

**UNIVERSITY OF NEW ENGLAND**  
**SCHOOL OF PHARMACY**  
**STUDENT HANDBOOK**  
**2023 – 2024 Academic Year**



Disclaimer: The provisions of this handbook do not constitute a contract, express or implied, between the University of New England School of Pharmacy and any student, student's family, faculty, or professional staff. The School of Pharmacy reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to, nor does it, contain all regulations that relate to students.

(Adopted from the University of New England Student Handbook; Spring 2023)

# *Oath of a Pharmacist*<sup>1</sup>

I promise to devote myself to a lifetime of service to others through the profession of Pharmacy.  
In fulfilling this vow:

I will consider the welfare of humanity and relief of suffering my primary concern.

I will promote inclusion, embrace diversity, and advocate for justice to advance health equity.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients.

I will respect and protect all personal and health information entrusted to me.

I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.

I will hold myself and my colleagues to the highest principles of our profession's moral, ethical, and legal conduct.

I will embrace and advocate changes that improve patient care.

I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

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

<sup>1</sup> American Pharmacists Association, <http://www.pharmacist.com/oath-pharmacist>, August 18, 2015.  
Update approved by the APhA Board of Directors in November 2021 for use starting with the 2022 graduating class.

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## 1. Welcome

Welcome to the University of New England Westbrook College of Health Professions School of Pharmacy (hereafter referred to as the School of Pharmacy), and to the profession of pharmacy. This handbook is a compilation of policies and information about the school and university. Take the time to look through the Table of Contents to see what the handbook entails. In particular, students in the School of Pharmacy are required to read and comprehend the Code of Professional Conduct, the Technical Standards, and the Academic and Professionalism Policies. Students will sign documents acknowledging that they have been read and understood, and students will agree to abide by the Code, Standards, and Policies.

## 2. Mission, Vision, Core Values and Curricular Philosophy

### Mission

Advance the practice of pharmacy through an exemplary, learner-centered pharmacy education built upon interprofessional collaboration, patient care, service, and research.

### Vision

We will be distinguished by the ability of our students and graduates to provide compassionate, patient-centered care to diverse patient populations through:

- Challenging our students through integrated experiences and interprofessional collaboration.
- Creating a bridge among the pharmaceutical, social, and clinical sciences.
- Enabling students to become critical thinkers and life-long learners.
- Advocating a holistic approach to personal and public health that respects diverse perspectives.

### Core Values

The school operates by a set of values that emphasizes:

- Learner-centered community
- Professionalism, collegiality, and mutual respect
- Servant leadership
- Diversity and inclusiveness that honors and engages each individual
- Integrity and accountability
- Healthy lifestyle and wellness promotion
- Community engagement and service
- Continual evaluation and improvement through lifelong learning, discovery, and creativity

### Curricular Philosophy

The goal of the School of Pharmacy curriculum is to create a student-centered learning experience that cultivates highly competent pharmacy practitioners. The pharmacist of the twenty-first century will be prepared to deliver optimal patient-centered care in a collaborative, interprofessional environment. Didactic and experiential learning experiences integrate foundational knowledge for optimizing patient care and therapeutic outcomes in health systems, community practice, and research settings. Students will interact with health care professionals and students from other disciplines in order to function effectively as part of an interprofessional team. The curriculum promotes the core values of the School of Pharmacy, including professionalism, servant leadership, diversity and lifelong learning. To cultivate critical thinking as well as clinical reasoning, modes of instructional delivery include interactive

lectures, laboratories, case studies, and group problem solving and discussion.

### **Interprofessional Education (IPE) Mission and Vision**

#### **Mission**

The mission of the School of Pharmacy's IPE program is to prepare healthcare professionals to provide patient and community care in a collaborative team environment. We integrate with the University of New England's diverse collection of programs in the healthcare professions to provide opportunities for students to learn from, with, and about one another. Collaborative patient- and community-centered practice is cultivated to improve the effectiveness of healthcare and patient's quality of life.

#### **Vision**

We envision interprofessional learning as a cornerstone of education for healthcare professions.

### **3. Technical Standards for Doctor of Pharmacy Students**

All students must be able to meet the following School of Pharmacy technical standards. Students accepted into the Doctor of Pharmacy program must have abilities and skills in five categories: observation, communication, motor, intellectual, and behavioral/social. Standards are developed as criteria to achieve the Doctor of Pharmacy degree in preparation for licensure as a practicing pharmacist and for postgraduate professional training and education in any of the varied fields of pharmacy. Further, the safety of the patient, on whom the pharmaceutical education process is largely focused, must be guarded as the final and ultimate consideration.

The School of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Pharmacy program. The School of Pharmacy will engage in an interactive process with applicants with disabilities but the School of Pharmacy reserves the right not to admit any applicant who cannot meet the Technical Standards set forth below, with reasonable accommodations. Applicants are not required to disclose the nature of any disability to the Admissions Committee. However, any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with the Student Access Center prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided.

Reasonable accommodations for persons with documented disabilities will be considered on an individual basis, but students in the Doctor of Pharmacy program must be able to perform in an independent manner. Every applicant is considered without regard to disability. Once accepted, students must complete all elements of the curriculum with or without reasonable accommodations. In the case of a documented disability, the School of Pharmacy must be fully satisfied that the applicant can make progress through the curriculum.

Students in the Doctor of Pharmacy program must have the functional use of the senses of vision and hearing. A student's skills will also be lessened without the functional use of the senses of equilibrium and smell. Additionally, they must have sufficient exteroceptive senses (touch, pain, and temperature), and sufficient motor functions to permit them to carry out the activities described in the sections that follow. Doctor of Pharmacy students must be able to



integrate information received from multiple senses quickly and accurately. They must also have the intellectual ability to learn, integrate, analyze, and synthesize data. Graduates of the School of Pharmacy must have the knowledge and skills to function in a broad variety of clinical, administrative, and leadership situations and to render a wide spectrum of pharmaceutical care.

Throughout the pharmacy program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, *simply maintaining a passing GPA is not sufficient.*

While the School of Pharmacy recognizes that certain disabilities can be accommodated without compromising the standards required by the school and the integrity of the curriculum, the use of a trained intermediary means that a student's judgment must be mediated by someone else's powers of selection and observation, and is not acceptable. Additionally, those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for continued matriculation.

The following skills are required, with or without accommodations: observation, communication, motor, intellectual and behavioral & social, described in detail in [Appendix I](#). Students must make sure to review and sign off that they meet these skills.

## **4. Code of Professional Conduct**

### **Preface**

The School of Pharmacy is committed to promoting in all students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to pharmacy practice or the professions in pharmaceutical sciences. Students are expected to exhibit the highest standards of professional conduct and clinical performance, avoiding impropriety or the appearance of impropriety.

The Code of Professional Conduct exists to promote honorable conduct on the part of all students in the school and instill in students a life-long commitment to the principles embodied within the code. Its purpose is to create an environment where honesty, integrity, and respect are rewarded and unethical, dishonest, or disrespectful behaviors are prevented, deterred, or do not exist. The credibility of any professional is based on the high degree of trust accorded by the individuals he or she serves. Students entering a health care profession have a unique, particular obligation to conduct themselves at all times in a manner that reflects, honesty, integrity, and respect for others.

Responsibility for success of the Code of Professional Conduct lies principally with the individual student, as well as, with the collective academic community of students, faculty, and professional staff. Ultimately, the value of the code depends on students monitoring their own behaviors and discouraging violations of the Code by others and not on proceedings of a committee to impose disciplinary actions after violations have occurred. Students are obligated to report suspected code violations committed by students, faculty, or professional staff members.

At the start of each academic year, all students sign a statement acknowledging that they have

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received and read the School of Pharmacy Student Handbook, including the Code of Professional Conduct, Technical Standards, and Academic and Professional Policies, and that they have made a personal commitment to uphold and abide by them. The signed statement must be returned to the School of Pharmacy Office of the Dean within one week of the start of classes for the fall term and will be placed in the student's file.

No set of policies or procedures can anticipate every issue or situation, and circumstances at times require alterations and adaptations. What follows are the general policies that will routinely govern these situations. While maintaining the school's commitment to these policies and to applying them fairly, the School of Pharmacy does, however, reserve the right to modify policies and/or procedures at any time as may be necessary. This Code of Professional Conduct is for the School of Pharmacy. It augments information provided in the University Student Handbook as it pertains to academic programs. The University of New England reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic schedule whenever deemed necessary or desirable, including changes in course content, the scheduling of classes with or without extending the academic term, canceling of scheduled classes of other academic activities, in any such case giving notice thereof as is reasonably practicable under the circumstances.

The pharmacy profession has a long tradition of respect and trust by the general public. As health professionals, it is important that pharmacists maintain the highest standards of honesty, integrity, and ethical behavior. Pharmacy students are expected to acquire not only the knowledge and skill required to become experts in drug therapy but also the professional attitudes, ethics, and behaviors necessary to adhere to the [Code of Ethics for Pharmacists](#) as adopted by the American Pharmacists Association<sup>1</sup>. These principles include:

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

<sup>1</sup>*Adopted by the membership of the American Pharmacists Association on October 27, 1994.*

The previous Oath and Principles and the following Code outline expectations for Doctor of Pharmacy students both in and out of the classroom, as well as in the professional practice setting. It shall be the responsibility of the students, faculty, and professional staff of the School of Pharmacy to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students, faculty, and professional staff in any environment.

### **School of Pharmacy Standards for Professional Conduct<sup>2</sup>**

*Students enrolled in the School of Pharmacy are expected to **demonstrate professional behavior and conduct** by:*

1. Demonstrating compassion and respect towards others at all times on or off campus – e.g., to be respectful to others; to use non-stigmatizing language; to work cooperatively with differences and diversity in personalities and in cultural backgrounds, as well as, with differences in social and in economic status; to respect the privacy, confidentiality, and individual choice of others, including patients, students, faculty, and professional staff. Prejudices against individuals because of race, ethnic or cultural background, gender, disability, or other personal characteristics will not be tolerated in the School of Pharmacy.
2. Behaving in a responsible, reliable, and dependable manner – e.g., to manage time well; be on time for classes, assignments, meetings, and appointments; to plan ahead and to follow through with commitments; to cooperate with person(s) in charge of programs; and to take responsibility for absences or missed assignments by following attendance policies.
3. Demonstrating personal integrity, honesty, and self-discipline – e.g., to be consistent and truthful, to show appropriate personal control, to take on tasks that they can manage; to be honest in reports and self-evaluations; and to provide pharmacy services according to legal and ethical standards of pharmacy practice.
4. Projecting a professional image in manner, dress, grooming, speech, interpersonal relationships, and writing, including social media, that is consistent with the pharmacy profession's accepted contemporary standards – e.g., to use appropriate language in verbal and written communication with others; to maintain an awareness of personal hygiene; and to wear professional attire and a name tag.
5. Recognizing their personal limitations and biases, whether they are intellectual, physical or emotional; to strive to correct them -- e.g., overcome negative behaviors such as procrastination; to learn to be a team member; to adapt to new situations; and to avoid discriminatory conduct or speech.
6. Demonstrating the professional and emotional maturity to manage tensions and conflicts which occur among professional, personal, and family responsibilities, seeking professional help if necessary – e.g. to meet with supposed antagonists to resolve misunderstandings; to get needed help from faculty advisors, tutors, counselors, learning assistance professionals, and other qualified persons; to show ability to prioritize appropriately one's personal, professional, and academic expectations and activities; and to accept decisions of persons of authority at the School of Pharmacy and the University of New England, as well as in the professional practice environment. Faculty and professional staff members work to provide a quality education program for pharmacy students. Misunderstandings, changes in curricula or mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the school through student government members, student representatives on school committees, faculty members, administrators, and the Office of the Dean.
7. Demonstrating the ability to exercise sound judgment and to function under pressure – e.g., to request help when needed and to avoid endangering others; to respect the difference between pharmacist and pharmacist-in-training; to remain focused on the task at hand; and to remember that as students they represent the School of Pharmacy and the pharmacy profession to the greater community at large.
8. Demonstrating the ability to self-assess, to continually learn and to learn from mistakes and failures and to heed admonitions and warnings from faculty and administrators (or

- their professional staff representative) of School of Pharmacy and from preceptors – e.g., to be responsive to feedback and constructive criticism regarding professional behavior and attitude; and to understand the seriousness of academic and disciplinary warnings.
9. Demonstrating a commitment to the health of patients and a willingness to place the needs of the patients above personal needs.
  10. The dignity and respect of all health care practitioners and caregivers must be acknowledged, promoted, and upheld.

