



University of Louisiana at Monroe College of Pharmacy

Student Handbook 2011/2012

These policies are in conjunction with those set by the University in the Faculty and Student Handbooks. In instances where there are differences between College and University Policies, the more strict policy will be followed.

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WELCOME

Dear Students:

On behalf of the faculty and staff at the University of Louisiana at Monroe College of Pharmacy, I would like to welcome you into the profession of pharmacy. Just being selected to become a part of the profession of Pharmacy is a great honor. However, with this honor comes great responsibility. Among these responsibilities is the need to provide excellent patient care in a changing health care environment and to place the care of your patients above all else. To do this, you will need to become the best pharmacist possible and internalize the concept of life-long learning. You are embarking on an educational journey designed to help you develop the knowledge, skills and attitudes that will allow you to positively impact the lives of patients. As a part of this journey, expectations of your behavior and attitudes will be heightened, and you will learn the importance of being a self-directed and life-long learner as well as being professional in all aspects of your education and practice. At times, the transition from college student to professional can be difficult, but the journey is rewarding.

College of Pharmacy expectations and services are outlined in the following document and further explained on the College website. Through the Office of Student and Professional Affairs, the College makes available educational and professional development services to assist you. I would encourage you to get to know the faculty and staff within the Office of Student and Professional Affairs and to utilize these services. Additionally, it is extremely important that you always act proactively. Get to know your faculty and take part in the professional activities available to you through the College and its student organizations. Taking an active part in your education and your professional development will enhance your learning as well as give you a better understanding of your future opportunities.

I would like to congratulate you on your accomplishments and wish you the best of luck in our program. If at any time I, or the Office of the Dean, can be of assistance to you, please do not hesitate to contact us.

Sincerely,



Benny I. Blaylock, Ph.D.
Interim Dean



I have received the ULM College of Pharmacy Handbook. I understand that the information contained in this handbook pertaining to rules, regulations and policy and procedure is important and I understand that I am responsible for complying with all policy and procedures referenced in the handbook.

Student Signature: _____

Date: _____

Print Name: _____



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VISION AND MISSION STATEMENT

The College of Pharmacy at the University of Louisiana at Monroe, Louisiana's College of Pharmacy, endeavors to create a professional learning environment that embraces the concept of continuous quality improvement. This environment will enable the College to produce and maintain excellent academic, research and service programs that directly enhance the health and environment of the state of Louisiana and beyond.

The mission of the College of Pharmacy is to educate future health care professionals to meet the diverse pharmaceutical care needs of the people of Louisiana and to serve the professions of pharmacy and toxicology through a balanced program of education, research, service, and patient care.

CORE VALUES

The faculty and staff of the COP base all strategic decisions and daily operations upon the following values:

- **Responsibility** - acting morally, ethically, and with integrity, as well as being accountable for one's actions. Students, faculty, and staff have a duty to adhere to these standards. We also recognize our duty to be thoughtful stewards of those resources entrusted to us.
- **Innovation** - the synthesis, embodiment, or combination of knowledge in original, relevant, valued new products, processes, or services, especially as related to promoting optimal patient and educational outcomes.
- **Collaboration** - the development of a partnership among students, practitioners, educators, and other stakeholders.
- **Quality** - the degree or grade of excellence, which is assured through a process of continual quality improvement.
- **Professionalism** - the demonstration of structural, attitudinal, and behavioral attributes of a profession and its members. Certain professional attributes, including a service orientation, caring, respect for others, accountability and responsibility for one's actions, integrity, honesty, ethically sound decision making, and a commitment to life-long learning are fundamental to our functioning as learners, educators, researchers, scholars, and practitioners of pharmacy.

COLLEGE GOALS

In addition to the values stated above, we have set the following goals:

EDUCATION

1. Educate entry-level pharmacy practitioners to deliver pharmacy care in a dynamic, culturally diverse society, enabling graduates to enter a wide range of existing or emerging health care practices.
2. Provide a broad education in the principles of toxicology and apply these principles in drug development to advance human and environmental health.
3. Provide effective graduate education in the pharmaceutical and toxicological sciences.
4. Recognize professional education as an individual process that begins in the academic setting and continues throughout the professional career, not only for the student but the educators and practitioners as well.
5. Model attitudes and values that emphasize the importance of a team approach to patient-centered care.
6. Integrate basic, clinical, administrative and toxicological sciences.

RESEARCH/SCHOLARLY ACTIVITY

1. Promote, develop, and sustain excellence in graduate study and research in the clinical, basic, social and administrative sciences, thereby adding to the body of knowledge for scientists and educators in pharmacy, toxicology, and related fields.
2. Promote research and scholarship that lead to improved patient care.
3. Promote research and scholarship that lead to improved educational outcomes.
4. Assess and evaluate all research and scholarly activity undertaken within the College.

SERVICE

1. Address the healthcare and other societal needs by involving faculty, staff, and students in service activities at the University, local, state, national and international levels.
2. Promote wellness and disease prevention.
3. Promote therapeutic interventions, rational medication use, and the judicious use of economic resources.
4. Advance student and faculty participation and leadership in professional organizations.

PHARMACY PRACTICE

1. Promote and optimize pharmacy care in order to improve patient outcomes.
2. Promote postgraduate professional training and assume an active role in the development of residencies and fellowships.

Reflection upon our stated mission, values, and goals has led us to develop the following educational philosophy:

The entry-level Doctor of Pharmacy curriculum is an integration of biomedical, pharmaceutical, clinical, and administrative sciences to prepare practitioners who can effectively provide pharmaceutical care in a changing profession. Consistent with the educational philosophy of the University, the educational process is based on a student-centered approach that values life-long learning and the development of complex problem solving skills. Faculty demonstrate through their teaching, practice, and research the highest standards of professionalism and a passion for quality patient care.

Students will demonstrate the following:

1. A commitment to developing life-long learning habits.
2. The abilities required for a competent and contemporary patient-centered pharmacy practice.
3. Behaviors and attitudes necessary for professional growth and development.

ABOUT THE COLLEGE

The College of Pharmacy at the University of Louisiana Monroe is the State's only publicly funded Professional Pharmacy Program. The College offers a four-year professional program leading to the Doctor of Pharmacy Degree, and graduate programs leading to the Masters of Science degree in Pharmaceutical Sciences and the Doctor of Philosophy degree in Pharmacy. In addition to its Pharmacy programs, the College offers one of only six Bachelor of Science in Toxicology programs in the country.

College faculty provide pharmaceutical care services within institutions affiliated with the Louisiana State University Health Sciences Centers in Baton Rouge, Monroe, and Shreveport, the Veteran's Administration Medical Center in Monroe, and the Council on Aging in Monroe and lead nationally funded research programs. College faculty collaborate on research projects with faculty in the Colleges of Medicine, Sciences, Departments of Chemistry, and Colleges of Engineering as well as other areas in Colleges within the State, nationally, and internationally.

HISTORY OF THE COLLEGE

On September 28, 1931 the University of Louisiana at Monroe, then known as Ouachita Parish Junior College, opened its first session. In the intervening seventy-five years, this junior college has grown into a university, which offers a variety of undergraduate, graduate and professional programs. The University of Louisiana at Monroe College of Pharmacy was established at the August 11, 1956 meeting of the Louisiana's State Board of Education. Classes began for 67 students in September of 1956 at the College's first home, Caldwell Hall, then known as the Science building. The College of Pharmacy graduated its first class in May of 1959. The establishment of the College of Pharmacy was preceded by the development of a pre-pharmacy curriculum in 1952 under the direction of Milton O. Peacock, assistant professor of mathematics.

The College's first faculty member and Dean was Ralph Milburn Wilson who received his B.S. and M.S. degrees at the University of Oklahoma. Other faculty members of the College of Pharmacy included Cecil Paul Headlee, Associate Professor of Pharmacology and Physiology who earned his B.S., M.S., and Ph.D. from Purdue University, Frank Winstead Martin, Associate Professor of Pharmacognosy and Botany who received his B.S. degree from the St. Louis College of Pharmacy and Allied Sciences and M.A. from Washington University and Milton O. Peacock who received his B.S. and M.S. degrees from the University of Mississippi, and additional B.S. and M.S. degrees from Louisiana State University. The size of the faculty has grown to approximately 60 in 2006 under the leadership of Dean Wilson, 1956-1965; Dr. Dale H. Cronk, Acting Dean, 1965-66; Dean Ben H. Cooper, 1966-73; Dean Kenneth Shrader 1973-1986; Dean William Bourn 1986-2004, Dean Lamar Pritchard, 2004 to 2009, Dean W. Greg Leader, 2009 to 2010 and Dean Benny Blaylock, 2010 to present.

The pharmacy curriculum has changed significantly since the establishment of the College of Pharmacy. From 1956-1959 students received the Bachelor of Science in Pharmacy degree after successfully completing a four-year program of study. Students entering during the years 1959-1960 were required to complete a 2-year pre-pharmacy program followed by a 3-year pharmacy program for a total of 5 years to earn the Bachelor of Science in Pharmacy degree. In July 1959, the American Council on Pharmaceutical Education granted full accreditation to the College's Bachelor of Science in Pharmacy. While numerous changes were made to the curriculum to meet the changing needs of the profession, the College of Pharmacy continued to offer the 5-year Bachelor of Science in Pharmacy degree until 2004. In 1999, the College adopted a 6-year professional program curriculum leading to the Doctor of Pharmacy or Pharm.D. degree as its entry level degree, which continues today with curricular modification. A second entry-level degree program in Toxicology was added in 1982.

The first graduate degree offered by the College was the Masters of Science in Hospital Pharmacy degree, which was added in 1966. On December 15, 1967, the Louisiana State Board of Education authorized the addition of a Doctor of Philosophy in Pharmacy. Today graduate students may pursue the Doctor of Philosophy degree with specialization in the areas of medicinal chemistry, pharmaceuticals, pharmacognosy, pharmacology, pharmacology/toxicology, pharmacy administration and toxicology.

Physical facilities have grown as the College has grown. In 1956, instruction was given in the Science Building, now Caldwell Hall. Caldwell Hall was named in honor of Dr. Stephen A. Caldwell. Dr. Caldwell (1889-1956), a native of Bienville Parish, was a prominent educator in Louisiana who served as acting dean of Northeast Junior College from 1936-1937 and dean of the Junior Division at Louisiana State University, as ULM was then known, from 1944 until his death. By 1965, the facilities at Caldwell Hall were no longer adequate due to increasing undergraduate enrollment and the anticipated addition of the Master of Science in Hospital Pharmacy degree. Steps to secure funding for the new building began in 1965. It was not until August 5, 1971 that the 78,000 sq ft, \$2,613,271 building was completed. This new building was named Sugar Hall in honor of Leon Sugar (1898-1968), president of Monroe Wholesale Drug Company. Mr. Sugar established two scholarships for students pursuing a degree in pharmacy and was one of the founders of the Booster Club and the ULM Foundation. This facility served the College well for thirty years; however, by the late 1990's the College found that these facilities were inadequate in the face of increasing needs for up to date classroom, laboratory and office space. In fall of 2005, the State was able to purchase a 132,000 sq foot facility on 23 acres of land on Bienville Drive near the main campus. Additional facilities were also obtained in Shreveport and Baton Rouge as the College moved toward a 3-campus system and aligned its clinical faculty placement with the LSU Health Science Centers in those cities.

ACCREDITATION

The Doctor of Pharmacy program in the College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (20th North Clark Street, Suite 2500, Chicago, Illinois 60602-5109, phone: (312) 664-3575, fax (312) 664-4652 or (312) 664-7008, www.acpe-accredit.org or csinfo@acpe-accredit.org. Currently, the College of Pharmacy is accredited through July of 2014. The College of Pharmacy underwent a complete self-study and re-accreditation analysis in the spring of 2008.

The College of Pharmacy is also a member of the American Association of Colleges of Pharmacy, an organization whose mission is to promote pharmaceutical education and research. Pass rates on the board exam for graduates of the program are near or above the national average.

FACULTY, ADMINISTRATION, AND SUPPORT STAFF

The College is organized into three Departments, the Department of Basic Pharmaceutical Sciences, the Department of Clinical and Administrative Sciences, and the Department of Toxicology. Administratively, the Dean has overall responsibility for the College and its programs, with Associate Deans for Academic Affairs; Research, Operations and Technology, and Assessment, and Directors of Faculty Development; Student and Professional Affairs, and Research and Graduate Studies.

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OFFICE OF THE DEAN

The Office of the Dean provides administrative oversight for the College of Pharmacy and consists of the Dean of the College of Pharmacy, Associate Dean for Academic Affairs, Associate Dean of Assessment and Outcomes Research and three administrative staff. The Dean has oversight and budgetary control for the College of Pharmacy and reports directly to the Provost and Vice President of Academic Affairs and the President of the University. The Associate Dean for Academic Affairs has oversight of curricular issues and progression issues, the Office of Student and Professional Affairs and the Office of Experiential Education and reports directly to the Dean of the College of Pharmacy. The Associate Dean of Assessment and Outcomes Research is responsible for coordination of programmatic assessment and reports directly to the Dean of the College.

ADMINISTRATIVE OFFICES

Office of Business Affairs

The College of Pharmacy Office of Business Affairs is responsible for the maintenance of all budget records for all faculty, departments, and the College. Additionally, the Office of Business Affairs does all of the supply, equipment and other ordering, receiving and distribution as well as handling order problems with other ULM offices and with suppliers. The Office is also involved in inventory recordkeeping and property control on the college level.

The Office consists of a Business Manager, an Accounts Coordinator and an Administrative Assistant.

Office of Student and Professional Affairs

The College of Pharmacy Office of Student and Professional Affairs personnel provide a wide variety of essential pharmacy student-centered services including student recruitment, admission counseling, registration advisement, academic counseling, personal counseling, and supervision and coordination of student organization activities. The Office is also involved in student professional development and plans and oversees student events.

The Office consists of the Director of Student and Professional Affairs, an Admissions Analyst and an Administrative Assistant. The Office plans, conducts and/or oversees all student related activities including but not limited to incoming student orientation, first year student and graduate white coat ceremonies, and graduation activities. The Office also works very closely with the Directors of Development and Alumni Affairs to coordinate student involvement in student/alumni events.

Office of Experiential Education

The mission of the Office of Experiential Education is to conduct an educational program that produces graduates capable of providing pharmacy care in a dynamic and changing health care system and capable of managing drug therapy processes in collaborative practice with the health care team.

The Office consists of the Coordinator of Experiential Education who has immediate oversight of all experiential Education programs and directly manages the Advanced Pharmacy Practice experiences and the Coordinator of the Introductory Pharmacy Practice Experiences who manages the service-learning component of the curriculum as well as the Introductory Pharmacy Practice Experiences.

Service learning is required of all pharmacy students in the first three years of the Doctor of Pharmacy program. The service-learning curriculum is designed to introduce the pharmacy student to patient care activities related to pharmacy practice. The Introductory Pharmacy Practice Experiences occur in the summers after the first and second year of the professional program and are designed to give students a first experience in community and institutional pharmacy to assist students in identifying career paths as well as learning to integrate basic pharmaceutical, administrative and clinical sciences into patient care activities.

The Advanced Practice Experiences are designed to allow students to integrate knowledge, skills and attitudes acquired in their didactic and early experiences into high-level patient care activities. These experiences allow students to sharpen these abilities and to demonstrate mastery in a live patient care setting.

The Office of Experiential Education uses the E*VALUEe*Value System, a comprehensive web-based system, to facilitate the management of all aspects of the Experiential Education Program including random assignment of experiences, student and preceptor evaluation and collection of relevant assessment data.

Pharmacy Graduate Studies and Research

The College of Pharmacy at ULM offers the Doctor of Philosophy degree in Pharmacy Areas of concentration include: Medicinal Chemistry, Natural Products Chemistry, Pharmaceutics, Pharmacology, Pharmacy Administration, and Toxicology

Graduates of the program have an excellent history of obtaining employment in academic and industrial settings. Applications to the Ph.D. program are accepted at all times.

General guidelines and requirements for all graduate students are described in the University of Louisiana at Monroe Graduate Catalog. For application information and to learn more about the graduate program, please visit the ULM Office of Graduate Studies and Research website at <http://www.ulm.edu/gradschool/GraduateStudies.htm> or contact: Dr. Paul W. Sylvester, Director of Research and Graduate Studies, College of Pharmacy, The University of Louisiana at Monroe, 700 University Avenue, Monroe, LA 71209, Telephone: 318-342-1958, Fax: 318-342-1737

Technology Services

The mission for the technology service office is to thoroughly analyze all situations, anticipate all problems prior to their occurrence, have answers for these problems, and move swiftly to solve these problems when called upon.

Technology Service is comprised of two divisions: technology support and technology manager. Technology support is provided by Greg Andrews of the Computing Center. The College of Pharmacy technology manager is Marcia Wells. The purpose of these two areas is to provide assistance with technology issues to the faculty and staff of the College of Pharmacy.

Technology support is responsible for handling all software and hardware issues. This includes:

- computer system problems
- printer problems
- problems that arise with supported software

Technology Support also obtains specifications for computer systems that the College of Pharmacy purchases, including grant purchases.

The technology manager is responsible for aiding in the use of our equipment. A sample of these responsibilities includes:

- scheduling compressed video classes
- setting up the multi-media classroom for a presentation
- web-page design
- poster printing
- coordinate workstation moves with technology support
- reporting any system outages to appropriate sources (i.e. Banner, Moodle, etc.)

For further information regarding the College of Pharmacy technology area or to report any problems, please contact: **Marcia Wells**, Technology Manager, 1800 Bienville Drive, Monroe, LA 71209, Phone: 318-342-1716, Fax: 318-342-1606 or **Greg Andrews**, Information Technology Specialist, 1800 Bienville Avenue, Monroe, LA 71209, Phone: 318-342-3418, Fax: 318-342-5018.

ACADEMIC DEPARTMENTS

Department of Basic Pharmaceutical Sciences

The Department of Basic Pharmaceutical Sciences is comprised of the areas of medicinal chemistry, pharmaceuticals and pharmacology. The Department participates in the teaching mission of the College of Pharmacy at both the professional (Pharm.D.) and Graduate (Ph.D.) programs. Faculty are engaged in research in synthetic and natural products chemistry, drug metabolism, drug delivery, pharmacokinetics, physical pharmacy, molecular pharmacology and biochemistry.

The Department of Basic Pharmaceutical Sciences offers Ph.D. degrees. Students typically receive teaching or research assistantships. All graduate degrees require a thesis based on laboratory research. Research is conducted under the supervision of the student's major professor. Research projects employ a wide variety of approaches including biochemistry, physiology, pharmacology, natural products, and medicinal chemistry. Students are encouraged to contact individual faculty members for information regarding specific research projects.

Graduates of the program have an excellent history of obtaining employment in academic and industrial settings. Applications to the Ph.D. programs are accepted at all times.

Mission Statement

The mission of the Department of Basic Pharmaceutical Sciences is to meet the needs of The University of Louisiana at Monroe College of Pharmacy in providing education, research, and service opportunities in the disciplines of medicinal chemistry, pharmacology, and pharmaceuticals.

Goals:

- Provide a creative and nurturing academic environment, which furthers faculty development by fostering a sense of professional dignity and empowerment.
- Provide quality education and training in medicinal chemistry, pharmacology, and pharmaceuticals for professional pharmacy students through seminars, coursework, and laboratories.
- Recruit and provide quality education of graduate students in the areas of medicinal chemistry, pharmacology, and pharmaceuticals. This educational experience should extend beyond didactic coursework to include development of proper scientific attitudes and ethics, proper application of the scientific method and professional participation in scientific meetings and publications.
- Conduct independent and collaborative research in medicinal chemistry, pharmacology, and pharmaceuticals resulting in publication of results in reputable peer-reviewed journals.
- Actively pursue extramural funding to advance the quality and recognition of research and education in the College of Pharmacy.
- Serve as a resource center for the community and state regarding information in medicinal chemistry, pharmacology, and pharmaceuticals.
- Participate in continuing education activity in the community and state.
- Serve the College of Pharmacy and the University needs related to community activity.
- Participate in and support the programs and activities of the College of Pharmacy.
- Enhance the disciplines of medicinal chemistry, pharmacology, and pharmaceuticals by support and participation in regional and national meetings of professional organizations

Department of Clinical and Administrative Sciences

The Department of Clinical and Administrative Sciences is comprised of the areas of Administrative and Social Sciences and Clinical Pharmacy Practice.

Faculty in the area of Clinical Pharmacy Practice participate in teaching, patient care, and research activities. Faculty in the section are responsible for teaching a large component of both the didactic and experiential courses in the College of Pharmacy and most faculty, in addition to participating in teaching and research, also maintain an active clinical practice at their teaching site. Currently, the Department has affiliations and faculty located at Baton Rouge General Medical Center and Earl K. Long Medical Center in Baton Rouge, La, the Louisiana State University Health Sciences Center in Shreveport, La, and the Louisiana State University Health Sciences Center, and the Council on Aging in Monroe, La. The Department currently oversees two primary care residencies in Monroe with plans to expand its residency offerings in the near future.

Mission Statement

Conduct an educational program that produces graduates capable of providing pharmacy care in a dynamic and changing health care system and capable of managing drug therapy processes in collaborative practice with the health care team.

Goals

- Provide a high quality professional educational program for Doctor of Pharmacy students.
- Develop and foster faculty excellence in scholarship, teaching, and research.
- Improve the infrastructure of the Department.

Department of Toxicology

The Department of Toxicology participates in the Doctor of Pharmacy program, the Graduate Pharmacy program and the undergraduate toxicology program. The University of Louisiana at Monroe Toxicology Program was the first of its kind in the South and is currently one of only six nationally. The Toxicology Program is administered by the Department of Toxicology within the College of Pharmacy. The Toxicology curriculum consists of a four-year program designed to include a solid foundation in basic sciences, a broad background in Toxicology with several specialized courses and sufficient non-science courses to provide the student with a well-rounded education. The toxicology coursework spans the field of clinical, environmental, and industrial toxicology. Within the field of Industrial Toxicology, special emphasis is given to Industrial Hygiene theory and practice. Opportunities exist for qualified students majoring in toxicology to participate in toxicology research through the ULM Emerging Scholars program or through the Department of Toxicology internship program. These programs allow students to work under the direction of a faculty researcher and contribute to his/her research program. In this setting, the student will also have the opportunity to work with advanced doctoral students and postdoctoral fellows in addition to the faculty scientist.

The Department of Toxicology also offers Ph.D. degrees. Students typically receive teaching or research assistantships. All graduate degrees require a thesis based on laboratory research. Research is conducted under the supervision of the student's major professor. Students are encouraged to contact individual faculty members for information regarding specific research projects. Graduates of the program have an excellent history of obtaining employment in academic and industrial settings. Applications to the Ph.D. programs are accepted at all times.

Mission Statement

The mission of the Department of Toxicology is to provide instruction in toxicology of the highest quality that is appropriate for students at the undergraduate, graduate, professional and postgraduate levels and to advance biomedical knowledge, particularly in toxicology, through active participation in high quality research and other scholarly activities consistent with the needs of the College of Pharmacy and the University of Louisiana at Monroe.

Goals:

- Provide a broad education in the principles of chemical-induced toxicity through study in the basic and health sciences.
- Train students with hands-on skills for identification, characterization, handling, measurement, disposal and hazard assessment of chemicals.
- Provide high quality research and educational experiences in toxicology for the education and training of future biomedical scientists.
- Provide research expertise in toxicology to government, non-profit and for-profit organizations.
- Provide toxicology expertise and consultation to the Louisiana Drug and Poison Information Center.
- Serve as a resource for the Louisiana Institute of Toxicology in its pursuit of public education in toxicology and to serve as a catalyst for the development of new research programs designed to assess health risks posed by potential toxicants.
- Serve the College of Pharmacy and ULM needs related to committee activities enhancing the quality of the campus.
- Serve as an information resource for the citizens of Ouachita Parish, the State of Louisiana and the region.

