

# Cover Sheet: Request 11368

## PHA5177C Advanced Pharmaceutical Compounding

### Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Beck,Diane Elizabeth beck@cop.ufl.edu
Created	12/14/2016 2:02:52 AM
Updated	12/16/2016 12:27:05 AM
Description of request	<p>This course has been taught in the legacy curriculum and the course is now being revised so that it is part of our new curriculum.</p> <p>The changes include: Change in title, change in course description, and change in pre-requisites and co-requisites. A new syllabus is provided.</p> <p>The new course title is Advanced Drug Delivery with the course number PHA 5177C.</p>

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Whalen, Karen		12/15/2016
Added PHA 5177C Advanced Nonsterile Compounding Syllabus 12-15-16.docx					12/15/2016
College	Approved	COP - College of Pharmacy	Beck, Diane Elizabeth		12/16/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			12/16/2016
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|Modify for request 11368

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**Submitter:** Beck,Diane Elizabeth beck@cop.ufl.edu

**Created:** 12/16/2016 12:26:50 AM

**Form version:** 5

### Responses

**Current Prefix**PHA

**Course Level**5

**Number** 177

**Lab Code** C

**Course Title** Advanced Pharmaceutical Compounding

**Effective Term** Fall

**Effective Year** 2017

**Requested Action** Other (selecting this option opens additional form fields below)

**Change Course Prefix?**No

**Change Course Level?**No

**Change Course Number?**No

**Change Lab Code?**No

**Change Course Title?**Yes

**Current Course Title**Advanced Pharmaceutical Compounding

**Proposed Course Title**Advanced Nonsterile Compounding

**Change Transcript Title?**Yes

**Current Transcript Title**Adv Pharm Compounding

**Proposed Transcript Title (21 char. max)**Adv Nonsterile Cpding

**Change Credit Hours?**No

**Change Variable Credit?**No

**Change S/U Only?**No

**Change Contact Type?**No

**Change Rotating Topic Designation?**No

**Change Repeatable Credit?**No

**Change Course Description?**Yes

**Current Course Description**Compounding techniques from didactic coursework to real world problem-based settings

**Proposed Course Description (50 words max)**Students will learn and practice the techniques for producing a variety of compounded non-sterile pharmaceutical preparations according to high standards of quality and accuracy, towards the goal of optimizing patient care through the preparation of high quality and accurate patient-specific dosage forms.

**Change Prerequisites?**Yes

**Current Prerequisites**3PD Standing

**Proposed Prerequisites**Completion of Block 14 in the Doctor of Pharmacy Curriculum

**Change Co-requisites?**No

**Rationale**This course was offered in our legacy curriculum and the last time it will be taught in the legacy curriculum is Spring 2017.

The course is being revised so that will be part of the new curriculum in Fall of the third year.

## **PHA 5177C Advanced Nonsterile Compounding Fall 2017, Year 3 – Block 15 2 Semester Credit Hours**

### **Course Purpose:**

In this course, students will discover the scope of non-sterile compounding practice and what this practice offers to help fulfill unmet needs in pharmaceutical care. Students will also learn and practice the techniques for producing a variety of compounded non-sterile pharmaceutical preparations according to high standards of quality and accuracy, towards the goal of optimizing patient care through the preparation of high quality and accurate patient-specific dosage forms.

### **Course Faculty and Office Hours**

#### ***Teaching Partnership Leader:***

Cary Mobley, R.Ph., Ph.D.

Email: [wmobley@ufl.edu](mailto:wmobley@ufl.edu) Office: HPNP 1315 Phone: 352-273-6282

#### ***Office Hours:***

By appointment ([wmobley@ufl.edu](mailto:wmobley@ufl.edu))

### ***Academic Coordinator***

Name: Sarah Burgess

Email: [edu-help@ahc.ufl.edu](mailto:edu-help@ahc.ufl.edu)

Office: HPNP 4312

Phone: 352-294-5215

***Office Hours: by email and appointment***

### **This Course Will Prepare You to Perform the Following Activities Which the Public Entrusts a Pharmacist to Perform:**

Practice Management Domain: Fulfill a medication order

### **Course Objectives**

Upon completion of this course, the student will be able to:

1. Describe the scope of non-sterile compounding practice, including types of practices and the regulatory landscape.
2. Describe USP standards applicable to non-sterile compounding.
3. Describe methods to assure the quality of non-sterile compounded preparations.
4. Describe the underlying therapeutic rationale and dosage forms currently used to help meet patient needs in the following areas of pharmaceutical compounding:
  - a. Pediatrics and Geriatrics
  - b. Men's and Women's Health
  - c. Veterinary Health
  - d. Dermatological Conditions

