Cover Sheet: Request 12107

PHA 5XXXC Personal and Professional Development V

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Diane Beck beck@cop.ufl.edu
Created	11/22/2017 4:50:35 PM
Updated	11/24/2017 5:26:48 PM
Description of request	Alert: This request is for a 0.5 Cr Hr course and this option was not available in the electronic submission. The option of a 0.5 cr hr course has been discussed with registrars office who agreed with submission of this request. This is the fifth of 9 courses that focus on personal and professional development. This course occurs in Semester 5.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Diane Beck		11/24/2017
PPD Courses 1-6- Contact Hr Map.xlsx					11/23/2017
College	Approved	COP - College of Pharmacy	Diane Beck		11/24/2017
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/24/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 12107

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This is the fifth of 9 courses that focus on personal and professional development. This course occurs in Semester 5.

Submitter: Diane Beck beck@cop.ufl.edu
Created: 11/22/2017 4:34:34 PM
Form version: 1

Responses

Recommended PrefixPHA
Course Level 5
Number XXX
Category of Instruction Advanced
Lab Code C
Course Title Personal and Professional Development V
Transcript Title Person & Prof Dev V
Degree Type Professional

Delivery Method(s)4637,4638,4639On-Campus, Off-Campus, Online
Co-Listing No
Co-Listing Explanation Not Applicable
Effective Term Fall
Effective Year2018
Rotating Topic?No
Repeatable Credit?No

Amount of Credit0

S/U Only?Yes
Contact Type Regularly Scheduled
Weekly Contact Hours 0.5
Course Description Introduces the skills, attitudes, and values that are essential for achieving high performance in healthcare practice and in achieving personal career success. This is the fifth of nine sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones.
Prerequisites Completion of all Year 2 Pharm.D. program coursework including milestones.
Co-requisites All Fall Semester Year 3 Pharm.D. program coursework.
Rationale and Placement in Curriculum There are 9 courses in this course sequence with one in each of the 9 semesters of the curriculum. This is the fifth course and occurs in the fifth semester.
Course Objectives Upon completion of this course, the student will be able to:
1.   Develop value-based improvements that benefit patient care, healthcare costs, and practice by using an innovative mindset and entrepreneurial thinking in solving patient and practice cases.

2.   Develop new ideas and approaches to improve quality or overcome barriers to advance the profession.
3.   Conduct a risk-benefit analysis for implementation of an innovative idea.
4.   Establish goals for continuing professional development based on self-awareness in reflecting on personal development needs.
5.   Embody professional attitudes, values, and behaviors across the curriculum that are expected

of a pharmacist in daily practice, in the community, and within the pharmacy profession.
6.   Demonstrate professional attitudes, values, and behaviors during co-curricular activities.
7.   Demonstrate, through completion of milestone assessments, the expected knowledge, skills, attitudes, and values that exemplify readiness for coursework during year 4 of the Pharm.D. curriculum.

Course Textbook(s) and/or Other Assigned Reading As posted in Canvas for each learning module.
•   Use UF VPN to access UF Libraries Resources when off-campus.
•   The UF HSC library staff can assist you with questions or issues related to accessing online library materials. For assistance contact your College of Pharmacy librarian or visit the HSC Library Website at this URL: http://www.library.health.ufl.edu/

Suggested Textbooks/Readings
As posted in Canvas for each learning module.

Weekly Schedule of Topics Week 1:
Module 1: Introduction to year 3 of Personal and Professional Development

Weeks 2 and 3:
Assignment: Submit Team Contract
Assignment: Complete Syllabus Agreement
Assignment: Submit Career Planning - CPD Assignment - Submit Cycle 2 Final Learning Portfolio
Assignment: Team evaluations

Week 4:
Module 2: Team Debriefing 1
Assignment: Team Debriefing - individual
Assignment: Team Debriefing - post-session

Week 5:
Career Day

Weeks 6-7:
Meet with Career Coach
Assignment: Career Coach Evaluation

Weeks 8-15
Assignment: Career Planning - CPD Assignment - Submit Cycle 3 Drafts of CPD - Reflection and Plan sections only.

Links and Policies Course Specific Policies

Professionalism Assessments:
Professionalism is an educational outcome of the Pharm.D. program and therefore, is continually assessed. Professional behaviors and attitudes are evaluated at each annual milestone to determine progression and eventual readiness for graduation.

Unprofessional behaviors and attitudes will result in a deduction of points in the overall course grade in which the event occurred. Unexcused absences are considered to be unprofessional behavior. Other forms of unprofessional behavior include: lateness to class resulting in missing the start of the application exercises/discussions unless permitted by instructor, classroom behaviors that are distracting or disruptive to others, use of cell/smart phones during class, reading emails/messages, use of social media, leaving class early without informing the faculty or staff member, disrespectful behaviors with faculty, staff, or other students, and inappropriate discussion board or social media postings. For incidents of lateness to class, an assessment will be made about the seriousness of the tardiness and this will be used to determine the course of action. Nonadherence to the dress code policy is also considered unprofessional behavior. Students who do not comply with the dress code

will be assessed as unprofessional and also asked to leave class as noted in the dress code policy.

