Cover Sheet: Request 11868

PHA5XXX Personal & Professional Development IX

Info

Process	Course|New|Ugrad/Pro
Status	Pending
Submitter	Beck,Diane Elizabeth beck@cop.ufl.edu
Created	9/25/2017 6:13:48 PM
Updated	9/26/2017 12:10:22 AM
Description of request	This is a new course in the fourth (final) year of the Pharm.D. curriculum. This is the final course of a nine course sequence. Since the fourth year is 3 semesters in duration, the summer course is 0 credit hrs, the fall course is 0 credit hours and this proposed course is 1 credit hour. This has been discussed with Steve Pritz and others in the registrar's office.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	COP - Interdisciplinary Studies	Whalen, Karen		9/25/2017
Deleted PHA5XXX Personal & Professional Development IX.docx					9/25/2017
College	Approved	COP - College of Pharmacy	Beck, Diane Elizabeth		9/26/2017
Replaced PHA5XXX Personal & Professional Development IX.docx					9/26/2017
Added PHA5XXX Personal & Professional Development IX.docx					9/26/2017
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			9/26/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 11868

Info

Request: PHA5XXX Personal & Professional Development IX
Description of request: This is a new course in the fourth (final) year of the Pharm.D. curriculum.

This is the final course of a nine course sequence.

Since the fourth year is 3 semesters in duration, the summer course is 0 credit hrs, the fall course is 0 credit hours and this proposed course is 1 credit hour.

This has been discussed with Steve Pritz and others in the registrar's office.

Submitter: Beck,Diane Elizabeth beck@cop.ufl.edu
Created: 9/26/2017 12:08:27 AM
Form version: 2

Responses
Recommended PrefixPHA
Course Level 5
Number XXX
Category of Instruction Advanced
Lab Code None
Course Title Personal & Professional Development IX
Transcript Title Person & Prof Dev IX
Degree Type Professional

Delivery Method(s) On-Campus
Off-Campus
Online

Co-Listing No

Effective Term Spring
Effective Year2019
Rotating Topic?No
Repeatable Credit?No

Amount of Credit1

S/U Only?Yes
Contact Type Regularly Scheduled
Weekly Contact Hours 1
Course Description This is the final course of a nine course sequence and occurs in the fourth year. The course focuses on final achievement of the programmatic learning outcomes related to personal and professional development.
Prerequisites 1.   Completion of Block 18 of the Doctor of Pharmacy Curriculum including Milestones (end of 3rd year).
2.   Completion of PHA5XXX Personal and Professional Development VIII (second course in year 4)

Co-requisites 1.   Concurrently taking at least one Advanced Pharmacy Practice Experience (APPE) during Block 19

Rationale and Placement in Curriculum This is the final course of the 9 course sequence. This course occurs in the final semester of the four year curriculum. This course documents final achievement of the program outcomes related to personal and professional development that are developed across the four year curriculum.

Course Objectives Course-Level Objectives
Upon completion of this course, the student will be able to:
1.   Demonstrate the performance expected for each of the following pharmacist attributes:
a.   Problem-solver
b.   Educator
c.   Patient Advocate
d.   An Includer via cultural sensitivity
e.   Interprofessional Collaborator
f.   Communicator
g.   Self-awareness
h.   Leadership
i.   Innovative mindset
j.   Professionalism
2.   Provide direct patient care in a variety of healthcare settings.
3.   Contribute effectively as a member of an interprofessional collaborative team.
4.   Document personal and professional development in an electronic portfolio.
5.   Demonstrate the continuing professional development process.
6.   Complete 5 hours of co-curricular activities (live continuing education sessions) that contribute to achieving your professional goals.

Course Textbook(s) and/or Other Assigned Reading•   There are no required textbooks for this course.
•   Required readings will be posted on Canvas.

