



**Samford University**  
McWhorter School of Pharmacy

# **STUDENT HANDBOOK**

**Revised January 17, 2019**

**Students are expected to know and abide by both academic and non-academic regulations and guidelines found in the McWhorter School of Pharmacy Student Handbook, the McWhorter School of Pharmacy Experiential Manual, the University Student Handbook (<http://www.samford.edu/Files/Student-Handbook.pdf>), and the University Catalog.**

**The McWhorter School of Pharmacy reserves the right to change the guidelines, expected behaviors, rules, regulations and information in the McWhorter School of Pharmacy Student Handbook at any time. Changes become effective at the time the proper authorities so determine and the changes apply to both prospective students and those already enrolled.**

**Students will be informed via class e-mail lists when additions, deletions, and/or changes are made to the McWhorter School of Pharmacy Student Handbook. The latest version of the McWhorter School of Pharmacy Student Handbook can always be found on the McWhorter School of Pharmacy website and on E-Value.**



# Samford University

## McWhorter School of Pharmacy

Office of the Dean

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July 2018

Dear Students,

Welcome to Samford University McWhorter School of Pharmacy! Congratulations on advancing to this point in your professional education. You should be proud of this accomplishment.

Our mission is to prepare you in a nurturing, Christian environment to be an exemplary pharmacist and improve health worldwide. We have a rigorous curriculum that distinctively prepares you for the expanding responsibilities that will be entrusted to you by the public. Preparing Pharmacists Who Transform Lives® means our program goes beyond the requisite knowledge, skills, and abilities of a good pharmacist. Our calling is to instill in you those unique behaviors, attitudes, and values that help you give back, make a difference, and improve health.

The Student Handbook provides you important information regarding the School's accreditation, core values, and history as well as academic guidelines and expected behaviors. Take time to familiarize yourself with the entire handbook and understand all its contents. Do not hesitate to ask questions for clarification.

Thank you for putting your trust in us and joining the McWhorter School of Pharmacy family. We're glad you're here, and I look forward to getting to know each of you. Please know my door is always open.

Sincerely,

Michael A. Crouch, Pharm.D., FASHP  
Fred E. McWhorter Dean and Professor

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# OVERVIEW

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## **Accreditation**

The McWhorter School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education, 135 LaSalle Street-Suite 4100 Chicago, IL, 60602, and telephone (312) 664-3575. Web address: [www.acpe-accredit.org](http://www.acpe-accredit.org).

## **Foundational Statements**

### Mission Statement

The Samford University McWhorter School of Pharmacy's mission is to prepare students in a nurturing, Christian environment to be exemplary pharmacists and improve health worldwide through innovative pharmacy practice, scholarship and service.

### Vision Statement

Preparing Pharmacists who Transform Lives ®.

### Values

#### *Christian Principles*

We value our Christian faith. This faith motivates us to support the Christian mission of the university, to encourage the exploration of calling in one's professional and personal life, to create an environment that fosters community and acceptance and to provide opportunities for shaping one's own spiritual formation.

#### *Discovery*

We value discovery. We desire to acquire knowledge relating to pharmacy and medication therapy and then apply that knowledge to better the lives and health of our patients. We engage in teaching and learning that challenges and enlightens. We conduct research that contributes to the body of knowledge relating to pharmacy and medication therapy, while fostering creativity and inquisitiveness.

#### *Patient Health*

We value patient health, which includes caring for the individual patient as well as the population. We cultivate a patient-centered approach to health care, exhibiting compassionate care for the whole person and promoting patient wellness and preventative care. Our approach advances the pharmacists' role on the health care team, advocates use of the most effective healing methods, promotes optimal medication use and improves care for the underserved.

#### *Tradition*

We value tradition, which includes providing rigorous academic inquiry in a Christian setting. Our tradition promotes distinction in practice that spans generations of pharmacists. We pursue excellence in teaching and learning while engaging in quality scholarship and excellence in practice to produce accomplished student and alumni leaders in the pharmacy profession and in local

communities. We establish collaboration with local, national and international partners and recruit and retain highly credentialed and qualified faculty.

#### Relationships

We value relationships. We believe it is essential to cultivate caring and respectful faculty-student interactions, to maintain involvement with alumni, to encourage student camaraderie, to provide a community environment for employees and to appreciate and support external constituents.

#### Achievement

We value achievement, which includes striving for excellence in teaching, learning, service, practice and scholarship. We cultivate an environment that encourages personal growth and development, while maintaining continuous school accreditation through ACPE. Our pharmacists consistently exceed national averages on licensure exams and promote life-long learning and an attitude of service to others and the profession.

#### Professionalism

We value professionalism, which means we demonstrate personal integrity, accept responsibility for the quality of individual practice and maintain a commitment to service. We believe in serving the needs of both the patient and the profession, while continuously exhibiting the ethical, moral and legal principles of our profession and participating in pharmacy organizations to advance the profession.

#### Curriculum Outcomes

A doctor of pharmacy graduate from the McWhorter School of Pharmacy is one who is prepared to:

- Render exemplary pharmaceutical care
- Succeed in a postgraduate training or degree program
- Pursue life-long learning
- Advance the practice and profession of pharmacy

### Ability-Based Outcomes & Candidate Competencies

McWhorter School of Pharmacy has developed nine ability-based outcomes (ABOs) that represent the knowledge, skills, and professional dispositions that all candidates are expected to demonstrate by the end of their program of study. The nine ability-based outcomes form the basis of further competencies candidates are expected to master upon completion of the program. These competencies are measured at each transition point within the program (i.e., at the end of each year).

1. **Professionalism** – The candidate will exhibit behaviors and values consistent with the trust given to the profession of pharmacy and actively and effectively engage as a healthcare team member.
2. **Communication** – The candidate will model effective communication through use of verbal, written, visual, and kinesthetic media.
3. **Self-Directed Learning** – The candidate will develop and actively maintain depth and breadth of knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.
4. **Patient-Centered Care** – The candidate will provide optimal, patient-centered pharmaceutical care by designing prevention, intervention, and educational strategies for common disease states to improve health and wellness for individuals and communities.
5. **Resource Management** – The candidate will link business applications and clinical practices to manage human, financial, technological, and physical resources effectively and to optimize the safety and efficacy of medication use systems.
6. **Evidence-Based Practice** – The candidate will demonstrate competency in using drug information skills to promote evidence-based practice.
7. **Critical Thinking** – The candidate will effectively evaluate information and critically think through issues in order to exercise appropriate judgment and provide appropriate solutions to drug-related problems.
8. **Leadership** – The candidate will take responsibility for the continual improvement and advancement of the profession of pharmacy.
9. **Interprofessionalism** – The candidate will engage with other health care providers to learn the role of other disciplines in providing patient care and to contribute to the health care team.



These ABOs are based on the standards of the profession. As illustrated, each outcome is directly aligned with the ACPE Standards 2016 and appendices, as well as NAPLEX competencies. Our ABOs also align with the outcomes of the College of Health Sciences and Samford University. From this set of outcomes, faculty developed the following candidate proficiencies.

**1. Professionalism** – The candidate will exhibit behaviors and values consistent with the trust given to the profession of pharmacy and actively and effectively engage as a healthcare team member.

- 1.1 The candidate is engaged and participates locally and globally in professional activities through service to educate the public and promote wellness in order to advance the profession.
- 1.2 The candidate respects patients as individuals from diverse backgrounds.
- 1.3 The candidate exhibits behaviors and an attitude expected of the profession and demonstrates integrity, responsibility, and accountability.
- 1.4 The candidate respects and maintains the confidential nature of patient information.
- 1.5 The candidate seeks, provides, and accepts constructive feedback and criticism in the pursuit of excellence.

**2. Communication** – The candidate will model effective communication through use of verbal, written, visual, and kinesthetic media.

- 2.1 The candidate demonstrates confidence when providing patient counseling and education through active listening skills and empathetic responding.
- 2.2 The candidate utilizes available technology and other forms of media to assist with communication as appropriate.
- 2.3 The candidate demonstrates effective interpersonal skills to establish rapport and build trusting relationships with other healthcare professionals and patients.
- 2.4 The candidate effectively composes clear, concise, and accurate written communication and professional documents.
- 2.5 The candidate effectively converses verbally in clear and concise manner.

**3. Self-directed Learning** – The candidate will develop and actively maintain depth and breadth of knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.

- 3.1 The candidate develops and utilizes the skills, attitudes, and behaviors required to be a motivated, self-directed, and independent learner.
- 3.2 The candidate improves professional competency through continual self-examination and planning for improvement in learning.
- 3.3 The candidate demonstrates a personal commitment to social responsibility and service.

**4. Patient-centered Care** – The candidate will provide optimal, patient-centered pharmaceutical care by designing prevention, intervention, and educational strategies for common disease states to improve health and wellness for individuals and communities.

- 4.1 The candidate compiles subjective and objective patient data from available resources.
- 4.2 The candidate interprets and assesses patient data, prioritizing the patient's needs.
- 4.3 The candidate formulates and implements evidence-based plans of care with appropriate

monitoring and follow-up.

- 4.4 The candidate effectively communicates the care plan to patient and/or caregiver(s) in order to promote understanding and adherence.
- 4.5 The candidate clearly and concisely documents patient care-related activities.
- 4.6 The candidate pursues opportunities (e.g., health fairs) to identify health issues and educate the public about disease treatment and prevention
- 4.7 The candidate assesses the healthcare status and needs of a targeted patient population, and develops an evidence-based approach that addresses patient needs in a cost-effective manner.

**5. Resource Management** – The candidate will link business applications and clinical practices to manage human, financial, technological, and physical resources effectively and to optimize the safety and efficacy of medication use systems.

- 5.1 The candidate describes the role of a pharmacist in improving the safety and efficacy of each component of a typical medication use system (i.e., procurement, storage, prescribing, transcription, dispensing, administration, monitoring, and documentation).
- 5.2 The candidate demonstrates competency in activities that relate to medication safety (e.g., verifying prescriptions for accuracy, correctly dispensing medications, sterile compounding).
- 5.3 The candidate explains the role of technology in optimizing medication use systems (i.e., Pyxis machines, tube systems, cart-fill, robotics, clinical software).
- 5.4 The candidate applies entrepreneurial skills with a simulated project.
- 5.5 The candidate develops new ideas and approaches to improve quality or overcome obstacles related to a process or to improve the pharmacy profession as a whole.

**6. Evidence-based Practice** – The candidate will demonstrate competency in using drug information skills to promote evidence-based practice.

- 6.1 The candidate identifies, retrieves, critically evaluates, interprets, synthesizes, and manages, in a systematic manner, drug and health information from a variety of current and reliable sources (i.e., professional, lay, and scientific literature).
- 6.2 The candidate organizes, communicates, and documents evidence-based health information that is appropriately targeted and suitable for the recipient.
- 6.3 The candidate utilizes evidence-based practice to individualize patient care plans and make decisions about populations.
- 6.4 The candidate demonstrates a working knowledge of informatics to include the practice of integrating technology, automation, and processes to improve medication use and patient health and safety.

**7. Critical Thinking** – The candidate will effectively evaluate information and critically think through issues in order to exercise appropriate judgment and provide appropriate solutions to drug-related problems.

- 7.1 The candidate applies metacognition (self-learning) to problem solving and critical decision making in pharmacy practice.
- 7.2 The candidate analyzes, measures, and evaluates information using logical arguments to shape changing perspectives in determining an appropriate course of action.
- 7.3 The candidate analyzes pertinent literature, drug information, and patient information and

explains it to other health care providers and individual patients in the context of the medication use system, recognizing social determinants of health.

- 7.4 The candidate explores appropriate solutions to drug-related problems by organizing, prioritizing, and defending each solution.

**8. Leadership** – The candidate will take responsibility for the continual improvement and advancement of the profession of pharmacy.

- 8.1 The candidate consistently adheres to the principles of honesty, integrity, respect, and altruistic caring in personal and professional situations.
- 8.2 The candidate demonstrates commitment to excellence, maintaining needed focus and discipline, when working on projects or engaging in pharmacy practice, either independently or as part of a team.
- 8.3 The candidate is organized and holds him- or herself and others accountable for responsibilities on team projects.
- 8.4 The candidate is able to maintain balance while being engaged in efforts to support and advocate for the pharmacy profession through service in professional organizations and community service at the local, state and/or national level.
- 8.5 The candidate demonstrates confidence as well as a positive and enthusiastic attitude when working with others.
- 8.6 The candidate empowers and motivates team members by actively listening, gathering input, and fostering collaboration in decision making when working on projects or practicing pharmacy.

**9. Interprofessionalism** – The candidate will engage with other health care providers to learn the role of other disciplines in providing patient care and to contribute to the health care team.

- 9.1 The candidate defines the roles and responsibilities of the members of the health care team.
- 9.2 The candidate participates in the health care team to provide patient care.
- 9.3 The candidate communicates effectively with other members of the health care team.
- 9.4 The candidate participates as a health care team member by promoting wellness and focusing on pharmacy-related needs and concerns.
- 9.5 The candidate applies the interprofessional education principles for patient-centered care developed by the Interprofessional Education Collaborative.  
(<http://www.aacn.nche.edu/education-resources/ipecreport.pdf>)
- 9.6 The candidate collaborates with other health care providers, the public, and patients to improve the quality of care.

## History

McWhorter School of Pharmacy is one of 10 schools at Samford University, and one of four schools comprising the College of Health Sciences. A few facts about the school:

- We were established in 1927 and Samford is one of the most well-established and highly recognized programs in the U.S. training pharmacy students for over 90 years.
- The school gained accreditation by the Accreditation Council for Pharmacy Education (ACPE) in 1941 shortly after ACPE was established, and it has maintained full accreditation since that time.
- Samford University's McWhorter School of Pharmacy is named after healthcare entrepreneur, hospital administrator, and pharmacy alumnus R. Clayton McWhorter.
- The school has highly credentialed faculty members who are engaged locally, nationally and internationally in teaching, service and scholarship/research.
- The Doctor of Pharmacy program at Samford stands out nationally for three main reasons:
  - Mission driven approach
  - Interprofessional education
  - Personalized Pharm.D.
    - Certificate programs
    - Elective courses
    - Research opportunities
    - Dual degrees
    - Global engagement

Over 5,000 pharmacists call Samford University McWhorter School of Pharmacy their alumni home. About half of our alumni live in Alabama with the remaining alumni in 46 states and five different countries.

## FACULTY / STAFF INFORMATION

Information about our faculty members can be found at:

<http://www.samford.edu/pharmacy/directory/>

### Directory

<u>Executive Council and Support Staff</u>	<u>Room</u>	<u>Telephone</u>
<b>Dr. Michael A. Crouch, Dean</b> .....	CHS1 1480 .....	2820
Mrs. Ilaina Andrews, Assistant to the Dean.....	CHS1 WS-1480.....	2820
<b>Dr. Michael G. Kendrach, Associate Dean for Academic Affairs</b> .....	CHS1 1438 .....	2526
Mrs. Melanie Cox, Program Coordinator Academic Affairs.....	CHS1 WS-1408.....	4369
<b>Dr. Renee M. DeHart, Associate Dean for Student Affairs</b> .....	CHS1 1429 .....	4276
Mrs. Susan Flick, Administrative Assistant.....	CHS1 WS-1407.....	2053
Mrs. Linda Killingsworth, Manager of Student Affairs & Events..	CHS1 WS-1405.....	2387
Mr. Jon Parker, Director of Admissions.....	CHS1 1131 .....	4242
Mr. Aaron Hux, Manager of Student Recruitment.....	CHS1 1128 .....	2982
Mrs. Peggy West, Program Coordinator Admissions.....	CHS1 WS-1124B .....	2008
<b>Dr. Elizabeth Sheaffer, Associate Dean for Assessment &amp; Accreditation</b> .....	CHS1 1448 .....	2896
Ms. Emily Womack, Manager of Assessment Data.....	CHS1 1446 .....	2791
<b>Dr. Howard Hendrickson, Chair, Pharmaceutical Social &amp; Administrative Sciences</b> .....	CHS2 2216 .....	2864
Mrs. Cecelia Hailey, Admin. Assistant to Chair, PSAS .....	CHS2 WS-2201.....	2876
Mrs. Eilani Grayson, Admin Assistant to Faculty / Program Coordinator, Online Testing.....	CHS2 2219 .....	4059
<b>Dr. Marshall Cates, Chair, Dept of Pharmacy Practice</b> .....	CHS1 1453 .....	2457
Cathi Davis, Admin. Assistant to Chair, Pharmacy Practice .....	CHS1 WS-1414.....	4671
<b>Dr. Patricia Naro, Director, Office of Experiential Education (OEE)</b> CHS1 1452.....	CHS1 1452.....	4193
Dr. Angela Thomason, Assistant Director, OEE .....	CHS1 1451 .....	4476
Mrs. Betty McCullough, Sr. Manager, OEE.....	CHS1 Remote (off campus).....	2210
Mrs. Eva Click, Sr. Coordinator, OEE Compliance .....	CHS1 1454 .....	2089
Mr. Brett Bullard, Coordinator, Preceptor Relations, OEE .....	CHS1 WS-1411.....	4391
Ms. Angela Brooks, Instructional Designer & Coordinator, OEE ..	CHS1 WS-1412.....	2555
<b>Mrs. Victoria Allen, Director of Development</b> .....	CHS1 1455 .....	2792
<b>Ms. Sarah Waller, Coordinator of Marketing and Communication</b> .....	CHS1 1315 .....	4628
<b><u>Pharmaceutical, Social &amp; Administrative Sciences</u></b>		
Dr. Georges Adunlin.....	CHS2 2222 .....	4692
Dr. John Arnold.....	CHS2 2232 .....	4040
Dr. Amy Broeseker.....	CHS2 2231 .....	2226
Dr. Erika Cretton-Scott .....	CHS2 2223 .....	4370
Dr. Cheryl Cropp .....	CHS2 2234 .....	4388
Dr. Danielle Cruthirds.....	CHS2 2217 .....	2267
Dr. Bernadette D'Souza .....	CHS2 2229 .....	2780
Dr. Gregory Gorman .....	CHS2 2211 .....	4452
Dr. Howard Hendrickson .....	CHS2 2216 .....	2864
Dr. Patricia Jumbo .....	CHS2 2220 .....	4170
Dr. David Luthin .....	CHS2 2233 .....	4223
Mrs. Cheryl Miller .....	CHS2 2215 .....	4195
Dr. Robert Riggs .....	CHS2 2236 .....	2097
Dr. Bruce Waldrop .....	CHS2 2237 .....	2984
Dr. Xiaodong Robert Wang .....	CHS2 2235 .....	2997

**Pharmacy Practice**

Dr. Jennifer Beall .....	CHS1 1431 .....	2534
Dr. Kim Benner .....	CHS1 1444 .....	2076
Dr. Lan Bui.....	CHS 1 1441 .....	4431
Dr. Marshall Cates .....	CHS1 1453 .....	2457
Dr. Michael Crouch .....	CHS1 1480 .....	2820
Dr. Elizabeth Covington.....	CHS1 1432 .....	2043
Dr. Crystal Deas .....	CHS1 1408 .....	4079
Dr. Renee DeHart .....	CHS1 1429 .....	4276
Dr. DeeAnn Dugan.....	CHS1 1435 .....	2635
Dr. Maisha Kelly Freeman.....	CHS1 1440 .....	4175
Dr. Peter J. Hughes.....	CHS1 1449 .....	2519
Dr. Maryam Iranikhah.....	CHS1 1405 .....	2086
Dr. Michael Kendrach.....	CHS1 1438 .....	2526
Dr. Jeffrey Kyle .....	CHS1 1413 .....	2559
Dr. Roger Lander .....	CHS1 1427 .....	2399
Dr. Katie Lomax .....	CHS1 1407.....	4367
Dr. Melanie Manis .....	CHS 1 1436 .....	2275
Dr. Pilar Murphy.....	CHS1 1437 .....	2240
Dr. Patricia Naro .....	CHS1 1452 .....	4193
Dr. Valerie Prince.....	CHS1 1404 .....	2117
Dr. Megan Roberts.....	CHS1 1411 .....	2986
Dr. Jessica Skelley.....	CHS1 1430 .....	4338
Dr. Rachel Slaton.....	CHS1 1414 .....	2729
Dr. Michael Thomas .....	CHS1 1442.....	2721
Dr. Angela Thomason .....	CHS1 1451 .....	4476
Dr. Terri M. Wensel.....	CHS1 1412 .....	2650
Dr. Mary Worthington .....	CHS1 1443 .....	2533

**Pharmacy Practice Residents**

Dr. Kathleen Gillen .....	Jeff. Co. Health Department.....	2635
Dr. Kayla Washington .....	Jeff. Co. Health Department.....	2635
Dr. Bianca Lascano.....	Christ Health Center.....	205-380-9435
Dr. Courtney Ingram.....	CVS Community Pharmacy.....	2650

**Office of Continuing Professional Development**

Dr. Peter J. Hughes, Director .....	CHS1 1449 .....	2519
Mrs. Joan Jackson, Manager of Continuing Education.....	CHS1 WS-1410.....	2722

**Center for Healthcare Innovation and Patient Outcomes Research (CHIPOR)**

Dr. Maisha Kelly Freeman, Director.....	CHS1 1440 .....	4175
Mrs. Sandra Boyken, Manager, CHIPOR.....	CHS1 WS-1409.....	2891

**Center for Faith and Health**

<b>Dr. Michael D. Hogue, Associate Dean.....</b>	CHS2 2209 .....	4472
Mrs. Kim Eckert, Admin. Assistant .....	CHS1 2204 .....	2914

**Pharmaceutical Sciences Research Institute**

Dr. Gregory Gorman, Director .....	CHS2 2211 .....	4452
Mrs. Lori Coward, Research Associate.....	CHS2 2221 .....	4469

**IT Support**

Mr. Doug Davis, Technology Services Manager, CHS.....	CHS1 1320 .....	4303
Mr. Chris Roper, Technology Services Manager, CHS .....	CHS1 1313 .....	4478

**Fax Centers**

Admissions Office	205-726-4141	Experiential Education	205-726-4214
Pharmaceutical Sciences	205-726-2088	Pharmacy Practice	205-726-2669

## **ACADEMIC & STUDENT MATTERS**

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### **Academic Early Intervention**

Any P1 student who scores <60 on any exam in any course or is failing 2 or more courses with any level of grade is required to meet with Associate Dean of Academic Affairs, and is strongly suggested to meet with the course IOR (unless required in course syllabus). Those with a course average <70 are strongly recommended to meet with Associate Dean of Academic Affairs and/or IOR unless stated otherwise in course syllabus. Additionally, a midpoint intervention with the IOR and/or an Associate Dean will occur for P1's (who have not received a previous intervention), P2's or P3's who are failing at midpoint of any semester, or upon the request of instructor. Early intervention for P4 students is addressed via the midpoint evaluation conducted by the individual preceptor.