### **Conduct in the Classroom**

Students, faculty members, and the administration share the responsibility of maintaining appropriate conduct in the classroom. Students should respect their peers' right to learn. All interactions should be with courtesy and respect. A proactive demonstration of respect includes, but is not limited, to the following types of behaviors:

1. Be on time for class; should late arrival be necessary, notify the instructor ahead of time when possible, enter the classroom quietly, and cause minimal disruption.
2. Listen attentively.
3. Cell phones must be on in vibrate-only mode. Emergency conversations must be held outside the classroom. Texting from any device (e.g., phone, computer chat, watch etc.) is prohibited while in class unless explicitly permitted by the individual instructor for class purposes.
4. Food is prohibited in the lecture halls and laboratories during class time, unless medically necessary. Water in an enclosed container is permitted.
5. If early class departure is necessary, do so as quietly as possible with minimal disruption, and notify the instructor ahead of class, when possible.
6. At the end of class, wait to gather materials until the instructor has completed their remarks.

Disruptive behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker making a presentation are considered violations of this Code.

Examples of disruptive student behaviors in the classroom include:

- Misuse of technology in the classroom including phone calls, texting, computer chatting, or using social media, etc.
- Frequent interruption of faculty, professional staff, or other students while speaking, and asking of non-relevant, off-topic questions.
- Inappropriate clothing in classroom as defined in the School of Pharmacy Dress Code.
- Carrying on side conversations while faculty, professional staff, or other students are speaking or presenting.
- Frequent unnecessary interruptions requiring one to leave the classroom.
- Poor personal hygiene that leads to a classroom disruption or lack of focus.
- Use of alcohol or other substances in class. Attending class while under the influence of alcohol or other drugs.
- Unprofessional interactions with faculty, professional staff, or other students.
- Arguing grades or "grade grubbing" for extra points after the professor requests the student to stop.
- Reading material or doing work for other classes.

### **Conduct on Clinical Rotations**

Clinical rotations are courses that are entirely or partially held in external pharmacy-related sites and often involve patients. Faculty and preceptors have authority to instruct students to refrain from disruptive behavior and require students to leave the clinical site if the student's behavior is interfering with the learning environment and patient or student safety during Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE). Students may also be asked to leave the clinical site if the students are unable to conduct themselves in a professional and competent manner.

Examples of unprofessionalism on clinical rotations include, but are not limited to:

- appearing to be impaired by substances or alcohol
- challenging authority
- becoming inappropriately upset or uncooperative resulting in unprofessionalism.

An incident report may be filed by the Office of Experiential Education to the School of Pharmacy Dean's Office – [Appendix IV](#). The report may then be forwarded to the school's Student Development Committee and/or the University Judicial System.

### **Confidentiality**

Confidentiality is an ethical concern and a legal issue. Pharmacists, including pharmacy students, must safeguard the confidentiality of matters concerning patients and other students. Breaking patient confidentiality is against federal law. Respecting the confidentiality of patients maintains public trust. As part of the curriculum, pharmacy students complete several hundred hours of pharmacy practice. Students must understand that as a licensed pharmacy intern, they are required to comply with the legal requirements, and with professional and ethical standards relating to the practice of pharmacy. Pharmacy students have the professional obligation to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, or fee payments. Any privileged information from committees of which students are members is also confidential. Information about fellow students that is obtained in confidence should be protected accordingly as a matter of professionalism.

Under the Health Insurance Portability and Accountability Act (HIPAA; see section below), pharmacy students must maintain the principle of confidentiality and must agree not to obtain and/or disclose any information about the medical condition, prescription records, or personal affairs of any patient while working in the pharmacy environment. Failure to maintain the confidentiality of any patient or failure to engage in professional and ethical conduct will be treated by the School of Pharmacy in the same manner as academic dishonesty. It is the policy of the School of Pharmacy that students who engage in unethical conduct will be subject to disciplinary penalties.

### **Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rules provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to the information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Consumers have rights and protections that are provided by the Privacy Rule. Covered entities must comply with

the Privacy Rule and its requirements. Guidance is available to help covered entities implement and maintain compliance with the requirements. Pharmacy students will be required to complete HIPAA training before engaging in patient care. More information and additional reading are available at <https://www.hhs.gov/hipaa/index.html>.

**NOTE:**

- All students must successfully pass HIPAA training at the start of each academic year. Students must complete by the deadline, otherwise they are removed from classes or rotations.
- All students must successfully complete HIPAA training in the spring semester of their P3 year before starting APPE rotations.
- A HIPAA violation during an IPPE or APPE rotation is grounds for failure of the rotation. Rotation failures are treated as course failures; and thus, are held to the same academic standing/progression policies.

**Required Trainings:**

1. **Bloodborne Pathogens**
2. **HIPAA (see section above)**

**Immunization Requirements**

In recognition of the vital role that vaccine coverage plays in community (herd) immunity, the School of Pharmacy follows state guidelines and does not allow for the use of non-medical exemption for required vaccinations. Medical exemptions are allowed, but will require appropriate documentation and be limited to those allowed in the references below (State of Maine, US CDC, ACHA) and compliant with each clinical site. Expenses related to completing these requirements will be the responsibility of the student.

School of Pharmacy students with required clinical training components must meet any additional immunization requirements for health care workers of the state (other than Maine) and/or clinical site where they will train. Proof of the following immunizations and labs are required for the School of Pharmacy:

1. MMR #1 & #2 **OR** (+) Positive Immunity Titers for Measles, Mumps and Rubella
2. Tetanus Diphtheria & Pertussis (TDAP) -One dose of TDAP within last 10 years (TD accepted if Proof of one TDAP as adult and TD within last 10 years)
3. Hepatitis B series **AND** Immunity Titer
4. Varicella #1 & #2 **OR** (+) Positive Immunity Titer
5. 2 Step (-) Negative TST/PPD (skin test) TB testing within last 12 months **OR** (-) Negative (QFT-Gold) T-Spot (see below for more details on the 2 step TB testing)
6. SARSCoV2 (Covid-19) Proof of completion of vaccination series (including booster dose)

## 7. Annual Flu Vaccine

### Hepatitis B

Students must present documentation of administration of a Hepatitis B vaccine series. Additionally, students must provide laboratory evidence of an immunity titer for Hepatitis B or be deemed a non-responder. Non-responders must meet the criteria-proof of completing two Hep B vaccination series (6 doses) and testing within 30-60 days of series completion. If this second series of vaccine does not result in a titer >10 mIU they are considered a *non-responder*

**Hepatitis B Non-responders:** Vaccinated health profession students whose anti-HBs remains <10mIU/ml after revaccination (total of 6 doses) will be tested for HBsAg and anti-HBc to determine infection status. Those determined not to be HBV infected (vaccine non-responders) should be considered susceptible to HBV infection. No specific work or clinical rotation restrictions are recommended for vaccine non-responders, though they should inform themselves of ways to prevent infection from the CDC and other sources such as:

[http://www.immunize.org/askexperts/experts\\_hepb.asp#hcw](http://www.immunize.org/askexperts/experts_hepb.asp#hcw) and [www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf](http://www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf) (page 18). If a health professions student is found to be HBsAg positive he/she should be counseled and medically evaluated and refer to the university's Bloodborne Pathogen Protocol.

Recommended Vaccines for Healthcare Workers: [Recommended Vaccines for Healthcare Workers | CDC www.cdc.gov/vaccines/adults/rec-vac/hcw.html](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)

Ask the Experts, Q&A on Hepatitis B Vaccine [Updated CDC Recommendations for the Management of Hepatitis B Virus–Infected Health-Care Providers and Students www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm)

### Tuberculin Skin Testing (TST)

Tuberculosis testing is an important step in disease prevention and health promotion. All School of Pharmacy students are required to provide documented proof of negative TB testing. Acceptable forms of testing include:

**1. TWO-PPD/TSTs**, or an IGRA T-Spot (Interferon-Gamma Release Assay; as of 2019 two brands of testing include the QuantiFERON®-TB Gold and the T-SPOT® TB test). Results of PPD/TST testing on **two separate occasions** separated by 1 to 3 weeks between tests are required. A single PPD test requires both placement of the PPD and a follow-up reading of the test 48-72hrs later. This process must be done twice within 1-3 weeks for full compliance with TB testing (<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>). TB testing may be required annually to meet clinical practice requirements. Students will be advised on experiential site testing recommendations by the Office of Experiential Education.

Proof of administration and results must be documented/signed by an appropriate health care provider. Some clinics require TB testing within 60 days of clinical experience, and additional testing may be required to meet date requirements. It is the student's responsibility to meet each clinical site's compliancy requirement(s).

If there are contraindications to performing a PPD/TST (e.g., having received a BCG vaccine within the previous 5 years or having had a positive PPD/TST in the past



with no symptoms), the student will need an IGRA. If positive, the student will be required to have an x-ray and submit the x-ray report, any needed treatment records, and the Annual Symptom Form signed by an appropriate health care provider. If a student has received treatment for tuberculosis in the past, or is in the process of treatment for tuberculosis, the following documentation will be required to be compliant: treatment records, x-ray report(s) and the University of New England Annual TB Symptom Assessment Form signed by an appropriate health care provider and any additional documents the clinic site requests.

### **Tuberculosis Testing Resources:**

TB Testing for Health Care Personnel:

<https://www.cdc.gov/tb/topic/infectioncontrol/healthCarePersonnel-resources.htm>

IPPE and APPE clinical rotation sites may require additional immunizations, lab testing, background checks and drug testing etc. Students will be responsible for the costs associated with all clinical rotation requirements. If a student is non-compliant with requirements, he/she will not be permitted to start a rotation (starting late is not an option as we have specific rotation dates that are not flexible). This may impact the student's graduation date.

### **NOTE:**

Students who are not in compliance with State of Maine, University of New England, and School of Pharmacy immunization requirements will not be allowed to attend classes or clinical experiences.

Adapted from:

*University of New England Immunization Compliance Policy updated 01/2022*  
*CDC Recommended Vaccines for Healthcare Workers*

### **Student E-mail Addresses and Curricular Information and Materials**

The University of New England provides every student with an email account and a separate learning management system user ID and password for the receipt of course materials while they are enrolled in the School of Pharmacy. The email account (@une.edu) is recognized as the official means of communicating with students for all university correspondence; including but not limited to, announcements, list-servs, course-instructor evaluations, online grading, emergency response, and other systems as developed.

**Students are responsible for reviewing email messages on a daily basis and responding in a timely manner.** If a student elects to have correspondence from their University of New England email forwarded to another email account, it is their responsibility to ensure they are receiving all forwarded documents and information. Students are responsible for all university and School of Pharmacy information or correspondence provided via their University of New England e-mail account. Faculty, professional staff members, and external preceptors will not make provisions or accommodations for a student if they miss university, School of Pharmacy, or IPPE/APPE information because they did not read email messages or the message was forwarded to another email account. Learning management system software is used for on-line and supplemental instruction. ***For classes being delivered using or via a learning management system, students are responsible to check it for mail or correspondence on a daily basis.***

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### **TITLE IX: Sexual Misconduct, Non-discrimination and Anti-harassment Policy**

To file a complaint of sexual misconduct, harassment or discrimination or to inquire about the policy, contact the Assistant Dean of Students, Graduate and Professional Student Affairs, or the Title IX Coordinator. Refer to the [University of New England Student Handbook](#) for more information.

### **Statement on Sensitive and/or Proprietary Research**

Given the variety and description of the work at the University of New England, some research projects do not permit the free and open publication, presentation, or discussion of the results. Students, faculty, and professional staff must acknowledge that while the results of all University of New England research are open, some investigators may be given classified or proprietary information by a sponsor when such information would be useful background material to the research effort. Such information must be identified as such in writing. Students will use reasonable efforts to prevent inadvertent disclosure of such information.

### **Respecting the Physical Environment**

A considerable amount of both human and fiscal resources are used to maintain the integrity and appearance of the physical facilities of the school. Unless authorized to do so by a professor or during a special event, food and drink are prohibited from lecture halls and laboratories during class time. Water in a closed container is permitted to be consumed during class. Students are expected to take care of trash and recycling in all areas of the building by contributing to the maintenance of a neat and clean environment: properly disposing of trash and recyclables, helping to keep classrooms, study areas, lounge areas, kitchens and appliances, hallways, restrooms, walls, and bulletin boards free of trash and clutter. In addition, theft, vandalism, or inappropriate access to personal or proprietary information or personal property (offices, desks, computers, and computer files, or other school, university, or student property) is not acceptable behavior.

### **Drug and Alcohol Use Policy**

Please see the University of New England Substance Use Policy.

### **Social Media Policy**

Students and applicants, once admitted, are representatives of the School of Pharmacy, the University of New England, and the profession of Pharmacy. As a result, students should be concerned with any behavior that might reflect poorly on themselves, the University of New England, the School of Pharmacy, and/or the profession and be aware that such behavior may result in liability for themselves, the school, and/or the university. Such behavior includes any activities conducted online and/or through social media.