- e. Cosmeceuticals and Antiaging
  - f. Dentistry
  - g. Pain Management
  - h. Sports Medicine
  - i. Palliative Care
  - j. Hospice
5. Prepare detailed compounding records that follow the standards of USP Chapter 795.
  6. Interpret symbols, abbreviations, and terminology used in prescription writing.
  7. Select appropriate reference sources for location of specific information on drugs and excipients.
  8. Evaluate important physicochemical properties of pharmaceutical ingredients, as they relate to the stability, safety, and efficacy of compounded preparations.
  9. Perform necessary calculations accurately and precisely.
  10. Weigh and measure ingredients accurately, including selecting the most appropriate apparatus for weighing or measuring.
  11. Assure that preparations are prepared so that all ingredients are present in the correct quantities, and in known and stable physical and chemical states
  12. Assure that preparations are mixed appropriately to assure accurate dosing and predictable and optimal biopharmaceutical behavior when administered to a patient.
  13. Select the most appropriate container to ensure stability of the preparation and to accommodate patient compliance.
  14. Select appropriate auxiliary and cautionary labels to assure proper use and storage of preparations.
  15. Determine the appropriate information with which to counsel patients.
  16. Apply methods of quality assurance to compounded preparations.

### Pre-Requisites

Completion of Block 14 in the Doctor of Pharmacy Curriculum.

### Classroom Locations:

1. Gainesville
2. Jacksonville
3. Orlando

### Weekly Course Outline

Date	Instructor	Learning Objective	Learning Activities/Topic	Instructor Contact Hours
12/4 (M)	Mobley	1-3	<b>Module 1: The Scope and Standard of Pharmacy Compounding</b> <ul style="list-style-type: none"> <li>• <b>Educational Videos:</b> The Scope of Compounding Practice,</li> </ul>	3

			Standards, Quality Assurance, and Safety in Compounding <ul style="list-style-type: none"> <li>• <b>Module 1 Online Quiz</b></li> </ul>	
12/5 (T)		4- a,b,c	<b>Module 2: Compounding for Different Types of Patients</b> <ul style="list-style-type: none"> <li>• <b>Educational Videos:</b> Pediatric and Geriatric Patients, Men's and Women's Health, Animals – Small, Medium, and Large</li> <li>• <b>Module 2 Online Quiz</b></li> </ul>	3
12/6 (W)		4- d,e	<b>Module 3: Compounding for The Skin</b> <ul style="list-style-type: none"> <li>• <b>Educational Videos:</b> Dermatological Conditions – I, Dermatological Conditions – II, Cosmeceuticals and Anti-aging</li> <li>• <b>Module 3 Online Quiz</b></li> </ul>	3
12/7 (R)		4- f,g,h,i,j	<b>Module 4: Compounding for Special Patient Needs</b> <ul style="list-style-type: none"> <li>• <b>Educational Videos:</b> Dental Patients, Pain Management, Sports Medicine, Hospice and Palliative Care</li> <li>• <b>Module 4 Online Quiz</b></li> </ul>	3
12/8 (F)		5 - 16	<b>Module 5: Topical Preparations</b> <ul style="list-style-type: none"> <li>• <b>Educational Pre-Lab Videos and Written Documentation Prep:</b> Preparing for Compounding, Compounding Lotions, Ointments and Gels</li> <li>• <b>Module 5 Online Quiz</b></li> </ul>	2
12/11 (M)			<ul style="list-style-type: none"> <li>• <b>Laboratory Exercise:</b> Preparation of Lotions, Ointments and Gels</li> </ul>	4
12/12 (T)		5 - 16	<b>Module 6: Oral and Veterinary Preparations</b> <ul style="list-style-type: none"> <li>• <b>Educational Pre-Lab Videos and Written Documentation Prep:</b> Preparing for Compounding Oral Preparations and Veterinary Dosage Forms</li> <li>• <b>Module 6 Online Quiz</b></li> </ul>	2
12/13 (W)			<ul style="list-style-type: none"> <li>• <b>Laboratory Exercise:</b> Preparation of Oral Preparations and Veterinary Dosage Forms</li> </ul>	4
12/14 (R)		5 - 16	<b>Module 7: Solid Preparations</b> <ul style="list-style-type: none"> <li>• <b>Educational Pre-Lab Videos:</b> Preparing for Compounding Lollipops, Lozenges, Balms, and Suppositories</li> <li>• <b>Module 7 Online Quiz</b></li> </ul>	2
12/15 (F)			<ul style="list-style-type: none"> <li>• <b>Laboratory Exercise:</b> Preparation of Lollipops, Lozenges, Balms, and Suppositories</li> </ul>	4
12/18			<b>Comprehensive Final Exam</b>	

			<b>Total</b>	<b>30</b>
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## Textbooks

**Reference Texts (not required):** *A Practical Guide to Contemporary Pharmacy Practice, 2<sup>nd</sup> or 3<sup>rd</sup> Ed* JE Thompson  
or *Applied Pharmaceutics in Contemporary Compounding, 2nd Ed*, R Shrewsbury

## Laboratory Materials & Fees

**Laboratory Materials:** In order for the students to be allowed to perform the lab sessions, white lab coats **MUST** be worn, buttoned-closed in the lab and open-toed shoes are not allowed. Gloves and safety glasses will be provided and must be worn.