SERVICE UNITS

Drug Information Center

The Drug Information Service is one of the two components comprising the Louisiana Drug and Poison Information Center. The mission of the Drug Information Service is:

- To provide drug therapy and other health care information that is current, comprehensive, objective and need specific.
- To assist healthcare professionals, faculty, consumers, and others in decision-making positions regarding patients, to apply problem solving and evidence based approaches to drug therapy issues.
- To provide a learning environment in which pharmacy students and other health care professional students can acquire the tools necessary to search, evaluate, synthesize and apply health care information. Teaching venues include didactic coursework, a drug information clerkship, and other student interactions. Future plans include the development of a Specialty Residency in Drug Information.
- To publish information for health care professionals and consumers that provides objective updates and reviews relative to drug therapy and other health topics.
- To pursue research activities in drug information and other health topics.

Education is an essential component of all Drug Information Service activities. Through education, a Drug Information Service can effect positive changes in understanding, practice, and ultimately patient outcome and wellbeing. The Drug Information Service participates in the following educational functions:

- Dissemination of knowledge through response to drug information inquiries.
- Didactic instruction for Pharmacy students in both traditional classroom settings and in active learning based practice laboratories.
- Experiential teaching through a Specialty Clinical Rotation in Drug Information for fourth year pharmacy students.
- Formal and informal instruction to students in other disciplines.
- Instruction to other health care personnel in didactic as well as update venues such as this website and professional writing such as the Disease State Management updates for Louisiana Medicaid Providers.
- Community outreach education through Health Fairs, presentation to disease state interest groups, and Louisiana Medicaid Patient updates.

Office of Outcomes Research and Evaluation

The Office of Outcomes Research and Evaluation (OORE) is a targeted research and service facility operating under the administrative umbrella of the College of Pharmacy. Established in 2001 with major contractual funding from the Louisiana Department of Health and Hospitals, Office staffs provide assistance for the critical drug-related component of the Louisiana Medicaid program.

The mission of the Office of Outcomes Research and Evaluation is to promote improved patient health outcomes through the innovative and efficient application of evidence-based clinical knowledge and data-driven solutions.

The 2001 Louisiana Legislature's Joint Committee on Health and Welfare passed House Bill 1596/Senate Bill 502 allowing the Department of Health and Hospitals (DHH) to establish a pharmacy prior authorization process with a preferred drug list (PDL) for certain drugs covered under the Medicaid Pharmacy Benefits Program.

With the implementation of the prior authorization process, drugs are considered "preferred" or "non-preferred." Non-preferred drugs require prior authorization as a condition for payment by the program. Drugs in these therapeutic classes that are not included on the preferred drug list require prior authorization and prescribing practitioners must obtain prior authorization by contacting the Prior Authorization Unit.

The ULM College of Pharmacy operates the Prior Authorization Unit. The prior authorization program began on June 10, 2002, with only two therapeutic classes on the preferred drug list. Since that time, the preferred drug list has been expanded to include more than 40 therapeutic classes. The prior authorization unit handles between 600 - 900 calls daily and is staffed by 14 licensed pharmacists. These pharmacists come from a variety of practice settings, including retail, hospital, and consulting, and have over two hundred years combined experience.

The Outcomes Research Section of the Office of Outcomes Research and Evaluation was established in 2002 through a contract with the Louisiana Department of Health and Hospitals. Working with other faculty members in both the College of Health Sciences and the College of Pharmacy, the research staffs assist the Louisiana Medicaid Pharmacy Program by:

- Coordinating the publishing of provider and recipient disease management publications in six key therapeutic areas with a focus on pharmacy care;
- Serving as a consultant to the Louisiana Medicaid Peer-Based Profiling Program;
- Serving as a consultant to the Louisiana Medicaid Pharmacy DUR Board;
- Conducting cost of illness studies, pharmacoeconomic analyses, quality of care studies, policy and program impact studies and other utilization reports as requested.

STANDARDS FOR ADMISSIONS

Admission to the Doctor of Pharmacy program requires preparatory coursework focusing in the areas of biological, chemical and physical sciences, and written and oral communications which need to be completed prior to admission into the College of Pharmacy. Students wishing to pursue a career in pharmacy are encouraged to complete their pre-professional requirements in conjunction with pursuing a four-year degree (e.g., toxicology, biology, chemistry, etc.). Pre-professional preparatory coursework may be completed at any accredited university. Students aspiring to complete their pre-professional preparatory coursework at The University of Louisiana at Monroe must meet the admission requirements for the University. Upon completion of the preparatory coursework, students may apply for admission to the Doctor of Pharmacy program in the College of Pharmacy. Admission to the program is competitive and, at a minimum, is based on cumulative pre-professional preparatory course work grade point average, written and oral communication skills, and scores on the Pharmacy College Admissions Test.

ACADEMIC REQUIREMENTS

Students applying for admission to the College of Pharmacy must meet the following academic requirements:

1. Have a minimum 2.75 cumulative, pre-requisite, and math/science grade point average;
2. Meet the Board of Regent's core curriculum requirements with a grade of "C" or better in each core course, and
3. Complete the following courses or their equivalents with a grade of "C" or better:
 - A. Biology
 - i. Microbiology with laboratory (4 semester credits or equivalent)
 - ii. Human or comparative anatomy with lab and Physiology with lab (8 semester credits or equivalent)
 - iii. Cell biology or cell physiology (3 semester credits or equivalent)
 - iv. Genetics (3 semester credits or equivalent)
 - B. Business
 - i. Economics (3 semester credits or equivalent)
 - C. Chemistry
 - i. Inorganic chemistry with laboratories (8 semester credits or equivalent)
 - ii. Organic Chemistry with laboratories (8 semester credits or equivalent)
 - iii. Biochemistry (3 semester credits or equivalent)
 - D. English
 - i. English composition (6 semester credits or equivalent)
 - ii. Technical writing (3 semester credits or equivalent)
 - E. Humanities
 - i. Public Speaking (3 semester credits or equivalent)
 - ii. Social Sciences (3 semester credits or equivalent)
 - iii. Fine Arts (3 semester credits or equivalent)
 - F. Mathematics
 - i. Calculus (3 semester credits or equivalent)
 - G. Physics
 - i. General physics with laboratories (4 semester credits or equivalent)
 - H. Statistics
 - i. Statistics (3 semester credits or equivalent)

TECHNICAL REQUIREMENTS

The goal of the College of Pharmacy is to broadly prepare students to practice pharmacy with special emphasis on practicing in primary care settings. Regardless of eventual type of practice (i.e., community, clinic, or health care system), students must demonstrate competence in those intellectual, physical and social tasks that together represent the fundamentals of being able to provide contemporary pharmaceutical care. Students will be judged by their respective program faculty not only on their scholastic achievement and ability, but also on their intellectual, physical and emotional capacities to meet the full requirements of the college's curriculum. As an advisory committee to the Dean, the Admissions Committee is instructed to exercise judgment on behalf of the faculty to recommend the entering class, and to consider character, extracurricular achievement, and overall suitability for the pharmacy profession based upon information in the application and personal interviews.

The American Council on Pharmaceutical Education, the accrediting body for colleges and schools of pharmacy, requires that the curriculum provide a general professional education, enabling each student to eventually practice as a pharmacy generalist. This requires the development of broad knowledge, skills, and behaviors, ongoing self-directed learning, and the eventual ability to deliver competent pharmaceutical care within a reasonable time frame and within the context of the legal and ethical framework of the profession. The basic science curriculum includes the study of biochemistry, medicinal chemistry, molecular biology, immunology, physiology, pharmaceuticals, pathology and pharmacology, all within the context of application to solving clinical problems. The practice skill curriculum includes the behavioral, administrative, supervisory, economic, legal, ethical, analytical, integrative, historical and contextual aspects of practice. The basic sciences and practice skills curricula are interwoven and are designed to establish a core of knowledge necessary for understanding pharmacotherapeutics and undergoing advanced clinical training. The clinical curriculum includes diverse experience in primary care, in ambulatory and inpatient setting, and in specialized environments such as long-term care, and managed care or home infusion practices. The basic science, practice skills and clinical experiences develop the ability to practice pharmacy with the goal of providing cost effective improvement in patient outcomes, independently or with a team or other health care professionals, regardless of the future choice of practice site. The faculty requires each student to pass each required course and all of the clinical rotations, to graduate.

The following technical standards specify those attributes the faculty considers necessary for completing pharmacy training, enabling each graduate to subsequently enter clinical practice, residency or fellowship training. These standards describe the essential functions students must demonstrate in order to fulfill the requirements of a general pharmacy education, and thus, are prerequisites for entrance, continuation, and graduation from the College of Pharmacy. The University of Louisiana at Monroe College of Pharmacy will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. However, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Chair of the Admissions Committee prior to the interview process. If appropriate, and upon the request of the applicant/student, reasonable accommodations will be provided. Technical standards must be met with or without reasonable accommodations consistent with the American with Disabilities Act.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with pharmacy training or practice. Other conditions that may lead to a high likelihood of student illness should be carefully considered. Deficiencies in knowledge base, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may be grounds for course/rotation failure and possible dismissal.

A student must possess aptitude, abilities, and skills in five areas:

- 1) observation;
- 2) communication;
- 3) sensory and motor coordination and function;
- 4) conceptualization, integration and quantitative evaluation; and
- 5) behavioral and social skills, abilities and aptitude.

These are described in detail below. The program faculty will monitor maintenance of these standards. Students must be able to independently perform the described functions.

1. Observation

Students must be able to

- a. observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to, monitoring of drug response and preparation of specialty dosage forms.

- b. observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. Specific vision-related requirements include, but are not limited to the following abilities:
 - i. visualizing and discriminating findings on drug or fluid monitoring tests;
 - ii. reading written and illustrated material;
 - iii. observing demonstrations in the classroom or laboratory, including projected slides and overheads;
 - iv. observing and differentiating changes in body movement;
 - v. observing anatomic structures;
 - vi. discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests, and
 - vii. competently using instruments for monitoring drug response.

2. Communication

Students must be able to

- a. relate effectively and sensitively with patients and their caregivers and or partners, and convey a sense of compassion and empathy.
- b. communicate clearly with, and observe patients in order to elicit information, accurately describe changes in mood, activity and posture, and perceive verbal as well as nonverbal communication. Communication includes not only speech but also reading and writing. Communicate quickly, effectively and efficiently in oral and written English with all members of the health care team. Specific requirements include but are not limited to the following abilities:
 - i. communicating rapidly and clearly with the health care team on rounds;
 - ii. eliciting a thorough history from patients; and
 - iii. communicating complex findings in appropriate terms to patients and their caregivers, partners and various members of the health care team (fellow students, physicians, nurses, aides, therapists, social workers, and others).
- c. learn to recognize and promptly respond to emotional communication such as sadness, worry, agitation, and lack of comprehension of communication.
- d. recognize signs of behavioral disorders that may impact a patient's compliance.
- e. read and record observations and care plans legibly, efficiently and accurately.
- f. prepare and communicate concise but complete summaries of individual encounters and complex, prolonged encounters with patients.
- g. complete forms or appropriately document activities according to directions in a complete and timely fashion.

3. Sensory and Motor Coordination or Function

Students must have sufficient sensory and motor function to monitor drug response and to prepare and/or dispense pharmaceuticals.

A student should be able to execute motor movements reasonably required to participate in the general care and emergency treatment of patients. They must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their coworkers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, participating in the initiation of appropriate procedures, and rapidly and accurately preparing appropriate emergency medication.

4. Intellectual-Conceptual Integrative and Quantitative Abilities

These abilities include

- a. measurement,
- b. calculation,
- c. reasoning,
- d. analysis,
- e. judgment,
- f. numerical recognition and
- g. synthesis.

Especially important is the appropriate and rapid calculation of dosages in a variety of conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Problem solving, a critical skill demanded of all pharmacists, requires all of these intellectual abilities and must be performed quickly, especially in emergency situations.

Students must be able to

- a. identify significant findings from history, physical assessment, and laboratory data; provide a reasonable explanation and analysis of the problem;
- b. determine when additional information is required; suggest appropriate medications and therapy;
- c. develop appropriate treatment plans to improve patient outcomes;
- d. develop patient counseling information at a complexity level appropriate to a particular situation; and
- e. retain and recall information in an efficient and timely manner.

The ability to incorporate new information from peers or teachers, and to locate and evaluate new information from the literature to be used appropriately in formulating assessments and pharmaceutical care plans is essential, as is good judgment in patient assessment and therapeutic planning for disease management.

Students must also be able to

- a. identify and communicate the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation is essential before participating in decision making.
- b. interpret graphs or charts describing biologic, economic or outcome relationships.

5. Behavioral Attributes

Empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation are all personal qualities that are required. Students must possess

- a. the emotional health required for full use of their intellectual abilities;
- b. the exercise of good judgment;
- c. the prompt completion of all responsibilities attendant to the care of patients;
- d. and the development of mature, sensitive and effective relationships with patients and their caregivers and partners.

At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment. For example, students must maintain a professional demeanor and organization in the face of long hours and personal fatigue, dissatisfied patients, and tired colleagues.

Students must

- a. be able to develop professional relationships with patients and their caregivers and partners, providing comfort and reassurance when appropriate while protecting patient confidentiality.
- b. possess adequate endurance to tolerate physically taxing workloads and to function effectively under stress or with distractions. All students are at times required to work for extended periods, occasionally with rotating shifts.
- c. be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- d. develop the skills necessary to instruct and supervise technical personnel assisting with the delivery of pharmaceutical services.

Students are expected to accept appropriate suggestions and criticism and if necessary, respond quickly, appropriately and cooperatively by modification of behavior.

BACKGROUND CHECKS

All students applying to the professional program will undergo criminal background checks as a part of the application process.

APPLICATION PROCESS

Admission to the program is competitive, and is based on the student's academic ability, communication skills, and potential for professionalism. As required by the Accreditation Council for Pharmacy Education, the College of Pharmacy offers extensive experiential clerkship instruction in its educational program. For this reason, admissions are determined annually based upon the availability of the instructional resources available to the program. Preference for admission is extended to Louisiana residents. The University of Louisiana at Monroe, Office of Admissions determines residence status in accordance with the regulations of the University of Louisiana System Board of Supervisors.

In addition to meeting the requirements of admission for The University of Louisiana at Monroe, applicants for admission to the Professional Program in the College of Pharmacy must have completed the required pre-professional preparatory coursework with no grade less than "C"; possess a cumulative grade-point average of at least 2.75 (uncorrected, based on a 4.0 system) in all previous coursework undertaken, exclusive of developmental courses, whether passed or failed at all institutions of attendance, and meet the technical standards of the College.

The application process for admission to the College of Pharmacy requires the student to complete an online application with the Pharmacy College Admission Service (PharmCAS), a supplemental application with the College of Pharmacy, and a University application. Online applications to PharmCAS must be completed by March 2nd immediately preceding the applicant's effective admission date. Supplemental applications for admission to the Doctor of Pharmacy program are due to the Office of Student and Professional Affairs in the College of Pharmacy no later than March 2nd immediately preceding the applicants effective admission date, and all pre-professional preparatory coursework and university core curriculum requirements must be completed no later than June 1st immediately preceding the applicant's requested effective admission date. Coursework completed more than seven years prior to the applicant's requested admission date may not be used to satisfy pre-professional requirements and will be excluded from all evaluations and grade point calculations associated with the professional program admission process. Selected qualified students will be invited to campus for interviews to evaluate their communication skills and potential for professionalism. Applicants are expected to exhibit the degree of maturity commensurate with academic study, as well as motivation for the practice of pharmacy. Applications will be reviewed by the Admissions Committee, and the Dean will take final action on the committee's recommendation and notify the students concerned.

PHARMACY COLLEGE ADMISSION TEST

Official scores from the Pharmacy College Admission Test (PCAT) must be submitted to PharmCAS by students applying for admission to the professional program. Official transcripts should be submitted from HarCourt International, the administrator of the PCAT examination. Transcripts sent to ULM cannot be used.

INTERVIEW PROCESS

Students who are invited to campus for an interview should plan on 2-3 hours out of their day. The interviews are comprised of at least a panel interview with two faculty members and a professional pharmacy student. The interview may last up to 45 minutes in length. Other evaluated exercises may be included in addition to the primary interview.

ADMISSION APPEALS

An appeal of the ULM College of Pharmacy admission policies and procedures shall be addressed to the Dean of the College of Pharmacy. The Dean will forward the appeal to the admissions committee for evaluation and recommendation. The committee will then forward their official recommendation to the Dean for final ruling.

TRANSFER OR READMISSION

Students seeking to transfer to the professional program of the College of Pharmacy from other accredited colleges of pharmacy must meet the pre-professional preparatory coursework requirements and be eligible for admission to the University. Additionally, the applicant must be in good academic standing and be eligible to continue and progress in the College of Pharmacy he/she has been attending. The student must have an overall grade point average of at least 2.75 (4.0 system) on all coursework attempted at the time of transfer. A logical sequence of professional courses and appropriate prerequisites must have been maintained. Advanced standing will be granted on comparable subject matter for which a grade of “C”, or better, has been earned. A minimum of one academic year is required for graduation. Transfer opportunities are possible only when vacancies in existing classes occur. Students admitted on a professional transfer basis to a class in progress shall be subject to all requirements and restrictions applicable to other students in the class. Any person having been convicted of a drug related felony will not be admitted to the professional program of the College of Pharmacy.

OUT OF STATE APPLICANTS

Preference for admission is extended to Louisiana residents.

BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER

All students are required to be certified in Basic Life Support (BLS) for the HealthCare Provider prior to entering the College of Pharmacy. This certification will include infants, children, and electronic defibrillators.

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

In the interest of public health and safety, all students enrolling into the professional program of the College of Pharmacy are subject to random drug screening. Such tests are conducted by independent laboratories and test results are reported directly to the College of Pharmacy. Results of random drug screenings will also be reported to Louisiana State Board of Pharmacy. In addition to application related background checks, all students enrolling in the professional program will undergo criminal background checks as a part of obtaining their Louisiana State Board of Pharmacy Intern License. Any previous activity that would preclude the issuance or continuance of an intern activity may result in suspension or dismissal from the program,

CURRICULAR PHILOSOPHY

The entry level Doctor of Pharmacy curriculum is an integration of basic, pharmaceutical, clinical and administrative sciences such that the curriculum will ensure the development of professional and general education abilities (listed below) to prepare practitioners who can effectively provide pharmaceutical care in a changing profession. Consistent with the educational philosophy of the University, the educational process is based on a student-centered approach that values life-long learning and the development of complex problem solving skills. Faculty demonstrate through their teaching, practice, and research the highest standards of professionalism and a passion for quality patient care. Faculty have high expectations of their student pharmacists.

Students will demonstrate a commitment to developing life-long learning habits; the abilities required for a competent and contemporary patient-centered pharmacy practice, and; behaviors and attitudes necessary for professional and practice growth and development.

EDUCATIONAL OUTCOMES

1. Provide Comprehensive Patient Specific Pharmaceutical Care.

- A. Evaluate the appropriateness of a given prescription or medication order based on patient and disease-specific factors.
 - i. Analyze the prescription regarding the medication, dose, delivery form, and duration of use as being appropriate for the patient and disease state.
 - a. Collect patient-specific data regarding demographics, medical history, diagnosis, physical assessment, and medication history.
 - 1) Conduct a patient/caregiver interview
 - a) Establish a relationship with the patient/caregiver.
 - b) Determine the most appropriate method of communication.
 - c) Complete a structured medical history.
 - 2) Identify and collect pertinent information from the medical chart, database, and/or the patient/caregiver interview.
 - a) Describe the organization of the patient chart in different practice settings.
 - b) Discuss rules and regulations concerning the use of medical charts in various practice settings (i.e., HIPAA).
 - c) Recognize appropriate patient- and drug-specific factors that will impact the drug regimen.
 - 3) Perform selected aspects of physical assessment in order to identify ongoing or potential medication-related problems and the root cause of the problems.
 - 4) Collaborate with other healthcare providers.
 - b. Analyze and interpret information gathered to identify any drug-related problem.
 - 1) Assess the prescription for interaction potential, including interactions with other medications (both prescription and non-prescription), disease states, foods, and herbals.
 - 2) Determine availability and appropriateness of medications and dosage form.
 - 3) Identify appropriate duration of therapy for that disease state.
- B. Evaluate each patient for self-treatment or referral.
 - i. Identify patient signs and symptoms amenable to self-treatment and identify contraindications to self-treatment.
 - ii. Identify the nature of the problem via a medical interview, medication history, and limited physical exam.

- iii. Determine the appropriate action needed for the specific patient and their signs and symptoms.
 - a. Refer the patient to the appropriate medical provider or facility given the specific patient and problem presentation.
 - 1) Appropriately match the severity of the problem with appropriate resources within the healthcare system.
 - 2) Identify community resources.
- iv. Implement proper follow-up after the initial evaluation.

C. Develop and implement an evidence-based care plan.

- i. Identify goals of therapy that are individualized to the patient.
- ii. Develop a plan of care that includes interventions to resolve drug therapy problems, achieve the goals of therapy, and prevent drug therapy problems.
- iii. Develop a schedule to follow-up and evaluate the effectiveness of outcomes from drug therapies and assess any adverse events experienced by the patient.
- iv. Evaluate patient outcomes with respect to the achievement of goals of therapy, patient adherence, patient safety, and the development of new drug therapy problems.

D. Compound and/or dispense the most optimal formulation for drug delivery consistent with the patient needs and in harmony with the law.

- i. Describe the laws/regulations concerning compounding and dispensing of medications.
- ii. Identify pertinent patient and drug specific biopharmaceutic issues and select the most appropriate dosage form, route, method of administration, and formulation.
- iii. Identify chemical stability and incompatibility issues.
- iv. Appropriately package and label the medication.
- v. Discuss sterility issues.
- vi. Apply good compounding practices.
- vii. Utilize appropriate weights, measures, and calculations.
- viii. Administer medications when appropriate.

E. Document all activities involved with the provision of comprehensive patient specific pharmaceutical care.

2. Communicate Effectively.

A. Counsel and educate patients regarding medication use, disease-state management, and health maintenance.

- i. Assess the patient's level of literacy and health literacy.
 - a. Assess patients for physical/mental impairment impacting verbal and written communication processes.
 - b. Assess medical, disease-state knowledge, health knowledge, attitudes, and beliefs.
- ii. Identify educational needs relative to pharmaceutical care.
- iii. Identify educational resources available and elect the best method to provide counseling/education.
- iv. Provide information that empowers patients to effectively manage their medication-related health care.

- B. Develop population-based patient education programs.
 - i. Develop disease state educational programs.
 - ii. Identify educational needs relative to pharmaceutical care that exist among populations.
 - iii. Identify the most appropriate means to reach these populations.
 - iv. Define the audience.
 - v. Evaluate the effectiveness of the program.
- C. Collaborate with other healthcare professionals using appropriate effective communication in both written and oral forms.
 - i. Demonstrate fluency in medical terminology.
 - ii. Demonstrate appropriate written, verbal and non-verbal communication skills.
 - iii. Demonstrate appropriate listening skills
 - iv. Communicate in a professional manner.
 - v. Present and defend pharmacotherapy recommendations.
- D. Read, write, speak, listen, and use data, media, and computers to send and respond effectively to communications for varied audiences and purposes.
 - i. Construct appropriate and professional presentations to support communication.
 - a. Demonstrate proficiency in appropriate computer software.
 - b. Prepare appropriate and relevant graphical support from available data.
 - c. Use acceptable reference styles.
 - d. Demonstrate appropriate written, verbal, and non-verbal skills.
 - e. Present and defend ideas in a logical and effective order.
 - f. Demonstrate ethical use in the procurement, derivation, use, and reporting of data.
 - ii. Use appropriate and professional communication skills.
 - iii. Demonstrate appropriate listening skills.