Weekly Schedule of Topics Complete requirements for at least 1 of the following modules (all modules are completed by end of this course):

1. Patient Advocacy
2. Educator
3. Cultural Sensitivity
4. Innovative Mindset
5. Leadership

(The requirements are satisfactory completion of a quiz and descriptive summary)

Links and Policies Course Specific Policies
Professionalism Assessments:
Professionalism is an educational outcome of the Pharm.D. program and therefore, is continually assessed. Professional behaviors and attitudes are evaluated at each annual milestone to determine progression and eventual readiness for graduation. Unprofessional behaviors and attitudes will result in a deduction of points in the overall course grade in which the event occurred. Unexcused absences are considered to be unprofessional behavior. Other forms of unprofessional behavior include: lateness to class resulting in missing the start of the application exercises/discussions unless permitted by instructor, classroom behaviors that are distracting or disruptive to others, use of cell/smart phones during class, reading emails/messages, use of social media, leaving class early without informing the faculty or staff member, disrespectful behaviors with faculty, staff, or other students, and inappropriate discussion board or social media

postings. For incidents of lateness to class, an assessment will be made about the seriousness of the tardiness and this will be used to determine the course of action. Nonadherence to the dress code policy is also considered unprofessional behavior. Students who do not comply with the dress code will be assessed as unprofessional and also asked to leave class as noted in the dress code policy.

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

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

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

Grading Scheme Satisfactory completion of the following:
1. Complete requirements for at least 1 module*. (The requirements are satisfactory completion of a quiz (at least 80% score) and a descriptive summary)
2. Submit participation of all co-curricular (5 hours of live continuing education activities).
3. Completion of all year 4 milestone assessments.

*Quizzes and descriptive summaries are completed for all of the following modules by end of this course):

1. Patient Advocacy
2. Educator
3. Cultural Sensitivity
4. Innovative Mindset
5. Leadership

Instructor(s) Michelle Farland, PharmD, BCPS

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PHA5XXX Personal and Professional Development IX

Spring - 2019

1 Credit Hour – [Satisfactory/Unsatisfactory]

This is the last course of a nine course series. It is offered during the fourth year of the doctor of pharmacy degree program. *The purpose of this course series is to solidify the skills, attitudes, and values that are essential for achieving high performance in healthcare practice and in achieving personal career success. This is the final course of four sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones. This course provides a summary to the 10 pharmacist attributes (self-awareness, professionalism, innovation and entrepreneurship, leadership, problem solving/critical thinking, interprofessional collaboration, communication, education, patient advocacy, cultural awareness) that have been learned across these four courses. The focus of this course will be on pulling these attributes together while enrolled in advanced pharmacy practice experiences.*

Teaching Partnership Leader

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

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

Entrustable Professional Activities

This course will prepare you to perform the following activities which the public entrusts a Pharmacist to perform:
1. EPA A8. Collaborate as a member of an interprofessional team.
2. EPA D1. Demonstrate soft-skills in daily practice including interprofessional team collaboration (e.g., interpersonal communication, professionalism, cultural sensitivity, innovative mindset).
3. EPA D3. Demonstrate responsibility for personal and professional development.

Course-Level Objectives

Upon completion of this course, the student will be able to:
1. Demonstrate the performance expected for each of the following pharmacist attributes:

   a. Problem-solver
   b. Educator
   c. Patient Advocate
   d. An Includer via cultural sensitivity
   e. Interprofessional Collaborator
   f. Communicator
   g. Self-awareness
   h. Leadership
   i. Innovative mindset
   j. Professionalism
2. Provide direct patient care in a variety of healthcare settings.
3. Contribute effectively as a member of an interprofessional collaborative team.
4. Document personal and professional development in an electronic portfolio.
5. Demonstrate the continuing professional development process.
6. Complete 5 hours of co-curricular activities (live continuing education sessions) that contribute to achieving your professional goals.

Course Pre-requisites

1. Completion of Block 18 of the Doctor of Pharmacy Curriculum including Milestones (end of 3rd year).
2. Completion of PHA5XXX Personal and Professional Development VIII (second course in year 4)

Course Co-requisites

1. Concurrently taking at least one Advanced Pharmacy Practice Experience (APPE) during Block 19

Course Outline

This course is intended to be self-paced with all course elements to be completed by the conclusion of the final course in this series. Below is a description of all the content in the course series. Students are required to complete all course elements by the conclusion of this course.

