

Doctor of Pharmacy Noncredit Requirements for June 2016 through May 2017

7/11/16 (HIPPA training Links updated 9/5/16)

The following is a summary of the UMKC School of Pharmacy's Noncredit Requirements **to be completed in preparation for the 2016-2017. Any requirements you needed to complete in Spring Semester 2016 have already been communicated to you separately. Please use your class rank (P1-P4) for 2016-2017 when you review these materials.** The "Requirement and Policy Information" section may link the reader to additional information. Please review any linked documentation in order to fully understand the requirement. These requirements apply to **all** Doctor of Pharmacy students, unless a waiver is obtained from the appropriate school official. Lack of compliance to any noncredit requirement can result in a hold being placed on class registration or disenrollment from the program until the requirement is met. The School reserves the right to add additional requirements as deemed necessary to protect the health and safety of the students, or to further their education. Please plan and budget accordingly.

Key: EE = Experiential Education OSA = Office of Student Affairs ADSA = Associate Dean for Student Affairs

Policy and Requirements with LINKS to Full Policy	Location to Store Documentation	Specific Deadlines for 2016-2017
<p>BLS/CPR Training Students must maintain <u>continuous</u> certification from the fall of their P1 year through graduation. Students complete the training in the fall of the P1 and P3 years</p> <ul style="list-style-type: none"> • Certification must be valid until the END of the student's FINAL rotation. • The BLS/CPR training must come from the American Heart Association or the American Red Cross. • Courses CAN include an on-line component, but MUST have a LIVE assessment of skills. <p><u>Identifying a training program:</u> <u>Red Cross</u></p> <ul style="list-style-type: none"> • <u>Red Cross Class Search</u> <ul style="list-style-type: none"> ○ Select BLS/CPR for Health Professionals <p><u>American Heart Association</u></p> <ul style="list-style-type: none"> • <u>AHA Course Search</u> <ul style="list-style-type: none"> ○ Select BLS for Health Care Providers 	E-Value	<p><u>Certification is valid for two years.</u></p> <p>P1: Complete between June 1, 2016 and December 31, 2016. Upload certificate of completion into E-Value.</p> <p>P2-P4: have already met the requirement for 2016-2017 – check the expiration date on your certificate to ensure it will remain current through the academic year. If it expires, please complete another training and upload the documentation into E-Value.</p>
<p>Criminal Background Check (CBC) <u>Policies and Procedures</u> (See Program Policies and Procedures then Criminal Background Checks).</p> <p>Instructions to complete CBC provided to entering P1 class with onboarding instructions from OSA.</p> <p>Instructions for P2 and P3 classes provided by EE.</p>	Positive findings housed in ADSA Office	<p>P1: Completed the summer before entry into the school of pharmacy.</p> <p>P2: April 1 to April 30, 2017</p> <p>P3: April 1 to April 30, 2017</p>
<p>Urine Drug Screens (UDS)</p> <p>A. UDS as part of Alcohol and Drug Abuse Policy - see <u>Policies and Procedures</u> (See Program Policies and Procedures then Alcohol and Drug Abuse Policy)</p>	Positive findings housed in ADSA Office	<p>UDS as part of Alcohol and Drug Abuse Policy:</p> <p>P1-P4: If required part of Substance Abuse Policy</p> <p>UDS for IPPE and APPE students:</p>

