The following is a summary of the UMKC School of Pharmacy’s Noncredit Requirements to be completed in preparation for the 2020-2021 academic year. Any requirements you needed to complete in Spring Semester 2019 have already been communicated to you separately. Please use your class rank (P1-P4) for 2020-2021 when you review and use this document. Instructions for P1-P3 classes will be provided by EE during the Spring semester prior to summer IPPE enrollment.

**IMPORTANT – PLEASE UPLOAD PDF VERSIONS of YOUR DOCUMENTS ONLY – 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 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 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.

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

### Policy and Requirements with LINKS to Full Policy

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Location to Store Documentation</th>
<th>Specific Deadlines for 2020-2021</th>
</tr>
</thead>
</table>
| **BLS for Health Care Providers**  
Students must maintain continuous certification from the fall of their P1 year through graduation. Students complete the training in the fall of the P1 and P3 years  
- Certification must be valid until the END of the student’s FINAL rotation.  
- The BLS training must come from the American Heart Association or the American Red Cross.  
- A portion of the course can be on-line, but you MUST have a LVE assessment of skills for the course to meet our criteria.  
**Identifying a training program:**  
Red Cross - Red Cross Class Search  
  o Select a class from “BLS/CPR for Health Care”  
American Heart Association - AHA Course Search  
  o Select “Health Professional – Basic Life Support” | ELMS | Certification is valid for two years.  
P1’s and P3’s: Complete between June 1, 2020 and September 30, 2020. Upload certificate of completion into ELMS. P3’s should check the date of their first certification and plan accordingly to avoid a lapse.  
P2’s and P4’s: have already met the requirement for 2020-2021 – 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 ELMS. P4’s must maintain active certification through the end of their last APPE.  
ALL STUDENTS: DO NOT LET YOUR CERTIFICATION LAPSE AT ANY TIME WHEN ENROLLED. You may not be able to complete programmatic requirements if your BLS lapses. |
| **Criminal Background Check (CBC)**  
Policies and Procedures (See Program Policies and Procedures then Criminal Background Checks).  
**Onboarding P1’s**  
- Instructions to complete CBC provided to entering P1 class with onboarding instructions from OSA. | Positive findings housed in ADSA Office | Completed during the Summer 2020 prior to entry into the School of Pharmacy. |
<table>
<thead>
<tr>
<th><strong>P1-P3’s</strong></th>
<th><strong>Completed prior to starting IPPE’s and APPE’s:</strong> DO NOT COMPLETE YOUR CBC UNTIL DIRECTED BY THE Office of Experiential Learning.</th>
</tr>
</thead>
</table>
| • Instructions provided by Office of Experiential Education.  
• **DO NOT COMPLETE YOUR CBC UNTIL DIRECTED BY THE Office of Experiential Learning.** | **Kansas City and Springfield:**  
P1: April 1 to April 30, 2021  
P2: April 1 to April 30, 2021  
P3: April 1 to April 30, 2021  
Columbia:  
P1: April 1 to April 7, 2021  
P2: April 1 to April 7, 2021  
P3: April 1 to April 7, 2021 |

| **Urine Drug Screens (UDS)** | **Positive findings housed in ADSA Office** |
| A. **UDS as part of Alcohol and Drug Abuse Policy** - see Policies and Procedures. (See Program Policies and Procedures then Alcohol and Drug Abuse Policy)  
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) | **UDS as part of Alcohol and Drug Abuse Policy: P1-P4:** If required part of Substance Abuse Policy  
**Kansas City and Springfield:**  
P1: April 1 to April 30, 2021  
P2: April 1 to April 30, 2021  
P3: April 1 to April 30, 2021  
Columbia:  
P1: April 1 to April 7, 2021  
P2: April 1 to April 7, 2021  
P3: April 1 to April 7, 2021 |

| **Health Insurance** | **ELMS** |
| See Policies and Procedures the Pharm.D. Student Health Insurance Requirement for additional details. | **P1-P4:** Upload proof of health insurance coverage for the 2019-2020 academic year into ELMS between July 1, 2020 and December 31, 2020 – even if your insurance carrier has not changed.  
• Label document Health Insurance 2020- do not remove old copies of Health Insurance certificates – archive documents in Elms  
**CITI Site**  
The documentation showing you completed the training is stored in CITI and you do not need to upload the certificate of completion in ELMS. |

| **HIPAA training (also called HIPS on CITI)**  
[https://www.citiprogram.org/](https://www.citiprogram.org/) | **P1:** Must be completed AFTER Safety training is completed in Pharmacy 7101 and before September 30, 2020.  
**P2 - P4:** Complete between July 1, 2020 and September 30, 2020. |
| • 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:  
• 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 HIPS course for P1 Students” to register for HIPAA/HIPS class. |
- P2, P3 and P4 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”.

### Immunizations

*It is essential to review the FULL IMMUNIZATION POLICY dated 3/30/2020 as there are additional critical details, especially for TB tests and varicella requirements*

PLEASE ONLY UPLOAD PDF’s of your documents. Remember to include the dates as part of your upload.

Additional immunizations may be required by specific rotation sites. Please review APPE site-specific information in ELMS prior to starting each rotation to ensure you meet their requirements.

- Students WILL NOT be allowed on any rotation site if their immunizations have expired.