Please routinely check the Canvas course site for any messages about changes in the schedule including deadlines.

Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
Week 1	1	Module 1: Introduction to Personal and Professional Development IV	1.0hr	Farland	1 - 6

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Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
		Watch: Overview of the Personal and Professional Development IV course	1.0hr	Farland	
5/14/18 11:59pm		Assignment: Syllabus Agreement (Canvas)			
Module 2	2	Module 2: Patient Advocate	1.0hr	Farland	1, 2
		Watch: Serving as a Patient Advocate in a variety of healthcare settings	1.0hr	Farland	
		Assignment: Complete Online Quiz (Canvas)			1, 2
		Assignment: Submit a 500 word summary describing a specific patient interaction demonstrating you served as a patient advocate during an APPE. (Appendix B)			1, 2
Module 3	3	Module 3: Educator	2.0hr	Farland	1-3
		Watch: Becoming an educator for patients and other healthcare providers	2.0hr	Farland	
		Assignment: Complete Online Quiz (Canvas)			1-3
		Assignment: Submit an example of a presentation you developed and delivered to other healthcare providers during an APPE. Include a 250 word summary demonstrating you were an effective educator for the audience. (Appendix B)			1-3
Module 4	4	Module 4: Cultural Sensitivity	1.25hr	Farland	1, 2
		Watch: Practice what you preach, being culturally sensitive in a variety of healthcare settings	1.0hr		

Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
		Read: No, where are you really from? CNN	0.25hr		
		Assignment: Complete Online Quiz (Canvas)			1, 2
		Assignment: Submit a 500 word summary describing a specific patient interaction demonstrating you were culturally sensitive during an APPE. (Appendix B)			1, 2
Module 5	5	Module 5: Innovative Mindset	1.5hr	Farland	1-3
		Watch: Recognizing opportunity	0.5hr		
		Watch: Resource leveraging	0.5hr		
		Watch: Risk management and mitigation	0.5hr		
		Assignment: Complete Online Quiz			1-3
		Assignment: Submit a 500 word summary describing a project that required you to use an innovative mindset to solve a problem during an APPE. (Appendix B)			1-3
Module 6	6	Module 6: Leadership	1hr	Farland	1-3
		Watch: Revisiting TeamSTEPPS to improve patient safety	1hr		
		Assignment: Complete Online Quiz			1-3
		Assignment: Submit a 500 word summary describing how you demonstrated exemplary leadership skills and abilities during an Advanced Pharmacy Practice Experience.			1-3

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Date Recommended Dates for Independent Study	Mod #	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
9/15/18 11:59pm		Assignment: Electronic Portfolio (Canvas AND Salesforce) • Upload updated CV • Upload completed learning portfolio for continuing professional development cycle 3			4, 5
TBD		Career Day – Details will be announced later	2.0hr co-Curricular	Student Affairs	1
10/31/18 11:59PM		Assignment: Meet face-to-face or via video chat with Career Coach by this date.	1.0hr	Farland	5
10/31/18 11:59PM		Assignment: Complete Career Coach Evaluation (Salesforce)			

***Below are known dates/activities for Spring 2019. An updated syllabus will be posted once all dates/times have been finalized.

Date Recommended Dates for Independent Study	Mod#	Unit Topic	Contact Hours [hr.]a	Faculty Author	Learning Objectives Covered
3/30/18 11:59pm		Assignment: Complete 5 hours of live (face-to-face) Continuing Education for Pharmacists (co-curricular activities; Canvas; Appendix C)	5.0hr – co-curricular	Farland	6
TBD		Milestone Assessments • Interprofessional Team Readiness • Practice Readiness		Various	2, 3
		Total Instructor Contact Hours	15.75		

Required Textbooks/Readings

- There are no required textbooks for this course.
- Required readings will be posted on Canvas.

Suggested Textbooks/Readings

None

Other Required Learning Resources

None

Materials & Supplies Fees

None. Students will be required to cover any costs associated with participation in live continuing education activities including, but not limited to registration and travel expenses.