The student will be required to complete an electronic form prior to the meeting that will assist in self-reflection and informing the discussion with the Associate Dean(s). The Associate Dean(s) will meet with student in person and reviews the following academic items (may include, but not limited to):

- i. Class attendance
- ii. Note taking and study habits
- iii. Importance of reading textbooks
- iv. Resources available to them (e.g., office hours, tutors, on-line resources)
- v. Videos on studying and preparation habits
- vi. Time management skills (e.g., employment, organizational involvement)

Associate Dean(s) will also review at that time the following health and wellness/student services items (may include, but not limited to):

- i. Disability Resource Center
- ii. Counseling Services
- iii. Student Health Services
- iv. Office of Spiritual Life
- v. Financial Aid Office
- vi. Student Relief Fund

The student will complete a follow-up reflection after the next major assessment within the course(s) to reflect upon the effectiveness of the action plan.

A second meeting with the Associate Dean(s) may be requested if the student does not pass the next major assessment within the course(s). An Academic Intervention Form is used during the meeting that contains a checklist of what was reviewed, key points, and a summary of the action plan. A copy of the form will be given to the student, and the Academic Affairs office will file a copy within the student's academic file. For students who fail to comply with the process outlined above, a values violation may be filed against them.

### **Academic Eligibility for Participation in Activities**

A student who is on academic probation or academic suspension shall not be allowed to:

- receive an excused absence and/or financial assistance to attend professional meetings;
- serve as a class officer;

- serve as an officer or committee chair in any university or school organization;
- serve on a McWhorter School of Pharmacy committee (i.e., Assessment, Curriculum, or Student Affairs);
- be employed by any department on the university campus.

Furthermore, a student on academic probation or academic suspension is strongly discouraged from engaging in outside employment or participating in any extracurricular activity that involves an appreciable amount of time.

Students who have been placed on academic probation or academic suspension will be reminded of their restrictions on participation in activities. Students who willfully attempt to defy the guideline will be subject to the McWhorter School of Pharmacy code of ethical and professional conduct violation process.

### **Academic Guidelines**

McWhorter School of Pharmacy academic guidelines for students are available in the University Catalog available online to students. Additional academic guidelines addressing Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) courses are published in the master syllabus and program requirements for Introductory and Advanced Practice Experiential Courses.

### **Academic Support Resources**

- Students are responsible for their own learning.
- Students are expected to attend class each session and keep-up with notes and other course learning materials and objectives.
- The school and university may provide resources available to the students that enable students to enhance their learning and pass the course, which may include:
  - Using course handouts and listening to class session recordings
  - Participating in student-led review sessions
  - Attending course instructor-led review sessions (when offered)
  - Meeting with the course instructor during posted office hours, if needed
  - Scheduling a meeting with the course instructor outside posted office hours, if needed
  - Studying with other classmates in a study group
  - Asking for a personalized session with a student-led review session leader (depends on availability of the review session leader)
- Students experiencing academic difficulty (i.e., performed poorly on an exam or course project) should be proactive and are strongly encouraged to seek guidance from the course instructor. Students should not wait until after the final course grade is assigned to speak to the course instructor for any actions and/or recommendations to improve their comprehension of the course material. A student cannot request for an extra credit assignment that is not listed in the course syllabus to improve his/her grade.



- Students also should self-assess and reflect on their own personal performance (i.e., study habits, note-taking skills, attending each class, focusing on the key course learning objectives).
- Students also are encouraged to form study groups with fellow classmates and/or ask established study groups if they can join and participate.
- University sources are available for students needing further assistance. These include student counseling services (726-2065 or 726-4077), disabilities resources (726-4078), and office of spiritual life (726-2825).

### **Academic Units**

The Department of Pharmacy Practice educates, develops, and mentor students so that they are prepared to: 1) provide patient-centered and population-based care that optimizes medication therapy, 2) manage health care system resources to improve therapeutic outcomes, and 3) promote health improvement, wellness, disease prevention, and medication safety. The department collaborates with many health care facilities and community pharmacies to provide the delivery of experiential pharmacy education. In addition, the department is responsible for delivering didactic education related to the clinical use of medications in patients. The focus of all this learning is the provision of optimal patient care based upon sound therapeutic principles and evidence-based data. Furthermore, the department also carries out a rigorous program of clinical and educational research designed to improve medication use and enhance student learning. The department is home to two offices within the school, including the Office of Experiential Education and the Center for Healthcare Innovation and Patient Outcomes Research.

The Department of Pharmaceutical, Social and Administrative Sciences (PSAS) is pleased to provide the foundational components of our students' education in the professional curriculum such as physiology and pathophysiology, cellular and molecular biochemistry, drug delivery systems, pharmacology, pharmacokinetics, medicinal chemistry, patient care systems, sterile compounding, financial and human resource management, pharmacy law, and ethics. Research interests in the PSAS department are varied and involve areas such as the study of apoptosis, mitochondrial injury, pharmacogenomics, drug metabolism and drug-drug interactions, structure-activity relationships and determinations, pharmacokinetic studies, ophthalmologic considerations in drug delivery, educational research, home health care, end-of-life care, and moral development. In addition, several PSAS faculty provide research and experiential education for our students. Department faculty are also involved in service to the profession through international, national, regional, and local opportunities.

### **Access to Student Files**

Once a student has been admitted to the McWhorter School of Pharmacy, the student's admission application is placed in a permanent file kept in the office of the associate dean for academic affairs. Official information pertaining to a specific student, such as grades, registration for classes, and records checks are also maintained in that file. A student has the right to review the contents of their file upon request in the office of the associate dean for academic affairs.

## Attendance Guidelines: Classes and Exams

### **P1-P4 Experiential Attendance (IPPEs/APPEs)**

Please refer to the Experiential Manual for guidelines.

### **P1-P3 Class Attendance**

Attendance is expected for all courses taught within the McWhorter School of Pharmacy. Specific attendance procedures are delineated in course syllabi. However, in accordance with university policy, excused absences may not be counted against any student when determining course penalties in any McWhorter School of Pharmacy course. **Under certain extenuating circumstances (see below)**, students may seek an excused absence from class attendance when their absence impacts their course grade. Students seeking an excused absence from class and/or lab are required to petition the course IOR(s) plus Associate Dean for Academic Affairs (ADAA). Students will submit this information to the IOR(s) who will consult with the ADAA to determine if the student request is to be categorized as excused. Petitions must be received at least 5 business days in advance for events known ahead of time (see below for examples). For emergency-related issues (e.g., illness, funeral), the petition must be received within 2 business days of returning to class. Petitions must be submitted in writing and sent electronically via email. Petitions will include the reason for not attending class, the date(s) missed, plus documentation (see below). Additional supporting evidence may be requested of the student (or others). The following will generally be considered as excused class session absences for students in good academic standing and not count against the student.

Official representative for Samford University and/or McWhorter School of Pharmacy as outlined in the university's student handbook.

- Student will provide official announcement/invitation for his/her invitation to participate.

Samford University official athletic team

- Official documentation from the athletic department.

Presentation at a national pharmacy or scientific meeting

- Student will provide official announcement/invitation for his/her acceptance of presentation.

Participating in a national pharmacy competition

- Student will provide official announcement/invitation for his/her invitation to participate.

Participating in a national pharmacy organization meeting as an elected or appointed representative in which official business is to be conducted (e.g., APhA-ASP House of Delegates)

- Student will provide official announcement/invitation for his/her invitation to participate.

Immediate family crisis/funeral

- Documentation of the crisis (e.g., medical document, accident report) or funeral (e.g., obituary) is required. A student may be excused up to five (5) business days for travel and bereavement in the event of an immediate family member's death.

Medical illness or hospitalization

- Medical office excuse from the healthcare provider, inclusive of dates.

Absences specifically stated in an ADA accommodations letter

- Letter must be presented in advance.

### **School Events Attendance**

Attendance is required for announced school events. For P1 through P3 students these include (but are not limited to): Professional Development Series (ie, Professionalism Friday sessions), Jan Week activities, Dean's Distinguished Lecture Series, State of the School Address and the school picnic in addition to class-specific events that include Pharm.D. Commencement (P4s), Pre-NAPLEX administration (P4s), NAPLEX and MPJE Review Courses (P4s), P3 Pinning Ceremony (P3s), B.S. Commencement (P2s), White Coat Ceremony (P1s), and APA Legislative Day (P1s). Other events may be added to this list and students will be notified in advance by Samford email. The same process as described above will be used to excuse a student from the school event, except the petition will be sent to the ADAA office.

### **Exam and Other Assessment Attendance**

Students are required to be present for all examinations and other graded assessments. Any **anticipated** exam/assessment absences (e.g., immediate family member crisis/funeral, student health issue, official university, or school business) must be cleared **prior to the exam/assessment** with the IOR in consultation with the ADAA. Any student who is not present for an exam/assessment at the scheduled administration time will receive a zero (0) as the grade. A student who has missed the scheduled exam/assessment due to compelling hardship may petition for a make-up exam/assessment to replace the zero (0) grade. The petition with documentation must be submitted no later than one business day after the exam/assessment day. The petition must be in writing (can be submitted electronically) and have official documentation (e.g., medical excuse, obituary) for missing the original exam/assessment date. The petition is to be sent to the IOR and ADAA. The documentation will be stored in the student file located in the Academic Affairs office. The petition will be reviewed by the IOR(s) in consultation with the ADAA. Additional faculty members may be consulted if needed (i.e., Associate Dean for Student Affairs, Department Chair, Dean). The decision is final and not appealable. The decision will be made quickly (typically within 2 business days) after the appropriate information is submitted by the student and reviewed by the faculty. The student will be notified afterwards. Due to a variety of reasons for missing an exam/assessment, each petition will be treated on a case-by-case basis by the IOR and ADAA. These decisions should not be interpreted as establishing a precedent for future decisions. If a make-up exam/assessment is granted, the make-up exam/assessment format may consist of oral, essay, or combination of these two. Other formats may be used.

### **Student Organization Trips**

The following guideline applies to P1-P3 students. P4 students should consult the experiential manual for guidance.

To allow for professional development of student pharmacists, annual conventions of the following organizations are approved for an excused absence unless they conflict with the week of final exams: Academy of Managed Care Pharmacy, American College of Clinical Pharmacy, American Pharmacists Association (which also includes Rho Chi and Phi Lambda Sigma's annual conventions), American Society of Health-System Pharmacists, National Community Pharmacists Association, Pediatric Pharmacy Advocacy Group, Christian Pharmacy Fellowship, Kappa Psi, and the Student National Pharmaceutical Association. Students must meet academic eligibility requirements in order to attend these meetings. Students will be expected to make up any work missed during their excused absence, including retrieval of handouts and review of required readings and class recordings; however, tests will not be scheduled during this time. It is the responsibility of the student organization advisor to notify the associate dean for student affairs of

the students who plan to attend professional meetings. A student may not attend a professional meeting until the associate dean for student affairs has verified his/her academic eligibility.

Students will be eligible for travel to other student organization professional meetings (non-annual) with the approval of the instructor of record (IOR) and associate dean of academic affairs (ADAA) working in conjunction with the associate dean of student affairs (ADSA) as follows:

1. First, students must self-identify to organization advisor at least four weeks prior to meeting travel.
2. It is then the responsibility of the organization advisor to notify the ADSA of those students (ideally at least three weeks prior to travel) who wish to attend said meeting.
3. The ADSA will then send notification to all IORs of those students meeting academic eligibility for travel.
4. For any classes with required assessments/labs during the meeting time frame, the IOR(s) will work with the ADAA as described in the Exam and Other Assessment Attendance section of this handbook to determine if it is feasible for student to travel and to make up these assessments/labs/etc., to approve said travel, and to communicate this information to student(s) as appropriate.

Any student who is on probation or suspension will not receive an excused absence nor financial assistance to attend professional meetings. Furthermore, during the fall semester, first year students must also hold a grade of C or higher in all courses at the time of **any** meeting travel in order to receive an excused absence or reimbursement for travel.

Students are eligible to attend up to two professional meetings per semester. Students requesting attendance at more than two professional meetings per semester will be reviewed on a case by case basis.

### **Audio and Video Recording Guidelines**

#### Recording or dissemination of class recordings by students

Recording by any means of any course lecture or content by anyone without prior consent of the instructor teaching such course or providing such content is strictly prohibited. Unless an instructor expressly authorizes recording of his or her course content, students should presume that private recording of that instructor's course content is not permitted.

Student duplicating, sharing, or transferring, in whole or in part, of any recording, including those which may be provided by the school or instructor, by any electronic means or otherwise without the instructor's express permission is strictly prohibited.

Recording of class without consent and/or sharing any recording by any means without permission shall be considered a violation of the McWhorter School of Pharmacy Code of Ethical and Professional Conduct and the matter shall be referred to the Student Affairs Committee.

#### Recording of course content and exam by the school

Student access to course content recordings produced by the school is a privilege, not a right, and neither the McWhorter School of Pharmacy nor its agents or employees shall be responsible if a class recording is not available or is of inferior quality. All classes and exams are subject to being recorded (through audio and/or video recording) by McWhorter School of Pharmacy personnel or by

another student with permission granted in accordance with this guideline. No student should have any expectation of privacy in his or her speech, conduct or appearance during any class or exam.

### Recording by Students with disabilities

Under certain circumstances, a student with a disability may make audio or video recordings to accommodate an ongoing disability. A student must provide an accommodation letter from the Office of Disability Services which specifically requests as part of the accommodation the ability to record course content. Students shall discuss the accommodation request with the instructor and must receive approval prior to recording course content. A student permitted to record a class shall not duplicate, transfer, or otherwise share the recording with others, nor permit or enable any other person do so unless expressly permitted otherwise by the appropriate instructor. The recording will be used only by the student for whom the class was recorded and during the semester in which the class was taught. The student may share the recording with a person who is providing an accommodation service to the student which has been approved by the Office of Disability Services and the instructor, such as an interpreter, only after advising the service provider of this guideline and obtaining the service provider's agreement to abide by the guideline as if the service provider were a McWhorter School of Pharmacy student.

### Building and Campus Guidelines

- Students will have access to the building and use of the facilities only during designated hours.
- Students may not adjust thermostats or other controls in the building.
- Students may not smoke in the College of Health Sciences buildings.
- Students are responsible for cleaning up after themselves (e.g., spilled beverage, food items) in the classrooms, common areas, and other building areas.
- Students may use only designated spaces for posting notices. Notices must be consistent with the Code of Ethical and Professional Conduct. Each notice should specify the date posted and date to remove. Notices will be removed within one month of posting and at the end of each semester.
- Students may use only designated spaces for public displays. Students must receive approval (from the associate dean for student affairs) for all displays.
- Students are responsible for keeping the student common areas clean and orderly at all times. Students are to respect other persons and property (e.g., books, equipment, electronic devices, classroom fixtures, building furniture).
- Students shall pay full damages for all campus property broken, damaged, or lost and for any damages occurring off campus at school-sponsored functions.
- Students may not possess or use alcoholic beverages on the university campus or at any school-sponsored function. Students may not enter the building intoxicated or impaired.
- Students shall observe the rules and regulations contained in the University Catalog or other official university publications.

### Canvas, Learning Management System (LMS)

The McWhorter School of Pharmacy utilizes the Canvas as the course learning management system (LMS). To access Canvas, go to <https://canvas.samford.edu>; another option is at <http://www.samford.edu/pharmacy/> and scroll to the bottom of the page and click on the Canvas link. Log-in by inserting your Samford user name and password. Students are responsible for all course

materials posted to the LMS. Although the extent of material posted to the LMS will vary between courses and instructors, at the very least the course syllabus for each 300-500 level course in addition to the course IOR contact information will be posted to the site. Selected LMS courses (e.g., Pharmacotherapy 1-4, Preparation for Patient Care, Self-Care 1-2) will be closed soon after the course has been completed. Students will not be able to access materials posted to these selected LMS courses after the course has finished.

### **Center for Healthcare Innovation and Patient Outcomes Research (CHIPOR)**

CHIPOR is located on the fourth floor, building one, of the College of Health Sciences, room 1433. The phone number is 205-726-2891.

#### Staff

Director: Maisha Kelly Freeman, Pharm.D., MS, BCPS, FASCP, professor, pharmacy practice  
 Faculty: Georges Adunlin, Ph.D.  
 Manager: Mrs. Sandra Boyken

The staff is here to assist students with the use of the facilities. Please do not hesitate to ask for assistance.

#### Hours

Monday – Friday, 8:00 am – 4:30 pm  
 The center is closed weekends and university holidays.

#### Vision of CHIPOR

To be a recognized leader for improving health through innovative research.

#### Mission

We evaluate models of care and develop innovative solutions that improve the health of patients.

- What we do: Train students in the areas of health intervention and outcomes research.
- Assist with research / project design from inception to completion for faculty members and students.
- Increase scholarly publications for outcomes research within the College of Health Sciences.
- Provide a conduit that promotes interdisciplinary research collaboration for healthcare intervention outcomes research.
- Inform and disseminate information regarding the effectiveness of healthcare interventions to stakeholders.

#### Services and Resources

##### A. University Libraries

CHIPOR coordinates its activities and resources with Samford's library, Harwell G. Davis. Many of the pharmacy-related books and journals, including reserve books for assignments, are

located in the main library or online. The Library catalog can be accessed via the Davis Library webpage: <http://library.samford.edu/>.

#### B. CHIPOR Online

Students are encouraged to use the CHIPOR website to locate materials for research purposes <http://samford.libguides.com/pharmacy>. The tab labeled Reference Guides list various drug information request classifications (e.g. dosing, drug interactions, etc.). By selecting one of the classifications, students can view the most appropriate resources to locate information for various topics. The tab labeled Citing Sources – AMA Style includes a link to a PDF quick guide for AMA citations. Other features include links to pharmacy web resources, available Internet databases, IPA and PubMed tutorials, and useful links (such as IRB, plagiarism).

#### C. Books

Books are arranged in the Library of Congress classification order. The Library catalog can be used to acquire book call numbers, <http://library.samford.edu/>. No books can be checked out of CHIPOR.

#### D. Journals

A number of pharmacy-related journals are housed in the center (<https://www.samford.edu/pharmacy/files/CHIPOR/CHIPOR-Journal-collection.pdf>). Additional journal titles are available at the University Library. All journals are listed in the Library Catalog with information on location (Davis Library or CHIPOR).

#### E. Newsletters

The center maintains a number of pharmacy newsletters from a variety of sources. Most of the publications (such as *The Medical Letter*, *Pharmacist's Letter*) are stored in ring binders in the center.

#### F. Electronic resources:

All of the computers in the center offer access to the Internet. IPA and PubMed tutorial information and videos are available on the CHIPOR webpage at <http://samford.libguides.com/pharmacy>.

#### G. Check-out Procedures

CHIPOR references are to be used only in the center.

### Use of CHIPOR

All beverages and food are prohibited in CHIPOR.

Since the center functions as an active practice site for students, the center may not be totally quiet. Students who do not want to be disturbed or distracted may want to use other study areas on campus. Students wishing to study in discussion groups are encouraged to use the study rooms available in the CHS.

### Student Computer Facilities

#### A. Computer / Printer Access

Virus scanning software is installed on all PCs in the pharmacy school. All disks/flash drives must be scanned for viruses before being used in school PCs. This procedure protects both the student's disk and the school's equipment.

The school's computers have flash drive USB ports. Printers are available to the students for printing within the guidelines of the University.

The PCs and Macs located in CHIPOR are equipped with Microsoft Office (Word, Excel and PowerPoint), Outlook, and other software.

#### B. Guidelines

The computers and printers are for pharmacy students' use only. Students are expected to utilize the facilities, equipment and supplies in a responsible, efficient, ethical and legal manner. Since CHIPOR is a working laboratory, the center's staff and APPE students have priority to all databases and computers.

Limited technical assistance is available in CHIPOR. Students are responsible for using the software's built-in tutorials, help screens and manuals. The university has several computer labs on campus, equipped with PCs and Macs. Print stations are located throughout CHS and campus computer labs. These labs are open for extended hours and have lab assistants available to help. The campus media center also is equipped to produce many kinds of visual materials for students and faculty.

#### On-line Reference Service

University Libraries provides online reference service provided to faculty and students. Additional information concerning reference and research services at the Samford University Davis Library can be found at <https://library.samford.edu/service/research-assistance.html>.

#### **Change of Name or Contact Information**

If a student's name has been legally changed (e.g., marriage), then the student must present a social security card with the **new** name and photo identification with the new name to the Office of the Associate Dean for Academic Affairs (*CHS Building 1, Rm. 1438*). The student is responsible for taking care of this notification in a timely manner. The student must also submit the *Name Change Form* to the Office of Financial Aid. The form is available at this link: [SSN, DOB or Name Change Form](#) or it can be accessed at Form Central on the Samford University website.

Any change of address and/or phone number must be registered by the student in the university's Banner system. Furthermore, the student must inform the office of the Associate Dean for Academic Affairs and the Office of Experiential Education of the change(s) via e-mail. Students are required to update their information (e.g., address change) in Banner and E-Value. Please access these via <http://samford.edu/pharmacy/student-services/> Name, address, and/or phone number changes also need to be communicated to the Alabama Board of Pharmacy and any other state board of pharmacy in which the student has an intern/extern license.

#### **Class Advisors**

It is the objective of the McWhorter School of Pharmacy to maximize the effectiveness of faculty/student contact in the areas of scheduling/registration, career counseling, personal advising, etc. As written in the *Southern Baptist Educator*, "The finest possible educational environment



includes the availability of outstanding academic advising and a genuine caring attitude toward the student....”

Student interaction with faculty outside of the classroom environment is an important aspect of the educational experience. While quality interaction cannot be forced upon students or faculty, it is essential that students understand that members of the pharmacy faculty welcome these opportunities to get to know students personally. This is particularly important for those students who are dealing with personal or professional problems or decisions. Faculty members volunteer to serve as class advisers for each entering class.

Class advisors are well-informed of the guidelines and expected behaviors of the school and University and are available to help students interpret the guidelines related to their personal and academic conduct. The faculty member appointed as class adviser will remain adviser to the class throughout its four professional years. This person will assist the class with electing officers, planning events and decision making.

Current class advisors are as follows:

Class of 2019

Dr. Robert Wang

Class of 2020

Dr. P.J. Hughes

Class of 2021

Dr. Bernadette D’Souza

Class of 2022

Dr. Crystal Deas

**Class Officers**

Class Officers are expected to:

- Attend daily class sessions.
- Be a role model for other students and uphold the values outlined in the ethical and professional conduct statement.
- Abide by all policies and procedures outlined within university and school handbooks.
- Perform additional duties and responsibilities that may be assigned by the dean or associate dean for student affairs.

The role of the class president is to:

- Represent the class and bridge gaps of communication between the class and the administration, faculty, staff, alumni, guests, etc.
- Lead meetings (e.g. class meetings and class officer meetings) throughout the semester.
- Actively engage, along with vice president and secretary, in the Dean’s Student Advisory Council (DSAC).
- As appropriate, delegate responsibilities to other class officers in a manner that maximizes proficiency and enhances leadership abilities of all.
- Represent the class during exam scheduling meetings.

- Meet with IORs regularly about courses.
- Serve on the Margaret Propst Teacher of Year selection committee.

The role of vice president is to:

- Fulfill the role of president in the president's absence. In the event the president is unable to serve, fulfill the role of the president until a new president has been elected.
- Represent the class and bridge gaps of communication between the class and the president, administration, faculty, staff, alumni, guests, etc.
- Assist each of the other officers in their duties (e.g. organize meetings, plan class events, and address class concerns).
- Actively engage, along with the president and secretary, in the Dean's Student Advisory Council (DSAC).
- Represent the class during exam scheduling meetings.

