution committed to teaching, research and outreach and engagement, Oregon State University promotes economic, social, cultural and environmental progress for the people of Oregon, the nation and the world.

This mission is achieved by producing graduates competitive in the global economy, supporting a continuous search for new knowledge and solutions and maintaining a rigorous focus on academic excellence, particularly in the three Signature Areas: Advancing the Science of Sustainable Earth Ecosystems, Improving Human Health and Wellness, and Promoting Economic Growth and Social Progress.

Vision

To best serve the people of Oregon, Oregon State University will be among the Top 10 land grant institutions in America.

Values

Oregon State University recognizes that our mission and goals must be supported by sound institutional values. As we pursue our mission and goals, we recognize that the individuals comprising our extended university community are the source of our creativity, reputation, and vitality. The following values are fundamental to our success:

- Accountability. We are committed stewards of the loyalty and good will of our alumni and friends, and the human, fiscal and physical resources entrusted to us.
- Diversity. We value diversity because it enhances our education and because it provides tools to be culturally respectful, professionally competent and civically responsible.
- Respect. We encourage respect, humanity, and integrity in our treatment of each other, and we care for the well-being and safety of others.
- Responsibility. We have a responsibility to society to contribute to its social, cultural, political, aesthetic, ethical, and economic well-being.
- Truth. We honor and impart principles of academic honesty, freedom, truth, and integrity.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065, and Oregon Administrative Rule 580-013-0005 of the State Board of Higher Education afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of the personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oregon State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Website: <http://www.ed.gov/policy/gen/guid/fpco/index.html>

Financial Aid and Scholarships

Oregon State University

All Oregon State University Pharm.D. students (P1-P4) are eligible to apply for financial assistance through OSU's Office of Financial Aid and Scholarships. Students must file the Free Application for Federal Student Aid (FAFSA) each year for which they would like to be considered for aid. Information about Financial Aid programs, Scholarships, and Emergency Loans can be found online at: <http://financialaid.oregonstate.edu/>.

OSU's FAFSA School Code is 003210.

College of Pharmacy

The OSU College of Pharmacy awards more than \$150,000 in scholarships to Pharm.D. students annually. Scholarships are generally only available to Pharm.D. students after completion of the first year. A limited number of scholarships may be available for incoming professional students, but an application is not necessary or required. See <http://pharmacy.oregonstate.edu/pharm-d-tuition-and-fees> and <http://pharmacy.oregonstate.edu/current-student-resources> for more information.

Other Funding Sources

For information on other funding sources, the American Association of Colleges of Pharmacy (AACP, <http://www.aacp.org/>) has an online financial aid database called the Pharmacy Education Financial Programs (PEFP). The PEFP database contains scholarship, loan, grant and award information for current professional and graduate pharmacy students. Some awards require registration at specific colleges, but others are open to all pharmacy students. The PEFP is compiled annually by the 10 pharmacy-related member organizations of the Career Information Clearinghouse (CIC). It is hosted on the National Association of Chain Drug Stores (NACDS) Web site (<http://www.nacds.org/>).

Enrollment Verification

In many cases, students will be required to submit an Enrollment Verification when applying for scholarships, intern licenses, etc. Students requesting verification of enrollment at Oregon State or degrees earned spring 2000 to the present may obtain the information by -

- Printing a current term schedule by logging on to Student Online Services Quick Login (https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin)
- Printing a verification at no cost from the National Student Clearinghouse by accessing it through Student Online Services Quick Login
- Printing a verification from the National Student Clearinghouse website (<http://www.studentclearinghouse.org/>) and using a credit card to pay for the service

National Student Clearinghouse

13454 Sunrise Valley Dr., Suite 300

Herndon, VA 20171

Telephone: 703-742-4200 (8:30 am to 7 pm EST)

FAX 703-742-4239

Website: www.studentclearinghouse.org

E-mail: enrollmentverify@studentclearinghouse.org

Loan companies, other agencies, and even parents can contact the NSC directly for enrollment verifications. Please include your legal name, social security number, and date of birth on all correspondence as well as the mailing address of the recipient for the verification.

Verifying Enrollment in the College of Pharmacy

You can obtain a letter verifying your enrollment in the College of Pharmacy from the Director of Student Services/Head Advisor, even if the verification or proof of enrollment form requests a Dean's signature.

Requests for enrollment verification letters should be sent to Angela Austin Haney at angela.austinhaney@oregonstate.edu at least one week before you need the letter. In your email, please include your name, the name and address to which your enrollment verification letter should be addressed, and whether you will pick up your verification letter from the office or need it mailed directly.

University Closure and Inclement Weather

OSU

Information about delays and closures is available on the university's web site, <http://main.oregonstate.edu/alerts>, and by phone at 541-737-8000. You can also sign up for OSU Alert - <http://main.oregonstate.edu/alerts/osu-alert-portal>.

OHSU

Closure and/or cancellation of classes will be communicated to Pharm.D. students via email. Announcements related to class cancellation can also be accessed by phone at 503-494-5778.

Public Safety and Emergency Phone Numbers

OSU

All emergencies, suspicious activity, and criminal behavior should be reported immediately to the OSU Dispatch Center by calling 541-737-7000 or using the Blue Light Phone System by pressing the emergency call button.

