

# Cover Sheet: Request 11366

## PHA5239 Pharmaceutical Law & Ethics

### Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Beck,Diane Elizabeth beck@cop.ufl.edu
Created	12/14/2016 1:19:36 AM
Updated	12/16/2016 12:46:45 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 credit hours, change in course description, and a change in pre-requisites and co-requisites. A new syllabus is provided.</p> <p>The new course title is proposed to be Applications of Pharmacy Law &amp; Ethics</p>

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Whalen, Karen		12/15/2016
No document changes					
College	Approved	COP - College of Pharmacy	Beck, Diane Elizabeth		12/16/2016
Replaced PHA 5239 Appl Pharmacy Law & Ethics 12-15-16.docx					12/16/2016
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 11366

## Info

**Request:** PHA5239 Pharmaceutical Law & Ethics

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The new course title is proposed to be Applications of Pharmacy Law & Ethics

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

**Created:** 12/16/2016 12:36:14 AM

**Form version:** 3

## Responses

**Current Prefix**PHA

**Course Level**5

**Number** 239

**Lab Code** None

**Course Title** Pharmaceutical Law & Ethics

**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**Pharmaceutical Law & Ethics

**Proposed Course Title**Applications of Pharmacy Law & Ethics

**Change Transcript Title?**Yes

**Current Transcript Title**Pharm Law and Ethics

**Proposed Transcript Title (21 char. max)**Appl Pharm Law Ethics

**Change Credit Hours?**Yes

**Current Credit Hours**3

**Proposed Credit Hours**2

**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**This course will give you the tools to understand the legal and ethical environment in which you will practice as well as the responsibilities with which you will be entrusted as a healthcare professional.

**Proposed Course Description (50 words max)**The course will examine in depth the federal and Florida state laws that impact the practice of pharmacy and the ethics of pharmacy practice. Students will also apply this knowledge by solving case-studies related to pharmacy practice in all practice settings.

**Change Prerequisites?**Yes

**Current Prerequisites**3PD Class Standing

**Proposed Prerequisites**Completion of Year 2 of the PharmD Curriculum including the milestones.

**Change Co-requisites?**Yes

**Current Co-requisites**None

**Proposed Co-requisites**PHA 5165L Professional Practice Skills Lab V

**Rationale**The course has historically been taught in the legacy curriculum and was offered for the last time in the legacy curriculum in Fall 2016.

The course is now part of the new curriculum.

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**PHA 5239 Applications of Pharmacy Law & Ethics**  
**Fall 2017 Semester – Block 13**  
**2 Credit Hours**

**Course Purpose:**

The course will examine in depth the federal and Florida state laws that impact the practice of pharmacy and the ethics of pharmacy practice. Students will also apply this knowledge by solving case-studies related to pharmacy practice in all practice settings.

**Course Faculty and Office Hours (See Appendix A for Who to Contact)**

**Teaching Partnership Leader:**

William Allen, J.D., M.Div.

Email: wmallen@ufl.edu

Office: G1-20 (Stetson- Medicine Wing)

Phone: 352-273-5155

Office Hours: By Email and Appointment

**Teaching Partners:**

TBD

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

1. Safely and accurately dispense medications within a medication use system including supervision of pharmacy technicians. (EPA E4)

**Course Objectives**

Given a case study describing a situation in a pharmacy or pharmacy practice, the student shall be able to:

1. Recommend requirements for the acquisition and distribution of pharmaceutical products, including samples.
2. Apply the legal requirements that must be observed in the issuance of a prescription/drug order.
3. Recommend procedures necessary to properly dispense a pharmaceutical product, including controlled substances, pursuant to a prescription/drug order.
4. Assess the conditions for making an offer to counsel or counseling appropriate patients and the need for documenting the counseling offer/session.
5. Recommend what is required to distribute and/or dispense each of the following products: non-prescription products and devices, poisons, and restricted products, materials,. (eg, pseudoephedrine, dextromethorphan, emergency contraception, behind the counter products)

6. Recommend procedures for keeping records of information related to pharmacy practice, pharmaceutical products and patients, including requirements for protecting patient confidentiality.
7. Outline how to handle hazardous materials such as what is described in the USP.
8. Recommend the qualifications, application procedure, necessary examinations, and internship for licensure, registration, or certification of individuals engaged in the storage, distribution, and/or dispensing of pharmaceutical products (prescription and non-prescription).
9. Describe the requirements and application procedure for the registration, licensure, certification, or permitting of a practice setting or business entity.
10. Outline the operational requirements for a registered, licensed, certified, or permitted pharmacy practice setting.
11. Apply the federal and Florida state laws and rules that regulate or affect the manufacture, storage, distribution, and dispensing of pharmaceutical products, preparations, bulk drug substances/excipients, and devices, (prescription and non-prescription), including controlled substances.