The role of the secretary is to:

- Take and distribute minutes in class officer meetings or any other meeting, as needed (e.g. Dean's Student Advisory Council).
- Maintain, update and organize any paper or electronic materials for the class.
- Actively engage, along with the president and vice president, in the dean's Student Advisory Council (DSAC).

The role of the class treasurer is to:

- Collect class dues from classmates and submit the funds to the office manager for student affairs.
- Collaborate with the office manager for student affairs to procure payment for and reconcile class expenses (e.g. lunches, field days, service projects).
- Create and maintain an annual class budget based on class goals for upcoming activities.

The role of the class service chair is to:

- Organize and implement class service projects as determined by the officers and class.
- In conjunction with the chaplain, be aware of classmates' needs and direct to the appropriate resource.

The role of the historian is to:

- Procure photographic or video documentation of class events (e.g. professional functions, intramural games, organization meetings) by personally capturing the event or collecting the documentation from other students.
- Preferably, use a quality camera to preserve items in a way that is safe and accessible.
- Organize documentation in a manner suitable for students to access upon graduation.
- Assist the class and student organizations with promotional materials for events as needed.

The role of the social chair is to:

- Plan and implement events and outings for the class that are consistent with Samford University's Code of Values.
- Work with the treasurer to determine fund allocation for social events based on the budget determined by that class.
- For events too costly for the class budget or specialized events, design "pay your own way" events.

The role of male and female chaplains is to:

- Be a Christian example to the class.
- Pray for the class.
- Offer counsel to those in spiritual need.
- Pray for the class before the exams.
- Offer to lead Bible studies for the class.

The role of the male and female athletic directors is to:

- Coordinate and execute class games at the annual school picnic.
- Direct class intramural athletics.
- Facilitate class activity in organizational sporting events.
- Display sportsmanship on and off the field.

As an elected student leader, students accept the above obligations and agree:

- It is a privilege to serve as student leaders and this requires acting in the best interests of the class.
- To act in accordance with their role as a leader, demonstrating sensitivity to a wide range of viewpoints and presenting a respectful attitude to all class members.
- To ensure that public and personal conduct remains above reproach, reflecting a high standard of professionalism.
- To remain accessible to their class by regular class attendance and class governance meetings.
- That if a student leader fails to meet the above expectations, they have an obligation to remove themselves from office or be removed from their office by the associate dean of student affairs or the dean.

Student leaders will be evaluated by their class members annually. Class Advisors have the prerogative to call for reaffirmation votes or re-elections by the class, or removal from office if situations dictate.

### **Co-Curriculum**

The Co-Curriculum consists of activities students are involved in outside of the formal curriculum which enhance their knowledge, experience, and abilities so they are practice-ready and team-ready upon graduation. With required activities as well as selective activities students can choose from based on their interests and goals, the Samford University McWhorter School of Pharmacy Co-Curricular plan outlines activities, by year and ability-based outcome, students should engage in to become practice-ready and team-ready pharmacists. Periodically, students are required to document their co-curricular activities according to school guidelines.

Guidelines for the submission of Co-Curricular Requests:

1. Requests shall be submitted at least 10 business days before the day of the activity.
2. Students should review committee-posted examples of correctly completed Co-Curricular requests. In addition, students are encouraged to have student representatives serving on the Student Affairs Committee to review their request so the representatives can provide further information and/or advice.

## **Code of Ethical and Professional Conduct**

### *McWhorter School of Pharmacy Relationship Foundations*

The Character Counts! Coalition has adopted six pillars of character that describe ethical persons: **trustworthiness, responsibility, respect, citizenship, fairness, and caring**. The following code was written mainly by McWhorter School of Pharmacy students for McWhorter School of Pharmacy students. We will be persons of high quality.

#### Trustworthiness

*“What is right is right even if no one is doing it. What is wrong is wrong even if everyone is doing it.”*

– Unknown

1. We are expected to do what is right, even when no one is looking.
2. We must strive to be honest and full of integrity.
3. We will uphold patient confidentiality at all practice sites and while engaged in confidential discussions of student or school matters.
4. We will not lie or steal; we will report any lost materials or property of others.
5. We will refrain from any activity that may be perceived as academically dishonest. This includes:
  - a. plagiarism (using someone else’s work and claiming it as our own);
  - b. dishonest acquisition of information;
  - c. possessing and/or using any unauthorized aid during an examination for assignment;
  - d. giving or receiving information during an examination;
  - e. unequal participation in group projects.
6. We will not obtain a quiz or portions of a quiz before the exam period without the instructor’s knowledge.
7. We will not use data from previous class or lab sessions and submit it as if it were performed during that class or lab period.
8. We will not alter or attempt to alter any record of student grades.
9. We will not falsify, negligently make incorrect entries, or fail to make essential entries in health records.
10. We will not purposely falsify applications, forms, or records used for admission or other purposes by the McWhorter School of Pharmacy.
11. We will not commit perjury providing information in matters relating to the profession, school, students, faculty, or staff.

#### Responsibility

*“No man can always be right. So the struggle is to do one’s best; to keep the brain and conscience clear; never be swayed by unworthy motives or inconsequential reasons, but to strive to un-earth the basic factors involved and then do one’s duty. – Dwight D. Eisenhower*

1. We should work to our full potential.
2. We will be diligent in our efforts to become respected professionals who thirst for knowledge.
3. We will not engage in any activity that could bring discredit to the profession, school, or university.

4. We should be willing to expose, without fear of retribution or partiality, any illegal, unprofessional, or unethical conduct.
5. As faculty put forward the effort to teach, we will put forth the effort to learn.
6. We should be punctual and try not to disrupt class.
7. We will not tolerate behavior intended to deceive, defraud, or harm the public and/or profession, including failure to carry out assigned duties where lack of doing so may endanger the health or well-being of others.
8. We will attend required meetings called by officials of the McWhorter School of Pharmacy.

### Respect

*“Respect, like love, has value only when it is given freely and out of genuine feelings. Counterfeit respect, like faked love, is really a form of contempt.”– Michael Josephson*

1. We will respect the values of Samford University and the McWhorter School of Pharmacy, and will conduct ourselves in a manner that positively reflects these values.
2. We will show respect to all professors, staff, guests, and fellow students.
3. We will respect the property of the school and of others, leaving things better than we found them.
4. Students and faculty shall maintain professional relationships with one another.
5. We will not bear false witness against any faculty member or fellow student.
6. We will respect the right of privacy, maintaining as private any information about fellow human beings.
7. If an issue arises that we wish to discuss, we will go first to the instructor(s), the IOR, then the department chair, the associate dean of academic affairs, and the dean.
8. We will respect the rules and regulations pertaining to the McWhorter School of Pharmacy facilities regardless if they are being used for educational or other purposes.
9. We will not enter into restricted areas (offices, closets, storerooms, labs, etc.) without proper authorization or invitation.
10. We will refrain from misusing the computers (e.g., using someone else’s password or e-mail address, creating and/or forwarding chain letter, wasteful use of equipment and supplies).

### Citizenship

*“People of character do more than they are required to do and less than they are allowed to do.”– Christopher Stone*

1. We will uphold the standard of high moral character, both in and out of the classroom.
2. We should realize the opportunities given to us and use them to benefit others.
3. We will not use or possess alcoholic drinks at an officially sponsored McWhorter School of Pharmacy or university function, either on or off campus.
4. We will not use, possess, or aid others in obtaining any illegal substances.
5. We will display a professional attitude and will be dedicated to learning about the pharmacy profession.
6. We will display professional attire by honoring the dress code stated in the student handbook. Students who repeatedly disregard the dress code (three or more reports to the Student Affairs Committee within one semester) will be required to address the committee about their appearance.

7. We will not condone any type of violence.
8. We will abstain from using profanity.
9. We will abide by all of the statutes and regulations of the Alabama Pharmacy Practice Act as well as other laws and ordinances.

### Fairness

*"We judge ourselves by our best intentions and our most noble acts, but we are judged by our last worst act."* - Michael Josephson

1. We will treat each other with fairness and respect, regardless of our beliefs, culture, ethnicity, disability, gender, or age.
2. We will share our knowledge with our fellow students, and we will never willingly engage in academic conduct that would give an unfair advantage above other students.
3. Each student has a right to voice his/her opinions in a fair and respectful manner.

### Caring

*"What you are thunders so loudly that I cannot hear what you say to the contrary."* – Ralph Waldo Emerson

1. We will do our best – this is our job and work.
2. Students, faculty, and staff should encourage and strengthen each other

## **CODE OF ETHICAL AND PROFESSIONAL CONDUCT McWhorter School of Pharmacy Samford University**

The principles of academic integrity and professional conduct are established to guide the student in his/her relationship with fellow students, practitioners, faculty, university officials, other health professionals, and the public. A student has the duty to observe the laws and standards of conduct of the profession and to accept the ethical principles expected by society. A student should not engage in any activity that will bring discredit to the school, university, or the profession of pharmacy and should be willing to expose, without fear or favor, any illegal, unprofessional, or unethical conduct.

### **Violations of the Code**

- I. Academic Dishonesty – The student affairs committee, hereafter called the committee shall consider the following as acts of dishonesty.
  1. The distribution, possession, or use of any unauthorized material or assistance in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as part of a course or to be submitted to fulfill school of pharmacy requirements. The receipt, possession, or use of any unauthorized aid or material while an examination or quiz is in progress.
  2. Knowingly giving unauthorized assistance to another while an examination or quiz is in progress.

3. Knowingly giving unauthorized assistance to another in the preparation and/or submission of assignments, papers, reports, or laboratory data and products.
4. Unauthorized communication regarding the contents of an exam or quiz, either before, during, or after the time the exam is given. Knowingly submitting a graded paper, report, examination, or class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading.
5. Group "batching" in lab to avoid personal work expected by the instructor.
6. Submitting the work of another as one's own, i.e., plagiarism. (Please see detailed plagiarism definition in other sections of this handbook).
7. Altering or attempting to alter any record of student grades.
8. Instructors may delineate in advance in their syllabi other actions they consider to be academic dishonesty

II. Professional and Ethical Conduct – The committee shall consider the following areas as violations of ethical and professional conduct.

1. Purposely falsifying or omitting information on applications, forms, or records used for admission or other purposes by the school of pharmacy.
2. Knowingly producing false evidence or rumors against another or providing false statements or charges in bad faith against any member of the Samford University faculty, staff, or student body.
3. Violating the University's harassment guideline.\* (\* See the Samford University Student Handbook for Title IX Sexual Misconduct Guideline for violations involving sexual misconduct)
4. Committing perjury before the committee when it considers charges against a student.
5. Purposefully committing physical acts of violence against a fellow student, faculty, preceptors, staff or university official. \* (\* See the Samford University Student Handbook for Title IX Sexual Misconduct Guideline for violations involving sexual misconduct)
6. Stealing, damaging, defacing, or diverting to one's personal use without permission, any university, faculty, staff or fellow student's property.
7. Unauthorized accessing or revealing of information about faculty, staff, students, or patients that is private or confidential.
8. Illegal possession, use, or trafficking of drugs or other pharmacologically active substances.\* (\*Students should refer to the guideline on substance abuse in this Handbook.)
9. Participating in the diversion of drugs.
10. Use or possession of alcoholic drink at an officially sponsored school of pharmacy or university function.
11. Use of profanity.
12. Repeated disregard of the dress code (3 or more reports to the committee while a student as the McWhorter School of Pharmacy).
13. Repeated failure to attend required meetings called by an official of the school of pharmacy.
14. Disregard of the rules and regulations of the clinical facilities used by the school of pharmacy for educational or other purposes.
15. Repeated disregard of the general rules of the school of pharmacy or the university.
16. Behavior which may endanger patients or the public, including failure to carry out assigned duties where lack of doing so may endanger the health or well-being of others.

17. Behavior intended to deceive, defraud, or harm the public and/or profession.
18. Falsifying, or through negligence, making incorrect entries or failing to make essential entries in health records.
19. Failure to maintain patient confidentiality.
20. Awareness of a violation of the code and failure to report it to the committee.
21. Any unauthorized/uninvited entry into restricted areas of the school of pharmacy (offices, closets, storerooms, labs, etc.).
22. Charges and/or convictions of a misdemeanor involving moral turpitude or violation of pharmacy, liquor or narcotic law(s) and/or felony.
23. Any other unethical and/or unprofessional conduct for which sufficient evidence warrants attention by the committee.

### **Composition and Election to the Student Affairs Committee**

The student affairs committee, hereafter called the committee, shall consist of 13 members. Seven of the members will be faculty members appointed by the dean of the school of pharmacy. The other six members will be students representing the current student body of the pharmacy school (fourth year students will serve on an as-needed basis only when other students are unavailable or a case involves a fourth year student). All committee members will sign a confidentiality agreement at the beginning of each academic year. The following procedure will be used in appointing the student members of the committee: With each incoming class, an introduction will be made explaining the role and duties of the student affairs committee, and members of the class interested in service on this committee will be asked to volunteer by submitting their names to the office of the associate dean for student affairs. This list of names will be given to active student members of the committee, who will arrange to interview all students interested in becoming members of the committee. After being interviewed by student members of the committee, and after discussion among active student members and the associate dean for student affairs, two students will be chosen from the candidates to serve on the committee. Students selected must be in good academic standing and should be of high moral and ethical character.

In the event that a student can no longer serve on the committee, original applicants from the same class as the resigning student will be reviewed. If one of these applicants is found to be an appropriate replacement and is willing to serve, the committee may extend an invitation to the person. If such a replacement is not available, the committee will ask for volunteers from the appropriate class and follow the process outlined in the preceding paragraph for appointment of a replacement.

Faculty members who can no longer serve on the committee will be replaced by other faculty members appointed by the dean.

The term of full-time appointment for students shall be for four (4) academic years; however, fourth year students will serve on an as-needed basis only when first, second, or third year student members are unavailable or a case involves a fourth year student. Faculty members will generally serve for three academic years and may be reappointed.

The associate dean for student affairs is an ex-officio member of the committee. The associate dean is a voting member of the committee on all matters except code of conduct violation hearings. One of the student members of the committee will be elected by the student members of the committee to be vice chairperson. The chairperson and vice chairperson will conduct the business of the committee and will prepare written reports of committee proceedings and recommendations.

Proceedings and recommendations concerning academic dishonesty, unethical, unprofessional, or legal misconduct by students shall be transmitted directly to the associate dean for student affairs.



Non-confidential proceedings and recommendations shall be transmitted to the dean and faculty at the next scheduled faculty meeting.

### **Expected Behaviors and Duties of the Committee**

- A. The committee and/or associate dean for student affairs shall be charged with the responsibility of explaining the Code of Conduct to incoming students.
  
- B. Initiation of a Case.
  1. Anyone knowing of a potential violation of the code shall use the following link to the reporting form to report the alleged violation:  
[Assertion of Code of Ethical and Professional Conduct Violation Form](#)
  2. The alleged violation form must be signed by the person(s) reporting the violation(s) and submitted to the associate dean of student affairs office within thirty (30) days of the initial reporting of the alleged violation to the University. Only one charge is to be filed per incident.
  3. The completed alleged violation form will be sent to the chairman of the student affairs committee. The chairman will meet with the vice chairman within 5 business days of receipt of the form to discuss the alleged violation, and together they will decide if the alleged violation falls under the committee's jurisdiction. If so, the chairman will then initiate the process procedure for hearing a case.
  
- C. Process for Hearing a Case
  1. The Committee shall hear cases brought before it whenever the need arises. If an academic integrity case also involves Title IX or ADA related-claims, students will first be directed to the proper channels and those investigations may need to conclude before the academic violation case review can take place.
  2. At least seven members must be present for an official meeting at least three of which are student members of the committee and no less than 50% of the members present will be faculty. The accused will be notified in writing by email within 10 business days of the violation form being submitted of the specific charges against him or her and the date, time, and place of the hearing. Those allowed at the hearing include: the committee members, the accuser, the accused, and an advisor for the accused. If witnesses are to testify verbally, they will only be present during their testimony. The Chairman of the committee reserves the right to allow or disallow the admittance of any other individuals to the hearing.
  3. The questioning portion of the hearing shall be recorded, but committee deliberations will not.
  4. All present should be introduced.
  5. The process for the hearing should be outlined at the outset of the hearing.
  6. The charge will be read and the accused may enter a plea.
  7. If a plea of "Not Responsible" or no plea is received, the committee will proceed as follows:
    - a. The accused is permitted to bring another person, who is not outside legal counsel, to witness the hearing. The advisor is allowed to be a support to the accused but is not allowed to directly address the committee or witnesses in any way, and will be asked to leave the proceedings if he or she does attempt to address the committee.

- b. The accuser and/or his/her representative present his/her case and witnesses. Any witnesses will be called individually to testify and answer questions.
  - c. The committee may ask any questions of the accuser and his/her witnesses until satisfied. The accused is also allowed to ask questions of the accuser and his/her witnesses until satisfied.
  - d. The accused presents his/her case and witnesses. The accused also has the option of not speaking on his or her behalf. Any witnesses will be called individually to testify and answer questions.
  - e. The committee may ask any questions of the accused and his/her witnesses until satisfied.
  - f. If necessary, the committee may recall any witnesses until satisfied.
  - g. At the completion of the testimony and questioning, everyone, except the committee members, is excused.
8. If a plea of "Responsible" is received, the process will be as follows:
    - a. The committee may ask questions of both parties present to its satisfaction.
    - b. All present, except the Committee, are excused from the hearing.
  9. The Committee will discuss the case in private and may opt to recall any person(s) for points of clarity. The accused should be present during such additional testimony.
  10. The student's file should be made available to the committee when deciding upon disciplinary action to be taken. A motion will be entertained, discussed, and a vote taken by secret ballot. A recommendation for expulsion will require a unanimous vote of the committee members present. A two-thirds majority of the members present will be required for a recommendation of suspension. A lesser sanction may be decided by a simple majority vote of the committee members present. However, a verdict of responsible for violations involving illegal involvement with drugs will require a minimum sanction of suspension, and therefore, not require the usual two-thirds majority vote. A sanction of expulsion will still require a unanimous vote. If there are circumstances preventing an immediate decision, the committee may opt to seek counsel and delay its decision. In such cases, the committee will notify all parties of its intent and establish a date at which a decision will be rendered. The final committee recommendation shall be submitted to the associate dean for student affairs in writing within five (five) business days of deciding their recommended disciplinary action. The numerical results of the vote will also be recorded and included in the report to the associate dean. In cases of a tie vote, the committee shall recommend vindication of the accused. If the associate dean is involved with the case due to his/her administrative role, committee recommendations will be transmitted directly to the dean.
  11. If a verdict of "Not Responsible" is reached, the committee will decide on any necessary action for vindication.
  12. If a verdict of "Responsible" is reached, the committee will again discuss the case in order to determine the disciplinary action to be recommended. If found responsible, the student may be subject, but is not limited, to one or more of the following sanctions: reprimand, course grade change, suspension, or expulsion from the school of pharmacy.
    - a. Reprimand: A student who is found responsible for violating the Code of Ethical and Professional Conduct may be formally reprimanded in writing by the student affairs committee with documentation to be placed in the student's permanent file. This is an official warning in writing that

- continuation or repetition of inappropriate behavior may result in a more severe sanction.
- b. Probation: A student who is found responsible for violating the Code of Ethical and Professional Conduct may be placed on probation. A student receives a formal written warning that their conduct is in violation of guidelines and their status as a student is in jeopardy. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.
  - c. Suspension: A student who is found responsible for violating the Code of Ethical and Professional Conduct may be suspended which means the student's association with the school of pharmacy is terminated for defined period of time. A student's status at the school is terminated for not less than the remainder of the semester, during which time the student's presence at the school is prohibited without permission. All McWhorter School of Pharmacy privileges are revoked during the suspension period.
  - d. Expulsion: A student who is found responsible for violating the Code of Ethical and Professional Conduct may be expelled which means that the student's association with the school of pharmacy is terminated.
13. Vindication: A student who is found not responsible for violating the Code of Ethical and Professional Conduct will be cleared of the accusation and corrective measures will be taken if necessary.
  14. The associate dean for student affairs shall notify the accused of his/her decision in writing within seven (7) business days after receiving the committee's recommendation. The associate dean shall not be obliged to follow the recommendation of the committee. A permanent record of the associate dean's decision and supporting documentation shall be placed in the student's permanent record.

### **Right of Appeal**

The accused may appeal the action to the dean of the pharmacy school by submitting an appeal, in writing within 5 business days of receipt of the decision by the associate dean. The dean is to respond to this appeal within 10 business days. If not resolved at the level of the dean, an appeal may be filed with the provost within 5 business days of the dean's appeal decision.

### **Counseling**

A student may find that personal problems or pressures are interfering with general well-being or academic performance. Pharmacy students may see the associate dean for academic affairs for help with academic concerns or the associate dean for student affairs for help with nonacademic problems. In addition to assistance that a student might seek from pharmacy faculty, students may wish to utilize the following university resources:

#### **Office of Spiritual Life**

In addition to administrative and teaching responsibilities, the university minister offers spiritual guidance and counseling to individuals seeking assistance. This minister is available to all students, faculty, staff, and their families and can be reached by calling 205-726-2825.

### Professional Counseling Assistance

The university has both male and female professional counselors on staff for students. The university's counselors provide counseling sessions free of charge for currently enrolled students and make referrals to an outside professional counseling agency if needed. For information, call 205-726-4083 or email [counseling@samford.edu](mailto:counseling@samford.edu).

If a student prefers to see an off-campus counselor, Student Health Services or the Associate Dean for Student Affairs can make referrals confidentially.

## **Criminal Background Check Guidelines**

### I. **Purpose**

Pharmacists and pharmacy learners are entrusted with the health, welfare, and safety of the patients they serve. Most employers of pharmacists and pharmacy learners require the use of criminal background checks (CBCs) for employment purposes. The Samford University McWhorter School of Pharmacy requires CBCs to help ensure a safe clinical environment for both learners and the public, to meet the contractual requirements of training sites, and to assist learners in identifying any criminal background history that may impact (1) their ability to complete the experiential education requirements of the Pharmacy Program, or (2) their ability to become licensed as a professional. A learner who cannot complete the curriculum cannot graduate, and thus cannot become a pharmacist.

### II. **Applicability**

This guideline applies to all learners enrolled in the McWhorter School of Pharmacy, as well as persons who are offered admission to the McWhorter School of Pharmacy, and learners who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBC. Progression and continued enrollment in the pharmacy program also require ongoing satisfactory CBC results. There are no exceptions to this guideline.

### III. **Background Checks Required**

The CBC must be conducted through the independent service provider designated by the McWhorter School of Pharmacy. The CBC requirements include, but are not limited to:

#### A. *Social Security Number Search*

A search of credit report header data to help confirm the learner's identifying information such as name, aliases, address(es), Social Security Number, and to determine areas of prior residence.

#### B. *County Criminal Records Searches*

A direct search of county courthouse records for any felony or misdemeanor criminal history.

#### C. *Statewide Criminal Records Search*

A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.