Pharmacy students are not restricted from using any online social network media site and/or digital platform. However, users must understand that any contact they make public via online social networks or digital platforms is expected to follow appropriate professional behaviors and also to comply with local, state, and federal laws, and School of Pharmacy and university policies.

Before participating in any online community, it is important to understand the types of behavior that are not acceptable. Social media activities are required to be consistent

with the School of Pharmacy and university policies, including, but not limited to, Pharmacy Code of Professional Conduct, School of Pharmacy Professional Performance Standards, Oath of a Pharmacist, [Professionalism Pledge](#), and [the Code of Ethics of Pharmacists](#). See Appendix III for examples of prohibited behavior.

Clear violations of this School of Pharmacy policy or suspected evidence of such violations in the content of social networks or digital platforms will be subject to investigation and sanction under the Code for Professional Conduct. Any behaviors considered to be illegal will be referred to the appropriate law enforcement agency for investigation and potential prosecution.

### **Academic Honesty and Integrity**

Since dishonesty harms the individual, fellow students, and the integrity of the university and School of Pharmacy, acts of misconduct will not be tolerated and appropriate actions will be taken by the Student Development Committee. Anonymous accusations of misconduct will not be considered.

The University of New England School of Pharmacy expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established university and school expectations. Ignorance and lack of intent are not valid excuses. An act of scholastic dishonesty by a student is not a victimless offense. If works by some students have been accomplished unfairly, then all other students in the class are victims because their honest efforts cannot be fairly evaluated and the integrity of the program is compromised. Students are directly responsible for understanding the concepts and intentions of the Pharmacy Student Code of Professional Conduct. Upon observing a possible violation of the Pharmacy Student Code of Professional Conduct, students are obligated to:

1. Report suspected misconduct to the course coordinator.
2. File an incident report ([Appendix IV](#)) with the School of Pharmacy Dean's Office.
  - a. If necessary, students may seek guidance from the Assistant Dean of Students for University of New England Graduate and Professional Student Affairs.
3. Maintain strict confidentiality regarding the incident.
4. To facilitate academic honesty, students are expected to conduct themselves in a manner that will prevent or decrease opportunities for academic dishonesty, particularly during examinations. These include:
  - a. Removing oneself from a situation that is likely to lead to a violation of the Pharmacy Student Code of Professional Conduct.
  - b. Being on time for each examination.
  - c. Protecting one's exam from the view of others.
  - d. Keeping one's eyes focused on one's own exam.
  - e. Not beginning the exam before, or continuing to take the exam beyond, the time designated by the instructor, course coordinator, or proctor.
  - f. Not collaborating on an examination, assignment, or project unless explicit permission to do so has been granted by the instructor or proctor.
  - g. Assuming all work is to be done individually unless specifically told otherwise by the instructor.

Pharmacy students are expected to adhere to all aspects of the [University of New England Student Handbook](#). Students who believe that academic misconduct has taken place are obliged to bring their concerns to the attention of the instructor for the course or other faculty of the School of Pharmacy as may be appropriate.

Academic misconduct includes, but is not limited to, the following actions:

1. Cheating
2. Plagiarism
3. Fabrication, fraud, or forgery
4. Altering or damaging reference materials and equipment
5. Electronic Device Abuse

### **1. Cheating**

Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information, or assistance in any academic exercise.

Examples of cheating include, but are not limited to:

- Using the work of another individual on an examination or assignment and submitting it as one's own work
- Using another student's electronic devices to answer questions or provide feedback
- Permitting another student to use one's work on an examination or assignment without explicit approval of the instructor
- Collaborating on any assignment or examination without the explicit permission of the instructor.
- Possessing or accessing unauthorized notes, crib sheets, additional sources of information, or other materials during an examination
- Providing or receiving unauthorized help during an examination or prior to a make-up examination
- Taking an examination for another student or having an examination taken by a second party
- Altering or falsifying examination results after having been evaluated by the instructor and returned to the student
- Possessing or using unauthorized examinations or exam questions that were not returned or intended to be returned by professors in previous exam administrations. The transcription and/or sharing of examination questions is not permitted
- Signing-in or registering for a course for another student in order to record attendance or to save a spot in the class
- Failing to comply with instructions given by the person administering the test
- Falsifying data, laboratory reports, and/or other academic work offered for credit

### **2. Plagiarism**

Plagiarism is the appropriation, through any means, of another's work and the subsequent submission of it as one's own academic work. In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. Plagiarism can

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easily be avoided by clearly referencing the work of others and placing exact verbiage with proper identification or quotation of work.

Examples of plagiarism as it might occur in terms papers, research papers, laboratory reports, and other written assignments are listed below:

1. Failure to provide a citation for a paraphrase or summary;
2. Failure to paraphrase or summarize properly, even when a note is provided;
3. Copying another source verbatim (word for word) without quotation marks or proper indentation;
4. Copying another source without acknowledgement;
5. Turning in another student's or person's paper or other work as one's own.

### **3. Fabrication, Fraud, or Forgery**

This is defined as intentional and/or unauthorized falsification of any information or citation. For example, deception deliberately practiced in order to secure unfair and unlawful gain. An additional example is submitting one's work for an assignment or exam that was created using artificial intelligence unless a course syllabus or faculty member has explicitly stated the technology may be used.

Examples of fabrication, fraud, and falsification common in the academic and/or clinical environments are as follows:

1. Providing a false excuse or reason for missing an examination, assignment, or required attendance class or clinical rotation.
  2. Providing the name or signature of another student on an attendance form; signing an attendance form when one is present only for a brief period of time – e.g., signing in and leaving or signing when arriving near the end of the class or section.
  3. Providing false information to an instructor to increase one's grade or to attain special consideration.
  4. Fabrication or falsification of examinations, reports, assignments, case studies, and other assigned work.
  5. Falsification or invention of sources or page references in assignments.
  6. Falsification or alterations of original course documents, such as misquoting or misrepresenting the document, to support a specific point of view or hypothesis.
  7. Falsification or fabrication of laboratory results or patient data.
  8. Falsification of any school or university document including grade reports, transcripts, or personnel files.
  9. Forging signatures of school or university officials on any official document including patient records.
  10. Providing false information regarding contributions to group assignments or projects.
  11. Knowingly misrepresenting material facts to faculty/professional/staff administrators – e.g., to the Student Development Committee, the Dean, Directors, Department Chairs within the School of Pharmacy or any other individual associated with a case involving an alleged violation of this code.
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12. Misrepresenting facts about oneself or another in regard to health, personal, financial, or academic considerations to gain an unfair academic or financial benefit.

#### **4. Altering or damaging reference materials and equipment**

Examples include, but are not limited to, the following:

1. Destroying or removing study materials from circulation, examination keys, posted grades, or other materials made available to all students.
2. Any attempt to limit another student's access to educational resources.
3. Any attempt to alter materials/equipment so as to lead to an incorrect answer for subsequent users.

#### **5. Electronic Device Abuse**

*Cell phone/pager/tablet/laptop or other communication device*

Students are allowed to have cell phones, pagers, tablets, laptops, and other similar devices on campus. However, students may not use or misuse these devices during class unless specifically permitted by the faculty member. Non-class related web surfing is not allowed. Faculty members have authority to confiscate these or related electronic devices in the event of a violation of this policy and/or to require the student to leave for the remainder of class.

In the event of an emergency, the University of New England will use an alert system that incorporates the use of electronic devices. Thus, the student may have a device "on" but placed on silent, meeting, or vibrate setting.

#### **Computer Use Policy**

Refer to the [University of New England Student Handbook](#) for guidelines on Information Technology and computer use.

#### **School of Pharmacy Dress Code**

The School of Pharmacy recognizes that appropriate personal appearance creates a favorable impression on the school and the pharmacy profession in general. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total education process.

Understanding and employing these behaviors improves the quality of one's life, but also contributes to optimum morale, as well as, embellishes the overall campus image. The continuous demonstration of appropriate manners and dress ensures that School of Pharmacy students meet the very minimum standards of quality achievement in the social, physical, moral, and educational aspects of their lives – an essential area of development necessary for propelling students towards successful careers.

Faculty, visitors, patients, families, health care sites, and accrediting agencies justifiably expect strict standards to be maintained. The dress code applies at all times when students are in the School of Pharmacy building (8:00 a.m. – 5:00 p.m. while professional classes are in session),

at school professional functions, and in any situation where patient care activities occur or the occurrence of direct patient or health care professional contact can be reasonably assumed. These instances include, but are not limited to, all experiential experiences. In the absence of a stated policy for an individual course or setting, the following dress code will apply:

### **General Personal Care**

1. Maintain good personal hygiene, which includes regular bathing, use of deodorants, regular dental hygiene, and nail care.
2. Hair should be neat and clean. Beards and mustaches must be clean and well groomed.
3. Perfume, cologne, scented body lotions/oils, and cosmetics should not be used in excess.
4. Tattoos and piercings should be in good taste and covered when possible.

### **Appropriate Attire**

Business casual – Business casual does not mean sloppy

1. School of Pharmacy name badges at all times
2. Clean, business-casual-styled, neatly pressed clothing – e.g., shirts with a collar, colored or khaki trousers, slacks, or skirts, just above the knee or at fingertip length. Clothing should be in a non-distressed style.
  - Dress shirts, sweaters, polo shirts, and turtlenecks are acceptable attire. Most suit or sport jackets are acceptable attire.
3. Preference is for dress closed-toe and closed-heel shoes. Loafers, boots, flats, 1-2 inch dress heels, and leather deck shoes are acceptable.
  - Open toed dress shoes/sandals are acceptable but closed toes shoes must be on hand.
  - Open toed dress shoes are not acceptable in laboratory settings or in the experiential setting due to risks of needle sticks or environmental contamination.
  - Clean dress sneakers in dark colors or white are acceptable. Running sneakers and athletic shoes are not acceptable.
  - If orthotic shoes or other medically necessary footwear is required, the student should contact the School of Pharmacy Dean's Office.
4. Pharmacy students may wear scrubs provided they are a matching set in the color black and include the School of Pharmacy patch neatly applied to the left breast pocket. Patches are available for purchase in the Deans Office
  - Scrubs should not be worn during simulation experiences or when representing UNE in public settings.

### **Inappropriate Attire**

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#### Casual, Athletic and Nightlife/Club Attire

1. Leather clothing, fish net or seam nylon stockings.
2. Hats, caps, bandanas, hoods, or hood scarves – except if considered part of religious or cultural dress
3. Jeans, sweatpants, sweatshirts (including professional organization sweatshirts), pajamas, spandex, leggings as pants, jeggings, shorts, yoga pants, or exercise attire.
4. Tank, mesh, halter or strapless tops/dresses, spaghetti straps, showing of midriff, or low-cut or cut-out tops. A shirt or dress should attempt to minimize visible cleavage to the extent possible.
5. Undergarments should not be exposed or visible through clothing.
6. Athletic shoes, stiletto heels, platform, flip-flops, and bare feet.
7. T-shirts (including professional organization t-shirt) or shirts with inappropriate or vulgar lettering or messages. Professional organization t-shirts and sweatshirts may be worn on special occasions, for specific functions, with permission.

#### Additional dress code requirements

1. Abilities Lab I-VI: name badge on the right front pocket/chest area of the white lab coat, and closed-toed shoes.
2. IPPEs and APPEs: name badge on the right front pocket/chest area of the white lab coat, and closed-toed shoes and no perfume or cologne.

If for religious, medical, or cultural reasons, there is a need to deviate from the dress code and personal care policy, students must consult with the Dean of the School of Pharmacy and receive approval from the Dean.

Enforcement of the dress code is at the discretion of the faculty, professional staff, and preceptors. Students deemed to be in violation will be referred to the School of Pharmacy Dean's Office for consultation. The Dean's Office may require the student to change attire or take other actions. Preceptors may require students to leave the learning environment and make up the time at a later date. Students with repeated violations may be referred to the Student Development Committee for a professional misconduct review.

#### Conduct Violations

These standards are taken very seriously and evaluated regularly. *Failure to abide by these standards may result in academic warning, prescribed and proscribed actions, probation, or dismissal from the PharmD program.*

The routine disciplinary response is an immediate F for the course, as well as placing the student on permanent program probation. Depending on the severity, disciplinary action may be decreased or increased.

All violations of the Code of Professional Conduct should be reported to the School of Pharmacy Dean using the [Incident Reporting Form](#). ([Appendix](#)

[IV](#)). Reported conduct violations may be reviewed by the Student Development Committee as determined by the School of Pharmacy Dean.

