COLLEGE OF PHARMACY STUDENT HANDBOOK

HISTORY

The College of Pharmacy at Southwestern Oklahoma State University (SWOSU) was founded in 1939 and graduated its first class in 1941. The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education and is a member of the American Association of Colleges of Pharmacy. Many of the approximately 5000 alumni of the College of Pharmacy at SWOSU are leaders in their communities and very active in professional pharmacy organizations.

VISION, MISSION, AND VALUES

Vision

To be recognized as a dynamic educational environment in which students develop the personal, professional, intellectual, and leadership skills needed to advance the profession of pharmacy.

Mission

The College of Pharmacy educates and empowers pharmacy graduates who, as part of a healthcare team, aspire to a lifelong commitment of personal and professional development and exceptional patient-centered care. The College of Pharmacy creates, disseminates, and applies knowledge and innovation to advance the health and wellness of culturally diverse populations.

Values

The College of Pharmacy embraces these values as foundational pillars:

- Fostering *professionalism* and *integrity* by cultivating a sense of personal and institutional responsibility, self-awareness, and accountability.
- Providing *mentorship* of students and colleagues to promote their professional and personal growth.
- Exhibiting *excellence* and *innovation* in teaching, service, and research/scholarly activity.
- Expressing *compassion* for others and engaging in community service.
- Sustaining a collegial environment that promotes *collaboration* and *mutual respect* between administration, faculty, staff, preceptors, students, and alumni.
- Promoting *diversity, cultural awareness,* and the *preservation of human dignity.*

PHARMACY CAREER OPPORTUNITIES

The pharmacist is a specialist in the art and science of using drug therapies to maximize quality health outcomes. As the most accessible member of the healthcare team, the pharmacist is often the first healthcare professional a patient or family member will talk to about healthcare questions and concerns. The responsibility the pharmacist has for the health and well-being of people emphasizes the need for accurate decision-making and high ethical standards. Pharmacists have historically been listed as one of the most trusted health care professionals. Since pharmacy involves working with both patients and other healthcare professionals, a pharmacist must have excellent communication skills and work effectively as a member of a team.

Community pharmacy practice opportunities include independently owned pharmacies, smaller regional and larger national chain stores, compounding pharmacies, veterinary pharmacies, and specialty pharmacies with a focus on patients who have complex chronic diseases. Community pharmacists require management skills, the ability to supervise personnel, and an understanding of the financial aspects of healthcare. In addition to being responsible for the dispensing of both prescription and nonprescription drugs, the community pharmacist also has the opportunity to provide advice and information on health matters to the public and provide consultation services to healthcare facilities as well as other healthcare providers.

Health-system pharmacists are employed in hospitals and other health care institutions. A health-system pharmacist works directly with physicians, nurses, and other members of the healthcare professional team to provide quality patient care. In addition, the health-system pharmacist is responsible for the drug distribution system of the hospital. Pharmacists in hospitals use knowledge and skills to ensure proper drug selection and dosing, including the appropriate use of antibiotics. Specialized health-system practice areas include nuclear pharmacy, which involves the use of radioactive drugs to diagnose and treat diseases, and specialty practice settings such as oncology, pediatrics, and critical care. Health-system pharmacists also include those who are employed by government agencies to provide services in Veterans Administration hospitals, the Indian Health Service, and the United States Public Health Service.

Practice opportunities for pharmacists also include consultant pharmacy, managed care pharmacy, and home health care pharmacy. Consultant pharmacists work with physicians and other healthcare professionals to optimize drug therapy for patients in long-term care institutions, such as nursing homes and assisted-living facilities. Managed care pharmacists are employed by health insurance companies and pharmacy benefit management firms to optimize both the quality and cost-effectiveness of drug therapy. Home health care pharmacists work with nurses and hospice care professionals to prepare and distribute medications for patients being treated in their homes or residential communities. In addition to these major areas, pharmacists work in pharmaceutical industry, education, and all levels of government. With their health and science education, pharmacists may specialize in areas of technical writing, science reporting, and editing of professional magazines and journals. Overall, the pharmacist is well positioned to practice in an increasingly complex healthcare environment that emphasizes prevention, new treatment strategies, and cost-effectiveness.

LICENSURE

Legal requirements vary slightly from state to state, and students should familiarize themselves with the laws and regulations of the states in which they plan to seek licensure. In Oklahoma, a candidate for licensure must: (1) be of good moral character, (2) be no less than 21 years of age, (3) be a graduate of an accredited College of Pharmacy, (4) have experience in pharmacy practice in accordance with the regulations of the State Board of Pharmacy, and (5) have passed an examination as specified by the State Board of Pharmacy.

Additional information may be obtained through the State Board of Pharmacy of the state in which licensure is desired.

PROGRAM OF STUDY AND RESIDENCE

In accordance with the regulations of the Accreditation Council for Pharmacy Education, a minimum of six academic years of college work is required for completion of the curriculum leading to a Doctor of Pharmacy (Pharm.D.) degree. The College of Pharmacy curriculum at SWOSU is commonly referred to as a two-four program: two years of pre-pharmacy study plus four years of study in the professional Pharm.D. program.

The pre-pharmacy course work may be completed at SWOSU or at any accredited college or university offering pre-pharmacy courses, which are reasonably equivalent to those required pre-pharmacy courses at SWOSU.ADMISSION TO THE UNIVERSITY

Before any student may be considered for admission to the College of Pharmacy, admission to SWOSU is required. Applications for admission to SWOSU, with all required forms, are submitted to the Office of the Registrar. However, all students considering a career in pharmacy are urged to visit the College of Pharmacy and to avail themselves of the counseling services of the Pharmacy Admissions Counselor.

ADMISSION TO PRE-PHARMACY STUDY

The pre-pharmacy program at SWOSU is open to all high school graduates and college transfer students who have not completed the specific pre-pharmacy curriculum and who qualify for and obtain admission to SWOSU. Regulations concerning admission to SWOSU are listed in the General Catalog of the institution or may be obtained from the Office of the Registrar.

PRE-PROFESSIONAL CURRICULUM

The pre-pharmacy curriculum consists of 67 hours of prescribed course work. A minimum of 60 hours of this curriculum must be successfully completed prior to admission to the professional program (see section on "Admission to the Professional Doctor of Pharmacy Program"). Organic Chemistry II and Organic Chemistry II Lab and Microbiology must have been completed within seven years of the semester for which an applicant is seeking admission. A “conditionally admitted” pre-professional student who withdraws from a required course in the semester prior to being admitted to the Professional Program MUST complete the course(s) at SWOSU to be considered for admission. All pre-professional requirements not completed prior to admission to the professional Pharm.D. program must be completed within one calendar year of the date of admission.

ADMISSION TO THE PROFESSIONAL DOCTOR OF PHARMACY PROGRAM

Students may apply for admission into the professional Doctor of Pharmacy program for the Fall or Spring semesters. Applications for admission into the professional program for Fall semesters must be submitted by the previous January 15th. Applications for admission into the professional program for the Spring semester must be submitted by the previous August 20th. Selection for admission into the professional program is competitive. The minimum standards to be considered for admission are as follows:

1. Satisfactory completion of at least 60 semester hours of the pre-pharmacy curriculum;
2. Completion of all pre-pharmacy biology, chemistry, mathematics, and physics courses with a grade of “C” or better;
3. A minimum cumulative grade-point average of 2.50;
4. Submission of valid ACT or SAT scores.
5. At this time, the College of Pharmacy is NOT requiring Pharmacy College Admission Test (PCAT) scores for admission. However, the College of Pharmacy will consider all PCAT scores on file as supplemental to enhance applications and may require the PCAT at some point in the future.

Applications must be submitted on standardized forms supplied by the Pharmacy Admissions Counselor. Navigational steps to obtain Application Materials:

1. www.swosu.edu
2. click on Academics, then select Academic Department
3. under College of Pharmacy, click on Doctor of Pharmacy Program
4. select the Prospective Students tab on side menu
5. select Application Survey

Incomplete, late, or improperly prepared applications will not be processed. All admissions are subject to any conditions specified in the admission letter and other correspondence from the College of Pharmacy.

Background checks are required and will be conducted on each student prior to admission to the College of Pharmacy and at specific points throughout the student’s academic progression in the professional pharmacy curriculum as determined by COP regulations, practice requirements, and State laws and/or regulations (please see ‘Other College of Pharmacy Regulations’ for the full policy).

APPLICANT SELECTION

The faculty and administration of the College of Pharmacy establish the policies and procedures for the review and selection of applicants for admission. The Admissions Committee is responsible for enacting these policies and procedures to ensure a consistent and fair selection process. Members of the Admissions Committee are appointed or reappointed annually.

The College of Pharmacy Admissions Committee utilizes a standardized admission process. Overall grade point average, science and mathematics grade point average, ACT (American College Test) or SAT (Scholastic Aptitude Test) scores, and/or PCAT (Pharmacy College Admission Test) scores are examples of objective measures reviewed to identify applicants who meet the minimum standards for admission (see ADMISSION TO THE PROFESSIONAL DOCTOR OF PHARMACY PROGRAM above) and who have the potential for being successful in the program. These applicants will then be required to appear for a personal interview conducted by pharmacy faculty members and students. The standardized applicant interview process assesses affective domain elements such as self-awareness and knowledge of the profession, potential for leadership and teamwork, potential for innovation, creativity, and problem solving, potential for professionalism, and verbal, nonverbal, and written communication skills. Overall, the appraisal of objective measures and affective domain assessments are used by the Admissions Committee in making its final recommendation regarding admission to the Dean of the College of Pharmacy.

Selection for admission to the professional Pharm.D. program is competitive. Preference is given to qualified applicants who complete all or most of their pre-pharmacy coursework at SWOSU. Consideration is given to qualified U.S. citizens and permanent residents from Oklahoma and surrounding states (Arkansas, Colorado, Kansas, Missouri, New Mexico, Texas), as well as additional selected states in the midwestern U.S. (see the Application Survey under Prospective Students on the SWOSU College of Pharmacy website as found above).

PROFESSIONAL AND TECHNICAL STANDARDS

Physical: Students are expected to have sufficient motor function to prepare routine types of medications including sterile and non-sterile compounding techniques, perform patient assessment techniques (e.g., blood pressure measurement), deliver direct patient care, utilize fundamental technologies, and manage physically demanding workloads that are typically found in most pharmacy practice settings. Students are also expected to have the ability to critically observe patients and other healthcare

professionals using physical skills that include the functional use of vision, hearing, and somatic senses.

Intellectual: Students are expected utilize critical thinking and problem solving skills to formulate solutions to patient care problems.

Emotional: Students are expected to possess sufficient mental and emotional health to exercise professional judgment, complete all assignments and responsibilities in a competent manner, meet established deadlines, function under the stress of emotionally demanding workloads, develop effective interprofessional relationships, demonstrate compassion and concern for others, and effectively function in culturally and socially diverse educational and practice environments.

Communication: Students must have sufficient verbal, non-verbal, and written communication skills to effectively interact with fellow students, faculty, patients, fellow healthcare professionals, and community.

Professional, Legal, and Ethical: Students must adhere to ethical and professional standards of practice, including the principles set forth in the Oath of a Pharmacist. Students are expected to understand the legal aspects of the practice of pharmacy, including state and federal regulations. All College of Pharmacy students are subject to periodic background checks and drug screens.

The Southwestern Oklahoma State University Dean of Students office provides accommodations for disabilities to ensure students are afforded equal opportunity. Students seeking accommodation under the Americans with Disabilities Act (ADA) are required to make an appointment with the Dean of Students and provide appropriate documentation of their disability and the desired accommodation. The Dean of Students works with students and faculty in the coordination and provision of services.

ADMISSION WITH ADVANCED STANDING FROM OTHER ACCREDITED COLLEGES OF PHARMACY

Applicants may be considered by the Admissions Committee for admission with advanced standing if they have completed work beyond the pre-pharmacy level in another institution accredited by the Accreditation Council for Pharmacy Education. The applicant must not be on academic or disciplinary probation or suspension, and such applicants must have passed each course accepted for transfer credit with a grade at least “C” or better. The completed work must be equivalent in content to that offered at SWOSU. In addition to official transcripts, applicants must submit their PCAT scores and a letter of good standing from the Dean of the College of Pharmacy last attended. A minimum of two semesters residency with at least thirty semester hours of credit is required for graduation of all students transferring to SWOSU from other Colleges of pharmacy, regardless of the amount of work previously completed.

ADVANCED STANDING EXAMINATIONS AND CLEP

Advanced Standing Examinations and College Level Examinations Program (CLEP) tests are given for some subjects included in the pre-pharmacy curriculum. Subject to certain conditions, a student may elect to take Advanced Standing or CLEP Examinations for the purpose of earning credit for courses. Information relative to the examinations may be obtained from the Pharmacy Admissions Counselor, and eligible students are encouraged to participate in the examination programs.

ADVISEMENT

Each student enrolled in pre-pharmacy or the professional pharmacy program is assigned a faculty advisor who can counsel and advise the student. The advisor will assist the student in developing, following, and updating as necessary the personal Degree Plan, and will provide reasonable assistance and guidance in the matter of curriculum selection. However, *THE STUDENT IS THE INDIVIDUAL WITH FINAL RESPONSIBILITY FOR CORRECT AND APPROPRIATE* ADHERENCE *TO PREREQUISITE REQUIREMENTS.* It is the student who will experience academic delay and loss of both time and course credit through matriculation in courses for which the student has not satisfied prerequisites.

THE PHARMACY CURRICULUM

The curriculum of the College of Pharmacy is established by the faculty. Since pharmacy is a dynamic profession, the faculty reserves the right to make substitutions and necessary changes in course requirements without prior notice. Students, who fail to progress normally as the program is prescribed, are suspended, or take a leave of absence, may encounter program delays or additional semester credits due to curricular changes.

COLLEGE OF PHARMACY REGULATIONS

PHARMACY ACADEMIC REQUIREMENTS:

1. All the following regulations are based on the fact that students in the College of Pharmacy are expected to enroll in a full load of course work, as defined by SWOSU standards.
2. Students must maintain a 2.00 grade-point average or above to remain in the College of Pharmacy. In computing the grade-point average, courses are counted each time they are undertaken, whether passed or failed. Summer term grades affect only the cumulative pharmacy grade-point average.
3. Grade points may not be satisfied through courses which are not requirements for the degree in Pharmacy at SWOSU.
4. The faculty of the College of Pharmacy considers any grade lower than "C" for any required or elective course in the professional program to be an unsatisfactory grade. Consequently, no course credit toward fulfilling the professional requirements for the degree in Pharmacy will be given for any course in which a grade lower than "C" is earned.
5. A student must enroll in a minimum of 12 semester hours in the Spring/Fall semesters, not including pass/fail courses such as the IPPEs.
6. A student who fails a course shall enroll in the course in the next semester in which the course is available. The student may not progress to the next semester of the professional program until the student has successfully completed the failed course. In the semester in which the student is repeating the failed course (delayed semester), the student may be offered enrollment options in specified courses in order to fulfill the minimal credit hour load for financial aid purposes.