#### D. *Federal Criminal Records Search*

A direct search of federal courthouse records for any felony or misdemeanor criminal history.

E. *National Criminal Database Search*

This search is a multi-jurisdiction, private database search covering more than 194 million criminal records collected from across the country.

F. *National Sexual Offender Database Search*

A search of a national private database which contains sex offender data collected from across the country.

G. *US Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search*

A search of the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), relating to persons excluded from participation in Medicare, Medicaid, and all federal health care programs.

H. *Search for Dishonorable Discharge from the Armed Forces*

Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.

I. *International Screening*

International criminal records searches are performed when a learner has lived internationally up to seven (7) years prior to applying to the school of pharmacy. This includes US citizens or non US citizens.

J. *Sanctions Base Screening*

A search covering sanctions, disciplinary and administrative actions taken by federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, and more.

#### IV. **Timing**

- A. A CBC must be completed, prior to admission, by all persons who have a conditional offer of admission to the McWhorter School of Pharmacy program.
- B. All learners must complete a CBC prior to the start of their introductory pharmacy practice experience (IPPE).
- C. All learners must complete a CBC before the start of their first advanced pharmacy practice experience (APPE) rotation in their fourth year.
- D. Any previously-enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school.
- E. Experiential sites may require that learners submit to a CBC prior to or during the rotation. Learners will be required to comply with additional CBC requirements of an IPPE or APPE

site, at any other time prescribed by the college, or as required by the school's office of experiential education.

#### **IV. Initial Check**

All learners are required to submit to a criminal background check as a condition of admission. CBCs will be performed by an independent provider of CBC services approved by the McWhorter School of Pharmacy. No other results will be accepted.

- A. Learners will be referred to a third party CBC service provider approved by the McWhorter School of Pharmacy and are responsible for completion of all paperwork and all associated costs.
- B. The results of the background check must be received prior to July 1 of the enrolling year.
- C. Any conditionally admitted pharmacy learners whose CBC reflects adverse activity may have his/her offer of admission rescinded.

#### **VI. Subsequent Background Checks/Subsequent Charges**

Any learner whose CBC contains adverse results may be excluded from experiential training opportunities. A learner who cannot be placed cannot complete the program.

A learner whose CBC contains adverse results may also be dismissed from the Pharmacy program.

Enrolled learners are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days.

A criminal charge against an enrolled learner may result in temporary suspension from the program pending disposition. A charge that results in a conviction may result in preclusion from experiential placement and/or dismissal from the program. Failure to disclose an arrest, indictment, charge or disposition while enrolled in the pharmacy program will result in action against the learner, up to and including dismissal from the program.

It is the learner's responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Maintenance of an Alabama Board of Pharmacy intern license is required for enrollment at the McWhorter School of Pharmacy.

Any enrolled or returning learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

#### **VII. Criteria**

- A. The following acts or offenses (this is not an all-inclusive list) may render a conditionally-admitted, returning or enrolled learner ineligible to participate or continue in the pharmacy program:
  1. Violation of pharmacy or liquor laws or laws relating to the sale or dispensing of narcotics;

2. Felony convictions involving crimes against persons, including physical or sexual abuse;
  3. Felony or misdemeanor convictions related to acts of moral turpitude, including but not limited to:
    - a. murder;
    - b. rape;
    - c. robbery;
    - d. larceny;
    - e. drug possession for resale;
    - f. Medicare or Medicaid fraud;
    - g. child abuse; and
    - h. arson.
  4. Any past revocation or suspension of a license to practice pharmacy by another state or country;
  5. Conduct reflecting lack of regard for the health and safety of patients;
  6. Employing, assisting or enabling in any manner an unlicensed person to practice pharmacy;
  7. Failure to disclose any past or pending criminal, administrative or disciplinary charges; and
  8. Other acts, omissions or offenses determined by the McWhorter School of Pharmacy to be potentially disqualifying.
- B. The School reserves the right to determine whether acts, omissions or offenses not specifically listed disqualify a prospective or enrolled learner from participation in the program.

### **VIII. Expected Behavior**

#### **A. Preadmission**

Following an offer of admission, learners will be notified by the McWhorter School of Pharmacy approved CBC provider to create a user account and complete the necessary permission and disclosure forms. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the independent provider of CBC services approved by the McWhorter School of Pharmacy. After the initial CBC is performed and learners are notified of its completion, learners have a ten (10) calendar day period to review the results of the CBC before the report is made available to the McWhorter School of Pharmacy. After reviewing the CBC, learners may either (1) release the results of the CBC to the McWhorter School of Pharmacy prior to the end of the ten (10) calendar day period, or (2) notify the McWhorter School of Pharmacy and its approved CBC provider that he/she wishes to dispute the CBC results. If

the CBC results are disputed, the results will not be released to the McWhorter School of Pharmacy until the learner consents to the release, however, in this instance, if the learner does decide to consent to release the results of the CBC to the McWhorter School of Pharmacy, it must be done no later than 60 business days from the date learner receives the initial results of the CBC.

Learners who have lived in a foreign country for any time period in excess of 90 days during the 7 years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the McWhorter School of Pharmacy approved CBC provider. In addition, learners are required to complete an in-depth international background check, performed by the McWhorter School of Pharmacy approved CBC service provider. Learners are required to release the international background check results to the McWhorter School of Pharmacy upon email notification from the approved CBC provider. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.

#### B. Between Admission and Enrollment

Admitted students who have not yet enrolled are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days. Failure to disclose an arrest, indictment, charge or disposition will result in action against the learner, up to and including rescinding the learner's admission to the program.

It is the learner's responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Maintenance of an Alabama Board of Pharmacy intern license is required for enrollment at the McWhorter School of Pharmacy.

Any learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

#### C. During Enrollment

Learners must report all addresses (including foreign addresses if they have lived in a foreign country for any time period in excess of 90 days during their enrollment at the McWhorter School of Pharmacy) when completing the required information in the McWhorter School of Pharmacy approved CBC service provider's system for the recheck CBC. Learners who have lived in a foreign country for any time period in excess of 90 days during the seven (7) years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.



CBC results during enrollment are released to the McWhorter School of Pharmacy after the same ten (10) calendar day review period described above. Prior to the start of their IPPE in the second professional year and first APPE rotation in the fourth professional year, learners will be directed by the Office of Experiential Education to complete a CBC by a McWhorter School of Pharmacy approved CBC service provider. CBC results must be received by the Office of Experiential Education prior to the start date of both the second year IPPE and first APPE rotations.

#### D. Following a Break in Enrollment

Any previously-enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must contact the Office of the Associate Dean of Student Affairs of the McWhorter School of Pharmacy, in writing, to obtain contact information for the McWhorter School of Pharmacy's approved CBC services provider, and undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school. If a learner has resided for more than 90 days in a foreign country during their break in enrollment, or during a medical leave while enrolled, an international background check recheck will be required. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC service provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.

### **IX. Committee Review /Standards**

#### A. Applicants

If an applicant's CBC result includes new information not disclosed in the applicant's PharmCAS application implicating the criteria in subsection VII (or other relevant adverse information) of this guideline, the Admissions Committee will meet and review the results and may require additional information from the learner (e.g., court documents, arrest record, etc.) This review by the Admissions Committee may lead to withdrawal of the offer for admission. The Admissions Committee will forward written recommendations after their review to the Associate Dean of Student Affairs. All applicants will be notified of the Associate Dean's decision in writing, and the Associate Dean's decision and supporting documentation shall be placed in the applicant's permanent record.

#### B. Current or Previously-Enrolled Learners

If a current or previously-enrolled learner's CBC result includes information implicating the criteria in subsection VII (or other relevant adverse information) of this guideline:

1. In the case of enrolled learners or learners who have had a break in enrollment, the Student Affairs Committee Chair will convene a committee as outlined in the McWhorter School of Pharmacy Code of Ethical and Professional Conduct contained in the <https://www.samford.edu/pharmacy/files/Pharmacy-Student-Handbook.pdf>. A learner who is found responsible for violating the Code of Ethical and Professional Conduct may be expelled, which means that the learner's association with the School of Pharmacy is terminated.

2. Any CBC results related to violations concerning substance abuse will be handled as outlined in the *McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline*. If referred for disciplinary action pursuant to the *McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline*, the hearing process contained in the <https://www.samford.edu/pharmacy/files/Pharmacy-Student-Handbook.pdf> will be followed.
3. As a condition of continued enrollment, the learner may be required to disclose the results of his/her CBC to clinical facilities/experiential sites.
4. Any enrolled learner with a conviction or a pending criminal or administrative charge may be removed from courses pending the decision of the Committee. Adverse information may lead to dismissal from the School of Pharmacy.
5. Any CBC results related to violations concerning Title IX sexual misconduct will be handled as outlined in the Samford University Title IX Sexual Misconduct Guideline.

#### **X. Compliance Files**

The results of CBCs and other information that is confidential will be kept in the learner's compliance file under the direction of the McWhorter School of Pharmacy Office of Experiential Education. This information may only be reviewed by authorized University personnel, the School of Pharmacy's Experiential Office Directors and the Associate Dean for Student Affairs (and their staff and designees), and the approved background check provider in accordance with the Family Educational Rights and Privacy Act (FERPA).

#### **XI. Authorization/Disclosure/Release Form**

Some IPPE or APPE sites that require learner CBCs will accept the results of the CBCs required by the McWhorter School of Pharmacy. In order for the results of the learner's most recent CBC to be sent to the IPPE or APPE site, learners must complete a waiver form (available in the Office of Experiential Education) authorizing release of the results by the Office of Experiential Education. Samford University, the School of Pharmacy, and its personnel assume no liability for the security, confidentiality, or timely destruction of records by the IPPE or APPE site.

#### **XII. Disclaimers**

- A. The CBC process utilized by the McWhorter School of Pharmacy does not guarantee the safety of learners, patients, faculty, preceptors, or staff. Results of a CBC that are deemed acceptable by the McWhorter School of Pharmacy do not guarantee the learner will be eligible for entry into the IPPEs during years one through three of the curriculum and APPEs during the final year of the curriculum, nor does it guarantee that the learner would be eligible to complete the program or obtain a license to practice pharmacy upon graduation. Experiential sites and/or state boards of pharmacy may treat information differently or uncover newer information not revealed in previous record searches. If a learner has a criminal record or is concerned about licensure issues for any reason, the learner should contact the state board of pharmacy in the state(s) for which he/she is seeking licensure.

- B. Nothing contained in this guideline shall limit or supersede the University's or School's requirements or the provisions, processes, and penalties established pursuant to the Student Disciplinary Code.
- C. None of the information contained in this guideline shall serve as or create a contract between the University or School and any person or entity. This guideline is not a contract, and the School of Pharmacy expressly disclaims that any aspect of its Pharmacy program, Student Handbook, catalog, other publications or University enrollment is contractual in nature, confers any rights, or gives rise to any cause of action for a breach of any kind.

### **XIII. Costs**

Learners are responsible for all costs associated with preadmission CBCs. McWhorter School of Pharmacy fees assessed to all learners cover the CBC conducted in the second professional year and at the end of the third professional year. Any additional background check required for any reason is the responsibility of the learner. International criminal background checks are not covered by McWhorter School of Pharmacy learner fees for any CBC and must be paid directly by the learner.

### **XIV. Admission Does Not Guarantee Program Completion**

Admission to the School may be granted, within the School's sole discretion, despite past criminal convictions if, based on an evaluation by the School and University, the severity of the crime or the period of time since the crime occurred supports admission. However, such learners may have limited experiential options and/or delayed graduation. The School does not guarantee the opportunity to complete all experiential components, and therefore graduation, if an applicant is admitted with a criminal conviction(s). Additionally, the School reserves the right to require learners to disclose his/her CBC results to all assigned experiential sites for further review and approval at any time.

### **XV. Refusal to Complete Background Check**

Prospective, returning and enrolled learners who refuse to participate in the School's CBC program outlined above will have their admission offer retracted or be dismissed from the School of Pharmacy.

## **Curriculum**

The professional pharmacy curriculum is designed to impart in students the knowledge, skills, and attitudes essential for the practice of pharmacy today, as well as in the future. The doctor of pharmacy degree is a professional degree that requires core educational preparation essential to provide pharmaceutical care and perform managerial functions.

The McWhorter School of Pharmacy uses active learning (AL) concepts in many of its courses, with the percentage of time devoted to AL dependent upon the adaptability of the course material to these learning methods. Certain courses utilize a minimum of AL activity, while other courses are extensively delivered by AL methodologies. Students in each professional year are divided into groups of four to nine students, and group work is periodically assigned. The percentage of the final grade for the course from group work is clearly stated in the syllabus for each course.

The professional curriculum includes 96 semester credits of didactic and laboratory instruction and 49 semester credits (approximately 1900 contact hours) of experiential training in various practice settings. All required courses in the professional curriculum are to be completed at Samford University.

The professional curriculum requires 40 credits of Advanced Pharmacy Practice Experiences (APPE), beginning in mid-May or immediately following the successful completion of all required coursework prior to the fourth professional year in the pharmacy curriculum. Eight (8) APPEs must be completed by all students, including PHRX 601 (Primary/Ambulatory Care I), PHRX 620 (General Medicine I), PHRX 650 (Community Pharmacy I), PHRX 660 (Institutional Health Systems Pharmacy I), and four additional PHRX 600-level APPE courses. Students will be allowed to provide input into their preferences for non-specified PHRX 600-level APPE courses. Students also can complete a ninth APPE course at no extra cost. However, the director of experiential education will have the final say in which specific courses the student will be registered based upon site availability and academic needs.

The maximum load for a pharmacy student is 21 semester hours. Full-time status is granted for students taking 10 semester hours. If, for compelling reasons, a student is enrolled in less than 10 semester hours, the university will classify the student as part-time. A student taking less than 10 hours will pay tuition at the hourly rate specified in the Financial Information section of the university catalog.

The professional pharmacy curriculum of the McWhorter School of Pharmacy follows the pharmacy calendar listed in the pharmacy section of the university catalog. The School incorporates January in its spring semester. Therefore, students enrolled in the professional pharmacy curriculum cannot take courses offered in the University's Jan Term. Furthermore, the first semester of the fourth professional year begins mid-May. Consequently, students enrolled in the last year of the professional curriculum cannot take courses offered during the summer terms at Samford (unless enrolled in one of the dual-track PharmD/Masters programs) or another university unless approved by the associate dean for academic affairs.

All incoming students are required to have their own personal electronic device (either laptop or tablet [e.g., iPad]) to use for various learning and teaching activities throughout the curriculum. The school administers electronic exams in all required didactic courses. The electronic device will be used for all the exams and other assessments/activities (e.g., course and faculty evaluations, lab). The electronic device must meet the minimum specifications, which will be provided to the students by the McWhorter School of Pharmacy Admissions Department in advance of the beginning of the first semester of the first year (i.e., with the acceptance notification). Mobile phones do not meet the electronic device requirements. In addition to the personal electronic device, students are required to use only one specific external calculator for exams. The school will provide instructions regarding the specific color and type of calculator that the students are required to purchase.

### **Disability Guideline**

**Notice to Students with Disabilities:** "Samford University complies with applicable provisions of the Rehabilitation Act and the Americans with Disabilities Act. Students who wish to request disability-related accommodations should contact Disability Resources (University Center Room 205, [disability@samford.edu](mailto:disability@samford.edu), 205-726-2980, [www.samford.edu/dr](http://www.samford.edu/dr)). A faculty member will grant reasonable accommodations only upon written notification from Disability Resources."

“Students who receive an accommodation letter from Disability Resources (DR) must provide a copy of this letter in a timely manner to the IOR for each course in which the student requests an accommodation. Students also should make an appointment with the IOR as soon as possible to provide the letter and discuss accommodations that may be necessary. If a student delays providing the IOR with a copy of the DR accommodation letter setting forth the student’s approved accommodations, this may lead to a delay in implementation of the accommodation needed. Depending on the type of request, several days may be required for an accommodation to be arranged. While every effort will be made to provide services in a timely manner, students should bear equal responsibility in the satisfactory delivery of reasonable accommodations by providing sufficient advance notice to the McWhorter School of Pharmacy/University to have these arranged.”

Students can refer to the following Samford University webpage for more information addressing disability resources, [www.samford.edu/dr](http://www.samford.edu/dr) .

### **Dress Code**

Students should, at all times, present a neat and professional appearance.

#### Classroom

1. The dress code is in force during class hours (8 a.m. – 5 p.m.) in all areas of the College of Health Sciences.
2. Clothes should be clean, well kept, modest and appropriate for a professional program.
3. For men, a suit coat, sports coat or lab coat and tie is recommended but not required.
4. For women, a dress or skirt is recommended but not required. Slacks are permitted. The following are not permitted: off-the-shoulder, strapless or plunging neckline tops; tops that do not cover to the waist; slacks, skirts or jeans that expose skin below the waist; and very short shorts or skirts.
5. Tank tops, halter tops, shower shoes, flip flops or bare feet are not permitted.
6. Jeans are permitted, but they must be clean and not torn.
7. Hats, caps or other headwear are not permitted within campus buildings.
8. Clothing with obscene or lewd text or pictures is not permitted. Depictions of alcohol, drugs or smoking materials are not permitted.
9. Faculty members have the prerogative to require students in their class or laboratory to meet stricter dress requirements than those stated in this dress code.

#### Laboratories

1. Lab coats or jackets are required at all times. They should be clean and not torn.
2. Name tags are required at all times.

#### Experientials

Dress code for the experiential program is outlined in the Experiential Program Manual and should be adhered to during all experiential activities.

The dress code is essentially self-enforced by the usual and expected student cooperation with the school rules. Students not dressed according to the dress code may be asked by any faculty member to leave the building or they may be refused admittance to class. Such action will be

noted by the faculty member and reported to the Student Affairs Committee. Persistent violators of the dress code (three or more episodes during McWhorter School of Pharmacy enrollment) may be brought before the committee for disciplinary action.

### **Electronic Device Guideline**

Student use of cell phones, messaging devices, and other electronic devices (e.g., recording devices, music players, computers) is prohibited in classes and experiential learning sites unless specifically permitted by the instructor or if the device is being used as a component of class learning activities. Use of these devices is also prohibited at Samford-related events (e.g., concerts, convocations, theatre productions, lectures) unless specifically permitted by the event sponsor.

Recording classroom lectures/sessions and posting to an internet site by any student is strictly prohibited unless authorized by the person leading/involved with the course lecture/session. Also refer to the Audio and Video Recording Guidelines in the McWhorter School of Pharmacy Student Handbook.

Failure to abide by school electronic device guideline may result in corrective action by the faculty instructor. This may include a reprimand in class, being asked to leave the class, and/or the filing of a violation of Code of Ethical and Professional Conduct.

### **E-mail**

#### Access

Students receive a Samford University e-mail address, user ID, and password when they are admitted to the McWhorter School of Pharmacy. Students have two means to access their e-mail account:

1. Go through the Portal system. Go to .  
<https://connect.samford.edu/group/mycampus/student>. Login by inserting user name and password.
2. Access Bulldog mail directly. Go to <http://bulldogmail.samford.edu>. Login by inserting user name and password.

#### Listserves

The McWhorter School of Pharmacy has a number of e-mail lists available to meet the communication needs of both faculty and students. All students become members of their graduating class e-mail list because important information is communicated to the entire class via these lists from faculty, staff, student officers, etc. Only samford.edu addresses are allowed on the e-mail lists. Each student is allocated a specific amount of space on the server for e-mails, including attachments; thus, students are strongly advised to routinely delete e-mails that are no longer needed from the inbox, sent e-mail, and deleted e-mail.

There are e-mail lists for each class and for faculty. Student listservs may not be used to send information from outside organizations unless approved by the Associate Dean for Student Affairs. A student may receive and post e-mails to his/her respective e-mail list only. A student may not typically send e-mails to other lists because he/she cannot be a member of those lists. Thus, should a student desire to send a message to other lists, the student must send the message to an

administrator (typically the associate dean for student affairs) or administrative assistant, who can then forward the message to the appropriate list(s). Students should bear in mind that faculty and staff are also members of the various e-mail lists.

## **Emergencies**

### Introduction

To obtain information regarding Samford's Public Safety and Emergency Management's procedures on all aspects of emergencies on campus, please refer to Emergency Readiness guide at <https://www.samford.edu/departments/emergency-readiness> and the Emergency Quick Reference Guide at <http://www.samford.edu/departments/public-safety/> . All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford email addresses (see below).

### Medical and First Aid Procedures:

Emergency telephone numbers:

- Public Safety and Emergency Management: 726-2020
- Homewood Police: 879-2101
- Homewood Fire: 879-4701
- Emergency: 911
- Counseling Services: 726-2065

If serious injury or illness occurs on campus, immediately call Public Safety and Emergency Management and 911. Give your name, location of the victim and describe the medical problem.

- Keep the victim still and comfortable. Do not move the victim.
- Ask victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration / CPR if necessary. This should be by trained personnel only.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses and give all information to the paramedics.

### Fire or Fire Drill Procedure

The first steps "In the Event of a Fire" are posted at all Alarm Pull Stations in several locations on each floor of our buildings. It is recommended that you also read the information at the website noted above. The information below is specific for the McWhorter School of Pharmacy:

1. The instructor in the classroom at the time of a fire or fire drill must take responsibility to lead the students in a CALM and ORDERLY fashion out of the building to our designated reporting area.
3. Everyone should bring their essential valuables with them (handbags, keys, laptops, NOT books). Common sense applies here - if you can't carry it without knocking someone else out of the way, it's too large.
4. The last person out of each room or office should close the door behind them.

5. If it is a FIRE, the occupant observing the fire should activate the nearest alarm pull station and call 911. Give the following info: SAMFORD UNIVERSITY, fire, College of Health Sciences, Building 1, Floor 4, Room 1422.
6. If it is a FIRE DRILL, the building facilitator or designated backup is responsible for calling 911 upon hearing the alarm.
7. Common sense also applies to the routes specified. The objective is to remain calm and orderly and stay out of the way of the fire department personnel that would be entering via the back parking area.
8. The building facilitator or the designated backup is in charge at the reporting area. Under NO circumstances are any occupants to re-enter the buildings prior to the "ALL CLEAR" given by the building facilitator or the designated backup (based on report from Public Safety and Emergency Management).

#### Rave Alert Wireless Short Message Service

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. (Mobile service plans may charge for the delivery of text messages.) Follow the steps below to register a mobile phone number:

1. Go to the Samford Portal <https://www.samford.edu/departments/emergency-readiness/> and log in with Samford-issued user name and password (the same user name and password for e-mail and other Samford services). Then choose Banner > Personal Information > Update My RAVE Emergency Alert Information.
2. New users will be prompted to enter a mobile phone number. Return users should click "Edit" link in the box for a mobile number.
3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
4. The Rave Alert system will send a test message to the user's mobile phone. The message will contain a code for the user to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add e-mail addresses to receive notices, such as the address of a parent, spouse or other party interested in receiving university emergency notices, or an alternate e-mail to a student's samford.edu address.

Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications.

If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.



## Weather

The most likely emergencies are weather-related. Public Safety and Emergency Management personnel monitor the National Weather Service warnings specific to the campus and surrounding area. Emergency notification systems are activated only when there is a direct threat to the Samford campus.