## 5. Academic/Professionalism Policies

### Matriculation, Continued Enrollment, and Graduation Requirements

To matriculate into, to continue enrollment in, and to graduate from the School of Pharmacy, students are expected to read, understand, accept, and adhere to the following requirements. Failure to comply with these requirements may impact or delay the student's graduation.

All students must adhere to the following requirements:

1. Technical Standards – All students must be able to meet the School of Pharmacy technical standards listed in the “Technical Standard” section of this handbook. Individuals who could constitute a direct threat to the health or safety of others are not considered candidates for pharmacy practice.
2. CPR Training – Students are required to have current CPR certification. The training program needs to be the **American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR and AED) Program** or the **American Red Cross CPR/AED for Professional Rescuer & Health Care Provider**. A copy of the CPR card must be uploaded to one's CORE ELMS (experiential education platform) account, along with an expiration date.
3. Health Insurance - Health insurance is a requirement of all students at the School of Pharmacy. The insurance must cover inpatient and outpatient services for injuries sustained or diseases contracted while on rotations. A copy of proof of insurance coverage must be uploaded to one's CORE ELMS (experiential education platform) account.
4. Immunizations – Students are required to have appropriate immunizations before they matriculate into and as they progress through the program. Proof of immunizations must be submitted to the Dean's Office (Sharon Pilk). See the [University Policy](#).
5. School of Pharmacy Name Badges – School name badges are issued to students upon matriculation. Students must wear their name badges at all times to identify themselves as members of the school.
6. Demographic updates (e.g., name, address, gender, race/ethnicity identity, email, etc.) should be completed through the Registrar's Office and students must notify the school of pharmacy upon completion.
7. Laptop Computers – Students must have laptop computers, meeting the minimum specifications, to attend required sessions/classes.
8. Student Evaluations of Faculty Teaching – Students are expected to evaluate courses and instructors online after courses are completed and should be professional and constructive in their assessment of the course and its instructor(s).



9. Academic Standards – Students must meet Academic Program Standards & Policies as outlined in Section 8.
10. Code of Professional Conduct - Students must meet the Code of Professional Conduct policy as outlined in Section 4.
11. Electronic Portfolio – Students will maintain an electronic portfolio as directed by school policy, faculty, and advisors.
12. Pharmacy Intern License – Students must be able to meet the Maine State Board of Pharmacy Licensing requirements to obtain the Maine Pharmacy Intern License. Being a licensed intern is required to complete IPPEs/APPEs in the state in which the IPPEs/APPEs is located. Inability to obtain and maintain a valid license may prevent students from continuing in the program and completing the requirements for graduation. Students completed their experiential education in other states must meet the licensing requirements of that state.
  - **NOTE:** In accordance with the Maine Board of Pharmacy rules and regulations, any change in one's name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in one's original application for licensure **must be reported to the Board of Pharmacy within ten days**. Failure to follow this requirement may result in an immediate suspension of one's intern license and a possible civil penalty/fine.
13. HIPAA – Students must complete annual HIPAA training. A copy of this training certificate must be uploaded to one's CORE ELMS (experiential education platform) account annually.
14. Drug Screenings – Rotation sites may require a drug test (6, 7, 10, or 12 panel) as part of the required on-boarding process of the rotation site. Per individual rotation site policies, information obtained in drug screens may inhibit students from completing IPPEs/APPEs and may impact graduation. Students are responsible for drug screening costs.
15. Background Checks – The school will perform a background check on each student who participates in IPPE and APPE rotations and will provide results to each site. Per individual rotation site policies, information obtained in background checks may inhibit students from completing IPPEs/APPEs and may impact graduation.
16. Transportation – Students are responsible for their own transportation to IPPEs/APPEs.
17. NAPLEX Review Week – All P4 students are required to take part in the School of Pharmacy NAPLEX Review Week during the week between the end of the spring term of the graduation year and the Westbrook College of Health Professions Hooding and University of New England Commencement Ceremonies.

### **Professional Program Pharmacy Events**

The School of Pharmacy events are embedded within the program.

1. All-School Meeting (all students, faculty, and professional staff) -  
To open each academic year in the fall, the Dean will host an All-

- School Meeting and present the “State of the School”.
2. White Coat Ceremony (P1) - The White Coat Ceremony is a significant and meaningful tradition that symbolizes the students’ commitment to the profession of pharmacy and the professionalism that is expected of pharmacy students and pharmacists. During the ceremony the students are asked to recite an oath in which they pledge their professionalism. The students will wear a white coat representing their commitment to clinical care and service. The White Coat Ceremony typically is held in September or early October.
  3. Half-Way Charity Gala – Gala attendance is encouraged to support the P2 class and their chosen charity/cause. The P2 class hosts the event during the spring term and chooses the recognized charity.
  4. School Awards Banquet – An annual event is held in which graduates, faculty, and professional staff celebrate the graduates’ achievements and awards are given to students, faculty, and professional staff.
  5. University Commencement and College Hooding Ceremonies (P4) - Westbrook College of Health Professions celebrates accomplishment through a Hooding Ceremony, as part of the Westbrook College of Health Profession Graduate Graduation Ceremony. At the Hooding Ceremony (WCHP Graduate Graduation Ceremony), pharmacy students come full circle, reciting the Oath of the Pharmacist

## **Attendance Policies**

### **1. Class/Lab/Activity Attendance and Participation**

Students are expected to follow UNE’s policies and protocols related to illness.

#### **A. Illness-related Absences for Class/Lab/Activities (Non-Experiential Education)**

Absences related to UNE’s policies and protocols related to illness (UNE Onward) will be managed by the SOP protocol below:

**If you do not feel well but symptoms are somewhat mild (new mild headache or mild sore throat or new runny nose):**

1. Test yourself for COVID, if the results are positive follow the covid protocol below. If the results are negative follow the guidance below.
2. If you feel well enough to attend class, attend class but please mask around others.
3. Continue to monitor your health, if you are getting worse it is a sign to stop attending class and begin to monitor for COVID through testing.

**If you do not feel well enough to come to class (sore throat, runny nose, cough, fever, aches, nausea, vomiting, diarrhea):**

- a) Test yourself for COVID, if the results are positive follow the COVID protocol outlined in the next section. If you are **negative** follow steps 2-5 below.
  - b) Email the faculty for your classes to let them know that you are not expecting to be in class.
  - c) Fill out the absence notification form: **[shorturl.at/axyN0](https://shorturl.at/axyN0)**
  - d) Email the professors that are providing assessments on the day(s) that you may miss and ask them how they would like you to make up the assessment.
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- e) Make arrangements to join class via zoom as you are able based on your symptoms. Connect with classmates to get the notes that you may have missed or watch the zoom recordings to catch up on missed classes.

**If you test positive for COVID:**

- a) If at any point you test positive for COVID immediately email Dr. Marsh and the Dean. We will notify your instructors.
  - I. A reminder that any positive result is a positive result- faint lines are positive results.
  - II. Testing negative after testing positive is *not* an indication that you can return to class.
- b) You may return to campus 5 days after your positive test date; when you return to campus remain masked for 5 days (until day 10 from positive covid test)
- c) Notify students, faculty and other individuals that were considered close contacts (close contact means you spent 15 minutes of time with them unmasked).
- d) Email the professors that are providing assessments the day(s) that you may miss and ask them how they would like you to make up the assessment.
- e) Make arrangements to join class via zoom as you are able based on your symptoms. Connect with classmates to get the notes that you may have missed or watch the zoom recordings to catch up on missed classes.

**B. Non-illness Absences for Class/Lab/Activities (Non-Experiential Education)**

Absences unrelated to UNE's illness policies and protocols will be managed by the policy below:

Attendance in all courses and school-required activities is expected and considered an aspect of professional responsibility and individual dependability. When absences occur, students must inform their course coordinator (s) via email **in advance** or as soon as possible if they know they will be absent. Students should also fill out the absence notification form: [shorturl.at/axyN0](mailto:shorturl.at/axyN0). Course make-up work or activities are offered at the discretion of the course coordinator.

Students are held responsible for any make-up work or required course activities. Attendance is expected at all ABL and IGL sessions as well as simulations as these classes may not be replaced with makeup work. If an absence occurs in this class it is the responsibility of the student to follow up with the course instructor to determine how they can demonstrate the learning that took place.

Students will be allowed up to three (3) absences in any course. At the discretion of the course coordinator, further absences may result in grade penalties.

Students are expected NOT to take vacations or time off from classes unless they are university and/or school-sanctioned holidays or events.

**2. Assessment Attendance**

"Assessments" will be defined as graded activities including course examinations, quizzes, lab practicals, or other graded or School-required assessments. Assessments may be given by faculty at a time other than the regularly scheduled class time, provided students are notified in advance in the course syllabus or through communication from the Dean's Office.

Students must contact the course director in advance if they will miss a scheduled assessment and are requesting a rescheduled assessment. Failure to do so will result in a grade of zero (0) for the assessment (unless there is a significant extenuating circumstance). Students who are not in attendance for a scheduled assessment and have not contacted the course instructor in advance (or within a reasonable time if significant extenuating circumstances exist) will not be allowed to reschedule it. Examples of significant extenuating circumstances

include acute unexpected hospitalizations, car accidents, unexpected weather-related calamity (i.e., events that would preclude you from being able to communicate).

Students who arrive to the assessment classroom after another student has completed and left the assessment will not be allowed to take the assessment. If no other student has left and the student is allowed to take the assessment, no additional time to complete it will be granted.

### **3. Experiential Education Attendance Policy**

Pharmacy students must complete all required hours during each IPPE and APPE. The day-to-day schedule of the required hours throughout the rotation should be planned with the preceptor at the beginning of the rotation. Students should not exceed their rotation hours to “get-ahead” for required rotation hours in an attempt to complete the rotation early. If you miss a day because of an excused or unexcused absence, you must contact your preceptor and the Office of Experiential Education immediately. In cases of tardiness, sickness, holidays, or any other excused or unexcused absence, the student is responsible for making arrangements to make-up the time missed before the end of the rotation.

It is the preceptor’s decision whether hours missed can be made up. Regardless of attendance, students are responsible for the completion of all assignments and learning activities. A single unexcused absence may result in the reduction of the overall course grade by 10%. More than one unexcused absence may result in a failure of the rotation. Excused absences should be minimized. Any deviation from this attendance policy or related issues will be addressed by the Office of Experiential Education.

### **Religious Holiday Observance**

Students who wish to observe a religious holiday must submit a request to be absent to course directors by the tenth day of classes. If a religious holiday is observed on or before the tenth day of classes, the students must contact course directors at least five days in advance of the date when they wish to be absent. Faculty members have been asked to avoid major religious holidays for assessments. The students must plan, at the discretion of the course coordinator, to take any missed assessment either prior to or following the scheduled assessment. All assignments must still be handed in on-time. Faculty are not required to remediate students as a result of these absences.

### **Student Athletes**

Student athletes may request to miss class for a scheduled varsity intercollegiate competition. Students must submit a request to be absent to course directors by the tenth day of classes. If varsity intercollegiate competition occurs on or before the tenth day of classes, the students must contact course directors at least five days in advance of the date when they wish to be absent. The student athlete is responsible for initiating collaboration with faculty and making arrangements with other students to obtain all information from each missed class. The students must plan, at the discretion of the course coordinator, to take any missed assessment either prior to or following the scheduled assessment. All assignments must still be handed in on-time. Faculty are not required to remediate students as a result of these absences.

### **Examination Procedures Policy for School of Pharmacy Students**

1. Randomized seating will be used for exams.
  2. All personal belongings (including phones and tablets) must be stored at the front or
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- back of the room so tabletops, chairs, and floors are clear.
3. Remove ear buds that can transmit sound and remove all smart watches.
  4. Students will not be allowed to have food during the exam period, unless there is a documented illness that requires food. Water in an enclosed container is permitted.

Students must abide by these examination procedures and [Exemplify Policies in Appendix V](#).

## 7. Registration & Grading

Students are expected to self-register for all non-experiential courses. The registration process requires a registration PIN provided by each student's assigned advisor. Once the registration period is open, the PIN is needed to register and make all subsequent changes to the student's schedule. The Office of Experiential Education will register students for all IPPEs and APPEs.

Full-time status at the School of Pharmacy requires ten credits; thus, nine or fewer credits will be considered part-time status and students will be charged on a per-credit basis. A total of three credits or more is required for Financial Aid purposes and loan deferment.

Students may only take an elective once they have achieved P2 status, except in rare cases. Students may only take one didactic elective per summer/fall and winter/spring terms unless granted permission to do so from the Director of Academic Affairs, Assessment, and Accreditation. An Independent Study elective may be taken concurrently with a didactic elective. A summer elective course will count as a fall elective for Financial Aid and as a fall term elective; however, *the number of credits will not count toward the fall term total credits* – rather, they count towards the summer term number of credits. There is no charge for a summer elective if a student is full-time in the fall; however, a student may be charged for a summer elective on a per credit basis if not full time in the fall.