3. Appropriately Manage and Use Resources of the Health Care System.

- A. Plan, organize, direct, and control pharmaceutical care systems and human, material, and financial resources utilizing management theories and practices.
 - i. Use and evaluate acquisition, inventory control, and distribution systems with appropriate documentation.
 - ii. Develop a method to stay abreast of emerging technology.
 - iii. Describe drug acquisition process and choose the appropriate process based on system needs.
 - iv. Discuss ethical considerations in balancing the needs of the system versus the needs of the patient.
 - v. Determine and implement appropriate inventory control methods.
 - vi. Choose appropriate drug distribution systems based on system needs.
 - vii. Describe pharmacy law regarding drug acquisition and distribution.
 - viii. Describe humanistic and technological factors involved in the distribution processes.
 - ix. Discuss methods to identify, evaluate, correct, and prevent errors in the distribution systems.
- B. Apply patient and population specific data, quality assurance strategies, and research processes to:
 - i. Assure that medication use systems minimize drug misadventures and optimize patient outcomes.
 - a. Describe methods to evaluate patient outcomes.
 - b. Describe different surveillance systems for drug misadventures.

- c. Compare various quality assurance strategies and choose the most appropriate for evaluating the system.
- d. Distinguish between patient and population specific data.
- e. Collect, analyze, and interpret patient and population specific data.
- f. Make appropriate recommendations based on data interpretation.
- ii. Develop drug use and health policy to manage pharmacy benefits.
 - a. Describe the health care system and its relationship to delivery of pharmaceutical care.
 - b. Identify the role or potential role of the pharmacist in health care policy development.
 - c. Describe the role of the pharmacy and therapeutics committee.
 - d. Describe the process of formulary development and management.
 - e. Apply pharmacoeconomic principles/theory to drug selection/formulary inclusion.
 - f. Define the role of third-party payers in the health care system.
 - g. Compare and contrast different third-party systems (e.g., public vs. private).
 - h. Evaluate third party plans for pharmacy acceptance.
 - i. Develop disease-specific treatment algorithms/pathways for a health care system.
- C. Ensure efficient, cost-effective utilization of human, physical, medical, informational, and technological resources in patient care.
 - i. Apply principles of fiscal management and evaluate the fiscal resources of a pharmaceutical care practice (Including budgets and proforma statements).
 - ii. Compare and contrast inventory management systems.
 - iii. Apply principles of human resource management such as recruiting, training, motivating, and evaluating staff.
 - iv. Identify and manage risks associated with the practice of pharmacy.
 - v. Apply CQI principles to the pharmaceutical care practice.
 - vi. Compare and contrast available informational and technological resources.
 - vii. Evaluate and determine the cost/benefit ratio of new technology.
 - viii. Develop workflow models to enhance resource utilization.
- 4. Identify, Interpret, and Evaluate Literature Needed for the Provision of Drug Information and Pharmaceutical Care.**
 - A. Define the question that needs to be answered.
 - B. Distinguish among lay, professional, and scientific literature.
 - C. Identify appropriate literature search engines for lay, professional, and scientific literature.
 - D. Explain the method to construct an appropriate search strategy for various literature types.
 - E. Evaluate literature source validity.
 - F. Explain methods for systematically evaluating literature.
 - G. Evaluate the appropriateness of research methodologies and statistical methods.
 - H. Draw appropriate conclusions from research results.
 - I. Assess the potential impact and implication of published information on current practices.

5. Promote Health Improvement and Self-Care.

- A. Promote/participate in effective health and disease prevention services as part of patient or population specific care.
 - i. Identify health and disease prevention services needed.
 - ii. Identify available health care resources (e.g., personal, education, financial, equipment) necessary to provide services.
 - iii. Identify a mechanism to promote the availability and benefits of service (e.g., marketing).
 - iv. Develop patient/population specific services. (e.g., ASHP service development pub)
 - v. Collect data on effectiveness (e.g., reception by patients, outcomes, and cost-effectiveness).
 - vi. Evaluate the effectiveness of health improvement and disease prevention services.
- B. Collaborate with policy makers, health care providers, members of the community and administrative and support personnel to identify and resolve health problems and evaluate health policy.
 - i. Discuss the process of health care policy development.
 - ii. Define the role of government and community charitable organizations in defining health care policy.
 - iii. Define the importance of health care research in the development of health care policy. (e.g., clinical trials, health care economics, epidemiology, outcomes)
 - iv. Demonstrate an awareness of public health problems at local, state, national, and international levels.
 - v. Discuss strategies to impact and/or influence health care policy.
 - vi. Describe the impact of health care policy on research initiatives.

6. Think Critically.

- A. Identify, retrieve, understand, analyze, synthesize, and evaluate information needed to make informed, rational, and ethical decisions.
 - i. Systematically gather, organize, and extract relevant information using a variety of methods and research tools.
 - ii. Analyze information within appropriate scientific, social, and clinical contexts.
 - a. Identify principles of organization and the logic of arguments.
 - b. Identify and test assumptions, biases, and prejudices implicit in arguments.
 - c. Employ appropriate mathematical and statistical tools and electronic technology to analyze information.
 - d. Assess accuracy, soundness, fairness, significance, relevance, completeness, and persuasiveness of information, arguments, and sources. (consider difference between information & the information source)
 - iii. Synthesize information in order to draw conclusions, hypothesize, conjecture alternatives, or plan a course of action.
 - iv. Evaluate conclusions and solutions according to appropriate criteria, and revise as necessary.
 - v. Provide support for rationale, solutions, and results.
- B. Solve complex problems that require an integration of one's ideas and values within a context of scientific, social, cultural, legal, clinical, and ethical issues.
 - i. Interpret problems within appropriate contexts.
 - ii. Prioritize problems based on identifiable criteria and standards.
 - iii. Apply systematic problem-solving strategies.

- iv. Articulate and implement a defensible solution and apply appropriate criteria to monitor outcomes.
- v. Implement modifications based on monitoring data.
- C. Display habits, attitudes, and values associated with mature critical thinking.
 - i. Evaluate personal assumptions, biases, prejudices, and opinions.
 - ii. Display an openness to new ideas and a tolerance for ambiguity.
 - iii. Display inquisitiveness and commitment to the pursuit of truth.
 - iv. Adopt multiple perspectives in personal thinking to avoid ethno-centricity and intolerance.
- 7. Demonstrate Appropriate Interpersonal, Professional, and Ethical Behaviors.**
 - A. Maintain professional competence.
 - i. Continually strive to maintain knowledge and maintain professional competence.
 - ii. Continually assess his or her learning needs and develop the ability to respond appropriately.
 - B. Represent the profession in an ethical manner.
 - C. Identify, analyze, and resolve ethical problems involved in pharmacy practice.
 - D. Provide service to the profession and the community.
 - E. Collaborate proactively with other health care professionals.
 - F. Practice in a manner that is consistent with state and federal laws and regulations.
 - G. Accept the responsibilities embodied in the principles of pharmaceutical care.
 - H. Demonstrate appropriate interpersonal, intergroup, and cross-cultural behaviors that promote respect and trust from peers, patients, and community members.



DOCTOR OF PHARMACY CURRICULUM

The College of Pharmacy offers a four-year curriculum leading to the Doctor of Pharmacy degree. The Doctor of Pharmacy degree is the highest level of applied professional education offered in pharmacy. It is designed to assure development of clinical skills and judgment with the acquisition of the confidence necessary to assess therapeutic problems and to be an active participant in those decision-making processes relating to pharmaceutical care. The program is designed to provide a broad spectrum of study in the administrative, biological, clinical, pharmaceutical, and social sciences to prepare the graduate for careers in academic, ambulatory, industrial and institutional settings.

COURSE SEQUENCE FOR ADMISSIONS FALL 2009

Course	Semester 1 (Fall I)	Hours
PHRD 4000	Medical Microbiology	3
PHRD 4002	Principle Drug Action I	5
PHRD 4004	Pharmaceutical Calculations	3
PHRD 4008	Pharmaceutics I	3
PHRD 4010	Intro to Pharmacy	1
PHRD 4012	Pathophysiology	2
PHRD 4020	ILS I	2
	Total	19
Course	Semester 2 (Spring I)	Hours
PHRD 4025	Principles of Immunology	2
PHRD 4027	Principle Drug Action	3
PHRD 4029	Pharmaceutics II	3
PHRD 4031	Phar Pract Ethics/Law	2
PHRD 4033	Drug Information Retrieval	3
PHRD 4035	Pathophysiology II	3
PHRD 4047	Parenterals	1
PHRD 4049	ILS	1
	Total	18
Course	Semester 2.5 (Summer I)	Hours
PHRD 4050	Community IPPE	4
	Total	4
Course	Semester 3 (Fall II)	Hours
PHRD 4052	Res Meth/Lit Eval	3
PHRD 4054	Intro to Communications	1
PHRD 4056	Biopharm/Pharmacokinetics	3
PHRD 4058	Neurology/Psychology	5
PHRD 4074	Endocrine Module	3
PHRD 4070	ILS III	1
	Elective	2-3
	Total	18-19

Course	Semester 4 (Spring II)	Hour
PHRD 4077	Health Care Systems	3
PHRD 4079	Self-Care/Patient Assess I	4
PHRD 4081	Infectious Disease	6
PHRD 4083	Gastro/Nutrition/Hepatic	2
PHRD 4099	ILS IV	
	Elective	2-3
	Total	17-18
Course	Semester 4.5 (Summer II)	Hours
PHRD 5000	Institutional IPPE	4
	Total	4
Course	Semester 5 (Fall III)	Hours
PHRD 5002	Phar Pract Ethics/Law II	2
PHRD 5004	Advanced Communication	2
PHRD 5006	Professional Phar Management	3
PHRD 5008	Self-Care/Patient Assess II	2
PHRD 5010	Cardiovascular Module	6
PHRD 5020	ILS V	1
	Electives	3
	Total	19
Course	Semester 6 (Spring III)	Hours
PHRD 5025	Pharmacoeconomics/Outcomes	2
PHRD 5027	Bone and Joint Module	2
PHRD 5029	Special Populations Module	2
PHRD 5031	Respiratory Module	2
PHRD 5033	Renal/Urology Module	2
PHRD 5035	Hematology/Oncology Module	3
PHRD 5037	EENT/Derm Module	2
PHRD 5049	ILS VI	1
	Electives	2
	Total	18
Course	Fourth Year Pharmacy**	Hours
PHRD 6000	Adv Community Phar Prac Exp	6
PHRD 6002	Adv Institutional Phar Prac Exp	6
PHRD 6004	Adv Amb Care Phar Prac Exp	6
PHRD 6005	Pharmacotherapy Forum	3
PHRD 6006	Adv Adult Med Phar Prac Exp	6
PHRD 6008	Adv Specialty Phar Prac Exp	6
PHRD 6010	Adv Phar Prac Elect Exp I	6
PHRD 6012	Adv Phar Prac Elect Exp II	6
	Total	45

Total hours, 163

CURRICULAR CHANGE

Because of the dynamic nature of the profession of pharmacy, the curriculum above may be changed by the College of Pharmacy to meet curricular outcomes and professional needs. Students entering into the college of Pharmacy who subsequently require a modification of their curricular track may be changed to a new curriculum based on their projected graduation date.

TRANSFER CREDITS

The College of Pharmacy curriculum is developed around the College's desired outcomes. Because it is often difficult to determine how well courses at other institutions address the College's specific educational outcomes, it is the policy of the College of Pharmacy not to accept transfer credits from other Colleges of Pharmacy for students currently enrolled in the College's Doctor of Pharmacy Program.

INSTRUCTIONAL FACILITIES

In January 2007 many college faculty and the professional program in pharmacy moved to its new quarters at 1800 Bienville Avenue. The new facility is located on 23 acres approximately 1.5 miles west of the main ULM campus. The new building offers two large classrooms equipped for distance learning with several smaller classrooms, a computer lab, a student resource area, and a state of the art pharmacy care laboratory which will include patient counseling rooms, a mock pharmacy, a simulated hospital room with computerized simulated patients, and a mock IV room that simulates USP 797, and computerized educational stations for compounding, dispensing, and other exercises associated with the pharmacy care process.

Sugar Hall, built in 1971, is a 78,000 square foot building on the campus of the University of Louisiana Monroe. The building is home to the toxicology program. The Building houses one large lecture hall equipped for distance education, a large traditional classroom, three smaller classrooms, a computer lab and a traditional dispensing laboratory. In addition to these educational areas, the building provides for offices and research laboratories for Faculty.

ACADEMIC ADVISING

Students are required to receive academic advising with their faculty advisor at least twice per academic year. Semester registration flags are managed in the Office of Student and Professional Affairs and will not be cleared until the student has fulfilled all academic and policy mandates. At any time during an academic semester, students may speak with an academic advisor or counselor concerning any personal, academic, or professional issues they are facing. Students may be referred to another university department or other service in order to fulfill their need that cannot be directly addressed by the academic advisor or Office of Student and Professional Affairs.

AWARDS AND SCHOLARSHIPS

1. Students are recognized for excellence each year at the annual awards ceremony. Awards are given each year at the Graduating Student White Coat Ceremony.
2. Scholarships - although the College of Pharmacy does not officially sponsor a scholarship program, there are several outside agencies that do offer ULM periodic award monies for College of Pharmacy students. Students should contact the Office of Student and Professional Affairs for a complete listing of available scholarships. Students can find more information on available scholarships at www.ulm.edu/scholarships.

COMPUTER COMPETENCIES FOR INCOMING STUDENTS

Computer literacy for pharmacy majors is defined as an ability to utilize effectively representative commercially available pharmacy applications software in pharmacy practice. Each student must demonstrate computer literacy. On the basis of faculty expectations and input from past student bodies, the following is a list of general computer competencies that are considered essential. By the time you arrive on campus for the College of Pharmacy Orientation, it is expected that you have a familiarity with each of the listed functions associated with file management, print management, word processing, presentation/drawing, e-mail, web browsing, and anti-virus. Students who have never used a personal computer for common applications such as word processing are encouraged to complete Computer Science 170 (or equivalent) prior to enrolling in the professional pharmacy program.

I. FILE MANAGEMENT

The student should understand the basic directory/folder structure and be able to create and examine a directory/folder and a further subdirectory and folder. The student should also be able to view directory, folder, and/or file attributes and rename files and directories/folders. Students should be able to use the find tool and search by file attributes to locate a file or a directory/folder. Students should also be able to select a file individually or as part of an adjacent or non-adjacent group and copy/cut and paste files within directories/folders to make a duplicate copy. The student should also know how to make backup copies of files/data onto a diskette/CD and delete files from one or more directories/folders.

II. PRINT MANAGEMENT

Students should be able to install a printer, change the default printer from an installed printer list, print from an installed printer, and view a print job's progress from a desktop print manager.

III. WORD PROCESSING

Microsoft Word™ is the official word processor of the University, and the student should be well versed in its use. Students should be able to create and save a new document and open an existing document, make some modifications and save the document under the same file name or a new file name. The student should be capable of opening several documents at once and able to use the help functions of the word processor. In addition, students should be able to adjust basic settings of the word processor such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as inserting data, characters, special characters, words, sentences, small amounts of text, paragraphs, and page breaks, and using the undo and redo commands. Students should also be able to select portions of a document or entire documents and use the cut and paste tools to move or delete text.

Students should be able to use general formatting (tabs, bulleted and numbered lists, etc.) and text formatting (font size and types, font appearance, alignment and justification options, line spacing, etc.) tools to change the appearance of a document. Students should also be able to use the search and replace commands to find and replace words or phrases in the document and to alter document page properties such as page orientation, page size, margins, headers and footers, and page numbers. Students should also be able to import or create tables, graphs, images spreadsheets or charts into the document and alter these objects in the document. Finally, students should be able to save an existing document under another file format (e.g., txt file, rich text format, etc) or in a format appropriate for posting to a Web Site (e.g. html)

IV. PRESENTATION AND DRAWING

Microsoft PowerPoint™ is the official computer graphic presentation software for the University, and the student should be well versed in its use. Students should be able to create and save a new presentation and open an existing presentation, make some modifications and save the presentation under the same file name or a new file name. The student should be capable of opening several presentations at once and able to use the help functions of PowerPoint™. In addition, students should be able to adjust basic settings of PowerPoint™ such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as choosing an appropriate automatic slide layout format for individual slides (e.g. title slide, organizational chart, chart and text, bulleted lists etc.), modifying slide layout, adding text or an image from an image library, using a master slide, reordering slides in a presentation or deleting slides from a presentation. Students should also be able to select portions of a presentation or entire presentations and use the cut and paste tools to move or delete text within or between slides or to move slides between presentations.

Students should be able to use general formatting (tabs, bulleted and numbered lists, etc.) and text formatting (font size and types, font appearance, alignment and justification options, line spacing, etc.) tools to change the appearance of a presentation, and students should also be able to import or create tables, graphs, images spreadsheets or charts into the presentation and alter these objects in the presentation.

Students should be able to select appropriate output format for slide presentation; overhead, handout 35 mm slides, and on-screen show, change slide orientation to landscape or portrait, add notes for the presenter to slides, and number the slides. Students should also be able to preview the presentation document in slide, outline, slide sorter, or notes view, print slides in various views and output formats, and save a presentation in a format appropriate for posting to a Web Site. Finally, students should be able to utilize slide show effects such as preset animations and transitions, start a slide show on any slide and use on-screen navigation tools.

V. SPREADSHEET MANAGEMENT

Microsoft Excel™ is the official spreadsheet program of the University, and the student should be well versed in its use. Students should be able to create and save a new spreadsheet and open an existing spreadsheet, make some modifications and save the spreadsheet under the same file name or a new file name. The student should be capable of opening several spreadsheets at once and able to use the help functions of the spreadsheet program. In addition, students should be able to adjust basic settings of the spreadsheet program such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as inserting data, enter numbers, text special characters, and formulas into a cell, and using the undo and redo commands. Students should also be able to select portions of a spreadsheet including adjacent or non-adjacent cells, range of cells, columns or rows or entire spreadsheets and use the cut and paste tools to move data within or between active spreadsheets or delete data.

Students should be able to insert and delete rows and columns and modify column width and row height. Students should be able to sort data numerically and alphabetically in ascending or descending order, use basic arithmetic and logical formulas as well as preprogrammed formulas such as average, median, etc. in a spreadsheet, recognize standard error messages associated with formulas, use the auto fill tool/copy handle tool to copy or increment data entries, and understand and use relative and absolute cell referencing in formulas or functions. Students should also be able to use the search and replace commands to find and replace specified cells in the spreadsheet and format cells to show different data and number styles, currency signs, percentages, etc. Students should also be able to format the text within the cell and the appearance of a cell or cell range.

The student should be able to alter spreadsheet page properties such as page orientation, page size, margins, headers and footers, and page numbers. Students should also be able to create and alter graphs or charts in the spreadsheet, import objects such as image files, graphs, text files, etc into a spreadsheet and move and resize these imported objects within a spreadsheet. Additionally, the student should be able to use basic print options in Excel™ such as preview a spreadsheet, print a spreadsheet or a worksheet, and print part of a worksheet or a pre-defined cell range. Finally, students should be able to save an existing spreadsheet under another file format (e.g., txt file) or in a format appropriate for posting to a Web Site (e.g. html).

VI. E-MAIL

Students should be able to create, send, reply to and forward messages and attachments, copy and paste information from or to a word processing document, create address book, and create mailboxes to organize and store mail. Students should also understand the inherent risks of opening e-mail attachments and ways to protect their computer.

VII. WEB BROWSER

Students should understand the basics of the URL (Uniform resource locator) or web address, and be able to change the browser's homepage, open and use a second browser, create and organize bookmarks, and download and print a document using Adobe Acrobat. Students should also be able to view a video and/or audio using Realplayer™, download software, and understand the inherent risks of downloading materials from the Internet and ways to protect your computer. Finally, students should be able to copy and paste information from a web page to a word processing document.

VIII. ANTIVIRUS

Students should be able to set up an antivirus program to work with their e-mail and web browser, scan the hard disk drive for viruses, quarantine suspect files, and use the update feature of the antivirus software to maintain its effectiveness.

COMPUTER REQUIREMENTS

All Pharmacy students beginning the professional program Fall, 2007 will be required to purchase a laptop for use in the classroom and obtaining notes.

It is the responsibility of the student to backup their system, print their notes, and have technical service for their computer. The technical support area of the College of Pharmacy is available for connectivity issues relating to our wireless network. However, they do not provide in-depth technical support for student computers.

The University of Louisiana at Monroe does not support Windows VISTA operating system. Computers with this operating system may encounter connectivity issues with the wireless network. These connectivity issues do not fall within the scope of the technical support area of the College of Pharmacy.

The following is a list of minimum computer specifications:

- Intel Dual Core Processor
- Minimum 2 GB RAM
- Minimum 100 GB hard drive
- CD/DVD Burner
- 14" screen
- Wireless card 802.11 a/b/g compatible
- Windows XP Pro
- Microsoft Office 2003 or Microsoft Office 2007 (Home/Student Edition or Professional)
- Adobe Acrobat Reader
- Minimum 8 hour battery life

- Printer

The following items are highly recommended:

- External Hard Drive for backup of your system
- Extra Battery

Students using an Apple based computer will be required to run MS Windows for some applications within the College.

COUNSELING SERVICES

The Office of Student and Professional Affairs (OSPA) provides a variety of services to College of Pharmacy students. “Student Success” is the motto of the OSPA, and many student-centered services are provided to help students achieve their goals while at ULM. Some services provided by the OSPA include student recruitment, admission counseling, registration advisement, academic and personal counseling, financial aid assistance, immunization assistance and supervision and coordination of student organization activities.

Entering students must meet the College of Pharmacy’s technical requirements. Students with learning, psychological or chemical dependency issues may seek assistance, referrals for treatment and assistance with follow up care through the OSPA. One of the unique services provided by the OSPA is an “early intervention program” designed to assist students who are struggling academically. Students missing excessive numbers of classes or performing poorly on exams are identified by faculty members as possible “at risk” individuals. The students are referred to and seen by the Director of the OSPA to explore reasons for their performance and well as techniques or advice to improve their performance.

The OSPA also provides a licensed mental health counselor as a member of the office staff. The counselor provides brief solution focused counseling services for a variety of issues including stress management, time management, anxiety, homesickness and relationship difficulties. If counseling needs cannot be met in 3 to 5 sessions with the counselor, referrals are made to one of three ULM campus facilities, the Counseling Center, the Community Counseling Center and the Marriage and Family Center. Community resources are also used when necessary. The methods for referrals vary according the needs of the student at that moment. Often, students will make their own appointment with the different agencies, or for others the counselor will make the appointment for them. Even after students have been referred to other service, the OSPA continues to follow their progress to insure they are getting the needed assistance.

FINANCIAL AID

Students in the College of Pharmacy are eligible for various forms of financial aid that are available to all University of Louisiana Monroe students and some forms that are available to only Health Care Students or students specifically in the College. College of Pharmacy students are urged to contact the Director of Financial Aid for information regarding these various sources. In addition, when moneys are available, the College of Pharmacy may provide financial aid in the form of scholarships and loans. In addition to loans available from College resources, loans for Pharmacy students are also available from NCPA (restricted to student members) and the American Pharmaceutical Association (APhA). Students interested in applying for College of Pharmacy emergency loans are instructed to see the Associate Dean for Academic Affairs or the Director of Student and Professional Affairs for further information. The loans require the student to sign a promissory note for repayment. The school will process loan applications when moneys are available.

