

## Doctor of Pharmacy Noncredit Requirements for June 2024 through May 2025

04/18/2024

The following is a summary of the UMKC School of Pharmacy's Noncredit Requirements to be completed in preparation for the 2024-2025 academic year. Any requirements you needed to complete in Spring Semester 2023 have already been communicated to you separately. Please use your class rank (P1-P4) for 2024-2025 when you review and use this document.

### IMPORTANT – PLEASE UPLOAD PDF VERSIONS of YOUR DOCUMENTS ONLY AND REMEMBER TO INCLUDE DATES AS A PART OF YOUR UPLOAD – NO OTHER VERSIONS TO SAVE DOCUMENTS WILL BE ACCEPTED

The "Requirement and Policy Information" section may link the reader to additional information. Please review linked documentation 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 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 or change additional requirements as deemed necessary to protect the health and safety of the students, or to further their education. Please plan and budget accordingly.

The UMKC SOP does schedule "Document Days" at each campus location in the fall. If you save your documents, our staff and faculty can assist you in reviewing and uploading your materials on these designated days. Dates will be provided at a later time. Notary Publics will also be available on these designated days at each location.

**Reminder:** Please **DO NOT** remove old copies of any uploaded materials, please **ARCHIVE them in CORE ELMS**.

**Key:** EL = Experiential Learning   OSA = Office of Student Affairs   ADSA = Associate Dean for Student Affairs   ADAA = Associate Dean for Academic Affairs   IPPE/APPE = Introductory/Advanced Pharmacy Practice Experience

Policy and Requirements with LINKS to Full Policy	Location to Store Documentation	Specific Deadlines for 2024-2025
<p><b><u>BLS for Health Care Providers</u></b></p> <p>Students must maintain <b>continuous</b> certification from the <b>fall of their P1 year through graduation</b>. Students complete the training in the fall of the P1 and P3 years</p> <ul style="list-style-type: none"> <li>• Certification must be valid until the END of the student's FINAL rotation.</li> <li>• The BLS training must come from the American Heart Association or the American Red Cross.</li> <li>• <b>A portion of the course can be on-line, but you MUST have a LIVE assessment of skills for the course to meet our criteria.</b></li> </ul> <p><b><u>Identifying a training program (MUST be one of these two):</u></b></p> <p><i>Red Cross</i> - <a href="#">Red Cross Course Search</a></p> <ul style="list-style-type: none"> <li>○ Select a class from "BLS/CPR for Health Care"</li> </ul> <p><i>American Heart Association</i> - <a href="#">AHA Course Search</a></p> <ul style="list-style-type: none"> <li>○ Select "Health Professional – Basic Life Support"</li> </ul>	<p>CORE ELMS</p>	<p style="text-align: center;"><i><u>Certification is valid for two years.</u></i></p> <p><b>P1's and P3's:</b> Complete between <b>June 1, 2024 and October 15, 2024</b>. Upload certificate of completion into CORE ELMS. <b>P3's should check the date of their first certification and plan accordingly to avoid a lapse.</b></p> <p><b>P2's and P4's:</b> have already met the requirement for 2024-2025 – 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 CORE ELMS. <b>P4's must maintain active certification through the end of their last APPE.</b></p> <p>ALL STUDENTS: <b>DO NOT LET YOUR CERTIFICATION LAPSE AT ANY TIME WHEN ENROLLED.</b> You <b>may not be able to complete programmatic requirements</b> if your BLS lapses.</p>

<p><b>Criminal Background Check (CBC)</b>  <a href="#">Policies and Procedures</a> (See Program Policies and Procedures then Criminal Background Checks).</p> <p><b>Onboarding P1's</b></p> <ul style="list-style-type: none"> <li>Instructions to complete CBC provided to entering P1 class with <u>onboarding</u> instructions from OSA.</li> </ul> <p><b>P1 -P3's</b></p> <ul style="list-style-type: none"> <li>Instructions provided by Office of Experiential Learning.</li> </ul>	<p>Positive findings housed in ADSA Office</p>	<p><b>Completed during the Summer 2024 prior to entry into the School of Pharmacy.</b></p> <p><b>Completed prior to starting IPPE's and APPE's.</b></p> <p><b>ALL Students (P1, P2, P3) – <u>Do not complete until</u></b> directed by the Office of Experiential Learning.</p>
<p><b>Urine Drug Screens (UDS)</b></p> <p><b>A. UDS as part of Alcohol and Drug Abuse Policy</b> - see <a href="#">Policies and Procedures</a> (See Program Policies and Procedures then Alcohol and Drug Abuse Policy)</p> <p><b>B. UDS for IPPE and APPE students-</b> see <a href="#">Policies and Procedures</a> (See Program Policies and Procedures then Urine Drug Screen Policy for IPPE and APPE Students)</p>	<p>Positive findings housed in ADSA Office</p>	<p><b>UDS as part of Alcohol and Drug Abuse Policy:</b>  <b>P1-P4:</b> If required part of Substance Abuse Policy</p> <p><b>ALL Students (P1, P2, P3) – <u>Do not complete until</u></b> directed by the Office of Experiential Learning.</p>