PHARMACY PROBATION:

7. Any student whose grade-point average for any semester drops below 2.00 will be placed on pharmacy probation.
8. Any student who fails to complete 12 semester hours (pass/fail courses are not considered for these 12 hours) in the Fall or Spring semester will be placed on pharmacy probation.
9. Any student whose cumulative pharmacy grade-point average is less than 2.00 will be placed on pharmacy probation.
10. Students on pharmacy probation may not enroll in more than 15 semester hours without written approval of the Dean. The probation semester occurs in the semester following the successful completion of a delayed semester.

11. Students on pharmacy probation are advised to limit their extracurricular activities. Therefore, students shall not be allowed to work for the College of Pharmacy in any capacity, such as lab assistants, proctors, interviewers, tour guides, nor shall they be allowed to attend any non-mandatory College-sponsored off-campus activities requiring absence from class, or serve on the Dean's Council.

REMOVAL FROM PHARMACY PROBATION:

12. A student will be removed from pharmacy probation if, during the probationary semester, a grade-point average of 2.00 or better is earned while completing a full load of course work as defined by SWOSU standards, and the cumulative pharmacy grade-point average is 2.00 or better.

CONTINUED PHARMACY PROBATION:

13. Students who earn a grade-point of 2.00 or better for the probationary semester, but who do not have a cumulative pharmacy grade-point average of 2.00 or better, will be continued on probation. However, a pharmacy student may not continue in a probationary status for more than two (2) consecutive semesters.

PHARMACY SUSPENSION:

14. a. Pharmacy suspension is the dismissal of the student from the professional program. Pharmacy suspension is an action taken in the interest of the student when a lack of progress indicates little chance of success in earning a degree in pharmacy. Suspended students are urged to change their field of study to one for which they have greater ability.
    b. A student will be suspended if the student has two consecutive full-time enrollment Fall and Spring semesters of the following:
        1) less than a 2.00 semester grade-point average;
        2) completion of less than 12 semester hours;
        3) or any combination of (1) and (2).
    c. Any student subject to pharmacy probation a second time, whose cumulative pharmacy grade-point is less than 2.00, will be suspended.
    d. A student may not continue in a probationary status for more than two consecutive semesters. Failure to attain a cumulative pharmacy grade-point average of 2.00 or better by the end of this period will be cause for pharmacy suspension.
    e. A student who has a total of four course failures in at least two different courses shall be suspended.
    f. A student who has three failures in a single course shall be suspended.
    g. A student who has two IPPE and/or APPE failures shall be suspended.
    h. Withdrawal from a course by Friday of the seventh full week of classes (i.e., early withdrawal) during the Fall or Spring semester shall not count as an official enrollment in that course and shall not be considered the equivalent of a course failure for purposes of 14.e., 14.f., and 14.g., above. Students shall be limited to one early withdrawal without penalty per course. Thereafter, any other early withdrawals from that course shall count as an official enrollment and shall be considered the equivalent of a course failure for purposes of 14.e., 14.f., and 14.g., above.
    i. Withdrawal from a course after Friday of the seventh full week of classes during the Fall or Spring semester shall count as an official enrollment in that course and shall be considered the equivalent of a course failure for purposes of 14.e., 14.f., and 14.g., above.
    j. Withdrawal from all courses at any time during a semester due to an approved leave of absence shall not count as an official enrollment in those courses and shall not be considered the equivalent of a failure in those courses for purposes of 14.e., 14.f., and 14.g., above.
    k. A student may be suspended for a violation of the College of Pharmacy Professionalism Policy.

ACADEMIC PROGRESSION AND EARLY INTERVENTION:

15. a. For each professional pharmacy course, the instructor is expected to define thresholds of academic performance that serve as early predictors for potential course failure and non-progression in the curriculum.
    b. Upon identification of an at-risk student, a meeting will be arranged with the instructor, student, and Associate Dean to formulate a plan of action to increase the chance of academic success and progression. The plan of action may contain one or more of the following options for early intervention:
        1) Recommendations for improving study skills and time management, including utilization of Continuing Professional Development (CPD) personal assessment tools and instruments.
        2) At the option of the instructor, mandatory attendance at a review session(s) focusing on key course content that is critical for successful course completion and progression in subsequent, related courses.
        3) Participation in tutoring sessions facilitated by senior students who have a strong academic record.
        4) Identification of non-academic causes for poor classroom performance and referral to appropriate counseling and related services.
    c. After a plan of action has been formulated, the student will be required to attend regular follow-up sessions with the instructor and/or Associate Dean to monitor progress.

READMISSION AFTER PHARMACY SUSPENSION:

16. A student on pharmacy suspension may apply for readmission after a pharmacy suspension of one calendar year, but the application will ordinarily be denied, unless convincing evidence is presented to indicate that the student's chances of success have materially improved during the year of suspension. Students readmitted are admitted on pharmacy probation and the Admissions Committee will prescribe academic and/or non-academic requirements the student must follow upon readmission.
17. If a student who was suspended for academic reasons is readmitted, a D, F, W, or U in any one course in any semester after readmission will result in a second suspension and the student will not be considered for admission in the future.

OTHER COLLEGE OF PHARMACY REGULATIONS:

18. A student must have attained a cumulative pharmacy grade-point average of 2.00 or above and completed all prerequisites prior to entry into the required professional practice academic year. In addition, a pharmacy cumulative grade-point average of 2.00 must be earned to fulfill requirements for the Pharm.D. degree in Pharmacy.
19. Transfer credit from another institution will not be allowed for any required professional course work a student attempted, but failed to complete satisfactorily, while enrolled in the SWOSU College of Pharmacy.
20. Pharmacy admission is restricted to those persons who meet high standards of character, morality and conduct. The faculty of the College of Pharmacy reserves the right to place on non-academic probation or suspend from the College of Pharmacy any students whose attitude, actions or conduct, on or off campus, could discredit themselves,

the College of Pharmacy, SWOSU, or the profession of pharmacy.

21. All students in the professional program must follow the Guidelines for Academic Integrity of the College of Pharmacy. Pharmacy students are also subject to all rules and regulations of SWOSU.
22. The College of Pharmacy does not recognize any academic forgiveness or academic reprieve granted in the computation of pre-pharmacy or pharmacy grade-point averages.
23. Nationwide background checks are conducted for students who are conditionally admitted into the College of Pharmacy (COP) professional program; and at specific points throughout the student's academic progression in the professional pharmacy curriculum as determined by COP regulations, practice requirements, and State laws and/or regulations. If the background check indicates that a student has (1) been convicted, pled guilty or nolo contendere or otherwise ordered to complete a period of probation or supervision for a misdemeanor or felony relating to any controlled dangerous substances as defined by the Uniform Controlled Dangerous Substances Act in this state, any other state, or the United States, OR (2) been convicted, pled guilty or nolo contendere or otherwise ordered to complete a period of probation or supervision for any felony of this state, any other state, or the United States, OR (3) such charges pending, the student will have until the beginning of the admission semester or rotation semester to resolve the issue. If the issue is not resolved by that deadline, the student will not be admitted to the program or allowed to continue in the program at that time. The student who is not allowed to continue in the rotational semester MAY, in the sole discretion of the Dean of the College of Pharmacy, be granted a leave of absence for one semester to address and resolve the issue. The student who is not admitted will need to resolve the issue and apply for a subsequent admission semester.

    Resolution of the issue could involve: (1) providing proof that the information was in error and the background check company subsequently removes the flag; (2) that the incident was expunged from court records and the student provides documentation of such; or (3) having further legal action provided to clear up the pending issue. If the student is able to resolve the issue before the admission or rotational semester begins, they will be allowed to proceed without further question. All costs associated with resolution of these issues is the responsibility of the student.

    The College of Pharmacy will not allow the student with such a record as described above to proceed with the program because no pharmacy facility shall employ any person with such a record without obtaining a waiver from the Director of the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBN) for every pharmacy facility that the student would utilize to complete their experiential requirements of the degree. An OBN waiver can result in increased insurance costs for the pharmacy facility and present a long-term, negative stigma for the pharmacy facility since it will always be on file with OBN.

    Obtaining experiential sites is already a challenging task without requesting special circumstances that could be detrimental to the pharmacy facility. Therefore, the COP will not require or request experiential sites to secure an OBN waiver for any student rotations.

SPECIAL NOTES ON THE PROFESSIONAL PHARM.D. PROGRAM

1. The successful completion of the professional Pharm.D. program curriculum in the College of Pharmacy as well as the practice of pharmacy requires that the accumulation of scientific knowledge is accompanied by the simultaneous acquisition of skills and professional attitudes and behavior. Therefore, all didactic, laboratory, and pharmacy practice course requirements of the curriculum in the College of Pharmacy are applicable to all students and cannot be waived.
2. Only students who are currently enrolled in the College of Pharmacy may attend the professional Pharm.D. program classes in the College of Pharmacy without permission from the Dean of the College of Pharmacy.
3. Students enrolled in any experiential components of the professional Pharm.D. program must adhere to any specific policies, procedures and/or requirements of the assigned pharmacy practice site. The Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) courses are conducted in off-campus teaching facilities affiliated with the College of Pharmacy. Any added costs (i.e., required liability and health insurance, practice site requirements, supplies, housing, food, transportation, etc.) incurred through this dislocation must be borne by the student. Enrollment in these courses is limited by the availability of facilities and faculty. Therefore, students will be assigned to these courses based on the number of students that can be accommodated. Problems associated with the College of Pharmacy Regulations that affect the student may result in a delay in enrollment in these courses.
4. The IPPE courses are graded as Pass or Fail and do not affect the GPA calculations in any area (e.g., probation, suspension). The IPPE courses cannot be used for full-time course load or Pharm.D. program residency requirements for any semester.
5. Professional Pharm.D. program students who have complaints regarding the standards or policies and procedures of the Accreditation Council for Pharmacy Education (http://www.acpe-accredit.org/) must submit written documentation to the Associate Dean. If the student and Associate Dean cannot resolve the complaint, the complaint will be referred to the College of Pharmacy Policy Committee for review. The College of Pharmacy Policy Committee will make its recommendation to the Dean and the Dean of the College of Pharmacy will communicate the recommendation to the student.
6. Professional Electives are to be selected through consultation with the advisor and must be taken as part of the professional Pharm.D. program.
7. All students in the Pharm.D. program must be certified as pharmacy interns by the Oklahoma State Board of Pharmacy.
8. All students in the professional Pharm.D. program must complete all required documentation, which includes background checks, immunizations and vaccine series, drug screens and the SWOSU Health Record, in the prescribed time periods.
9. The cost of attendance for the professional Pharm.D. program includes the specific tuition and other costs for the professional Pharm.D. program as well as all SWOSU cost requirements.

FINANCIAL AID INFORMATION

Financial assistance may be available from or through SWOSU in the forms of part-time employment, scholarships, grants, and loans. Since it is important for entering students to determine that they are capable of doing satisfactory college work, they are encouraged to provide sufficient funds for their first year without employment.

Financial aid programs are coordinated by the Director of Student Financial Services, and inquiries should be directed to that office.

LOANS

Loans from non-federal and non-SWOSU administered funds may be available to students who have been admitted to the College of

Pharmacy. Additional information and applications can be obtained from the Associate Dean. These loans include:

BURROUGHS - WELLCOME FOUNDATION EMERGENCY LOAN FUND: This fund was created by Burroughs-Wellcome Foundation through selected pharmacists who designated a College of Pharmacy to receive the funds.

IPPE ROTATION GRANT FUND: Provides assistance for students during their IPPE summer rotations.

Course Descriptions
COLLEGE OF PHARMACY

PHARM 3001 INTRODUCTION TO PHARMACY

One hour lecture. Required in the first professional semester, orientates entering students for the College of Pharmacy and initiates concepts of professionalism and professional responsibility. **Prerequisite: Admission to the College of Pharmacy**

PHARM 3010 PHARMACY SEMINAR I

Zero hours lecture. Required in the second semester of the first professional year. Students will participate in professional program activities, which may include continuing professional development, interprofessional education, co-curricular activities, assessment, and portfolio development. **Prerequisite: PHARM 3001.**

PHARM 3012 PHARMACY CALCULATIONS

Two hours lecture. Calculations applicable to the practice of pharmacy including metric and common systems of measurement, dosages, specific gravity, expressions of concentration, pharmaceutical formulas, and determination of patient parameters. **Prerequisite: Admission to the College of Pharmacy**

PHARM 3023 PHARMACEUTICS I

Three hours lecture. A study of the applications of physical chemical and biopharmaceutical principles in pharmacy and pharmaceutical sciences, especially in designing various stable pharmaceutical dosage forms. Discussions involving pertinent mathematical concepts, development issues, processes, regulatory issues and compendial methods of evaluation of commonly administered dosage forms are included. **Prerequisite: Admission to the College of Pharmacy. Concurrent enrollment: PHARM 3012**

PHARM 3123 PHARMACEUTICS II

Three hours lecture. A continued study of pharmaceutical dosage forms with emphasis on novel and targeted drug delivery systems. Discussions focusing on transforming proteins, genes, and other biotechnology driven compounds into therapeutic products including the role of high throughput screening, molecular modeling, and new drug therapies in fabricating rational drug delivery systems are included. **Prerequisites: PHARM 3012, PHARM 3023.**

PHARM 3213 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE – COMMUNITY

Full-time, three-week practicum conducted in a community pharmacy; provides introductory experiences in contemporary pharmacy practice including: dispensing, prescription processing systems, management, and patient counseling. **Prerequisites: PHARM 3311, PHARM 3813.**

PHARM 3311 PHARMACEUTICAL CARE LABORATORY I

Introduction to the prescription, dispensing processes, patient counseling, and pharmaceutical compounding. **Prerequisite: Admission to the College of Pharmacy. Prerequisite or concurrent enrollment: PHARM 3012, PHARM 3023, PHARM 3813.**