<p>B. UDS for IPPE and APPE students- see Policies and Procedures (See Program Policies and Procedures then Urine Drug Screen Policy for IPPE and APPE Students)</p>		<p>P2: April 1 to April 30, 2017 - before summer IPPE's P3: April 1 to April 30, 2017 - before APPE year</p>
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<p>Health Insurance See Policies and Procedures the Pharm.D. Student Health Insurance Requirement for additional details.</p>	<p>E-Value</p>	<p>P1-P4's: Upload proof of health insurance coverage for the 2016-2017 academic year into E-Value between July 1, 2016 and September 30, 2016 – even if your insurance carrier <u>has not</u> changed.</p> <ul style="list-style-type: none"> Label document Health Insurance 2016 - do not remove old copies of Health Insurance certificates – stack documents in E- Value
<p>HIPAA training (also called HIPS on CITI) https://www.citiprogram.org/</p> <ul style="list-style-type: none"> The instructions to register for CITI and to sign up for the HIPAA course are available at: School of Pharmacy Safety Training Blackboard Site - Open Training Materials folder then open the documents listed under your year in school: <ul style="list-style-type: none"> P1 students must first register with CITI then sign up for the HIPAA/HIPS course. Use document titled– “Registering With CITI for all users” then use “Instructions - Registering for CITI Courses for Pharm.D. Students” to register for HIPAA/HIPS class. P2, P3 and P4 students are already registered in CITI but should use document titled – “Registering for CITI Courses for Pharm.D. Students” to register for 2016 version of the HIPAA/HIPS training. The course is titled “HIPS Course – UMKC School of Pharmacy”. <p>Note: instructions to register for HIPS test updated 9/5/16 - content and deadlines are unchanged.</p>	<p>CITI site The documentation showing you completed the training is stored in CITI and you <u>do not</u> need to upload the certificate of completion in E-Value.</p>	<p>P1's- P4's: Complete between July 1, 2016 and September 30, 2016.</p>
<p>Immunizations <i>It is essential to review the full policy as there are additional details, especially for TB tests for P1's that appear only in that document.</i></p> <ul style="list-style-type: none"> See Policies and Procedures (See Program Policies and Procedures then Immunization Requirements Version 7/1/2016 for details of these requirements. 	<p>E-Value</p>	<p>P1 Highlights (See full policy for details):</p> <ul style="list-style-type: none"> TB screening <u>MUST</u> be completed between July 1 and September 30, 2016. Please read the policy to identify the <u>type</u> of TB screening you need. The following immunization documentation MUST be uploaded into E-Value by September 30, 2016: MMR, Varicella, Hepatitis B, Tdap, TB screening. Documentation for a 2016 Flu shot must be uploaded into E-Value by October 31, 2016. Make a note to yourself if tetanus expires before graduation and you will need a tetanus booster and must upload this information into E-Value (see full policy for additional details)

<p>Additional immunizations may be required by specific rotation sites – please review APPE site-specific information in E-Value prior to starting each rotation to ensure you meet their requirements.</p> <p>Students WILL NOT be allowed on any rotation site if their immunizations license has expired.</p>		<ul style="list-style-type: none"> You will be given instructions on how to upload documents into E-Value when school starts. <p>P2-P4 Highlights (See full policy for details): Students must ensure immunizations remain current throughout the rest of the time in school.</p> <ul style="list-style-type: none"> Your 2016-2017 TB screening must be completed AND uploaded in E-Value between July 1 and September 30, 2016. If you screen using skin tests DO NOT let more than 365 days pass between skin tests or you will need to start again with a Two Step – see policy for additional details. If you use the checklist as your screening method, do not let more than 365 days lapse between getting the assessment completed or you will have a hold placed on your registration until the new one is complete. Documentation for a 2016 Flu shot must be uploaded into E-Value by October 31, 2016. Upload documentation for a tetanus booster if it expires while in school.
<p>Missouri Internship License <u>Internship and Licensure</u> then UMKC School of Pharmacy Student Intern Pharmacist License and Intern Liability Policy.</p>	E-Value	<p>All students must maintain proof of a Missouri Intern License throughout the program.</p> <ul style="list-style-type: none"> P1: Upload by new license by December 31 2016. P2-P4: Renew by December 31, 2016.
<p>Professional Liability for Interns See <u>Internship and Licensure</u> then UMKC School of Pharmacy Student Intern Pharmacist License</p>	E-Value	<p>P1: Apply for insurance after license is obtained. Plan ahead as certificate make take 2-3 weeks to arrive. Must be upload into E-Value by December 31, 2016.</p> <p>P2-P4: Renew <u>annually</u> and upload into E-Value by December 31, 2016.</p>
<p>Laptop See <u>Policies and Procedures</u> then Pharmacy Student Laptop/Tablet Policy for additional details</p>	N/A	<p>All students are required to have a wireless capable mobile device that meet the specifications outlined in the Laptop policy.</p> <ul style="list-style-type: none"> Please note that the Google Chromebook or other laptops/tablets running the Android operating system do not meet the specifications. Windows must not be the “RT” version. This includes the “Surface RT
<p>MO Family Care Registry</p>	E-Value	<p>P2: Completed in Fall 2016 no later than December 31, 2016. Instructions will be provided from Office of Experiential Education in the Fall 2016.</p>
<p>UM Code of Conduct (COC) Online Tutorial</p> <ul style="list-style-type: none"> Log into MU at Columbia Blackboard site (https://bblearn.missouri.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 101_1) with UMKC username and password Click on “My Organizations” tab at the top Click on “UMKC SOP at MU Code of Conduct 2017” Click on “Required Training” <p>THEN:</p> <ul style="list-style-type: none"> Read the COC PowerPoint module (required). 	<p>Blackboard at Mizzou site. You <u>do not</u> need to upload the certificate of completion in E-Value as it will NOT be tracked there.</p>	<p>PLEASE COMPLETE THE CODE OF CONDUCT MODULE BETWEEN SEPTEMBER 1ST AND OCTOBER 31ST. The “2017” version will NOT be available until the beginning of September.</p> <p>All Columbia-based students: Will be completed annually – for 2016-2107 complete by October 31st, 2016. All students will be given access to the COC Black Board site the first week of September.</p> <p>Any student completing an IPPE or APPE rotation at University Hospital and Health System: Prior to starting the rotation.</p>