<p><b>Health Insurance</b></p> <p>See <a href="#">Policies and Procedures</a> then Pharm.D. Student Health Insurance Requirement for additional details.</p>	<p>CORE ELMS</p>	<p><b>P1-P4:</b>  Upload proof of health insurance coverage for the 2023-2024 academic year into CORE ELMS <b>between July 1, 2024 and December 31, 2024 – even if your insurance carrier <u>has not</u> changed.</b> It is the student's responsibility and expectation to maintain their health insurance.</p> <ul style="list-style-type: none"> <li>Label document Health Insurance 2024.2025</li> </ul>
<p><b>HIPAA training (also called HIPS on CITI)</b>  <a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a></p> <ul style="list-style-type: none"> <li>The instructions to register for CITI and to sign up for the HIPAA course are available at: <u>School of Pharmacy Safety Training Canvas Site</u> - Open Training Materials folder then open the documents listed under your year in school: <ul style="list-style-type: none"> <li><b>P1</b> 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</li> </ul> </li> </ul>	<p>CITI Canvas 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 CORE ELMS.</p>	<p><b>P1:</b> Must be completed <b>AFTER</b> Safety training is completed in Pharmacy New Student Orientation and before October 15, 2024.</p> <p><b>P2 - P4:</b>  Complete between <b>July 1, 2024 and October 15, 2024.</b></p>

<p>“Instructions - Registering for CITI HIPS course for P1 Students” to register for HIPAA/HIPS class.</p> <ul style="list-style-type: none"> <li>• <b>P2, P3 and P4</b> students are already registered in CITI but should use document titled – “Register in CITI” to register for CURRENT version of the HIPAA/HIPS training. The course is titled “HIPS Course – UMKC School of Pharmacy”.</li> </ul>		
<p><b><u>Immunizations</u></b>  <b><i>It is essential to review the FULL IMMUNIZATION POLICY dated April 2024 as there are additional critical details, especially for TB tests and varicella requirements</i></b></p> <p>Additional immunizations may be required by specific rotation sites. Please review site-specific information in CORE ELMS <u>prior</u> to starting each rotation to ensure you meet their requirements.</p> <ul style="list-style-type: none"> <li>• <b>Students <u>WILL NOT</u> be allowed on any rotation site if their immunizations have expired.</b></li> </ul>	CORE ELMS	<ul style="list-style-type: none"> <li>• Refer to UMKC School of Pharmacy Immunization Policy for requirements and submission deadlines.</li> </ul>
<p><b>Missouri Intern License</b>  See <a href="#">Internship and Licensure</a> then UMKC School of Pharmacy Student Intern Pharmacist License and Intern Liability Policy.</p> <p><i>Remember – <b>YOU</b> are responsible for reporting to the ADSA <b>and</b> to the Missouri Board of Pharmacy any actions that affect your ability to maintain your license (e.g. legal actions, firing, dismissal from pharmacy school)</i></p>	CORE ELMS	<p><b>All</b> students must maintain proof of a Missouri Intern License throughout the program.</p> <ul style="list-style-type: none"> <li>• <b>P1:</b> Upload your intern license by <b>December 31, 2024</b>.</li> <li>• <b>P2-P4:</b> Renew as 2024 is a renewal year.</li> </ul>
<p><b>Professional Liability for Interns</b>  See <a href="#">Internship and Licensure</a> then UMKC School of Pharmacy Student Intern Pharmacist License and Intern Liability Policy</p>	CORE ELMS	<p><b>P1: <u>Plan ahead as the insurance certificate may take up to 4 weeks to arrive.</u></b> The certificate must have the start date and the expiration date for the policy. <b>A temporary card or a receipt are NOT acceptable documentation. DO NOT UPLOAD A TEMPORARY CARD.</b> The certificate must be uploaded into CORE ELMS by <b>October 15, 2024</b>.</p> <p><b>P2-P4:</b> Renew <u>annually</u>, <b>your individual renewal date is based on the expiration date of last year’s policy.</b> You <u>must not let your policy lapse</u> so renew and <u>upload into CORE ELMS before the old policy expires.</u> The certificate must have the start date and the expiration date for the policy. <b>A temporary card or a receipt are NOT acceptable documentation.</b></p>
<p><b>Annual Safety Training</b></p>	School of Pharmacy Safety Training Canvas site and	<p><b>P1-P4:</b> The Safety Training Coordinator will communicate your specific Training Group time window to you each fall. <b>Please wait to do any</b></p>