FEES, EXPENSES, AND REFUNDS

Tuition and fees are set on an annual basis and are subject to change. Because the expenses of educating pharmacists is substantially more than the expenses associated with undergraduate training, tuition and fees, including a professional fee, are substantially higher than those associated with the undergraduate programs in the University. Students classified as non-Louisiana residents under the regulations of the University of Louisiana System Board of Supervisors will pay out-of-state tuition in addition to general tuition. Courses enrolled for audit will be charged tuition the same as courses

for academic credit. In order for a student's enrollment to be complete, the student's registration fees must be paid in full. It is the student's responsibility to follow-up on anticipated or pending financial aid to ensure that the student's bill is paid in full. Payments must be received in the "University" or by mail in the Controller's Office, or via web payment by the published deadline in order that the payments are not considered to be late payments. A student who resigns from the University may be entitled to some refund of tuition, activity and out-of-state fees, and/or room and meal plan charges. The exact amount of the refund, if any, will depend upon the resignation circumstances and timing. Refunds will be subject to an administrative fee. A complete description of the student billing and refund policy can be found in the University of Louisiana at Monroe Student Policy Bulletin. (<http://www.ulm.edu/studentpolicy/studentpolicy.pdf>).

HOUSING/FOOD PLANS

The University offers dorm and apartment style living on campus. Demand for accommodations may exceed supply, and students are encouraged to meet application deadlines for housing applications. Information on housing can be found at <http://ulmreslife.com>. The University also offers several meal plan options for campus residents as well as commuters. Meal plans offer a mix of all you can eat cafeteria meals and flexible spending dollars. Information concerning meal plans can be found at <http://www.campusdish.com/en-US/CSSW/UnivLAMonroe>.

HEALTH INSURANCE

Students must maintain an acceptable health insurance policy during enrollment in the College of Pharmacy. Students must provide proof of current insurance coverage at orientation and prior to each semester. You may apply for the Student Health Insurance that is offered by the University. Applications for Student Health Insurance are available in the Office of Student Life on the main campus.

IMMUNIZATION POLICY

In addition to the general Immunization Compliance required of all students by Louisiana R.S. 17.170, students admitted to the professional program of the College of Pharmacy must meet immunization requirements established by the college. Students accepting admission to the college of Pharmacy will be provided a set of immunization requirements and a deadline to meet the requirements. Students failing to meet immunization deadlines will have their offer of admission rescinded. Immunization services are provided and managed by the Student Health Services.

LIABILITY/MALPRACTICE INSURANCE

All students enrolled in the professional program will automatically be covered by professional liability insurance during their IPPEs or while participating in other clinical activities that are part of the student's curriculum. The University maintains commercial excess general and medical malpractice liability insurance administered through the State of Louisiana Office of Risk Management for itself, its agents, officers, employees and students. This coverage can be viewed from the web site located at: <http://doa.louisiana.gov/orm/pdf/uwsumm.pdf> Primary Commercial General Liability coverage is underwritten by the Louisiana Self-Insurance Fund (Self insured by the office of Risk Management) and provides \$5,000,000 per occurrence (no aggregate). Miscellaneous Tort Liability coverage is underwritten by the Louisiana Self-Insurance Fund and provides comprehensive umbrella excess of \$5,000,000 per occurrence. The student professional liability insurance does not cover students when employed outside the curriculum. The student policy expires upon date of graduation.

SUBSTANCE ABUSE TESTING

In the interest of public health and safety, all students enrolling in the professional program of the College of Pharmacy are subject to random drug screening. Such tests are conducted by independent laboratories and test results are reported directly to the College of Pharmacy. Results of random drug screenings will also be reported to Louisiana State Board of Pharmacy.

REGISTRATION WITH THE LOUISIANA BOARD OF PHARMACY

Students admitted to the professional program must apply for an active pharmacy intern permit from the Louisiana State Board of Pharmacy during the first semester following enrollment into the professional program and maintain it continually throughout enrollment in the professional program. Students found to be in violation of the regulations of the Louisiana State Board of Pharmacy may be required to resign their enrollment.

STUDENT ORGANIZATIONS

Students entering into the College of Pharmacy are encouraged to join and participate in student professional organizations. Such participation helps develop professionalism and leadership skills among the student body. The College of Pharmacy supports student involvement by providing membership for all pharmacy students in the Louisiana Pharmacist Association and the Louisiana Society of Health System Pharmacists. Available professional organizations within the College include:

ACADEMY OF STUDENT PHARMACISTS (ASP) - BIENVILLE ROOM 161

ASP is a division of the American Pharmaceutical Association and has chapters at every college of pharmacy in the nation. Its purpose is to provide students with opportunities for professional development and direct involvement in the affairs of local, state, and national pharmacy. Members are entitled to receive a variety of publications and professional liability insurance. Students have the opportunity to attend the midyear regional meeting each fall and the annual meeting held in March of each year. Additionally, students have the opportunity to attend the Louisiana Pharmacist Association's midyear and annual meetings in the spring and summer of each year.

AMERICAN SOCIETY OF HEALTH SYSTEM PHARMACISTS (ASHP)

The Student Forum of ASHP serves to integrate students into pharmacy practice, through collaboration and professional development, in preparation for a successful career in hospitals and health systems. Students enjoy the same benefits as a full ASHP member, and additionally, students receive publications such as ASHP newslinK for students, studentline, and other free publications on residencies and other professional development topics. Students have the opportunity to attend the Midyear Clinical Meeting held in December of each year.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS (LSHP) STUDENT CHAPTER - BIENVILLE ROOM 153

LSHP is the state affiliate of ASHP and allows students the opportunity to network with state Health System Practitioners. Students receive the LSHP newsletter and have the opportunity to attend the Midyear meeting held each October and the Annual Meeting held each April. LSHP meetings offer students the opportunity to present research findings at the annual meeting in a poster format.

NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)

NCPA represents pharmacist owners, managers, and employees of independent community pharmacies. NCPA offers scholarships and loans each year, and students receive the additional benefits of periodicals and newsletters. Students have the opportunity to attend the annual meeting held in October of each year and the legislative meeting held in May of each year.

PHARMACY STUDENT COUNCIL - BIENVILLE 159

The College of Pharmacy Student Council's major role is to provide a formal liaison between the students and the administration/faculty of the College. The Senate is comprised of two representative from each student organizations and two members from each class within the College of Pharmacy.

HONORARY SOCIETIES

Phi Lambda Sigma - Bienville Room 159

Phi Lambda Sigma promotes the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities, and because membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Phi Lambda Sigma is complimentary to Rho Chi in that it honors leadership, while Rho Chi honors scholastic achievement. 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.

Rho Chi Society - Bienville Room 159

The Rho Chi Society, Pharmacy's academic honor society, encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy. The Rho Chi Society will achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society will instill the desire to pursue intellectual excellence and critical inquiry to advance the profession. The fundamental objective of Rho Chi has always been to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. High standards of intellectual and scholarly attainments have been demanded for election to membership; and such election, symbolized by the award of the Rho Chi key, supplies a unique scholarship incentive.

PROFESSIONAL FRATERNITIES

Kappa Epsilon - Bienville Room 155

Kappa Epsilon is a professional pharmacy fraternity that unites women students in pharmacy and provides a common link among professionals in our career. The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship. The mission of Kappa Epsilon is to empower its members to achieve personal and professional fulfillment by developing their confidence, self-esteem, interpersonal skills, and leadership vision, and represent the interest of the membership to health care professionals and the community at large.

Phi Delta Chi - Bienville Room 157

The objective of this association is to advance the science of Pharmacy and its allied interests, and to foster and promote a fraternal spirit among its Brothers.

FUNDRAISING GUIDELINES FOR STUDENT ORGANIZATIONS

Each student organization is permitted to engage in fundraising or philanthropy activities only with prior approval of the Pharmacy Student Senate, the Office of Student and Professional Affairs, and Office of Student Life and Leadership and VP for Advancement. Request for approval of any type of solicitation, fundraising, or philanthropy proposed to take place on or off campus must be made within the first two Pharmacy Student Senate meetings and must comply with all University regulations.

On-Campus Solicitation

- A. Sales solicitation of a commercial nature, whether by students or non-students, is not permitted on the campus except when specifically approved by the University administration. Please report infractions to the Office of Student Life and Leadership. Vendors must have a letter of approval from the Office of the Vice President for Student Affairs.
- B. Credit card solicitation is not permitted on campus.

RESPONSIBILITIES OF FACULTY ADVISORS FOR STUDENT ORGANIZATIONS

Faculty advisors for student organizations are given the privilege and responsibility of mentoring professional students in preparation for their careers in pharmacy. This responsibility should not be taken lightly, and at a minimum, faculty advisors should ensure that their respective organizations

1. Meet all the requirements of their national charters if they exist;
2. Meet all University requirements for student organizations and comply with all University rules and regulations;
3. Meet all College of Pharmacy rules and regulations;
4. Provide appropriate professional related activities and opportunities, and
5. Are good stewards with funds obtained from organizational fundraisers.

Additionally, faculty advisors should be present at all business meetings and social functions sponsored by the organization. Advisors are also encouraged to be involved in regional and national activities of the organization.

TRANSPORTATION

College of Pharmacy classrooms are located approximately 1 & 1/2 miles away from the main campus. Students are expected to provide their own transportation to and from classes. Additionally, Introductory and Advanced Practice Experiences may be assigned anywhere in Louisiana or the surrounding region. Students are expected to provide for their own housing and transportation during the practice experiences.

FACULTY EXPECTATIONS OF STUDENTS

The faculty that teach your classes desire that you learn. Using various teaching techniques, your instructors seek to promote your learning and success. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. The instructor “teaches,” but only you can *learn*. Much of this learning occurs outside of the classroom and is self-directed. Knowing what faculty members expect of you may help you to maximize your learning opportunities. Your faculty member expects you to:

1. be informed about your instructor’s policies, which are presented in the course outline, as well as the policies of the college published in the College of Pharmacy Student Handbook.
2. attend all classes, except when emergencies arise. If health and weather allow, your instructor will be present and on time for every scheduled class meeting. So should you.
3. prepare for class by completing reading and other preparatory assignments prior to the class in which the covered material is discussed.
4. be an active participant in class, taking notes and asking appropriate questions. Your involvement will benefit you and your classmates.
5. treat the instructor and fellow students with courtesy. Refrain from any behaviors that may distract others. You expect to be treated with tolerance and respect. You expect a learning environment free of unnecessary distractions. So does everyone else.
6. cultivate effective study strategies. Being an effective student is not instinctive. Use your study time wisely. Seek help from the instructor when you need it. Avail yourself of resources provided by the college.
7. study course material routinely after each meeting or so. Study according to a regular schedule. Avoid “cramming.” Do not postpone working on assignments. Submit finished assignments on time.
8. accept the challenge of professional program studying, thinking, and learning. Anticipate that the level and quantity of work in some courses will exceed your prior experiences. If you have significant responsibilities besides your studies, such as work and family, set realistic academic goals and prioritize your time so that you can be successful.
9. take initiative and responsibility for learning.
10. let no temptation cause you to surrender your integrity.

STUDENT EXPECTATIONS OF FACULTY

Your faculty members know what is needed to succeed in the courses they are teaching, and they want you to succeed. You may expect your instructor to:

1. provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies. Your instructor will follow the policies of the college.
2. start class on time, be prepared, and use time-tested and/or innovative teaching strategies and learning activities intended to promote learning of the subject material.
3. make effective use of class time. Although some topics may not seem very important or interesting to you, the structure of the subject or the objectives of the course may dictate the topics. Your instructor will endeavor to be enthusiastic and to help you to perceive the central material of each topic and its relationship to the practice of pharmacy.
4. strive to create a positive environment in which you may pursue learning. Each student's need to understand the subject will be respected. Each student will be treated with courtesy.
5. provide teaching and learning experiences that are free of favoritism, prejudice, discrimination, or harassment.
6. be accessible and approachable. Your instructor knows that he or she is the key resource provided by the college to help you to succeed as a student.
7. announce and adhere to a schedule of office hours, which permits and encourages students to meet with the instructor in his/her office and to be available for special conferences as needed.
8. organize and schedule the subject topics and assignments. The quantity and nature of assigned work and the evaluation standards will be based upon the instructor's experiences with, and expectations for professional pharmacy courses at this level in this subject.
9. preserve the academic integrity of the course.
10. be a professional who will treat you fairly and honestly. Grading will be impartially based upon the quality and quantity of student work. Assignments will be graded in a timely manner.

Students should not expect faculty to:

1. change exam or class schedules at any time except for a University or College closing.
2. provide make-up work for absences that do not conform to the University's excused absence policy, College of Pharmacy professional development, or that have not been previously excused by the instructor.
3. accept excuses for absences without verification of the validity of the excuse.
4. allow students to take examinations early or late to accommodate the student's personal schedule.
5. provide handouts, notes or other lecture enhancements.
6. provide all material to be learned in the classroom environment or in a lecture format.
7. tolerate disruptive, uncivil or unprofessional behavior in the classroom, faculty offices, or elsewhere in the College of Pharmacy.

ACADEMIC AND PROFESSIONAL POLICIES

ABUSIVE CRITICISM

The manner in which students express criticisms, problems, or suggestions regarding the curriculum, individual courses, or instructors is important. The College values student input; however, the expression of criticism or problems, either in person or via e-mail, through the use of abusive language or disruptive behavior directed toward a class or an instructor is inconsistent with the demeanor aspiring professionals should be seeking to develop. Students are encouraged to bring up issues utilizing the appropriate channels. Concerns about aspects of a particular course should be directed to the appropriate faculty member at a mutually agreeable time and place. These matters should be addressed in person when possible, not via e-mail. Students are encouraged to utilize their representatives to the Pharmacy Student Senate to address those issues of interest to the entire class or student body. The Associate Dean for Academic Affairs is also willing to meet with any student(s) to discuss concerns about the curriculum, individual courses or instructors.

ACADEMIC STANDARDS

Students admitted to the College of Pharmacy are held to rigorous academic, ethical and professional standards as outlined in the College of Pharmacy Student Bulletin. To complete the Doctor of Pharmacy program, the student must have demonstrated satisfactory academic performance and ethical and professional standards. Disciplinary actions may occur based on violations of academic, ethical or professional standards as outlined in the College of Pharmacy Student Handbook.

Academic Progression

Failure of a student to earn a minimum grade of “C” in a professional pharmacy course precludes progression to courses for which it is a prerequisite. In the event that a student fails to obtain a grade of “C” or better in a professional pharmacy course, the student must remediate that course or its equivalent at the next offering of the course, and such remediation must be completed within one year of the original course. Course withdrawals and leaves of absences disrupt a student’s progress and are discouraged. A student who must withdraw from one or more courses for compelling circumstances beyond his or her control may petition the Associate Dean for Academic Affairs to withdraw from specific courses or from all courses. Withdrawal from a course without administrative approval will result in “W” grades being treated as a grade of “F” for academic progression and retention purposes. Failure of a student to earn a minimum grade of “C” in all professional pharmacy courses precludes progression to the Advanced Practice Experiences. Students who fail to meet minimum progression standards may find it necessary to resign their enrollment for one or more semesters. Students who interrupt their enrollment in professional pharmacy courses for a period of more than two consecutive enrollment periods (two semesters) must apply for readmission to the professional program of the College of Pharmacy

Probation

Any full-time or part-time student enrolled in the professional program in pharmacy who fails to maintain a minimum overall cumulative grade point average of 2.0 in required professional pharmacy courses, earns a semester grade-point average below 2.0 in professional pharmacy courses or earns a grade of “D” in two or more professional pharmacy courses in a semester or earns a grade of “F” in a professional course shall be placed on probation. Academic probation will extend no less than two regular semesters (Fall and Spring). Students may also be placed on probation for violation of ethical or professional standards.

Removal from Probation

To be removed from probation, full-time or part-time students enrolled in the professional program of pharmacy must earn sufficient quality points to achieve an overall cumulative grade point average of at least 2.0 in required professional pharmacy courses, earn a grade of “C” or better on all professional pharmacy coursework during their probationary period and meet any criteria set by the academic standards committee. Students placed on probation due to violation of ethical or professional standards will be removed from probation when they have met the requirements set by the Board of Ethical and Professional Conduct and the Dean of the College of Pharmacy in their disciplinary actions.

Suspension

Any student on probation who fails to achieve an overall cumulative grade point average of at least 2.0 in required professional pharmacy courses and grades of “C” or better in required professional pharmacy courses during their probationary semester or fails to meet any criteria set by the academic standard committee at the conclusion of their probationary enrollment shall be suspended for a period of one academic year. Upon reentry into the professional program of pharmacy after suspension for scholastic reasons, a student is placed on probation and will be suspended if an overall cumulative grade average of at least 2.0 in required professional pharmacy courses is not achieved during the next enrollment period. Students who have their permit suspended or revoked by the Louisiana Board of Pharmacy will be suspended from the College of Pharmacy until their permits are reinstated. Suspensions related to violations of ethical and professional standards may vary in duration, and students suspended for nonacademic reasons must meet the requirements set by the Board of Ethical and Professional Conduct in their disciplinary action to be readmitted into the program.

In order to preserve the educational environment of the College of Pharmacy, any student enrolled in the professional program of the College of Pharmacy who is formally charged by civil authorities with the commission of a drug related felony shall be suspended from the College of Pharmacy pending the outcome of the civil judicial process. The policy is applicable to all such alleged offenses whether committed on the University campus or at an off-campus location.

Courses Taken By Students Under Suspension

No student under suspension for scholastic reasons may obtain credit toward a degree on courses pursued at another institution while ineligible to register in any institution under the jurisdiction of the University of Louisiana System Board of Supervisors.

Dismissal

Any student enrolled in the professional program of pharmacy shall be dismissed from the program for the following:

1. Receiving a second scholastic suspension.
2. Failing to satisfy all graduation requirements for the Doctor of Pharmacy Degree within a six calendar year period immediately following his/her initial enrollment in the professional pharmacy program. If a student reaches a point from which it could not be expected for him/her to finish within the required six-year period by progressing through the normal sequencing of remaining courses, the student will be dismissed from the program at that time.
3. Any student enrolled in the professional pharmacy program that earns two or more "F" grades or four non-progressing grades in professional pharmacy courses - in any sequence or combination.
4. Any student enrolled in the professional pharmacy program that fails to complete a required professional pharmacy course or its equivalent with a minimum grade of "C" upon a second attempt. (i.e. when repeating a required professional pharmacy course in which an initial grade of either "F" or "D" was earned, the student must achieve a minimum grade of "C" upon the first remediation attempt).
5. Students denied a pharmacy intern permit by the Louisiana Board of Pharmacy.
6. Any student who has been admitted to the professional program of the College of Pharmacy and subsequently convicted of a drug related felony.
7. Students who have their pharmacy intern permit permanently revoked.
8. Any student admitted to the professional program that is not compliant with the immunization requirements of the College of Pharmacy.
9. Students failing to attend class.
10. Professional and/or ethical misconduct.
11. Inability to meet the technical standards of the College of Pharmacy.

Dropping Classes or Withdrawing from the College of Pharmacy

Students admitted into the Doctor of Pharmacy Program in the College of Pharmacy are not allowed to withdraw from courses or from the College or University without academic consequences. Students withdrawing from courses without administrative support will receive a grade of "W" which will be treated as a grade of "F" for academic standards purposes. Students withdrawing from the College or University without administrative support may not resume activities in the College unless they are readmitted to the Doctor of Pharmacy Program.

Students wishing to take a leave of absence or withdraw from the program with administrative support must send a written request to the Associate Dean for Academic Affairs in the College of Pharmacy. To receive administrative support for withdrawal, students must demonstrate and document a significant hardship that will impact their ability to continue in the program. Failure to maintain appropriate progress or achievement in a course is not sufficient hardship to acquire administrative support.

The request will be reviewed by the Associate Dean for Academic Affairs in consultation with the Office of Student Affairs. Students receiving administrative support for withdrawing from the program will sign a letter of agreement from the Associate Dean for Academic Affairs which states the reason they are withdrawing from the program, when they will return to the program, remediation or developmental programs that must be completed while on leave, and the status of the student upon returning to the program.

Students withdrawing from the College of Pharmacy professional program with administrative support will be readmitted to the program upon completion of the requirements set forth in their letter of agreement. Students not complying with their letter of agreement will be dismissed from the program unless the letter has been modified with the consent of the Dean of the College of Pharmacy or his/her designee. Students withdrawing from the Doctor of Pharmacy Program without administrative support will be considered dismissed from the program and must appeal to the College of Pharmacy Academic Standards Committee for readmission to the program.

Readmission

Students who have withdrawn from the University or College without administrative support or have been dismissed from the College of Pharmacy for academic reasons may appeal to the Academic Standards Committee for readmission to the program. The student should write a letter of appeal to the Chair of the Academic Standards Committee outlining and supporting their request to be readmitted to the program.

Letters of appeal should be addressed to:

Chair, Academic Standards Committee
c/o Associate Dean, Academic Affairs
College of Pharmacy
University of Louisiana at Monroe
700 University Avenue
Monroe, La 71209

The Academic Standards Committee will review the request and recommend appropriate action to the Dean of the College of Pharmacy. The Dean or his designee will communicate the decision to the student in question via certified mail.

Students dismissed from the College for professional or ethical reasons, may appeal to the Ethics and Professional Conduct Committee for readmission to the program. The student should write a letter of appeal to the Ethics and Professional Conduct Committee outlining and supporting their request to be readmitted to the program.

Letters of appeal should be addressed to:

Chair, Ethical and Professional Standards Committee
c/o Associate Dean, Academic Affairs
College of Pharmacy
University of Louisiana at Monroe
700 University Avenue
Monroe, La 71209

The Ethics and Professional Conduct Committee will review the request and recommend appropriate action to the Dean of the College of Pharmacy. The Dean or his designee will communicate the decision to the student in question via certified mail.

Students who have withdrawn from the University or College without administrative support or who have been dismissed from the College for violation of academic or ethical and professional standards will not be allowed to reapply for admission as a first time student, and can only be readmitted to the College via the appropriate committee. Any decision for readmission to the program may include conditions of remediation or development, including but not limited to repeating all or part of the program the student has already completed, that must be successfully completed for the student to reenter or remain in the program.

Students dismissed from the professional program of pharmacy wishing to continue their studies at the University of Louisiana at Monroe may appeal to the college dean of their intended new major for reinstatement to the University. University probation and suspension transfer rules apply in such cases

Failure to Progress in a Class

Students failing to earn a grade of “C” or higher in a required course in the College of Pharmacy Curriculum are required to retake that course at its next available offering. Students are required to schedule other available courses around the course they are remediating.

AWARENESS AND RESPECT FOR DIVERSITY

The University of Louisiana College of Pharmacy supports an environment wherein individuals (students, staff, faculty, guests) can bridge differences and work as partners in achieving goals. The provision of healthcare in a State with diverse populations requires an inclusive attitude. It is expected that professional students will act in a manner that is guided by the respect for other students, faculty, patients, and health care professionals who may have differences that include, but are not limited to, religious beliefs and practices, nontraditional medical beliefs and practices, socioeconomic status, sexual orientation, ethnicity, language, physical and emotional disabilities, racial background, intellectual capabilities, age, and cultural background. Respect is demonstrated by being considerate, courteous, and professional, and by maintaining confidentiality of patient information.

CELL PHONE POLICY

All cell phones should be turned off during class. If a student has a need to be notified during an emergency situation during class, he should leave the telephone number of the Office of Student and Professional Affairs, 318-342-3800, with the person who may need to contact them emergently. A member of the Office of Student and Professional Affairs will come to the class, ask the student to step outside, and give them the message. This procedure is to be used only in the case of an emergency where the student would have to be notified immediately and would have to leave class after notification. Otherwise, the caller should leave a message on the student’s cell phone for the student to retrieve between or after classes. Cell phones are not allowed in the classroom during examinations or quizzes. Students found to be in possession of a cell phone during an examination or quiz will be considered to have committed an act of academic dishonesty and will be charged and brought before the committee on ethical and professional conduct.

CHEMICAL DEPENDENCY AND ABUSE

Addiction or abuse of alcohol or other substances of abuse is a serious issue among healthcare providers, and pharmacists in general. The College of Pharmacy understands the seriousness of the problem and also recognizes addiction as a disease that results in harm to both the patient with the disease and those around them. The College is committed to educating students concerning alcoholism and other substances of abuse and assisting students with addiction problems that seek help. In addition, the College conducts random drug screening of student urine and hair samples to identify students with substance abuse problems.