The Department of Public Safety & Oregon State Police

200 Cascade Hall

Oregon State University

Corvallis, OR 97331

541-737-3010

<http://fa.oregonstate.edu/publicsafety/campus-security-services>

Campus Emergency Dial: 541-737-7000

Off-Campus Emergency Dial: 911

Non-Emergency Dial: 541-737-3010

OHSU

General Information Dial: 503-494-7744

Campus Emergency Dial: 503-494-4444

Off-Campus Emergency Dial: 911

TTY: 503-494-4521

Student Spaces

There are several spaces in the Pharmacy Building and Collaborative Life Sciences Building (CLSB) available for student use. Some may require reservations.

Pharmacy 213 (“Conference Room”):

Available for student organization meetings and formal presentations. Reservations are required and can be made through the College of Pharmacy office. This room is not to be used for study groups. The Dean’s Office has priority scheduling of this room.

Pharmacy 219 (“Pharmacy Practice Lab” or “Longs Patient Care Center”):

This room is part of the Pharmaceutical Care Learning Center, and is normally used for Pharmacy Practice Labs. When not in use and unlocked, 219 is available to Pharm.D. students for studying.

Pharmacy 235 (“Rite Aid Resource Room”):

Part of the Pharmaceutical Care Learning Center. When unlocked, it is available to Pharm.D. students for computer access, printing, studying and group meetings. The College of Pharmacy library is also housed in room 235.

Pharmacy 305:

A university-controlled classroom. It can be reserved for meetings of university-recognized student organizations. Reservations can be arranged through the College of Pharmacy office, but ultimately require approval by the University Schedule Desk.

Pharmacy 329:

A small seminar room available for student organization meetings. Reservations can be made through the College of Pharmacy office.

Pharmacy 101 (“The Cave”):

Located on the first floor of the Pharmacy Building, room 101 is a lounge for Pharm.D. students. It contains a refrigerator for storing lunches, microwave, coin-operated copy machine, and lockers for student use. Lockers are distributed on a first-come basis, and must be checked out through Angela Austin Haney. Locks will be provided.

Collaborative Life Sciences Building (CLSB):

The CLSB is accessible to OHSU and OSU students 24/7 with a valid OHSU ID badge. After hours entrances are located on the west side of the building near the north tower, and on the east side of the building near the south tower. Students are to wear their OHSU ID badges at all times when they are in the CLSB or on the OHSU campus.

Graduate Student Learning Resource Center (LRC)

The LRC is overseen by the OHSU Library and is open 24/7 for all OHSU and OSU students. An OHSU ID badge is required to gain entrance to this area. The LRC is staffed by OHSU library personnel from 12 noon to 6 pm. Textbooks are available for checkout during this time only. There are 14 small group discussion rooms which seat 4-6 people and are equipped with a whiteboard, a TV monitor and AV hook ups for projecting laptop content. These rooms cannot be reserved and are on a first come, first served basis. There are 34 OHSU networked computer stations for students to use in this area; printing services are available for a fee. There is seating for approximately 80 persons at tables and counters within the center, with additional seating on upholstered chairs and couches. A portion of the west end of the LRC is a dedicated quiet area. Other areas allow talking and group discussions as long as they are not disruptive to others using the area. A small meditation room is available within the LRC on a first come, first served basis. A large meeting room adjacent to the LRC (with seating for 16) is available for students to reserve through LRC personnel.

Graduate Student Lounge

The Graduate Student Lounge is open 24/7 for all OHSU and OSU students. An OHSU ID badge is required to gain entrance to this area. The lounge has several refrigerators and microwave ovens, 2 sinks and counter space for coffee makers. Due to the limited number of electrical outlets, the number of coffee makers has been limited to one per program. The student lounge has a dining area as well as a lounge area with TV's, comfortable couches and chairs, and several bean bag chairs for relaxing. There are also 10 computer work stations within the lounge area.

Terrace (outside student lounge)

Around the corner from the Graduate Student Lounge is an outside terrace. This area overlooks the east side of the building with a fantastic view of the new Tilikum Crossing Bridge as well as the Willamette River, Mt. Hood, Mt. St. Helens and the eastside of Portland. Seating is limited in this area.

Ramps/walkways

The CLSB contains several ramps with seating areas for students and other users of the building. There are also a number of benches and small seating areas on the north side of the building.

Atrium/Courtyard

The atrium area on the first floor has many couches, tables and chairs for sitting and enjoying a cup of coffee from the Starbucks kiosk located nearby. The Courtyard on the east side of the building has many seating areas for enjoying some fresh air, as well as bicycle parking.

Please note that classrooms are not available for students to use as study or gathering areas on either a reservation or ad hoc basis.

University Resources

Academic Success Center and Writing Center

The Academic Success Center is located in Waldo Hall and provides a host of services, from the on-line Learning Corner to coaching. The ASC also help students overcome challenges and work with high achievers to help them reach the next level. Our mission is to support the university's learning environment and promote student success through graduation and beyond.

The Writing Center is part of the Academic Success Center and is a support service for students and faculty at Oregon State University. Its mission is to provide writing programs that enable students at all levels to function effectively, efficiently, and confidently in an academic environment.

The Writing Center offers free help with any writing task at any stage of the writing process and is open to all OSU students, as well as to staff, faculty, and members of the Corvallis community. Writing assistants can help with all aspects of the writing process from brainstorming and organization to questions of grammar and usage. Call 541-737-5640 for an appointment.

Additional information and resources are available online at <http://success.oregonstate.edu>.

Academic Resource List

An extensive list of additional academic resources is available on the Academic Success Center's website at <http://success.oregonstate.edu/resources>.

Other Important Resources

Equal Opportunity and Access

OSU has a commitment to non-discrimination in the University's academic programs and activities. Students who believe they have experienced discrimination or discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, or veteran's status may contact Equal Opportunity and Access at 737-3556 for advice or to file a complaint. Also, please see the website: <http://eoa.oregonstate.edu/>.