Across the academic year, unprofessional behaviors will be tracked across all courses. Each offense will result in a grade deduction in the course the unprofessional behavior occurred in. The Personal and Professional Development courses are pass/fail, therefore those students who accumulate 3 or more professionalism offenses will not pass the course. Repeated unprofessional behaviors will also be evaluated as an end of year milestone and can negatively impact curricular progression.

Class attendance is required at all class session, including the interprofessional learning activities. All quizzes administered in the course are pass/fail. To pass the quiz you must earn 80% on the quiz. You will be provided with 2 attempts to complete the quiz to earn the passing score. If the passing score is not earned on the second attempt, additional assignments will be required for you to complete to demonstrate competence in the content area in order to earn a passing grade for the course.

Educational Technology Use
The following technology below will be used during the course and the student must have the appropriate technology and software.
1.   ExamSoft™ Testing Platform
2.   Canvas™ Learning Management System
3.   Salesforce©
4.   Qualtrics®
5.   PharmAcademic™
For technical support, navigate to Educational Technology and IT Support Contact Information at this URL: http://curriculum.pharmacy.ufl.edu/current-students/technical-help/

Pharm.D. Course Policies
The Policies in the following link apply to this course. Review the Pharm.D. Course Policies carefully, at this URL: http://curriculum.pharmacy.ufl.edu/current-students/course-policies/

Grading Scheme A grade of satisfactory requires successful completion of each of the following:

1. Team Contract
2. Syllabus Agreement
3. Attendance at all active learning sessions, workshops, scheduled in the course
4. Electronic portfolio updated with CV
5. Continuing Professional Development - Cycle 2 final
6. Team debriefing: Individual assignment (pre-class)
7. Team debriefing: team assignment (post-class)
8. Meet with Career Coach
9. Complete team evaluations
10. Continuing Professional Development Cycle - 3 draft
Instructor(s) Priti N. Patel, Pharm.D., BCPS

PHA 5XXXC Personal and Professional Development V

Fall 2018 Semester – Year 3
0.5 Credit Hour – [Satisfactory/Unsatisfactory Grading]

The purpose of this course is to track the personal and professional growth of individual students. This course is the fifth of nine sequential courses that serve as an anchor for the co-curriculum and home for tracking achievements of performance milestones. This course continues to expand on the 10 pharmacist attributes (problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism). This course focuses on development of an innovative and entrepreneurial mindset, self-awareness, and professionalism.

Teaching Partnership Leader

Priti N. Patel, Pharm.D., BCPS
- Email: ppatel@cop.ufl.edu
- Office: St. Petersburg Campus
- Phone: 727-394-6213
- Office Hours: By appointment ONLY.

See Appendix A. for Course Directory of Faculty and Staff Contact Information.

Entrustable Professional Activities

This course will prepare you to perform the following activities which the public entrusts a Pharmacist to perform:
1. EPA D1. Demonstrate soft-skills in daily practice including interprofessional team collaboration (e.g., interpersonal communication, professionalism, cultural sensitivity, innovative mindset).
2. EPA D2. Exhibit commitment to patients and the community by serving as an advocate and leader.
3. EPA D3. Demonstrate responsibility for personal and professional development.

Course-Level Objectives

Upon completion of this course, the student will be able to:
1. Develop value-based improvements that benefit patient care, healthcare costs, and practice by using an innovative mindset and entrepreneurial thinking in solving patient and practice cases.

2. Develop new ideas and approaches to improve quality or overcome barriers to advance the profession.
3. Conduct a risk-benefit analysis for implementation of an innovative idea.
4. Establish goals for continuing professional development based on self-awareness in reflecting on personal development needs.
5. Embody professional attitudes, values, and behaviors across the curriculum that are expected of a pharmacist in daily practice, in the community, and within the pharmacy profession.
6. Demonstrate professional attitudes, values, and behaviors during co-curricular activities.
7. Demonstrate, through completion of milestone assessments, the expected knowledge, skills, attitudes, and values that exemplify readiness for coursework during year 4 of the Pharm.D. curriculum.

Course Pre-requisites

1. Completion of all Year 2 Pharm.D. program coursework including milestones.

Course Co-requisites

1. All Fall Semester Year 3 Pharm.D. program coursework.

Course Outline

Please routinely check your campus calendar and the Canvas course site for any messages about changes in the schedule including meeting dates/times, deadlines, and room changes.