### Pre-Requisite

Completion of all year 2 coursework including the year 2 milestones.

### Co-Requisite

PHA 5165L – Professional Practice Skills Lab

### Classroom:

1. **Gainesville:** All class sessions are held in MDL-1 (CG-069 to CG-88 in the Ground Floor of the Communicore)
2. **Jacksonville & Orlando:** Class Sessions are posted in the campus calendar

### Course Structure and Weekly Course Outline

Week/Date	Instructor	Related Learning Objectives	Description of Learning Activities	Instructor Contact Hours
Aug 21 (M)	Allen	1	<p><b>Module 1:</b> New drug approval, marketing unapproved drugs, &amp; human subjects research ethics.</p> <p><b>Online/Individual Study</b></p> <ol style="list-style-type: none"> <li>1. Text pp. 82-107</li> <li>2. Pre-recorded lectures:</li> </ol> <p>New drug approval            Designing new drugs                approved drugs as new drugs                the road to an approved new drug application                drug efficacy study implementation                paper new drug applications                drug price competition and patent term</p>	1.5

			<p>restoration Act of 1984 over the counter drug review</p> <p>Marketed unapproved drugs</p> <p>Drugs intended to treat serious and life-threatening diseases</p> <p>widespread patient treatment with investigational drugs</p> <p>individual patient access to investigational drugs for serious diseases</p> <p>Expedited approval of drugs intended to treat serious or life-threatening illnesses</p> <p>Medwatch voluntary reporting program</p> <p>Pharmacy requirement to provide patients with medwatch number</p> <p>Medical devices</p> <p>Cosmetics</p>	
Aug 23 (W)	Allen		<p><b>In-Class TBL Session:</b></p> <ol style="list-style-type: none"> <li>1. IRAT/TRAT</li> <li>2. Team Applications</li> </ol>	<b>2 hr TBL</b>
Aug 28 (M)	Allen	<b>2, 3, 6, 8</b>	<p><b>Module 2:</b> Prescription drug labelling, Off-label uses, Compounding, &amp; Prescription Drug Modernization Act of 1987.</p> <p><b>Online/Individual Study</b></p> <p>Text pp. 151-155, 156-7, 158-64, &amp; 170-77</p> <p>Pre-recorded lectures:</p> <p>Prescription drug labeling information for the patient</p> <ul style="list-style-type: none"> <li>patient package inserts</li> <li>useful written patient information and medication guides</li> <li>drug information website for pharmacists: drug info rounds</li> <li>drug information website for consumers and health professionals: drugs@FDA</li> </ul> <p>Approved drugs for off-label (unlabeled) indications</p> <p>FS 456.0392 Prescription labeling</p> <p>Pharmacy compounding vs. Manufacturing</p> <ul style="list-style-type: none"> <li>1992 compliance policy guide</li> <li>FDAMA's compounding provisions</li> <li>FDA 2002 compliance policy guide</li> <li>new drug issue</li> <li>drug quality and Security Act of 2013</li> <li>draft compliance guides</li> <li>other compounding issues</li> <li>USP compounding requirements</li> <li>patent issues</li> </ul> <p>FAC 64B16-27.700 Definition of Compounding.</p> <p>64B16-27.797 The Standards of Practice for Compounding Sterile Products.</p> <p>Prescription Drug Marketing Act of 1987</p>	<b>1.5</b>

			<p>regulation of prescription drug samples  purchases and resells by hospitals and  healthcare entities  product returns  wholesale distributors  pedigrees, counterfeit drugs, and drug supply  chain security  importation of prescription drugs for personal  use  penalties  Inspections under the Federal Food, Drug, and Cosmetic  Act  Related laws to the FDCA  use of alcohol in Pharmacy practice  FS 499.0121 Storage and handling of prescription drugs;  recordkeeping  ☐ 499.01211 Drug wholesale distributor advisory council  ☐ 499.01212 Pedigree paper  ☐ 499.028 Drug samples or complimentary drugs; starter  packs; permits to distribute  ☐ 499.029 Cancer drug donation program  ☐ 499.032 Phenylalanine; prescription required  FAC <a href="#">64B16-27.615</a> Possession and Disposition of Sample  Medicinal Drugs</p>	
Aug 28 (W)	Allen		<p><b>In-Class TBL Session:</b>  3. IRAT/TRAT  4. Team Applications</p>	2 hr TBL
Sept 1 (F)	Allen	4, 6, 12	<p><b>Module 3: Closed System of Controlled Substances  Online/Individual Study</b>  Text pp. 203-236  Pre-recorded lectures:</p> <p>State vs Federal Authority  Classification of controlled substances  schedule I  schedule II  schedule III  schedule IV  schedule V</p> <p>Authority for scheduling  Manufacturer labeling and packaging  Registration  exemptions  activities that require registration  applications for registration and REE registration  modification transfer and termination of  registration  denial revocation or suspension of registration</p> <p>Security requirements  Penalties</p>	1.5