Generally, 300-level courses are for P1 students; 400-level, P2 students; 500-level, P3 students; and 600-level, P4 students. Special permission from the Director of Academic Affairs, Assessment, and Accreditation, with input from the course coordinator, is required to enroll in a higher-level course than a student's status.

### Transfer Credit

Transfer credits can be awarded to students who transfer from another Doctor of Pharmacy program. The Director of Academic Affairs, Assessment, and Accreditation in the School of Pharmacy, with input from course coordinators, will award transfer credits on a case-by-case basis. No credit will be awarded to transfer students for experiential education.

### Course Registration/Add/Drop/Withdrawal

There is an add/drop period for students to register for courses and make schedule changes as needed. From the date registration opens until the day before classes start, students may add courses. From the date registration opens until one day after classes start, students may drop courses. Any changes required outside this period of time must be made through the School of Pharmacy Dean's Office. Dates can be found on the Registrar's website: [add/drop dates](#)

Students may withdraw from core courses with an approved leave of absence or program/university withdrawal.

### APPE Withdrawal

A request to withdraw without penalty (i.e., with a grade of W), will be issued only if **all** conditions listed

below are met:

1. Approval of preceptor and course coordinator – signatures are required.
2. Less than 1/3<sup>rd</sup> (80 hours of 240) of APPE contact time has passed.
3. The student has no pending charges during that rotation that would result in conduct violations as defined in the Pharmacy Code of Conduct, APPE Student Handbook, and the University of New England Student Handbook. This includes perceived impairment, substance or otherwise, identified by a preceptor, faculty, staff, or any personnel at a rotation site and/or on university property, criminal charges, and/or ruling of any other academic or professional misconduct.

All other withdrawals will be issued a grade of WP or WF.

Students are strongly encouraged to consider the implications of withdrawing from an APPE. Students who do withdraw are not guaranteed another APPE within the same academic year, meaning graduation requirements may not be satisfied, financial obligations for further coursework will likely be required, and financial aid may be compromised. Reassignment within the same academic year is dependent on site availability and the approval of the Office of Experiential Education, the Department Chair of Pharmacy Practice, the Director of Academic Affairs, Assessment, and Accreditation, and the Dean of the School of Pharmacy.

### **Audit**

Matriculated students may not audit a School of Pharmacy course.

### **Incomplete**

An incomplete grade (I) is given to students who are passing a course, but who, for reasons beyond their control, are not able to complete the class on time. The incomplete grade must be entered within the time limit determined by the course coordinator and may not extend beyond six weeks following the end of the semester. The incomplete grade defers computation of credits for the course to which it is assigned. Failure to complete the work before the limitation date, or within the time imposed by the course coordinator, results in the assignment of a failing grade (F) for the course.

### **Grading**

Upon completion of a course of study, the course coordinator submits a grade for each student to the Registrar.

Grades are assigned as follows:

93% – 100%: A	73% – <77%: C
90% – <93%: A-	73% - <77%: C
87% – <90%: B+	70% – <73%: C- <b>Not passing for IPPE/APPE</b>
83% – <87%: B	<b>65% – &lt;70%: D</b>
80% – <83%: B-	<b>&lt;65%: F</b>
77% – <80%: C+	

A passing grade in the didactic curriculum is defined as a C- or a “Pass” grade for a pass/fail course. For an IPPE and APPE, the minimum passing grade is a C.

There is no rounding of grades (e.g., a final course grade of 69.99% will be assigned a “D” letter grade).

## 8. Academic Program Standards & Policies

The Student Development Committee is responsible for developing and revising policies and procedures for 1) program probation, progression, dismissal, and readmission; and 2) academic or professional misconduct. The committee also will provide an impartial review of student appeals to the Dean according to procedures associated with professional/academic misconduct or academic progression/dismissal.

A passing grade in the non-experiential curriculum (e.g., lecture, laboratory, and discussion-based courses) is defined as a C- or a “Pass” grade for a pass/fail course. A non-passing grade is defined as a D, F, or “Fail”. For an IPPE and APPE, the minimum passing grade is a C, with a non-passing grade defined as a C-, D, or F. Any student that receives a non-passing grade will be required to repeat the course and will be presented with an adjusted educational plan of study as dictated by the Student Development Committee.

**Students must achieve a program cumulative GPA of 2.0 in all didactic coursework to begin APPEs.**

**Students must complete all Doctor of Pharmacy program requirements and receive at least a program cumulative GPA of 2.0 to graduate.**

GPA's are calculated by taking the average quality points per credit hour, i.e., (QP x # course credits) / # credits (term or overall). Upon completion of any repeated course, a new listing and assigned grade are placed on the student's transcript. The original course listing and grade remain on the student's transcript. All courses are listed chronologically on the transcript by semester or academic period in which they are enrolled. **NOTE:** The most recent attempt is the attempt used to determine the university overall GPA. However, ***both course and repeat course performances are included in program cumulative GPA and program status.*** Students may not retake the same elective previously passed, except in the case of Independent Study elective courses.

### Remediation

Post-course remediation is prohibited.

In-course remediation is a privilege and not a right. Eligibility for remediation may include the requirements that the student attended class, completed early warning requirements, visited Student Academic Success Center and/or the counseling center, and/or attended office hours/reviews/Supplemental Instruction sessions. The in-course remediation policy, i.e., whether remediation is offered or not, will be the responsibility of the course coordinator.

### Monitoring Progress

For full semester courses:

- After faculty submission of midpoint grades, students who are at risk of failing will be notified of their status and receive the Midpoint Warning – SOP Academic Improvement Plan form (See Appendix VI) with the requirement they meet with the course instructors/coordinators and faculty advisor **within 72 hours**.
- The completed Midpoint Warning Form with advisor, coordinator, and student signatures must be submitted to the Chair of the Student Development Committee and Dean's Office Representative **within 24 hours of completion**.
  - If on probation, the student must also meet with the School of Pharmacy

Dean **within five business days** from completion of the form.

**NOTE:** These meetings are required. The School of Pharmacy Dean's Office, with the help of the course coordinators, will monitor compliance of any midpoint warning forms sent to specific students. Non-compliance will be noted in the student's file and will be noted as unprofessional behavior.

For less than full semester courses:

- Non-passing major assessment: Students who score a non-passing grade on any major assessment should contact the course coordinator and schedule a meeting to discuss ways to improve performance as soon as possible after assessment grade is posted.
- Non-passing midpoint grade: Faculty will complete the Midpoint Warning – SOP Academic Improvement Plan form for short courses in the same process as above but use the actual course/assessment midpoint as determined by the course coordinator rather than the semester midpoint.

### **Program Probation**

There are two types of probation.

1. Program Probation is in place for a minimum of one year.
2. Permanent Program Probation is in place for the remainder of the student's time in the program.

Program academic probation starts at the end of an academic semester. For example if a failure occurs in a 5 week course running weeks 1-5 the student's performance will be reviewed at the end of the semester and probation status would begin at that point. Probation due to professional reasons begins immediately.

There are two reasons for probation and each reason can result in each type of probation. These are also the two reasons for dismissal.

1. Academic
2. Professional

Students on **any type of probation:**

1. Are ineligible to participate in major extracurricular activities (e.g., intercollegiate athletics, to serve as an officer, chair, or leader of any student activity/organization) or represent the school as a Dean's Ambassador.
2. Are not sanctioned to attend any on- or off-site meetings as an official representative of the school (ie organizational officer)
3. May not serve on or be a representative to any school or university committee.

### **Academic Program Probation:**

The following will result in the student being placed on academic program probation:

1. Failure to maintain a term or cumulative GPA of 2.0; or,
2. One or more Ds in a term

The Student Development Committee develops an educational plan of study for a student placed on academic probation that must be followed for the remainder of that student's enrollment in the School of Pharmacy. Pharmacy students may be removed from academic program probation at the end of a full year when a grade of at least C- is earned in all repeat courses and program GPA is equal to or exceeds 2.0. All status changes to remove probation will be determined by vote of the Student Development Committee upon full academic, professional conduct, and judicial review. Once determined, communication about being placed on or being removed from probation will come from the Dean's Office.

### **Permanent Academic Program Probation:**



The following will result in a student being placed on permanent academic program probation:

1. One or two Fs in a term
2. Any non-passing grade during program probation.

Students on permanent-academic program probation will be monitored by the Student Development Committee for potential adjustments to their educational plans. These plans may require additional actions, including, but not limited to:

1. Retaking courses. The Student Development Committee may provide a list of required courses to re-take and a list of recommended courses.
2. Requiring a minimum passing grade for a retaken course. Failure to do so will result in dismissal.
3. Working with Student Academic Success Center and other resources to improve in areas of deficiency.
4. Incorporating course- and work-load limits and recommendations about reducing employment hours.

### **Academic Dismissal**

The following will result in academic dismissal of a student:

1. Three or more non-passing grades in a single term;
2. Any F during program probation;
3. Any D during permanent program probation;
4. Two consecutive Fall/Spring semesters of term and/or cumulative GPA below 2.0; or,
5. Any subsequent semester (not consecutive) with a GPA below 2.0 may result in dismissal from the School of Pharmacy for academic deficiency.
6. Failing a repeated course for a second time.

### **Professional Program Probation, Permanent Professional Program Probation, or Professional Dismissal**

The following are examples of activities that may result in professionalism probation, permanent probation, or, in severe cases, dismissal (this list is not comprehensive):

1. Poor attendance
2. Failure to cooperate with instructors
3. Inappropriate or unethical interactions with fellow students, associates of the School of Pharmacy, or experiential site personnel
4. Inappropriate or unethical interactions with patients
5. Violation of the School of Pharmacy's Code of Professional Conduct
6. Any breach of confidentiality that is in clear violation of HIPAA regulations or the School of Pharmacy's Code of Professional Conduct
7. Repeated personal appearance not in compliance with the school's dress code

Student conduct will be reviewed by the student development committee based on reported student behavior by faculty, staff or peers using the incident report form (Appendix IV). The student may be requested to meet with the SDC to discuss their behavior and decisions regarding probation versus dismissal will be made by the committee based on severity of the reported incident. A pattern of unprofessional behavior or failure by the student to make adjustments suggested by the SDC may result in permanent professional probation. Repeated incidences of unprofessional conduct while on permanent professional program probation may result in dismissal.

Academic or Professional Program Dismissal

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Students who have been dismissed from the program for academic or professional reasons should:

1. Communicate with Financial Aid.
2. Consider applying for a pharmacy technician license if they choose to continue to work as a pharmacy technician and are otherwise eligible.

Students who have been dismissed from the program must:

1. Notify the Maine Board of Pharmacy within ten business days of their change in status within the School of Pharmacy.

### **Reapplication**

A student dismissed for academic reasons may reapply through PharmCAS after a minimum absence of one academic year from the program. Students are encouraged to use this year to demonstrate a commitment to self-improvement through remediation of foundational work and/or seeking work experience in a pharmacy/healthcare setting, as well as reflection on how they believe they can implement change to ensure they are successful in the program. However, undertaking these measures does not guarantee readmission to the School of Pharmacy and readmission is at the discretion of the Admissions Committee.

## **9. Student Appeals and Comments/Suggestions**

Business days in the policy below are defined as 8:00 a.m. – 5:00 p.m. (EST) Monday-Friday. Students seeking guidance regarding any grade appeals should consider consulting with their faculty advisor.

### **Assessment Grade Appeal**

A student grade on an assignment, quiz or exam must be appealed within three business days of the date the grade is released. Challenges on specific questions must be presented in writing to the instructor by email or at office hours. Responses to challenges will be provided within five business days from receipt of the appeal. University course grade submission deadlines and course grade appeal policies supersede this policy. As a result, final exam grade appeals must be made within two full business days of final exam grade posting in Brightspace. Course coordinators must respond to final exam appeals within two full business days of the appeal.

### **Final course grade appeal**

All final course grade student appeals **MUST** be based on:

1. New evidence that could not have been presented to the course instructor at the time of the original decision. Information is not considered new evidence if the student knew of the circumstances influencing the grade but did not inform the instructor or otherwise work with the instructor prior to grade assignment,
2. Procedural errors in the original grading process that had a substantial impact on or otherwise prejudiced the final grade decision.

Failure to file a written appeal within the allotted timelines specified below will render the original decision final. Students must directly contact the course coordinator involved within two business days of when they are informed of their final course grade. If student is not satisfied with the final course grade outcome or does not receive a response from the course coordinator in two business days, the student may then file an appeal on the second business day by submitting a letter of appeal to the Department Chair, i.e., Chair of Pharmacy Practice or Chair of Pharmaceutical Sciences and Administration. The course director and administrator for IPPE and APPE grades is the Director of Experiential Education and the Chair of Pharmacy Practice, respectively.