PHARM 3321 PHARMACEUTICAL CARE LABORATORY II

Students develop the ability to fill prescriptions rapidly and accurately. Students are presented with numerous written and phoned prescriptions during each lab session, many of which contain intentional errors. Students develop methods to correct prescription errors through appropriate physician communications. Students practice computerized prescription filling and develop patient counseling skills. Students refine their skills in pharmaceutical compounding. **Prerequisites: PHARM 3001, PHARM 3012, PHARM 3311, PHARM 3813. Prerequisite or concurrent enrollment: PHARM 3123.**

PHARM 3405 FUNDAMENTALS OF DRUG ACTION

Five hours lecture. The topic areas include introduction to pharmacodynamics and receptor pharmacology, principles of medicinal chemistry, absorption, distribution, metabolism, excretion and basics of biopharmaceutics, introduction to pharmacogenomics and pharmacogenetics, an introduction to toxicology of drugs and other chemicals and drug resistance. **Prerequisites: CHEM 4124, PHARM 3614.**

PHARM 3614 PHYSIOLOGY

Four hours lecture. This course focuses on the structures of the human body and the integrative regulatory mechanisms through which these structures work together to sustain the normal functions of a living organism. Topics that will be covered during the course include the following: cellular and molecular physiology, as well as the nervous, cardiovascular, respiratory, kidney, digestive, and endocrine systems. **Prerequisite: Admission to the College of Pharmacy.**

PHARM 3813 COMMUNITY PHARMACY I

Three hours lecture. An introduction to various aspects of pharmacy practice in a retail or community setting. A discussion of prescription format and interpretation, drug standards and drug laws, communication skills and patient counseling, as well as important characteristics and counseling information for the most commonly dispensed prescription products will be included. **Prerequisite: Admission to the College of Pharmacy.**

PHARM 3823 HEALTH AND BIOSTATISTICS

Three hours lecture. A practical application of health-related statistical analysis providing students with the knowledge and skills needed to read, interpret, and evaluate quantitative findings in the pharmacy and medical literature. **Prerequisite: PHARM 3012.**

PHARM 4010 PHARMACY SEMINAR II

Zero hours lecture. Required in the first and second semesters of the second professional year. Students will participate in professional program activities, which may include continuing professional development, interprofessional education, co-curricular activities, assessment, and portfolio development. **Prerequisite: PHARM 3010 and second professional year standing.**

PHARM 4142 HEALTH-SYSTEM PHARMACY

Two hours lecture. An introduction to institutional pharmacy practice and products. Emphasis on preparation, administration and storage of parenteral or enteral products employing aseptic techniques. General principle of primary and secondary engineering control and sterilization methods are covered as they pertain to the maintenance of proper aseptic conditions. This is followed by importance of documentation, policies and procedures relevant to institution, home infusion and compounding practices. **Prerequisite: PHARM 3123. Prerequisite or concurrent enrollment: PHARM 4331.**

PHARM 4223 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE – INSTITUTIONAL

Full-time, three-week practicum conducted in an institutional pharmacy; provides introductory experiences in contemporary institutional pharmacy practice including: dispensing; medication management systems; policies and procedures in institutional pharmacy. **Prerequisites: PHARM 4142, PHARM 4331.**

PHARM 4302 DRUG INFORMATION

Two hours lecture. An overview of drug information sources, retrieval processes, and analysis. **Prerequisites: PHARM 3123, PHARM 3823. Prerequisite or concurrent enrollment: PHARM 4612.**

PHARM 4323 PHARMACOTHERAPY 1

Three hours lecture. An introduction to the clinical role of the pharmacist with emphasis on patient interviewing and counseling technique, evaluating physical assessment and clinical laboratory data, and problem list development with SOAP note documentation. **Prerequisite: PHARM 4302, Blood pressure certification. Prerequisite or concurrent enrollment: PHARM 4341.**

PHARM 4331 PHARMACEUTICAL CARE LABORATORY III

This course will provide students with hands on experience in preparing and dispensing parenteral and sterile products and admixtures using aseptic techniques. Emphasis will be given on proper garbing, use of laminar flow hood, handling and labeling of sterile products in institutional dispensing systems. **Prerequisite: PHARM 3321. Prerequisite or concurrent enrollment: PHARM 4142.**

PHARM 4332 BASIC PHARMACOKINETICS

Two hours lecture. An introduction to pharmacokinetic terminology, particular emphasis on understanding, mathematical and conceptual aspects of basic pharmacokinetics. General principles of pharmacokinetic models are presented as they pertain to the process of absorption, distribution and elimination of drugs in humans and the significance of these processes in drug therapy. **Prerequisite: PHARM 3405.**

PHARM 4341 PHARMACEUTICAL CARE LABORATORY IV

Development of pharmaceutical care plans; medication therapy management; drug information retrieval and application; patient interviewing and assessments; patient case studies. **Prerequisite: PHARM 4302, PHARM 4331. Prerequisite or concurrent enrollment: PHARM 4323.**

PHARM 4512 MEDICINAL CHEMISTRY I

Two hours lecture. A study of medicinal chemistry of drug classes involving discussion of important physiochemical parameters, their effects on biochemical including receptors and/or enzymes, pharmacological and pharmacokinetic processes. The study of structure activity relationship (SAR) of the drugs is an important component of the whole course. **Prerequisite: PHARM 3405. Prerequisite or concurrent enrollment: PHARM 4612, PHARM 4634.**

PHARM 4522 MEDICINAL CHEMISTRY II

Two hours lecture. A study of medicinal chemistry of drug classes involving discussion of important physiochemical parameters, their effects on biochemical including receptors and/or enzymes, pharmacological and pharmacokinetic processes. The study of structure activity relationship (SAR) of the drugs is an important component of the whole course. **Prerequisite: PHARM 4512. Prerequisite or concurrent enrollment: PHARM 4622, PHARM 4644.**

PHARM 4612 PATHOPHYSIOLOGY I

Two hours lecture. A study of the pathology, pathophysiology, and clinical manifestations of human disease states. **Prerequisite: PHARM 3614. Prerequisite or concurrent enrollment: PHARM 4512, PHARM 4634, BIOL 4213.**

PHARM 4622 PATHOPHYSIOLOGY II

Two hours lecture. A study of the pathology, pathophysiology, and clinical manifestations of human disease states. **Prerequisite: PHARM 4612. Prerequisite or concurrent enrollment: PHARM 4522, PHARM 4644.**

PHARM 4634 PHARMACOLOGY I

Four hours lecture. A study of the classification, mechanism of action, pharmacological effects, and therapeutic uses of medications. **Prerequisite: PHARM 3405, PHARM 3614. Prerequisite or concurrent enrollment: PHARM 4512, PHARM 4612.**

PHARM 4644 PHARMACOLOGY II

Four hours lecture. A study of the classification, mechanism of action, pharmacological effects, and therapeutic uses of medications. **Prerequisite: PHARM 4634. Prerequisite or concurrent enrollment: PHARM 4522, PHARM 4622.**

PHARM 4712 HEALTH ISSUES I

Two hours lecture. The Health Issues courses are intended to promote awareness of emerging topics and concepts in pharmacy, medicine, and public health. This course will focus on public health policy and the social and behavioral aspects of pharmacy and medicine. **Prerequisite: PHARM 4302.**

PHARM 5010 PHARMACY SEMINAR III

Zero hours lecture. Required in the first and second semesters of the third professional year. Students will participate in professional program activities, which may include continuing professional development, interprofessional education, co-curricular activities, assessment, and portfolio development. **Prerequisite: PHARM 4010 and third professional year standing.**

PHARM 5054 COMMUNITY PHARMACY II

Four hours lecture. This course provides an in-depth examination of medical conditions for which nonprescription products are safe and effective. Emphasis is placed on the role of the pharmacist in pharmacist-assisted self-care, including referral to another practitioner when necessary. Active learning strategies are used to develop medication therapy management (MTM) skills. **Prerequisites: PHARM 3813, PHARM 4323, PHARM 4341, PHARM 4622, PHARM 4644. Prerequisite or concurrent enrollment: PHARM 5204, PHARM 5351.**

PHARM 5204 PHARMACOTHERAPY II

Four hours lecture. Predominately lecture-based course which lays the foundation for the principles and application of evidence-based medicine, with an emphasis placed on therapy selection rational, medication and disease monitoring, and drug interactions for common acute and chronic diseases seen in the inpatient and ambulatory care setting. **Prerequisites: PHARM 4323, PHARM 4341, PHARM 4622, PHARM 4644. Prerequisite or concurrent enrollment: PHARM 5351, PHARM 5301.**

PHARM 5234 PHARMACOTHERAPY III

Four hours lecture. Predominately lecture-based course which builds upon the basic sciences and clinical based prerequisites. This course further develops knowledge of the principles and application of evidence-based medicine, with an emphasis placed on therapy selection rational, medication and disease monitoring, and drug interactions for additional common acute and chronic diseases seen in the inpatient and ambulatory care setting. **Prerequisites: PHARM 5204, PHARM 5351. Prerequisite or concurrent enrollment: PHARM 5361.**

PHARM 5301 CLINICAL PHARMACOKINETICS

One hour lecture. The absorption, distribution metabolism and elimination of common medicinal agents will be reviewed. Mathematical modeling will be used to predict the pharmacokinetic behavior of selected medicinal agents in a variety of patient populations. **Prerequisites: PHARM 4323, PHARM 4332, PHARM 4341. Prerequisite or concurrent enrollment: PHARM 5204, PHARM 5351.**

PHARM 5351 PHARMACEUTICAL CARE LABORATORY V

Interactive, advanced patient care course focused on the collection and interpretation of patient specific data, the identification of pharmaceutical care related problems and therapeutic recommendations based on case scenarios. Introductory topics related to patient care not covered elsewhere will be introduced at the beginning of the course. **Prerequisites: PHARM 4323, PHARM 4341, PHARM 4622, PHARM 4644. Prerequisite or concurrent enrollment: PHARM 5204, PHARM 5301.**

PHARM 5361 PHARMACEUTICAL CARE LABORATORY VI

Capstone course with increased independent learning via patient case studies focused on the development and implementation of pharmaceutical care plans with emphasis on therapeutic recommendations, monitoring, and adjustments in patients with multiple concomitant diseases. This course is also designed to improve upon professional skills such as problem-solving, presentation skills, writing skills, and drug information skills. **Prerequisite: PHARM 5204, PHARM 5351, PHARM 5301. Prerequisite or concurrent enrollment: PHARM 5234.**

PHARM 5753 TOXICOLOGY

Three hours lecture. An introduction to the general principles of toxicology focusing on organ systems response to toxic chemicals; classes of toxic compounds including drugs, industrial chemicals, heavy metals, pesticides, food additives, natural toxins and venoms, and environmental pollutants; and clinical assessment and treatment of poisoning and toxicant exposure. **Prerequisites: PHARM 4522, PHARM 4622, PHARM 4644.**

PHARM 5812 HEALTH ISSUES II

Two hours lecture. A continuation of the Health Issues series, intended to promote awareness of emerging topics and concepts in pharmacy, medicine, and public health. This course will review the basic concepts of pharmacognosy and focus on current topics in the areas of alternative and complementary medicine, nutrition, disease prevention, and wellness. **Prerequisite: PHARM 4712.**

PHARM 5822 HEALTH ISSUES III

Two hours lecture. The Health Issues courses are intended to promote awareness of emerging topics and concepts in pharmacy, medicine, and public health. This course will focus on principles of pharmacogenomics and contemporary issues in personalized medicine including drug efficacy and medication safety. **Prerequisite: PHARM 5812.**

PHARM 5823 PHARMACY ADMINISTRATION

Three hours lecture. An introduction to basic management and administrative processes essential for pharmacy operations. The role of managed care in the delivery of health care at the local and national level is developed. The interface of pharmaceutical care delivery and managed care policy is examined. **Prerequisite or concurrent enrollment: PHARM 5361.**

PHARM 5844 JURISPRUDENCE

Four hours lecture. A survey of federal and state laws and regulations which pertain to the practice of pharmacy. **Prerequisite or concurrent enrollment: PHARM 5234.**

PHARM 5853 PHARMACY MANAGEMENT & MARKETING

Three hours lecture. A study of the basic principles of management with an emphasis on financial accounting, operations analysis, and human resources. The use of basic marketing principles for product acquisition and promotion of pharmaceutical care services is developed. **Prerequisite: First professional year standing.**

PHARM 5914 and 5924 ADVANCED PHARMACY PRACTICE EXPERIENCE - COMMUNITY A & B

Each is a full-time monthly practicum conducted in an independent and/or chain community pharmacy. Instruction and supervised pharmacy practice training is provided by an instructor in off-campus affiliated teaching community pharmacies. The advanced student applies the knowledge and skills from previous coursework and training to demonstrate pharmaceutical care in ambulatory patients. **Prerequisites: Fourth professional year standing.**

PHARM 5934 ADVANCED PHARMACY PRACTICE EXPERIENCE - INSTITUTIONAL

A full-time monthly practicum conducted in an institutional setting. The advanced student utilizes their previous coursework and training to demonstrate the application of pharmaceutical care. Drug policy management, distribution systems and administrative activities are also covered. **Prerequisites: Fourth professional year standing.**

PHARM 5944 and 5984 ADVANCED PHARMACY PRACTICE EXPERIENCE - SELECTIVE A & B

Each is a full-time monthly practicum conducted at a pharmacy practice site. Instruction and supervised pharmacy practice training is provided by an instructor at a pharmacy practice site. The advanced student selects from a variety of optional pharmacy practice experiences including medicine and/or home health care, consulting practice, nuclear pharmacy, Indian health services, specialty compounding pharmacies, managed care, administrative rotations, additional community or institutional rotations. **Prerequisite: Fourth professional year standing.**

PHARM 5954, 5964 and 5974 ADVANCED PHARMACY PRACTICE EXPERIENCE - MEDICINE SELECTIVE A, MEDICINE SELECTIVE B, & GENERAL MEDICINE

Each is a full-time monthly practicum with supervised instruction in a patient care setting, including ambulatory care. The advanced student must demonstrate the application of pharmaceutical care to patients throughout the rotation experience. This is accomplished by Socratic faculty teaching utilizing low student to faculty ratios and intense problem solving activities. **Prerequisites: Fourth professional year standing.**

PHARM 5994 ADVANCED PHARMACY PRACTICE EXPERIENCE - AMBULATORY CARE

A full-time monthly practicum with supervised instruction in an ambulatory care setting. The advanced student must demonstrate the application of pharmaceutical care to patients throughout the rotation experience. This is accomplished by Socratic faculty teaching utilizing low student to faculty ratios and intense problem solving activities. **Prerequisite: Fourth professional year standing.**

PROFESSIONAL ELECTIVES

PHARM 4101-2 PHARMACEUTICAL RESEARCH

One-two hours credit. Under guidance and supervision by a College of Pharmacy faculty member, pharmacy students will participate in original research projects in the pharmaceutical sciences or in the area of pharmacotherapeutics. **Prerequisites: Second year standing; consent of instructor.**

PHARM 4602 SUBSTANCES OF ABUSE & ADDICTION

A study of misused or abused substances, including addiction theories and mechanisms of addictive behaviors, the action and consequences of substance abuse, and the methods used by society and the medical establishment to treat addictive behaviors. Open to pharmacy, upper division, and graduate non-pharmacy students.

