

# **Standards of Professional and Ethical Behavior**

University of Missouri-Kansas City School of Pharmacy

## **I. Preamble**

One of the goals of a pharmacy school is to educate a pharmacy student during the transition to a professional life. The University of Missouri-Kansas City School of Pharmacy has an obligation to evaluate students pursuing the B.S. and Pharm.D. practice degrees as thoroughly as possible for their cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of pharmacy. Accordingly, the Standards of Professional and Ethical Behavior detailed in this document have been developed to guide the pre-professional behavior of **professional degree-seeking** pharmacy students of the University of Missouri-Kansas City School of Pharmacy and to prepare the pharmacy students to meet the ethical standards of the pharmacy profession.

Students enrolled in the graduate programs in pharmaceutical sciences and pharmacology will be governed by the University of Missouri Student Conduct Code.

## **II. Professional Integrity**

### **A. Professional Integrity**

#### **1. Honesty**

A pharmacy student shall deal honestly with people including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, and other members of the health care team. Pharmacy students are expected to demonstrate honesty and integrity in all aspects of their interaction with patients and staff – particularly in assuring accuracy and completeness in their actions and documentation. The pharmacy student shall be willing to admit errors and must not mislead others or promote himself/herself at the patient's expense. The pharmacy student shall strive to report, by utilizing the Honor Council Procedures for Violations of the Standards of Professional and Ethical Behavior, those pharmacy students deficient in character or competence, or who engage in fraud or deception.

The basic principle underlying all research is honesty. Scientists and pharmacy students who participate in research have a responsibility to provide research results of the highest quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results

realistically, not forcing them into preconceived molds or models: and to report new knowledge through appropriate channels. Co-authors of research reports must be sufficiently acquainted with the work of their co-workers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself.

Examples of academic dishonesty include, but are not limited to, the following:

### **Cheating**

- use of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of unauthorized sources in writing papers, preparing reports, solving problems, or carrying out other assignments;
- acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff;
- in any way giving assistance to others who are participating in any of the three preceding types of behavior; or
- falsifying attendance records or other official documents.

### **Plagiarism**

- use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference;
- unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or
- unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

### **Sabotage**

- unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Examples of dishonesty related to clinical practice include, but are not limited to, the following:

### **Falsification of Patient's Medical Record or Information**

- Writing progress notes or other documentation regarding the patient's status, including, but not limited to, clinical observations or results in the patient's chart when the pharmacy student has not seen or evaluated the patient, or using incorrect times of data entry.
- Reporting medical information such as physical examination finds, lab values, test results, an any other relevant patient information to other students, residents, attending physicians, the patient, the patient's family, or other relevant health care personnel that has been fabricated by the pharmacy student.

## **2. Responsibility**

A pharmacy student must acquire competencies with the appropriate concepts, knowledge, and skills which the faculty determine to be essential. These competencies shall be utilized to care for the sick and to promote the health and welfare of society. A pharmacy student shall recognize a responsibility to participate in activities contributing to an improved community.

Pharmacy students in the care of patients must not be harmful, dangerous, or negligent to the mental or physical health of a patient or the public. Negligent means the failure to use that degree of skill and learning ordinarily used under the same or similar circumstances by other pharmacy students.

Students must be familiar with and follow the rules and regulations of the School of Pharmacy, the University, and related professional organizations.

## **B. Pharmacy Professional Behavior**

### **1. Nondiscrimination**

It is against University regulations to discriminate on the basis of race, color, creed, sex, age, national origin, disability, or Vietnam Era Veterans status. The University has an AIDS policy statement consistent with state law that prohibits discrimination against persons with AID or who are HIV positive.

### **2. Representation**

A pharmacy student shall accurately represent himself/herself to others including, but not limited to, colleagues, instructors, representatives of the University, patients, pharmacists and other members of the health care team.

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

- A pharmacy student shall never use the title of “pharmacist”, as this clearly misrepresents the student’s position, knowledge, and authority.
- Use of fraud, deception, lies, or bribery in securing any certificate of registration or authority, diploma, permit or license issued, or in obtaining permission to take any examinations.
- Impersonation of any person holding a certificate of registration or authority, permit, license or allowing any person to use his/her certificate of registration or authority, permit, license, or diploma from any school.
- Forgery, alteration, or misuse of a patient’s medical records or knowingly furnishing false information to the other members of the health care profession and/or professional organizations.