The department chair will communicate their decision to the student within two business days of the appeal via email. If the department chair is the director or instructor for the course in question, then the appeal will be reviewed by the other department chair.

If the student is not satisfied with the final course grade outcome or does not receive a response from the department chair within two business days, the student may then file an appeal on the second business day by submitting a letter of appeal to the Student Development Committee (SDC) Chair. The SDC will communicate the final decision of the appeal within two business days.

Each level of final course grade appeal is an independent level of review. Students, faculty, and administrators are to adhere to the timeframes outlined in the policies above. Failure to submit an appeal by the student within the appropriate timeframe will result in denial of the appeal. Students should appeal to the appropriate faculty or administrator as outlined by the policies above.

#### Final Course Grade Appeal Process:

***Student submits written appeal to course coordinator within two business days of final course grade notification***

*Course coordinator responds within 2 business days*

*Student unsatisfied with course coordinator response  
OR course coordinator did not respond*



***Student contacts department chair by written appeal***

*Department chair responds within 2 business days*

*Student unsatisfied with department chair response  
OR Department chair did not respond*



***Student contacts Student Development Committee (SDC) by written appeal***

*SDC meets to discuss and identify an appeal response, then  
SDC Chair with the Dean to review the developed plan and  
ensure it aligns with current policies, and then SDC  
determines finalizes the appeal response*



***Final grade decision communicated to student by SDC***

#### **Probation status appeal**

Any student that receives a non-passing grade will be placed on program probation or permanent probation and issued a plan of study by the Student Development Committee. When all semester final grades have been posted at the end of each term, letters of

probation will be issued within seven business days by the School of Pharmacy Dean. Students may appeal any program status changes via email to the Westbrook College of Health Professions Dean within five business days of receipt of the plan of study.

### Program dismissal appeal

When all semester final grades have been posted at the end of each term, students meeting criteria for program dismissal will be issued a letter within seven business days by the School of Pharmacy Dean. Students may appeal program dismissal decisions via email to the Student Development Committee Chair within five business days of receipt of the letter of program dismissal. If a student is not satisfied with the final Student Development Committee outcome, the student may then file an appeal within five business day by submitting a letter of appeal via email to the Westbrook College of Health Professions Dean.

Appeals **MUST** be based on:

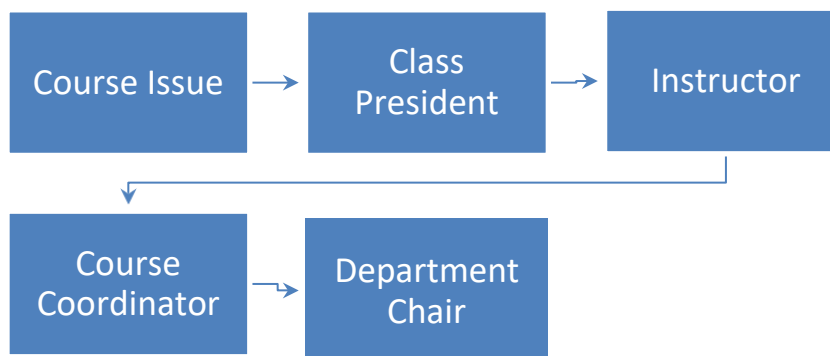
1. New evidence that could not have been presented at the time of the original decision. Information is not considered new evidence if the student knew of the circumstances influencing the grade but did not inform the instructor or otherwise work with the instructor prior to grade assignment,
2. Procedural errors in the original grading process that had a substantial impact on or otherwise prejudiced the final grade decision.

Failure to file a written appeal within the allotted time will render the original decision final. Students are not required to submit supporting evidence from faculty/staff. In the instance where a student would like to provide letters of support from other individuals, the committee will consider these only when commentary provided relates to the case in review.

### Student Comments/Suggestions

There may be times when a student has an issue with or complaint about a course offering. A student's first step is to share the issue with the Class President or designated class officer.

- Doing so lets the class president know of the issue.
- If it is a concern only a student has, the class president will advise that student to discuss the issue with the faculty directly.
- If it is a concern voiced by several—or a group of—students, the class president can then address the issue with the faculty—rather than overwhelm the faculty with multiple contacts. If there is no success dealing with the faculty and the issue warrants a change, the class president will then address the issue with the course coordinator and, finally, the department chairperson as needed.



## 10. Miscellaneous

### Intern Licenses

Students must be able to meet the Maine State Board of Pharmacy licensing requirements to obtain a valid intern license. These licenses are required to complete off-campus experiential courses. Inability to obtain a Maine intern license may prevent completion of experiential courses and prevent a student from continuing in the program and completing the requirements for graduation. Students completing their experiential education in other states must meet the licensing requirements of that state.

In the fall semester of the P1 year, students must apply for and maintain a current Maine pharmacy intern license in order to complete the experiential education requirements. If a student is completing an IPPE and/or APPE outside of Maine, the student also will be required to possess the appropriate license in accordance with that state's Board of Pharmacy rules and regulations.

Each P1 student will be provided with an application for the Maine intern license during the Office of Experiential Education orientation session. The application may also be found on the board's website:

<http://www.maine.gov/pfr/professionallicensing/professions/pharmacy/forms.html>

All pharmacy intern licenses expire annually on December 31. All School of Pharmacy students will be required to renew their intern license (at no additional charge) using the Maine Board of Pharmacy on-line renewal process prior to the expiration date:

[https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board\\_number=4380](https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=4380)

***NOTE: In accordance with the Maine Board of Pharmacy rules and regulations, any change in a student's name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in the original application for licensure must be reported to the Board of Pharmacy within ten days. Failure to follow this requirement may result in an immediate suspension of the intern license and a possible civil penalty/fine.***

### Pharmacist License/NAPLEX exam

To obtain a pharmacist license to engage in the practice of pharmacy in Maine, the Maine Board of Pharmacy requires 1500 intern hours. The number of required intern hours will vary state to state.

The Maine Board of Pharmacy will accept intern hours earned during IPPEs and APPEs; however, some states do not accept all IPPE and APPE hours and will require students to have intern hours earned while working as a paid employee in a pharmacy in addition to their IPPEs and APPEs. It is each student's responsibility to be aware of each state's intern hour number and reporting requirements or any additional requirements for license as a pharmacist. For example, preceptor affidavits or other specific reporting forms may be necessary to verify hours earned. For more information regarding the NAPLEX and the pharmacists licensing process, see the National Association of Boards of Pharmacy (NABP) [website](#). All applications, forms, and requirements can be found under each state's Board of Pharmacy website.

### Denial of licensure or refusal to renew

The Board of Pharmacy may deny a license, refuse to renew a license, or impose the disciplinary sanctions for a licensed intern or pharmacist engaging in unprofessional conduct by violating any standard of professional behavior, including but not limited to a breach of confidentiality of health care information pursuant to state law, that has been established in the practice for which the licensee is licensed.

### **Student Accident and Injury Report and Post-Exposure Protocol**

University of New England Post-Exposure Protocol for University of New England Health Profession Students Who are Exposed to Blood or Body Fluids Through a Needle Stick or Other Sharp Instrument Injury

Students must refer to [Appendices VII and VIII](#) and review the entire reporting form and protocol. The purpose of the protocol is to delineate a clear mechanism by which University of New England students report injuries and receive appropriate care and follow up for exposures to blood and body fluids through a needle stick or other sharp instrument or similar injury. This includes exposures that occur in clinical or research sites that are on- and off-campus.

### **Faculty Advisors**

Students are assigned pharmacy faculty advisors when they matriculate into the Professional Program of the School of Pharmacy. Advisors are there if and when students need them and can serve as a valuable resource. Following are advisor and advisee roles and expectations.

#### **Advisor Role**

- Meets with advisee(s) at least once during a semester
- Encourages advisee development, academic performance, and professional activities
- Communicates with advisees regarding how they may be contacted
- Is familiar with student services on campus
- Maintains confidentiality regarding student records and discussions
- Discusses academic and other difficulties and make appropriate referrals
- Encourages and assists with pharmacy career exploration
- Reviews advisee portfolio entries and provides feedback as needed
- Assists with course registration and required registration codes

#### **Advisee Role**

- Know how to contact advisor – e.g., phone, email, or in person
  - Discuss advisor's career choice, research interests, and more as a way to identify networking opportunities or potential collaborations
  - Take responsibility for maintaining the relationship (i.e., take initiative)
  - Try to meet with advisor at least once a semester besides registration appointment (ideally more often)
  - Keep appointments and return emails and phone calls
  - Keep advisor informed of academic progress, interests, career goals, etc.
  - Share “good news” as well as “bad news” with advisor
  - Ask advisor for referrals to appropriate resources/contacts
  - If requested, follow-through on mid-term progression requirements with advisor after meeting with course director.
  - If advisor is not meeting needs, contact the School of Pharmacy Dean's Office
-

*Each student needs an Advisor of Record. Students are assigned advisors but may switch advisers at any time after the fall semester of the P1 year. Students may use the Advisor Switch Form from the Dean's Office to request such a change. ([See Appendix XI](#))*

### **Awards & Scholarships**

The School of Pharmacy has a variety of awards and scholarships available to professional students. The criteria for the awards and scholarships vary from extracurricular involvement, academic standing, hometown, and current or past employer. Scholarships and awards are presented at the Annual All-School Meeting and Awards for the Graduating Class are presented at a School of Pharmacy Graduation Banquet.

Information regarding applications will be shared via email and Class Information Sessions.

### **Honors**

The following honors are available to students in the School of Pharmacy.

- *Dean's List* - Students taking 12 or more credits of didactic courses and receiving term GPAs of at least 3.5 will be placed on the Dean's List for the term.
- *Rho Chi Honor Society* - Top 15% inducted at 50% completion of the pre-APPE curriculum (P2 Spring semester) and remaining Top 5% inducted at 75% completion of the pre-APPE curriculum (P3 Spring semester).
- *Honors Designations* - School of Pharmacy Graduation honors are awarded to candidates for the full-time Bachelor of Science degree recipients who have distinguished themselves by virtue of high academic achievement. Students who have been or are on program probation at any time during the entire program will not be eligible for graduating with honors regardless of their GPA. Any student who receives a failing grade in didactic (D or F) or experiential (F) courses will be excluded.

#### ***Grade Point Average (4.0 scale)***

≥ 3.80

3.70– 3.79

3.60 – 3.69

#### ***Honor***

*summa cum laude*

*magna cum laude*

*cum laude*

- *Interprofessional Honors Distinction* – This honor is available to students who have completed certain interprofessional activities. Refer to requirements/description here: <https://www.une.edu/cece/students/honors-distinction>

### **Student Representation on Faculty Committees**

The following school committees may request professional student participation:

- Academic Affairs
- Assessment and Evaluation
- Student Affairs, Scholarships and Awards
- Wellness

Selection process:

The process for selection is up to each committee.

Term length:

- Each student will be selected in the first professional year and will actively serve as long as they remain eligible or through their third professional year.

- Students who complete a three-year term will remain as non-voting participants of the committee until graduation, i.e., during their fourth year.

Student responsibilities to the committee:

- Attend all committee meetings
- Represent the student point of view
- Complete committee-specific work as assigned

Criteria for continued eligibility:

Students must maintain satisfactory academic standing while serving as a representative to faculty committees

If a student is placed on probation, the student must step down from their position on a faculty committee.

### **School of Pharmacy Student Organizations**

Participation in student professional organizations is strongly encouraged but is on a voluntary basis.

### **Westbrook College of Health Professions Student Travel**

Criteria for Student Funding:

- Students in good academic standing (undergraduate or graduate) at the time of submission of the funding application AND at the time of the conference or presentation are eligible to apply for departmental and college funding.
- Student must have had an abstract accepted for either an oral or poster presentation or have been selected for a student appointment to a position within a professional organization. Students are encouraged to apply for funding as early as possible.
- May be a local, regional, national, or international conference.
- Students must indicate other sources of funding that have been applied for:
  - Student Government Association
  - Office of Sponsored Research
  - Department

Departmental and College Funding Support:

- Conference fees
- Travel
- Food
- Lodging

Process:

- The student is responsible for completing and submitting an Approval to Travel form and the Application for Student Travel Funding form to their department along with documentation supporting their acceptance to present or statement of appointment to a professional organization position. This submission must be made at least two weeks in advance of their travel.
- If approved at the department level it can be forwarded to the Westbrook College of Health Professions Dean's office for additional consideration for financial support.