PHARM 4702 CULTURAL COMPETENCY FOR PATIENT-CENTERED CARE

Two hour lecture. An elective course that examines historical and sociological ideas related to the development of cultural competence. A culturally competent healthcare provider, who fully understands the patient's values, preferences, and beliefs about health and wellness, is essential to providing patient-centered care. Culturally competent healthcare providers are self-aware, respectful of others, lifelong learners and provide high quality care to all. **Prerequisite: Second professional year standing or permission of the instructor.**

PHARM 4732 PHARMACY CASE STUDIES

Two-hour lecture. Using an active-learning approach, pharmacy students will evaluate patient information in both community and health-system pharmacy scenarios, identify clinically significant problems, and consult appropriate guidelines from the medical literature to determine solutions to patient problems. The course serves as an introduction to case study analysis for students transitioning to pharmacotherapy course work, but also provides advanced students additional opportunities to apply knowledge and to practice case study skills. **Prerequisites: PHARM 4612, PHARM 4634 or concurrent enrollment.**

PHARM 4811-2 SPECIAL PROBLEMS IN PHARMACY ADMINISTRATION

One-two hour's credit. Seminar/discussion/special projects format of current topics and research in pharmacy administration. **Prerequisite: First professional year standing.**

PHARM 4842 LEGAL ISSUES IMPACTING PHARMACISTS

Two-hour lecture. An elective course that addresses and prepares pharmacy students for many of the challenges facing future leadership and management in the profession. Students will be involved in case discussions, mock events, and a review of laws involving pharmacy employers/employees, business and personal life. **Prerequisite: Second professional year standing or permission of the instructor.**

PHARM 4852 ISSUES IN BUYING AND SELLING A PHARMACY

Two-hour lecture. An elective course that addresses issues when buying and/or selling a pharmacy and prepares the pharmacy student for many of the challenges expected when involved in such a transaction. Students will be exposed to all aspects of such transactions including asset transfer, contract review, financing, and development of the business plan. **Prerequisite: Second professional year standing or permission of the instructor.**

PHARM 4862 INTRODUCTION TO INFECTIOUS DISEASES

Two hours lecture. Interactive elective course that introduces the pharmacy student to basic principles of infectious disease pharmacotherapy. A strong emphasis will be given to the mechanism of action, spectrum of activity, pharmacokinetics, pharmacodynamics, adverse effects, and drug interactions associated with various antimicrobial drug classes. This course is designed to develop the skills necessary to formulate appropriate antimicrobial regimens to treat common infectious diseases.

PHARM 5172 CURRENT CONCEPTS IN PHARMACEUTICS

An elective course dealing with current topics in pharmaceutics. **Prerequisite: PHARM 3123 or consent of instructor.**

PHARM 5312 POST GRADUATE PREPARATION

Two-hour lecture/online. An elective course focused on professional preparation for students interested in pursuing residency or other post-graduate opportunities. Focus on development of curriculum vitae, letters of intent, personal statements, and presentation and interviewing skills. Development of other pertinent professional attitudes will be covered. Involvement in pharmacy organizations, volunteerism, and student scholarship will also be discussed and encouraged. There is a service learning requirement as well as encouraged attendance of two state or national pharmacy organizational meetings during the semester. **Prerequisite: Third professional year standing and instructor approval.**

PHARM 5342 CURRENT CONCEPTS IN PHARMACY PRACTICE

An elective course dealing with current topics in pharmacy practice. **Prerequisite: PHARM 4323 or consent of instructor.**

PHARM 5422 CURRENT CONCEPTS IN MEDICINAL CHEMISTRY

Two-hour lecture. An elective course dealing with new processes and techniques in medicinal chemistry and drug discovery. After giving a brief introduction about different processes in drug discovery, some important drug discovery cases will be studied. **Prerequisite: PHARM 3405, PHARM 4512 or permission of instructor.**

PHARM 5712 VETERINARY PHARMACOLOGY

Two-hour lecture. An elective course dealing with the overview of drugs and/or drug use that is unique to veterinary practice as well as discussion of the pathophysiology and pharmacology of veterinary diseases. **Prerequisite or concurrent enrollment: PHARM 4644 or consent of instructor.**

PHARM 5772 CURRENT CONCEPTS IN PHARMACOLOGY

An elective course dealing with current topics in pharmacology. **Prerequisite: PHARM 4634 or permission of the instructor.**

PHARM 5802 CURRENT TOPICS IN PHARMACY ADMINISTRATION

Two-hour lecture. The exploration of current administrative principles which affect the practice of retail, home health and institutional pharmacy with the objective of orienting the student to the latest developments in areas of risk management, business enhancement and management theory. **Prerequisite: Second professional year standing or permission of the instructor.**

PHARM 5902 FINANCIAL MANAGEMENT FOR THE PHARMACIST

Two-hour lecture. A study of financial planning, investment analysis, tax analysis, budgeting, and other aspects of personal and business finances. **Prerequisites: Second professional year standing or permission of the instructor.**

ALTERNATIVE PROFESSIONAL ELECTIVES

SPAN 3023 SPANISH FOR HEALTHCARE PROFESSIONALS

Course designed to develop language skills with a focus on listening and speaking to provide vocabulary and conversational practice in realistic healthcare, pharmacy and/or emergency situations with emphasis on real-life vocabulary. Spanish-language media and public-service opportunities; planned and spontaneous activities augment course text. **S**

PROFESSIONAL ELECTIVES
PharmD/MBA Dual Program Students Only

Successful completion of any two of the following ten business courses will meet the professional elective requirements for the doctor of pharmacy program.

ACCTG 5633 FINANCIAL ACCTG FOR DECISION MAKING

ECONO 5653 ADVANCED MANAGERIAL ECONOMICS

ECONO 5763 ADVANCED BUSINESS STATISTICS

FINAN 5263 ADVANCED FINANCIAL MANAGEMENT

MNGMT 5xx3 MANAGEMENT ELECTIVE

MNGMT 5433 ADV HUMAN RESOURCE MANAGEMENT

MNGMT 5533 MNGMT & ORGANIZATIONAL BEHAVIOR

MNGMT 5643 ADV QUANT METHODS & OPER ANALYSIS

MNGMT 5923 BUSINESS STRATEGY & POLICY

MRKTG 5623 MARKETING STRATEGY

LEADERSHIP DEVELOPMENT PROGRAM ELECTIVE COURSES

PHARM 5432 LEADING TRANSFORMATIONAL CHANGE IN PHARMACY

Two-hour lecture. This course develops participant's knowledge and expertise in leading transformational change. Some change happens incrementally, while others are disruptive requiring transformation to achieve positive outcomes. The transformational change model is a systems approach that addresses human behavior, social systems, and organizational structures. Leaders of transformational change must develop skills in the development of resilience, creation of a compelling vision, collaboration, and development of a learning culture. **Prerequisite: Second professional year standing.**

PHARM 5443 LEADING IMPACTFUL INNOVATION IN PHARMACY

Three-hour lecture/group work. Innovation is a creative process that allows individuals within an organization the freedom to think beyond the current boundaries of practice. Leading Impactful Innovation is designed to develop scholar practitioners that have knowledge of the principles of innovation and an understanding of the way that leaders influence the development of a culture open to the risks necessary for impactful innovation. Emphasis is placed on application using systems theory and an evidence-based approach to innovation in the field of pharmacy. **Prerequisite: PHARM 5432, Instructor approval.**

PHARM 5454 QUALITY OUTCOME EVALUATION IN PHARMACY

Four-hour lecture/group work. This course produces scholar practitioners that understand the challenges associated with leading a pharmacy/health care organization to overcome the quality gap. Students review quality from the organizational and patient/customer perspective focusing on improvement of process, procedure, and structure to address quality as reliability and excellence. Students connect the process of continuous quality improvement within the organization to the need to address outcome measures. **Prerequisite: PHARM 5443, Instructor approval**

Doctor of Pharmacy (Pharm.D.)
College of Pharmacy
PRE-PROFESSIONAL (PHRMP.BA)
Suggested Course Sequence

FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
1023 Computers & Info Access (3)	1003 General Psychology (3)
1043 or 1053 American History (3)	1054 Principles of Biology w/Lab (4)
1113 English Composition I (3)	1103 American Government & Politics (3)
1203 General Chemistry I (3)	1213 English Composition II (3)
1252 General Chemistry I Lab (2)	1303 General Chemistry II (3)
2823 Applied Calculus (3)	1352 General Chemistry II Lab (2)
Total (17)	Total (18)

SECOND YEAR

FIRST SEMESTER	SECOND SEMESTER
1003 Early World History (3)	1063 General Physics (3)
OR 1103 World Cultural Geography (3)	2263 Introduction to Macroeconomics (3)
OR 1103 Introduction to Humanities (3)	3704 Human Anatomy w/Lab (4)
1313 Introduction to Public Speaking (3)	4021 Organic Chemistry II Lab (1)
3013 Organic Chemistry I (3)	4113 Organic Chemistry II (3)
3111 Organic Chemistry I Lab (1)	Fine Arts: Select one course from the following:
3355 General Microbiology w/Lab (5)	ART - 1223 Art Survey (3)
	LIT - 2413 Introduction to Literature (3)
	MUSIC - 1013 Introduction to Music (3)
	PHILO - 1453 Introduction to Philosophy (3)
Total (15)	Total (17)

Doctor of Pharmacy (Pharm.D.)
College of Pharmacy
PROFESSIONAL (PHARM.PHARMD)
Suggested Course Sequence

FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
3001 Introduction to Pharmacy (1)	3010 Pharmacy Seminar I (0)
3012 Pharmacy Calculations (2)	3123 Pharmaceutics II (3)
3023 Pharmaceutics I (3)	3321 Pharm. Care Lab II (1)
3311 Pharm. Care Lab I (1)	3405 Fundamentals of Drug Action (5)
3614 Physiology (4)	3823 Health & Biostatistics (3)
3813 Community Pharmacy I (3)	4213 Immunology (3)
4124 Biochemistry (4)	5853 Pharmacy Management & Marketing (3)
Total (18)	Total (18)

SECOND YEAR

FIRST SEMESTER	SECOND SEMESTER
3213 IPPE – Community (3)	4010 Pharmacy Seminar II (0)
4010 Pharmacy Seminar II (0)	4323 Pharmacotherapy I (3)
4142 Health-Systems Pharmacy (2)	4341 Pharm. Care Lab IV (1)
4302 Drug Information (2)	4522 Medicinal Chemistry II (2)
4331 Pharm. Care Lab III (1)	4622 Pathophysiology II (2)
4332 Basic Pharmacokinetics (2)	4644 Pharmacology II (4)
4512 Medicinal Chemistry I (2)	4712 Health Issues I (2)
4612 Pathophysiology I (2)	Professional Elective (2)
4634 Pharmacology I (4)	
Total (18)	Total (16)

THIRD YEAR

FIRST SEMESTER	SECOND SEMESTER
4223 IPPE – Institutional (3)	5010 Pharmacy Seminar III (0)
5010 Pharmacy Seminar III (0)	5234 Pharmacotherapy III (4)
5054 Community Pharmacy II (4)	5361 Pharm. Care Lab VI (1)
5204 Pharmacotherapy II (4)	5753 Toxicology (3)
5301 Clinical Pharmacokinetics (1)	5822 Health Issues III (2)
5351 Pharm. Care Lab V (1)	5823 Pharmacy Administration (3)
5812 Health Issues II (2)	5844 Jurisprudence (4)
Professional Elective (2)	
Total (17)	Total (17)

FOURTH YEAR

FIRST SEMESTER	SECOND SEMESTER
5914 APPE – Community A (4)	5924 APPE – Community B (4)
5944 APPE – Selective A (4)	5934 APPE – Institutional (4)
5954 APPE – Medicine Selective A (4)	5974 APPE – General Medicine (4)
5964 APPE – Medicine Selective B (4)	5984 APPE – Selective B (4)
	5994 APPE – Ambulatory Care (4)
Total (16)	Total (20)

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REGULATIONS PERTAINING TO GRADUATION

Students in the School of Pharmacy must complete the Pre-Professional and Professional curriculums. This includes 30 hours in residence.

Minimum hours for graduation.....207
Minimum hours in liberal arts & sciences 55
Minimum Grade Point Average to enter
the professional program.....2.50
Minimum Grade Point Average in major 2.00

APPENDIX

Southwestern Oklahoma State University
College of Pharmacy

Student Policies

Academic Integrity Guidelines

Professionalism Policy

Substance Use, Misuse, and Abuse Policies

APPE Preparedness Policy

Southwestern Oklahoma State University
College of Pharmacy
Academic Integrity Guidelines

The following information provides Academic Integrity Guidelines for students in the College of Pharmacy at Southwestern Oklahoma State University. The purpose of this document is to clarify and codify the rights and responsibilities of students that are inherent in the traditional academic environment. These Guidelines are designed to assure due process, equity, and prompt and objective review by third parties, with appropriate appeals procedures. Violations of the Student Conduct Code of Southwestern Oklahoma State University and the COP Professionalism Policy, not otherwise implicated by these Guidelines, will be administered pursuant to that Code.

I. Student Responsibilities

A student has a responsibility to exhibit honesty, and to adhere to the ethical standards of the pharmacy profession in carrying out their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

A. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor, including electronic devices.

B. Provides assistance to and/or receives assistance from another person during an academic evaluation in a manner not authorized by the instructor.

C. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.

D. Acts as a substitute for another person and/or utilizes a substitute in any academic evaluation process.

E. Practices any form of deceit in an academic evaluation proceeding.

F. Provides aid to another person or depends on the aid of others, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

G. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.