Computing Facilities

For information, go to <http://is.oregonstate.edu/client-services/scf>.

Counseling & Psychological Services (CAPS)

In order to help students do well with academics, Counseling & Psychological Services (CAPS) provides individual and group counseling to enrolled students. We also conduct a number of workshops, many of which are geared towards helping students with academic success issues. CAPS is located on the 5th Floor of Snell Hall. For more information, call 737-2131 or visit the website at:

<http://counseling.oregonstate.edu/>.

Cultural Centers

The cultural centers (Asian and Pacific Cultural Center, Lonnie B. Harris Black Cultural Center, Centro Cultural Cesar Chavez, Native American Longhouse, Ettihad Cultural Center, Pride Center & SOL, and Women's Center) each maintain libraries and other resources that students may use for personal, cultural, or educational/academic purposes. For more information, contact (541) 737-9030.

<http://dce.oregonstate.edu/cultural-resource-centers>

<http://dce.oregonstate.edu/>

Disability Access Services (DAS)

OSU is committed to providing equal access to higher education for students with disabilities. DAS has the responsibility of maintaining and improving the overall quality of student life by providing a broad range of programs and services which help students to achieve their academic goals. Academic accommodations include but are not limited to: note taking, taped textbooks, sign language interpreters, assistive listening devices, alternative testing, library assistance, and laboratory assistance. Students who are having academic difficulties and want to investigate the possibility of a learning disability or attention deficit disorder should contact the DAS office for information on local diagnosticians. Call 737-4098 or email disability.services@oregonstate.edu. Additional information is available online at <http://ds.oregonstate.edu/>.

Ethnic Studies

The Department of Ethnic Studies offers mentoring and advising for students of color and anyone interested in and committed to changing social patterns of race, gender, ethnic, class, and sexual discrimination. For more information go to <http://liberalarts.oregonstate.edu/school-language-culture-and-society/ethnic-studies/students/resources>.

International Programs

International Student Advising and Services (ISAS) furthers the internationalization of the university and the community by providing services to approximately 4,000 international students and their families from over 95 countries. Through our work, ISAS advances the free exchange of ideas and culture through advocacy, education, service, outreach and engagement. It is our goal to set the standard for excellence in international student advising and services, and to help all our students be successful while at OSU. <http://international.oregonstate.edu/isas>

Student Conduct Program

The Office of Student Conduct and Community Standards is the central coordinating office for student conduct related matters at Oregon State University. SCCS supports the mission of the University by providing programs and services designed to meet the educational and developmental needs of students in relation to community standards, civility, accountability, diversity, respect and truth.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this

Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive. <http://studentlife.oregonstate.edu/studentconduct>

Student Health Services

SHS provides campus-wide health care, wellness education and prevention programs to assist OSU students in achieving their full academic potential. The student health fee (part of OSU tuition) provides all registered students access to care and wellness prevention. User fees are charged for some services. SHS has a Self-Care Clinic and Health Promotion Department for Wellness/Prevention issues. Health promotion programs include areas such as Nutrition, Time Management, Substance Abuse, Fitness, Relationships, Tobacco Cessation, and Sexual Assault. Specialty clinics also include Travel Medicine, Allergy Clinic, Sports Medicine, and Gynecology and Sexual Health. For appointments and information call 541-737-WELL or visit the web site: <http://studenthealth.oregonstate.edu>.

Computing

Canvas

OSU uses a course management system called Canvas. You can find more information here - <http://oregonstate.edu/helpdocs/osu-applications/canvas>.

Student Computing Facilities

Student Computing Facilities (SCF) has over 100 Mac and PCs in an open lab setting for student use. Scanners, digitizer tablets, color laser printing, video editing and access to over 100 computer programs are provided. During the term, the main lab in Milne Computer Center is open continuously from 10 a.m., Sunday, through 9 p.m., Friday, and Saturday, 11 a.m. to 9 p.m. Several Mac- and PC-equipped classrooms are available for use by OSU classes. SCF also supports a number of departmental computer labs on campus. Additional information is available online at <http://is.oregonstate.edu/client-services/scf>.

Students can print in various locations around campus. Detailed information regarding printing on campus is available at <http://is.oregonstate.edu/service/beaverprint>. You can find information on printing large format posters etc. at <http://is.oregonstate.edu/sms>.

myOSU

MyOSU provides registration and degree progress tracking tools, the ability to manage your personal information, and access to your student records.

You may login to [MyOSU](#) for the first time using your student identification number and GAP (general access PIN). The GAP is initially your date of birth (mmddyy). Upon your initial login you will be prompted to change your GAP to another six-digit number known only to you. Do not share this number with anyone. You also will be directed to establish a question and answer to be used to reset your GAP should you forget it.

After establishing your GAP number you then login to the ONID email system using your student ID and GAP number. Here you will establish your ONID username and password, use them to login to MyOSU.

MyOSU is the medium by which you will conduct much of your business with the university. From [myOSU](#), you may add/drop/withdraw courses, update your current mailing address, view unofficial transcripts, order official transcripts, view and pay your bills, and review financial aid information.

OSU Network ID (ONID)

All OSU students receive an ONID account. General information about ONID is available at: <http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id>.

The ONID email account is the primary method OSU and the College of Pharmacy will use to communicate with you as a student. Information about your courses, exams, financial aid, student account, etc. will be sent to your ONID account. All Pharm.D. students are required to check their ONID email account regularly. You are responsible for the information (and relevant deadlines) communicated to you using this account.