Jefferson County emergency sirens are sounded when there is a tornado warning for any part of the county and may be audible even though Samford has not activated its emergency notification system. However, the student should take cover until assured that the warning does not include the Samford campus.

Inclement weather or other events beyond the control of the university that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal university operations, including cancellation of classes or events; the calendar schedule may be adjusted.

Recorded announcements of weather-related closings of the university can be heard by calling the SAM-INFO (726-4636) message system. Any closings also will be posted on Samford's website.

The primary concern is the welfare and safety of students. There may be instances in which students driving from a distance must make a decision about travel safety before a decision has been made about closing the university. Students should make the appropriate decision for their own welfare given the conditions they would confront reaching the university. If students are unable to travel to the school, they should call as soon as possible and leave a message with the associate dean for student affairs (205-726-4276).

Students on experiential rotations should follow the guidelines and recommendations of their rotation sites. Since students are rotating in a variety of geographic locations, it is difficult to judge the appropriate response to the weather based on what is occurring on campus. Students on experiential rotations should make a decision based on the guidance of their preceptors, local weather conditions and their personal safety. Any concerns which develop as a result of their actions should be discussed with Dr. Patricia Naro in the Office of Experiential Education (205-726-4193).

## **Employment**

### Careers in Pharmacy

Several pharmacy organizations and companies have booklets describing the growth and expansion of the profession, including the ever-changing role of the traditional pharmacist.

Information regarding advanced pharmacy training and degrees, such as master's programs, Ph.D. programs, and hospital and community residencies and fellowships, is available from the Department of Pharmacy Practice and the Department of Pharmaceutical, Social and Administrative Sciences and the Postgraduate Education Resource Committee (PERC). Students are encouraged to actively seek information regarding career options from school of pharmacy faculty members and prospective employers.

### Career Interview Day & Career Exhibits

Career Interview Day is a program sponsored by the McWhorter School of Pharmacy for graduating P-4s. Representatives of numerous employers, including pharmacy chain stores, independent pharmacy owners, hospital pharmacies, and the pharmacy industry participate in the program. Career Interview Day is organized to provide 30 minute personal interviews between a student and the company representative(s), offering graduates valuable information to make career decisions. A few companies schedule student interviews and activities at other times during the school year.

Career Exhibits, which are held on certain days throughout the fall semester, provide an opportunity for all pharmacy students to discuss career choices with representatives from various companies, hospitals, etc. This offers pharmacy students and employers an opportunity to learn more about each other prior to the P-4 year.

### Part-time Employment

Pharmacy students may choose to work in pharmacies and related settings while enrolled in courses for financial reasons and/or for the valuable experience. It is very important for students to remember that academics must remain the number one priority. The school can often help locate jobs for those students who must work. The school periodically receives requests from prospective employers for student externs and notifies students of these opportunities by placing notices on the bulletin boards in the stairwells and the student commons. Class listserves are also used to relate this information via e-mail. Notices may list positions for students, externs/interns, and pharmacists.

### Summer Employment

The school supports the concept of learning in the patient-care setting and strongly encourages students to seek employment during the summer months in pharmacies and related settings. Students should begin identifying opportunities for summer work early in the year. While no formal roster of summer job openings is maintained, students should plan to use the annual Career Exhibit Days to make initial job contacts and inquiries.

## **Examination Guidelines**

### Duration

Unless otherwise stated, exams are to last, at a maximum, the entire class period, i.e., from 50 minutes up to 1 hour and 50 minutes. Final exams, if scheduling permits, may last three (3) hours. Since the McWhorter School of Pharmacy grants a professional degree, the school is not subject to the two-hour maximum exam limit imposed on the undergraduate programs. Calling for an exam before the end of the normally expected period of time is a violation of the University and McWhorter School of Pharmacy guideline and is grounds for grievance. Exams should be compiled to be completed within the above timeframes.

### ExamSoft Student Responsibilities

#### Introduction

- The McWhorter School of Pharmacy has contracted with the vendor ExamSoft to administer electronic exams (e-exams) and other assessments (e.g., quizzes, grading rubrics).

- ExamSoft uses Exemplify as the software program for students to complete an electronic assessment (e.g., exam, quiz).
- Many resources are posted to the Professionalism Friday/ Professional Development Canvas page to assist students in various technology functions (e.g., turning off antivirus software, systems check). Please refer to these items on the Canvas page prior to each e-exam.
- The ExamSoft website also provides many videos and other resources to assist the student in learning this system along with resolving any technology issues/problems.
- Students may use either a laptop or tablet (e.g., iPad) to take the e-exam.

#### Before the Exam

- Students are required to maintain their device (i.e., laptop, tablet) with the most current operating system and update software programs (e.g., pdf reader, Exemplify).
- Students must check their device system (via the practice quiz) before each e-exam.
- The antivirus program **MUST** be turned OFF for the Exemplify program to function properly.
- The device battery should be charged to last for the entire e-exam. A power cord may be used.
- A privacy filter for the device screen (with at least 60-degree security) is **REQUIRED** for all e-exams/assessments. The only approved privacy screen filters are those made by 3M: for a laptop (PC and Mac), 3M Gold Privacy Filter and for a tablet/surface pro, 3M Privacy Filter.
- Please note: students will not be allowed to complete the e-exam if they do not have the approved privacy filter. Names of students without a privacy filter will be reported to the Associate Dean for Academic Affairs.
- E-exams will be available for download at least two (2) business days prior to the exam date. ***The student is required to download the e-exam in advance of the exam start day and time.*** If any issues arise in downloading, please contact the ExamSoft Tech support department <http://support.examsoft.com/h/> Students must ensure that the e-exam is downloaded and all technology problems are resolved before the exam begins. Time lost due to procrastinating in downloading the e-exam and/or resolving personal device technology issues will result in lost exam time.

#### During the Exam

- No food or drink are allowed in the classroom during the e-exam. If either of these are needed for medical reason, this must be cleared prior to the exam with the course instructor of record (IOR).
- Students will be provided with scratch paper prior to the e-exam only for selected exams, determined by the IOR. Students are required to write their name on the scratch paper.
- For the exam to start on time, all students must be seated and have their device powered on to the e-exam starting page. Other exam procedures (e.g., book bags, cell phones) must be followed also.
- To ensure exam security during the exam, students are not allowed at any time to remove the screen privacy filter from the device screen.
- If the device is not functioning properly, notify the exam proctor immediately. Exam time can be lost and exam time may not be extended due to a device not being properly maintained and/or checked prior to the exam. Please refer to documents loaded into Canvas to maintain and have your device ready for the exam. Attempts to restore/resolve device functionality/problems will be conducted on a case-by-case basis.
- The use of the school-approved non-programmable calculator or the ExamSoft calculator is at the discretion of the course IOR(s) who will notify the class in advance as to which calculator can be allowed.

- Students are allowed to use a computer mouse (attached or wireless).
- Students need to be aware that questions may contain an attachment that requires the student to scroll down or click on an icon in order to see the attachment.
- Students may write a note to the course IOR using the e-notes function. Notes to the IOR/instructors on the scratch paper will not be accepted.
- The text highlighter function will be available during the e-exam.

#### After the Exam

- Upon completion of the e-exam, the student must upload the e-exam; a **GREEN** screen indicates that the upload was successful.
- Students **MUST** show the GREEN screen to the proctor and close out of Exemplify (witnessed by the proctor) before leaving the exam room.
- Students **MUST** turn in their scratch paper (if allowed during that exam) to the proctor before leaving the exam room.
- Failure to complete any of the above actions can result in a zero for the assessment and a student values violation being filed against the student.

#### Other Considerations

- Students who have a letter from the University Disabilities Office are to notify the course IOR(s) prior to exam; refer to the course syllabus for specific details.
- Although the school has a few laptops available, these are for “emergency use only”. Students are required to have an operating laptop or tablet for their course work (which includes e-exams). A student may request a school laptop if his/her device is not operational. The request must be made in reasonable time for the student to obtain a laptop from the CHS Technology Manager plus reverse download the e-exam in sufficient time PRIOR to the start of the exam. The student may lose exam time due to delaying the resolution of technology issues (i.e., waiting until just prior to the exam to borrow a laptop).
- The downloaded e-exam must be reverse-downloaded in order for a make-up exam to be administered. Opening the e-exam prior to reverse downloading can result in forfeiting the make-up exam.

#### Exam Challenge

The IOR may state an exam challenge guideline in the course syllabus for students to follow.

#### Personal Items

Before the start of the exam, all book bags, purses, coats and other personal possessions of students (other than those customarily carried on a person such as jewelry, eyeglasses, pens, pencils, keys, coins, wallets) will be placed either at the front or rear of the classroom in which a quizzes, OSCEs, labs, exams, etc., (collectively, “assessment”) is administered. The only other items that students are permitted to have with them during an assessment are those required for the assessment to be completed. Students may not have cellular telephones, smart phones, smart watches, or other electronic devices capable of storing images or sending or receiving data or information (collectively, “devices”), on his or her person or at the testing station during an assessment unless specifically permitted by the instructor or if the device is being used as a component of class learning activities. A laptop computer or tablet (e.g., iPad) may be used when an assessment is scheduled as an online assessment requiring the use of a computer or tablet for completion of the assessment. A student who has a situation which may require that the student be contacted by telephone during an assessment (e.g. family illness, childcare) may leave his or her

phone with the assessment proctor who will alert the student if there is a call. A student found to have a device in his or her possession during an assessment will result in the temporary confiscation of the device by the room proctor. Following the assessment, the student may be required to show the room proctor any webpages, applications, or text messages which were received or otherwise accessed during the course of the assessment. The student will be charged with a violation of the Code of Ethics and Professional Conduct that will be referred to the Student Affairs Committee.

### Exam Scheduling

The associate dean for academic affairs office schedules a meeting with the class advisor plus IORs (or their appointed designees) in February/March for the fall semester courses and September/October for the spring semester courses. One or more class officers are also invited in order to gain input from the students' perspective. They work collectively and cooperatively to select all exam days, including final exam days. Professional pharmacy meeting dates are taken into consideration, as well as official university activities involving pharmacy students. If an exam is scheduled for the first day after students return, the exam may not cover material taught during the students' absence for these approved functions.

An official exam schedule is distributed to all McWhorter School of Pharmacy faculty. Students are notified of the exam dates via the McWhorter School of Pharmacy Calendar, distributed by the associate dean for student affairs' office at the beginning of each semester. Exam dates are also stated in each course syllabus.

After course syllabi distribution and course introduction, students, working through their class officers, may have input and petition the respective IORs to change the order of the final exam delivery. If a petition is made, then students must present it to the respective class or IOR within five weeks from the beginning of the semester. All IORs involved must be in agreement with the proposed change and must collectively agree to the change. If the IORs disagree with the change, the established final exam schedule will be followed. If no petition is made within this specified time period, then the established final exam schedule will be followed. Barring something highly unusual, once established the final exam schedule is considered final and non-negotiable. Room assignments and exam times are determined by the IOR and associate dean for academic affairs; any changes for consideration should be submitted to the office of the associate dean for academic affairs.

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted.

### Extern Registration

In Alabama, as in most other states, students who pass the North American Pharmacy Licensing Exam (NAPLEX) and wish to be licensed as pharmacists must practice a given number of hours as a pharmacy extern/intern before being licensed. Students can begin to accumulate those hours from the time they begin classes at a school of pharmacy, and all hours may be acquired before graduating from pharmacy school. In Alabama, a candidate for licensure must accumulate a total of 1,500 hours before licensure; however, of those 1,500 hours, at least 400 traditional hours must be acquired in a community or institutional setting after the completion of the second professional year. Students must practice a minimum of 4 hours per week and no less than 1 hour per day with a

maximum of 40 hours per week. Instructors for experientials must meet the requirements for being a preceptor in their respective states. All curriculum experiential hours are verified by the Office of Experiential Education. Hours cannot begin to accumulate until a student has registered with the Alabama State Board of Pharmacy and have attended their first day of pharmacy school. Registration forms can be obtained on line at <http://www.albop.com/> Arrangements can be made with the Alabama State Board of Pharmacy to transfer hours between states. There are a number of regulations which apply to externs, and many of these are listed on the back of the extern/intern registration form.

All students must be registered Alabama externs to be able to participate in required experientials.

In addition to the student being registered as an extern, the student's employer must be registered with the Alabama State Board of Pharmacy as a preceptor if the student is employed in this state. All employment hours completed in Alabama should be submitted to the Alabama State Board of Pharmacy for credit toward licensure. Hours are to be submitted by the preceptor through the Alabama State Board of Pharmacy website. Hours must be submitted every 16 weeks or within 10 days of termination of employment by the student. It is the student's responsibility to confirm that employment hours are submitted to the board of pharmacy.

If a student plans to complete an experiential or work some or all of the required hours outside of Alabama, then the student must also register as an extern with that state. When the hours are completed, the student must follow the process for submitting hours to the state board of the state in which the hours were accumulated. At the time the student registers for the NAPLEX, the student should request that all non-Alabama state boards that have records of the student's hours notify the Alabama State Board of Pharmacy of those accumulated hours. Likewise, students who acquire Alabama extern hours may request that the Alabama State Board of Pharmacy transfer such hours to another state.

In 1995 an amendment to the state law governing pharmacy gave the Alabama State Board of Pharmacy the authority to revoke or suspend the license of an extern/intern, as well as a pharmacist, for violation of pharmacy law. This may occur for any of the following reasons:

- Obtaining the license to practice pharmacy or the permit to operate a pharmacy by fraudulent means.
- Violation of the laws regulating the sale or dispensing of narcotics, exempt narcotics or drugs bearing the label "caution, federal law prohibits dispensing without prescription", or similar wording which causes the drugs to be classified as prescription legend drugs.
- Conviction of a felony. A copy of the record of the conviction, certified by the clerk of the court entering the conviction, shall be conclusive evidence of the conviction.
- Conviction of any crime or offense that reflects the inability of the practitioner to practice pharmacy with due regard for the health and safety of the patients.
- Inability to practice pharmacy with reasonable skill and safety to patients by reason of illness, inebriation, misuse of drugs, narcotics, alcohol, chemicals or any other substance, or as a result of any mental or physical condition.
- Gross malpractice or repeated malpractice or gross negligence in the practice of pharmacy.
- Violation of any provisions contained in this chapter.

- Employing, assisting or enabling in any manner any unlicensed person to practice pharmacy.
- The suspension, revocation, or probation by another state of a license to practice pharmacy. A certified copy of the record of suspension, revocation, or probation shall be conclusive evidence of the suspension, revocation, or probation.
- Refusal to appear before the board after having been ordered to do so in writing by the executive office or chair of the board.
- Making any fraudulent or untrue statement to the board.
- Violation of any rule or regulation of the board.

Violation of the code of professional conduct adopted by the board in the rules and regulations of the board.

### **Faculty Roles**

In addition to teaching, the McWhorter School of Pharmacy faculty serves the School and University as advisors to professional, social, and honorary organizations encouraging student involvement in those organizations and developing professionalism and leadership among the students. The faculty exemplifies leadership and professionalism through service in leadership roles in professional and scientific organizations. Furthermore, the faculty is engaged in a number of scholarly activities including research, writing, presentation, and publication.

### **Financial Aid and Scholarships**

#### **Federal and State Financial Aid**

There are several federal and state assistance programs for which students may be eligible. Most of these are awarded based on financial need. To apply for federal or state assistance, the student must first complete a Free Application for Federal Student Aid (FAFSA). These forms can be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or from the financial aid office located in Samford Hall. Awards are based on the number of hours for which the student is enrolled. To continue to receive financial aid, a student must make satisfactory progress toward a degree. See the university's financial aid webpage for more details.

#### **McWhorter School of Pharmacy Scholarships**

Donations by alumni and friends make possible several scholarships for pharmacy students. Each year, scholarships are awarded to students of the McWhorter School of Pharmacy who have achieved the highest scholastic grade point averages in their class. Additional scholarships are given based on financial need, leadership, and character. Some of these scholarships have specific requirements, such as being an employee or employee dependent of the sponsoring company, being a resident of a particular county, being interested in a certain area of pharmacy practice, etc. Those students interested in pharmacy scholarships need to complete a McWhorter School of Pharmacy scholarship application. This form is distributed by the associate dean for student affairs in the spring of each year. Applicants must complete a FAFSA application.

### Loan Programs for Pharmacy Students

Loan programs of varying amounts and requirements are available for pharmacy students. Details and application forms are available online from Samford's Office of Financial Aid.

Student Loans are available through banks and savings and loan institutions. The amount borrowed depends on the student's financial status, support from other sources, and number of hours completed in pharmacy school. Students begin to repay loans shortly after studies are completed or when no longer registered as a full-time student at an approved institution. Loans on which interest must be paid while in school are also available. For information on loans, see Samford's financial aid office.

Students may make appointments with the associate dean for student affairs if additional information about loans or scholarships is desired.

### Satisfactory Academic Progress for Financial Aid

The ability to receive any financial aid at Samford begins with each student making Satisfactory Academic Progress (SAP). Every student is measured against the SAP guideline every May for the upcoming summer terms and the subsequent new year. The SAP guideline can be found at <https://www.samford.edu/departments/financial-services>. Students who do not meet the minimum SAP requirements are notified by Samford email of their unsatisfactory status and the steps necessary to appeal the decision to remove aid eligibility.

Students who are notified of their inability to meet the SAP standards will be offered the opportunity to appeal the decision. A successful appeal will be based on whether or not a student's performance was affected by personal injury or illness and/or death of an immediate family member or relative. Immediate family member is defined as mother, father, sibling, spouse, child, and grandparent. Also, a successful appeal will outline what has changed in the student's situation that will allow for him or her to be successful, academically, in subsequent academic terms.

The SAP appeal form is available at

[https://www.samford.edu/departments/files/Financial\\_Services/2018-2019-SAP-Appeal-Form.pdf](https://www.samford.edu/departments/files/Financial_Services/2018-2019-SAP-Appeal-Form.pdf).

Please submit the form and all necessary documentation to the Office of Financial Aid by published deadlines. Students who have their appeal approved will be notified in writing and the notification may include an academic plan intended to assist the student bringing him or her back into good standing in regards to SAP.

### Grievances

#### ***Protest of Academic Decisions***

**In contrast to the general University Student Handbook**, If a McWhorter School of Pharmacy student wishes to file a formal grievance concerning an academic decision, then he/she:

1. Prepares a single written statement **within 5 business days** of the event (in the case of final grades, this is within 5 business days of the grade being assigned in the university's grading system [Banner] for didactic course work or instructor of record (IOR) notification of a grade in an experiential course course) that formally declares the grievance and provides evidence documenting perceived capricious, arbitrary, or malicious (unsupported,



unreasonable, or vindictive) academic decisions. Grievances cannot be made on individual exam questions, course projects, or course assignments. The same written document will be used throughout this process. The student should make a good faith effort to resolve the issue with the responsible faculty member or preceptor. The faculty member will investigate the facts related to the matter and respond within 10 business days of the grievance.

2. If the grievance is not resolved with the faculty member or preceptor (or if the grievance does not involve a specific faculty member or preceptor) then the next step is a meeting with the IOR within 5 business days of response by the faculty member. The IOR will investigate the facts related to the matter and respond within 10 business days.
3. If the grievance is not resolved with the IOR, then the next step is a meeting with the department chair within 5 business days of response by the IOR. The department chair will investigate the facts related to the matter and respond within 10 business days.
4. If the grievance is not resolved with the department chair, then the next step is a meeting with the associate dean for academic affairs within 5 business days of the response of the department chair. The associate dean for academic affairs will investigate the facts related to the matter and respond within 10 business days.
5. If the grievance is not resolved with the associate dean for academic affairs, then the next step is a meeting with the dean within 5 business days of the response of the associate dean. The dean will investigate the facts related to the matter and respond within 10 business days.
6. If the grievance is not resolved with the dean, then the next step is a meeting with the university provost within 5 business days of the response of the dean. The decision of the provost is the final point in the appeal process and will be the university's final response.

### ***Protest of Non-Academic McWhorter School of Pharmacy Issues***

If a McWhorter School of Pharmacy student wishes to file a formal grievance concerning a non-academic decision, then he/she:

1. Submits to the McWhorter School of Pharmacy faculty/staff member's supervisor (see faculty/staff roster and McWhorter School of Pharmacy Organization Chart in the McWhorter School of Pharmacy Student Handbook) a single written statement **within 5 business days** of the event in question that formally declares the grievance and provides a full description of the grievance. The same written document will be used throughout this process. Ideally students should approach the faculty/staff member with their issue in person (if circumstances allow) prior to submitting a written grievance.
2. The faculty/staff member's supervisor will investigate the facts related to the matter and respond within 10 business days of the grievance.
3. If the grievance is not resolved with the supervisor, then the next step is a meeting with the dean within 5 business days of the response of the faculty/staff member. The dean is to respond within 10 business days. The decision of the dean is the final point in the appeal process and will be the university's final response.
4. If the grievance concerns the dean, the written statement must be submitted to the provost within 5 business days of the dean's response (and the provost will be the university's final response).

### ***Complaints to ACPE***

ACPE will consider formal complaints about Doctor of Pharmacy programs (PharmD) that allege a program is either (a) not in compliance with one or more of ACPE's Standards and Key Elements, or (b) has violated any of ACPE's expectations related to academic integrity. The complaint must

specify which Standard(s) or Key Element(s) are implicated or how the program violated expectations of integrity.

Complaints fall into one of two categories: (1) those that involve situations subject to formal institution/program due process policies and procedures and (2) those that involve situations not subject to formal due process procedures:

- 1) If the complainant is involved with an institution/program grievance subject to formal due process and procedure, ACPE requires that the process be completed prior to initiating ACPE's formal complaint process, unless the complaint includes an allegation that the institution/program process has not been handled in a timely manner as defined in the institution/program policy. In such cases, ACPE will consider the complaint prior to completion of the grievance process. Evidence of completion of the institutional process or of the untimely handling of such must be included in the complaint materials.
- 2) If the complaint is related to situations that fall outside of formal due process policies and procedures, the complaint may be filed at any time.

ACPE does not:

- consider complaints that fall outside its jurisdiction/authority as expressed in the Standards and Key Elements and the academic integrity statements. When appropriate, complainants will be referred to other organizations to pursue their concern(s).
- intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, retention, appointment, promotion, or dismissal unless such practices or conditions indicate that the program may not be in compliance with the Standards and Key Elements.
- promise that it will force programs into specific resolutions requested by the complainant, but may instead require the program to comply with Standards and Key Elements. Such is in the sole discretion of ACPE.

All complaints must be filled using the link found here:

[https://acpe-accredit.formstack.com/forms/complaint\\_form](https://acpe-accredit.formstack.com/forms/complaint_form)

Complaints that are submitted anonymously will not be considered by ACPE. Depending on the circumstances and severity of the complaint, it may or may not be forwarded to the program for information purposes only. The decision to forward a complaint is made by the ACPE Director of Program Accreditation or the ACPE Executive Director. During the eight year cycle between each program's self-studies, a record of anonymous complaints received for the program will be maintained by ACPE.