Student Evaluation & Grading

The Personal and Professional Development IV course series are **pass/fail** courses. Passing requires successful completion of all milestones and course requirements listed. To pass the final course in the series, you must complete all course series elements listed below. At a minimum this should include:
- Completing one course module
- Submitting participation of all co-curricular (live continuing education) activities
- Completing of Year 4 milestone assessments

At the Year 4 Milestone, students who have performed with excellence in the course will be identified and will receive a Letter of Commendation for their Portfolio and College file.

Assessment Item	Deadline	Criteria
Online Quizzes	Completion of a quiz related to a module that has not been done in prior courses in this sequence : 1. Patient Advocacy 2. Educator 3. Cultural Sensitivity 4. Innovative mindset 5. Leadership	To pass the quiz you must: • Earn 80% on the quiz. You will be provided with 2 attempts to complete the quiz to earn the passing score. • If the passing score is not earned on the second attempt, additional assignments will be required for you to complete to demonstrate competence in the content area in order to earn a passing grade for the course. • All 5 quizzes must be completed by the conclusion of the entire course series.

Assessment Item	Deadline	Criteria
Descriptive summaries	TBD The 5th descriptive summary required of the course sequence must be submitted during this course.	See Appendix B. • At least 1 of the descriptive summaries must be completed during this course. All 5 summarizies must be completed by the conclusion of the entire course series.
Co-Curricular Activity Participation log	March 30, 2019	• Complete 5 hours of live continuing education for pharmacists. The events must be offered face-to-face (live webinars will not be permitted), See Appendix C. • Submit activity participation log to **Canvas**.
Year 4 Milestones	March 2019	Satisfactory completion of the following milestones that denote readiness for graduation: • Interprofessional team readiness assessment • Practice readiness assessment

Course Specific Policies

Professionalism Assessments:

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

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

Across the academic year, unprofessional behaviors will be tracked across all courses. Each offense will result in a grade deduction in the course the unprofessional behavior occurred in. **The Personal and Professional**

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Development courses are pass/fail, therefore those students who accumulate 3 or more professionalism offenses will not pass the course. Repeated unprofessional behaviors will also be evaluated as an end of year milestone and can negatively impact curricular progression.

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

Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software.
1. Canvas™ Learning Management System
2. Salesforce©
3. Qualtrics®
4. PharmAcademic™

For technical support, navigate to Educational Technology and IT Support Contact Information at this URL: http://curriculum.pharmacy.ufl.edu/current-students/technical-help/

Pharm.D. Course Policies

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

Appendix A. Course Directory

Teaching Partnership Leader/Course Director:

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

Questions to Ask:

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

Co-Curriculum Program Specialist:

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

Questions to Ask:

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

Other Teaching Partnership Faculty Members:

Diane Beck, Pharm.D.
Email: debeck@cop.ufl.edu
Office: HPNP/GNV
Phone: 352-273-6282

Karen Whalen, Pharm.D.
Email: whalen@cop.ufl.edu
Office: HPNP/GNV
Phone: 352-273-9497

Appendix B. Course Assignment Checklists

*Please note that **all checklist items** must be completed for each assignment to receive a passing score.

Patient Advocate:

Submit a summary describing a specific patient interaction demonstrating you served as a patient advocate during an Advanced Pharmacy Practice Experience. The checklist items include:
- 500 words
- De-identified description of the interaction with the patient
- Process of how you incorporated **at least two** of the following:
    o Empowered the patient to take responsibility for, and control of, their health
    o Assisted the patient to navigate the complex healthcare system
    o Ensured the patient obtained the resources and care required in an efficient and cost-effective manner.

Educator:

Submit an example of a presentation you developed and delivered to other healthcare providers during an Advanced Pharmacy Practice Experience. Include a summary demonstrating you were an effective educator for the audience. The checklist items include:
- Copy of the visual aids (e.g. PowerPoint presentation) you created.
- Summary should be 250 words and include:
    o The intended audience for the presentation, which should include other healthcare providers.
    o Method for ensuring the instructional content contained the most current information relevant for the intended audience.
    o How you adapted your presentation style to meet the needs of the intended audience.
    o Method used to assess audience comprehension.