Current College policy provides for a partnership with the Louisiana State Board of Pharmacy to assist students with evaluation and treatment of substance abuse problems. Students who come forward with a history of substance use, abuse or addiction prior to a positive drug screen are suspended for one academic year and referred to the Louisiana Board of Pharmacy for assessment, treatment and monitoring. Such students are allowed to reenter into the College of Pharmacy Program after their suspension provided they complete the requirements of the Louisiana State Board of Pharmacy and are able to maintain a current Pharmacy Intern license in the State of Louisiana. Reinstatement to the program may be accompanied by further requirements and/or sanctions by the Committee on Ethical and Professional Conduct.

Students screening positive for illegal substances, prescription drugs not prescribed for them or designer drugs prior to seeking assistance will be dismissed from the program. Students wishing to appeal this dismissal may do so through the Committee on Ethical and Professional Conduct; however, no student with a positive drug screen will be readmitted to the College of Pharmacy prior to undergoing an assessment, treatment and monitoring program with the Louisiana State Board of Pharmacy.

Students identified as abusers of alcohol, including binge drinking or having an addiction to alcohol may also be required to seek assessment, treatment and monitoring.

The College reserves the right to deny admission to students having a problem with the abuse and/or addiction to alcohol or other substances of abuse or dismiss students identified with these problems that refuse assessment, treatment and monitoring.

CLASS ATTENDANCE

The professional educational experience in the College of Pharmacy involves many multifaceted learning objectives, including professional interactions with faculty and peers that do not lend themselves to traditional testing modalities and assignment of letter grades. As a result, class attendance is mandatory in all pharmacy courses. Students reported for accumulating more than three unexcused absences in a course during an academic semester will be administratively dropped from the course with a “W” grade. In accordance with College of Pharmacy policy and procedure, a grade of “W” will be counted as an “F” grade with respect to academic standards.

CLASS CANCELLATION POLICY

The College Understands that there are opportunities for groups of students to attend professional meetings and/or professional development activities, and likewise, opportunities develop that contribute to a faculty member’s professional development; however, flexibility of rescheduling courses for these opportunities is limited. Therefore, when the instructor is absent from class, College policy dictates that if at all possible, the faculty member will arrange to have another faculty member substitute for him at the regular scheduled class time. If this is not possible, make up classes may be rescheduled at another time or future class times lengthened, provided that the rescheduled class time does not interfere with any of the enrolled student’s regularly scheduled courses.

On rare occasions, a faculty member may have to cancel class for personal reasons (e.g. illness) without an opportunity to schedule a substitute. In this case, the class may be rescheduled as defined above. Cancellation of a class without rescheduling a class time is not an option. It is also policy of the College that classes that meet in close proximity to the beginning or end of an academic break are not to be cancelled to permit an earlier or extended vacation.

In the event of a University closing, natural disaster or emergency, classes that are missed will be rescheduled at another time, or class times will be lengthened in accordance with the previous policy. Distance education courses will be scheduled with a 30-minute buffer at the end of class to assist in controlling for minor electronic or connection problems. In the instance where a complete distance education class is canceled due to electronic or connection problems, the class will be rescheduled in accordance with the above policies.

CLASSIFICATION OF STUDENTS:

In an effort to predict the number of students who will be eligible for advanced practice experiences and to assist in maintaining an accurate count of students in each area of the program, students admitted to the College of Pharmacy are classified based on the completion of courses. The classifications are as follows:

- **P1 Student:** A student who has not earned a grade of “C” or better in all first year classes
- **P2 Student:** A student who has earned a grade of “C” or better in all first year classes, but has not earned a grade of “C” or better in all second year classes
- **P3 Student:** A student who has earned a grade of “C” or better in all first and second year classes, but has not earned a grade of “C” or better in all third year classes
- **P4 Student:** A student who has earned a grade of “C” or better in all first, second, and third year classes and is eligible to start in the advanced practice experience program.

CODE OF ETHICAL AND PROFESSIONAL CONDUCT

The College of Pharmacy employs a code of ethical and professional conduct, which relies on the honor system. The code is based on the assumption that pharmacy students, as future health care professionals will develop maturity and professionalism through self-governance. The code of ethical and professional conduct is a form of student self-governance that applies to all facets of the student's academic and professional life.

The basic assumption of the code is that central to the act of being a professional is conducting one's self with the highest sense of honor and integrity. Primary core values that every pharmacy student should possess include honesty, integrity, responsibility, competence and respect for people. Pharmacists do not learn to be professionals upon completion of degree requirements or through issuance of a license. Instead, the internalization of the concept of professionalism must occur as a part of the professional education process so that pharmacy students carry these concepts with them into the profession. It is the pharmacy student's responsibility to develop a selfless sense of service that demands personal excellence and accountability. By enrolling in the College of Pharmacy, a student accepts these professional standards and requirements as a prerequisite for continued enrollment in the pharmacy curriculum and graduation.

As a condition of acceptance to the College of Pharmacy, the applicant shall be required to sign a pledge that shall read as follows:

This is to certify that I have read and understand the Code of Ethical and Professional Conduct of the ULM College of Pharmacy and further, I agree to uphold and abide by the provisions contained therein, effective immediately and until my enrollment in the College of Pharmacy is terminated.

During the orientation program provided for incoming students, or sometime prior to enrollment in the professional program, a "Reaffirmation of Pledge" shall be signed by each new student and shall read as follows:

I reaffirm my acceptance and understanding of the Code of Ethical and Professional Conduct of ULM College of Pharmacy and further, I agree to uphold and abide by the provisions contained therein until my enrollment in the College of Pharmacy is terminated.

A student who refuses to sign the reaffirmation (Section 2.02) will not be allowed to enroll in the professional programs of the College of Pharmacy.

A complete copy of the Code of Ethical and Professional Conduct can be found at <http://www.ulm.edu/pharmacy/policies/copcodeofconduct.pdf>

COLLEGE OF PHARMACY COMMUNICATIONS

The official means of College communication with students is through electronic mail via their ULM student email account. Students are responsible for all information sent to their ULM Student email account. It is expected that all students will check their ULM student email account for electronic mail a minimum of twice a day, in the morning and in the evening. In addition to electronic mail, the College may communicate with students via Blackboard® or by posting notices within the College of Pharmacy building.

COLLEGE OF PHARMACY COMPUTER LAB POLICY

The computer lab located in the College of Pharmacy is for student use. Computers should be used solely for educational or related purposes. Students who use the computing resources must be sensitive to issues pertaining to system security and confidentiality of information. Student user accounts are generated automatically upon enrollment in the University, and by using an account on University computer systems, the student agrees to abide by the following statements:

- I will use the ULM facilities for University business only. I will not allow other persons to use my account and acknowledge that providing other persons with access in such a manner is considered a serious violation of my obligations.
- I understand that I have an obligation to protect University hardware, software, and data. I will not attempt to gain access to accounts, data or systems for which I have no authorization.
- I understand the University is co-owner of all files on the system and has all rights to those files.
- I understand that any violation of these terms and conditions, abuse of equipment, breach of security or use of systems to intimidate or harass others will result in loss of privilege to use the system and that serious offenses will result in more serious disciplinary action.

With the privilege of access to the ULM systems, comes a degree of standards for ethical interaction. Some unacceptable uses, but not limited to, are as follows:

- Participating in activities that use excessive data storage or network bandwidth. Initiation or propagation of chain letters or mass emails (spamming) are not acceptable. Continual use of Internet based radio and or access to video feeds are a drain on bandwidth and therefore not appropriate.
- Sending harassing, threatening, or abusive email.
- Intentionally introducing, creating, or propagating disruptive code into the system (worms, viruses, Trojans, etc.)
- Interfering with another user's legitimate use of services.
- Use University computer resources for personal profit.
- Installation of non-approved software and computer piracy.

Users are responsible for abiding by copyright laws and licensing agreements in the use of electronic media via University equipment or networks. Unauthorized access or copying of proprietary data (such as programs) is forbidden.

COMPLAINT PROCESS

Instructor Conflicts

If a dispute arises between a student and a faculty member or department, there may be confusion as to the best way for the student to resolve the problem. Students should try to resolve classroom issues with the instructor involved. If the conflict is still unresolved, the student should address the complaint to the course coordinator if applicable. In cases where the issue cannot be resolved with the instructor and/or course coordinator, the student should contact the Head of the Department responsible for the class in which the instructor is teaching to assist in the resolution of the conflict. In cases where the issue needs further resolution, the student should address the conflict with the Associate Dean for Academic Affairs.

General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the College of Pharmacy are strongly encouraged to bring them to the attention of the proper individuals at the college. At any time students may provide input, opinions and suggestions themselves or through their class officers to the faculty member, the relevant course coordinator, the Department Head to whom the faculty member or course coordinator reports, the Office of Student and Professional Affairs, the Associate Dean for Academic Affairs or, the Office of the Dean of the College of Pharmacy. Student input and reaction through class representatives is regularly solicited at Pharmacy Student Senate meetings. In addition, student representatives serve as members of several college committees such as curriculum and admissions.

Any person may file a formal complaint to the University of Louisiana at Monroe College of Pharmacy regarding its Doctor of Pharmacy Program. Complaints may include, but are not limited to, admissions policies, inappropriate faculty or student conduct, inequities in grading, and/or failure to comply with collegiate policy. It is the responsibility of the Associate Dean for Academic Affairs to manage and provide responses to formal complaints about the Doctor of Pharmacy Program. The College of Pharmacy encourages persons with complaints about the Doctor of Pharmacy educational program to seek informal resolution of their complaints prior to initiating a formal process.

Procedures for Formal Complaints

To initiate a formal complaint, one must provide a written, signed and dated statement and provide full contact information of the person submitting the complaint. If this is a student complaint related to a course or faculty action, a statement of actions taken, per collegiate policy, to informally resolve the complaint must be included. Complaints must be submitted to the Attention of the Associate Dean for Academic Affairs, ULM College of Pharmacy, 700 University Avenue, Monroe, LA 71209.

Formal Complaints will be reviewed upon receipt by the Associate Dean for Academic Affairs or designated person(s) in the Office of Student and Professional Affairs and referred to the appropriate collegiate committee or administrative office within the College or University for information, advice and/or response. Resolution of complaints may require meeting or hearings with the involved parties or other members of the collegiate or university community. The person submitting the complaint will receive a response or update on its status within 60 days. All effort will be made to provide timely responses to time sensitive complaints.

Outcomes of complaints that result in decisions by College of Pharmacy Committees may be appealed to the College of Pharmacy Associate Dean for Academic Affairs. Complaint actions or decisions by the Associate Dean for Academic Affairs may be appealed to the Dean of the College of Pharmacy.

Complaints Related to ACPE Standards

The Accreditation Council for Pharmacy Education (ACPE) requires that each college of pharmacy implement a process to allow for students to lodge written complaints that relate directly to ACPE's accreditation standards, policies, or procedures regarding the College of Pharmacy or the pharmacy program. The University of Louisiana at Monroe College of Pharmacy's process for formally registering these concerns and complaints is as follows.

1. A student who has a concern or a complaint about the College of Pharmacy or the Doctor of Pharmacy Program regarding ACPE's accreditation standards, policies, or procedures will complete the required components of the Student Concerns and Complaints Form. Those required components include (i) the student's name, class, address, phone number and e-mail address, (ii) the date of the concern or complaint, (iii) the specific ACPE accreditation standard, policy, or procedure that is of concern. (The accreditation standards can be found at <http://www.acpe-accredit.org/docs/pubs/>), and (iv) a description of the specific complaint or concern.
2. The form will be sent to and reviewed by the Director of Student and Professional Affairs
3. The form will then be referred to the Dean's Committee (Dean and Associate Deans) for analysis, assignment, and planning or action.
4. Students will be notified of the concern or complaint and the resultant actions taken or to be taken by the College of Pharmacy.
5. A file of these concerns and complaints will be maintained in the Office of Student and Professional Affairs and will be made available to ACPE during site visits and upon written requests from ACPE. The implications of these complaints will be included in ACPE's Evaluation Team Report.
6. Students who believe that a complaint made to the College in reference to one of the accreditation standards is unresolved can submit the complaint directly to ACPE in writing by going to www.acpe-accredit.org/complaints/default.asp.
7. These concerns and complaints will also be considered in the College of Pharmacy's assessment, quality improvement, and self-study processes.

Protection of Complainant

All complaints, concerns and suggestions made by students and the reaction to them by the College are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, college committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

COMPUTER LITERACY

Computer literacy for pharmacy majors is defined as an ability to utilize effectively representative commercially available pharmacy applications software in pharmacy practice. Each student must demonstrate computer literacy. Students who have never used a personal computer for common applications such as word processing are encouraged to complete Computer Science 163 and Computer Science 167 (or equivalent) prior to enrolling in the professional pharmacy program.

COURSE SYLLABI

Course syllabi are to be provided to students by the faculty of record for each course at the beginning of the semester. Information on the syllabus is to contain at a minimum the course title, prerequisites, course objectives, textbook or other requirements, topical outline, and grading policy. The latter is to include an indication of the numerical average or total points needed to obtain the various letter grades for the course and the mechanism for calculating that grade. Attendance policy and other policies pertinent to that particular course, i.e., mechanisms for access to graded examinations and expectations of classroom behavior, should be included.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

The University of Louisiana at Monroe strives to serve students with special needs through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet the College of Pharmacy's academic and technical standards, students are given the opportunity to achieve Doctor of Pharmacy competencies in alternative ways as long as the alternative methods do not fundamentally alter the structure or outcomes of the program or deviate from the technical requirements.

Applicants or enrolled students with suspected or documented disabilities who request accommodations for the disability are required to submit to an evaluation, at their own cost, by a health care professional identified by the College of Pharmacy. Applicants must submit, in writing, a request for evaluation to the Assistant Director of Student and Professional Affairs prior to admission. Any existing student who has a suspected or documented disability and who seeks special accommodations from the University must submit, in writing, a request for evaluation to the Assistant Director of Student and Professional Affairs prior to the start of the school year in the fall semester. If a suspected disability develops during the school year for which accommodations may be requested, the student must provide, in writing, a request for an evaluation to the Assistant Director of Student and Professional Affairs as soon as the student becomes aware of the disability requiring special needs.

The student will need to sign a waiver allowing the health care professional chosen by the College to provide medical information related to the disability to the College for evaluation. At a minimum, required documentation for evaluation of a student with a disability request for accommodations includes, a letter from the College identified health care professional stating whether or not the student's disability will impair the student's ability to meet the curricular outcomes and technical standards of the program with or without accommodations, copies of the diagnostic evaluation of the student along with the results of any diagnostic tests used in the diagnosis, and a list of specific accommodations that may be necessary. Students with accommodations are required to be reevaluated a minimum of every two years.

Accommodation decisions are addressed on an individual basis. The Office of Student and Professional Affairs, in conjunction with the ULM Counseling Center Director, will evaluate the effects of the student's disability in relation to the curricular outcomes and technical and academic standards. During this process, faculty and other campus representatives may be consulted to review the academic environment and its relationship to the student. If it is determined that reasonable and appropriate accommodations are available, students are required to complete a release of information authorizing a release of the information to faculty. Faculty members scheduled to teach the special needs student during the semester will be notified in writing of the suggested and requested classroom accommodations for that specific student with special needs. The documentation and accommodation letters are retained in the student's file with the Office of Student and Professional Affairs and the ULM Counseling Center. **At the beginning of each semester, the student will need** to sign a new release of information giving their permission to notify their faculty members for that particular semester of their special needs.

Accommodations do **NOT** apply retroactively and no accommodations will be provided until the evaluation process is completed. If students neglect to request accommodations from their faculty members by the specified deadline, those faculty members are under no obligation to retroactively correct for this. It is the student's responsibility to ensure that the faculty are aware of any accommodations necessary, and any accommodations must be arranged with the faculty member a minimum of five class days prior to the occurrence of the accommodation. Accommodations apply to present and future, not past events.

Students with special needs may have their case referred to the Board of Pharmacy Impairment Committee for an evaluation of their ability to practice pharmacy.

Students with special needs are encouraged to contact the Office of Student and Professional Affairs, the ULM Counseling Center and/or the Student Policy Manual for guidance (<http://www.ulm.edu/studentpolicy/studentpolicy.pdf>).

DRESS CODE

As a part of professional development, the students and the faculty of the College of Pharmacy have adopted a mandatory dress code for students enrolled in the College of Pharmacy professional program. (www.ulm.edu/pharmacy/policies/Dress%20Code%20revised%201%2004%2006.pdf) Students are expected to wear appropriate professional attire while in the College of Pharmacy building as dictated by the dress code. Failure to abide by the dress code is a violation of College policy and procedure and will be referred to the Committee on Ethical and Professional Conduct.

ELECTRONIC MAIL

Electronic mail is an official means of communicating with and disseminating information to students and a primary method of communication with the students. Often, this information is important and time-sensitive; the expectations of the College are as follows:

1. Each pharmacy student must maintain a ULM student email account. All email from the College to students will be sent directly to ULM addresses. Students are responsible for notifying the Office of Student and Professional Affairs of their ULM email address. If a student forwards their email to a non-ULM student email account, they are still responsible for all email delivered to their ULM student email account.
2. All pharmacy students should check their email frequently (at least twice a day, morning and evening, Monday through Friday).
3. Electronic mail boxes should be cleaned on a regular basis. Electronic mail bounced back because of a full mailbox will be considered delivered.
4. Emails from students to College Faculty or staff should bear a subject line pertaining to the body of the email, and a signature line at the end of the message giving the student's full name, student number and return ULM email address.
5. Electronic communications may be required as a part of courses and practice experiences.

In short, the lack of access to electronic communications is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.

EXAM SCHEDULING

Initial Exam Schedule

Prior to the beginning of each semester, faculty are asked to provide exam dates to the Associate Dean for Academic Affairs to create a master exam schedule. It is the goal of this schedule to help arrange exams for a particular class of students (e.g., P1, P2, P3) in a manner that only one major exam in a required course is given in an academic day during the semester or during final exam week. To this end, the Associate Dean will work with individual faculty to rearrange conflicting exams when possible. It is not the purpose of this schedule to ensure a maximum number of exams in a week nor to schedule every graded exercise. Because exams dates are usually based on the amount of material covered in a course, students should expect to have multiple major exams over a one to three week period several times during the semester. Students are encouraged to prepare in advance for periods of assessment with the assumption that student assessments other than scheduled major exams may occur on the same day or in close proximity to major exams.

The College of Pharmacy creates its own final exam schedule. The final exam schedule is created in a manner in which the College believes will maximize student performance for the majority of students within a given class of students (e.g., P1, P2, P3). Students taking classes outside the College of Pharmacy may have conflicts with the College of Pharmacy final exam schedule, and should address that conflict with the instructor of the course outside of the College of Pharmacy. If the student cannot resolve the conflict, they should seek assistance from the Director of Student and Professional Affairs. It is the policy of the College of Pharmacy not to alter its final exam schedule to accommodate other exams for courses taught outside of the College.

Students should be advised that exams might be scheduled outside of normal class times and on Saturdays, including the Saturday before or following final exam week. Students should be prepared to arrange their schedules to attend exams scheduled at these times.

Rescheduling of Exams

Rescheduling of exams occurs through the Associate Dean for Academic Affairs, and in general, once the exam schedule is published, exam dates will not be changed unless there is a University closing, a natural disaster, or emergency. In the event that an exam is cancelled due to a university closing, natural disaster, or emergency, students should be prepared to take the exam at the next regularly scheduled class period. In some cases, the exam may be rescheduled outside of the normal scheduled class time.

In the event a class wishes to petition for rescheduling of an exam published in the exam schedule, the class representative should file a written request with the Associate Dean for Academic Affairs within two weeks of publication of the exam schedule, the reasons for needing the exam moved, and potential dates to which to move the exam. The Associate Dean for Academic Affairs will review the request in conjunction with the course coordinator and provide an affirmative or negative response within five working days of receiving the request.

EXCUSED ABSENCES

Students Missing a Graded Exercise

A student missing a graded exercise (exam, quiz, in-class assignment, etc.) **MUST** contact the Course Coordinator via email or phone prior to the graded exercise. If a student cannot contact the Course Coordinator prior to the graded exercise, they must contact the coordinator within 24 hours of the graded exercise. It will be the sole responsibility of the Course Coordinator as to determine whether or not the student had a sufficient excuse for not contacting the Course Coordinator prior to the exam. Provided this policy is followed and a validated excuse is presented, excused absences will be granted for those reasons outlined in the University catalog and College of Pharmacy (COP) Student Handbook. Absences outside of those covered in the University catalog and COP Student Handbook will be excused at the discretion of the Course Coordinator.

Students Missing Class Time

Students **MUST** notify faculty of a scheduled absence (Physician Appointment, etc) prior to missing class. When possible, students **SHOULD** notify faculty of an unscheduled absence by phone or email prior to missing class. If a student cannot contact the Course Coordinator prior to class, they **MUST** contact the coordinator within 24 hours of class. Provided this policy is followed and a validated excuse is presented, excused absences will be granted for those reasons outlined in the University catalog and COP Student Handbook. Absences outside of those covered in the University Catalog and COP Student Handbook will be excused at the discretion of the Course Coordinator.

Students **SHOULD NOT** miss class for drug screening; however, in the rare case where a student's class schedule does not allow sufficient time for drug screening within the pre-defined window, an excused absence will be granted by the Dean or his/her designee provided the student receives permission from the Dean's office or the Course Coordinator to be absent prior to the absence occurring. This excuse will be communicated in writing by the Dean or his/her designee directly to the Course Coordinator.

Excuse Validation

The validity of all excuses will be verified by the Office of Student and Professional Affairs. Students should bring the excuse to the Office of Student and Professional Affairs before classes on the day they return to class. The Office of Student and Professional Affairs will verify the validity of the excuse and will sign and date the excuse. The student should retrieve the validated excuse on the **SAME** day it is dropped off in the office of Student and Professional Affairs. The student should provide the Course Coordinator with the validated excuse within two business days of its validation.

Contacting Course Coordinators

Contact information for all course coordinators is located in the syllabus for all courses; however, students are encouraged to pre-program their course coordinators office phone numbers into their cell phones or keep a list of course coordinator phone numbers where they are easily accessible. Student may contact the Office of the Dean (318-342-1600) or the Office of Student and Professional Affairs (318-342-3800) for assistance.

Appeals for Excused Absences

In the event that a student disagrees with a Course Coordinator's decision concerning an excused absence, they may appeal that decision using the same pathway and timelines outlined for a grade appeal (Department Head, Associate Dean for Academic Affairs, Dean, Provost). Any appeal should include a copy of the validated excuse and a letter outlining reasons the excuse should be granted based on the College and University guidelines for excused absences.

FACULTY OFFICE HOURS

Office hours will be established by each faculty member. The number of hours, the frequency and the weekly scheduling should reflect the nature of the instructor's involvement, the number of associated credit and/or contact hours, the enrollment in the course, and the difficulty of course content. A schedule of office hours, office telephone number(s) and faculty email address(es) should be included in the syllabus.

FOOD AND/OR BEVERAGE CONSUMPTION IN COLLEGE OF PHARMACY FACILITIES

In accordance with University policy, students are not to consume food or beverages or consume tobacco products in classrooms or teaching laboratories, including the computer laboratory. With the exception of water in a closable container, students cannot consume food or beverages outside the student lounge area.

GRADING AND COMPUTING GRADE POINT AVERAGE

Classes taken in the professional program will appear on the student's Professional transcript. The College of Pharmacy uses a typical lettered grading system with the caveat that only grades of "C" or better are considered passing. Although a student may progress to the next course with a grade of "D" in a prerequisite, the course in which the "D" grade was earned must be remediated at its next available offering. A student must have a grade of "C" or better in all coursework prior to entering the Advanced Practice Experience component of the program. The University of Louisiana at Monroe, nor the College of Pharmacy use a plus or minus grade point scale. Grade point averages are used in determining a student's academic standing. Based on a four-point system, averages are computed by: multiplying the number of semester hours of each course by the number value of the letter grade earned; totaling quality points earned; totaling quality hours pursued and dividing the quality point total by the number of quality hours attempted. In such computation, semester hours are also considered for all courses with grades of "F" and "I." The University is on a 4.0 grade value where A=4, B=3, C=2, D=1, F=0, and I=0.