Date Recommended Dates for Independent Study	Mod#	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
8/16/2018	1	Module 1: Introduction to year 3 of Personal and Professional Development			
	1.1	Watch: Course Introduction Video	0.5hr	Patel	
		Watch: TED Talk: Eduardo Briceno: How to get better at the things you care about	0.25hr		
		Watch: TED Talk: Steven Johnson: Where good ideas come from	0.25hr		
		Watch: TED Talk: Joi Ito: Want to innovate? Become a "now-ist"	0.25hr		

Date Recommended Dates for Independent Study	Mod#	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
		Watch: TED Talk: Stefan Sagmeister: The power of time off	0.25hr		
Orientation 8/21/18		Assignment: Submit Team Contract into Canvas course site. Only 1 person from team needs to upload the document.			
8/23/18 11:59pm	1	Assignment: Complete Syllabus Agreement (Canvas)			
9/15/18 11:59pm		Assignment Due: Career Planning; CPD Assignment: Submit Cycle 2 Final Learning Portfolio (Canvas AND Salesforce)			
9/28/18 11:59pm		Assignment: Team Evaluations (Qualtrics)			
	2	Module 2: Team Debriefing 1			
		Watch: TED talk – Celeste Headlee: 10 ways to have a better conversation			
		Watch: TED talk – Kathryn Schulz: on being wrong			
		Watch: TED talk – Julian Treasure: 5 ways to listen better			
		Watch: TED talk – Margaret Heffernan: Dare to disagree			
10/13/18 9:40am		Assignment: Team Debriefing Individual Assignment 1 (Canvas)			
10/13/18 10:40am-11:40am		Team Debriefing 1	1.0hr	Patel	
10/13/18 12:40pm		Assignment: Team Debriefing Team Assignment 1 (Canvas)			

Date Recommended Dates for Independent Study	Mod#	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
10/25/18 TBD		Career Day – Details will be announced later	Co-Curricular	Student Affairs	
10/31/18 11:59pm		Assignment: Meet face-to-face or via video chat with Career Coach by this date.	1.0hr		
10/31/18 11:59pm		Assignment: Complete Career Coach Evaluation (Salesforce)			
DUE 11/22/18 11:59pm		Assignment: Team Evaluations (CATME)			
DUE 12/1/2018 11:59pm	3	Assignment: Career Planning: CPD Assignment: Submit Cycle 3 Draft of Continuing Professional Development-Reflection and Plan sections only. (Canvas AND Salesforce)			
		Total Instructor Contact Hours with consideration of "C" designation	This Fall course has 6.5 contact hrs (3.25 hrs as C course) and 3.5 hrs of outside study = 6.75 hrs total The Spring course has 14.75 cr hr contact hrs and 21.5 hrs of outside study = 36.25 hrs total. Total across both courses is 46.25 hrs.		

Required Textbooks/Readings

As posted in Canvas for each learning module.
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- The UF HSC library staff can assist you with questions or issues related to accessing online library materials. For assistance contact your College of Pharmacy librarian or visit the HSC Library Website at this URL: http://www.library.health.ufl.edu/

Suggested Textbooks/Readings

As posted in Canvas for each learning module.

Other Required Learning Resources

None

Materials & Supplies Fees

None

Student Evaluation & Grading

Personal and Professional Development is a **pass/fail** course. Passing requires successful completion of all milestones and course requirements listed.

At the Year 3 Milestone, students who have performed with excellence in all prior Personal and Professional Development courses will be identified and will receive a Letter of Commendation for their Portfolio and College file.

Assessment Item	Deadline	Criteria
Team Contract	August 21, 2018	During Orientation, you will receive a paper copy of the Team Contract you are to finalize with your team. When completed, each team member needs to sign the team contract and then 1 team member will need to upload the document to Canvas.
Syllabus Agreement	August 23, 2018	Complete syllabus agreement in **Canvas**.
Attendance at all Active Learning Sessions/Workshops scheduled in the course	See workshop schedule above	• Class attendance is required at all class sessions and workshops. • Satisfactory participation during all active learning/workshop class sessions. • Any make-up assignments must be satisfactorily completed.
Electronic Portfolio Updated with current CV	September 6, 2018	The Office of Co-Curriculum will complete an audit to document <u>initiation of the</u> **Portfolio in Canvas AND Salesforce** by the deadline. (Similar to Board of Pharmacy audits of pharmacists)