H. Submits the work of another person in a manner that represents the work to be one's own or knowingly permits one's work to be submitted by another person without the instructor's authorization.

I. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.

J. Indulges, during a class (or examination) session in conduct that is disruptive as to infringe upon the rights of the instructor or fellow students.

K. Employs during lecture, electronic devices not authorized by the instructor.

II. Procedures for Adjudication

No student will be subject to an adverse finding that he/she committed an offense related to academic integrity, and no sanction will be imposed relating thereto, except in accordance with procedures as set forth in section II of this document. The procedures, herein described, are intended to provide an orderly process to deal with purported violations of academic integrity in a manner that is fair to the student, instructor and the College of Pharmacy community alike.

If a third party feels as if an instructor or course coordinator has not adequately addressed a possible violation of the Academic Integrity Policy, they may file a report with the Department Chair or with the Academic Integrity Officer, who is the Associate Dean of the College of Pharmacy (unless otherwise involved in the conflict, in which case an individual will be appointed by the Dean of the College of Pharmacy) using the Academic Integrity report form, which can be found at the end of this document. This document is also available online and can be accessed from the COP website.

Whenever possible, violations should be resolved at the level of the individual student and instructor with the knowledge and assistance, if necessary, of the Department Chair. Designated administrative officers or bodies should become actively involved only when local efforts fail.

A. Resolution at the Level of the Instructor or Department Chair

1. Upon observation of a violation of academic integrity within his or her classroom, or in response to the information provided by another instructor, proctor, staff member or student of the College of Pharmacy, the instructor will inform the student that he/she has been charged with a specific violation of academic integrity.

2. The student will be given the opportunity to respond to the charges on an informal basis and to resolve the issue directly with the instructor. The instructor is expected to inform the course coordinator of the event and to complete an Academic Integrity Report and to forward it to the Department Chair.

3. In the case of an impasse between instructor and student, the counsel of the Department Chair will be sought in reaching a resolution. If a mutual agreement is reached, the matter shall be considered closed. The Academic Integrity Report will be forwarded to the Academic Integrity Officer for placement in the student file.

4. Should an individual other than the instructor be the original reporter of an incident, the Academic Integrity Officer shall notify that individual that a report has been filed.

5. Any admission or finding of guilt will result in the filing of a Professionalism Report by the instructor.

6. The Academic Integrity Report will be made part of the student's file, but information will be released only upon request on an as needed basis:
   a. to a faculty member involved with the same student at the informal stage of an inquiry;

   b. to a College Ad Hoc Academic Integrity Committee, after determination of guilt, for use in the sanction portion of the hearing; or

   c. to the Dean of the College of Pharmacy to assess the appropriateness of sanctions recommended by the College Ad Hoc Academic Integrity Committee.

B. Resolution Does Not Occur at the Level of the Department Chair

1. If the matter cannot be resolved at the departmental level, the Department Chair will file this Academic Integrity Report with the Academic Integrity Officer for further processing.

2. If unresolved, the Academic Integrity Officer will transmit the written statement of charges to the student, together with a copy of these regulations.

3. The letter of transmittal to the student, a copy of which shall also be sent to the charging party, instructor, course coordinator and Department Chair, will state a time and place when a hearing on the charges will be held by an Ad Hoc Academic Integrity Committee that will be appointed by the dean and consist of three faculty members and two students, all of whom are not associated with the incident under review.

4. In proceedings before the Ad Hoc Academic Integrity Committee the student shall have the right to:
   a. be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;

   b. have a fair disposition of all matters as promptly as possible under the circumstances;

   c. be informed of the general nature of the evidence to be presented;

   d. confront and question all parties and witnesses;

   e. present a factual defense through witnesses, personal testimony and other relevant evidence;

   f. have only relevant evidence considered by the committee; and

   g. a copy of the audio record of the hearing (given to the student at his or her own expense).

h. The hearing shall provide a fair inquiry into the truth or falsity of the charges, with the charged party and the instructor or charging party afforded the right to cross-examine all adverse witnesses. At the level of the committee of the school, legal counsel shall not be permitted.

i. A suitable audio record shall be made of the proceedings, exclusive of deliberations to arrive at a decision.

j. The decision, which shall be written, shall include a determination whether the charges have been proven by clear and convincing evidence, together with findings of material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may only be considered in recommending sanctions, not in determining guilt or innocence.

k. The decision shall be submitted to the Dean of the College of Pharmacy who will make an independent review of the hearing record, which shall include the audio record and all exhibits introduced. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary.

l. Upon completion of such additional proceedings, if any, and within a reasonable time the Dean shall issue a final decision. The Dean may reject any findings made by the Academic Integrity Committee adverse to the student and may dismiss the charges or alter the severity of a sanction, based on the evidence provided or the lack thereof, as provided in Section IV, except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines through the formal hearing procedures.

m. The Dean shall transmit to the charged party, the instructor, the course coordinator, the Department Chair and the Academic Integrity Officer copies of all the actions taken by the committee and the Dean.

III. Timeliness of the Complaint Process

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the instructor to utilize these procedures diligently may constitute grounds for dismissal of charges.

IV. Sanctions

The sanctions that may be imposed upon finding that an offense related to academic integrity has been committed are the following:

A. Dismissal from the College of Pharmacy without expectation of readmission.

B. Suspension from the College of Pharmacy for a specific period of time.

C. Reduction in grade, or assignment of a failing grade, in the course in which the offense was committed.

D. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

E. The College of Pharmacy may opt for any sanctions approved by the Dean. Such sanctions must be made known to students in writing.

In administering sanctions, the College of Pharmacy must strive to achieve consistency in their application. That is, the same sanctions should be applied for the same offenses, unless extenuating circumstances are established through the hearing process, e.g., the student is a repeat offender.

The imposition of such sanctions may be considered by the school in the preparation of any report concerning the student submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the consent of the student.

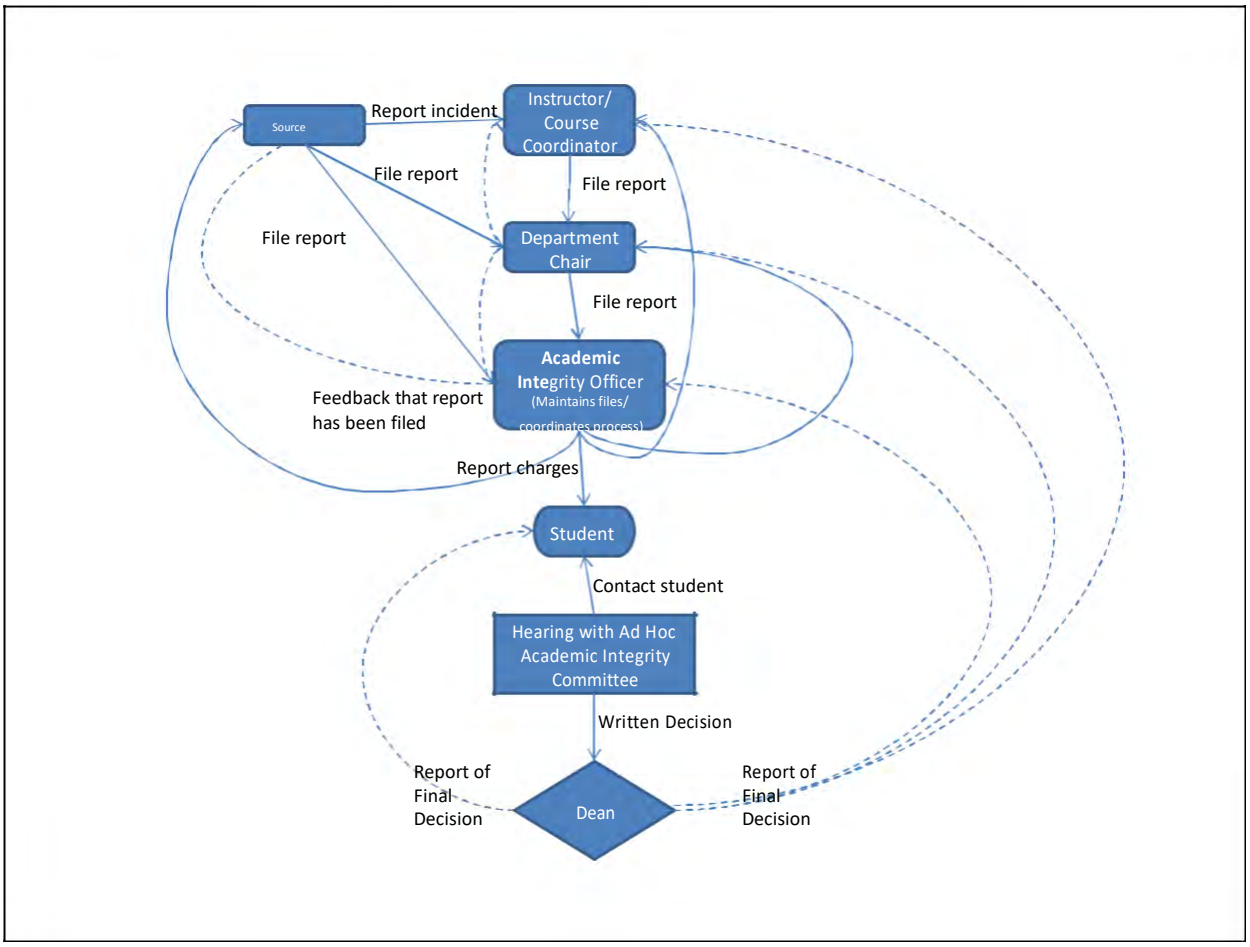
V. Review and Appeal

Within seven (7) working days of the final decision, a student may seek to have a Dean's final decision (or determination that the charges are not subject to adjudication) reviewed by the Provost/Vice President for Academic and Student Affairs. The Provost's action shall constitute an exhaustion of all required institutional remedies and shall be final.

VI. Timeliness of the Appeal Process

It is the responsibility of all parties, including administrative officers to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results.

Flowchart for Adjudication



APPENDIX A

Southwestern Oklahoma State University
College of Pharmacy
Academic Integrity Report

Student being reported

Name:

Email:

Person submitting original report of misconduct

Name:

Email:

Telephone:

Person submitting Academic Integrity Report

Name:

Email:

Telephone:

Type of event/behavior:

… Plagiarism

… Testing

… Electronic Device

… Professionalism: filing a Professionalism Report for the same incident?____

Please note this on the Professionalism report

… Other: _____

Reports Filed/Resolution:

Faculty:

Y … Received report of possible Academic Integrity violation

_____

Signature Date

Y …N …Resolved at level of faculty

_____

Signature Date

Y … N … Professionalism Report filed

_____

Signature Date

Y … N … Report filed with Department Chair

_____

Signature Date

Department Chair:

Y … Report received by Department Chair

_____

Signature Date

Y …N …Resolved by Department Chair

N/A … _____

Signature Date

Y … Report filed with Academic Integrity Officer

_____

Signature Date

Academic Integrity Officer:

Y … Report received by Academic Integrity Officer

_____

Signature Date

Y … Notification sent to originating source of report if other than instructor

_____

Signature Date

Y … N …Unresolved and referred to Ad Hoc Academic Integrity Committee

_____

Signature Date

Description of event/behavior:

Please describe the event/behavior in as much detail as possible. Information should include but is not limited to: date/time/place of incident, all parties involved in the incident, and any attempts at a resolution prior to submission of this form. Please attach additional sheets if necessary.

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Printed Name of Person Submitting Report Date

_____

Signature of Person Submitting Report

APPENDIX B

Southwestern Oklahoma State University
College of Pharmacy
Academic Integrity Guidelines Attestation Statement

By signing below, I signify that I have read the current COP Academic Integrity Policy in its entirety. I agree to abide by the policies set forth in the COP Academic Integrity Policy. I also agree to abide by any updates to the Academic Integrity Policy. The most current version will be posted online (found from the COP homepage under Policies and More). I understand that it is my responsibility to regularly check for updates to the policy. I understand that infractions of the COP Academic Integrity Policy will not be tolerated.

Should it be determined that I have indeed breached the COP Academic Integrity Policy, I understand that I may be withdrawn involuntarily from any course in which the breech occurred; I may also receive a penalty, including (but not limited to) an F, for the course, and/or dismissal from the College of Pharmacy.

My signature on this agreement is valid for all courses taken from the date of my signature until my graduation from the College of Pharmacy program.

Signature: _____ Date: _____

Printed Name: _____

Southwestern Oklahoma State University
College of Pharmacy
Professionalism Policy

Professionalism

Professionalism is an expected behavior of students, staff, faculty, and volunteer faculty who work for or are affiliated with the Southwestern Oklahoma State University College of Pharmacy (SWOSU COP). Expected behaviors are defined in this policy statement.
All members of the College of Pharmacy community are considered to be mature adults whose attitude, conduct and morals are compatible with the functions and missions of SWOSU as an educational institution, and with the ethical standards of the profession of pharmacy.

Professionalism Committee Mission Statement

The committee adopts the following definition, "Professionalism is the enactment of the values and ideals of individuals who are called, as pharmacists, to serve individuals and populations, whose care is entrusted to them, prioritizing the interests of those they serve above their own."

The purpose of the Professionalism Committee at SWOSU COP is to nurture and develop the attitudes, qualities, and values that define the profession of pharmacy. The committee will design, implement, and maintain a variety of activities to provide ongoing development of professional attitudes and behaviors throughout the curriculum. This can be achieved by a concerted effort from the students, faculty, administration, alumni/preceptors, and other stakeholders in the COP and must encompass participation from these diverse groups to demonstrate appropriate professional conduct. The overarching theme of these activities is to provide a framework for students to recognize the importance of professionalism and provide a means to hold students and other stakeholders accountable for the development of appropriate professional attitudes and behaviors. The focus will be to emphasize specific character traits that have been defined including but not limited to altruism, honesty and integrity, respect for others, professional presence, professional stewardship, commitment to self-improvement, and a dedication and commitment to excellence.

Professionalism Committee Composition, Duties, and Responsibilities

This committee shall be composed of a mixture of faculty and students as recommended by the Executive Committee. Please refer to the SWOSU COP Policies and Procedures Manual for more information regarding the composition, duties, and responsibilities of the committee.