	<p>CITI Site</p> <p>You <u>do not</u> need to upload the certificate of completion in CORE ELMS as it will NOT be tracked there. <b>You do NOT have to email the Safety Training Coordinator about routine completion of Safety Trainings.</b></p>	<p><b>Safety Trainings until you receive this information from the Safety Training Coordinator.</b></p>
<p><b>MO Family Care Registry</b></p>	<p>CORE ELMS</p>	<p><b>P1:</b> Complete <b>and</b> upload no later than <b>December 31, 2024</b>. Instructions will be provided from Office of Experiential Learning in the Fall 2024. <b>(Please note this takes several weeks to be approved, start the process well in advance of the December 31, 2024 deadline.)</b></p> <p><b>Note:</b> This requirement may have to be repeated later in the program if an experiential site requires it. EL will communicate this information to affected students.</p>
<p><b>NAPLEX Advantage</b></p>	<p>To Be Determined</p>	<ul style="list-style-type: none"> <li>To be determined, no action necessary at this time.</li> </ul>
<p><b>New Student Orientation</b> Held over the week before classes start in August at the Health Sciences Building in Kansas City.</p>	<p>OSA will track</p>	<p><b>P1:</b> Students will receive instructions with date and times in advance from the Director of Student Affairs. Students must attend unless excused, in writing, in advance of the event by the Dean or designee</p>
<p><b>Policy Attestation Statement</b></p>	<p>CORE ELMS</p>	<p><b>P1:</b> students will sign the statement during the first month of school and all students will be made aware of any changes to the policies while they are in school.</p> <p><b>P2-P4:</b> students will resign the statement if substantive changes are made to any of the policies covered in the document.</p>
<p><b>Course Evaluations</b> Required of <b>all</b> students for all courses. See <a href="#">Policies and Procedures</a> then Course Evaluation Administration Policy for Students</p>	<p>ADAA will track</p>	<p>Students will receive separate instructions about when and how to do course evaluations.</p>
<p><b>Professional Career Enhancement and Professional Preparation Day (Career Fair and Residency Showcase)</b></p> <ul style="list-style-type: none"> <li>Typically occurs in early November in Kansas City – date TBA</li> </ul>	<p>OSA will track</p>	<p><b>P1-P3:</b> Optional</p> <p><b>P4:</b> Students will receive instructions with date and times in advance. Required attendance unless excused by the Pharmacy Office of Student Affairs.</p>
<p><b>Professional Dedication/White Coat Ceremony</b></p>	<p>OSA will track</p>	<p><b>P2:</b> Students will receive instructions with date and times in advance. Students must attend the School of Pharmacy Professional Dedication</p>

Normally held the third or fourth Friday evening in September or the first week in October in Kansas City – date TBA		Ceremony during the Fall semester, unless previously excused, in writing, in advance of the event by the Dean or designee.
<p><b>Co-Curricular Requirements</b> Students are made aware of the requirements and deadlines for their given year in school within the first month of each semester.</p>	CORE CompMS	<p><b>P1-P4:</b> Students must complete the designated number of activities each semester and upload into CORE CompMS. Completion of activities includes having documentation submitted in CORE CompMS by 11/15 for fall requirements and 4/15 for spring requirements and meeting with the student's assigned advisor no later than 12/1 for fall requirements and 5/1 for spring requirements.</p> <p><b>P1:</b> Fall deadline is 11/15 for the Oath and Professional Requirements of Interns and the Friday before finals for the Capstone in Pharmacy 7101. P1 students will meet with their advisor during final's week as assigned. Spring requirements will maintain the deadlines as above.</p>
<p><b>IPPE and APPE Pre-Flight Orientation Meetings</b> Students are made aware of the requirements for IPPE and APPE rotations, these meetings occur in April and May – specific dates TBA</p>	Office of Experiential Learning	<p><b>P1-P3:</b> Students MUST attend and complete pre-flight orientation meetings.</p>