**Laboratory Fees:** Students will be billed a materials & supplies fee that is in addition to tuition and covers the costs of supplies used when compounding nonsterile products in the laboratory.

## Student Evaluation & Grading

### Evaluation Methods and how grades are determined

Assessment Item	Grade Percentage
Enter the items used to determine grade	
Module Online Quiz (N=7)	14
Prescription Compound Record <sup>1</sup> (N=15)	15
Preparation Quality <sup>2</sup> (N=15)	15
Laboratory Professionalism <sup>3</sup> (N=6)	6
Final Exam (Covering Modules 1 through 4 and Educational Pre-Lab Components of Modules 5 through 7)	50
<b>Total</b>	<b>100</b>

<sup>1</sup>Prescription Compound Record - For each prescription, a **handwritten** compound record must be submitted at the end of the lab session. Typed or photocopied compound records will not be accepted. (See separate document entitled "Guidelines for Labels and Compound Records") **To avoid professionalism deductions, as much of this record as possible must be completed before entering the lab session. It is very important to come to the session fully prepared.** (e.g., entering the lab with blank compound records will not be tolerated: It will result in significant professionalism deductions and possible dismissal from the session.)

<sup>2</sup>Prescription preparation – Each preparation will be graded for accuracy, quality, and labeling. (See Appendix A). Point deductions will be indicated on the relevant compound record.

**Note on Minimum Acceptable Grade:** Students must achieve at least **6 out of 10** points for **the combined accuracy and quality grades** of each prescription. (See "Grading Guidelines" next page.) If less than 6 points are earned, the prescription must be repeated at a time arranged between the student, the course instructor, and the site facilitators. The maximum combined accuracy and quality grade for a repeated Rx will be 7 points.

<sup>3</sup>Professionalism - The professionalism of the students will be evaluated during each lab. The score for each lab will range from zero to ten. Repeated professionalism infractions will be met with further grade deductions. Categories that will be evaluated include the following:

- |  |                         |
|--|-------------------------|
| 1. Punctuality                         | 5. Independence of work |
| 2. Preparedness                        | 6. Cleanliness          |
| 3. Behavior                            | 7. Following dress code |
| 4. Handling of materials and equipment |                         |

## Grading Scale

> 92.5%	A
89.5-92.49%	A-
86.5-89.49%	B+
82.5-86.49%	B
79.5-82.49%	B-
76.5-79.49%	C+
72.5-76.49%	C
69.5-72.49%	C-
66.5-69.49%	D+
62.5-66.49%	D
59.5-62.49%	D-
< 59.49%	E

**Rounding of grades:** Final course grade will only be rounded up if the decimal is 0.5 or higher. The above scale depicts this policy.

## Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software. Appendix A outlines who to contact if you have questions about technology.

Canvas® Learning Management System\*

## Course Policies

### Policies Across All 1PD-3PD courses:

#### Class Attendance & Excused/Non-excused Absences

Attendance and punctuality are expected of pharmacists in practice since they are essential elements in maintaining quality patient care including patient safety. The Pharm.D. program has firm policies about attendance in order to instill good habits that will be needed in practice and also because class participation is essential for developing the knowledge, skills, and attitudes essential for success as a pharmacist. Class attendance is mandatory for active learning sessions such as problem-solving sessions, case discussions, laboratory sessions, and other activities that the instructor designates as required attendance. Similar to the employment expectations in pharmacy practice, tardiness and unexcused absences are not tolerated.



Student attendance may be excused in the following situations: serious illness (3 or more consecutive days requires a health care provider note/documentation), serious family emergencies, military obligation, severe weather conditions, religious holidays, and other reasons of that are of serious nature or unexpected. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) **will be** excused. The Pharm.D. calendar allows for participation in special curricular requirements (e.g., professional meetings). For unusual situations (e.g., wedding that was planned before admission), the student is expected to have already informed the Office of Student Affairs.

Students who have an infectious illness that is in the contagious phase should not come to class. This is an excused illness. The grade book will show EX or excused for the grade of a missed quiz or iRAT and the course grade will be computed without consideration of these missing points unless a makeup is assigned. If the instructor assigns a makeup assignment, the EX grade will be replaced with the grade earned on the makeup assignment.

Both excused and unexcused absences are tracked across the curriculum. Students with repeated absences may be requested to provide a higher level of documentation and the course leader will include the Associate Dean for Student Affairs in addressing the issue.