Funding Reimbursement:

After attending the conference, the student must:

- Have attended the conference or presentation



- Adhered to program's professional standards
- Submit a Travel Expense Voucher form with a copy of all receipts to the department for reimbursement within 10-14 business days from date of return to school.

Note that funding availability can vary from year to year based on departmental and college budgets. The act of submitting an application does not guarantee funding.

- If funding is approved, the department may provide up to but not **more than 25%** of the cost of travel.
- If funding is approved, the WCHP Dean's Office may provide up to but not **more than 25%** of the cost of travel.

## University Services Links

### Counseling

[www.une.edu/studentlife/counseling](http://www.une.edu/studentlife/counseling)

### Student Academic Success Center

<http://www.une.edu/studentlife/portland/portland-student-academic-success-center>

### Career Services

[www.une.edu/studentlife/portland/career-planning](http://www.une.edu/studentlife/portland/career-planning)

### Student Access Center

A student who discloses a disability and requests accommodation will be required to submit, in writing, the request for accommodation and pertinent supporting documentation to the [UNE Student Access Center](#).

#### *Student Responsibilities:*

- Share Student Access Center registration information with faculty/course coordinator and the department liaison at the start of each term
- Discuss all contingencies, including regular, midterm and final exams, tests, and quizzes with their course coordinators
- The student must provide Student Access Center a copy of their test schedule early in every semester with the courses noted in which they would be using their testing accommodations outside the supervision of their instructor
- Notify the Student Access Center of any test schedule changes within **three** business days of the exam
- When taking a computer-based test the student will come equipped with a personal computer that supports the test software.

For more information on disabilities and accommodations, contact the Student Access Center

- Portland Campus: [UNE Portland Student Access Center](#), Ginn Hall, Lower Level, Phone: (207) 221-4418; Fax: (207) 523-1919

### Student Lockers

School of Pharmacy students may use the lockers in the School of Pharmacy building on the first floor. Lockers are assigned randomly and students will be notified by email of the locker number. Locks and locker contents will be removed from lockers that have not been acquired through the Dean's Office. Locks and contents must be removed during the spring finals week. Any locks remaining after spring finals week will be cut and locker contents removed and discarded.

**Building Hours**

Monday-Friday	Weekends
6:00 a.m. – 7:00 p.m. Doors Open	6:00 a.m. – 1:00 a.m. Swipe Access
7:00 p.m. – 1:00 a.m. Swipe Access	
1:00 a.m. – 6:00 a.m. No student presence in Building	1:00 a.m. – 6:00 a.m. No student presence in building

**Ordering a Replacement Name Badge or Additional White Coat**

Students should consult the School of Pharmacy Brightspace page (Additional Student Resources) for access to order forms.

**Laptop requirements**

Students must retain laptops that meet the minimum requirements ([Appendix IX](#)) and are able to effectively function with CORE (ELMS), EHR Go, and Exemplify requirements.

## **Appendix I - Technical Skills**

### ***Observation***

Students must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to monitoring of drug response and preparation of specialty dosage forms. Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand, noting non-verbal as well as verbal signals. Students must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; observing the activities of technical staff operating under their supervision; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms); and competently using instruments for monitoring drug response. Observation requires not only the functional use of the sense of vision, but also other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

### ***Communication***

Pharmacy students should be able to speak, to hear, and to observe patients and other health care professionals in order to elicit both verbal and nonverbal information, and must be able to communicate effectively with and about patients. Communications includes speech, reading, writing, and computer literacy. Students must be able to perceive and respond appropriately to all types of communication including telephone communications (verbal, nonverbal, written) from faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include but are not limited to the following abilities: reading, writing, speaking, and comprehending English with sufficient mastery to accomplish didactic, clinical, and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the health care team. Students must be able to read and record observations and care plans legibly, efficiently, and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions, and encounters with patients. Students must be able to complete forms or appropriately document activities according to directions in a complete and timely fashion.

### ***Motor***

Pharmacy students must have sufficient motor function to carry out basic laboratory techniques and skills to accomplish basic pharmacy practice tasks utilizing both gross and fine motor skills. These include but are not limited to; compounding prescriptions, filling prescriptions, counting prescription medications, administering medications, preparing intravenous products, and administering intramuscular and subcutaneous injections. The students must be able to conduct a physical assessment of a patient by palpation, auscultation, and other diagnostic maneuvers. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting. Students must be able to transport themselves to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatments reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and the preparing sterile intravenous medications.

Pharmacy students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. The student must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

### ***Intellectual***

Pharmacy students must possess sufficient intellectual, conceptual, integrative, and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the students should be able to comprehend three-dimensional relationships and to understand the spatial relations of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest. Additionally, calculations involving appropriate dilution or

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reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biological, economic, or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

### ***Behavioral and Social***

Pharmacy students must possess the physical and emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments, to display flexibility and function in the face of uncertainties inherent in the academic and clinical environments with appropriate coping responses. Compassion, integrity, concerns for others, interpersonal skills, interest, and motivation are qualities that are assessed during the admission and education process. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff, and colleagues. The students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff, and colleagues. Lastly, the students should handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

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## **Appendix II - SOP Alcohol and Other Drug Use Policy**

For specific details regarding the University of New England's policies on alcohol and drugs, refer to the appropriate sections of the University of New England Student Handbook.

### **Appendix III - Social Media Examples of Prohibited Behavior**

Unprofessional posting is considered to be information, text, video, photos, gifs, music, or other online item placed, linked, or forwarded via electronic media. The following are examples of behavior related to social media posting and social technology behaviors that are prohibited.

- Posting about oneself, one's peers, faculty, professional staff, preceptors, patients, or clinical instructors, the School of Pharmacy, or the University of New England in any manner which is unprofessional and/or could negatively alter professional reputations.
  - Profane, vulgar, and otherwise unprofessional postings do not reflect the values of the School of Pharmacy, the University of New England, or the Profession and must be avoided if there is even the slightest possibility that the student will be considered to have an affiliation – e.g., the student is otherwise identified as a student elsewhere, with the School of Pharmacy or University of New England.
  - Postings regarding patient information, including de-identified patient information, descriptions of patient encounters, and information pertaining to activities that occurred at pharmacy practice sites. These will be treated as a violation of the [Health Insurance Portability and Accountability Act \(HIPAA\)](#).
  - Posting regarding student information, such as grades or tutoring experiences. These could be treated as violation of the [Family Education Rights and Privacy Act \(FERPA\)](#).
  - Malicious use of online social networking programs. This includes derogatory language directed at University of New England and School of Pharmacy administration, faculty, professional staff, and students; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other behaviors considered inappropriate and unprofessional for pharmacy students.
  - Virtual gaming during class/laboratory sessions, meetings, and/or rotations.
-

## Appendix IV – Incident Report Form

**General Information:** Complete this form to report a complaint against a University of New England pharmacy student for violations of the Code of Professional Conduct or a concerning pattern of student behavior. This completed form should be returned to the School of Pharmacy Dean. The School of Pharmacy Dean determines if the form should be sent to the Student Development Committee for review. If it is sent to the Student Development Committee, any prior student Incident Report Forms, past infractions, or other documentation should be sent from the Dean's Office to the Student Development Committee as appendices to the current Incident Report Form.

**Student Information:** Name \_\_\_\_\_ Class of 20\_\_\_\_

**Incident Details:** Date \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Location/Course: \_\_\_\_\_

**Description of Incident:** Provide a detailed narrative of the incident include the chronological order of events, professional staff/faculty involvement, and action taken. Attach additional pages as needed.

**Supporting Documents:** Attach supporting documents if applicable (emails, photos, written materials, etc.). Supporting documents will be disclosed to the student as appropriate.

**Witness information** (if applicable): *Include name, phone number, and email for all witnesses.*

1.

2.

**Complainant Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-Complainant Information** (if applicable):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix V - Student Responsibilities under the Exemplify Policy

1. Students are required to possess a laptop in working order that meets the School of Pharmacy laptop requirements as well as [Examsoft Minimum System Requirements](#). On the day of examination, students should:
    - a. Assure the laptop is virus free
    - b. Have an A/C power cord available
    - c. Ensure the laptop battery has a full charge (at least 2 hours) in the event there is a power disruption during the examination
    - d. Ensure that the internal clock is set to the correct date and time – e.g., EST or EDT
    - e. Disable sleep/hibernate mode prior to the scheduled examination
    - f. Disable or whitelist antiviral software
  2. Students must install and maintain a current version of Examsoft's Exemplify application on any laptop that will be used during an exam. The Exemplify download is available after logging into [Examsoft](#).
  3. Students are expected to download the examination prior to arriving to take the exam. Examinations will be available for download no later than one business day prior to the examination. Students who have not downloaded the examination prior to arrival will not be provided extra time to take the examination.
  4. With the exception of a laptop and power adapter, all personal belongings must be placed at the designated area. This included food/beverages, mobile phones, calculators, or any other devices/materials which are not explicitly authorized immediately before each exam. Phones must be turned off or placed in silent mode and left with belongings. While students may utilize the exam timing feature in Exemplify to assist with timekeeping, the room clock or proctor's watch is the official exam timer. The Exemplify exam timer may be incorrect due to a delayed exam start, computer reboots, or other factors. Students must complete and submit their examinations when instructed by a proctor.
  5. Students should plan to arrive at least ten minutes before the scheduled start time of an examination. Students should place all belongings at the designated area and take their seat, ready to start the exam. Next, students should turn on the laptop and open Exemplify so that they are ready to enter the exam password immediately at the start of the exam. Students arriving late and/or not having Exemplify open and ready at the start of the exam will not be granted additional time to complete the exam.
  6. Students who experience computer issues after the examination has started must call for a proctor to help resolve the issue.
  10. Students may not exit the exam prior to showing the proctor the **green Exemplify screen**, unless they are leaving to use the restroom. In this instance, individual students may only leave once during an examination. No more than one student may leave the exam at the same time for reasons other than finishing the exam. When leaving, students are expected to enable the Exemplify "Hide Exam" function so it cannot be viewed by a classmate.
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## Midpoint Warning - SOP ACADEMIC IMPROVEMENT PLAN



**Course coordinator** completes the following for each student with a non-passing grade (< 70%).

Student Name:

Course Title & Number:

Semester (Spring/Fall) and year:

Current numerical score:

**Student** completes the following.

Please indicate (YES/NO) if you are currently on probation:

### **Required steps to follow:**

1. Upon Midpoint Warning notification (i.e., receipt of this form), you are required to meet with the course coordinator and your faculty advisor within 72 hours to complete this form. It is your responsibility to initiate contact with the course coordinator and faculty advisor.
2. Before meeting with the course coordinator and your faculty advisor, you must complete the “Student Self-Reflection” section with appropriate effort to provide a comprehensive reflection.
3. Please ensure that you sign this form acknowledging your understanding and commitment.
4. You must submit this form within 24 hours of completion (with the course coordinator and faculty advisor remarks and signatures) to the current Chair of the Student Development Committee (Dr. Sherwood: dsherwood@une.edu for 2023 – 2024) and Sharon Pilk (spilk@une.edu).

**\*\*Students on probation must also meet with the Dean within 5 days of submission of this form.**

**Student self-reflection:** Please explain why you think you have performed poorly. Please include any extenuating circumstances that may have impacted your performance.

**Course Coordinator and Advisor Feedback:** During the meeting with the student and course coordinator and the meeting with the student and faculty advisor, areas of improvement are identified and a plan is developed. The form is then returned to the student to submit to the Student Development Committee and Dean’s Office as noted above. The student should retain a copy for their own records and to execute the developed plan.

Areas Requiring Improvement **(Check all that apply)**

☐ Theory/Exams

☐ Clinical/Lab

☐ Class/Clinical Preparation

☐ Assignments/Quizzes

☐ Attendance or attention in class

☐ Other (Please describe):

Comments:

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TERM:

YEAR:

Improvement Strategies **(Check all that apply)**

- ☐ Student Academic Success Center (SASC):  
    Tutoring  
☐ SASC: Writing Program  
☐ SASC: Learning Strategies  
☐ SASC: English for Speakers of Other  
    Languages (ESOL)  
Comments:
- ☐ SASC: Supplemental Instruction (SI)  
☐ Counseling Center  
☐ Student Access Center  
☐ Revise Education Plan (Requires SPC Approval)  
☐ Other (Please describe):

Course  
Coordinator  
Signature:

Date:

Advisor Signature:

Date:

**Student Acknowledgement:**

- By signing below, I acknowledge that I:
- understand my need for improvement in the course listed above; and
  - commit to using the recommended resources for my improvement; and,
  - will complete the steps outlined above for document submission.
- Comments:

Student Signature:

Date:

**(Only required if student on probation):**  
Students on probation must also meet with the  
Dean within 5 business days following  
completion of this form.