			<p>drug trafficking offences distribution or dispensing in violation of the Controlled Substances Act order form 222 violation illegal possession practical considerations</p> <p>Pharmacy inspections constitutional requirements DEA inspections under the CSA State Pharmacy Board inspections practical considerations</p> <p>Opioid treatment programs Methadone treatment of addicts outside of OTPs</p> <p>Laws related to the Controlled Substances Act the Controlled Substance registrant protection act of 1984 the chemical diversion and trafficking Act of 1988 the anabolic steroids Act of 2004 the combat methamphetamine epidemic Act of 2005 and the methamphetamine prevention Act of 2008</p> <p>U.S. postal laws: mailing controlled substances FS 893.04 Pharmacist and practitioner 893.06 Distribution of controlled substances; order forms; labeling and packaging requirements 893.065 Counterfeit-resistant prescription blanks for controlled substances listed in Schedule II, Schedule III, Schedule IV, or Schedule V</p>	
Sept 6 (W)	Allen		<p><b>In-Class TBL Session:</b></p> <p><i>a.</i> IRAT/TRAT <i>b.</i> Team Applications</p>	2 hr
Sept 11 (M)	Allen	5, 7	<p><b>Module 4: Federal Regulation of Pharmacy Practice</b> <b>Part I</b> Text pp. 305-340 Pre-recorded lectures:</p> <p>The Omnibus budget reconciliation Act of 1990 background basic framework of obra ' 90 components of prospective drug use review</p> <p>Health insurance portability and accountability act of 1996 examples of privacy abuses who must comply with HIPAA protected health information notice provision acknowledgement of notice use and disclosure of PHI business associates training programs</p>	1.5



			<p>policies and procedures penalties and enforcement Health Information Technology infrastructure</p> <p>Medicare Medicare Part D Medicare and provider status for pharmacists Medicare and the regulation of Hospital</p> <p>Pharmacy</p> <p>Medicaid prescription drug coverage</p> <p>FS 465.188 Medicaid audits of pharmacies FAC 64B16-27.810 Prospective Drug Use Review. 64B16-27.820 Patient Counseling. 64B16-27.800 Requirement for Patient Records. 64B16-27.830 Standards of Practice - Drug Therapy Management <a href="#">64B16-27.850</a> Standards of Practice for Orthotics and Pedorthics. 64B16-27.851 Record-Keeping for Orthotics and Pedorthics. <a href="#">64B16-27.103</a> Oral Prescriptions and Copies. <a href="#">64B16-27.104</a> Conduct Governing Pharmacists and Pharmacy Permittees. 64B16-27.120 Ordering and Evaluation of Laboratory Tests. 64B16-27.210 General Terms and Conditions to Be Followed by a Pharmacist When Ordering and Dispensing Approved Medicinal Drug Products. <a href="#">64B16-27.211</a> Prescription Refills. <a href="#">64B16-27.220</a> Medicinal Drugs Which May Be Ordered by Pharmacists. 64B16-27.230 Fluoride Containing Products That May Be Ordered by Pharmacists. 64B16-27.300 Standards of Practice - Continuous Quality Improvement Program</p>	
Sept 13 (W)	Allen		<p><b>In-Class TBL Session</b></p> <ol style="list-style-type: none"> <li>1. IRAT/TRAT</li> <li>2. Team Applications</li> </ol>	<b>2 hr TBL</b>
Sept 18 (M)	Allen	<b>14</b>	<p><b>Module 5: Federal Regulation of Pharmacy Practice Part II</b></p> <p><b>Online/Individual Study</b> Text pp. 341-365, 108-119 Pre-recorded lectures:</p> <p>Medicare / Medicaid fraud and abuse laws false claims Act anti-kickback statute physician anti self-referral law</p> <p>Federal Regulation of long-term care the trend toward long-term self-administration of drugs</p>	1.5