### **Health Data**

Students are required to maintain health insurance while enrolled in the McWhorter School of Pharmacy. Students must be able to provide proof of current coverage at any time while placed at an experiential site. If you are not covered by an employer's health insurance plan nor have individual plan coverage through another source, you may enroll in the plan that is offered to students through Samford University.

All pharmacy students accepted into the program will receive an email notifying them of how to download a College of Health Sciences Health Form and Immunization Record. Both forms must be

completed and a copy of both forms uploaded to the credentialing website maintained by Employment Screening Services (ESS) by the deadline provided by ESS. ESS will communicate with all incoming first year students via email during the summer prior to the student's enrollment the upcoming fall semester. Physical exams for newly admitted students must be conducted by the deadline noted in ESS, must be performed by a physician or mid-level provider (nurse practitioner or physician's assistant), and can only be submitted on the form provided. Tuberculin screening must be performed by the deadline noted in ESS and also submitted on the Immunization Record Form. Immunization history should be comprehensive and follow the requirements for students enrolled in the College of Health Sciences. Students who fail to upload the required documentation on the ESS website by the deadline will be unable to begin required experiential coursework and will jeopardize their enrollment in the McWhorter School of Pharmacy.

On an annual basis, documentation of a current physical exam, tuberculin test, seasonal flu vaccination, valid health insurance and professional liability insurance must be provided throughout enrollment in pharmacy school. Documentation of the physical exam and tuberculin test must be submitted on *the official College of Health Sciences Form* available through the Samford website. The McWhorter School of Pharmacy has additional specific requirements related to immunizations and health screenings that can be found in the McWhorter School of Pharmacy Experiential Education Manual.

### **Instructional Procedures and Practices for Invasive and Minimally-Invasive Procedures**

#### **Background:**

Pharmacists are required in today's health system to perform invasive and minimally invasive procedures in the process of disease prevention, treatment, monitoring and management. They provide such services independently, without the direct supervision or oversight of any other healthcare provider. ACPE Accreditation Standards require that schools and colleges of pharmacy ensure readiness of all students and graduates before Advanced Pharmacy Practice Experiences and entry into the profession, respectively. It is critical that McWhorter School of Pharmacy graduates demonstrate proficiency in knowledge and skills before performing pharmacy-related procedures in the course of direct patient care. The following serves as the school's process to ensure competency, while minimizing pathogen exposure by both students and faculty.

Inherent in the practice of pharmacy are certain risks of occupational exposure to pathogens, whether blood-borne or through exposure to other body fluids. Students, upon admission into the McWhorter School of Pharmacy, will be informed of these risks, apprised of the school's educational processes, and required to sign a participation waiver. As a minimum standard, annual Occupational Safety and Health Administration (OSHA) training on safety precautions and blood borne pathogen post-exposure procedures must be completed. McWhorter School of Pharmacy will provide access to approved training at no cost to students. Students with possible pathogen exposure are required, per federal law, to complete this annual training and comply with all aspects of federal OSHA laws and regulations due to the potential of pathogen exposure resulting from education/training and or pharmacy practice. Documentation of student compliance with OSHA training will be maintained by the McWhorter School of Pharmacy Office of Experiential Education.

#### **Immunizations/Intramuscular, Subcutaneous and/or Intradermal Injection Technique**

McWhorter School of Pharmacy students are required to complete the American Pharmacists Association's (APhA) Pharmacy-Based Immunization Delivery: A National Certificate Program for Pharmacists. A current requirement of the certificate program is that each student must demonstrate proficiency in administration of two intramuscular and one subcutaneous injection on a

human partner (i.e. fellow student participant); Notwithstanding, the certificate-granting body may choose to modify these requirements at its discretion based upon national standards, and McWhorter School of Pharmacy desires for its students to comply with national certificate training expectations for pharmacists. McWhorter School of Pharmacy will provide students first with the opportunity to practice injection technique using simulation equipment. Upon the faculty member's determination that the student has achieved competence using simulation, the student will then be required to administer the required number of practice injections via the appropriate route using normal saline as required by the national certificate program. The certificate of completion provided by APhA shall serve as official evidence of competency achievement. Students are responsible for maintaining their own documentation of achievement of this competency and must produce the certificate as requested by faculty, staff, or affiliate faculty preceptors.

### **Finger Sticks for Point of Care Testing**

McWhorter School of Pharmacy students are required to demonstrate knowledge and proficiency in utilizing various point-of-care testing devices. This includes utilizing OSHA-compliant lancet devices for acquiring blood samples for testing. All students will be required to demonstrate proficiency in utilizing OSHA-compliant lancet devices in a three-step process: Step 1: Students will demonstrate operational proficiency of the devices via simulation equipment. Step 2: Students will demonstrate operational proficiency by collecting a personal blood sample (i.e. self finger stick). Step 3: Students will demonstrate operational proficiency by collecting a blood sample from another human (i.e. fellow student, faculty member, standardized patient). Students who have demonstrated competency through these three steps will be provided either paper or electronic certification of competency completion. It shall be the students' responsibility to maintain this documentation and provide it upon request of faculty, staff, affiliated preceptors, or supervising healthcare providers.

In addition, several devices for screening, monitoring, or diagnosis used in the practice of pharmacy may require the use of a blood or body fluid sample for and interpretation of results. Faculty will ensure that students have demonstrated competence in using these devices prior to students using any device for actual patient care.

### **Invasive and Minimally-Invasive Procedures during Community Events by Student Pharmacists**

Competency training for community activities/co-curricular activities which involve procedures leading to potential exposure to blood borne pathogens is provided as outlined elsewhere in this guideline. All students participating in community events involving invasive or minimally invasive procedures must have demonstrated proficiency as outlined in the guideline. Students should proactively provide proof to the supervising healthcare provider of having achieved competency for the procedures being conducted. Students who engage in providing direct patient care without having first achieved competency through the procedures outlined in this guideline will be held in direct violation of the Code of Ethics and Professional Conduct and will be immediately referred to the McWhorter School of Pharmacy Student Affairs Committee for review and action.

### **Exposure Incidents**

Students must review the McWhorter School of Pharmacy Needle Stick/Blood Borne Pathogen Guideline, which is available online through the McWhorter School of Pharmacy Student Handbook. Students should under no circumstances delay follow up care and treatment following an exposure.

## **Lecture Recordings**

Audio and LCD projections of lectures are made available via the lecture-capture system (LCS; Echo-360). The link to each LCS recording is located in Canvas for that course. These recordings are for students enrolled in the course. These lecture recordings are available to the student to supplement their learning, not be the primary source of learning. Students are expected to attend classes on a regular basis and adhere to the course attendance guideline stated in the syllabus.

Students may not upload any course recording onto the internet or in any other way share lecture material with anyone else (see section re: Ownership of Course Materials). Students who violate this guideline will be subject to the values violations process.

## **Needle Stick/Blood Borne Pathogen Exposure Guidelines**

**Purpose:** To outline the expected behavior to be followed by all student pharmacists who have received an accidental exposure incident while in an educational setting in order to decrease risk of infection with hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

An **exposure incident** is a specific eye, mouth, other mucous membrane, non-intact skin (dermatitis, abrasions, chafing, hangnail, etc.), or parental contact with blood or other potentially infectious materials (OPIM) that results from the performance of a student pharmacist's duties.

**Annual training** on safety precautions and post-exposure expected behaviors will be conducted. Student pharmacists are required to receive or show proof of hepatitis B immunization (e.g. titers). Student pharmacists are also required to show proof of personal health insurance upon admission to the McWhorter School of Pharmacy. This insurance will be needed for coverage of laboratory testing and medications (if necessary) in the event of an exposure incident.

**Safety expected behaviors** and universal precautions recommended by the Centers for Disease Control (CDC) will be employed by McWhorter School of Pharmacy student pharmacists to minimize exposure incidents, including (but are not limited to):

- Wash hands frequently.
- Wear gloves if there is a possibility of contact with another person's body fluids.
- After the removal of gloves or after exposure to blood or other potentially infectious materials, wash hands with antibacterial soap.
- Wear gloves once and discard; do not attempt to wash and reuse.
- Clothing or supplies contaminated with body fluids should be placed in doubled plastic bags, tied, and discarded.
- Used needles and sharp/instruments must be discarded in a Biohazard Infectious Waste Sharps Container.
- Equipment and devices that touch intact mucous membranes but do not penetrate a patient's body surface should be sterilized when possible or undergo high-level disinfection if they cannot be sterilized before being used for each patient.
- Instruments and other reusable equipment used in performing invasive procedures must be appropriately disinfected and sterilized.

In addition, McWhorter School of Pharmacy requires:

- Training on proper expected behaviors for finger stick testing and required equipment is mandatory.
- A source individual's own lancets/lancet device should never be used.
- Recapping of needles or lancets should not be attempted.
- If a safety lancet is not available, the student pharmacist should ask the source individual to conduct the test on themselves, if possible.
- Sharps or lancets must not be passed to others or accepted from others.

### Post Exposure Actions

In the event that a Student Pharmacist experiences an exposure to blood or other body fluids the following steps should be performed:

1. **Immediately** cleanse the wound or mucous membrane with soap and water. If contact is to the nose and/or mouth, flush with clean water for several minutes. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants for several minutes.
2. **Exposure incidents must be reported immediately.** The student pharmacist should immediately contact the appropriate McWhorter School of Pharmacy personnel (identified below) to receive direction with respect to post-exposure medical evaluation, lab work, and prophylactic treatment, if and as needed.

Assignment/Event	Report Exposure To:
Introductory Pharmacy Practices Experiences (IPPE)	Site Preceptor and Assistant Director of Experiential Education
Advanced Pharmacy Practices Experiences (APPE)	Site Preceptor and Director of Experiential Education
Integrated Pharmacy Applications Laboratory (IPA)	IPA Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs
Community/Campus Event	Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs

The McWhorter School of Pharmacy personnel (identified above) will then notify the Associate Dean of Student Affairs for McWhorter School of Pharmacy directly. All information will be kept confidential and secure.

3. The student pharmacist may seek medical care and attention from the student pharmacist's primary care provider, the nearest urgent care center, or emergency department.

Some experiential sites may have the student pharmacist receive care through the facility's employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist's preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

4. An incident report for McWhorter School of Pharmacy (Student Body Fluid/Needle Stick Incident/Exposure Report Form) should be completed. Documentation should include the name and contact information of the student pharmacist that was exposed and the source individual from which the contaminated exposure originated. The time, date and location of the exposure and a description of the incident should also be included in this documentation.

If the exposure occurs at an experiential site, this report should be forwarded to the Office of Experiential Education. A copy of the completed incident report should then be forwarded by the Office of Experiential Education, to the Associate Dean of Student Affairs for the McWhorter School of Pharmacy, and to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

If the exposure occurs in the IPA laboratory or at a Campus/Community event, this report should be forwarded to the Associate Dean for Student Affairs directly who will forward the same to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

**The source individual of any potential blood borne pathogen should be informed of the exposure by the preceptor, not by the student pharmacist.** The preceptor, faculty advisor, or faculty (instructor) should attempt to obtain consent from the source individual for appropriate medical testing. However, the source individual's consent cannot be forced for testing or disclosure.

If the source individual does not consent to testing or verbally verifies that they have HBV, HCV, or HIV, the student pharmacist who may have been exposed to potentially contaminated bodily fluids should receive post-exposure prophylactic treatment **within 2 hours**. Even if it is not considered likely that the source individual may have HBV, HCV, or HIV, the student pharmacist should still seek medical evaluation as directed by their preceptor, faculty advisor, or faculty (instructor).

### **Laboratory Testing**

Laboratory testing of the source individual once consent is obtained should be based on current guidelines and available source individual medical history. Laboratory testing should be conducted immediately post-exposure and may require additional testing in the future. Testing should be conducted for HIV, Hepatitis B and Hepatitis C based on current CDC guidelines and available source individual data. Results of laboratory testing should be reported directly and confidentially to the student pharmacist.

Confidentiality of the source individual information and laboratory results will be maintained at all times. If the source individual refuses testing, the student pharmacist who is the recipient of potentially

contaminated bodily fluids should proceed with an appropriate medical evaluation, follow-up testing, and possibly prophylactic measures and medication based upon current guidelines and source individual history, if available.

APPE and IPPE sites are under no obligation to provide medical evaluation or treatment if needed. Some APPE sites will treat the student pharmacist as they do employees but sites are under no obligation to do so. Student pharmacists should actively seek knowledge and understanding of the appropriate expected behaviors to follow at each experiential training site.

This guideline is prospective in its application and first applies as of the date identified below. It will be reviewed annually and updated as necessary to ensure current standards and expected behaviors are adhered to and that appropriate documentation is completed.

### **Contact Information**

Assistant Director, Experiential Education  
Dr. Angela (Dee) Thomason, Pharm.D., BCPS  
Office Phone: (205) 726-4476

Director, Experiential Education  
Patricia B. Naro, Pharm.D., CGP, FASCP  
Office Phone: (205) 726-4193  
Cell Phone: (205) 915-4092

Associate Dean of Student Affairs  
Renee DeHart, Pharm.D, BCPS, FCCP  
Office phone: (205) 726-4276  
Cell Phone: (501) 747-9930

### **Expected Behavior for Post-exposure Medical Evaluation and Follow-up (Student)**

1. Immediately cleanse the wound or mucus membranes with soap and water. If contact is to the nose or mouth flush with water. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants.
2. Contact the appropriate McWhorter School of Pharmacy personnel. If located at:
  - a. IPPE contact: Site Preceptor and Assistant Director of Experiential Education
  - b. APPE contact: Site Preceptor and Director of Experiential Education
  - c. IPA contact: IPA Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs
  - d. Community/Campus Event contact: Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs
3. Seek medical attention.

***Note - If the exposure involves a known HBV, HCV, or HIV positive source, seek immediate medical attention since, if indicated, post-exposure prophylaxis should begin within 2 hours of exposure.***

If located at:

- a. IPPE: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department.
- b. APPE: Seek evaluation through your primary care provider, nearest



urgent care center, or emergency department. Some experiential sites may have the student pharmacist receive care through the facility's employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist's preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

- c. IPA: Seek evaluation by your primary care provider, nearest urgent care center, or emergency department.
  - d. Community/Campus Event: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department.
4. When you arrive, inform the medical provider of the exposure to any potential blood borne pathogen(s). Please remember to present your personal health insurance card to the medical provider upon arrival.

### Needle Stick Incident/Student Body Fluid/Exposure Report Form

**Instructions:** This form is to be used by pharmacy students to report needle stick/sharps injuries/body fluid exposures. Complete this form and return it to the Experiential Education Office (for IPPE/APPE related-events) or the Office of Student Affairs (for other exposures) within 24 hours of the injury or exposure.

**NAME of person** exposed/injured:

SU ID#: 900 \_\_\_\_\_ Contact #: \_\_\_\_\_

Email address: \_\_\_\_\_

Today's date: \_\_\_\_\_

**EXPOSURE**

Date of exposure: \_\_\_\_\_

Time of exposure: \_\_\_\_\_

Brief description of exposure: \_\_\_\_\_

*TYPE OF INJURY/EXPOSURE:*

- Needle
- Lancet
- Glass
- Blood or other body fluid
- Other (specify) \_\_\_\_\_

*BRAND OF DEVICE:* \_\_\_\_\_

*LOCATION WHEN EXPOSURE OCCURRED:*

- Community health fair or other event
- IPPE/APPE site (specify) \_\_\_\_\_
- Other: \_\_\_\_\_

*THE EXPOSURE OCCURRED:*

- Before use of the sharp
- After use of the sharp
- During use of the sharp

*INVOLVED BODY PART (STUDENT):*

- Arm (but not hand)
- Face/head/neck
- Hand
- Leg/foot
- Torso (front or back)
- Other \_\_\_\_\_

Student's Medical Provider: \_\_\_\_\_

Date provider seen: \_\_\_\_\_

TO BE COMPLETED BY McWhorter School of Pharmacy STAFF:  
Additional information/follow-up with student if necessary:

## **Ownership of Course Materials**

Any course-related materials—including syllabi, handouts, slides, examinations, quizzes, audio components of lectures, etc.—are the intellectual property of faculty who produced these and the university. Students may not upload any course-related materials onto the internet or in any other way share course-related materials with anyone other than members of the same class. Students who violate this guideline will be subject to the code of ethical and professional conduct violation process.

## **Pharmaceutical Sciences Research**

McWhorter School of Pharmacy provides pharmacy students with various opportunities to conduct laboratory research in the basic pharmaceutical sciences during their pharmacy school career. Working directly with research faculty, pharmacy students may participate in research via one or more research elective courses, a summer research internship, their Capstone research project or an APPE rotation during their 4<sup>th</sup> year. Research electives are offered by various research faculty each semester during the school year. Paid summer internships are available on a competitive basis for pharmacy students having completed their first or second year of pharmacy school. Bench research capstone projects may be selected by rising 4<sup>th</sup> year students to satisfy the requirement of their Capstone sequence. One of the primary objectives of this program is to enable McWhorter School of Pharmacy faculty and Samford scientists to greatly enhance their research efforts with a strong student involvement while contributing to the Samford mission of teaching. In this setting students working on research projects apply scientific knowledge and concepts gained from traditional classroom learning toward solving problems in a research laboratory. The laboratories are equipped with advanced chromatographic, mass spectrometric and molecular based instrumentation that is used to generate data for publications in peer-reviewed journals and in support of extramural grant funding through various mechanisms. Students have the opportunity to present their work at local, national and international scientific conferences.

## **Plagiarism and Copyright**

### **Plagiarism**

Plagiarism is a serious matter within an academic setting. Results of plagiarism can range from a simple verbal reprimand to expulsion from the academic program and university (including the doctor of pharmacy degree program at the Samford University McWhorter School of Pharmacy (School).

Plagiarism is basically defined when an “author documents or reports ideas, words, data, or graphics, whether published or unpublished, of another as his or her own and without giving appropriate credit.”<sup>1</sup>

There are 4 common plagiarism contentions:

**Direct:** Verbatim lifting of passages without enclosing the borrowed material in quotation marks and crediting the original author.

**Mosaic:** Borrowing the ideas and opinions from an original source and a few verbatim words or phrases with crediting the original author. In this case, the plagiarist intertwines his own ideas and opinions with those of the original author, creating a confused, plagiarized mass.

Paraphrase: Restating a phrase or passage, providing the same meaning but in a different form without attribution to the original author.

Insufficient acknowledgment: Noting the original source of only part of what is borrowed or failing to cite the source material in such a way that a reader will know what is original and what is borrowed.<sup>1</sup>

*The most common characteristic of all these kinds of plagiarism is the failure to attribute words, ideas, or findings to their true authors.*<sup>1</sup> This is interpreted to mean a failure to appropriately cite a work in your student paper, regardless of the kind of paper (i.e., research paper, presentation, short factual paper).

## References

1. *AMA Manual of Style: A Guide for Authors and Editors*. 10<sup>th</sup> ed. New York, NY: Oxford University Press; 2007:158.

## Guidance

Pharmacy students are given various assignments similar to those at all higher education institutions. The doctor of pharmacy degree is fundamentally a clinical program. However, regardless of the type of assignment (research paper, short bullet-type paper, group project concluding in a graded assignment, etc.) required within a course, any resources (books, journal articles, Web sites, etc.) used for the assignment that are not one's own ideas, thoughts and conclusions, must be cited according to School-adapted manual of style standards, which is *AMA Manual of Style: A Guide for Authors and Editors*, 10<sup>th</sup> edition. For additional information, refer to the tab labeled Citing Sources – AMA Style on the CHIPOR website at <http://samford.libguides.com/pharmacy>.

## Copyright

The Samford University library provides many resources to help in the understanding of copyright. The information is located at <http://samford.libguides.com/copyright>. This link is also available on the CHIPOR website at <http://samford.libguides.com/pharmacy>.

Copyright issues pertaining to students are proliferate and concerted efforts are continually being made to raise the awareness of copyright issues. Unfortunately, the copyright laws do not provide a litany of do's and don'ts; thus, the copyright laws often widely vary in their interpretations.

Students primarily are concerned with the portion of the copyright law pertaining to "fair use." This section (United States Code, Title 17, and Section 107) specifies four factors that the courts rule on involving copyright lawsuits. Individuals disagree on what is fair, and no one has a definitive, legally binding answer to most fair questions. Congress created a flexible fair use statute that affords no exact parameters; thus, fair use very much depends on the circumstances of each case.

Notwithstanding the provisions of Sections 106 and 106A, fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies of classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, factors to be considered include the following:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit, educational purpose
- The nature copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

The fact that a work is unpublished does not bar a finding of fair use if such finding is made consideration of all the above factors.

If a conclusion is made that the material intended to be used is protected by copyright law, students must assess whether your proposed use is fair based on the above factors. If it is not within fair use, students must seek permission from the copyright owner. All these factors and other possible circumstances work together in the fair use equation. All academic uses are not fair use. Students with copyright for fair use question (or situations), should review each above factor diligently and apply them to the question or situation.<sup>1</sup>

There are few court rulings related to the Internet, and none indicate fair use for educational purposes.<sup>2</sup>

Mass copying of a single article or attempting to copy several chapters of a book most likely is a copyright infringement. Attaching a full text to an e-mail and sending it to the entire class is against the school guideline and would also most likely be a copyright infringement. Another problem for students pertains to copying tables or figures and inserting them into a research paper or any type of official school assignment. If you photocopy or otherwise reproduce a table or figure exactly as it is and insert it into your research paper of any kind must place the following statement at the bottom of the figure/table regarding copyright: is: "(If this paper were submitted for publication, copyright permission for reproduction of table/figure would have to be obtained.)"<sup>3</sup> This guideline is a Samford University-specific guideline. Furthermore, the table figure must be appropriately cited.

A good rule of thumb for copyright issues is intent for use. For example, what does a person intend to use or do with this material copied? If the intent is to sell the copied article, it would be illegal. Sending a group, class or any number of individuals, a full text article via e-mail, would almost certainly be against fair use standards.

#### References

1. Samford University. *Ad Hoc* Committee on copyright Guidance Web site. <http://samford.libguides.com/c.php?g=185976&p=4017057> Accessed June 21, 2007.
2. Crews KD. *Copyright Essentials for Librarians and Educators*. 2000. Chicago, IL: American Library Association: 48-69.
3. Drug Information Center, Samford University, AMA Quick Reference Guides, p. 7. [https://login.ezproxy.samford.edu/logged\\_in/amaquickref07.pdf](https://login.ezproxy.samford.edu/logged_in/amaquickref07.pdf) Accessed June 10, 2014.

## **Professional Liability**

The McWhorter School of Pharmacy provides each student with an individual professional liability policy via Pharmacists Mutual that protects the student with limits of \$1,000,000 per occurrence and \$3,000,000 aggregate, 24 hours a day.

The professional liability policy is designed especially for the pharmacy students while in school and within a variety of pharmacy practice settings (e.g., hospital, community, clinical, long-term care).

For Fall 2018, P1-P3 students are required to complete an online application prior to the due date (October 1). P4 will complete this online application prior to April 1, 2019. Students do not need to submit any payment when completing the online application. Students not completing the required online registration process by the due date will experience a gap in coverage. Students will receive information from the insurance carrier explaining the coverage. Please read this information to know and understand the policy coverage and instructions regarding a claim plus other information regarding the coverage. Students are required to upload their current/valid proof-of-insurance card into their online compliance account.