Pharmaceutical Care Learning Center (PCLC)

The Pharmaceutical Care Learning Center (PCLC) is located in rooms 219 and 235 of the Pharmacy Building. The PCLC is used for instructional purposes and is open to Pharm.D. students for use outside of class time. The following rules and regulations apply to all PCLC users:

1. Food and/or beverages are allowed but everyone must clean up after themselves.
2. Maintaining order in room 235 will make it function better for everyone. Please take care to leave all common areas clean and prepared for the next student to begin study.
3. Work should not be saved directly to any public computer.
4. Please ask someone for help if you are unfamiliar with how to adjust something or fix the printer(s)
5. Remember to log off after using a computer. Please properly shutdown and turn off the computers in the afternoon.
6. If you notice a problem with equipment, please report it to Gary Miller as soon as possible. If Gary is unavailable, problems can be reported to the Pharmacy Office (room 203). If you notice anyone misusing the equipment, please remind them of the guidelines and policies for acceptable use.
7. For more information please refer to the OSU Acceptable Use Policy for University Computing Facilities at: <http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources>.

Section 5: Licensure

Licensure, NAPLEX, and Law Examinations

The profession of pharmacy is, for the most part, regulated at the state level. The Federal government regulates drug approvals, drug manufacturing and labeling and, in general, those aspects dealing with the product. Therefore, as Pharm.D. students and pharmacists, you will deal mostly with the Oregon Board of Pharmacy or the pharmacy board in the state where you practice.

As a Pharm.D. student, you will need to obtain an Internship License in order to work in a pharmacy and accrue internship hours necessary for professional licensure. In Oregon, you become eligible for an internship license upon matriculation to the first professional (P1) year. Do not take the responsibilities that go with this license lightly. Under Oregon law and rules, pharmacy interns have the same responsibilities as a registered (licensed) pharmacist with the exception of the final check of the prescription. The college's professional curriculum is designed such that you should accumulate enough intern hours to be eligible to take the NAPLEX and Multistate Jurisprudence Examination (MJPE) immediately following graduation.

Internship licenses are not issued by the College of Pharmacy, but by the pharmacy board(s) for the state(s) in which you plan to intern. Internship licensure requirements vary from state to state. Most state pharmacy boards recognize intern hours earned in another state, but they usually require that you use the forms from the state where you will receive your initial license. For example, you might want to be licensed in California, but because of our curriculum, you will be earning intern hours in Oregon. You would need both California and Oregon intern licenses. It is your responsibility to check with the pharmacy board in the state where you plan to practice. Links to all of the state pharmacy boards can be found at the National Association of Boards of Pharmacy website. (www.nabp.net)

The College of Pharmacy maintains an excellent working relationship with the Oregon Board of Pharmacy. In the beginning of your P1 year, Board staff will meet with your class to answer your questions and help you with the intern license application.

Professional licensure is required to practice as a Pharmacist in the United States. This licensure is not conferred by the OSU College of Pharmacy, but by the pharmacy board in the state where you graduated from pharmacy school. Pharm.D. graduates must successfully complete the NAPLEX and MJPE in order to be licensed. These are computer adaptive exams offered throughout the year at commercial testing centers. All states recognize the NAPLEX and most states the MJPE. The latter will have specific questions covering pharmacy law in the state where you will be initially licensed. Should you later reciprocate to another state, you will need to take the drug law exam (usually the MJPE) for that state.

Oregon Board of Pharmacy

The Oregon Board of Pharmacy was established by legislative action in 1891. The mission of the Oregon Board of Pharmacy is to *promote, preserve, and protect the public health, safety and welfare by regulating the practice of pharmacy and the quality and distribution of drugs and medical devices.*

The Board of Pharmacy has the responsibility to regulate the practice of pharmacy and enforce the laws pertaining to drug outlets, pharmacists and the sale of drugs within the state of Oregon. The Board of Pharmacy generally meets every other month for a two-day meeting where cases are presented and current issues confronting the Board are decided. These meetings are open to the public.

The Oregon Board of Pharmacy consists of seven members. Five of these members are licensed pharmacists and two are representatives of the public. Each member of the Board is appointed by the Governor, subject to the advice and consent of the Senate, for a period of four years. No member of the Board serves more than two consecutive full terms.

The Board is supported by the agency staff, which includes an Executive Director, Administrative Director, Office Manager, and Pharmacy Recovery Network Program Director. Office staff includes a Project Manager, Pharmacist Consultant (Public Information Officer), Administrative Secretary, and Receptionist. Three Licensing Representatives manage the licensing of pharmacists, interns, preceptors, technicians, wholesalers and drug outlets. Compliance staff consists of a Compliance Director, Compliance Secretary, and five Pharmacy Inspectors.

The Oregon Board of Pharmacy invites students, pharmacists, and the public to participate in meetings, ask questions, and request information or clarification at any time. We look forward to working with you to promote, preserve, and protect the public health, safety and welfare.

Oregon Board of Pharmacy
800 NE Oregon St., Suite 150
Portland, OR 97232-2162
Phone: 971-673-0001
Fax: 973-673-0002

Email: pharmacy.board@state.or.us

Web: <http://www.oregon.gov/Pharmacy/pages/index.aspx>

Intern Licenses

Oregon

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 license will be distributed during the first two weeks of 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.

The Oregon Board of Pharmacy will run a separate background check for licensure. They will not accept the background check required by the College of Pharmacy.