Statements on Professionalism

Oath of a Pharmacist*

At this time, I vow to devote my professional life to the service of all local and global communities through the profession of pharmacy. I will consider the welfare of humanity and relief of human suffering my primary concerns. I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients. I will respect and protect all personal and health information entrusted to me. I accept the lifelong obligation to improve my professional knowledge and competence. I will hold myself and my colleagues to the highest principles of ethical and legal conduct. I will embrace and advocate changes that improve patient care. I will utilize my knowledge, skills, experiences, and values to fulfill my obligation to educate and train the next generation of pharmacists. I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

**Developed by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism, June 26, 1994. Revised and approved by AACP in July 2007 and APhA-ASP in May 2007 for implementation in 2008-2009.*

Pledge of Professionalism*

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

DEVELOP a sense of loyalty and duty to the profession of pharmacy by endeavoring to create a sense of community. I will serve as one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability of membership in the profession.

FOSTER professional competence through life-long learning. I understand that my education is a privilege, and I will never forget that it is my responsibility to learn the science and practice of pharmacy. In addition, I shall always seek to learn from the wisdom and experience of my mentors and fellow brothers and sisters of pharmacy.

STRIVE for high ideals, teamwork and unity with all health care professionals in pharmacy, medicine, nursing, and the health related professions. I will respect the contributions of these colleagues, and I will strive to realize our collective commitment to provide optimal patient care.

CONDUCT myself in an honorable manner in my academic and practical work. When

examined, I will demonstrate my skills as an independent scholar. When serving as a member of a cooperative effort, I will share equally in the responsibility of the whole and contribute to the best of my ability to facilitate the success of the team.

SUPPORT my colleagues by actively encouraging personal commitment to the standards set forth by the profession.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver. This will require an ongoing reassessment of personal and professional values.

The profession of pharmacy is one that demands adherence to a set of rigorous ethical standards. The core values vital to professional responsibility incorporate collaboration, creativity, excellence, knowledge, leadership, learning, social responsibility, and professionalism. These high ideals are necessary to ensure the quality of care extended to the patients I serve.

As a student of pharmacy, I understand that my professional responsibility begins today with my entrance into this professional college community. Therefore, I pledge to uphold these values in the performance of all my activities as I advance toward full membership in the profession of pharmacy.

**Adapted from the University of Illinois College of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism on June 26, 1994.*

Code of Ethics for Pharmacists*:

A pharmacist respects the covenantal relationship between the patient and pharmacist.
A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
A pharmacist respects the autonomy and dignity of each patient.
A pharmacist acts with honesty and integrity in professional relationships. A pharmacist maintains professional competence.
A pharmacist respects the values and abilities of colleagues and other health professionals.
A pharmacist serves individual, community, and societal needs. A pharmacist seeks justice in the distribution of health resources.

** Adopted by the membership of the American Pharmaceutical Association October 27, 1994.*

Personal Appearance and Attire

The following is the SWOSU COP Appearance Policy. These are the **minimally** acceptable standards for dress and grooming. If students are in a classroom or at a practice site with stricter policies, then the students will follow those policies.

The Appearance Policy will be in effect at all times when the student is onsite during an experiential rotation. On the SWOSU campus, the Appearance Policy will be in effect from 8AM - 5 PM, Monday through Friday, on the 3rd floor of the CPP Building and both floors of the Pharmacy Annex Building. This appearance policy will also be enforced at other COP pharmacy-related events (i.e. state or national meetings). When students are in the stated SWOSU facilities outside the above listed hours or participating in student organizational events, the Appearance Policy will not be enforced. However, common decency should prevail in selection of attire during those times as well.

1. Personal Hygiene and General Appearance
    a. Hairstyles will be conservative and neat in appearance with extremes in hair color prohibited (purple, green, orange, etc.).
    b. Fingernails will be clean and of reasonable length.
    c. Students may not have facial jewelry or ornamentation including rings, to or through the nose, tongue, lip, eyebrow or any other exposed body part except the ear.
    d. Clear spacers may be used in place of tongue rings or studs. Ear gauges (expanders) may be left in place, but covered with neutral colored band-aids.
    e. No more than three earrings per ear.
    f. Excessive dangling or oversized jewelry i.e. earrings, necklaces, bracelets, will be avoided.
    g. Cologne, perfume and/or cosmetics should be worn in moderation.
    h. Tattoos will be covered by clothing and should not be visible. Any visible tattoos (i.e. on hands, ankles, arms, etc.) should be covered with a flesh colored bandage or makeup.
    i. Men should be clean shaven; if beards and moustaches are worn they will be well-groomed and neatly trimmed.
2. Clothing should be clean, fit properly, be in good repair, and free from wrinkles.

A) Didactic Course Work

Students violating the SWOSU appearance policy during didactic course work and labs will be handled according to the policies of the individual professor, the Assistant Dean, and/or the Dean of the College of Pharmacy. Actions may include, but are not limited to: a verbal and/or written warning; being sent home from the class/lab/activity with the understanding that the student must change into appropriate attire before returning to campus; deduction of points as deemed appropriate.

a. T-shirts, sweatshirts, jeans, and capri pants are acceptable when clean and in good condition. Clothing should not display offensive slogans and/or pictures.
b. Dresses, skirts, and shorts will be no more than 3 inches above the knee.
c. Exercise clothes are not permitted (This includes, but is not limited to: gym shorts, sweat pants, yoga pants, bicycle shorts, and athletic gear).
d. Pajamas are not acceptable.
e. Appropriate undergarments must be worn and not visible.
f. No low-cut necklines or tank tops. No sleeveless tops, unless covered with a jacket or sleeved top.
g. No skin showing above or below the midriff.
h. No caps or hats will be worn.

B) Laboratory courses that are part of Didactic Course Work

Appearance Policies for laboratory courses are discussed in the first class meeting of each semester. Instructors in laboratory courses may have appearance policies that are more restrictive than the Didactic Course Work Appearance Policy. In that case, the stricter policy will take precedence and will be enforced according to the policies of the instructor(s) of the course.

a. Lab coats, when required, will be **clean and pressed**, with name tag and SWOSU pharmacy patch on sleeve. No other patches or names of pharmacies/medical institutions are permitted.
b. Scrubs are permitted in specific laboratory courses however the scrubs must be SWOSU scrubs and worn as a set.
c. Dresses and skirts will be no more than 3 inches above the knee.
d. Appropriate undergarments must be worn and not visible.
e. Shoe requirements in laboratory courses that are part of didactic course work are discussed in the first class meeting of each semester. The requirements will be at the discretion of and enforced according to the policies of the instructor(s).

C) Experiential Course Work

Students violating the SWOSU appearance policy for experiential course work will be given a verbal or written warning. For subsequent violations, the student may be sent home and not allowed to return until the next meeting time at the instructor's faculty advisor's and/or preceptor's discretion. The student may receive a zero for work that day. Make up of work/time is at the discretion of the faculty advisor and/or preceptor. If a second violation occurs, further disciplinary action will be taken with penalties extending up to failure of the rotation.

a. Lab coats will be **clean and pressed**, with name tag and SWOSU pharmacy patch on sleeve. No other patches or names of pharmacies/medical institutions are permitted. Coats should be worn at rotation sites at all times.
b. Scrubs are permitted in specific rotation sites however the scrubs must be SWOSU scrubs and worn as a set.

c. Dresses or skirts will be of a professionally appropriate length (i.e. no more than 3 inches above the knee).
d. Appropriate undergarments must be worn and not visible.
e. Blue Jeans will not be worn, unless part of acceptable "casual day" attire. (Clothing should be free from wear, tear, and/or holes)
f. Neckties are encouraged for males. They will be neatly tied at the neck with the top button buttoned.
g. No low cut necklines or tank tops. No sleeveless tops, unless covered with a lab coat, jacket or sleeved top.
h. No skin showing above or below midriff.
i. No hats will be worn.
j. Shoes should be clean and in good repair with laces tied and buckles fastened.
k. Shoes in clinical/patient care areas should follow the outline below unless a policy at the site otherwise specifies:
    i. No aerated shoes, i.e. Crocs or Croc-like shoes with holes on top.
    ii. Open heeled shoes are allowed if they securely hold the foot in the shoe.
    iii. No open toed shoes in clinical/patient care areas.
    iv. Appropriate socks or hosiery are required.

Class Attendance

Students are expected to be diligent in their studies and to attend classes regularly. They will be held responsible for making satisfactory arrangements with their instructors regarding absences. Students must be cognizant of instructors' individual attendance policies as presented in the course syllabus and abide by these policies.

Student Request to Attend Meetings or Conventions:

Students are encouraged to attend professional organization meetings or conventions, such as APhA Annual Meeting or ASHP Midyear Clinical Meeting, for the benefit of professional development and networking opportunities. Students who wish to attend these meetings must make appropriate arrangements with individual instructors for classes and exams to be missed, and the absences must be approved by each instructor prior to the meeting. The faculty advisor for the organization may assist in this matter; however, it is ultimately the responsibility of the student to ensure approval for absences.

Academic Integrity

As part of professionalism, students are expected to conduct themselves according the guidelines set forth in COP Academic Integrity Guidelines. (http://www.swosu.edu/academics/pharmacy/policies.aspx) Students and faculty are referred to this document for further information relating to academic integrity issues.

Social Media Use

The conduct of SWOSU COP faculty, staff, and students ("users") in their use of electronic social media (including but not limited to Facebook, Twitter, YouTube, LinkedIn, and other secured and/or unsecured online forums) are reflections on the profession and the COP. All members of the COP should be aware of this fact when participating in social media outlets. The COP faculty, staff, and students will comply

with applicable university, state, and federal laws, rules, and regulations concerning the use of social media, internet, HIPPA laws, privacy laws, and any other applicable university, state and federal laws, rules, or regulations. Faculty, staff, and students should be aware that they are legally responsible for all postings from their account and may face personal liability if such postings are defamatory, harassing, or in violation of any other applicable law or if the postings include confidential, privileged, proprietary or copyrighted information (written, audio, video and all other electronic forms), or intellectual property belonging to another party. The following governs appropriate conduct on social media outlet communications:

- Communications must not contain any sensitive, confidential, privileged, proprietary, copyright, trade-secret or patient information or images of any information obtained from didactic experience, rotation sites or any third party.
- Communications should not contain language that is defamatory, libelous, threatening, or harassing to another person or entity.
- Communications must not be used to provide medical advice or medical commentary by non-physicians outside the scope of user's licensure.
- A user should not allow any other individual or entity to use his/her identification for posting or viewing comments, nor should a user post under another person's name.
- A user must not claim nor imply that he/she is speaking on behalf of COP unless the user has been authorized in writing by Dean, Associate Dean or designee, to do so.
- A user must at all times avoid making any statements that could be viewed as an official communication of COP.

When more stringent rules are present at work sites, didactic syllabi, or rotations, the more stringent rules take precedence. Faculty, staff, and students should make themselves aware of any policies at specific sites. Inappropriate use of social media will be dealt with according to the procedures outlined in the professionalism policy or as deemed necessary by the Dean of the COP or his/her representative.

Non-Academic Performance Evaluation

Each student is expected to comply with requests of university officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Scholastic non-cognitive performance is evaluated on the basis of certain demonstrated characteristics that are important to individuals preparing for a career in pharmacy.
Characteristics included in these evaluations are altruism, honesty and integrity, respect for others, professional presence, professional stewardship, commitment to self-improvement, and a dedication and commitment to excellence.

Faculty will be asked to provide written documentation for students who demonstrate either outstanding or inadequate professional attributes. Faculty should submit information on the appropriate form to be included in the students file.

Outstanding Professional Conduct
If the student receives two (2) or more letters indicating *outstanding* professional behavior, the Professionalism Committee Chair will notify the student in writing or via email and a copy will be sent to the administrative member of the Professionalism Committee. In addition, the Professionalism Committee Chair will provide the student with a certificate of commendation to be placed in their portfolio.

Inadequate Professional Conduct
If the student receives letters indicating inadequate professional behavior on two (2) or more separate situations or incidents, the Professionalism Committee Chair will undertake the following action (in the case of a serious violation, a single evaluation of "Inadequate" will suffice):

1. Notify the student via email or in writing that he/she has received an excessive number of *inadequate* evaluations;
2. Require the student to arrange a formal interview within two weeks with the individual(s) notification of the report. This meeting will include a faculty member of the Professionalism Committee to serve as a neutral third party along with the individuals who submitted reports (at least one person who has submitted a report should be in attendance); and
3. The Professionalism Committee will then discuss the results of this interview, including the student's explanation for his/her behavior.

NOTE: Any student notifications discussed above in items 1-3 will be kept by the Professionalism Committee Chair for record keeping purposes. The Administrative Member of the Professionalism Committee will also be notified of any actions.

The Professionalism Committee may choose any or several of the following:
1. Take no further action;
2. Interview and counsel the student verbally (with a written summary to the Administrative Member of the Professionalism Committee).

3. Counsel the student in writing via a letter of reprimand (with a copy to the Administrative Member of the committee);
4. Require the student to develop and complete a corrective action plan to document improvements relating to the professionalism issues specific to the student (a copy of this corrective action plan will be forwarded to the Administrative Member of the committee);
5. Interview and counsel the student and recommend he/she be placed on a leave of absence by the Executive Committee for an interval of time recommended by the Professionalism Committee;
6. Interview and counsel the student and recommend he/she be placed on non-academic probation by the Executive Committee for an interval of time recommended by the Professionalism Committee;

   or

7. Interview the student and recommend his/her dismissal from the College. A recommendation for dismissal will be forwarded to the Executive Committee and Dean for final action.

For items 5-7, final approval of the recommendation must come from the Executive Committee and/or the Dean. The student will receive notification of the actions once they are finalized by the Professionalism Committee, the Executive Committee, the Dean and/or any other necessary parties.
Additional reports of unprofessional conduct submitted to the Professionalism committee (in excess of the 2 dealt with above) will be handled on a case by case basis. These situations will be addressed as outlined and will typically carry harsher penalties.

Conduct Expectations of Staff, Faculty, and Volunteer Faculty

Staff, faculty, and volunteer faculty are expected to obey laws of the city, state and nation and refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Staff and Faculty are expected to comply with SWOSU rules and regulations in the performance of their duties as employees of the University. Misconduct on the part of an employee of SWOSU shall be reviewed by the employee's immediate supervisor.

Evaluation of these reports will be the responsibility of the identified supervisor. Consequences of misconduct will be determined within the confines of the job descriptions of the individuals. The process outlined in the SWOSU Faculty/Staff Handbook will be followed.