Cultural Sensitivity:

Submit a summary describing a specific patient interaction demonstrating you were culturally sensitive during an Advanced Pharmacy Practice Experience. The checklist items include:
- 500 words
- De-identified description of the interaction with the patient
- Process of how you were respectful of the patient's culture.
- How you incorporated **at least one** of the following:
    o Assessed the patient's health literacy AND modified communication strategies to meet the patient's needs.
    o Incorporated the patient's cultural beliefs and practices into health and wellness care plans.

Innovative Mindset:

Submit a summary describing a project that required you to use an innovative mindset to solve a problem during an Advanced Pharmacy Practice Experience. The checklist items include:
- 500 words
- Description of the scenario including:
    - Necessary background information (e.g. practice setting, description of the situation that led to identification of the problem, people involved in identification and resolution of the problem)
    - The specific problem you were charged with solving.
    - How you addressed **at least one** of the following:
        - How you contributed new ideas and approaches to improve quality or overcome barriers to advance the profession.
        - Approach to using creative decision making.
        - Conducted a risk-benefit analysis for implementation of the resolution for the problem.

Leadership/Interprofessional Collaborator:

Submit a summary describing how you demonstrated exemplary leadership skills and abilities during an Advanced Pharmacy Practice Experience. The checklist items include:
- 500 words
- Description of the scenario include:
    - Necessary background information (e.g. practice setting, roles/responsibilities of people you worked with)
    - The situation that best demonstrates your leadership skills and abilities. This should include how you **at least two** of the following:
        - Develop relationships, value diverse opinions, and understand individual strengths and weaknesses to promote teamwork.
        - Persuasively communicate goals to the team to help build consensus.
        - Empower team members by actively listening, gathering input or feedback, and fostering collaboration.

What identifiers need to be removed from data in order to meet HIPAA de-identification standards?

According to the October 2002 Privacy Rule § 164.514.(b).2. the following information may not be recorded in order to meet HIPAA de-identification standards:

1. Names;
2. All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code if, according to the current publicly available data from the Bureau of the Census:
    1. The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and
    2. The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
4. Telephone numbers;
5. Fax numbers;
6. Electronic mail addresses;
7. Social security numbers;
8. Medical record numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Device identifiers and serial numbers;
14. Web Universal Resource Locators (URLs);
15. Internet Protocol (IP) address numbers;
16. Biometric identifiers, including finger and voice prints;
17. Full face photographic images and any comparable images; and
18. Any other unique identifying number, characteristic, or code, except as permitted by paragraph (c) of this section;"

Appendix C. Live Continuing Education Co-curricular Activity Description

Co-curricular activities in the final year of the curriculum should continue to align with the professional goals you have created in the continuing professional development process. However, this year will focus on transitioning from being a student to a practicing pharmacist. Therefore, the co-curricular activities you will complete align with the continuing education requirements for pharmacists, and you should attend at least 5 hours of live continuing education sessions.

The live continuing education sessions MUST be completed:
- In person (not online)
- Outside of normal activities for the Advanced Pharmacy Practice Experiences (e.g. if you are required to attend a live presentation that is also approved for CE as part of your APPE, this time will not count towards your 5 hour requirement.)
- Between May 14, 2018 and February 8, 2019

Opportunities to attend live continuing education:
- Local/regional professional pharmacy organization meetings
- Florida Board of Pharmacy meetings
- State professional pharmacy organization annual or interim meetings (e.g. FSHP, FPA)
- National professional pharmacy organization annual or interim meetings (e.g. APhA, ASHP, ACCP, AACP)
- Interdisciplinary health profession organizations (these could be local/regional/state/national)

Attendance must be certified by a pharmacist with a leadership position for the organization, or the person giving the presentation.

Live guest speakers that have been organized by professional student organizations do not meet the requirements for this assignment.

Students are responsible for costs associated with participation in live continuing education activities including, but not limited to registration and travel expenses.