### Requests for Excused Absence

A request for an excused absence must be communicated prior to the class session by email. The email format below must be used for all communications about absences. The email must be addressed to [absent3PD@cop.ufl.edu](mailto:absent3PD@cop.ufl.edu) This message will be received by the Academic Coordinator, distant campus and Education Coordinator. The Academic Coordinator will communicate the information to the Teaching Partnership Leader/Course Director. If email is not possible the student should call the Academic Coordinator (see phone number in syllabus). The Academic Coordinator will coordinate all communications about the absence request and therefore, serve as the point of contact about decisions and other information. Students are encouraged to call the Academic Coordinator for assistance with excused absences.

The following format is recommended:

**To:** [absent3PD@cop.ufl.edu](mailto:absent3PD@cop.ufl.edu)  
**Subject:** PHA XXXX – Excused Absence request  
 Dear Prof. \_\_\_\_\_,  
 Professionally and politely request an excused absence.  
 Explain the nature of conflict and rationale for receiving an excused absence.  
 Thank the faculty member for their consideration of your special request.  
 Salutation,  
 Type in your full name and last 4 digits of UF-ID #, and Campus Name

Failing to follow this policy will render the absence unexcused. The expectation of prior notification will be exempted in situations where there was an emergency situation such as an accident or similar serious situation.

A request for an "excused absence" does not guarantee acceptance. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

The student is responsible for follow up and confirming whether the absence is excused or unexcused.

### **Make Up Assignments**

Make-up assignments will be provided for any excused absences when the instructor deems a make-up is indicated. Make-up assignment(s) shall be permitted a reasonable amount of time to make-up any excused absence(s). Due to the block curriculum model, students are encouraged to complete the make up ***within one-week of the missed session(s)***. If the situation leads to missing multiple class sessions and makeup by end of the course becomes difficult, the student and Teaching Partnership Leader/Course Director will meet with the Associate Dean of Student Affairs to develop options such as a makeup/remediation plan or course withdrawal. The time period for this make up will be consistent with the UF attendance policies.

Please refer to the University Attendance Policy at

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **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 maximum grade deduction that will be applied to each course **is 5% from the final course percentage grade**. Repeated unprofessional behaviors will also be evaluated as an end of year milestone and can negatively impact curricular progression.

### **Quiz & iRAT/tRAT Policies**

1. Students must bring their laptop or tablet to class in order to participate in the quiz/iRAT/tRAT.
2. All quizzes/iRATs/tRATs are closed book unless otherwise noted by the instructor.
3. At the start of the quiz/iRAT, the access code will be provided. Students who miss getting the access code because they were late will not be allowed to take the quiz/iRAT and a grade of zero will be assigned unless there is an excused absence.
4. When a student completes a quiz/readiness-assessment test (RAT), they must close their laptop or turn over their tablet to indicate they are finished with the assessment. These devices should not be used until the instructor has announced that the quiz/RATs have ended.
5. Students who miss the iRAT may take the tRAT if they are in class at the start of the tRAT. (The Academic or Education Coordinator will assess the time of arrival and indicate to students who enter the classroom late whether they can join their team and participate in the tRAT.)
6. Students may not leave the room during the iRAT and tRAT.
7. All students must remain quiet during the iRATs and as other team are completing the tRATs .

- For tRATs, a team may appeal the answer to a question to the instructor after the active learning session within 24 hrs. The appeal must be evidence-based and in writing. Such an appeal process is not applicable to quizzes, iRATs, and exams.

## Exam Policy

### *During any Exam:*

- Students must wait outside the testing room until the proctor enters
- The following items are not allowed to be accessed during the exam: cell phones, other electronic or digital devices including smart watches, pagers, photographic devices, and recording devices. Any watches must be placed on the top of the desk for proctor review.
- All backpacks, purses or other bags should be kept away from the student's designated testing space and must not be accessed during the exam. Nonessential materials are NOT allowed at the student's desk during examination periods. Please leave all nonessential materials outside of or in the front of the examination room.
- Students must arrive and be seated promptly to be eligible to take the exam. To maintain exam security, students who arrive late for the exam will not be allowed to start the exam if they are more than 30 minutes late or if another student has left the room after seeing the exam. Students who have valid reasons for arriving late at the exam may request a makeup exam as outlined below.
- There must be no talking or other disruptive behavior during the distribution or taking of the exam.
- Calculators must meet the following requirements: Only nonprogrammable calculators are allowed unless the course has a specific policy.
- If you encounter calculator problems (e.g., dead battery), contact the Proctor.
- Other exam rules may be instituted during the progression of the course.
- Once the exam commences, students may not leave the room without first turning in the exam. Once the exam is turned in, the examination period for the student is considered complete and the student must leave the examination room.
- If there is urgent need to use the restroom, the Proctor will provide guidance.  
*Failure to follow exam rules may be considered as evidence of academic dishonesty.*

### *After an Exam*

#### **Policy across All 1PD-3PD courses where ExamSoft is used:**

- Students are required to upload the encrypted exam file within 24 hours of completing the exam to the SofTest website.
  - If the encrypted file is not uploaded within 24 hours, the student's exam score will be reduced by 10%.
- Graded exam appeals
  - There are no exam appeals except in instances where the student deems there is a possible grading/grade calculation error. Following release of the exam grades, the student has 3 business days to contact the Teaching Partner and Academic Coordinator to clarify questions and appeal any possible grading errors.