### ELMS

**P1 Highlights**

- **TB:** Individual TB assessment form (CDC), TB symptom evaluation form and TB screening MUST be completed by September 30, 2020. Please read the policy to identify the type of TB screening you need.
- The following additional immunization documentation MUST be uploaded into ELMS by **September 30, 2020**:
  - MMR, Varicella, Hepatitis B, and Tdap.
- Documentation for a 2020 flu shot must be uploaded into ELMS by **October 31, 2020**.
- Make a note to yourself if tetanus expires before graduation and you will need a tetanus booster and must upload this information into ELMS (see full policy for additional details)
- Remember that doctor confirmed disease of Varicella IS NOT acceptable documentation for Varicella. Either the vaccination series or a titer are acceptable documentation to meet this requirement.
- You will be given instructions on how to upload documents into ELMS when school starts.

**P2-P4 Highlights**

Students must ensure immunizations remain current throughout the rest of the time in school.

- The annual TB education program for Academic Year 2020-2021 is accessed via CORE ELMS. The due date is 5-15-2020 at 1700 CST.
- Documentation for a 2020 Flu shot must be uploaded into ELMS by **October 31, 2020**.
- Upload documentation for a tetanus booster if it expires while in school.

### Missouri Intern License

See Internship and Licensure then UMKC School of Pharmacy Student Intern Pharmacist License and Intern Liability Policy.

**ELMS**

All students must maintain proof of a Missouri Intern License throughout the program.

- **P1:** Upload your intern license by **December 31, 2020**.
| **Remember** – YOU are responsible for reporting any actions that affect your ability to maintain your license (e.g. legal actions, firing, dismissal from pharmacy school) to the Missouri Board of Pharmacy | **P2-P4: 2019 2020 is a renewal year. Upload your intern license by December 31, 2020.**  
**PLEASE UPLOAD AS A PDF ONLY.** |
| --- | --- |
| **Professional Liability for Interns**  
See [Internship and Licensure](#) then UMKC School of Pharmacy  
Student Intern Pharmacist License and Intern Liability Policy | **P1:** Plan ahead as the insurance certificate may take 2-3 weeks to arrive. The certificate must have the start date and the expiration date for the policy. A temporary card or a receipt are NOT acceptable documentation. **DO NOT UPLOAD A TEMPORARY CARD.** The certificate must be uploaded into ELMS by **December 31, 2020.**  
**P2-P4:** Renew annually and upload certificate to ELMS by **December 31, 2020.**  
Your individual renewal date is based on the expiration date of last year’s policy. You must not let your policy lapse so renew before the old policy expires. The certificate must have the start date and the expiration date for the policy. A temporary card or a receipt are NOT acceptable documentation. |
| **Annual Safety Training** | **P1-P4:** The Safety Training Coordinator will communicate your specific Training Group time window to you each fall. **Please wait to do any Safety Trainings until you receive this information.** |
|  | **School of Pharmacy Safety Training**  
Blackboard site and CITI Site  
You do not need to upload the certificate of completion in ELMS as it will NOT be tracked there. **You do NOT have to email the Safety Training Coordinator about routine completion of Safety Trainings.** |
| **MO Family Care Registry** | **P1:** Complete no later than **December 31, 2020** Instructions will be provided from Office of Experiential Education in the Fall 2020.  
**Note:** this requirement may have to be repeated later in the program if an experiential site requires it. EE will communicate this information to affected students. |
<p>|  | <strong>ELMS</strong> |
| <strong>Pre-NAPLEX Exam</strong> | <strong>P4:</strong> The Pre-NAPLEX test will be administered during the months of Nov, Dec, Jan and at all 3 locations. Students are required to complete the test on one of the predetermined dates. |</p>
<table>
<thead>
<tr>
<th><strong>New Student Orientation</strong></th>
<th>N/A</th>
<th><strong>P1</strong>: Must attend unless excused, in writing, in advance of the event by the Dean or designee</th>
</tr>
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<tbody>
<tr>
<td>Held over two days the week before classes start in August at the Health Sciences Building in Kansas City.</td>
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<tr>
<td><strong>Policy Attestation Statement</strong></td>
<td>ELM</td>
<td><strong>P1</strong> 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. <strong>P2-P4</strong> students will resign the statement if substantive changes are made to any of the policies covered in the document.</td>
</tr>
<tr>
<td><strong>Course Evaluations</strong></td>
<td>N/A</td>
<td>Students will receive separate instructions about when and how to do course evaluations.</td>
</tr>
<tr>
<td>Required of all students for all courses. See Policies and Procedures then Course Evaluation Administration Policy for Students</td>
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<tr>
<td><strong>Professional Career Enhancement and Professional Preparation Day (Career Day)</strong></td>
<td>N/A</td>
<td><strong>P1-P3</strong>: Optional <strong>P4</strong>: Required attendance unless excused by the Pharmacy Office of Student Affairs.</td>
</tr>
<tr>
<td>● Early November in Kansas City – date TBA</td>
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<tr>
<td><strong>Professional Dedication/White Coat Ceremony</strong></td>
<td>N/A</td>
<td>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.</td>
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<tr>
<td>Normally held the third or fourth Friday evening in September in Kansas City. For Class of 2023 – October 2, 2020</td>
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<tr>
<td><strong>Co-Curricular Requirements</strong></td>
<td>Comp MS</td>
<td><strong>P1-P4</strong>: Students must complete the designated number of activities each semester and upload into Comp MS. Completion of activities includes having documentation submitted in Comp MS by November 15 for fall requirements and April 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. <strong>P1</strong>: Fall deadline are 11/15 for the Oath and Professional Requirements of Interns and the Friday before finals for the Capstone in 7101. P1 students will meet with their advisor during final’s week as assigned. Spring requirements will maintain the deadlines as above.</td>
</tr>
<tr>
<td>Students are made aware of the requirements and deadlines for their given year in school within the first month of each semester.</td>
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