## **Room Reservations**

Most classrooms and conference rooms in the College of Health Sciences must be reserved prior to use. Student organizations or classes wanting to reserve a room for an event or function are to contact Susan Flick at 726-2053, or [sflick@samford.edu](mailto:sflick@samford.edu).

## **Scheduling and Registration**

The associate dean for academic affairs office is responsible for registering students into courses. Time will be allocated by the office of the associate dean for academic affairs for individual consultation with any student who wishes to ask specific questions or seek advice on electives or other matters. Students will automatically be registered for all required courses of the upcoming semester. All students have to complete two didactic elective courses before they can begin their APPEs. The academic affairs office will coordinate a time to meet with the students and provide information to the students regarding the elective offerings during the upcoming semester. Students are responsible for completing a form with their elective choices and submitting to the academic affairs office by the due date. Students are allowed to complete more than two didactic electives if they desire. Failure to complete the didactic electives will delay the start of the APPEs. Students must have a clear account with the bursar's office at the time of registration. An account that is not clear will result in a registration hold and delayed registration.

Students will be able to drop/add elective courses up to five working days from the first of class in a semester. Students should contact the associate dean for academic affairs within that five day period to make elective course changes in their class schedule.

All students in academic difficulty (e.g., probation or suspension) and students out of sequence in the lock step curriculum will be advised by the associate dean for academic affairs. Students should make individual appointments during the preregistration period each term to have their progress reviewed and obtain registration materials for the next term(s).

## **Standardized Formulas, Calculations and Laboratory Values**

Since the medical literature has a number of similar (but not identical) calculations/formulas and laboratory value ranges, knowing each is beyond the scope of learning for students and practitioners. Each formula/calculation has unique features that are considered valid along with the laboratory values having “core” ranges that overlap. Thus the school has created a standardized list of formulas/calculations and laboratory values that will be used in all courses. This list is based upon the published, peer-reviewed literature and was approved by the faculty. Students need to recognize that institutions and practitioners may use different formulas/calculations and laboratory values while they are participating in experiential courses (i.e., IPPE, APPE).

### **Formulas and Calculations**

#### **Body weight:**

**For adult patients**

#### **Calculation of IBW:**

Male: IBW (kg) = 50 + 2.3(inches > 60)

Female: IBW (kg) = 45.5 + 2.3(inches > 60)

#### **Calculation of BMI:**

BMI = [ Weight in lbs/ (Height in inches)<sup>2</sup> ]703 OR BMI = weight (kg) / [height (m)]<sup>2</sup>

#### **Definitions of weight:**

Underweight: ABW < IBW

Normal: BMI = 18.5 to 24

Overweight: BMI ≥ 25 and ≤ 30

Obese: BMI > 30

#### **Creatinine Clearance:**

**For adult patients**

**Cockcroft and Gault equation:**

$$\text{Clcr (ml/min)} = \frac{(140 - \text{age [yrs]}) \text{ BW (kg)}}{(72) \text{ SCr (mg/dL)}}$$

**As a result a literature search was conducted to support an evidence-based decision.**

**For non-overweight and non-obese male patients the literature is unanimous that ABW is the most accurate. For underweight patients use ABW.**

Cockcroft DW, Gault MH. Prediction of creatinine clearance from serum creatinine. *Nephron*. 1976; 16: 31-41.

Lott RS, Hayton WL. Estimation of creatinine clearance from serum creatinine concentration-a review. *Drug Intel Clin Pharm*. 1978; 12:140-150.

Rhodes PJ, Rhodes RS, McClelland GH, et al. Evaluation of eight methods for estimating creatinine clearance in men. *Clin Pharm*. 1987; 6:399-406.

Rhodes RS, Rhodes PJ, Culbertson VL, et al. Evaluation of creatinine clearance determinations in the elderly: measured versus formula calculations. *J Geriatric Drug Ther*. 1990; 4:29-45.

Rhodes RS, Sims PJ, Culbertson VL, et al. Accuracy of creatinine clearance estimates in geriatric males with elevated serum creatinine. *J Geriatric Drug Ther*. 1991; 5: 31-45.

**This is true for non-overweight and non-obese males even when estimating GFR not Clcr:**

Lim WH, Lim EM, McDonald S. Lean body mass-adjusted Cockcroft and Gault formula improves the estimation of glomerular filtration rate in subjects with normal-range serum creatinine. *Nephrology*. 2006; 11:250-256.

Rigalleau V, Lasseur C, Perlemoine C et al. Cockcroft-Gault formulas biased by body weight in diabetic patients with renal impairment. *Metab Clin Experimental*. 2005; 55:108-112.

**For overweight (BMI >25 to <30) or obese (BMI > 30) males the literature indicates that the use of IBW in the C-and-G equation more accurately estimates GFR:**

Rigalleau V, Lasseur C, Perlemoine C, et al. Cockcroft-Gault formulas biased by body weight in diabetic patients with renal impairment. *Metab Clin Experimental*. 2005; 55:108-112.

**For female patients the literature indicates that the use of IBW in the C-and-G equation (0.85) more accurately estimates GFR. For underweight patients use ABW:**

Lim WH, Lim EM, McDonald S. Lean body mass-adjusted Cockcroft and gault formula improves the estimation of glomerular filtration rate in subjects with normal-range serum creatinine. *Nephrology*. 2006; 11:250-256.

Round SCr < 1 to 1 if > 65 yo



## Standardized Laboratory Values

Table 2-1 Blood Chemistry Reference Values			
Laboratory Test	Normal Reference Values		Conversion Factor
	Conventional Units	SI Units	
<b>Electrolytes</b>			
Sodium	135–145 mEq/L	135–145 mmol/L	1
Potassium	3.5–5 mEq/L	3.5–5 mmol/L	1
CO <sub>2</sub> content	22–28 mEq/L	22–28 mmol/L	1
Chloride	95–105 mEq/L	95–105 mmol/L	1
BUN	8–20 mg/dL	2.8–7.1 mmol/L	0.357
Creatinine	0.6–1.2 mg/dL	53–106 $\mu$ mol/L	88.4
CrCl	90–130 mL/min	1.5–2.16 mL/sec	0.01667
Estimated GFR	90 – 120 mL/min/1.73 m <sup>2</sup>	N/a	N/a
Cystatin C	<1.0 mg/dL	<0.749 $\mu$ mol/L	0.749
Glucose (fasting)	70–110 mg/dL	3.9–6.1 mmol/L	0.05551
Glycosylated hemoglobin	4 – 5.6%	4 – 5.6%	1
Calcium–total	8.5–10.5 mg/dL	2.1–2.6 mmol/L	0.25
Calcium–unbound	4.5–5.6 mg/dL	1.13–1.4 mmol/L	0.25
Magnesium	1.5–2.4 mEq/L	0.75–1.2 mmol/L	0.51
Phosphate <sup>a</sup>	2.5–4.5 mg/dL	0.8–1.45 mmol/L	0.323
Uric acid	<7 mg/dL	<0.42 mmol/L	0.06
<b>Proteins</b>			
Prealbumin	15–36 mg/dL	150–360 mg/L	10
Albumin	3.3–4.8 g/dL	33–48 g/L	10
Globulin	2.3–3.5 g/dL	23–35 g/L	10
<b>Liver Function</b>			
AST	0–35 units/L	0–0.58 $\mu$ kat/L	0.01667
ALT	0–35 units/L	0–0.58 $\mu$ kat/L	0.01667
ALP	30–120 units/L	0.5–2.0 $\mu$ kat/L	0.01667
GGT	0–70 units/L	0–1.17 $\mu$ kat/L	0.01667
Bilirubin–total	0.1–1 mg/dL	1.7–17.1 $\mu$ mol/L	17.1
Bilirubin–direct	0–0.2 mg/dL	0–3.4 $\mu$ mol/L	17.1
<b>Miscellaneous</b>			
Amylase	35–120 units/L	0.58–2.0 $\mu$ kat/L	0.01667
Lipase	0–160 units/L	0–2.67 $\mu$ kat/L	0.01667
PSA	0–4 ng/mL	0–4 mcg/L	1
TSH	0.4–5 $\mu$ units/mL	0.4–5 munits/L	1

Procalcitonin	<0.5 ng/mL	<0.5 mcg/L	1
Creatine Kinase	39–294 units/L	0.66–5.0 $\mu$ kat/L	0.01667
<b>Cholesterol</b>			
Total	<200 mg/dL	<5.2 mmol/L	0.02586
LDL	70–160 mg/dL	<4.13 mmol/L	0.02586
HDL	>40 mg/dL	>1.03 mmol/L	0.02586
Triglycerides (fasting)	<150 mg/dL	<1.70 mmol/L	0.0113

**Table 2-2 Hematologic Laboratory Values**

<b>Laboratory Test</b>		<b>Normal Reference Values</b>	
		<b>Conventional Units</b>	<b>SI Units</b>
RBC count	Male	4.3–5.9 $\times 10^6/\mu$ L	4.3–5.9 $\times 10^{12}/L$
	Female	3.5–5.0 $\times 10^6/\mu$ L	3.5–5.0 $\times 10^{12}/L$
Hct	Male	39%–49%	0.39–0.49
	Female	33%–43%	0.33–0.43
Hgb	Male	14–18 g/dL	140–180 g/L
	Female	12–16 g/dL	120–160 g/L
MCV		76–100 $\mu$ m <sup>3</sup>	76–100 fL <sup>b</sup>
MCH		27–33 pg	27–33 pg
MCHC		33–37 g/dL	330–370 g/L
Reticulocyte count (adults)		0.1%–2.4%	0.001–0.024
ESR	Male	0–20 mm/h	0–20 mm/h
	Female	0–30 mm/h	0–30 mm/h
WBC count		4–11 $\times 10^3/\mu$ L	4–11 $\times 10^9/L$
ANC		> 2,000 cells $\mu$ L	
Neutrophils		40%–70%	0.4–0.7
Bands		3%–5%	0.03–0.05
Lymphocytes		20%–40%	0.2–0.4
Monocytes		0%–11%	0.0–0.11
Eosinophils		1%–8%	0.01–0.08
Basophils		0–3 %	<0.03
Platelets		150–450 $\times 10^3/\mu$ L	150–450 $\times 10^9/L$
Iron	Male	80–180 mcg/dL	14–32 $\mu$ mol/L
	Female	60–160 mcg/dL	11–29 $\mu$ mol/L
TIBC		250–460 mcg/dL	45–82 $\mu$ mol/L
Transferrin saturation		25–50%	
Vitamin B <sub>12</sub>		279–996 pg/mL	206–725 pmol/L
Folic Acid		5.4–18.0 ng/mL	12.2–40.8 nmol/L

ALP, alkaline phosphatase; ALT, alanine aminotransferase; AST, aspartate aminotransferase; ATP, Adult Treatment Panel; BNP, brain natriuretic peptide; BPH, benign prostatic hypertrophy; BUN, blood urea nitrogen; CHF, congestive heart failure; CK, creatine kinase (formerly known as creatine phosphokinase); CrCl, creatinine clearance; CRP, C-reactive protein; cTnl, cardiac troponin I; ESR, erythrocyte sedimentation rate; GFR, glomerular filtration rate; GGT, gamma-glutamyl transferase; GI, gastrointestinal; HDL, high-density lipoprotein; IM, intramuscularly; LDH, lactate dehydrogenase; LDL, low-density lipoprotein; MI, myocardial infarction; NCEP, National Cholesterol Education Program; NG, nasogastric; PE, pulmonary embolism; PSA, prostate-specific antigen; SI, International System of Units; TPN, total parenteral nutrition; TSH, thyroid-stimulating hormone; ANC, absolute neutrophil count; ESR, erythrocyte sedimentation rate; Hct, hematocrit; Hgb, hemoglobin; MCH, mean corpuscular hemoglobin; MCHC, mean cell hemoglobin concentration; MCV, mean cell volume; RBC, red blood cell; SI, International System of Units; TIBC, total iron-binding capacity; WBC, white blood cell.

<sup>a</sup> Phosphate as inorganic phosphorus.

<sup>b</sup> fL, femtoliter; femto,  $10^{-15}$ ; pico,  $10^{-12}$ ; nano,  $10^{-9}$ ; micro,  $10^{-6}$ ; milli,  $10^{-3}$ .

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Na <sup>+</sup>	Cl <sup>-</sup>	BUN	} BG
K <sup>+</sup>	HCO <sub>3</sub> <sup>-</sup>	SCr	

## Student Leaders

Student leaders include class officers, organizational officers, and McWhorter School of Pharmacy committee student representatives. All student leader nominees must meet academic eligibility requirements (refer to section re: Academic Eligibility for Participation in Activities) at the time of their nomination. All student leaders must continue to meet academic eligibility requirements during their terms in office; otherwise, they must relinquish their office.

Meetings of all student leaders will be held periodically during each semester. If a student leader misses two meetings in a semester, then the student will be removed from office.

The current class/organization presidents and McWhorter School of Pharmacy committee student representatives are as follows:

### Class Presidents

P-4 Mark Gilliam  
 P-3 Geoffrey Hunt  
 P-2 Zac Curren  
 P1 David Singleton

### Organization Presidents

Academy of Managed Care Pharmacy	Myla Marshall
APhA Academy of Student Pharmacists	Erin Willis
Christian Pharmacy Fellowship	Cody Dukes / Beau Williams
International Society for Pharmacoeconomics and Outcomes Research	Landon Reeves
Kappa Psi Pharmaceutical Fraternity	Mady Shipley
National Community Pharmacists Association	Brooke Seawell
Pediatric Pharmacy Advocacy Group	Whitley Tassin
Phi Lambda Sigma	Shelby Holley
Rho Chi Society	Mark Caddell
Student College of Clinical Pharmacy	Liz Parker
Student National Pharmaceutical Association	Robert (Bobby) Green
Student Society of Health-System Pharmacy	Gabby Moore

### Curriculum Committee Student Members

P-4 Haiyan Chen  
 P-3 Gracie Giang  
 P-2 Matthew Sartin  
 P1 Alice Bradford

### Student Affairs Committee Student Members

P-4 Carly Crowder  
 Ashley Ezelle Barahona  
 P-3 Alex Lott  
 Gabby Moore

- P-2 Scotty Beauchamp  
Sally Falahat  
P1 Anthony Mountain  
Alex Rogers

#### Assessment Committee Student Members

- P-4 Ariel Denson  
P-3 Kari Perez  
P-2 Kellie Ball  
P1 Elizabeth Blue

#### Interprofessional Education Committee

- P-4 Will Hammond  
P-3 Cody Dukes  
P-2 Alivia Price  
P1 Clay Hayes

### **Student Organizations**

#### Academy of Managed Care Pharmacy (AMCP)

AMCP introduces students to the concept and practice of pharmaceutical care in managed health care environments, which involves pharmacists using scientific evidence to achieve healthy outcomes for patients while making the best use of money spent on medications and their management.

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

ASP is the student chapter of the American Pharmacists Association. Prepharmacy students may also join ASP. ASP holds regular business and professional meetings, sponsors school-wide picnics and other activities and, through a variety of committees, conducts service projects and professional programs. *Interactions*, a chapter newsletter, *The Pharmacy Student*, a national publication for pharmacy students, *Pharmacy Today* and *American Pharmacy* are regular publications for all members of ASP.

#### Christian Pharmacy Fellowship (CPF)

CPF was organized to provide a forum for Christian expression and growth for pharmacy students and faculty on campus. CPF generally meets weekly. Faculty, students and guests lead a devotional and provide music for spiritual time of sharing.

#### International Society for Pharmacoeconomics and Outcomes Research

Founded in 1995 as an international multidisciplinary professional membership society, the International Society for Pharmacoeconomics and Outcomes Research (ISPOR) advances the policy, science, and practice of pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being including clinical, economic, and patient-centered outcomes).

#### Kappa Psi Pharmaceutical Fraternity

Kappa Psi is the professional fraternity at Samford. Kappa Psi pledges both male and female

pharmacy students. Pledge for new members is held in the fall. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the school year.

#### National Community Pharmacists Association (NCPA)

The student chapter of NCPA was established in 1991. This is the national specialty association for pharmacists and pharmacy students interested in independent community practice. NCPA sponsors service projects, community work, and makes concerted efforts to acquaint students with issues pertinent to independent pharmacy.

#### Pediatric Pharmacy Advocacy Group (PPAG)

PPAG provides students a unique opportunity to learn how to better care for the pediatric population, as well as provide opportunities to learn more about careers in pediatric pharmacy. The purpose of PPAG is to unite student pharmacists and other health-care providers to improve the health of children in the greater Birmingham community.

#### Phi Lambda Sigma

Phi Lambda Sigma is the leadership honorary society in pharmacy, and students are chosen on the basis of their activities and leadership involvement in the school. New members are chosen each spring semester from students in the P-2, P-3, and P-4 years.

#### Rho Chi Society

Rho Chi Society is the scholastic honorary society in pharmacy, and students are chosen on the basis of pharmacy school GPA (top 20% of class) and overall personal integrity. New members are chosen each spring semester from students in the P-2 and P-3 years.

#### Student College of Clinical Pharmacy (SCCP)

SCCP provides students information about careers and opportunities within the field of clinical pharmacy; promotes dedication to excellence in patient care, research and education; and encourages the professional development necessary to function within an interdisciplinary team. It also educates students on the opportunities available to specialize in various areas of clinical pharmacy upon graduation.

#### Student National Pharmaceutical Association (SNPhA)

SNPhA is a national organization for pharmacists and pharmacy students. It serves to keep students informed about national pharmacy issues, and it offers opportunities for fellowship, professional information and service projects. Its goal is to address issues of cultural diversity facing pharmacy and pharmacy students, but general professional issues are addressed as well. The organization welcomes all students.

#### Student Society of Health-System Pharmacy (SSHP)

This organization is recognized by the American Society of Health-System Pharmacists and is affiliated with the Alabama Society of Health-System Pharmacists, both of which represent hospital and health-system pharmacists. The group was formed to provide opportunities for Samford students to learn more about practice of hospital and health-system pharmacy and to meet with practicing pharmacists to discuss issues pertinent to this field.

## Student Organizations – Intent to Organize a New Organization

### Request for School Recognized Organization Status

Co-curricular activities can be an important part of the educational and college experience. You are to be commended for your efforts to become an official organization. We appreciate your interest in enriching the campus life experience for yourself and other McWhorter School of Pharmacy students.

This information is designed to assist you in submitting certain pieces of information relative to your particular organizational structure. This material will be reviewed by the Associate Dean for Student Affairs at the McWhorter School of Pharmacy and then additional application materials will be completed and sent to the Office of Student Leadership and Involvement in consultation with your officers and then the request will be presented to the Faculty Campus Life Committee. Ultimately, all university organizations must have the approval of the Board of Trustees after receiving endorsement from the Faculty Campus Life Committee.

You will be notified through the McWhorter School of Pharmacy Student Affairs Office as to the decision of the McWhorter School of Pharmacy first. You will be notified through the Office of Student Leadership and Involvement as to the decision of the Faculty Campus Life Committee and subsequently the decision of the Board of Trustees.

### Definition

A club or organization is a group of currently enrolled McWhorter School of Pharmacy students who form together for a common purpose, for which they do not receive academic credit.

Any group of students which meets regularly, elects officers, collects dues, and or carries on a program or in other ways consistently functions as an organization is required to seek official approval.

### Criteria of School Recognized Organization

In order for an organization to be recognized by the university and school, or for an organization to maintain university recognition, there are certain criteria the organization must meet.

1. The organization must support and enhance the mission and purpose of the institution by one or more of the following:
  - a. nurturing persons
  - b. offering learning experiences (social, physical, spiritual, academic, emotional, intellectual, and/or career)
  - c. developing the personal empowerment of participants
  - d. developing academic/career competency of participants
  - e. developing social/civic responsibility of participants
  - f. developing ethical and spiritual strength of participants
  - g. continuously improving the effectiveness of the community
2. There must be interest among currently enrolled students
3. There must be no other organization already recognized which has a similar purpose
4. The organization must have a faculty adviser
5. The organization must be approved by the McWhorter School of Pharmacy and the university Office of Student Leadership and Involvement, and register **every year and any**

**time they select/change officers** with the Office of Student Leadership and Involvement. Registration is online at [www.samford.orgsync.com](http://www.samford.orgsync.com)

### Process for McWhorter School of Pharmacy Recognition

Students interested in forming an organization may use the information provided below to start the process. Next, students should meet informally several times to ascertain whether or not there is sufficient interest to justify organizational existence and to make tentative plans. It is recommended that you meet with the Associate Dean for Student Affairs to determine time frames, potential obstacles and to discuss campus need.

To charter an organization, the following will need to be done:

- 1) Complete the "Intent to Organize" form and submit form to the Administrative Assistant in the Office for Student Affairs ([sflick@samford.edu](mailto:sflick@samford.edu)).
- 2) Propose a member of the school faculty who will serve as adviser to the organization.
- 3) Complete the "Membership List" form. Compile a list of at least twenty (20) students who wish to be members of the proposed organization. The list should include name, telephone number, email address, and class standing at the time of the organization request. Submit this membership list as an attachment in the Register a New Organization online form.
- 4) Formulate a constitution under which the organization will operate. The proposed constitution should be approved by a majority of the organization's chartering members. (To view a "Sample Constitution" see Appendix). Submit the constitution as an attachment in the Register a New Organization form.

The McWhorter School of Pharmacy Associate Dean for Student Affairs will review the information received and make a recommendation to the McWhorter School of Pharmacy as to whether the organization should be designated a recognized McWhorter School of Pharmacy student organization. After McWhorter School of Pharmacy recognition, the group must submit a university Intent to Organize request in OrgSync. In OrgSync, the Samford University Office for Student Leadership and Involvement will also examine the by-laws for any technical changes which need to be made. After the online submission is made, schedule a meeting with the Office of Student Leadership and Involvement ([lead@samford.edu](mailto:lead@samford.edu)). The proposed president, treasurer, and advisor must attend this meeting, but other members of leadership are encouraged to attend as well. The recommendation for technical changes to the by-laws will be suggested to the organization and forwarded to the Faculty Campus Life Committee.

At the Faculty Campus Life Committee meeting, the leadership of the organization will give a 5-minute presentation followed by questions from the committee. The organization's proposed faculty advisor is expected to be present. If the committee votes to approve the organization, the approval is presented in the minutes of the Faculty Senate/Full Faculty, where further questions can be asked or the organization can be sent back to the committee with questions or concerns.

Paperwork is then submitted for endorsement. Once the Board has granted approval, the organization is entitled to all privileges granted to recognized Samford University student organizations.

### Advantages of University Recognition

The advantages of being a university recognized organization are:



- Scheduling events on the university calendar, reserving and using various rooms, facilities, and resources on campus for meetings
- Having a faculty or staff adviser who will support, encourage, and help the group fulfill its objective
- Being listed in university printed and online publications and communication pieces.
- Participating in the Student Organization Fair each fall
- Using the Samford University postal service and having an SU box for your organization
- Having the ability to have a website through Samford University portal.
- Using bulletin boards, display cases, electronic message boards, etc.
- Opening an agency account with the Controller's Office at no charge to the organization to assist with all financial transactions.