## **Make-up Quiz/iRAT/tRAT/Exam Policy**

### **Policy across All 1PD-3PD courses:**

Makeup exams are given only under special circumstances and only for excused absences. (The policies related to requesting an excused absence also apply to makeup requests for quizzes/iRATs and exams.) If the student is unable to take a scheduled assessment, the Teaching Partnership Leader/Course Director and Academic Coordinator must be notified before the assessment or if it is an emergency situation, as soon as possible. The instructor will arrange an alternate deadline for the assessment consistent with the University examination policies.

The questions on the makeup assessment may be in the form of essay, short answer, or multiple-choice and will be the same level of difficulty as the assessment administered during the scheduled time. With the exception of highly extenuating circumstances, failure to follow the prescribed procedures or failure to be present for the make-up assessment will result in a grade of zero for that exam. No precedence can be drawn from any courses in the College of Pharmacy or any other college within University of Florida.

## **Course-Specific Class Policies**

None

## **General College of Pharmacy Course Policies**

The following policies apply to all courses in the College of Pharmacy and are available on the COP website:

### ***University Grading Policies***

Please visit the following URL to understand how the University uses the course grade to compute your overall GPA: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### ***Concerns, Appeals, and Complaints***

Students who have concerns about their evaluation of performance and/or student-faculty relations should review the Student-Faculty Handbook for guidance. The Student-Faculty Handbook also outlines the chain of command for any appeals and/or complaints.

### ***Academic Integrity Policy***

Students are expected to act in accordance with the University of Florida policy on academic integrity (<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>). This Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult the course's Teaching Partnership Leader/Course Director.

Students are also expected to abide by the UF Honor Code.

The following is the UF Honor Pledge: *We, the members of the University of Florida community, pledge*

*to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.*

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

### ***Psychomotor and Learning Expectations***

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific learning disabilities such as sensory deficit or sensory-motor coordination problems should cooperate with the faculty and staff in addressing these circumstances in order to meet academic standards.

### ***How to Request Learning Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered with the Disability Resource Center, students will receive an accommodation letter which must be presented to both the instructor and academic coordinator to utilize classroom accommodations. Students registered with the Disability Resource Center who are requesting clinical accommodations for rotations or clinical experiences should contact their Learning Specialist in the Disability Resource Center. Students with disabilities should follow this procedure as early as possible in the semester.

Additionally, students at all College of Pharmacy campuses are expected to provide a copy of the accommodation letter of the Office of Student Affairs by email (carswell@cop.ufl.edu), fax (352-273-6219) or in person at G235 (Student Services Suite) of the Health Professions, Nursing and Pharmacy Building since some learning activities, exams, and assessments require additional assistance. The College of Pharmacy highly encourages that this procedure be completed before each course begins. Being proactive in this process will ensure that accommodations are in place for each student's learning activities, exams, and assessments because grades cannot be retroactively changed.

### ***Faculty and Course Evaluations***

Students are expected to provide feedback on the quality of instruction in every course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open around mid-semester and need to be completed by the established deadline. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

### ***Computer and Other Technology Requirements***

Students are required to meet the following computer and technology requirements: <http://pharmacy.ufl.edu/education/student-affairs/admissions/student-computer-requirements/>

ExamSoft® is used for administration of exams and students are required to follow the procedures that are established for exam administration. Students must bring a laptop to class to complete exams and this laptop must meet the computer and technology requirements established by the College. Students

must also complete mock exams prior to the actual exam to assure that all computer features are supported by ExamSoft®.

### Expectations In Class and Other Learning Activities

Students are expected to:

- Be diligent and timely in studying the course material.
- Be on time for class sessions, quizzes, and exams.
- Be prepared for group discussions and conference calls.
- Do your own work.
- Actively collaborate with peers when assigned to groups.
- Inform the Academic Coordinator about an absence from an exam or other assigned class activity at least 24 hours prior to the event.
- Dress appropriately for class sessions or clinically related activities.
- Turn cell phones and other electronic communication devices to silent mode during a class session or phone conference. Special circumstances may be discussed with professor (i.e. family emergency phone calls, etc).
- Be quiet during class sessions including peer presentations.
- Be focused and avoid distractive behaviors in class.
- Appropriately use the computer in class, i.e., do not be looking at unrelated information on the web site during class.
- Participate in class or group discussions.
- Raise one's hand to be recognized before making a comment during a class session.
- Be respectful to the teacher.
- Be respectful to fellow students in discussions.
- Be courteous, respectful, and civil when using discussion boards.
- Focus on the course learning activities; it is not respectful to study for other coursework during the class session.
- Address faculty with the appropriate title and name, i.e., Dr. (last name) or Professor (last name).
- Address concerns about performance or course material directly with the Teaching Partnership Leader/Course Director.
- Seek assistance with academic or personal difficulties as soon as possible.