### **3. Confidentiality**

A pharmacy student shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences within the constraints of the law. The patient’s right to confidentiality in regard to his/her medical record, which includes confidentiality of personal and social history, is a fundamental tenet to medical care. Proprietary information from clerkship and/or externships shall not be shared.

The discussion in public of the problems of an identified patient, without the patient’s permission, by professional staff (including other students) violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from the institution. Photocopying of the entire record is never permitted for presentations or rounds; students are permitted to extract information, but not copy ‘wholesale’ parts of the chart. Names of patients should be omitted from any documents used for these presentations.

### **4. Disclosure**

While the pharmacy student is a member of the patient care team and under faculty supervision, a pharmacy student shall continue to study, apply and advance scientific knowledge, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated.

Sharing of medical information appropriately with a patient and colleagues involved in the care of the patient is a fundamental ethical requirement. The patient must be well informed to make health care decisions and work intelligently in partnership with the patient care team. Information that the patient needs for decision making shall be presented in terms the patient can understand. If, for some reason, the patient is unable to comprehend, there shall be disclosure to the patient's authorized representative.

Failure of a pharmacy student to share medical information relevant to a patient with the patient and colleagues involved in the care of the patient is unethical. Providing inaccurate information with these individuals is also unacceptable.

#### **5. Assessment of Personal Competence (Self-Evaluation)**

Pharmacy students shall seek consultation and supervision whenever their ability to play their role in the care for a patient is inadequate because of lack of knowledge or experience.

Students are expected to respond to constructive criticism by appropriate modification of behavior.

It is unacceptable for a pharmacy student to dispense prescription medications or to prescribe therapies without supervision.

#### **6. Professional Demeanor**

The pharmacy student is expected to be thoughtful and professional when interacting with faculty, patients and their families, attending physicians, pharmacy preceptors, other students, and other members of the health care team and whenever his/her behavior may influence adversely the judgments of others about the professional school of University.

Students shall maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient populations served.

Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures, or remarks. Attempting, directly or indirectly, by way

of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation is not appropriate.

**7. Conflict of Interest**

If a conflict of interest arises, the moral principle is clear – the welfare of the patient must be, at all times, paramount. For example, gifts, hospitality, or subsidies offered by manufacturers and distributors of medical and pharmaceutical equipment/goods shall not be accepted if acceptance would influence the objectivity of clinical judgment.

**8. Misconduct with Patients**

The pharmacy student will not engage in romantic, sexual, or other nonprofessional behaviors with a patient – even upon the apparent request of a patient – while the pharmacy student is involved with the patient’s care.

**9. Impairment**

The pharmacy student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every pharmacy student to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired because of alcohol or drug use.

**10. Criticism of Colleagues**

Professional relations among all members of the medical community shall be marked by civility. Scholarly contributions shall be acknowledged and each person shall recognize and facilitate the contributions of others to this community; slanderous comments and acts are not acceptable. Pharmacy students shall deal with professional, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation.

It is unethical and harmful for a pharmacy student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague to anyone. It is also unethical to imply without reliable evidence – by word, gesture, or deed – that a patient has been poorly managed or mistreated by a colleague.

**11. Teaching**

It is incumbent upon those entering this profession to teach what they know of the science, art, and ethics of pharmaceutical care. It includes

communicating clearly and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

### **III. The University of Missouri Student Conduct Code**

In addition to the conduct detailed in the preceding sections, a pharmacy student is subject to the **University of Missouri Student Conduct Code**, as administered by the Office of the Vice Chancellor for Student Affairs, except for provisions dealing with academic dishonesty, Section 200.010 B.1.

Conduct for which students are subject to sanctions falls into the following categories:

- A. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
- B. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
- C. Physical abuse or conduct which threatens or endangers the health or safety of any person.
- D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
- E. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to or use of University facilities.
- F. Violations of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.
- G. Manufacture, use, possession, sale, or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations.
- H. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
- I. Failure to comply with directions of University officials acting in the performance of their duties.

- J. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- K. Actual or attempted theft or other abuse of computer time, including but not limited to:
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - Unauthorized transfer of a file;
  - Unauthorized use of another individual's identification and password;
  - Use of computing facilities to interfere with the work of another student, faculty member, or University official;
  - Use of computing facilities to interfere with normal operation of the University computing system; and
  - Knowingly causing a computer virus to become installed in a computer system or file.

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code are found in the University of Missouri-Kansas City General Catalogue and the student handbook.