Please read the Intern Regulations - Division 031 very closely before submitting your application. As an intern you are responsible for knowing and upholding these regulations.

Students are responsible for maintaining their Oregon intern license and meeting all renewal deadlines. Intern licenses are typically renewed every 2 years. The Oregon Board of Pharmacy has an online renewal process that opens in October. If your current email address is on file with the Board, you will receive an email from them about renewing your intern license. The College will not remind you to renew your intern license.

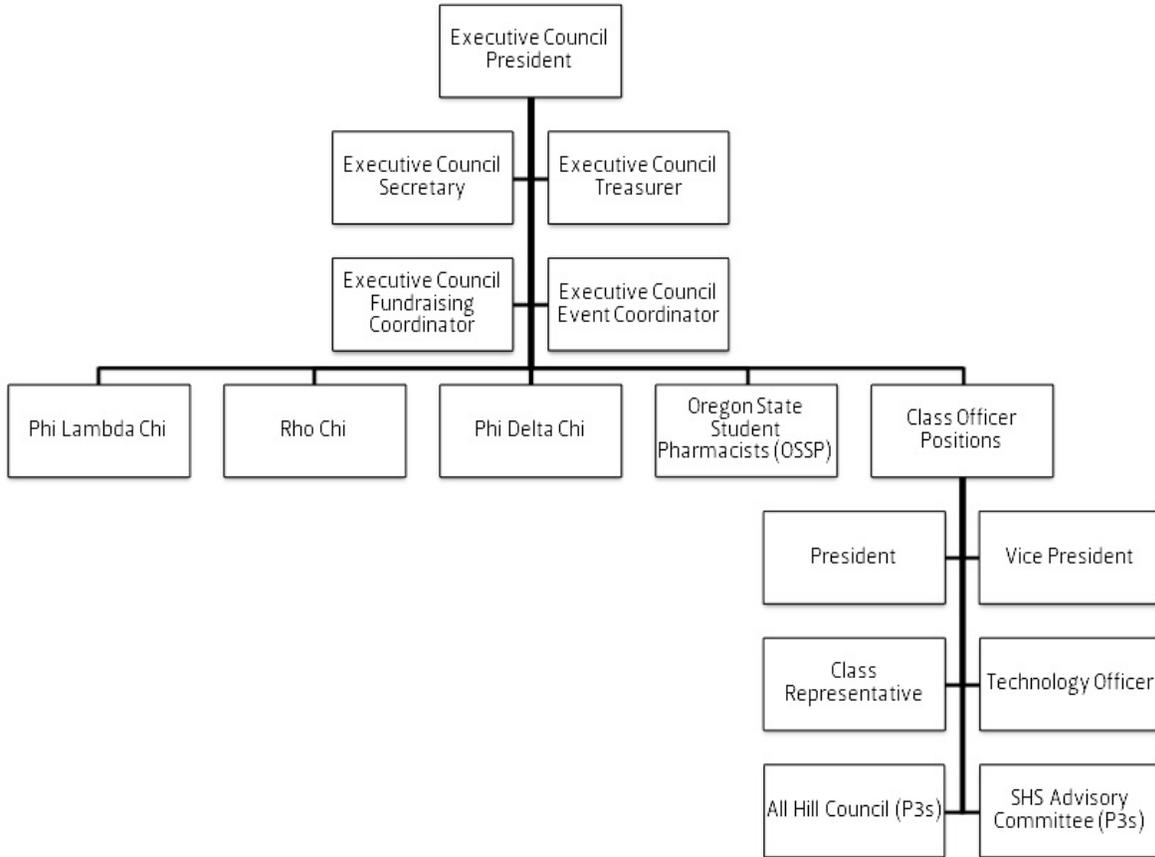
Other States

Students interested in interning outside Oregon should consult the Board of Pharmacy for the state in which they would like to intern to determine licensure requirements.

Internship paperwork generally requires the signature of the Director of Student Services/Head Advisor. Please complete and submit internship paperwork allowing at least one week for processing.

Section 6: Student and Professional Organizations

Student Organization Chart



Executive Council Officers 2017-2018

President: Adam Gattis
Secretary: Chelsea Harmon
Treasurer: Elisabeth Jones
Events Coordinator: Allie Schultz
Fundraising Coordinator: Anna Brecheisen
All Hill Council: Trevor Ross and Jessica Niculcea
Advisors: Gary DeLander / Jessina McGregor

Oregon State Student Pharmacists (OSSP)

Oregon State Student Pharmacists (OSSP) is a combination of the student branches of several professional pharmacy organizations, including:

- American Pharmacists Association (APhA)
- National Community Pharmacists Association (NCPA)
- Oregon Society of Health-System Pharmacists (OSHP)
- American Society of Health-System Pharmacists (ASHP)
- Oregon State Pharmacy Association (OSPA)
- American College of Clinical Pharmacy (ACCP)
- Academy of Managed Care Pharmacy (AMCP)

OSSP also provides a wide variety of professional development opportunities for students through affiliations with state and national organizations, health education presentations, and patient care outreach committees (e.g. Operation Diabetes, Heartburn Committee, Hypertension Committee, Operation Immunization, Mr. Yuk Poison Awareness, Health Equity Week).

There is an annual membership fee to join OSSP. Membership in OSSP provides Pharm.D. students preferred access to OSSP sponsored activities. In addition, members have access to copies of current pharmacy journals; important updates about pharmacy issues; discounts on books needed for pharmacy school; discounts on NAPLEX review materials; access to funding for local, regional and national meetings held by each organization; and professional development dinners and lectures.