### Maintaining University Recognition

Once an organization is recognized, an annual registration **MUST** be submitted to the Office of Student Leadership and Involvement. This information must be submitted by revising your organization profile information in the samford.orgsync.com online community. If a recognized organization fails to register, or if an organization decides to become "inactive" for a period of one (1) academic year or less, the organization can petition the Office of Student Leadership and Involvement to be reinstated as an active organization. This petition includes resubmitting a list of at least ten interested organization members (name, phone number, email, and class standing) as well as an updated organization constitution. The organization's request will be submitted to the Faculty Campus Life Committee for review. The organization will be reinstated as "active" if the organization meets the criteria for University recognized organizations.

If a recognized organization remains inactive for more than one (1) academic year, the organization must then re-apply for recognition. Any organization which is inactive for one year and does not become active the second year **CEASES** to be recognized as an official university organization.

Any change in McWhorter School of Pharmacy student organization constitutions requires review by the Associate Dean for Student Affairs of the McWhorter School of Pharmacy prior to submission to OrgSync.

If at any time an organization no longer meets the mission and purpose of the university, the organization will lose its university recognition.

**APPENDIX  
SAMFORD UNIVERSITY  
McWhorter School of Pharmacy**

**INTENT TO ORGANIZE**

This information is required to be submitted by email to [sflick@samford.edu](mailto:sflick@samford.edu) . Information contained in this document is for information purposes only. No paper request will be accepted.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

E-mail Address: \_\_\_\_\_

Proposed Faculty Advisor: \_\_\_\_\_

Rational for organizing (include purpose of organization):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

**SAMFORD UNIVERSITY  
MCWHORTER SCHOOL OF PHARMACY**

**INTENT TO REORGANIZE**

**For inactive organizations seeking reinstatement, please contact McWhorter School of Pharmacy Associate Dean for Student Affairs at (205) 726-4276 prior to submitting information**

Name of Organization: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

E-mail Address: \_\_\_\_\_

Faculty Advisor Contact: \_\_\_\_\_

Faculty/Staff email address: \_\_\_\_\_

Reason organization has been inactive:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Changes made to ensure organization does not become inactive again:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

**SAMFORD UNIVERSITY**  
**PROPOSED ORGANIZATION MEMBERSHIP LIST**

\_\_\_\_\_  
 (Academic Year)

NAME OF ORGANIZATION: \_\_\_\_\_

MEMBERS NAMES:

\_\_\_\_\_  
 1. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 2. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 3 (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 4. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 5. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 6. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 7. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 8. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 9. (Name) (Tele#) (E-Mail) (Class Standing)

\_\_\_\_\_  
 10. (Name) (Tele#) (E-Mail) (Class Standing)

**SAMPLE CONSTITUTION/BY-LAWS**

This sample constitution is not designed for you to fill in the blanks, but rather to provide you with guidelines in designing a constitution which will meet the specific requirements of your organization.

**Article I. Name**

The name of the organization shall be \_\_\_\_\_ of Samford University.

**Article II. Purpose**

The purpose of the organization shall be \_\_\_\_\_

\_\_\_\_\_

**Article III. Membership**

Section 1. Membership shall be open to \_\_\_\_\_

\_\_\_\_\_

Section 2. No member may be removed from membership without first having an open hearing and then by no less than a \_\_\_\_\_ vote at a regular meeting.

Section 3. The \_\_\_\_\_ (organization name) allows participation in the organization by all people regardless of sex, race, creed, or ethnic origin.

**Article IV. Officers**

Section 1. The officers of this organization shall be \_\_\_\_\_ (Include a list of the positions, not the persons who will fill those positions. Example: President, Vice President, Secretary/Treasurer).

Section 2. All officers shall be elected at the \_\_\_\_\_ meeting (first meeting, second meeting, April meeting, September meeting, etc.) of \_\_\_\_\_ (fall/spring) semester of each year. Officers will be elected by (majority 2/3 present) of those members present at meeting.

Section 3. No officer may be removed from office without first having an open hearing and then by no less than a \_\_\_\_\_ vote at a regular meeting.

Section 4. Office vacancies will be filled by special election at the meeting after the vacancy occurs.

**Article V. Meetings**

Section 1. Regular meetings will be held \_\_\_\_\_ (Use specific time if such time will not change from year to year or semester to semester. Otherwise, use less specific time such as "The first Monday of each month" or "At a time agreed upon by the majority of the members).

Section 2. Special meetings may be called by the chief executive officer or upon request of any \_\_\_\_\_ (number) active members.

Section 3. All members shall be notified of a special meeting at least \_\_\_\_ (number of days) before the time of the special meeting.

**Article VI. QUORUM**

Section 1. Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted upon.

Section 2. Having been properly presented, amendments may be adopted by a \_\_\_\_ majority vote of the membership at a regular meeting.

Section 3. Amendments shall go into effect \_\_\_\_\_ (immediately upon adoption, 30 days following adoption, etc.).

**Article VII. Dues (Optional)**

The dues shall be \_\_\_\_\_ (amount) payable by \_\_\_\_\_ (time).

**Article VIII. Duties of Officers**

Section 1. Office of President (or related position)

Section 2. Office of Vice President (or related position)

Section 3. Office of Secretary

Section 4. An officer must be assigned the responsibility to register with the Office of Campus Life each year. This responsibility may be assigned to any officer in your organization

Section 5. Subsequent sections for other officer explanations as needed.

**Article IX. Committees**

Section 1. There shall be \_\_\_\_\_ standing committees.

Section 2. The \_\_\_\_\_ Committee shall \_\_\_\_\_

Section 3. (These sections- and subsequent sections as needed- should describe the creation, purpose, and duties of the standing committees).

Section 4. Special committees may be \_\_\_\_\_  
(Describe the creation, purpose, and duties of special committees).

**Article X. Parliamentary Authority**

Robert's Rules of Order shall be the parliamentary authority of this organization.

**NOTE:** You may wish to add additional articles, sections, by-laws or amendments to this sample. This is a model intended to guide you in the development of a constitution which will suit your particular organization. The only article in this sample we require to be in your by-laws in on page 2, Article VIII., Duties of Officers, Section 4.

## **Student Relief Fund**

### Guidelines

1. Monies from an activity specified as benefiting the student relief fund can be deposited into the Student Relief Fund.
2. The Student Affairs Committee in conjunction with the associate dean for student affairs' office in the McWhorter School of Pharmacy will manage the account.
3. Monies from the student relief fund can be utilized by any pharmacy student currently enrolled and in good standing in the McWhorter School of Pharmacy for emergencies such as, but not limited to:
  - a. Loss due to fire, water or other damage
  - b. Student health issues
  - c. Immediate family emergencies such as death or illness
  - d. Other reasons deemed sufficient by the committee
4. The amount of funds to be disbursed will depend upon documented needs as well as available funds.
5. The appropriate application form must be completed. It is located in this handbook and can also be obtained from the associate dean for student affairs' office. The completed application can be turned in to the associate dean for student affairs or the chair of the Student affairs committee. The request will be routed to the student Affairs committee and then the individual will be contacted for further information
6. Each completed application will be given due consideration by the Student Affairs Committee. The committee will provide a decision within 7 working days of the submitted application. If a request is made for emergency funds and the committee cannot convene, then an e-mail vote can be conducted. Regardless of the mechanism, a quorum of the committee is required.
7. Monies will be requested from and dispersed by Financial Aid in Samford Hall.
8. Documentation of money spent or money to be spent is required.
9. Any monies not utilized for the accepted matter must be returned to the student relief fund.
10. Any false statements, omissions, or other misrepresentations made on applications may result in immediate repayment in full of any assistance in addition to disciplinary action.

### Application

See following page:

### Student Relief Fund Application

The McWhorter School of Pharmacy Student Relief Fund was founded to provide financial assistance to pharmacy students in times of need or emergency. Students can apply for aid or can be nominated for aid by another student or faculty member. This fund is supported by donations and fundraising efforts by the students, faculty, and staff of the McWhorter School of Pharmacy.

<b><u>Student Information</u></b>		
Name		
School Address		
City, State, Zip		
Phone	Home:	Cell:
E-Mail Address		
Projected Graduation Year		
<b><u>If you are nominating a student for relief, please provide the following:</u></b>		
Name and title		
Phone		
<b><u>Request</u></b>		
Amount requested		\$
How soon is assistance needed?		
<b><u>Explanation of Request</u></b>		
Briefly summarize the circumstances of the request for assistance. Please indicate any research done to support the amount requested (ex. \$50 bus ticket from Greyhound, \$500 hospital co-pay). Attach separate page if necessary.		
<b><u>Agreement and Signature</u></b>		
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am awarded assistance, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate repayment in full of any assistance in addition to disciplinary action.		
Name (printed)		
Signature		
Date		

**Substance Abuse and Mandatory Drug Testing Guideline**

Background



In recent years, many hospitals, pharmacies, and other affiliates utilized in the delivery of portions of the Doctor of Pharmacy curriculum now require that McWhorter School of Pharmacy ensure students are participating in a random drug screening program as a contractual obligation of affiliation. As a result, the school has adopted guidelines and expected behaviors for mandatory, random drug screening of all students enrolled in the program.

Additionally, “for cause” testing guidelines have been implemented when an affiliate faculty member, faculty member, or administrator believes a student’s behavior and actions may jeopardize the health, safety, or well-being of others.

The guidelines and expected behaviors related to substance abuse reporting and mandatory drug testing are as follows:

### Definitions

For the purposes of this guideline and expected behavior, the following definitions will be utilized:

*Board:* Refers to the Alabama State Board of Pharmacy.

*Faculty:* All individuals who have been appointed by the board of trustees of Samford University to the faculty of the University. This includes affiliate faculty, adjunct faculty, and full-time faculty of the university.

*Illicit Drugs:* Includes any controlled substance listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala. Code Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician or prescriber. An illicit drug is any controlled substance consumed by a person for reasons other than those intended by the prescriber, or for which the person does not possess a valid prescription, or which is otherwise prohibited by law.

*McWhorter School of Pharmacy Administrator:* The dean, the associate dean for academic affairs, the associate dean for student affairs, the chair of the department of pharmacy practice, the chair of the department of pharmaceutical, social and administrative sciences, the associate dean for assessment, the director of the experiential education, or the assistant director of the experiential education.

*Practice Act:* Title 34 Chapter 23, Practice of Pharmacy Act 205 of the Alabama Legislature, 1966; and Title 20 Chapter 2, Alabama Uniform Controlled Substances Act 1407 of the Alabama Legislature, 1971; and Title 21 of the United States Code, Food and Drug Law; and Chapter 420-7-2, Controlled Substances, Rules of the Alabama State Board of Health; and Chapter 680-x-2, Practice of Pharmacy, Rules of the Alabama State Board of Pharmacy.

*School or McWhorter School of Pharmacy:* “The “McWhorter School of Pharmacy.” These guidelines and expected behaviors are school-specific and may not apply to students enrolled in other programs of Samford University.

*University-Related Activity:* Includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related, or other activity which takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off the campus and is sponsored by any Samford University organization, including pharmacy student organizations.

*Staff:* All non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.

*Student:* A student enrolled at any level in the McWhorter School of Pharmacy.

*Substance Abuse:* The use of a drug or other chemical leading to effects that are detrimental to the individual's physical or mental health, or the welfare of others; this includes, but is not limited to, the use beyond that intended by the licensed prescriber of legal drugs.

*Treatment Program:* The program of intervention for substance abuse to which a student is referred; typically the program conducted by the designated agent of the Alabama State Board of Pharmacy, or other comparable and reputable program as identified by the School.

### Standards of Conduct Related to Controlled Substances

1. The use, consumption, or possession of alcoholic beverages by any student, on campus, or off campus in connection with a university-related activity, is strictly prohibited. This guideline is in no way intended to affect the use of alcohol for research purposes as approved by the Samford University Institutional Review Board.
2. The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any student is strictly prohibited. This guideline is in no way intended to affect the use of any drug for research purposes as approved by the Samford University Institutional Review Board.
3. Any student who illegally gives or transfers drugs to another person, or illegally sells or manufactures drugs is subject to discipline, up to and including expulsion.
4. Students with substance abuse problems are likely to lose their intern/extern license from the Board of Pharmacy. A student is permitted to engage in the practice of pharmacy as an intern/extern in the state of Alabama or any other state only if he or she possesses a valid intern/extern certificate. Students who attempt to engage in pharmacy practice as an intern/extern in Alabama or any other state without a valid intern/extern certificate will be subject to disciplinary action.
5. Patient safety is of the utmost importance, especially as students are engaged in experiential coursework as part of the academic curriculum. From time to time, a student may be prescribed medication which may under normal circumstances alter the student's professional judgment. It is the student's responsibility to recognize this and take proactive steps to remove him or herself from patient care activities until such time as the judgment-altering prescribed medication is no longer necessary. Students are required to notify the associate dean for student affairs and director of experiential education if such a temporary situation exists so that the experience can be rescheduled. Any student who knowingly engages in patient care while taking a medication which may alter his or her judgment may face disciplinary action.
6. Students are required to participate in and submit to the School's mandatory drug screening program. In addition, certain external affiliate sites for delivery of experiential courses require that students submit for random drug screening through their processes. Students are expected to fully comply with drug screening conducted by both external affiliates and

through the School's program. Disciplinary action will result from failure to comply which may include up to expulsion from McWhorter School of Pharmacy.

### Self-Reporting of Substance Abuse

In keeping with the recommendations of the American Pharmacists Association (APhA) and the American Association of Colleges of Pharmacy (AACCP), McWhorter School of Pharmacy will work to assist students with substance abuse problems. A student who self-identifies a need for assistance with a substance abuse problem is encouraged to consult the associate dean for student affairs. The associate dean for student affairs will make a referral to the agency with whom the Board has contracted to make treatment referrals for pharmacists and student pharmacists, or an alternative reputable program qualified to address the treatment need of the pharmacist and/or pharmacy student. The associate dean for academic affairs, and/or associate dean for student affairs will counsel the student regarding access to the intervention process, and will advise the student regarding a release from the curriculum and other duties for the period of intervention.

### Third Party Reporting of Substance Abuse

If a student or other third party witnesses another student in violation of the McWhorter School of Pharmacy's substance abuse guideline, it should be reported to the associate dean for student affairs. In general, reports will be handled in a confidential manner.

Should a student or other third party suspect that a student suffers from substance abuse, the former should report that concern to the associate dean for student affairs. The associate dean for student affairs will evaluate the report and select an appropriate course of action.

### Statement of Confidentiality

Students who are identified with a substance abuse issue, regardless of mechanism of identification, will not go before the Academic Standards Committee, full Student Affairs Committee, or any other committee of the School, provided the student complies with the course of action required by McWhorter School of Pharmacy, including but not limited to treatment. Student substance abuse issues may be disclosed to administrators of the School and Samford University, as well as faculty and staff of the university, as part of the academic record of the School as outlined by Family Educational Rights and Privacy Act (FERPA). Student confidentiality is of the utmost importance to the faculty, staff and administration of the university; every effort will be made to maintain strict confidentiality of substance abuse issues.

### Reporting of Substance Abuse and Drug Screen Results

Students have a right to view the results of his or her drug screen performed as part of McWhorter School of Pharmacy's drug screening program or at the direction of an administrator of McWhorter School of Pharmacy. In addition, all positive drug screen results may be viewed by the director of experiential education, the associate dean for student affairs, the associate dean for academic affairs, and the dean, as the situation warrants. Positive drug screen results may be reported to officials of Samford University as necessary, which may include but is not limited to the office of the vice president of student affairs, the office of vice-provost of the College of Health Sciences, the office of the provost, and/or the office of the president.

## Mandatory Drug Screening Program

### A. Types of Testing

Students may be required to submit to random drug screening without notice. When a student fails to comply with the random drug testing, he or she will be required to submit to an accelerated testing schedule, at the discretion of McWhorter School of Pharmacy administration.

Students may also be required to submit to “for cause” testing when there is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating alcohol or substance abuse. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student.

### B. External Agent for Random Screening

McWhorter School of Pharmacy contracts with an external provider for administration of the School’s random drug screening program. The external provider is:

***Employment Screening Service (ESS)***  
***2500 Southlake Parkway, Birmingham, AL 35244***  
***Toll free 866-859-0143***  
***Local 205-879-0143***

The external provider is responsible for all collections and results reporting for testing required as a part of the random drug screening program. McWhorter School of Pharmacy retains the right to change its external agent for random screening without notice as is necessary. Every effort will be made to notify students of changes to the external agent in a timely matter.

### C. Testing Site/Locations for Screening

Employment Screening Services will conduct random drug screens for students enrolled in the P1 through P3 years at McWhorter School of Pharmacy during the normal business hours of the school. These random screening dates will not be announced in advance. Randomly selected students will be emailed as a group by Samford University email on the day of screening. Students who are out-of-class that particular day for any reason and who were selected for drug testing must present for testing at the offices of at 2500 Southlake Parkway, Birmingham, AL 35244 no later than 4:30 p.m. on that same day.

Employment Screening Services will notify students enrolled in the P4 class who have been selected for random drug testing via their Samford University email account. Students will be given until 4:30 p.m. on the date immediately following the date selected for testing to submit for drug testing. P4 students are expected to contact the laboratory site for specific hours of operation prior to reporting for testing. ESS maintains a nationwide network of testing facilities. Students are required to consult the ESS website ([www.es2.com](http://www.es2.com)) or contact customer support at 866-859-0143 for specific testing locations and hours.

#### D. Fees/Costs of Testing

The costs associated with random drug screening conducted by ESS are included in student fees collected by Samford University, thus students are not required to pay any additional fee to ESS for these services.

The cost of “for cause” testing and/or an accelerated testing program will be borne by the student as an additional cost added to the student’s account on a per-test basis.

#### E. Guidelines and Expected Behaviors for Drug Screening

1. Samford University email is the official communication and notification service for the university, including for notification of selection for random drug screening.
2. Students may be required to submit for drug testing multiple times within the same semester.
3. For cause testing may be conducted by the associate dean of student affairs (or dean’s designee in his/her absence) under, but not limited, to the following circumstances:
  - a. As a routine matter if a student must be removed/is expelled from an experiential practice site for any reason.
  - b. If the student exhibits behavior which, in the opinion of a McWhorter School of Pharmacy administrator, may jeopardize the health, safety, or well-being of the public or another person.
  - c. If a student is reported for substance abuse by peers or other third parties.
  - d. There is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating substance abuse.
  - e. The student is involved in an accident which results in personal injury or property damage.

Students may be tested for substance abuse, synthetic drugs, illegal drugs, and alcohol if there is a reasonable basis to believe that the student is under the influence of alcohol, synthetic drugs, or illicit drugs as defined in this handbook, or abusing prescription or non-prescription medication. “Reasonable basis” includes but is not limited to symptoms of drug abuse, impairment or intoxication, self-reports of drug use or intoxication to other program participants, and substance abuse or intoxication observed by program participants, preceptors, faculty, or clinical site personnel.

“For cause” testing will not be conducted without documentation in writing of why the test was ordered, including the facts constituting reasonable suspicion leading to the test being ordered. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student. Refusal to submit to “for cause” testing will result in suspension from the program. A student who is suspended must reapply for admission. The student may do so no sooner than the next academic term.

4. Temporary exemption from random drug screening may be granted for situations of dire hardship including, but not limited to, the following circumstances: death of an immediate family member, maternity leave, significant physical illness or hospitalizations, breaks in enrollment, travel for professional meetings, or extensive national or international travel by the associate dean for student affairs (for P1 through P3 students) or by the director of experiential education (for P4 students). Requests for exemption must be submitted in writing using Samford University e-mail. Exemption will be for specified time periods. The

- ruling of the associate dean for student affairs or the director of experiential education is considered final.
5. A student who fails to present himself or herself for the first time for random drug testing within the established deadline will be required to submit to testing as soon as possible, notwithstanding the fact that the deadline has expired. Thereafter, the student will be subject to an accelerated testing schedule whose frequency and duration will be at the discretion of McWhorter School of Pharmacy administration.
  6. Students in the P4 year who fail to comply with random drug testing for the first time by 4:30 p.m. on the date immediately following notification of selection for random drug screening will be subject to an increased rate of drug testing at additional cost to the student, the frequency and duration of which are at the discretion of the school's administration. The student will also be required to immediately comply with the initial selection for drug testing.
  7. Any student who fails to comply with random drug testing a second time during his/her tenure at McWhorter School of Pharmacy is subject to more severe penalties. Specifically, P1 through P3 students will not be allowed to continue in any academic course that semester, and must withdraw from all courses. P1 through P3 students will not be eligible to re-enroll in the same semester. P4 students will be required to withdraw from all courses and will not be allowed to continue in experiential or other coursework until approved by the office of academic affairs. A student who fails to comply with random drug testing a third time during his/her tenure at McWhorter School of Pharmacy will be suspended from the program and will be eligible to reapply for admission no sooner than the next academic term.
  8. A student who fails to comply with random drug testing a fourth time during his/her tenure at McWhorter School of Pharmacy will be expelled from the program without possibility of readmission.
  9. A student who tests positive for a screen agent will be given 24 hours to notify the Board or be referred to another comparable and reputable program as identified by the school as indicated elsewhere in this guideline and expected behavior document, after such time McWhorter School of Pharmacy will also notify the Board of the positive screen results. It is in the best interest of the student to self-notify the board of a positive screen. Students with a first-offense positive drug screen without a valid prescription for the substance will be referred to the Board's designated agent or other comparable and reputable program as identified by the School for evaluation and possible enrollment in a chemical dependency rehabilitation program. The student may be required by the associate dean for student affairs to take a leave of absence from McWhorter School of Pharmacy as a result of actions imposed by the Board and/or for the purpose of completing a drug or alcohol rehabilitation program. Upon certification by the selected treatment program that a student has satisfactorily met the requirements of the program, and certification by the Board that the student's status as an intern/extern is in good standing, the associate dean for student affairs may approve readmission in consultation with the dean and the associate dean for academic affairs. The readmitted student must meet all academic requirements of the program as outlined in the pharmacy student handbook. Generally a student when readmitted will continue in the curriculum restarting with the semester at which they were granted a leave of absence; however, the associate dean for academic affairs may identify an alternative approach based upon course availability and/or the student's needs.
  10. A student having a second "positive" test for a screened agent without a valid prescription will be expelled from the program without the possibility of readmission, and the Board will be notified of the test results and expulsion.
  11. A student who attempts to substitute someone else's urine for his or her own specimen, or who otherwise tampers with or attempts to alter a specimen, will be penalized which may include, but is not limited to, suspension from McWhorter School of Pharmacy and removal from all classes. The student may be referred to the Board's agent for evaluation of

chemical dependency or other comparable and reputable program as identified by the school and possible enrollment in a treatment program. The student may reapply for admission no sooner than the next semester provided that the Board's agent certifies that the student does not have a chemical dependence issue and has a valid extern/intern license with the Board. In the event that the student fails to cooperate with the Board agent's evaluation or fails to complete any treatment required by the agent, the student will be expelled from the program without the possibility of readmission.

12. A student who refuses to submit to "for cause" testing will be automatically suspended from McWhorter School of Pharmacy and must reapply for admission. The student may do so no sooner than the next academic term.