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Continuing Professional Development Cycle 2 Final	September 15, 2018	Upload the completed <u>final</u> version of cycle 2 to **Canvas and Salesforce Portfolio.** (Complete reflection, plan, learning activities, evaluation sections.)
Team Debriefing: Individual Assignment (pre-class)	Team debriefing dates: #1: October 13, 2018	• Individual Assignment submission • Must be uploaded to **Canvas** <u>1 hour prior to each scheduled Team Debriefing meeting.</u>
Team Debriefing: Team Assignment (post class)	Team debriefing dates: #1: October 13, 2018	• Team Assignment submission • Must be uploaded to **Canvas** <u>1 hour after the Team Debriefing session.</u>
Career Coach	October 31, 2018	• Complete one meeting with Career Coach by specified deadline • Complete Career Coach evaluation survey (Salesforce) after each meeting with your Career Coach • Career Coach will complete an assessment to notify the course director the meeting has been completed
Team Evaluations	September 28, 2018	Complete an evaluation for your team in CATME. See http://info.catme.org/catme-word-documents/ for the Online Rubric
Continuing Professional Development Cycle 3 Draft	December 1, 2018	Upload a copy of your <u>draft</u> CPD to **Canvas and Salesforce Portfolio** (Complete reflection and plan sections only)

Course Specific Policies

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exercises/discussions unless permitted by instructor, classroom behaviors that are distracting or disruptive to others, use of cell/smart phones during class, reading emails/messages, use of social media, leaving class early without informing the faculty or staff member, disrespectful behaviors with faculty, staff, or other students, and inappropriate discussion board or social media postings. For incidents of lateness to class, an assessment will be

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Appendix A. Course Directory

Teaching Partnership Leader/Course Director:

Priti N. Patel, Pharm.D., BCPS
Email: ppatel@cop.ufl.edu
Office: St. Petersburg Campus
Phone: 727-394-6213

Questions to Ask:

- Concerns about performance
- Guidance when there are performance problems (failing grades)
- General questions about content

Co-Curriculum Program Specialist:

Sarah Mazorra
Email: smazo@cop.ufl.edu
Office: HPNP 3305/GNV
Phone: 352-273-8203

Questions to Ask:

- Anything related to co-curricular activities
- Anything related to the Career Coach program (issues contacting coach, Salesforce Portfolio, CPD, deadlines, etc.)
- Anything related to the interprofessional education component of the course.
- Issues related to course policies (make-up assignments)
- Questions about dates, deadlines, meeting place
- General questions about content and assignment directions
- Questions about grade entries gradebook (missing grades, incorrect grades

Academic/Education Coordinators:

Sarah A. Burgess, M.Ed.
Academic Coordinator
Email: sburgess@cop.ufl.edu
Office: HPNP 4312/GNV
Phone: 352-273-5618

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Absent/Tardy Email: absent3pd@cop.ufl.edu

McKenzie Wallen   Victoria Savosh
Education Coordinator   Education Coordinator
Email: mwallen@cop.ufl.edu   Email: vsavosh@cop.ufl.edu
Office: Jacksonville Campus   Office: Orlando Campus

Questions to Ask:

- Issues related to course policies (absences, make up exams, missed attendance)
- Absence requests (Only the Co-Curricular Program Specialists handles absence requests)
- Questions about dates, deadlines, meeting place
- Availability of handouts and other course materials
- Assignment directions
- Questions about grade entries gradebook (missing grades, wrong grade)
- Assistance with ExamSoft® (Distant campus students may contact Education Coordinator for use of SofTest and assistance during exams. The Academic Coordinator is the contact person for issues related to grading and posting of ExamSoft grades.)

Other Teaching Partnership Faculty Members:

Carol Motycka, Pharm.D., BCACP
Jacksonville Course Facilitator & Co-
curriculum Coordinator Email:
motycka@cop.ufl.edu
Office: JAX
Phone: 904-244-9590

Erin L. St. Onge, Pharm.D.
Orlando Course Facilitator
Email: stonge@cop.ufl.edu
Office: ORL, room 425
Phone: 407-313-7004

Michelle Z. Farland, Pharm.D, BCPS, CDE
Email: mfarland@cop.ufl.edu
Office: GNV, HPNP 3307
Phone: 352-273-6293

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Appendix B

Career Coach Evaluation – Self-Awareness

Self-Awareness: How would you rate the student's level of self-awareness? (We define self-awareness as being able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth)

Global Score	
Needs Improvement: The student has not yet identified his/her strengths and areas for improvement	
Meets Expectations: The student has thoughtfully identified strengths and areas for improvement. During the current CPD cycle, the student has made effort to complete activities to work on areas needing improvement.	
Exceeds Expectations: The student has thoughtfully identified strengths and areas for improvement. For multiple CPD cycles, the student has completed activities to work on areas needing improvement.	

Professionalism: How would you rate the student's level of professionalism? (We define professionalism as being able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.)

Global Score (Elements of professionalism observable during Career Coach interactions)	
Needs Improvement: More than 2 of the following need development: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	
Meets Expectations: The student needs development in 1-2 of the following: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	
Exceeds Expectations: The student displays all of the following characteristics and skills: adherence to deadlines, professional verbal and written communication, respect, attentiveness, commitment to excellence, inquisitiveness.	