Interested students can sign up for OSSP during P1 Orientation. The membership coordinator for 2017-2018 is Rachael Proteau (proteaur@oregonstate.edu)

Phi Delta Chi Professional Pharmacy Fraternity

All Pharm.D. students are eligible to join OSU's chapter of the professional pharmacy fraternity, Phi Delta Chi (PDC).

Mission

"The objective of this association shall be to advance the science of Pharmacy and its allied interests, and to foster and promote a fraternal spirit among the Brothers." From the *Phi Delta Chi Constitution*.

Membership Benefits

Membership in Phi Delta Chi is a great way to get involved with the pharmacy community, make new friends, form study groups, gain scholarship opportunities, and have fun!

Professional Involvement

PDC is a great way to get involved with the pharmacy community through a variety of activities including "Brown Bag" prescription consultations, Community Health Promotion, and Adopt-A-Family service projects.

Brotherhood Experience

Relieve stress by hanging out with PDC Brothers at bowling nights, staff luncheons, beach retreats, social dinners, BBQs and more!

How to Join

For more information, contact Elizabeth (Lizzy) Duncan (duncanel@onid.oregonstate.edu).

Advisor

Dr. Shannon Starwalt

shannon.starwalt@oregonstate.edu

541-737-8035

Rho Chi Society

“The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members.” The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.” From www.rhochi.org.

Membership in Rho Chi is based on academic performance in the professional program. Eligibility is determined in the spring for P2 and P3 students. National Bylaws restrict membership to no more than the top 20% of student in each professional year. For questions regarding the organization and membership contact the faculty advisor.

Advisor

Dr. Gary DeLander

gary.delander@oregonstate.edu

541-737-3424

Phi Lambda Sigma

The purpose of Phi Lambda Sigma, also known as the national Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations.

Phi Lambda Sigma honors leadership. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one’s peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy.

Advisor

Dr. Stacy Ramirez

stacy.ramirez@oregonstate.edu

541-737-5799

Student Ambassadors

Student ambassadors represent the College of Pharmacy at events for current and future Pharm.D. students. They welcome and introduce new students to the College of Pharmacy's culture and community. They also assist with various college recruitment and admissions activities.

Advisors

Lauren Corwin (P2)

Lauren.Corwin@oregonstate.edu

(541) 737-9677

Lacey Smyth (P3)

Lacey.Smyth@oregonstate.edu

(503) 418-9366

Professional Organizations

American College of Clinical Pharmacy (ACCP)

www.accp.com

Accreditation Council on Pharmacy Education (ACPE)

www.acpe-accredit.org

American Association of Colleges of Pharmacy (AACP)

www.aacp.org

American Pharmacists Association (APhA)

www.aphanet.org

College of Psychiatric and Neurologic Pharmacists (CPNP)

<https://cpnp.org/>

National Community Pharmacists Association (NCPA)

www.ncpanet.org

Oregon Society of Health-System Pharmacists (OSHP)

www.oshp.org

American Society of Health-System Pharmacists (ASHP)

www.ashp.org

Academy of Managed Care Pharmacy

<http://www.amcp.org/>

Oregon State Pharmacy Association (OSPA)

www.oregonpharmacy.org

Awards and Honors

A variety of honors and awards are conferred to Pharm.D. students annually during either the Student Recognition Banquet or the College of Pharmacy Commencement Ceremony. Awards presented at the Student Recognition Banquet include those for Academic Achievement, Leadership, and the Unsung Hero award which allows each class to recognize one member of their cohort for their significant contributions.

Mylan Excellence in Pharmacy Award

The Mylan Excellence in Pharmacy Award recognizes a graduate who has both high professional motivation as well as superior proficiency in the provision of drug information services. The award consists of a certificate and the current edition of Drug Interaction Facts.

Facts & Comparisons Excellence in Clinical Communication Award

The Facts & Comparisons Excellence in Clinical Communication Award is presented each year to an outstanding graduate who has demonstrated superior written and verbal communication skills in clinical settings. Honorees receive a three-year subscription to Facts and Comparison 4.0 Online Reference System and several reference books.

Merck Award

The Merck Award is given annually to two graduates who have displayed a very high level of academic achievement throughout their professional studies. Their awards include copies of both the Merck Manual and the Merck Index.

Teva Pharmaceuticals, U.S.A., Outstanding Student Award

The Outstanding Student Award recognizes those individuals that lead by example and consists of a plaque and cash award.

Eli Lilly Achievement Award

The Eli Lilly Achievement Award is given each year to an individual who has distinguished them self as a leader in their class. The Eli Lilly Achievement Award holds the distinction of being the oldest award presented by the College of Pharmacy. The award consists of the USP DI reference book.

APhA-ASP Mortar & Pestle Professionalism Award

The Mortar & Pestle Professionalism Award is given to a graduate who has exhibited the ideals of patient care, and has demonstrated exceptional service and commitment to the profession through involvement in professional organizations and other learning opportunities. The award that consists of a hand-turned wooden replica of an early American mortar and pestle.

Natural Medicines Comprehensive Database Recognition Award

The recipient of the Natural Medicine Comprehensive Database Recognition Award has demonstrated interest and expertise related to natural medicines, including efforts to minimize adverse effects due to inappropriate use of natural medicines. This program encourages an evidence-based approach to natural medicines.