Reporting of Unprofessional Conduct

In situations in which unprofessional conduct occurs outside the classroom setting, incidents should be reported to the Professionalism Committee Chair. See Appendix A for the form to be submitted. Likewise, if students have reason to report an incident regarding a faculty or staff member, this should also be reported to the Professionalism Committee Chair. All reported incidents must include a description of the event and contact information for the person reporting the incident. No anonymous complaints will

be accepted. The Professionalism Committee Chair will then share this report with the faculty or staff member's appropriate supervisor. It is then the Professionalism Committee Chair's responsibility to follow-up with the supervisor regarding any actions that may have been taken. All matters brought before the Professionalism Committee are to be held in the utmost confidence and members of the committee who do not hold to this standard will be reprimanded accordingly.

Reporting of Alcohol and Substance Abuse and/or Misuse

Any issues related to the abuse or misuse of alcohol or other substances will be reported to the COP Oklahoma Pharmacists Helping Pharmacists (OPHP) faculty liaison per the COP Substance Abuse/Misuse Policy.

Non-Academic Progression Review Procedure and Appeal

When a student does not meet academic honesty or minimal professionalism standards, the Professionalism Committee will review that student's record in detail and make a determination. If the class syllabus for a particular class states a specific academic honesty policy different from the College policy, the class policy takes precedence. The Professionalism Committee may meet at any time during the calendar year. The members of the Professionalism Committee and student(s) whose situation(s) will be considered in detail will be notified, in writing or email, of the meeting by the Professionalism Committee Chair. The notice will include:

- the date, time, and place of the meeting,
- the issues that will be considered, and
- the possible consequences.

The student may submit a written statement to the Professionalism Committee Chair prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others on his/her behalf, and may appear in person, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give and-take rather than a formal evidentiary hearing. Legal counsel may <u>not</u> be present. The student may not present witnesses without prior consent of the Chair. The determination of the Professionalism Committee will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. Students, other than those on the Professionalism Committee, may not be present during the committee deliberations. The Professionalism Committee Chair will notify the Executive Committee in writing of the determination of the Professionalism Committee. Once actions are approved by the Professionalism Committee, the Executive Committee, the Dean and/or any other necessary parties, the student will be notified via email and/or in writing of the outcome.

Appeals: Within seven (7) working days of the date of the determination notice, the student may appeal, in writing to the Dean of the College of Pharmacy.

APPENDIX A

Southwestern Oklahoma State University
College of Pharmacy
Professionalism Report

Please fill out this report in its entirety and submit it to the chair of the Professionalism Committee. Please note this is a two-page form.

Type of Report:

☐ Exceptional Professional Behavior

☐ Unprofessional Behavior

Student being reported

Name:

Email:

Person submitting report

Name:

Email:

Telephone:

Type of event/behavior:

☐ Academic

☐ Alcohol/Substance Abuse/Misuse

☐ Professional Attire

☐ Professional Behavior

☐ Other: _____

Description of event/behavior:

Please describe the event/behavior in as much detail as possible. Information should include but is not limited to date/time/place of incident, all parties involved in the incident, and any attempts at a resolution prior to submission of this form. Please attach additional sheets if necessary.

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Printed Name of Person Submitting Report Date

_____

Signature of Person Submitting Report

Please include any other supporting documents as an attachment to this document.

APPENDIX B

Southwestern Oklahoma State University College of Pharmacy
Professionalism Policy Attestation Statement

By signing below, I signify that I have read the current COP Professionalism Policy in its entirety. I agree to abide by the policies set forth in the COP Professionalism Policy. I also agree to abide by any updates to the professionalism policy. The most current version will be posted on the E-value student homepage. I understand that it is my responsibility to regularly check for updates to the policy. I understand that infractions of the COP Professionalism Policy will not be tolerated.

Should it be determined that I have indeed breached the COP Professionalism Policy, I understand that I may be withdrawn involuntarily from any course in which the breech occurred; I may also receive a penalty, including (but not limited to) an F, for the course, and/or dismissal from the College of Pharmacy.

My signature on this agreement is valid for all courses taken from the date of my signature until my graduation from the College of Pharmacy program.

Signature:_____Date: _____

Printed Name: _____

Southwestern Oklahoma State University
College of Pharmacy
Substance Abuse/Misuse/Use Policies (SA/M/UP)

I. SWOSU Substance Abuse/Misuse Standards of Conduct

SWOSU students are required to abide by **The Policy on Drug-Free Schools** as a condition of enrollment. This policy states the illegal manufacture, distribution, possession of or use of illegal drugs on SWOSU property is strictly prohibited. Violation of this policy is considered a major offense and may result in expulsion from SWOSU. Criminal charges or a conviction are not required for sanctions to be imposed.

SWOSU **Student Obligations and Regulations** state that the consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, at any event sponsored by or for a student organization or other SWOSU sponsored activity for students is forbidden.

SWOSU **Student Handbook** defines misconduct and provides multiple examples of prohibited activities. Three of these prohibited activities address substance abuse/misuse (SA/M) related activities:

1) The unlawful use, sale, possession, distribution, or being under the influence of, or association with narcotics, drugs, marijuana, hallucinogens, or other dangerous drugs while on or off campus is prohibited.
2) Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at university-sponsored events off the campus is prohibited.
3) Possession of any form of illegal contraband or paraphernalia which is usually associated with the use of narcotics and/or dangerous drugs is prohibited.

In addition to complying with SWOSU policies the COP is required to adhere by the rules, regulations and policies promulgated by the Oklahoma State Board of Pharmacy (OSBP) to ensure the health, safety and welfare of patients. The COP is also contractually obligated to comply with SA/M and drug testing requirements of SWOSU's pharmacy practice experience sites.

II. COP Substance Abuse/Misuse Evaluation, Treatment & Monitoring Policy

The COP and OSBP are committed to ensuring that students with SA/M problems are not endangering public health, safety and welfare by practicing pharmacy while impaired. The COP is equally committed to helping students overcome SA/M problems and complete their professional education whenever possible. The COP has adopted the following policies and procedures to identify and attempt to assist students with SA/M problems.

The COP has partnered with Oklahoma Pharmacists Helping Pharmacists (OPHP) to help students with evaluation, treatment and monitoring for SA/M disorders. OPHP is a non-profit organization that specializes in assisting pharmacists/student pharmacists get the treatment needed to safely practice pharmacy. OPHP follows their own, independently developed policies and procedures when dealing with pharmacists/student pharmacists with SA/M disorders. To facilitate communication, the COP has a designated COP-OPHP faculty liaison who will serve as the primary contact between the COP and OPHP. In situations where students are not in compliance with OPHP evaluation, treatment or monitoring recommendations, OPHP may communicate directly with a COP administrator and/or the OSBP. The COP and OPHP will strive to maintain the student pharmacist's right to confidentiality and personal dignity while addressing their SA/M problem. COP students classically gain access to OPHP through one of three processes.

A. SELF-REFERRAL

The student who feels s/he may be impaired calls or contacts the designated COP-OPHP faculty liaison or preferably OPHP (1-800-260-7574 ext. 5773) directly to arrange for an evaluation. Self-

referral is the preferred method of OPHP contact and provides the student with the greatest chance for successful recovery, anonymity, and likelihood of completing their degree on time.

B. REPORTING BY A CONCERNED OTHER

A concerned person (fellow student, faculty, preceptor, family, or significant other) is encouraged to contact OPHP directly. The concerned person may contact the designated COP-OPHP faculty liaison for SA/M information and advice on how to address their concerns about a student's possible SA/M. OPHP will collect pertinent information from the concerned party and make a determination if an intervention and evaluation are warranted. If a student cooperates with OPHP, they will retain significant anonymity within the COP and increase the likelihood of completing their degree on time. Students refusing to participate in an evaluation will be treated as outlined in the OPHP Policies and Procedures Manual. (Contact OPHP for a current copy of their Policies and Procedure Manual at http://www.opha.com/?page=OPHP)

C. COERCED REFERRALS

Oklahoma State Board of Pharmacy

The OSBP may require that a pharmacy intern submit to an evaluation by OPHP. Failure to cooperate during the evaluation or to comply with OPHP recommended treatment and monitoring may result in the OSBP taking action against an intern's license.

SWOSU COP

The COP may require that a student undergo an OPHP evaluation as a condition of continued enrollment if it is suspected that they have a SA/M issue.
OPHP evaluation may be mandated by the COP if it is believed that a student may be impaired.
OPHP lists the following as some possible manifestations of SA/M disorders in students:

1) Excessive or unexplained absenteeism or tardiness
2) Difficulty with concentration and fine motor skills
3) Confusion and difficulty following instructions
4) Spasmodic study/work patterns
5) Obvious abnormal physical condition or function
6) Generally lowered academic or work performance
7) Interpersonal relations problems

The COP reserves the right to remove the involved student from IPPE/APPE rotation related activities until the evaluation has been completed and the COP has received the resultant recommendations from OPHP.

D. ROLE OF OPHP:

1. OPHP will perform an intervention if warranted. If not, an evaluation is scheduled and conducted.
2. If treatment or monitoring is recommended, the student will enter into a contract with OPHP outlining what conditions must be met in order to remain in the OPHP program and/or COP.
3. OPHP will determine the type and frequency of required monitoring activities.

4. As part of the evaluation, OPHP will determine if it is in the best interest of the student to continue didactic course work. If OPHP recommends that a student not continue didactic coursework, OPHP will notify the designated COP-OPHP faculty liaison. The COP-OPHP faculty liaison will arrange a meeting with the student and the appropriate COP administrator during which the student will be administratively removed from all ongoing courses.

5. As part of the evaluation, OPHP will determine if it is in the best interest of the student and/or public safety that a student not participate in IPPE/APPE rotation activities. If OPHP recommends that a student not participate in IPPE/APPE rotation activities, they will inform the designated COP-OPHP faculty liaison. The COP-OPHP faculty liaison will inform the appropriate COP administrator and Director of Experiential Education that the student should not participate in IPPE/APPE rotation activities and the student will be administratively removed from all ongoing rotations.

6. OPHP will inform the designated COP-OPHP faculty liaison when a student who was previously evaluated as not being ready to participate in didactic course work and/or IPPE/APPE rotations is deemed ready to resume COP course work and/or rotations. Once the appropriate COP administrator(s) are notified of the student's readiness to resume COP course work and/or rotations, the student will be allowed to enroll for the upcoming semester after completing all necessary forms/applications/etc.

7. OPHP will promptly report any student noncompliance to the designated COP-OPHP faculty liaison. A positive drug or alcohol test or failure to maintain compliance with an OPHP contract will result in notification of the appropriate COP administrator and the OSBP.

III. GENERAL RULES OF THE SUBSTANCE ABUSE/MISUSE/USE POLICY

A. CONSENT TO SEARCH

Affiliated experiential rotation sites retain the right to search any vehicle, pocket, package, purse, or any other personal property brought on site to ensure that the environment is free of illegal drugs or alcohol. SWOSU reserves the right to search students and their property while on campus if they are deemed to be a danger to themselves or others or if it is suspected that they are engaging in activities that violate the student conduct code.

B. COMPLIANCE

Students refusing to participate fully with OPHP will either be suspended or expelled from the COP.

C. RESPONSIBILITY FOR TREATMENT COSTS

Students are responsible for all costs associated with treatment programs and the fulfillment of monitoring required by OPHP. The initial evaluation and review conducted by OPHP will be performed at no cost to the student.

D. ACADEMIC PROGRESS/LEAVES OF ABSENCE

Appropriate efforts will be made to maintain a student's academic progress. When immediate intervention is necessary, and evaluation and/or treatment must take place during the academic year, the student shall be granted a leave of absence by the designated COP administrator for an appropriate period of time.

Subject to the terms of the student's OPHP contract, some students may continue didactic, IPPE, and APPE course work while in outpatient treatment.

E. RE-ENTRY

If academic progress is interrupted by treatment, re-entry into the COP shall depend on compliance with the terms of their OPHP contract, the recommendations of OPHP, and compliance with all the processes, rules, and regulations for re-entry and participation in the COP professional program.

F. GENERAL LIABILITY OF THE IMPAIRED STUDENT

Compliance with the COP SA/M/UP and participation with OPHP does NOT confer immunity from criminal prosecution, legal action, or protect one's professional license or registration. In addition, all COP rules and regulations (Professionalism, Academic Progression, etc.) supersede the SA/M/UP.

G. RECORDS

To the extent possible records will be confidentially maintained by the COP. Disclosure of confidential information, outside of communication described in this policy between OPHP, OSBP and the COP, generally requires consent of the student or court order. Student records will be maintained for a period of 5 years following graduation or dismissal from the COP, and then be confidentially destroyed. In the event a student is non-compliant with their OPHP contract, COP recovery support for the student may be terminated, and all records may be released to the appropriate COP administrator and the OSBP.

H. CONFIDENTIALITY

COP representatives must hold all information disclosed to them in strict confidence. Knowledge of student impairment or suspected impairment shall be disclosed to other COP members only for the sole purpose of securing intervention, treatment, support services and when necessary to facilitate academic progression within the COP. Any COP member who violates confidentiality may be subject to discipline or potential litigation for violation of the student's rights.

The designated COP administrator or COP-OPHP faculty liaison may identify students participating in this program to the COP Dean. This information will normally be maintained in confidence by the Dean and not jeopardize the student's participation in rehabilitation, academic progress within the COP, or professional licensure, as long as the student maintains compliance with their OPHP contract.

I. OUTSIDE ASSISTANCE

Nothing in the SA/M/UP shall be construed as prohibiting a student from seeking outside assistance for their SA/M problem. However, if a student is facing disciplinary sanctions, as outlined in this policy, they are required to participate in the OPHP program.

J. EXPERIENTIAL EDUCATION PLACEMENTS

Students who fail drug screens which limit rotation site placement may experience delays in or an inability to complete their degree.

IV. Procedure for COP Student Reporting of Alcohol and Drug Related Offenses

Any COP student arrested or charged with a drug or alcohol related legal offense (e.g. minor in possession, driving under the influence, driving while intoxicated, public intoxication, open container, drug possession, drug paraphernalia possession, etc.) at any time during their COP enrollment must notify, in writing, the Dean within 7 days of the arrest or citation. The Dean will designate a COP administrator to review the situation and notify all other pertinent COP and/or SWOSU officials. The designated COP administrator will meet with the student and may initiate a COP mandated OPHP evaluation referral.

The student is required to notify, in writing, the designated COP administrator within 7 days of any change in the status of the alcohol or drug related charge (e.g. conviction, removal from record, change in charge classification, diversion agreement, etc.).