			<p>unnecessary drugs  14-day dispensing cycle  medication errors  Pharmacy services  service consultation  drug regimen review  labeling of drugs and Biologicals  storage of drugs and Biologicals</p> <p>Federal antitrust laws  the Sherman Antitrust Act  the Robinson-Patman Act</p> <p>Miscellaneous federal laws related to Pharmacy practice  340b drugs  the patient safety and quality improvement act of 2005  flexible spending and health savings account  debit cards</p> <p>Drug ads and promotion.</p>	
Sept 20 (W)	Allen		<b>Mid-term Exam</b>	<b>2 hr</b>
Sept 25 (M)	Allen	<b>9</b>	<p><b>Module 6: State Regulation of Pharmacy Practice Online/Individual Study</b>  Text pp. 379-406</p> <p>Pre-recorded lectures</p> <p>Self-regulation in pharmacy  Approaches to regulation  reasons to regulate professions  differing perspectives on regulation</p> <p>State boards of Pharmacy  Licensing  licensing of Pharmacists</p> <p>Actions against the license  grounds for discipline  reinstatement of a revoked license  impaired pharmacist programs</p> <p><b>Pharmacist Licensure</b>  FS 465.007 Licensure by examination  465.0075 Licensure by endorsement; requirements; fee (do not include fee amounts)  465.008 Renewal of license  465.009 Continuing professional pharmaceutical education  465.012 Reactivation of license; continuing education  465.0125 Consultant pharmacist license; application, renewal, fees; responsibilities; rules (do not include fee amounts)  465.0126 Nuclear pharmacist license; application, renewal, fees (do not include fee amounts)  64B16-26.103 Continuing Education Credits; Renewal.  64B16-26.104 Exemptions for Members of the Armed</p>	1.5

			<p>Forces; Spouses.          FAC 64B16-26.200 Examination Requirements.  <u>64B16-26.203</u> Licensure by Examination; Application.          64B16-26.1001 Examination and Application Fees.  <u>64B16-26.1002</u> Initial License Fees.  <u>64B16-26.1003</u> Active License Renewal Fees.  <u>64B16-26.1004</u> Inactive License Election; Renewal; Fees.          64B16-26.1005 Retired License Election; Renewal; Fees.          64B16-26.1012 Approved Continuing Education Provider Renewal Fee.  <u>64B16-26.1021</u> Delinquent License Reversion; Reinstatement; Fees.          64B16-26.1022 Permit Fees.          64B16-26.1031 Vaccine Certification Program.          64B16-26.1032 Immunization Administration Certification Application and Information.  <u>64B16-26.2031</u> Licensure by Examination; Foreign Pharmacy Graduates.          64 B 16-26. 204 Licensure by endorsement          64 B 16 - 26.300 Consultant pharmacist licensure          64 B 16 - 26.301 Subject matter for consultant pharmacist training program          64 P 16 - 26.302 Subject matter for consultant pharmacist Licensure renewal continuing education          64 B 16 - 26.303 Nuclear pharmacist licensure          64 B 16 - 26.304 Subject Matter for Nuclear Pharmacist License Renewal Continuing Education Programs          64B16-26.320 Subject Matter for Continuing Education to Order and Evaluate Laboratory Tests.          64B16-26.600 Tripartite Continuing Education Committee.          64B16-26.601 Standards for Approval of Courses and Providers.</p>	
Sept 27 (W)	Allen		<p><b>In-Class TBL Session</b></p> <ol style="list-style-type: none"> <li>1. IRAT/TRAT</li> <li>2. Team Applications</li> </ol>	<b>2 hr TBL</b>
Oct 2 (M)	Allen	<b>9</b>	<p><b>Module 7: Actions against a pharmacy license</b>  <b>Online/Individual Study</b>          Text pages - TBA.          Pre-recorded lectures</p> <p>Standards of practice          practice of Pharmacy Defined          ancillary Pharmacy personnel          Interns          Automation          absence of a pharmacist          continuing education          collaborative practice agreement          prospective drug utilization review          Repository or take-back programs</p>	<b>1.5</b>