<ul style="list-style-type: none"> • Review the COC Manual PDF (required). • Take and pass the COC Quiz (80% or greater). You are allowed to take the quiz multiple times. • Confirm your completion by selecting "Yes I Certify" in the "Code of Conduct – Compliance Acknowledgment". 		
<p>Professional Career Enhancement and Professional Preparation Day (Career Day) Normally held the first or second Friday in November in Kansas City.</p>	N/A	<p>P1-P3: Optional P4: Required attendance unless excused by Dean or Designee.</p>
<p>New Student Orientation Held over two days the week before classes start in August at the Health Sciences Building in Kansas City.</p>	N/A	<p>P1: Must attend unless excused, in writing, in advance of the event by the Dean or designee</p>
<p>Personal Responsibility Statement <u>Policies and Procedures</u> (For specific documents)</p> <ul style="list-style-type: none"> • Standards of Professional and Ethical Behavior • Standards of Professional Attire and Classroom Etiquette • Policies and Procedures Governing Academic Standing for Doctor of Pharmacy Students • Alcohol and Drug Abuse Policy • Urine Drug Screen Policy • Criminal Background Check • Honor Council Procedure • Immunization Requirements • Minimal Technical Standards for Pharm.D. Admission, Matriculation and Graduation • All Noncredit Requirements • Pharm.D. Student Health Insurance Policy • Co-curriculum Requirements (Class of 2020 only) 	N/A	<p>P1 students will sign statement at orientation and all students will be made aware of any changes to the policies while they are in school.</p> <p>P2-P4 students will resign the Statement if substantive changes are made to any of the policies covered in the document.</p>
<p>Course Evaluations Required of all students for all courses. See <u>Policies and Procedures</u> then Course Evaluation Administration Policy for Students</p>	N/A	<p>Students will receive separate instructions about when and how to do course evaluations.</p>
<p>Annual Safety Training</p>	<p>HMOC Committee Black Board Site and CITI Site You <u>do not</u> need to upload the certificate of completion in E-Value as it will NOT be tracked there.</p>	<p>P1-P4: HMOC (Safety) Committee communicates requirements and deadlines.</p>
<p>Professional Dedication/White Coat Ceremony Normally held the third or fourth Friday evening in September in Kansas City.</p>	N/A	<p>P2: Students must attend the School of Pharmacy Professional Dedication Ceremony during the Fall semester, unless previously excused, in writing, in advance of the event by the Dean or designee.</p>

<p>Co-Curricular Requirements Students are made aware of the requirements and deadlines for their given year in school within the first month of each semester.</p>	<p>E-Value</p>	<p>P1 (Class of 2020 forward): Students must complete the designated number of activities each semester and upload into E-Value. Completion of activities includes having documentation signed off by the faculty academic advisor.</p>
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