### Communications

#### Course-related Communications

Students with questions about course content should post questions on the discussion board. As noted in the attendance policy, communications about class attendance/absence should be emailed to [absent3PD@cop.ufl.edu](mailto:absent3PD@cop.ufl.edu). The student may email the course leader for any other needs that are personal in nature (e.g., request for accommodations, personal issues such as illness, emergencies).

#### Faculty member Response Time:

1. The course faculty will work to respond to discussion board postings and email communications within 24 hours of the posting between Monday and Friday 12N. Responses on weekends and holidays will be sporadic. (On weekends when assignments are due, students are advised to post questions before 12 Noon on Friday.)

**Email Communications:**

1. When communicating with faculty via email, the subject line needs to include the course number & title.
2. At the end of the email, in addition to listing your name, list your academic year and campus/site.

**Discussion Board Policy**

The purpose of the discussion board is to provide a venue for you to enhance your learning. This is accomplished by having a thread for each module where you can post questions to the course faculty. (A thread is a single link that is devoted to a topic.) The discussion board is also a place where your instructors may post virtual cases for you to work up.

Such interaction on the discussion boards with the instructors will allow you to clarify your questions and apply what you are learning in other parts of the course. The goal of these discussions is to help you learn.

**Students Netiquette on the Discussion Board:**

1. Post your comment on the correct discussion thread. If you have a question about A1 (Unit A - Module 1), post it in the discussion thread for A1 and not the B1 thread.
2. The discussion board is not a place to complain. Complaints should instead be directed directly to the Teaching Partnership Leader/Course Director via a professional email. This allows the Teaching Partnership Leader/Course Director to quickly address your concern without causing distraction to other students who have limited time and want to focus on learning.
3. Use "netiquette." If you have never learned "netiquette" - please visit the following URL: <http://www.albion.com/netiquette/corerules.html> If you follow the rules of netiquette described in this URL, you will avoid posting an embarrassing or inappropriate comment.
4. The discussion board has been designed to allow you a place to ask further questions on the material to clarify any confusion, gain a deeper understanding of the material, or ask general course questions. A question you might see on a discussion board is "What do I need to study for the exam?" Please reflect on how this question can be perceived by your lecturing faculty as well as your fellow classmates. Rewording the question to address a specific topic would be more appropriate. For example, "Dr. XX, you listed numerous side effects for drug XX on slide XX. Of those, what are the most relevant that we could expect to occur and monitor for in clinical practice." The type of material that is covered in these classes is material that is important for patient care. All of this material is important. There are variations in courses, but please make use of your syllabus since there might be guidance on how to prepare for various exams in your classes.
5. In most situations, lectures are released as planned by the Teaching Partnership Leader/Course Director. Clarifying at the beginning of a semester on the planned release date/time, if not posted in the syllabus, is appropriate. Continual posts on the discussion board on weekly basis can become overwhelming for the course coordinator as well as your fellow students.

**Question/Answer sessions in live class sessions:**

Time is usually reserved at the end of the class for questions regarding the material to clear up any confusion or expand on material covered in the particular section. This is a valuable time for all students and since time is limited, the questions should focus on the topics at hand. Questions such as,

“What material will be covered on an upcoming exam?” or, “Do we need to know dosing for the exam?” are inappropriate during this time period. In our profession, all material is important. However, if this question does need to be asked, please consider using the discussion board to clarify any specific exam questions.

### **Student Complaint Process**

Concerns about the course (e.g., course requirements, quizzes, exams) should first be discussed with the appropriate course instructor and the Teaching Partnership Leader/Course Director. If a satisfactory resolution is not achieved, the student may appeal to the Associate Dean for Curricular Affairs and Accreditation who will also engage other individuals depending on the request (e.g., campus dean, department chair, Associate Dean for Student Affairs). If the student finds the decision unsatisfactory, the student may appeal to the Dean of the College of Pharmacy. If this decision is unsatisfactory, the student may appeal to the Ombuds office ( [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf) ).

### **Religious Holidays**

Please see the University policy on attendance and religious holidays:

<http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html#religious>.