GRADE APPEALS

It is the instructor's prerogative to assign student grades in accordance with his/her academic and/or professional judgment, and the student assumes the burden of proof in the appeals process. The academic grade appeal provides a fair means for **appealing a final grade** in a course if the student believes the final grade to have been determined unfairly.

I. General Conditions for All Academic Grade Appeals

A. Inappropriate Uses of Appeal

An appeal shall not be used to question the professional judgment of a faculty member, the content of an examination, or other course requirements.

B. Only Final Grades Can Be Appealed

Only the final grade in a course may be appealed. Individual test scores are not subject to an appeal; individual grades will be considered only as they bear upon the final grade. The final grade in a course may be appealed only if the student believes that the faculty member:

1. Has not adhered to grading standards and requirements in the course syllabus or
2. Has not used criteria uniformly to evaluate the student's academic work compared with the work of other students.

C. Original Appeal Cannot Be Expanded

The student may not expand the original appeal beyond that initially presented to the faculty member

D. Time Frames Must Be Observed

The student must initiate an appeal within fourteen calendar days of the beginning of the next semester or summer term following the academic term in which the questioned grade was assigned. Any subsequent appeals to each higher level must be made within seven days of the student's notification of the decision. Under normal circumstances, if the student who is appealing a grade fails to meet any deadline of appeal to the next higher level, the appeal will be considered withdrawn.

E. Appeal to Succeeding Levels

1. It is the student's responsibility to carry the academic grade appeal to each succeeding level. Each written request shall include:
 - a. Date of letter
 - b. Student name and identification number
 - c. Course name, number, and section
 - d. Name of faculty member
 - e. Date of student/faculty conference
 - f. Statement concerning basis for appeal for grade change, with any supporting documentation
 - g. Grade believed deserved
 - h. Student's legal signature

2. A faculty member may appeal an academic grade appeal decision made at the level of department head, dean, or Vice President for Academic Affairs by making a written request. Each written request shall include:
 - a. Date of letter
 - b. Student name and identification number
 - c. Course name, number, and section
 - d. Name of faculty member
 - e. Date of student/faculty conference
 - f. Date of decision being appealed
 - g. Statement concerning basis for appeal of decision, with any supporting documentation
 - h. Grade believed deserved
 - i. Faculty member's legal signature

The time frames that apply to the student shall apply to the faculty also. Under normal circumstances, if the faculty member who is appealing a decision fails to meet any deadline of appeal to the next higher level, the appeal of decision will be considered withdrawn.

II. **Academic Grade Appeals at Different Levels** (General conditions for all academic appeals apply at all levels.)

A. Faculty Member

The student must first meet with the faculty member to attempt to resolve the matter.

B. Department Head

If the matter is not resolved with the faculty member, the student shall send a written request to the faculty member's department head for a conference with the department head and faculty member. The department head shall provide the faculty member with a copy of the written request. The faculty member shall provide the department head with a statement concerning the basis for the grade with any supporting documentation. The department head, faculty member, and student shall meet to discuss the appeal. The department head shall notify the student and faculty member of the decision.

C. Associate Dean, Academic Affairs

If the student wishes to appeal the decision of the department head, a written request for a meeting shall be sent to the Associate Dean for Academic Affairs of the College of Pharmacy (for Pharmacy and Toxicology classes). The department head shall provide the associate dean with a statement concerning the basis for the grade with any supporting documentation. The associate dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

D. Dean

If the student wishes to appeal the decision of the associate dean, a written request for a meeting shall be sent to the Dean of the College of Pharmacy. The associate dean shall provide the dean with a statement concerning the basis for the grade with any supporting documentation. The dean shall meet with the associate dean, department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

E. Vice President for Academic Affairs

If the student wishes to appeal the decision of the dean, a written request for a meeting shall be sent to the Vice President for Academic Affairs. The dean shall provide the Vice President with a statement concerning the basis for the grade with any supporting documentation. The Vice President shall meet with the dean, department head, faculty member and student and shall notify them of the decision.

F. Academic Appeals Committee

If the student wishes to appeal the decision of the Vice President for Academic Affairs, a written request for a meeting shall be sent to the Academic Appeals Committee through the Vice President for Academic Affairs who shall provide the Academic Appeals Committee with a statement concerning the basis for the grade with any supporting documentation. The Academic Appeals Committee shall review the appeal and render a final decision and shall notify the student, faculty member, department head, dean and Vice President for Academic Affairs of the decision.

GUIDELINES FOR INFECTION CONTROL AND EXPOSURE MANAGEMENT

Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials. This includes Hepatitis B virus, which causes Hepatitis B, a serious liver disease, and Human Immunodeficiency Virus, which causes Acquired Immunodeficiency Syndrome (AIDS). The Occupational Safety and Health Administration (OSHA) standard for Occupational Exposure to Blood borne Pathogens is designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. OSHA has concluded that this exposure can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels and other provisions.

If an exposure incident occurs, the following steps should be followed:

1. Clean the area exposed thoroughly (clean wound, flush eyes, flush mucous membranes, etc.).
2. Contact the Student Health Services at 342-1651 and report the incident. Student Health Services will make arrangements for a confidential medical evaluation and follow-up. They will also administer first aid and will also clean the area affected thoroughly. If the incident occurs after hours notify University Police of the incident and seek medical evaluation, preferably at St. Francis North Hospital.
3. Be sure to document the routes of exposure and how the exposure occurred.
4. Identify and document the source individual, if known, unless it can be established that identification is not feasible or is prohibited by state or local laws.

HEALTH EMERGENCY OR ACCIDENT

In the event of an accident or emergency illness, immediately notify the **UNIVERSITY POLICE (Ext. 5350)** and/or the **STUDENT HEALTH CENTER (Ext. 5238)**. These departments normally can determine if the individual needs to be evacuated from the area and by what means. Very often, a trip to the ULM Student Health Center will suffice. If possible, the University Police should determine the need for an ambulance. **If an ambulance is required, the request should be made by the University Police to assure speedy dispatch.** The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his name and be held responsible for the ambulance bill. In cases of extreme emergency, it may be necessary for an individual to call for ambulance services direct. Dial 9-1-911. This is a matter of judgment on the part of the individual concerned. Expenses incurred as a result of an accident or illness must be paid by the student. In the event of accident or illness, call in the following order:

University Police, 5350

Student Health Center, 5238

Ambulance, 1-911 (From Campus phone, otherwise call University Police.

(Fire Dept. will also respond)

In the event of minor accident or illness call in the following order:

University Police, 5350

Student Health Center, 5238

HANDOUT POLICY

It is at the discretion of the individual faculty member as to whether or not handouts, note outlines, note summaries, practice problems or other supplemental learning aids will be provided to the students. In the situation where supplemental learning aids are provided, the faculty member will provide such supplements in a course packet for purchase prior to the start of the semester, or work within College of Pharmacy policy for electronic posting of handouts. Students should not print notes in the College of Pharmacy computer laboratory.

INCIVILITY

In situations where a student exhibits behavior that is inconsistent with the professional ideal, that behavior should be addressed and the student educated to the appropriate behavior, response or action. The following is a list of examples of kinds of behaviors that are considered inappropriate. Although many of these examples describe overtly aggressive, uncivil behaviors, others speak to a fundamental sense of personal discipline and consideration for fellow students and instructors, and respect for property.

- Talking during class.
- Inattention during class
- Verbal insults to other students or instructors
- Rude, insulting, or emotional verbal outbursts during class.
- Threats or acts of physical violence.
- Damage to University property or that of others.
- Inappropriate use of computer during class, including sending/checking e-mail, playing games, surfing the internet.
- Habitually being late for class.
- Reading newspaper during class.
- Use of cell phone during class.
- Sleeping during class.
- Eating during class
- Any other activity that is disruptive and interferes with the learning environment of the class such as shuffling papers at the end of class.
- Verbal attacks on students, faculty, teaching assistants, or staff at any time.
- Frequently leaving the classroom during class to go to the restroom or to attend to other personal business.
- Circumventing established chains of command regarding School policies/procedures or personal grievances.
- Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty and staff.

In isolated instances of inappropriate behavior on the part of a student, those individuals observing or affected by that behavior are encouraged to address the offending person or persons if possible, depending on the nature and severity of the behavior. Faculty have the discretion of addressing the matter when it occurs in a class or is course related. If the faculty member believes that a student's behavior is detrimental to the learning activities of the rest of that class, the faculty member reserves the right to ask the student to leave the class and count it as an unexcused absence. Similarly, incidents that are related to student organization activities may be addressed by that organization's faculty advisor. Alternatively, faculty and advisors may refer the incident to the Director of Student and Professional Affairs and/or the Associate Dean for Academic Affairs. All incidents of inappropriate behavior outside the context of a course or organizational activity should be referred to the Director of Student and Professional Affairs and/or the Associate Dean for Academic Affairs. In addition, faculty and advisors are encouraged to inform the Director of Student and Professional Affairs and/or the Associate Dean for Academic Affairs of all incidents of inappropriate behavior to assist in identifying and documenting repeat offenders.

Anyone observing an incident of inappropriate behavior on the part of a pharmacy student is encouraged to report the event to the Director of Student and Professional Affairs and/or the Associate Dean for Academic Affairs as soon as possible. Depending on the nature and the context of the incident, one or both of these individuals will be responsible for discussing the behavior with that student and counseling him or her on how they can correct that behavior. In cases of students who engage in grievous or multiple incidents of inappropriate behavior, the student will be referred to the Committee on Ethical and Professional Conduct to determine an appropriate level of remedial and/or punitive action as necessary.

INSTRUCTOR EVALUATIONS

The College policy on faculty performance review requires student evaluation of teaching for every course every semester. Evaluations of instructors are important to the College of Pharmacy. The College strives to continually improve and uplift its curriculum and teaching. Honest feedback is valued. Course evaluations are used as part of the information for faculty evaluations, assignments for courses and curricular changes. Information is collected from students, compiled and shared with individual faculty members, department chairs and the dean. Students failing to complete a course evaluation may receive an incomplete in the course until the evaluation is received. Students should take this opportunity to provide serious input. All student comments will be forwarded to faculty after final grades are reported.

LEAVE OF ABSENCE

On occasion, it may be necessary for a student to take a leave of absence from the College of Pharmacy. In such cases, the student must apply to the Associated Dean of Academic Affairs. If the student is enrolled in classes, they will also fall under the withdrawal from classes policy. Students may seek a leave of absence for a medical condition of the student or an immediate family member or for military deployment of the student.

Students requesting a leave of absence should send a letter to the Associate Dean for Academic Affairs requesting the leave. The letter should contain the reason necessitating the leave, the inclusive dates of the leave, and appropriate documentation supporting the necessity of the leave should be attached.

Students granted for a leave of absence will sign a letter of agreement from the Associate Dean for Academic Affairs which states the reason for the leave, the inclusive dates of the leave and any remediation or developmental programs that must be completed upon return to the program. Students granted a leave of absence will remain under the six-year time limit for completion of degree requirements unless this requirement is explicitly waived in the letter of agreement.

Students wishing to appeal a decision on a leave of absence request may do so by sending a letter of appeal to the Dean of the College of Pharmacy.

EXAMINATION AND QUIZ GUIDELINES

All examinations and quizzes are given in accordance with the College of Pharmacy Honor Code. Students are expected to behave in a manner such that no doubt could possibly exist about their academic integrity and must follow guidelines imposed by the faculty member.

Students must:

- Show up on time for the exam. Students showing up late for the exam will not be allowed to take the exam. Unless the tardy arrival was due to an excuse listed under approved excuses in the University catalogue, the student will be assigned a grade of “0” for the exam.
- Space themselves evenly in the exam room or sit in pre-assigned seats;
- Unless exams are open-book, the student must leave all books, papers, coats, purses, book bags, etc in their locker.
- Leave the test area and the hallway outside of the classroom being used for testing immediately after finishing the exam. If you are waiting for someone still in the exam room, you must wait in the student lounge, the student locker room or the student resource center.
- Wear College of Pharmacy identification badges;
- Not share calculators (if calculators are allowed);

- Immediately stop writing and put all pens and pencils away when time is called at the end of the exam. **Failure to respond immediately will result in a grade of “0” for the exam or quiz.**
- Put all pens and pencils away before getting up to turn in papers;
- Wear appropriate attire as defined in the dress code.
- Quietly move seats if requested to do so before or during the exam.

Failure to comply with the above items will result within the student being dismissed from the exam. Examinations may be given outside of regular class hours in the evening or on weekends.

POSTING OF GRADES, EXAM KEYS AND REPORTING OF FINAL COURSE GRADES

It is the policy of the College of Pharmacy that following each examination, students are to be notified of their performance and also the class average for that exam. In general, posting of grades is done on a secure web site such as Moodle™, which allows students to access only their individual grades. If done outside this secure website, the written or electronic posting of grades cannot be done by name, social security number or any partial sequence of the social security number or by any other method in which the posting is by alphabetical order. It is the prerogative of an instructor to choose to post course grades and/or test results. If an instructor chooses not to post this information, it is the responsibility of the instructor to securely provide via alternative means the student grade and class average. Students have the right of access in some form to graded examinations and exam keys. The instructor determines the method of access.

It is suggested that faculty not report final grades to the students until all final course examinations have been completed. This procedure is recommended in order to prevent the performance on an earlier exam and notification of resulting course grade from having a detrimental effect on a final examination occurring later during the examination period.

PARTICIPATION IN UNIVERSITY COMMENCEMENT EXERCISES

All graduating students are required to participate in College and University commencement exercises unless excused by the Dean of the College of Pharmacy. Students wishing to be excused from commencement must write a letter to the Dean of the College of Pharmacy requesting that they be excused.

PARTICIPATION IN CONVOCATION AND OTHER MANDATORY MEETINGS

At various times during the academic year, faculty or the College administration may need to meet with the student body in individual groups or as a whole. Each semester, a period of time is set aside each week to hold these meetings. When such meetings are announced, all students involved are expected to attend.

In addition, the College of Pharmacy will hold required student convocations during the semester. Student convocation dates are set at the beginning of the semester, and all students are required to attend and participate in each convocation unless excused by the Associate Dean for Academic Affairs or the Office of Student and Professional Affairs. Students failing to attend convocation face disciplinary action through the Committee on Ethical and Professional Conduct. Frequent student continuing professional development programs will be offered by the College of Pharmacy or the professional organizations within the College. Students may be required to attend any or all of these programs, and attendance may be tied to credit in a class if it is stated in the class syllabus.

PART-TIME STUDY AND EMPLOYMENT

Because of the rapid evolution of the practice of pharmacy and time constraints on the completion of the Doctor of Pharmacy program, the program is considered a full time program and students are not allowed to enroll on a part-time basis. The exception to this policy is off-track students who require only a part-time load to complete the program.

In addition, the demands of the Doctor of Pharmacy curriculum require an intense effort from the students. Therefore, upon acceptance to the program of study, students are expected to devote their energies towards the academic program. The College actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects. Due to curricular requirements, course functions and/or examinations outside the normal Monday through Friday, 8 am to 5 pm business hours time frame will occur. Clinical responsibilities may include evening and weekend work.

PROGRAMMATIC ASSESSMENT

The College of Pharmacy is continuously assessing the professional program in order to make improvements, particularly in student learning and achieved outcomes. These assessments may occur through end of year exams, student focus groups, course and faculty evaluations, student, faculty, employer and alumni surveys as well as other mechanisms. It is an important component of the quality improvement activities of the College that students provide honest and constructive input into this process. Students are encouraged to participate fully in these activities when given the opportunity.

SEXUAL HARASSMENT

The College of Pharmacy at University of Louisiana at Monroe is committed to providing an environment for students, which is free from sexual harassment and has adopted the University policy for dealing with sexual harassment issues. College of Pharmacy Students are referred to the University Student Policy Manual for an explanation of this policy.

SHARING OF EDUCATIONAL PERFORMANCE INFORMATION

The professional program establishes standards for student performance. If a student does not meet program expectations in one or more areas of attitudinal, behavioral or knowledge performance, information regarding student deficiencies may be shared among instructors or preceptors. The goal of this information sharing is to encourage instructors or preceptors to work with the student to address identified deficiencies. Individuals responsible for administering the Introductory Pharmacy Practice Experience Program, the Experiential Education Program and the Associate Dean for Academic Affairs or their representatives may authorize such information sharing if it is believed to be in the best interest of the student.

USE OF PRIOR COURSE MATERIALS AS STUDY AIDS

The College of Pharmacy does not have an umbrella policy concerning the use of prior course materials as study aids, and the College leaves it to the discretion of the individual instructor as to whether the use of these materials are permitted in their courses. Confusion may exist concerning which materials are acceptable to possess because some faculty expressly forbid the dissemination of old tests, quizzes, papers, or other course-related documents, while others make such materials freely available for study and reference purposes. In an effort to clarify this matter, the following policy on the production and possession of hard copy and electronic files applies to all College of Pharmacy courses:

1. Students are free to compile study files of prior course material, either hard copy or electronic, but they must verify on the course syllabus of each course that any such materials are not prohibited from being in their possession.
2. Faculty are strongly encouraged to develop on their syllabus, a list each semester of specific items that are NOT permissible to possess and/or distribute to other students, which may include any of the following:
 - prior exams
 - keyed exams
 - other students' completed exams
 - prior quizzes
 - keyed quizzes
 - other students' completed quizzes
 - previously submitted graded or ungraded course materials (reports, class projects, etc.).

3. It is the course instructor's responsibility to inform students what materials are forbidden. If a course instructor does not provide students with such a list, students may assume any material they encounter for that course is permissible to have.
4. Students who possess and/or pass down course prohibited course materials are in violation of the policy and the Honor Code.

VISITORS TO STUDENT CLASSES OR EXAMS

Students are not to bring children, pets or others to class or exams due to the potential for disrupting the class or examination. A student may bring an adult visitor to class if it is previously approved by the course coordinator.

OTHER MISCELLANEOUS POLICIES

BUILDING HOURS

Unless special arrangements have been made, the College of Pharmacy building is open to students from 7:30 a.m. through 5:30 p.m. Monday through Thursday, and 7:30 a.m. through 11:30 a.m. on Fridays. The building is closed to students on the weekends.

The building is accessible by faculty and appropriate staff and/or graduate students, through electronic keycard, 24 hours a day 7 days a week.

BULLETIN BOARD POLICY

The college provides bulletin boards within the College of Pharmacy for the purpose of posting publicity materials for the College community. All postings must meet the following requirements and will be discarded after posting expiration.

1. All posting should be approved through the Office of Student and Professional Affairs.
2. All postings should include the name of the sponsoring organization and the date of posting.
3. The size of posted materials is limited to 8.5 by 11 inches.
4. The College prohibits posting of materials on walls, doors, and windows and inside the elevator.
5. Materials can be posted for a maximum of 2-weeks. The party posting of the material is responsible for removing the material from the posted site. Failure to remove out of date postings will result in the loss of posting privileges.

CONFIDENTIALITY OF STUDENT RECORDS

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Under FERPA, schools must generally afford parents access to their children's education records; an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Schools are required by FERPA to provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school, redact the names and other personally identifiable information about other students that may be included in the student's education records. Schools are not required by FERPA to create or maintain education records, provide students with calendars, notices, or other information, which does not generally contain information directly, related to the student, or respond to questions about the student.

Under FERPA, a school must consider a request from a student to amend inaccurate or misleading information in the student's education records, offer the student a hearing on the matter if it decides not to amend the records in accordance with the request, offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record. A school is not required to consider requests for amendment under FERPA that, seek to change a grade or disciplinary decision or seek to change the opinions or reflections of a school official or other person reflected in an education record.

A school must have a student's consent prior to the disclosure of education records and ensure that the consent is signed and dated and states the purpose of the disclosure. A school MAY disclose education records without consent when the disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students; the student is seeking or intending to enroll in another school; the disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs; the disclosure is to the parents of a student who is a dependent for income tax purposes; the disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid; the disclosure is pursuant to a lawfully issued court order or subpoena; or the information disclosed has been appropriately designated as directory information by the school.

Pursuant to the requirements of the 1974 Family Educational Rights and Privacy Act (FERPA)—Public Law 93-380, certain types of information, designated by law as “directory information,” may be released without the student's permission. A list of the types of directory information which can be released (e.g., name, address, phone number) are listed in this publication and may be obtained in the Registrar's Office. Students who wish directory information to be withheld should complete a “Withholding Information” form in the Registrar's Office. Annually, ULM publishes a *Campus Telephone Directory*, which contains the name, local address, student's academic college, and classification of each student attending ULM. Students who wish to prevent this information from being published should complete the specified request form in the Registrar's Office. To prevent this *Directory* information from being released by the Campus Operator, a student should complete the specified form in the Registrar's Office. Requests to prevent either the releasing or publishing of directory information will be in effect indefinitely until written notification is received in the Registrar's Office. Students have the right to file complaints with the FERPA Office in Washington, DC, concerning alleged failures by the University to comply with the Act. Student medical records are covered by FERPA privacy mandates.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Complaints must:

1. Be submitted in a timely manner, not later than 180 days from the date the student learned of the circumstances of the alleged violation
2. Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
3. Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
4. Names and titles of those school officials and other third parties involved;
5. A specific description of the education record around which the alleged violation occurred;
6. A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
7. The name and address of the school, school district, and superintendent of the district;
8. Any additional evidence that would be helpful in the consideration of the complaint.

GRADUATION REGALIA

Graduation regalia are purchased through the University bookstore by the student. Once purchased, the bookstore will provide the hood to the College of Pharmacy for the student to be hooded on stage at graduation.

IDENTIFICATION BADGES

Student identification cards are provided to all students. This card is a pass in and out of the College of Pharmacy building and is required for entrance into special events for both the College and the University. It is necessary for students to have their student identification card in their possession at all times when they are in the Pharmacy building, and a student may be requested to produce their student identification card to justify their need to be in the building at any time.

Students are required to display their card as an identification badge or at their desk during an exam. Students will be required to wear their identification card with their white jackets in all experiential Education courses.

PARKING

Each and every motor vehicle operated on campus by any person in any way connected with the university must be registered with the University Police immediately upon arrival on campus. **The College of Pharmacy Building is considered a part of campus.** Each full-time or part-time student who uses a motor vehicle on campus must pay \$50.00 Vehicle Use Fee for the full year. Only one hang decal will be issued to a person. Cost for decals for spring or summer semesters only will be pro-rated. A student may not register a vehicle owned, operated, and/or maintained by another student. Proof of ownership may be required. Violation of this regulation could result in the loss of driving privileges on campus. All vehicles must display a current registration decal, which also serves as a parking permit. Possession of a permit does not guarantee a parking space. Parking permits may be transferred to another vehicle as long as the second vehicle is a family vehicle. Use of a permit belonging to a current student will result in citations being issued to the person to whom the decal was issued. Registration must be accomplished at Brown Auditorium the first week of school and then at the ULM Police Office. Proof of ownership must be presented when registering your vehicle. The following information and documents will be needed when registering your vehicle:

- Vehicle Registration Certificate
- Previous Student Decal
- Vehicle Use Fee payment Receipt
- ULM Identification Card

The official ULM Parking Permit must be displayed on the rear windshield of the vehicle. The permit must be displayed with the permit attached to the outside lower left side of the rear window. Attachment to the window will not deface the window, and the decal can be easily removed after use. Display of the permit in any other manner will result in a parking citation for improper display of decal. Lost and stolen permits should be immediately reported to University Police by permit and zone number, and lost/stolen permits will be replaced only after a \$ 35.00 penalty has been paid.