			<p>State Hospital Pharmacy licensure issues  State regulation of long-term care  465.0235 Automated pharmacy systems used by long-term care facilities, hospices, or state correctional institutions  64B16-28.702 Modified Class II Institutional Pharmacies.  64B16-28.6021 Institutional Class II Pharmacy – Emergency Department Dispensing.  64B16-27.100 Display of Current License; Pharmacist, Registered Pharmacy Intern and Registered Pharmacy Technician Identification.  64B16-27.410 Registered Pharmacy Technician to Pharmacist Ratio.  64B16-27.420 Pharmacy Technician – Delegable and Non-Delegable Tasks.  64B16-26.350 Requirements for Pharmacy Technician Registration.  64B16-26.351 Standards for Approval of Registered Pharmacy Technician Training Programs.  64B16-26.355 Subject Matter for Registered Pharmacy Technician Continuing Education.  64B16-26.400 Pharmacy Interns; Registration; Employment.  64B16-26.2032 Pharmacy Intern Registration Internship Requirements (U.S. Pharmacy Students/Graduates).  64B16-26.2033 Pharmacy Intern Registration and Internship Requirements (Foreign Pharmacy Graduates).</p>	
Oct 4 (W)	Allen		<p><b>In-Class TBL Session</b>  3. IRAT/TRAT  4. Team Applications</p>	<b>2 hr TBL</b>
Oct 11 (M)	Allen	<b>10, 11</b>	<p><b>Module 8: Pharmacy Permits and Standards for Pharmacy Permits</b>  <b>Online/Individual Study</b>  Text pp TBA.  Pre-recorded lectures</p> <p>State regulation of third party plans  State Legislative efforts to regulate third party plans  regulation of managed care plan formularies  Regulation for outcomes  structure, process, and outcomes  an alternative approach to regulation  continuous quality improvement programs  64B16-28.100 Pharmacy Permits – Applications and Permitting.  FAC 64B16-28.101 Prescription Area Accessible to Inspection.  64B16-28.102 Sink and Running Water, Sufficient Space,</p>	<b>1.5</b>

			<p>Refrigeration, Sanitation, Equipment.</p> <p>64B16-28.108 All Permits – Labels and Labeling of Medicinal Drugs.</p> <p>64B16-28.109 Prescription Department; Padlock; Sign: “Prescription Department Closed.”</p> <p>64B16-28.110 Outdated Pharmaceuticals.</p> <p>64B16-28.113 Permits; Single Entity; Single Location.</p> <p>64B16-28.118 Unit Dose and Customized Patient Medication Package Returns by In-patients.</p> <p>64B16-28.120 All Permits – Storage of Legend Drugs; Prepackaging.</p> <p>64B16-28.140 Record Maintenance Systems for Community, Special-Limited Community, Special-Closed Systems, Special-Parenteral/Enteral, and Nuclear Permits.</p> <p><u>64B16-28.141</u> Requirements for an Automated Pharmacy System in a Community Pharmacy.</p> <p>64B16-28.202 Closing of a Pharmacy; Transfer of Prescription Files.</p> <p>64B16-28.203 Transfer of Medicinal Drugs; Change of Ownership; Closing of a Pharmacy.</p> <p>64B16-28.1035 Patient Consultation Area.</p> <p>64B16-28.1081 Regulation of Daily Operating Hours.</p> <p>64B16-28.1191 Unclaimed Prescriptions.</p> <p>64B16-28.2021 Change of Ownership.</p> <p>64B16-28.800 Special Pharmacies.</p> <p>64B16-28.802 Special Sterile Compounding Permits.</p> <p>64B16-28.810 Special Pharmacy – Limited Community Permit.</p> <p>64B16-28.820 Sterile Products and Special Parenteral/Enteral Compounding.</p> <p>64B16-28.830 Special - Closed System Pharmacy.</p> <p>64B16-28.840 Special – Non Resident (Mail Service).</p> <p>64B16-28.850 Special Pharmacy - ESRD.</p> <p>64B16-28.860 Special Pharmacy - Parenteral/Enteral Extended Scope Permit.</p> <p>64B16-28.870 Special-ALF.</p> <p>64B16-28.900 Definitions - Nuclear Pharmacy.</p>	
Oct 13 (M)	Allen		<p><b>In-Class TBL Session</b></p> <p>5. IRAT/TRAT</p> <p>6. Team Applications</p>	<b>2 hr TBL</b>
Oct 16 (M)	Allen	<b>13</b>	<p><b>Module 9: Professional Pharmacist Liability, Risk Management, &amp; Product Liability</b></p> <p><b>Online/Individual Study</b></p> <p>Text pp. 425-465</p> <p>Pre-recorded lectures</p> <p>Pharmacist malpractice liability and risk management strategies</p> <p>Legal procedure</p>	<b>1.5</b>