Date:

Dean Signature:

## Appendix VII - Student Accident and Injury Report

Immediately notify the Office of the Dean via phone 207-221-4500 of the accident/injury. If injury occurs during experiential education, please next immediately notify the Office of Experiential Education. Within 48-hours of the injury, submit this completed report to the same office via fax 207-523-1917 or via email, copdeansoffice@une.edu.

Student Name

Telephone No. \_

Address

Age

Date of Birth

PRN

STUDENT STATEMENT:

\_\_\_\_\_ was injured at  
(location)

(print name)

on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

1. Please describe in full detail how the accident occurred.
2. Please describe injury in detail and include parts of the body affected. \_
3. Name of witness(es), if any, to accident or injury. \_
4. If any, what medical devices or equipment were you using at the time? (e.g., needle, scalpel, burr)
5. Were you exposed to any blood-borne pathogens? YES NO

(Circle One)

6. What PPE were you wearing?

7. What medical treatment did you receive?

8. If you received medical treatment, name/address/phone of provider:

9. Will you be returning to a doctor or other health care provider for follow-up care? YES  
NO

(Circle One)

If yes, name/address/phone of provider:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Faculty/Preceptor:

1. When, how and by whom were you notified of the accident?

2. What actions have been taken to prevent this type of accident from happening again?

3. Do you have any recommendations?

Supervising Faculty/Preceptor Signature

Date

SOP Office of the Dean:

1. I received notification of this accident via phone / e-mail on

\_\_\_\_\_ (date) at \_\_\_\_\_ (time)

and the person who contacted me is:\_\_\_\_\_.

2. Additional Comments:

Dean, School of Pharmacy\_\_\_\_\_ Date\_\_\_\_\_

cc: Jessica Tyre, Claims Management Specialist, Environmental Health and Safety Specialist  
Ron Souza, Director, Environmental Health and Safety, Campus Safety and Security  
security@une.edu

February, 2018

FORMS/STUDENT Accident Injury Report.docx

## **Appendix VIII - UNE Post-Exposure Protocol** (Updated October 2016)

### **Protocol for UNE Health Profession Students and Employees Who are Exposed to Blood or Body Fluids Through a Needle Stick or Other Sharp Instrument Injury**

#### **Purpose**

The purpose of this protocol is to delineate a clear mechanism by which University of New England (UNE) students and employees receive appropriate care and follow up for exposures to blood and body fluids through a needle stick or other sharp instrument or similar injury. This includes exposures that occur in clinical or research sites that are on-campus and off-campus.

#### **Emergency Care**

If any student or employee is exposed to a patient's blood or body fluids through a needle stick or sharp instrument injury during the course of their work or training, first aid and the U.S. CDC emergency guidance should be followed as is appropriate (can be found at <http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>), including immediately following these steps:

- Wash needle sticks and cuts with soap and water;
- Flush splashes to the nose, mouth, or skin with water;
- Irrigate eyes with clean water, saline, or sterile irrigants;
- Report the incident to your clinical supervisor; and
- Immediately seek medical treatment.

#### **Evaluation**

Because post-exposure prophylaxis, if needed, should be initiated as soon as possible (within hours), evaluation of the exposed person (e.g., student or employee) and testing of the source person (e.g., patient) should occur as soon as possible.

#### **UNE Students**

For an **exposed UNE Student in an on-campus clinical or research setting**, the student should present to Student Health Services as soon as possible, or if Student Health Services are unavailable (e.g., are closed), then the student needs to report to an urgent care center or emergency department for initial evaluation and counseling.

For an **off-campus exposure during clinical or research work** that is part of a student's UNE program, the student needs to:

- Report to the appropriate personnel in their clinical site (e.g., occupational health office or infection control practitioner); or
- Report to the nearest emergency department or urgent care center for initial testing and counseling, if the appropriate personnel in the clinical site are unavailable.

It is the student is seen in an external (non-UNE) clinical site for initial evaluation and counseling (e.g., urgent care or an emergency department), it is the student's responsibility to obtain and convey information from this clinical visit to Student Health Services so that proper follow up care can be given. This information should include relevant laboratory results and recommendations for follow up. Student Health Services will then assist the student in follow up.

### **Source Person Testing**

Assuming the source person is known, if U.S. CDC guidance indicates the source person should be tested, then such testing should be pursued.

The clinical program is responsible to obtain the source person's health history and laboratory testing as per the current U.S. CDC guidance, including HIV Ab (a rapid test, which is sufficient to determine if prophylaxis should be initiated, and can be confirmed with Western Blot testing if rapid test is positive), HCV Ab, and HBV surface Ag. The source person and exposed person (student or employee) should be tested as per US CDC recommendations, currently found at: <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/>.

In the case of exposed students, these and any other relevant laboratory results need to be conveyed to Student Health Services and the student, with patient confidentiality maintained as much as is possible.

If the exposed person (student or employee) has been advised of the plan to pursue person (patient) source testing as well as the benefits of such testing, but does not want such testing, then the student or employee needs to sign a waiver indicating they are aware of the recommendations for patient source testing and the benefits of such testing.

If laboratory testing from the patient source cannot be obtained, such as if the patient refuses to be tested, then the Vice President for Clinical Affairs shall be notified. If unavailable, the Maine CDC Epidemiology Program (800 - 821 - 5821) and UNE's Legal Counsel shall be notified to consider exercising legal options to obtain such testing. (See Title 22, Chapter 250, Section 832: <http://legislature.maine.gov/legis/statutes/22/title22sec832.html>).

### **Notifications and Reports**

The exposed person's clinical supervisor should be notified. All injured employees should complete and submit an **Incident (Accident) Report** with **UNE Human Resources Benefits Administrator (as of 10/2016 is Cat Martins)** and **UNE Safety and Security** as soon as possible (and within 48 hours). The procedures and forms found under "Bloodborne Pathogens Exposure" in UNE's Accident Reporting webpage (maintained by UNE's Environmental Health and Safety) should be followed and used: <http://www.une.edu/campus/ehs/work-practices/accident-reporting>. The Accident Report form can be found at: <http://www.une.edu/sites/default/files/Accident-Report-elec.pdf>. Students and employees injured in a non-UNE clinical facility may also be required to file a report with that facility's Occupational Health or Human Resources departments, in addition to the report(s) submitted to UNE.

## **Resources**

The **Post-Exposure Prophylaxis Clinical Consultation Center**, which is U.S. CDC supported, has phone consultations available as well as information on its website for questions about appropriate medical treatment for occupational exposures: **1-888-448-4911**.

PEP Quick Guide: <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/>

PEP Home Page: <http://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/>

Federal and best-practice recommendations for post-exposure prophylaxis (PEP) decision: <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/>

Poster with the PEP Hotline: <https://www.cdc.gov/hiv/risk/pep/index.html>

### **UNE's Health and Safety Manual**

Bloodborne Pathogens Exposure Control Plan

Section 10, pages 69 - 80

[https://www.une.edu/sites/default/files/safety\\_manual\\_aug\\_2019\\_new\\_format\\_final\\_0.pdf](https://www.une.edu/sites/default/files/safety_manual_aug_2019_new_format_final_0.pdf)

**Student Health Services** is available as below:

Biddeford Campus: (207) 602-2358

Portland Campus: (207) 221-4242

Hours of operation: 8:00-4:30 Monday-Thursday  
8:00-4:00 Friday

Revised by Infectious Disease Committee 10/2016



## Appendix IX – UNE SOP Laptop Requirements and Recommendations

(Updated summer 2020)

The School of Pharmacy recognizes computer proficiency as a vital part of a pharmacist's professional education and requires each student to have a laptop computer. The School of Pharmacy uses computers for communications, examinations, and as educational resources. Many courses use the vast information resources of the internet and multimedia resources (i.e., CD-ROMs, etc.) in addition to standard textbooks. Most textbooks are available electronically. The SOP utilizes web sites and software that contain information for students such as handbooks, calendars, curriculum materials and syllabi. All courses and clinical sites are evaluated on-line.

### Hardware:

The School of Pharmacy recognizes that students have distinct learning styles and preferences in the type of operating system (Mac® or Windows®) they wish to use. Since most applications are platform independent, students may use either a Mac® or a Windows® computer. \*While we do not mandate an operating system, current students would recommend that new students bring a Mac® computer since that operating system performs better with our examination software, Exemplify by Examsoft.\* We have adopted the following requirements and recommendations for laptop computers.

### Minimum Requirements for Existing Laptops

	Minimum Requirements for Laptops								
	<b>Computer Platform</b>	<b>Processor</b>	<b>RAM Memory</b>	<b>Operating System</b>	<b>Hard Drive</b>	<b>Ethernet Card (NIC)</b>	<b>Video Card</b>	<b>Screen Resolution</b>	<b>Other</b>
PC Laptop	Windows Processor (chrombooks not recommended)	2.0Ghz	4 GB	64 bit Windows 10 or 11	60GB	Integrated motherboard & Wireless IEEE 8802.11b or 802.11b/g	128 Video RAM	1280x1024	Built in Camera and microphone
MAC Laptop	MacBook Pro MacBook Air	Intel, M1 or M2 processors	4GB	Catalina, Big Sur, Monterey	60GB	Integrated motherboard & Wireless IEEE 8802.11b or 802.11b/g	128 Video RAM	1280x1024	Built in Camera and microphone

**Software:**

	Windows Users	Mac Users
<b>Anti-Virus (Required)</b>	Microsoft Security Essentials or AVG Free from links on the myUNE website Anti-virus software must be updated at least weekly	Sophos or ClamXav for Mac OS Free from links on the myUNE website Anti-virus software must be updated at least weekly
<b>Anti-Spyware</b>	Free from links on the myUNE website	Free from links on the myUNE website
<b>Browser (Required for Internet Access)</b>	Student may use either Microsoft Edge, Firefox, or Chrome	Student may use either Safari, Firefox, or Chrome
<b>Productivity Suite (Required)</b>	Microsoft Office 2021 or 365 (available through UNE)  Productivity suite must be capable of reading and writing file types: “.doc” for text “.xls” for spreadsheets “.ppt” for visual presentations  Or Open Office (free from <a href="http://www.openoffice.org">www.openoffice.org</a> )	Microsoft Office Version 16 (available through UNE)  Productivity suite must be capable of reading and writing file types: “.doc” for text “.xls” for spreadsheets “.ppt” for visual presentations  Or Open Office (free from <a href="http://www.openoffice.org">www.openoffice.org</a> )
<b>.PDF Files (Required)</b>	Application must be capable of reading “.pdf” files Adobe Reader XI (free from <a href="http://www.adobe.com">www.adobe.com</a> )	Application must be capable of reading “.pdf” files Adobe Reader (free from <a href="http://www.adobe.com">www.adobe.com</a> )
<b>Media Players (Required)</b>	All are free VLC from <a href="https://www.videolan.org">https://www.videolan.org</a> QuickTime from <a href="http://www.apple.com">www.apple.com</a> Shockwave from <a href="http://www.adobe.com">www.adobe.com</a> Real Player from <a href="http://www.realnetworks.com">www.realnetworks.com</a> Windows Media Player from <a href="http://www.microsoft.com">www.microsoft.com</a> Adobe Flash Player from <a href="http://www.adobe.com/products/flashplayer/">http://www.adobe.com/products/flashplayer/</a>	All are free VLC from <a href="https://www.videolan.org">https://www.videolan.org</a> QuickTime from <a href="http://www.apple.com">www.apple.com</a> Shockwave from <a href="http://www.adobe.com">www.adobe.com</a> Real Player from <a href="http://www.realnetworks.com">www.realnetworks.com</a> Windows Media Player from <a href="http://www.microsoft.com">www.microsoft.com</a> Adobe Flash Player from <a href="http://www.adobe.com/products/flashplayer/">http://www.adobe.com/products/flashplayer/</a>
<b>Exemplify (examination Testing software)</b>	Free and available from UNE (installation instructions will be sent later)	Free and available from UNE (installation instructions will be sent later)



### Appendix X - Faculty Advisor Switch Form

Each student needs an Advisor of Record. Students are assigned advisors but may switch advisors at any time **after the fall** semester of the P1 year. Use this form to request such a change.

*Full name:*

*Date of request:*

*Email address:*

*PRN:*

☐ **Check and complete one of the following options:**

**I have recruited a new Faculty Advisor and informed my current advisor:**

*Name of advisor (Print):* \_\_\_\_\_

*Signature of New Advisor* \_\_\_\_\_ *date* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature of Department Head* \_\_\_\_\_ *date* \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **Assign me another Advisor**

List the characteristics/interests you would prefer in an advisor:

Return form to the Dean's Office  
School of Pharmacy