Any student convicted upon a plea or a verdict of guilty or following a plea of *nolo contendere* to an alcohol related misdemeanor may be placed on non-academic probation for the duration of their enrollment in the COP. This also includes cases in which there is deferred or suspended imposition of sentence.

Any student convicted upon a plea or verdict of guilty or following a plea of *nolo contendere* to a drug related misdemeanor or any felony may be disciplined, up to and including, expulsion from the COP per the COP's Student Handbook Academic Regulations.

If a student's record is legally cleared of a conviction that led to either probation or expulsion from the COP, the COP will defer to the court and the student's enrollment status will be restored to what it was prior to the most recent conviction. In addition, if the student is exonerated of all charges, at the discretion of the COP Dean, the information related to the case may be removed from the student's file.

V. COP Drug Testing Policy

A. PROHIBITED SUBSTANCES

Alcohol - Consumption or being under the influence of alcohol by a student while on campus or performing any IPPE/APPE rotational activity is prohibited.

Illegal Drugs - The use, sale, purchase, transfer, or possession of any illegal drug by a student is prohibited. The presence of any detectable amount of any illegal drug in a student is prohibited.

Legal Drugs – Student use of any illegally obtained prescription drug is prohibited. The use or being under the influence of any legally obtained drug by a student while involved in any COP related activities which negatively impacts performance or patient safety is prohibited. Section **VI. Student Use of Validly Prescribed Mind-Altering Substances Policy** of this document provides further details.

B. COP APPLICANT TESTING

All applicants to the COP must submit to a drug screen test after an offer of admittance has been made. The COP will provide the admitted student with the details necessary (location, forms, and due date) to comply with the required drug screening. Admitted students who do not comply with or fail the pre-admission drug screening will be denied COP admittance. Subsequent satisfactory completion of a drug screen does not guarantee the student admittance into the COP. Students who did not comply with or failed a pre-admission drug screening may reapply, but their applications are generally not looked upon favorably.

C. COP STUDENT TESTING

All COP students will undergo periodic drug testing while in the COP to comply with the COP's contractual agreements with experiential rotation sites. COP students must have a documented negative drug screen, completed within $\leq$ 12 months, on file with the COP while participating in experiential rotations. Some experiential rotation sites may require more recent, comprehensive or onsite drug testing. If a student is assigned to one of these sites, the student will be provided with directions on how to comply with the rotation sites additional requirements.

D. COP DRUG TESTING PROCEDURE

The COP contracts with an outside vendor(s) to conduct drug testing. The outside vendor(s) will utilize practices consistent with Oklahoma Statutes as outlined in the Standards for Workplace Drug and Alcohol Testing Act. The contracted vendor(s) will be responsible for appropriate sample collection, chain of custody documentation, laboratory testing, result interpretation, result reporting and confidentiality. Drug testing may include the collection of urine, hair, blood or breath. The contracted vendor(s) will have a Medical Review Officer (MRO).

Medical Review Officer (MRO) Responsibilities

1. All preliminary results will be reviewed by the MRO prior to the issuing of a final report. As part of this review, the MRO will provide the student in question the opportunity to explain, in confidence, the preliminary results of the screenings.
2. A student may request a confirmative test on the currently held sample within the time limits specified by the contracted vendor after receiving notice of a positive test. The student shall pay all costs of the confirmative test.
3. The MRO will base their final report upon all information available to them, including preliminary lab results, any explanation provided by the student, evidence regarding drug prescriptions, and the results of any requested confirmative test.
4. The MRO's final report shall detail the presence of alcohol or any drug or its metabolites for which a medically acceptable explanation of the positive result has not been forthcoming for the student. The MRO's final report shall not include any information relating to the student's health or the presence of drugs or their metabolites for which a legal and medically acceptable explanation of a positive result has been forthcoming.
5. The COP will not act against an applicant or student until the MRO issues their final report. All decisions under the SA/M/UP, with respect to students, will be based solely upon the MRO's final report. The COP will not intervene on a student's behalf with the MRO. The COP will not ignore or alter the MRO's final report findings.

E. DILUTE NEGATIVE RESULTS

"Dilute negative" urine test results are not acceptable. Students with "dilute negative" results will be retested and not allowed to participate in any IPPE/APPE experiential rotation activities until an acceptable negative test result is received. Any student caught altering, diluting or substituting urine to be utilized in a COP mandated drug test will be referred to OPHP for a mandatory evaluation and will be subject to COP disciplinary action. Student use of a masking agent is considered alteration of the sample and will result in the student being referred to OPHP for a mandatory evaluation and will be subject to COP disciplinary action. Students with more than one "dilute negative" result will be referred to their primary care physician for medical evaluation of their multiple "dilute negative" results.

F. FOR-CAUSE TESTING

1. Approval to Test For-Cause

Any faculty member or preceptor who believes that a student is impaired should contact the designated COP administrator for campus-based students or an Experiential Education faculty member for rotation-based students to initiate for-cause testing. The faculty member or preceptor initiating for-cause testing will submit a written summary of the circumstances leading to their request that the student undergo for-cause testing. If the faculty member or preceptor is unwilling to provide the written statement necessary to initiate for-cause testing, they will be encouraged to contact OPHP or the COP-OPHP faculty liaison as outlined in section **II. B.** Anonymous reports of drug or alcohol use by another student are, by themselves, generally insufficient evidence to mandate for-cause testing. The COP or rotation site requesting for-cause testing will bear the expense of the testing.

2. Triggers to Initiate For-Cause Testing

For-cause testing may be mandated by the COP if it is believed a student may be under the influence of drugs or alcohol, including but not limited to, the following circumstances:

1) Drugs or alcohol are found on or about the student's person.
2) The student's conduct suggests they are impaired or under the influence of drugs or alcohol.
3) A creditable report of drug or alcohol use during COP related activities.

4) Information that a student has tampered with drug or alcohol testing at any time.
5) Excessive or unexplained absenteeism or tardiness.
6) Negative changes in a student's academic, personal and/or professional behavior.
7) Legal action or consequences (investigation, arrest, conviction, etc.) related to SA/M.
8) If a student is injured at a rotation site.
9) If a student is involved in a medication misadventure at a rotation site.
10) If drug(s) that a student on rotations had access to are missing.

The involved student may be prohibited from participating in any IPPE/APPE rotation related activities until the for-cause testing results have been reviewed by the COP. If the student tests positive they will immediately be removed from any ongoing experiential rotation and referred to OPHP for a COP mandated evaluation. If the student tests negative the COP may still refer them to OPHP for evaluation if it is deemed in the student's best interest. Otherwise, students testing negative will resume their educational activities.

3. Student Refusal to Submit to For-Cause Testing

Any COP student refusing to comply with appropriately approved for-cause drug testing will be immediately removed from any ongoing IPPE/APPE rotation. The student may schedule a meeting with the designated COP administrator to discuss the circumstances surrounding their refusal to submit to for-cause testing. The designated COP administrator will determine if the student should complete a COP mandated drug screen and/or OPHP evaluation.

G. CONSEQUENCES OF A POSITIVE ON A ROUTINE/PERIODIC COP DRUG SCREENING TEST (Not a for-cause testing situation)

1. Admission Drug Screen

The COP will rescind an offer of admission if an applicant has a positive drug screen, there is evidence of sample tampering, or failure to comply with any mandated drug testing requirements. The applicant may reapply after one calendar year but shall submit evidence of a SA/M evaluation, successful completion of any recommended treatment and a negative drug screen within 30 days of submitting their application. Acceptance into the COP, even after complying with these requirements, is not guaranteed. If accepted into the COP, the student should expect to be referred to OPHP for evaluation and possibly monitoring for the duration of their academic career.

2. Current Students

The student will be referred to OPHP for an evaluation. Students refusing to participate fully with OPHP will be expelled. Students who have a second positive drug screen on a routine COP or COP mandated drug test will be expelled. Students expelled for failing to comply with any OPHP recommendation or those presenting with a second positive drug test should have no expectation of re-admittance to the COP.
Students who are in compliance with OPHP recommendations and deemed fit by OPHP to continue their didactic course work will be allowed to continue by the COP. Students should meet with the designated COP administrator to discuss their individual situation in regards to their current course work. The administrative removal of a student based on an OPHP recommendation will not adversely affect a student's standing in the COP. All students, including those with SA/M issues, must comply with the COP Academic Progression and Professionalism Policies to remain in the COP.

Any student with a positive drug screen will be prohibited from participating in any IPPE/APPE rotations. Prior to being eligible to participate in any IPPE/APPE experience

the student must complete an OPHP evaluation, fully comply with all OPHP recommendations, and provide the COP with "fit for duty" documentation obtained from OPHP.

VI. Student Use of Validly Prescribed Mind-Altering Substances Policy

COP students are **prohibited** from participating in any patient care related activities while potentially impaired, even if the impairment or potential impairment is the result of a legally prescribed medication for which a current valid medical indication exists. Potential impairment is to be determined by drug package warnings, by warnings of the prescribing physician, dispensing pharmacist and/or other reliable and credible sources.

If any question exists about the possibility of impairment, the COP student is responsible for seeking guidance from the designated COP administrator or an Experiential Education faculty member. In some instances, the student may be asked to provide certification from their physician that the use of the legally prescribed drug will have *no* impact upon their ability to function in the didactic and/or experiential setting. The designated COP administrator, in conjunction with Experiential Education faculty when appropriate, may limit student access to didactic and/or experiential settings if they believe that impairment is present or likely to occur.

If a faculty member or preceptor believes that the COP student's use of a validly prescribed drug impairs the student's ability to safely fulfill the essential functions of the course/experience, they shall contact the designated COP administrator or an Experiential Education faculty member. Faculty members and preceptors are under no obligation to allow students, who they believe to be a danger or distraction secondary to impairment, access to their classrooms, labs or practice sites. The COP reserves the right to initiate for-cause testing and/or refer any student exhibiting signs of impairment for a COP mandated OPHP evaluation.

If a COP student's use of a validly prescribed drug impairs their ability to function in the didactic or experiential setting, they will be removed. If a student is being removed secondary to exhibiting signs of impairment, attempts will be made, either by the COP or practice site, to arrange safe transportation for the student.

Southwestern Oklahoma State University
College of Pharmacy
APPE Preparedness Policy
(Effective Spring 2022)

The following policy is intended for compliance with ACPE Accreditation Standard 25.8:
"The Pre-APPE curriculum leads to a defined level of competence in professional knowledge, knowledge application, patient and population-based care, medication therapy management skills, and the attitudes important to success in the advance experiential program. Competence in these areas is assessed prior to the first APPE."

APPE preparedness in each of the following areas will be assessed starting in the P2.2 semester and ending in the P3.2 semester. Each student must meet the benchmarks indicated below in order to be prepared and ready to enter APPEs.

Benchmarks

(1) Professional Knowledge: Assessed via Problem List in Pharmacotherapy I (Exam), Pharm Care Lab V (midterm & final exam), and Pharm Care Lab VI (midterm & final exam). A student is considered prepared for APPE when performing at the 75% level or better on at least one of the assessments.

(2) Knowledge Application: Assessed via Problem List in Pharmacotherapy I (Exam), Pharm Care Lab V (midterm & final exam), and Pharm Care Lab VI (midterm & final exam). A student is considered prepared for APPE when performing at the 75% level or better on at least one of the assessments.

(3) Patient and Population based care: Assessed via Problem List in Pharmacotherapy I (Exam), Pharm Care Lab V (midterm & final exam), and Pharm Care Lab VI (midterm & final exam). A student is considered prepared for APPE when performing at the 75% level or better on at least one of the assessments.

(4) Medication Therapy Management skills: Assessed by final Complete Medication Review (CMR) projects in Pharmacotherapy I and Community Pharmacy II. A student is considered prepared for APPE when performing at the 75% level or better on at least one of the assessments.

(5) Attitudes important to success in advanced experiential programs: Assessed via the patient counseling rubric in Pharm Care Lab IV, Pharm Care Lab V, Pharm Care Lab VI using rubric items: 1) addressing patient concerns and 2) rapport. A student is considered prepared for APPE when performing at a combined 75% or better on the two rubric items during at least one of the assessments.

(6) Successful completion of capstone courses in the P3 year: A student is considered prepared for APPE upon successful completion (final course average of 75% or better and a final course grade of "C" or better) of the following capstone courses in the P3 curriculum: Pharmacotherapy II, Pharmacotherapy III, Pharm Care Lab V, Pharm Care Lab VI.

Remediation/retesting expectations for failure to meet designated benchmarks
All remediation/retesting must be completed within 3 weeks (21 days) of the last day of finals for the College of Pharmacy. Failure to satisfactorily complete remediation will result in delayed progression to the subsequent professional semester, including APPE semesters.

(1) Professional Knowledge, (2) Knowledge Application, and (3) Patient and Population based care: The student will be retested with a fourth case/problem list utilizing a previous case from Pharm Care Lab V/ Pharm Care Lab VI covering a different topic than the cases already assessed. Preparation will require self-directed review and study by the student. For successful retesting, students must perform at the 75% level or better on the assessment.

(4) Medication Therapy Management skills: The student will be retested with an additional Complete Medication Review (CMR) which will be graded based on the CMR rubric already utilized. Preparation will require self-directed review and study by the student. For successful retesting, students must perform at the 75% level or better on the assessment.

(5) Attitudes important to success in advanced experiential programs: Students who do not receive a combined assessment of 75% on the two rubric items: 1) "addressing patient concerns" and 2) "rapport" will be required to remediate by doing all of the following:

1. Read Chapter 3 Counseling and Motivational Interviewing in *Ellis and Sherman, Community and Clinical Pharmacy Services*, McGraw-Hill, 2013 (SWOSU Library AccessPharmacy database).
2. View three (3) APhA counseling video sessions and grade each using the APhA Patient Counseling Rubric.
3. Demonstrate competency through an additional counseling session with a faculty member, who will use the Pharm Care Lab IV, Pharm Care Lab V, and Pharm Care Lab VI rubric.

Additional information
If a student passes the course in which the benchmark is assessed, **but does not meet the benchmark**, the student is required to complete the remediation/retesting plan before progressing to the next professional semester.

If a student does not pass the course in which the benchmark is assessed and does not meet the benchmark, a remediation/retesting plan is not required. The student will be re-assessed while repeating the course and have an additional opportunity for any unmet benchmarks associated with that course.

Method of tracking student completion of benchmarks
A Canvas course will be used for tracking student completion of benchmarks. A section will be established for each graduation group (i.e., F2022). This course will provide a readily available longitudinal view of each student's progress.