			<p>The malpractice action elements of negligence defenses to negligence vicarious liability</p> <p>Liability for failure to perform expanded responsibilities expanded responsibilities in perspective rationale for expanded pharmacist duties expanded responsibilities: a judicial compromise</p> <p>Risk management strategies institutional controls: corporate</p> <p>Negligence Continuous quality improvement</p> <p>Programs as risk management The pharmacist as risk manager problems and pitfalls of risk management rules for Effective risk management</p> <p>Malpractice insurance</p> <p>Drug product liability drug product defect grounds for liability actions duty to warn under strict liability duty to warn under the learned intermediary Doctrine whether FDA-approved labeling preempt</p> <p>State product liability actions pharmacists and product liability</p>	
Oct 18 (W)	Allen		<p><b>In-Class TBL Session</b></p> <p>7. IRAT/TRAT</p> <p>8. Team Applications</p>	2 hr TBL
Oct 27 (F)	Dr. Allen	9-21	<b>Final Exam (Comprehensive)</b>	2 hrs
			<b>Total Contact Hours</b>	31.5 hrs plus Final Exam

## Textbook & Readings

- Readings will be assigned and posted on Canvas.
- Aboud RS, Burns KA. Pharmacy Practice and the Law, 8<sup>th</sup> edition. Jones & Bartlett Learning, LLC. Burlington, MA 2017. ISBN – 13:978-1284089110
  - Note: you will use this textbook across the first three years of the curriculum.
  - You will receive a 30% discount if you order the book directly from the Jones & Bartlett Learning website by XXX (**Date will be filled in when available**). The discount code is **TBD**. Here is the URL for ordering:  
<http://www.jblearning.com/cart/Default.aspx?ref=jblearning>

3. Florida Statutes and Florida Administrative Code -  
<http://www.myfloridalicense.com/dbpr/ddc/statutes.html>

## Student Evaluation & Grading (Graded A-E)

### Evaluation Methods and how grades are determined

Assessment Item	Criteria
Team-based learning sessions - Score on 7 iRATs (There are 8 iRATs and lowest grade will be dropped)	20%
Team-based learning sessions - Score on 7 tRATs (There are 8 tRATs and lowest grade will be dropped)	30%
Team Participation in Class (TBL scoring method will be used)	10%
Mid-Term Exam	20%
Comprehensive Final Exam	20%
State Law Outlines (Assignment)	Satisfactory Completion*

\*Satisfactory completion of the State Law Outlines (Assignment) is required to pass the course

### Grading Scale

92.50-100%	A	72.50-76.49%	C
89.50-92.49%	A-	69.50-72.49%	C-
86.50-89.49%	B+	66.50-69.49%	D+
82.50-86.49%	B	62.50-66.49%	D
79.50-82.49%	B-	59.50-62.49%	D-
76.50-79.49%	C+	< 59.50%	E

**Rounding of grades:** Final grades in Canvas will be rounded to the 2<sup>nd</sup> decimal place. If the decimal is X.495 or higher, Canvas will round the grade to X.50. The above scale depicts this policy and grades are determined accordingly. Grade assignment is made using this policy and **no exceptions** will be made in situations where a student's grade is "close."

### 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.

1. ExamSoft®
2. Canvas Learning Management System

### Course Policies

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## 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 [absence3PD@cop.ufl.edu](mailto:absence3PD@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:** [absence3@cop.ufl.edu](mailto:absence3@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.



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

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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 .
8. 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:***

1. Students must wait outside the testing room until the proctor enters
  2. 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.
  3. 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.
  4. 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.
  5. There must be no talking or other disruptive behavior during the distribution or taking of the exam.
  6. Calculators must meet the following requirements: Only nonprogrammable calculators are allowed unless the course has a specific policy.
  9. If you encounter calculator problems (e.g., dead battery), contact the Proctor.
  10. Other exam rules may be instituted during the progression of the course.
  11. 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.
  12. 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.*

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***After an Exam*****Policy across All 1PD-3PD courses where ExamSoft is used:**

1. Students are required to upload the encrypted exam file within 24 hours of completing the exam to the SofTest website.
  - a. If the encrypted file is not uploaded within 24 hours, the student's exam score will be reduced by 10%.
2. Graded exam appeals
  - a. 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**

Insert course specific policies here

**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*

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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](mailto:carswell@cop.ufl.edu)), fax (352-273-

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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.

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- 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 [absence1PD@cop.ufl.edu](mailto:absence1PD@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

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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

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## 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](mailto: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

**Syllabus Version:**

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