### **Counseling and Wellness Center**

Students who are experiencing issues and events that could adversely affect academic performance and personal health should be encouraged to meet with the Teaching Partnership Leader/Course Director or Associate Dean for Student Affairs for guidance. Students in the Gainesville area may contact the UF Counseling and Wellness Center for Gainesville students (352-392-1575; <http://www.counseling.ufl.edu>). Students outside the Gainesville area may obtain similar contact information from the campus/program administrator.

### **Emergencies**

Call the University Police Department for emergencies: 392-1111 or 9-1-1

### **Student Crisis**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Students who are experiencing issues and events are also encouraged to contact their local crisis center. For Alachua County the Crisis Center number is 352-264-6789; for Jacksonville and Duval County 904-632-0600 and toll free for Northeast Florida at 1-800-346-6185; and for Orlando 407-425-2624.



The following national call numbers are also available for students who reside outside of the main COP campuses: a) 1-800-273-8255, and b) 1-800-784-2433.

### **How to Access Services for Student Success**

Students who need guidance for course success or who are having academic difficulty should contact the Teaching Partnership Leader/Course Director. In addition, students are encouraged to contact their advisor or Campus Director/Associate Dean for Student Affairs for assistance.

### **Faculty Lectures/Presentations/Course Materials Download Policy**

Photography, audio-visual recording, and transmission/distribution of classroom lectures, course materials, and discussions is prohibited unless there is expressed written permission.

Recorded lectures and class sessions are authorized solely for the purpose of individual or group study with other UF College of Pharmacy students enrolled in the same class. Such recordings may not be reproduced, shared, or uploaded to publicly accessible web environments. Students who do not adhere to this policy will be considered to be breaching COP copyrights and/or FERPA law.

## **Faculty and Staff: Who to Contact**

### **Academic Coordinator/Education Coordinator:**

1. Issues related to course policies (absences, make up exams, missed attendance)
2. Absence requests (Only the Academic Coordinator handles absence requests)
3. Questions about dates, deadlines, meeting place
4. Availability of handouts and other course materials
5. Assignment directions
6. Questions about grade entries gradebook (missing grades, wrong grade)
7. 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.)

### **Teaching Partnership Leaders/Course Directors**

1. Questions about grades
2. Concerns about performance
3. Guidance when there are performance problems (failing grades)
4. General questions about content

### **Other Teaching Partnership Faculty Members**

1. Questions about specific content

### **Technical Support:**

For technical support related to eLearning, educational videos, mobile learning tools and other course-related issues, contact **College of Pharmacy Educational Technology Support** at:

- Gainesville Office Hours: HPNP Rm. 4312 or 4309, Monday – Friday, 8:30 am to 4:30 pm
- E-mail: edu-help@ahc.ufl.edu
- Phone: 352-273-9492

Contact the **University of Florida Computing Help Desk** for issues related to Gatorlink accounts, UF e-mail, ONE.UF, myUFL and other centralized UF systems, contact UF Computing Help Desk at:

- Website: <https://my.it.ufl.edu/CherwellPortal/UFITServicePortal>
- E-mail: [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Help Wiki: <https://wiki.helpdesk.ufl.edu/>
- Phone: (352) 392-4357

## Appendix:

### A. Grading Criteria

#### LABORATORY PERFORMANCE

Compounding techniques will be described in lecture, lab, and reading assignments. Therefore, the student must come to each lab intellectually prepared to fill the prescriptions and the student must come to each lab with a goal of compounding the preparations accurately and efficiently.

#### Grading Guidelines

The following is a possible point deduction list, which will be used as a guide to evaluate your performance. Other, preparation-specific criteria may be added during the semester.

#### Point Deductions for Lab Performance

Compounding Professionalism Deductions		
	5 - 10	Incomplete compound record before the lab session begins (i.e. portions missing that should have been completed ahead of time); possible dismissal from lab
	7	Late compound record (record not turned in by the end of the session). Maximum compound record score of 3 / professionalism score of 3.
	1 – 10	Poor behavior (e.g., excessive talking about extraneous matters, which leads to error or disturbs other students).
	1 – 5	Rough handling of compounding equipment
	2	Dirty lab station or dirty equipment left behind: The student must leave the work area and compounding equipment in pristine condition.
	1 – 10	Insufficient knowledge or <b>insufficient preparation</b> for lab
	1 – 5	Failure to label ingredients during compounding. Labeling the weigh paper is appropriate.
	1 – 10	Tardiness (1 point per minute)
	1 – 10	Failure to work independently on preparation or compound record
	1 – 10	Inability to finish the preparations by the end of lab
	1 – 10	Failure to follow the proper dress code
	2	Ingredient containers haphazardly left open, or leaving spatulas in containers.
	1 – 10	Failure to follow "Laboratory Safety Procedures and Rules" and "General Lab Instructions and Information" as described later in this document.
Prescription Grade Deductions		
<b>Preparation accuracy</b>	Repeat Rx	Incorrect ingredients
	Repeat Rx	Incorrect amount of ingredients
	Repeat Rx	Wrong quantity dispensed
	Repeat Rx	Preparation not uniformly mixed
<b>Preparation quality</b>	Varies	Capsules: Fingerprints, sticky, or not completely snapped shut (2), wrong cap size (7)
	3	Liquids: Solutions not clear. Dispersions separate rapidly.
	3	Semisolids: Preparation is lumpy or gritty
	1	Preparation is on lid, grooves, or outside of container.
	1.5	Wrong <i>type</i> of container (1 point if right type, but wrong size)
<b>Preparation labeling</b>	1	Smudging on label, crooked or wrinkled label
	3	Wrong directions that could affect patient therapy: May include wrong route, wrong dosing interval, wrong number of doses, wrong dosage form, wrong preparation name, wrong beyond-use date
	1.5	Incomplete directions, (e.g., "Mix" instead of "mix and take")
	2	Wrong quantity dispensed on label
	1.5	Wrong label format (See separate document entitled "Guidelines for Labels and Compound Records")
	1	Wrong Rx #
	1	Misspelled word
	1	Handwriting on the label