Decals must be renewed each fall semester, and vehicle use fees are non-refundable. These rules apply on campus and at the College of Pharmacy building.

SCHEDULING SPACE IN THE COLLEGE OF PHARMACY

Student organizations may make use of space in the College of Pharmacy for meetings or special events when the building is open. To book a room for a meeting or event students must complete the COP Bienville Event Planning Request form and deliver it to the Associate Dean for Operations, Technology and Graduate Studies at least one week (7 days) prior to the date of the proposed scheduled event. All required signatures, including the Faculty/Staff member who will actually be present at the event and will be responsible for the event, must be on the form prior to receipt by the Associate Dean. A detailed description of the event must be provided on the form, and any special equipment for the event must be listed on the form. The event will not be finalized until approval is given and the event is placed on the College Calendar.

SMOKE FREE ENVIRONMENT

The use of tobacco products is prohibited in all university buildings and leased spaces. The University of Louisiana at Monroe is dedicated to providing a safe, healthy, comfortable, and productive learning environment for students, faculty, and staff by making the environment as smoke-free as practicable. As a general rule, nonsmokers are not to be unreasonably exposed to tobacco smoke. Smoking is prohibited in all College of Pharmacy buildings. In addition, based on State, City and University regulations, smoking is not permitted within 25 feet of an entrance, air intake duct or window of a building or within 25 feet of outdoor areas where seating is provided.

The use of smokeless tobacco is not permitted in auditoriums, classrooms, laboratories, other instructional support areas or in any posted area on the ULM campus. It is also not permitted in varsity sports practice, training, medical, or meeting facilities.

PHARMACY PRACTICE EXPERIENCES

Students must complete both introductory and advanced practice experiences as a requirement of the Doctor of Pharmacy program. Practice experiences are managed in the office of Experiential Education and are conducted in all parts of the state as well as the surrounding region.

Enrollment in the College is limited by the number of experiential sites available, and students can expect to be assigned experiences in more than one geographic region. Therefore, students will need their own mode of transportation for practice experiences, and students should plan on obtaining housing in more than one region during their experiences. Although the College of Pharmacy does not supply housing, the Office of Experiential Education will provide information on available housing in the area when such information is available.

Practice experience assignments are done on a random basis through the use of the E*VALUEe*Value System. Further alteration of the practice experience schedule may be made by the Office of Experiential Education to insure a well-rounded and quality practice experience. Although, students are allowed to enter preferences into the E*VALUEe*Value system, the College does not give preference in experience assignments based on domicile, marriage status, etc.

E*VALUEE*VALUE HEALTHCARE EDUCATION SOLUTIONS SYSTEM

The e*Value Healthcare Education Solutions System (E*VALUEe*Value) is a comprehensive web-based system implemented to facilitate the management of all aspects of the Experiential Education Program. Preceptors and students will access the system, via the Internet. This allows direct access to the information server to update affiliate bio's, view rotation assignments, complete daily logs, document interventions, complete assessment forms, and view student evaluation reports for various aspects of the rotation. Links will be provided to download the policy and procedure manual and various program forms. No patient specific information will be entered into E*VALUEe*Value.

SERVICE LEARNING COMPONENT

Each semester, students are required to complete a service-learning project. The purposes of the projects are to introduce students to the humanistic component of pharmacy, enhance student empathy, and demonstrate knowledge and skills learned in the program. The service-learning project is identified as a required component of a didactic course, and students are held to the same academic, ethical and professional standards for these projects, as they are the rest of the curriculum. Failure to successfully complete a service-learning project will result in the student receiving an incomplete in the course in which the project is associated. The student must successfully complete the project to remove the incomplete grade.

TYPES OF INTRODUCTORY PRACTICE EXPERIENCES

Introductory Pharmacy Practice Experiences (IPPEs) are in the two traditional areas of Pharmacy: community pharmacy and institutional pharmacy as well as early experiences in clinical and/or service related areas. The experiences are designed to introduce the student to the practice of pharmacy and allow the development of the skills necessary to provide pharmaceutical care. The introductory practice experience should provide the student with a brief overview of comprehensive pharmaceutical care including the dispensing function, patient triage for self-care, third party payment, patient and health care provider communication, and the financial aspects of the practice of pharmacy. Students are expected to actively investigate and participate in the practice of pharmacy at their assigned practice sites.

During each of the first six didactic semesters, students will be required to participate in service learning projects related to the practice of pharmacy. In the summers following their P1 and P2 years, students will be required to complete one-month (5 day/week, 40 hour per week) experiences in community and institutional pharmacy respectively.

REQUIREMENTS FOR PROGRESSION TO ADVANCED PRACTICE EXPERIENCES

Student must successfully complete the IPPEs (Pharmacy 480 and 481) with an earned grade of “C” or better to progress to the Advanced Practice Experiences and to complete graduation requirements.

TYPES OF ADVANCED PRACTICE EXPERIENCES

Advanced Practice Experiences are available in a variety of settings. Experiences vary from those with a large focus on the dispensing function to those with little focus on the dispensing function to those focused on aspects outside of patient care (e.g., administration, professional organizations, academia). The Advanced Practice Experience year is designed to give the student a broad experience in a number of pharmacy practice sites and to develop further the skills and knowledge necessary to enter into a variety of pharmacy practice types as an entry-level practitioner. Such experiences include, but are not limited to academics, ambulatory care clinics, community pharmacies (chain and independent), closed-door pharmacies, home health, institutional pharmacies, intravenous infusion services, multidisciplinary acute care teams (internal medicine, critical care, pediatrics, infectious disease, cardiology, etc) long-term care facilities as well as others.

REQUIREMENTS FOR GRADUATION

In order to successfully complete the requirements for graduation, student must earn a grade of “C” or better in the following Introductory and Advanced Practice Experiences: Pharmacy 480: Introductory Community Pharmacy Experience, Pharmacy 481: Introductory Institutional Practice Experience, 634: Advanced Community Pharmacy Practice Experience, 635: Advanced Institutional Pharmacy Practice Experience, 636: Advanced Ambulatory Care Pharmacy Practice Experience, 637: Advanced Adult Medicine Pharmacy Practice Experience, 638: Advanced Specialty Pharmacy Practice Experience, 639: Advanced Pharmacy Practice Elective Experience I, and 640: Advanced Pharmacy Practice Elective II (for students graduating 2012 and later). In addition, advanced practice students must meet programmatic requirements for graduation such as , but not limited to, passing advanced practice assessment exams, objective structured clinical exams, practical exams, error and omission exams, and exit exams.

POLICIES AND PROCEDURES

Requirements for Entering Introductory Pharmacy Practice Experiences

All students will be required to enroll in the Introductory Pharmacy Practice Experience at the appropriate time in their curriculum. Students with first year pharmacy standing will complete a one-month practice experience (PHRD 4050) at a community, independent pharmacy during the summer after the first professional year of pharmacy school. Students who have a second year pharmacy standing will enroll in the second phase of the Introductory Pharmacy Practice Experience (PHRD 5000), where they will complete a one-month practice experience in an institutional pharmacy during the summer following the second professional year of pharmacy school. The student will also be required to satisfy certain University requirements, including but not limited to the following:

- Health screening requirements as prescribed by the College of Pharmacy. Students will be given notice of the health screening requirements and the date by which they must be satisfied. If all required immunizations and health testing are not complete by orientation, the student will not be allowed to participate in the Introductory Pharmacy Practice Experience Program.
- Obtain a copy of their immunization record from Student Health Services. To do so, students should call 318-342-1875 and follow the recorded instructions to obtain this record.
- Licensure as an intern in the State of Louisiana. For sites outside of Louisiana, the student must satisfy the licensure requirements of that specific state by contacting the Board of Pharmacy for that state. It is the student's responsibility to satisfy licensure requirements in Louisiana or states other than Louisiana.
- Carry health insurance coverage during the time that the student is enrolled in the practice experiences.
- Obtain a copy of their criminal background check from the Louisiana State Board of Pharmacy
- Certification in Basic Life support training, including electronic defibrillators.
- Attendance at the mandatory orientation held prior to beginning the Introductory Pharmacy Practice Experiences.
- Other requirements mandated by individual practice sites (ex. criminal background checks, drug tests, etc.).

Students must keep their immunization records, intern license, CPR certification, criminal background checks and proof of insurance with them at all times during their practice experiences.

Assignment of Introductory Pharmacy Practice Experiences

During the fall semester preceding their Introductory Pharmacy Practice Experiences, students will be able to begin practice experience selection. Using the e*Value Healthcare Education SolutionsE*VALUE, students will be allowed to choose three preferences for their practice experience, which will take place in either June or July of the following summer. Students will also provide two location zones in case their three preferences have already been taken. The option of arranging out-of-system practice experiences is also available. Assignments are selected by the E*VALUEe*Value program in a randomized fashion. If students do not enter preferences by the assigned deadline, assignments will be based on preceptor availability after all entered preferences are given. Once the assignment schedule has been posted, changes in practice experience assignments will be considered as described in the policy below on changing IPPEs.

The students will be notified of their rotation assignments no later than mid-April. Students will be given a two (2) week period to negotiate a swap of practice experiences among themselves as outlined below in the policy on changing IPPEs.

To provide the student with a diverse range in practice experiences and avoid any conflicts of interest, the following rules will be adhered to in the assignment procedure.

- A student will not be placed in a practice site where he/she is presently or has been previously employed as an intern or technician.
- A student will not be placed in a practice site that is owned or operated by a relative.
- A student will be placed in practice sites based on College of Pharmacy priorities. These priorities will include but not be limited to site/preceptor quality, contractual agreements with the sites, and relative student load at a particular site or within a site parent company.

Requirements for Entering Advanced Practice Experiences

Only students who have satisfactorily completed all pre-professional and profession didactic coursework, service learning projects and introductory practice experiences with a minimum earned grade of “C” in each course and successfully completed any required programmatic assessment will be allowed to enter the Advanced Practice Experience (APE) Program. The student will also be required to satisfy certain University requirements, including but not limited to those outlined below:

- Health screening requirements as prescribed by the College of Pharmacy. Students will be given notice of the health screening requirements and the date by which they must be satisfied. If all required immunizations and health testing are not complete by orientation, the student will not be allowed to participate in the Advanced Practice Experience Program.
- Obtain a copy of their immunization record from Student Health Services. To do so, students should call 318-342-1875 and follow the recorded instructions to obtain this record.
- Licensure as an intern in the State of Louisiana. For sites outside of Louisiana, the student must satisfy the licensure requirements of that specific state by contacting the Board of Pharmacy for that state. It is the student’s responsibility to satisfy licensure requirements in Louisiana or states other than Louisiana.
- Carry professional liability insurance covering the time that the student is enrolled in Advanced Practice Experiences. Coverage is provided by the State of Louisiana Office of Risk Management for all students enrolled in the professional program.
- Carry health insurance coverage during the time that the student is enrolled in the Advanced Practice Experiences.
- Obtain a copy of their criminal background check from the Louisiana State Board of Pharmacy
- Basic Life support training, including electronic defibrillators.
- Attendance of Certification in the mandatory orientation held prior to beginning Advanced Practice Experiences.
- Other requirements mandated by individual practice sites (ex. Criminal background checks, drug tests, etc).

Students must keep their immunization records, intern license, CPR certification, criminal background checks and proof of insurance with them at all times during their practice experiences

Assignment of Advanced Practice Experiences

During the fall semester preceding their Advanced Practice Experiences, students will be able to begin practice experience selection. Using the e*Value Healthcare Education SolutionsE*VALUE, students will be allowed to choose preferences for each practice experience. Assignments are selected by the E*VALUE program in a randomized fashion. Once the assignment schedule has been posted, changes in assignments will be considered as described in the policy on changing Advanced Practice Experiences.

Experiences will be assigned in such a way to ensure regular faculty experiences are given priority and faculty workload is adjusted with respect to the assignment of students. All students will have a minimum of two (2) rotations with regular faculty.

During the fall semester preceding their Advanced Practice Experiences, students will be able to begin practice experience selection. Using the Pharmacy Education Management System (E*VALUE), students will be allowed to choose three preferences for each experience type. Students will also provide two location zones in case their three preferences have already been taken. The option of arranging out-of-system practice experiences is also available. Assignments are selected by the E*VALUE program in a randomized fashion. If students do not enter preferences by the assigned deadline, the E*VALUE system will assign based on preceptor availability after all entered preferences are given.

The students will be notified of their assignments no later than mid-April. Students will be given a two (2) week period to negotiate a swap of sites among themselves as outlined in the policy on changing an advanced practice experience

To provide the student with a diverse range in practice experiences and avoid any conflicts of interest, the following rules will be adhered to in the assignment procedure.

- A student will not be placed in a practice site where he/she is presently or has been previously employed as an intern or technician. However, a student whose employment responsibilities are primarily distributive in nature can be assigned to a clinical or administrative experience in the same practice site.
- A student will not be placed in a practice site that is owned or operated by a relative.
- A student will be placed in practice sites based on College of Pharmacy priorities. These priorities will include but not be limited to site/preceptor quality, contractual agreements with the sites, and relative student load at a particular site or within a site parent company.

If the student continues into the next academic year, reasonable attempts will be made to help the student complete their Advanced Practice Experiences during the first cycles of the next year. Practice experiences required or desired by the student are not guaranteed to be available in every circumstance. The Coordinator will work with the student to see that he/she graduates at the earliest possible date. If several students continue into the next year and request the same experiences, their lottery number will determine who is assigned the site.

Changing of Introductory or Advanced Pharmacy Practice Experiences

After the initial IPPE/APPE assignment, students will be given an opportunity to review their schedule and submit requests for changes in the assignments. Students will be allowed two weeks after the receipt of their initial assignments to negotiate with their fellow students a swap of practice sites within certain conditions.

Students may request approval to swap practice sites provided only the schedules of the students agreeing to the change are affected. If students desire to change practice experiences, he/she must submit in writing to the Coordinator of Introductory Pharmacy Practice Experience or the Coordinator of Experiential Education an explanation of the change, the experiences that will be changed, and signatures of both students involved in the change. The Office of Experiential Education must approve all changes.

After two weeks, the final schedule will be distributed to all preceptors. After this point, no changes will be made unless the preceptor is unable to take the students as assigned or extreme student hardships occur. If for any reason the preceptor is unable to take the students as assigned, the Coordinator of Introductory Pharmacy Practice Experience, the Coordinator of Experiential Education, or the Associate Dean for Academic Affairs, or his/her designee, will consult with the individual students involved and make the necessary reassignments. Departmental Administration will consider request for changes in assignments due to extreme hardships, and decisions will be made on a case-by-case basis by the Coordinator of Introductory Pharmacy Practice Experience, the Coordinator of Experiential Education, or his/her designee.

If for any reason during the practice experience semester, the situation arises where a practice site is no longer available in the Introductory Pharmacy Practice or Advanced Pharmacy Practice Experience Programs, the students will be notified and presented with available alternative sites. Students will not ask preceptors to add an extra slot to their teaching commitment. All requests must come through the Coordinator of Introductory Pharmacy Practice Experience or the Coordinator of Experiential Education. Preceptors should inform the Coordinator of Introductory Pharmacy Practice Experience or the Coordinator of Experiential Education if their workload changes.

Out of State Experiences

Students will be allowed to complete a maximum of two (2) of their total Introductory and Advance Practice Experiences out of state. Students who wish to request such sites will be asked to provide as much information as possible about the site and the preceptor to the Office of Experiential Education. This request will be made using the E*VALUE system when entering assignment preferences. The request will be reviewed and the student will be informed of the decision. Students are not allowed to pay out of state facility(ies) and/or preceptor(s) to provide an IPPE or APPE.

Students participating in out-of-state experiences must follow the rules and regulations of that state. For instance, if that state requires students to be registered with the Board of Pharmacy, the student must register with that Board of Pharmacy in addition to the Louisiana Board of Pharmacy.

Students who request out-of-state sites must follow the steps outlined below:

- If the out-of-state site is arranged by the University, it will be available to students when choosing assignment preferences.
- If students wish to set up a new out-of-state site, they must follow the policy for setting up new experiences as outlined below

Attendance

Attendance at the practice experience site is mandatory. To accommodate reporting of hours to the Louisiana State Board of Pharmacy and to ensure that students are exposed to a variety of situations, each student is expected to be at and document attendance at their community and institutional introductory or advanced practice site a minimum 8 hours per day/5 days per week. Time spent at other practice sites (e.g., acute care, ambulatory care, etc) are not documented for reporting to the Board of Pharmacy; however, time spent on site is at the discretion of the preceptor, but should total a minimum of 40 hours per week. Students will be expected to establish a schedule with the preceptor on the first day and adhere to that schedule. Due to the limited number of days available during the practice experience, absences must be kept to a minimum. As outlined below, students are limited to the number of days they can miss without repeating an experience.

The IPPE and APPE schedules do not follow the University schedule. Holidays that are considered “off” days for the University may not be “off” days for the practice experiences. All “off” days and mandatory University meetings will be published in the IPPE and APE schedules. If a practice site is open on a “Holiday” that is published in the schedule, preceptors may require students to be available on that day.

The student is expected to observe a policy of consistent, timely attendance. Absences are defined as excused or unexcused as indicated in the University’s student policy handbook. Absences other than those identified in the student policy handbook may be excused at the preceptor’s discretion.

- The Coordinator of IPPE or the Coordinator of Experiential Education must approve excused absences of greater than three (3) days in a month.
- Absences of greater than two (2) consecutive workdays must be made up.

- The student will be required to repeat the practice experience for any absences of greater than 4 workdays during an individual experience. The grade of “incomplete” will be given to the student whose absences are considered excused absences by the University of Louisiana at Monroe. The Coordinator of Experiential Education or the Associate Dean for Academic Affairs, with the consent of the preceptor, may approve time off in excess of these guidelines.
- A failing grade will be given to the student for any unexcused absence.
- To assure compliance with the Louisiana Board of Pharmacy’s regulations, all absences during the community or institutional practice experiences must be made up.

Process for Handling Student Complaints

The University is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties involved. The University views student complaints as providing an opportunity to review and improve its policies and practices, and also to gain insight into student levels of satisfaction. To avoid any confusion as to the best way to handle any troublesome situation that has arisen or may arise between a student and a practice site, the process outlined below should be pursued. It is the responsibility of the student to report any problems that arise during an IPPE or APPE to the Coordinator of IPPE or the Coordinator of Experiential Education, respectively. The procedure to follow for student complaints is as follows:

1. The student should attempt to resolve the issue with the preceptor directly.
2. If the complaint is not resolved quickly, the student should submit a **written** complaint to the Coordinator of IPPEs (IPPE) or the Coordinator of Experiential Education (APPE). The complaint should explain the problem as clearly and completely as possible.
 - a. Tell why the complaint should be considered
 - b. Give all the details that would help to better understand the situation, what has been done to resolve the situation, and the student’s expected outcome.
 - c. Give your full name, address, contact phone number and date.
 - d. Attach any information that would aid in making a decision.
3. If the complaint is still not resolved, a **written** complaint should be submitted to the Associate Dean for Academic Affairs following the same format as above.
4. If the complaint is still not resolved, a **written** complaint should be submitted to the Dean of the College of Pharmacy following the same format as above.

Process for Handling Student Appeals

Problems may arise for students in the practice experience program for various reasons. During the IPPE or the APPEs, a student may wish to appeal a decision made by the Office of Experiential Education or his/her assigned preceptor. With respect to grades, only final grades may be appealed and only if the student believes that the faculty member or preceptor:

1. Has not adhered to grading standards and requirements in the course syllabus or
2. Has not used criteria uniformly to evaluate the student’s academic work compared with the work of other students.

If this should occur, the following process should be followed:

1. A written appeal should be sent to the Coordinator of IPPEs (IPPE) or Experiential Education (APPEs). The appeal form should explain the problem as clearly and completely as possible.
 - a. Tell why the appeal should be considered.
 - b. Give all the details that would help to understand better the situation, what has been done to address the appeal, and the student’s expectation.
 - c. Give your full name, address, contact phone number and date.
 - d. Attach any information that would aid in making a decision.

2. If the situation occurred in an IPPE and is still not resolved, a written appeal should be sent to the Coordinator of Experiential Education following the same format as above. If the situation occurred in an APPE, the student should move to step 3.
3. If the situation is still not resolved, a written appeal should be sent to the Associate Dean for Academic Affairs following the same format as above.
4. If the situation is still not resolved, a written appeal should be sent to the Dean of the College of Pharmacy following the same format as above.

Failure to Progress in a Pharmacy Practice Experience

Each student must successfully complete each IPPE and APPE with a passing grade. If a student earns a grade less than a “C”, he/she will be required to repeat that practice experience type with a different preceptor, preferably faculty. An attempt will be made to allow the student to repeat the practice experience during a scheduled “off” month (not including December or May) and graduate on time; however, the student is not guaranteed a site will be open during their “off” month due to preceptor availability.

Because of the importance of maintaining appropriate relationships with preceptors and their institutions and the importance of quality patient care, students will be withdrawn from an IPPE or APPE with a failing grade at the first request of the preceptors. All student removals will be reviewed by the Coordinator of Experiential Education and the Associate Dean for Academic Affairs or their designee.

Based on College Academic Standards, students who receive two (2) failing grades in the program will be dismissed from the Pharmacy Program. These grades include grades earned in IPPEs and APPEs. A student may repeat only one practice experience due to a failing grade. A second “F” in any other practice experience will result in dismissal from the Program.

Student Assessment

Students will receive a separate grade for each practice experience. Preceptors are required to complete two (2) student assessments during each practice experience, one (1) mid-point evaluation and one (1) final evaluation. All evaluations are available on the E*VALUE system.

Using the evaluation form in the E*VALUE system, the preceptor must complete a mid-point and final evaluation for each practice experience. The mid-point evaluation creates a valuable opportunity to review the experience to date, detect any unexpected issues, and plan for the remainder of the educational experience. Both the preceptor and the student should review the mid-point evaluation, and it should be saved as “Work in Progress.” If the student is at risk of failing at mid-point, the preceptor should complete the mid-point problem report and submit it to the Office of Experiential Learning. It is the Student’s responsibility to insure that the preceptor does a midpoint evaluation.

The final evaluation should reflect the learner’s performance during the entire practice experience—their knowledge, skills and attitudes, and how they have improved during the practice experience. The final evaluation should be completed on the same form as the mid-point to compare progress. The final evaluation should be electronically submitted to the University no later than five (5) days after the final day of the practice experience. Preceptors should also check off the student’s daily activity log, which should also be electronically submitted to the University no later than five (5) days after the final day of the practice experience.

Student Professionalism

The ULM College of Pharmacy expects all IPPE and APPE students to exhibit the most professional behavior at all times. This includes the student’s appearance and the student’s interaction with preceptor, patient, health care professionals, and health care institutions. Behavior of a student reflects on a student’s qualification and potential to become a competent pharmacist. Attitudes and behaviors inconsistent with compassionate care, refusal by or inability of the student to participate constructively in learning or patient care, derogatory attitudes or inappropriate behavior directed at patient groups, peers, faculty or staff, or other unprofessional conduct, can be grounds for dismissal. The student’s professional behavior will be graded. However, consistent or blatant unprofessional behavior can result in the student being requested to leave the site with an unexcused absence or immediate failure.

An important part of professionalism and the ability of the student to learn is the attitude a student portrays on a daily basis. To achieve an optimum learning experience mutual respect and courtesy between preceptor and student and other health care providers is required.

- The student should never question the advice or direction of the preceptor in public, but should discuss any disagreements in private.
- The student should not hesitate to admit they do not know something, but seek help whenever needed.
- Professional decisions or judgments should not be made without checking with the preceptor. This is of particular importance when patient care will be affected. Violation of this will result in suspension from the program.
- The student must be punctual in arriving to work and meetings, and finishing tasks/ assignments. Three or more tardies may result in failure of the practice experience.
- The student should be aware of all laws and regulations that govern the practice pharmacy and seek clarification of any points that are unclear.
- Communication with other health care providers is encouraged, but it should not go beyond the realm of professional courtesy or common sense.
- Experiential learning is not a passive process and the student is expected to be assertive and display initiative.