United States Public Health Service Excellence in Public Health Pharmacy Practice Award

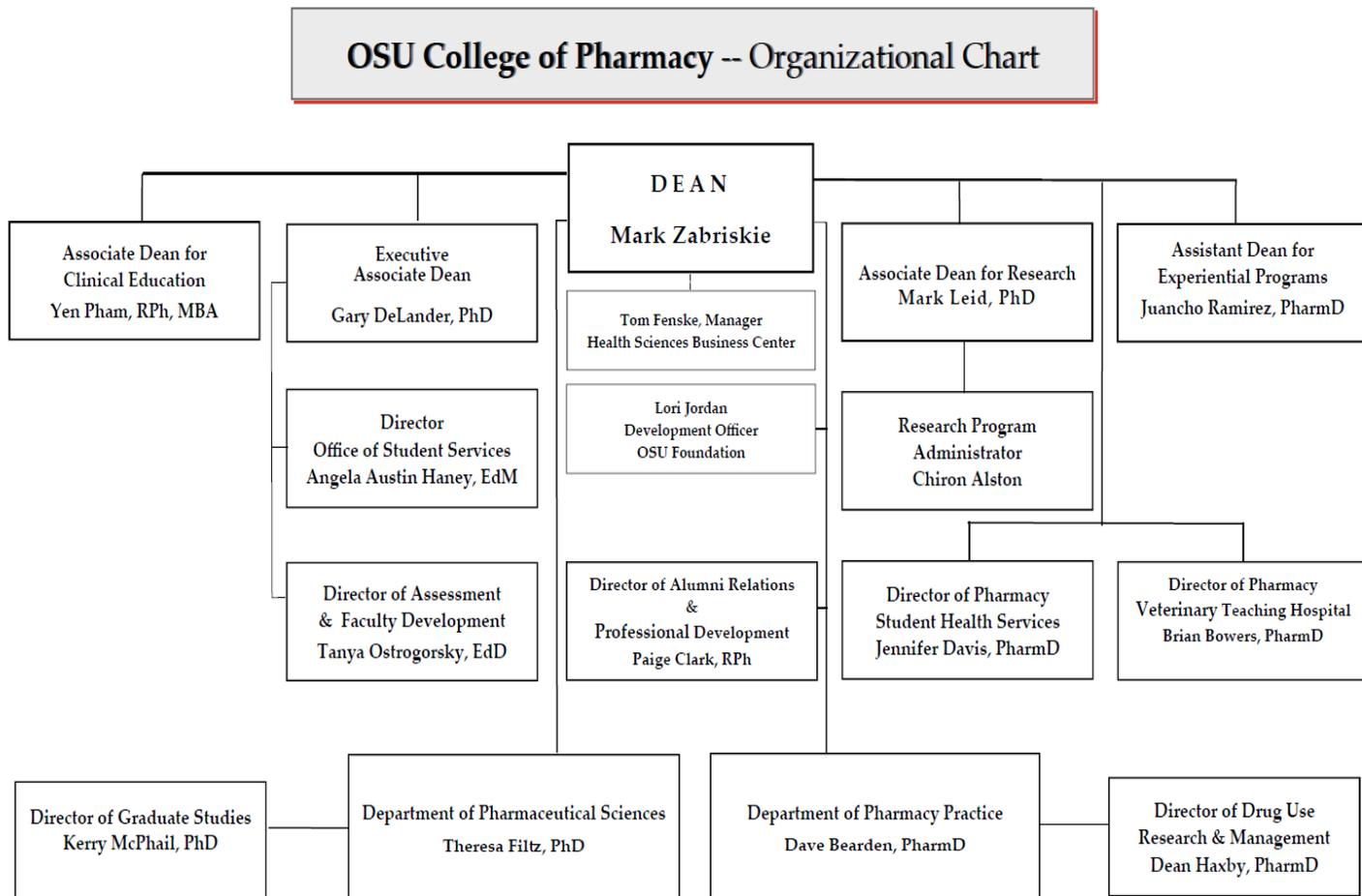
Awarded annually to a graduating student who has demonstrated excellence in Public Health Pharmacy Practice.

OSU College of Pharmacy Award for Excellence

This award is intended to identify graduating students who have demonstrated outstanding leadership, professionalism, service to the College and their colleagues, and excellence in patient-care. This certificate is accompanied by a cash award.

Appendices

Appendix A: College of Pharmacy Organization Chart



Feb 2015

Appendix B: Oath of a Pharmacist

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

- I will consider the welfare of humanity and relief of human suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve.
- I will keep abreast of developments and maintain professional competency in my profession of pharmacy.
- I will maintain the highest principles of moral, ethical, and legal conduct.
- I will embrace and advocate change in the profession of pharmacy that improves patient care.

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

Developed by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism, June 26, 1994.

Appendix C: Code of Ethics

Preamble

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

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

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

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

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

A Pharmacist respects the autonomy and dignity of each patient.

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

A Pharmacist acts with honesty and integrity in professional relationships.

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

A Pharmacist maintains professional competence.

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

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

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

A Pharmacist serves individual, community, and societal needs.

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

A Pharmacist seeks justice in the distribution of health resources.

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

Developed by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism, June 26, 2004.

Appendix D: Pledge of Professionalism

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

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

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

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

I voluntarily make this pledge of professionalism.

Appendix E: Exposure to Bodily Fluids/Needle Stick Report Form

BF/NS REPORT FORM (Page 1 of 2)

This form is to be used to report bodily fluid exposures, needle sticks, and similar injuries to College of Pharmacy faculty, staff and students. Complete this form and return it to the Director of Experiential Programs within 24 hours of the exposure or injury.