	1.5	Auxiliary label missing from container
	1	Missing units (% , ml, mg, etc.)
<b>Compound Record Deductions</b>		
7		Typed or photocopied compound record
1 (each)		Ingredient purpose or solubility missing or inaccurate
2 each		Missing or erroneous calculations ( <u>Repeat</u> Rx if directions don't indicate accurate quantities)
1 each		Missing ingredients in list
0.5 each		Missing labels or units in calculations (0.5 pt each instance, 2 points max deduction per Rx)
1		Compounding directions not concise
1		Compounding directions not written legibly in a numbered, step-wise manner
2 each		Missing ingredients or ingredient amounts in compounding directions ( <u>Repeat Rx if uncertainty in ingredients or amounts used.</u> )

## B. Laboratory Safety Procedures and Rules

(Failure to follow lab safety rules and procedures may result in dismissal from the lab)

- 1) **DRUGS AND COMPOUNDED PREPARATIONS MUST NOT BE USED FOR SELF MEDICATION.**
- 2) **DRUGS AND COMPOUNDED PREPARATIONS MUST NOT BE TASTED UNDER ANY CIRCUMSTANCES.**
- 3) **NO DRINKS OR FOOD IN THE LABORATORY.**

4) Students must NOT be in the laboratory in the absence of laboratory personnel. Please wait until you are invited into the lab by laboratory personnel.

5) Students will not be allowed in the lab without lab coat and the lab coat must remain closed during the lab session. Students must wear closed-toed shoes in the lab. Gloves will be worn at all times when preparing compounds. Safety glasses and masks must be worn when instructed.

### 6) **Hazardous Waste Collection**

All compounding chemicals and materials contaminated with these chemicals must be disposed of in designated Hazardous Waste containers. Non-contaminated refuse must be disposed of in regular trash bins. Follow the rules to protect our environment and yourself. If you are not sure how to dispose any drug/chemical, ask the instructors. Failure to properly dispose of waste may result in dismissal from the lab.

The following containers will be used for hazardous waste collection in our labs:

- Thirty Gallon Poly Bag Lined Fiber Drums** – All solid and semisolid compounded preparations and contaminated materials, including empty containers, gloves, weighing paper, paper towels, etc.. In some cases, tightly closed liquid preps will be placed in these drums.
- Five Gallon Plastic Buckets** – Bottles containing liquid compounded preparations (must first be tightly closed).
- Broken Glassware Container** - Broken glassware must be reported to the instructors and placed into the designated containers. Mercurial spill from broken thermometers must be immediately reported.
- Biohazard (Red) Bag Lined Box** - Any pathological waste (e.g., sterile preps and associated materials, glucose and cholesterol testing materials, etc.) must be disposed of in this bag. Sharps (e.g., needles and amps) must first be placed in SHARPS CONTAINERS
- Normal Trash Containers** - All papers or stationary not containing chemical or pathological waste are disposable in normal trash.

Information about the University of Florida's Hazardous Waste Management policies can be found at <http://www.ehs.ufl.edu/HMM/>

- 7) Do not place anything in the sinks unless allowed by the lab instructors. Keep all sinks clean.
- 8) Return all drugs, tightly sealed, to their proper place immediate after use. Make sure to return the chemicals in their correct containers. Have the instructors/assistants check this if you are uncertain.
- 9) Use a pen/pencil to write the identification of chemicals/drugs on weigh papers while compounding the prescription.
- 10) Bags, books etc. should be left in the allocated places in the laboratories, away from the workspaces.
- 11) Know the location and use of fire-fighting appliances and eye-wash station in and near the laboratory.
- 12) If you have any known allergy to any chemicals or if you feel sick during the lab, immediately report to the instructors.