The institution and preceptor are placing considerable trust by taking students into their practice site. Preceptors, institutional employees, patients, and other customers must be treated with the utmost respect. This includes extending courtesy and respect to all employees (i.e. secretaries, janitors, technicians etc.) of that institution.

- The student is obligated to follow all rules/regulations/procedures of an institution in which they are practicing. If the rules/regulations/procedures differ between ULM and the institution, the more strict rule should be followed. If a rule/regulation/procedure of the institution conflicts with that of ULM, or state or federal law, the preceptor or a ULM faculty member should be consulted for guidance.
- The student is obligated to respect any and all confidences revealed during the training period. This includes all information pertaining to patient confidentiality as well as institutional information (i.e. pricing procedures, number of prescriptions filled, contracts, forms, or other aspects of business).

Personal appearance is regarded as an important aspect of a student's overall evaluation, and should reflect that of a professional. Any student found in violation of the dress code will be asked to leave their site and will receive an unexcused absence. Students must be aware of the dress code in the institution they are working. If the institutions dress code is more strict, the institution's dress code must be followed.

- Lab coat - Students must wear a clean short (hip length) white lab jacket with the University of Louisiana at Monroe College of Pharmacy logo at all times.
- Name badge - A University approved name badge identifying the student as a ULM College of Pharmacy student must be worn at all times. In addition, an individual institutional identification must be worn if required.
- Shirt and tie - Men must wear clean, pressed, collared-shirts with tie.
- Hats and Scarves - Hats and other coverings should not be worn.
- Miniskirts - Skirts should not be shorter than 2 inches above the knee.
- Halter-tops and sundresses - Halter, tube, or sleeveless tops along with sheer or sleeveless sundresses should not be worn.
- Jeans - Jeans of any color should not be worn.

- Hosiery - Men should wear socks.
- Hair - Hair including beards and side burns should be neatly groomed.
- Hygiene - Daily bathing and the use of deodorant are encouraged.
- Make-up - Should be natural and inconspicuous.
- Perfume/Cologne - Should be used sparingly or not at all.
- After shave
- Hand and nails - Should be well manicured.
- Shoes - Should be polished and in good condition. High heeled and platform shoes over 2 inches should not be worn. Open toed shoes are discouraged and are not allowed in any hospital environment.
- Jewelry - Excessively large or dangling jewelry or earrings or several “clanging type” bracelets are unacceptable.

Any violations of the above guidelines will result in suspension or dismissal from the program.

Liability/Malpractice Insurance

All students enrolled in the professional program will automatically be covered by professional liability insurance during their IPPEs, their APPEs or while participating in other clinical activities that are part of the student’s curriculum. The University maintains commercial excess general and medical malpractice liability insurance administered through the State of Louisiana Office of Risk Management for itself, its agents, officers, employees and students. This coverage can be viewed from the web site located at: <http://doa.louisiana.gov/orm/pdf/uwsumm.pdf>

Primary Commercial General Liability coverage is underwritten by the Louisiana Self-Insurance Fund (Self insured by the office of Risk Management) and provides \$5,000,000 per occurrence (no aggregate). Miscellaneous Tort Liability coverage is underwritten by the Louisiana Self-Insurance Fund and provides comprehensive umbrella excess of \$5,000,000 per occurrence.

The student professional liability insurance does not cover students when employed outside the curriculum. The student policy expires upon date of graduation.

Health Insurance

Students must maintain an acceptable health insurance policy while enrolled in the program. This includes their Introductory and Advanced Practice Experiences. Students must provide proof of current insurance coverage at orientation. You may apply for the Student Health Insurance that is offered by the University. Applications for Student Health Insurance are available in the Student Life Office.

Student Compensation During Pharmacy Practice Experiences

Students do not and may not receive any financial compensation or reimbursement for their participation in the IPPE or APPE programs. Students will receive academic credit for each practice experience successfully completed. Student employment outside the IPPE or APPE is permitted but discouraged. It will not be the basis for excusing a student from an assignment nor from any other course responsibilities. Some practice experiences may involve time on evenings or weekends.

Occupational Exposure Training

The Occupational Safety and Health Administration (OSHA) standard for Occupational Exposure to Blood borne Pathogens is designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. OSHA has concluded that this exposure can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels and other provisions. Because healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials, including but not limited to Hepatitis B virus Human Immunodeficiency Virus, all students entering the IPPE and APPE program will receive training during orientation on Universal Precautions to decrease exposure to blood borne pathogens. The training will cover, but not be limited to, the following topics:

- Hepatitis B virus (HBV)
- Human Immunodeficiency virus (HIV)
- Hepatitis C virus (HCV)
- Other Potentially Infectious Material (OPIM)
- Contaminated Sharps
- Other regulated waste containers
- Universal Precautions
- Handwashing
- Gloves
- Mask, eye protection
- Protective body clothing
- Occupational Exposure

If you are stuck by a needle or other sharp or get blood or any body fluid in your eyes, nose, mouth, or on broken skin:

- Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Irrigate eyes with clean water, saline, or sterile irrigants immediately. Using a caustic agent such as bleach is not recommended.
- Report exposure immediately to your preceptor and the Office of Experiential Education. Also report exposure to the department responsible for managing exposures at your practice site. The institution's accident report should be filled out, and a copy of this report should be sent to the Office of Experiential Education within **5 days** of the accident. The Office of Experiential Education will keep a copy of the report, and a copy will be sent to the Associate Dean for Academic Affairs. Prompt reporting is essential because, in some cases, post exposure treatment may be recommended, and it should be started as soon as possible.
- Seek immediate medical attention.

For detailed management of potential blood borne pathogens refer to the Centers for Disease Control and Prevention website located at www.cdc.gov/mmwr/PDF/rr/rr5011.pdf.

Cardio-Pulmonary Resuscitation Training

All enrolled pharmacy students are required to maintain certification in Basic Life Support (BLS) for the HealthCare Provider. Certification will be checked prior to entering their IPPEs and APPEs. This certification will include infants, children, and electronic defibrillators.

Health and Safety Guidelines

Students enrolling in the IPPE and APPE programs must satisfy the health requirements described below prior to beginning IPPE and APPEs. Infection control policies at area hospitals require that we ensure our students entering their facilities are in good health. These requirements are subject to change or a practice site may have stricter compliance standards that must be met. Students should be prepared to present their immunization records at their practice sites, and some sites require proof of immunizations before the student is allowed to continue past the first day. Students are responsible for all costs associated with meeting the requirements listed below.

- **2 Measles, Mumps, Rubella (MMR) Vaccinations.** -All students must provide documentation of immunity against Measles, Mumps and Rubella (MMR), providing the month and year of immunization.
- **Tetanus/Diphtheria (TD) Vaccination** - All students must provide documentation of a current TD (within the past 10 years)
- **Hepatitis B Series-** All students must provide documentation of receiving the three (3) vaccination series or sign a formal declination. A Hepatitis B surface antibody titer must be obtained one (1) month after series is completed.
- **Varicella titer-** titer must be drawn as evidence of immunity to the disease
- **Rubella titer-** titer must be drawn as evidence of immunity to the disease
- **Rubeola titer-** titer must be drawn as evidence of immunity to the disease
- **Mumps titer-** titer must be drawn as evidence of immunity to the disease

- **Tuberculosis testing (TB)** - Pharmacy students should be tested annually for tuberculosis. State of Louisiana Sanitary Code instructions are that:
 1. 2-step testing be done for anyone without a PPD Mantoux administered within the past twelve (12) months, and
 2. A follow-up PPD Mantoux will be administered for anyone with a negative test in the past twelve (12) months

Two-step testing involves the student having a PPD administered and read within 48–72 hours of administration; if it is negative, the student is to wait one to three (1-3) weeks and have a second PPD administered and read. Any student who has ever had a positive PPD is required to meet the State of Louisiana Sanitary Code requirements for health care providers with latent tuberculosis infection. Proof of compliance with therapy is mandatory. See the Student Health Services nurse for details if you have ever had a positive PPD Mantoux or been treated for tuberculosis.

All immunization records are retained in the Student Health Services for 30 years post-graduation.

Housing and Transportation

Sites participating in the IPPE and APPE programs are located not only in the Monroe City area but throughout the state of Louisiana and surrounding region. The location of these sites may require the student to relocate out of the Monroe City area to fulfill the requirements of the program.

Housing during IPPEs and APPEs is not provided by the College of Pharmacy. The student is responsible for his/her transportation and housing needs when assigned to these sites. Students should plan in advance where they will live during these off-campus experiences. Students may request assistance in locating housing from the Coordinators of IPPEs and Experiential Education. Some off-campus sites do have housing available for the student. Students will be provided information on which sites have housing and whom to contact.

Transportation during IPPEs and APPEs is the responsibility of the student. Whenever possible, attempts will be made to assign students to practice experiences near where they live; however, this is often not possible. Some sites, especially larger teaching hospitals, have limited parking available for students. Students should inquire with their preceptor on parking availability and policies. Some sites may require the student to pay for parking. Students should comply with all parking rules at the assigned sites.

Drops and Withdrawals

In general, changes to the assignment schedule are *not* permitted. If a student experiences an emergency that results in the need to drop/withdraw from a scheduled practice experience (e.g., extended personal illness or death in the immediate family), the student must provide written notification to the Coordinator of IPPEs (IPPE) or Experiential Education (APPEs) of the reasons for this request. These requests will be reviewed and decisions will be made on a case-by-case basis.

Students seeking to drop/withdraw from a scheduled practice experience should follow the following procedures:

- The Coordinator of IPPEs (IPPE) or Experiential Education (APPEs) must be notified by phone and in writing as soon as possible. This notification is in addition to any notification made directly to the preceptor. The message should include the following information:
 1. The specific practice experience and preceptor affected
 2. The nature of the emergency
- Requests from students to drop/withdraw from scheduled practice experiences are subject to review and approval by the Coordinator of IPPEs (IPPE) or Experiential Education (APPE).
- Every attempt will be made to reschedule the student into a similar experience during the same semester.
- Students **MUST NOT** contact any preceptor directly to inquire whether the preceptor is available for a rescheduled practice experience.

Student Assignments and Evaluations

Each practice experience is different and requires different assignments. Students are responsible for familiarizing themselves with all course requirements and assignments. These can be found in the IPPE or APPE Manual or on the Office of Experiential Education web page.

Each student will submit an evaluation of the preceptor/site, activity log for that month, and clinical or community checklist verified by preceptor electronically using the E*VALUE system. The activity logs and checklists must be completed in E*VALUE no later than the last day of the practice experience in order to receive credit. Individual preceptors may require students to enter activity logs and checklists assignments on a daily or weekly basis. The student must comply with the strictest policy. Students entering activity logs and checklist assignments after the last day of the experience will not receive credit for those activities.

Evaluations shall be submitted no later than five (5) days after the final day at the experience. The time log (if required) should be mailed (postmarked) or delivered in person, no later than five (5) days after the final day at the experience. The student should keep adequate copies of all paperwork for their records. Failure to comply will result in the student receiving an incomplete or non-passing grade for the course. Certain assignments will be placed in the student binder and returned during the final debriefing meeting. These assignments will be subject to random auditing.

Paperwork for IPPEs should be submitted to:

Coordinator of Introductory Pharmacy Practice Experiences
University of Louisiana at Monroe
College of Pharmacy
700 University Avenue
Monroe, Louisiana 71209

Paperwork for APPEs should be submitted to:

Coordinator of Experiential Education
University of Louisiana at Monroe
College of Pharmacy
700 University Avenue
Monroe, Louisiana 71209

Internet and Electronic Mail Access

E-mail is the primary mode of student communication and notification while enrolled in the IPPE and APPE programs. Students must have access to computerized mechanisms of information gathering (Internet) and communication (word processing, email) at all times during their practice experiences. Students are responsible for checking their e-mail daily and keeping a working and current University student email address on file with the Office of Experiential Education. Printed copies of material sent by e-mail will not be supplied. It is not the responsibility of the University to notify students of mail delivery failures due to invalid address, address over quota, etc. Students will be held responsible for any e-mail sent concerning the IPPE and APPE Program, or other University related activities.

Health Insurance Portability and Accountability Act (HIPAA)

All students and clinical faculty will be trained on policies and procedures with respect to Protected Health Information (PHI) as necessary and appropriate to carry out their function during IPPEs, APPEs and pharmacy practice.

Students entering IPPEs and APPEs are initially trained on the basic requirements of the HIPAA privacy and security standards and non-site specific issues related to HIPAA during an orientation in late May of that year. Students will also be required to be trained on site-specific issues by the covered entity (practice site) at the beginning of each IPPE or APPE. At a minimum, each student and clinical faculty member will be given, by the practice site, a copy of the privacy and security policies and procedures that are applicable to their function in each institution in which they participate in a practice experience. Students and clinical faculty will also be given such additional training on the privacy and security policies and procedures that are applicable to their function as is determined to be reasonably necessary.

Each student or clinical faculty member whose functions are affected by a material change in those policies or procedures that relate to PHI or that are otherwise required by the HIPAA privacy or security standards will be trained on the revised policy or procedure within a reasonable period of time after the material change becomes effective. The covered entity will be responsible for training students and faculty on site-specific implications of any changes in standards.

College of Pharmacy clinical faculty will be trained on the basic requirements of the HIPAA privacy and security standards by electronic means such as e-mail notices and PowerPoint presentation. The practice site will be responsible for providing training for the clinical faculty on site-specific HIPAA policies and procedures.

All of the above training will be documented in the student's IPPE and APPE records or the faculty's department employment records.

For the purpose of this policy, protected health information (PHI) means any individually identifiable health information collected or stored by the student or faculty member. Individually identifiable health information includes sufficient demographic information, financial information, or information that relates to past, present or future physical or mental condition of an individual, which would allow those, not involved in providing care to the patient to ascertain the identity of the patient.

Principles relating to the access, use and disclosure of patient information:

- (A) Individuals acting on behalf of the Covered Entity must always use only the minimum amount of information necessary to accomplish the intended purpose of the use, access, or disclosure.
- (B) With respect to system access, patient privacy will be supported through authorization, access, and audit controls (*e.g.*, roles-based access) and should be implemented for all systems that contain identifying patient information. Within the permitted access, an individual system user is only to access what they need to perform his or her job.
- (C) Under no circumstances should a student utilize a faculty member's access information to obtain PHI. Faculty members who provide such information will be operating outside of their scope of employment with the University of Louisiana at Monroe.
- (D) Any requests for disclosure of PHI addressed to a student of the College of Pharmacy should be directed to the student's preceptor. The preceptor is responsible for providing guidance on how the student is to handle requests such as:
 - i) Disclosures to or requests by a health care provider for treatment;
 - ii) Uses or disclosures made to the individual;
 - iii) Uses or disclosures made pursuant to an authorization;
 - (1) Disclosures made during an investigation by the Department of Health & Human Services into the Covered Entity's privacy practices;
 - (2) Uses or disclosures that are required by law; and
 - (3) Uses or disclosures for the required and situational data elements of the standard transactions adopted in the Transactions Rule. Note, however, that the minimum necessary requirements do apply to optional elements in such standard transactions.
- (E) Each individual is responsible for compliance with these policies and principles.
- (F) Enforcement will be consistent with the University of Louisiana at Monroe and the Covered Entity's sanctions and Covered Entity's human resources policies and procedures.

All employees and students shall sign the Covered Entity's Confidentiality Agreement for any agency participating in the IPPE or APPE if required by agency. Administration for completion of this task is the responsibility of the Covered Entity.

Any employee or student who divulges or discusses any information relating to a patient outside the aspect of his/her duty will be subject to the disciplinary policy and procedures of the covered entity and the College of Pharmacy. An allegation of a breach of confidentiality of protected health information will be forwarded to the supervising faculty, the Coordinator of Experiential Education and the Associate Dean for Academic Affairs.

If a complaint is received, it shall be recorded on either a paper or electronic Complaint/Resolution Form. The original Complaint/Resolution Form shall be forwarded to the Coordinator of Experiential Education for documentation and tracking purposes. A copy of the Complaint/Resolution Form shall be forwarded to the Associate Dean for Academic Affairs. The department head, division director, or supervisor receiving the complaint will investigate, evaluate and provide a solution or explanation. When indicated, corrective action is taken to prevent the problem from recurring. An attempt to respond to the complainant shall be made by the investigator (or Administration when deemed necessary) within a week from the date of the origination. These may be written or verbal, depending on the specific situation. For in-house patient complaints, an explanation of actions taken shall be provided prior to the patient's discharge. The response sheet attached to the complaint will be completed, signed and forwarded to the Coordinator of Experiential Education indicating that appropriate follow-up has been carried out.

If the complaint received addresses any privacy issues covered by HIPAA, which include but are not limited to the patient's right to privacy, the use or disclosure of the patient's Protected Health Information, or the non-compliance with any HIPAA related policy and procedure, a copy of the Complaint/Resolution form will be sent to the signature authority of the Business Associate. The Privacy Officer of the Covered Entity or his/her designee shall be involved in all investigations, explanations, solutions and/or explanations of these complaints.

Any employee or student who fails to comply with privacy policies and procedures is subject to the sanctions described in this policy. These rules, however, are illustrative only and not exhaustive. Any employee or student who improperly uses or discloses any information relating to a patient warrants disciplinary action including termination.

The College of Pharmacy and the covered entity has the right to determine the type of discipline, if any. In addition, the College of Pharmacy and the covered entity determine whether the particular conduct contravenes any of these policies, procedures or rules. Unless specifically covered by the terms of a written grievance or review procedure, the College of Pharmacy's and the covered entity's decision, determination or judgment on any of the foregoing matters is final and binding.

Violations of privacy policies and procedures may result in one or more of the following forms of corrective action: verbal warning, written warning, suspension, or discharge. The College of Pharmacy or the covered entity may, in its sole discretion, impose anyone or more of the above corrective actions in any order without limitations for any action it deems in violation of the general rules for employees whether or not expressly listed herein.

The following shall not be considered a violation of privacy policies and procedures and therefore not subject to sanctions under this policy:

1. Disclosure of protected health information to a health oversight agency or public health authority authorized by law to investigate or otherwise oversee the conduct or conditions of the covered entity; or
2. Disclosure of protected health information to an appropriate health care accreditation organization for the purpose of reporting an allegation of failure to meet professional standards or misconduct by the covered entity; or
3. Disclosure to a law enforcement official by a student or employee who is the victim of a criminal act, of only the following protected health information about the suspected perpetrator of the criminal act:
 - a. Name and address;
 - b. Date and place of birth;
 - c. Social security number;
 - d. ABO blood type and rh factor;
 - e. Type of injury;
 - f. Date and time of treatment;

- g. Date and time of death, if applicable; and
 - h. A description of distinguishing physical characteristics, including, but not limited to, height, weight, gender, race, hair and eye color, presence or absence of facial hair (beard or moustache), scars, and tattoos.
4. Filing of a complaint with the Secretary of the Department of Health and Human Services (DHHS) regarding covered entity (CE) compliance with state and federal law and regulation regarding privacy; or
 5. Testifying, assisting, or participating in an investigation, compliance review, proceeding, or hearing regarding CE compliance with state and federal law and regulation regarding privacy; or
 6. Opposing any act or practice made unlawful by applicable law or regulation, provided the individual or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of protected health information in violation of this subpart.

The College of Pharmacy will document the sanctions that are applied as follows:

1. In the department personnel record or the student's IPPE or APPE file.
2. In the Privacy and Security Sanctions Log

Sexual Harassment

The University is committed to providing a learning and working environment which is free from sexual harassment. Sexual harassment may constitute a criminal offense. The ULM College of Pharmacy prohibits any member of the College community, male or female, from sexually harassing another employee, student or other person having dealings with the institution. Sexual harassment, in any form, fundamentally undermines the educational and employment goals and philosophy of the College. To avoid any confusion as to the best way to handle any troublesome situation that has arisen or may arise between a student and a practice site, the process outlined below should be pursued. It is the responsibility of the student to report any problems that arise during the IPPE or APPE to the Coordinator of IPPE or the coordinator of Experiential Education, respectively, as soon as the problem occurs. DO NOT wait until the end of the practice experience.

As defined in the University of Louisiana at Monroe Student Policy Manual, sexual harassment may occur between people of the same sex or of a different gender. It may occur in a variety of relationships such as a faculty and student, student and student, or with members of organizations or other entities. Most noteworthy is the relationship where a "power differential" exists such as between professor and student or supervisor and subordinate. All University community members are hereby apprised that sexual harassment may submit an individual not only to institutional discipline but also to personal liability. Sexual harassment consists of unwelcome verbal, non-verbal and/or physical contact of a sexual nature, which has the effect of interfering with student or employment status by creating an intimidating, hostile or offensive work or learning environment.

Examples of harassment may include, but are not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Sexist remarks about an individual's clothing, body, or sexual activities
- Following, cornering, or getting an individual in a room alone in a manner perceived by her/him as threatening
- Unnecessary touching, such as patting, pinching, hugging, kissing, or repeated brushing against an individual's body
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades or letter of recommendation
- Physical sexual assault (a criminal offense)

- Insults, humor, jokes and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex
- Inappropriate displays of sexually suggestive objects or pictures, which may include but not be limited to posters, calendars, computer screen savers, and music

In the case that a student feels that they are being sexually harassed:

1. The students should attempt to resolve the issue with the preceptor directly if he/she feels comfortable doing so. If a student chooses to address the preceptor themselves, he/she must submit a written notification to the Coordinator of Introductory Pharmacy Practice Experience or the Coordinator of Experiential Education. The notification should explain the problem as clearly and completely as possible.
 - a. Give all the details that would help to better understand the situation, what has been done to resolve the situation (if anything), and the student's expected outcome.
 - b. Give your full name, address, contact phone number, and date.
 - c. Attach any information that would help aid in making a decision.
2. If the student does not feel comfortable approaching the preceptor directly, the Office of Experiential Education will handle the issue after receiving the written notification from the student.
3. The College of Pharmacy will then follow the University's procedure on handling Sexual Harassment Complaints as outlined in the ULM Student Policy Manual.

Criminal Background Checks

Criminal background checks are now required in order to participate in Introductory and Advanced Pharmacy Practice Experiences. All students must obtain their criminal background checks from the Louisiana Board of Pharmacy (LABP) prior to beginning Introductory or Advanced Practice Experiences. Those background checks must be presented to the Coordinator of Introductory Pharmacy Practice Experience or Experiential Education in the spring prior to Introductory or Advanced Pharmacy Practice Experiences. Background checks will also be made available by the student to all practice sites upon their request. Each practice site will determine whether the student may participate at that site, and their decision is independent from any determination by the College of Pharmacy.

Students requesting their Criminal Background Check from the LABP must follow the steps outlined below:

- Complete the form titled "Consent to Release & Waiver of Rights" which may be obtained from the Office of Experiential Education.
- Return the properly executed document to the LABP along with \$10. The best time to request copies would be September/October or February/March according to the Board of Pharmacy.
- Upon receipt of payment, the LABP will mail a certified copy of the criminal history record to requestor's mailing address.

Any student failing to provide a copy of the requested background check will be dismissed from their Pharmacy Practice Experiences.

DEAN'S LIST AND GRADUATION HONORS

The President's List is released at the end of each semester for undergraduate students pursuing a bachelor's degree. To qualify for this list, students pursuing must be full-time and must earn a 3.9 or higher grade point average. To qualify for the Dean's List, undergraduate students pursuing a bachelor's degree must be full-time and must earn a 3.5-3.89 grade-point average.

APPLICATION FOR GRADUATION

Candidates for the Doctor of Pharmacy degree must apply for graduation with the Dean of the College of Pharmacy at the time of registration in the last semester or summer session in which they complete degree requirements. If all course work has been completed, students must register in absentia. Students must pay in full all accounts with the University prior to commencement.