Name of Person Injured	
Unique Identification Number (UID)	
Contact Phone Number	
Email Address	
Today's Date	

Date of Exposure	
Time of Exposure	
Brief Description of Exposure	

TYPE(S) OF EXPOSURE OR INJURY

- Needle
- Lancet
- Glass
- Blood
- Bodily fluid other than blood
- Other (specify):

LOCATION WHERE EXPOSURE OR INJURY OCCURRED

- Intro. Pharmacy Practice Education site or visit
- Advanced Pharmacy Practice Education site
- College of Pharmacy event
- Student organization event
- Student employment, internship, or volunteer site
- Other (specify):

THE EXPOSURE OCCURRED

- Before use of the sharp
- After use of the sharp
- During use of the sharp
- No sharp used or not applicable

EXPOSED OR INJURED BODY PART(S)

- Face/Head/Neck
- Torso
- Arm
- Hand
- Leg/Foot

INCIDENT REPORT FORM (Page 2 of 2)

This form is to be used to report bodily fluid exposures, needle sticks, and similar injuries to College of Pharmacy faculty, staff and students. Complete this form and return it to the Director of Experiential Programs within 24 hours of the exposure or injury.

Faculty/Staff/Student's Medical Provider	
Date Provider Seen	
Patient/Source Name	
Patient/Source Contact Information	
Patient/Source Medical Provider	

TO BE COMPLETED BY COLLEGE OF PHARMACY FACULTY/STAFF

Date of Source Testing	
Additional Information or Follow-Up	

Appendix F: Pharm.D. Program Elective Request Form

PHAR 701, PHAR 705 (independent study), PHAR 797 (research)

Enrolling in a Research or Reading and Conference Experience:

Students seeking to enroll in a Research experience (PHAR 701) or an independent study Reading and Conference experience (PHAR 705) for elective credit; or in a research-focused advanced pharmacy practice experience (PHAR 797) to enhance their professional education must petition the Academic and Professional Standards committee outlining their plan of study. This is important to assure that the student and their mentor have common expectations for the experience, and to provide a paper trail that assures appropriate credit is granted and recorded.

Both the instructor and student must complete and sign this form. When completed, please make copies for student and instructor, and send the original to Angela Austin Haney, who will forward it to the APS committee for consideration and approval.

Research experiences (PHAR 701, 797) are for students who are seeking to generate new data through research in the pharmaceutical, pharmacoepidemiology or pharmacy clinical sciences.

For activities that are independent study focused primarily on literature surveys, literature summaries, case studies, or similar activities the student should register for PHAR 705, Reading and Conference.

Funding to Support Research Experiences:

The College will assist faculty by providing funds of up to \$500 for actual research expenses associated with students enrolled in Phar 701 or PHAR 797 (research). If funding is being requested, a budget must accompany the request. Typically, the student should be engaged in research that is ongoing, and the funds used to compensate the investigator for expenses related to training or pilot explorations that would not be incurred if the student were not enrolled. Research expense purchases should be made within one quarter following the student's research experience.

Faculty members can request funding for a specific student one time. The APS chair or designee will approve funding requests with agreement of the associated department chair and expenses will be charged against the departmental instructional index.

PLAN OF STUDY

STUDENT:

INSTRUCTOR:

PHAR 701, 705 or 797?:

For 701 or 705: YEAR / QUARTER(S) / CREDITS (per quarter):

For 797: YEAR / BLOCK:

Student: Please describe in the space below your goals for this research elective, and how these complement your personal education plan and long term career goals. Please note that you will only be allowed to register for a maximum of 2 credits of PHAR 701 to count towards your PharmD elective requirements* and both of these credits must be in the same academic year.

*In exceptional cases a student may be allowed to repeat PHAR 701 for elective credit, for example, if the student has established a clear expectation to pursue postgraduate research opportunities and the Academic and Professional Standards committee approves the request in advance

Your signature below indicates agreement with the written expectations of the instructor on the following page, that the instructor has discussed the ethical implications of the work being conducted, and that they have explained the need for institutional approval of the work and any training requirements.

Faculty instructor: Please write your requirements and expectations for the student for this elective. Please indicate:

- hours per week that the student is expected to be present**
- expectations for documentation of work, attendance at meetings, or any other requirements.
- Overall scientific objectives for the research elective
- Basis for performance evaluation and grading policy.

**Note that for PHAR 701 or 705, OSU translates 1 credit into about 3 hours of work per week. For PHAR 797, 8 credits per block translates to 40 hours per week.

Students working with human samples or tissues, live animals, or that have access to human data must complete training and obtain approvals for research in which they will be engaged. Please verify that IBC, IRB, IACUC, and/or training requirements have been discussed with the student.

Please verify in the research description that all approvals from the appropriate Regulatory Compliance Committees (e.g. IBC, IRB and IACUC) have been received for the research project, and that bloodborne pathogen, human subjects, radiation use, chemical safety or other needed training has been scheduled for the student.

Your signature below indicates willingness to host the student, that all required approvals are in place, and will allow the student to register.

Budget request (only required if funds are being requested): Please itemize expenses specifically associated with sponsoring this student***, including supplies not readily available in the lab, exceptional fees for computer or instrument time, or other costs that exceed the normal function of the research group. General lab supplies (gloves, pipettes tips, silica gel, etc), photocopying, and computer access should be provided by the instructor/sponsor and should not be included in requests. Requests for travel or meeting registration fees should not be made here.

***By university and ACPE rules, students are not allowed to receive payment for this activity as they will be receiving course credits.

Student Signature _____ Date _____

Instructor Signature _____ Date _____