Course Coordinator
Cristina Ortega, PharmD
Office Phone: (915) 747-8183
Email: caortega2@utep.edu
Office hours: by appointment

Preceptor and Site Information
Found in CORE ELMS or provided by the preceptor (Preceptor and Site Information Form)

Course Description
Through this supervised experience, the student will be able to apply concepts from didactic course work to situations in community pharmacy practice settings to ensure competencies in direct patient care, management and use of resources and promotion of wellness, disease prevention, and patient safety. In addition to gaining proficiency in roles related to assessing patient data and reviewing and evaluating medications orders, students will also be involved in processes related to product delivery and operations management.

The Pharmacist’s Patient Care Process (PPCP)
Students will use the Pharmacist’s Patient Care Process throughout class to collect, assess, plan, implement, and follow-up with patients. Collaboration and communication between students during team based learning exercises using PPCP will be applied. Students are expected to understand and apply the APhA PPCP Resource guide for pharmacists.

Course Meetings & Location

<table>
<thead>
<tr>
<th>IPPE Block</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 29, 2023</td>
<td>June 9, 2023</td>
</tr>
<tr>
<td>2</td>
<td>June 12, 2023</td>
<td>June 23, 2023</td>
</tr>
<tr>
<td>3</td>
<td>June 26, 2023</td>
<td>July 7, 2023</td>
</tr>
<tr>
<td>4</td>
<td>July 10, 2023</td>
<td>July 21, 2023</td>
</tr>
<tr>
<td>5</td>
<td>July 24, 2023</td>
<td>August 4, 2023</td>
</tr>
<tr>
<td>6</td>
<td>August 7, 2023</td>
<td>August 18, 2023</td>
</tr>
<tr>
<td>Wintermester</td>
<td>January 1, 2024</td>
<td>January 12, 2024</td>
</tr>
</tbody>
</table>
Site Specific Hours
The preceptor should expect a call from the student(s) 2 weeks before the first day of rotation to discuss where to park, where to meet the first day and any site or rotation specific information, if applicable.

Each experience is 2-weeks in duration with approximately 45 hours per week (maximum of 50 hours per week) for a minimum of 90 hours per rotation. Some preceptors may require students to spend more than 45 hours per week at the site to complete the experience successfully. Preceptors may also require students to be present at the site in the evenings, nights, on weekends, and holidays. The course/rotation schedule will be determined and finalized by the preceptor. Students can expect projects outside of the normal rotation hours (e.g. readings, projects, etc.)

Exact hours may vary based on site; however, it is mandatory for students to be on site for a minimum of 90 hours over the course of the 2 week rotation. No more than 50 hours may be earned in a single week. IPPE hours may occur during evenings, weekends, and on holidays. Additionally, IPPEs may be scheduled at other times of the day.

Online Assessment Requirements
This course requires the use of CORE ELMS® and Blackboard. Students are responsible for ensuring they have access to CORE ELMS®, and the appropriate Blackboard course before the beginning of the IPPE. If you have issues with CORE ELMS®, please contact the course coordinator to resolve the issue. If you are having technical issues with Blackboard, please contact Adrian Enriquez (aealonso@utep.edu). Assessments (e.g., assignments, quizzes, and exams) may be disseminated before the due date. This requires students to download the assessment using an internet connection. It is the student’s responsibility to maintain access to a reliable internet connection (with the rare exception of when UTEP’s systems are down).

Course Learning Objectives
At the conclusion of this course, as it applies to community practice, students shall be expected to:

EPA 1: Collect information to identify a patient’s medication-related problem and health-related needs.

EPA 6: Provide culturally and linguistically appropriate care to patients and/or clientele (UTEP specific).

EPA 9: Minimize adverse drug events and medication errors.

EPA 11: Ensure that patients have been immunized against vaccine-preventable diseases.

EPA 12: Educate patients and professional colleagues regarding the appropriate use of medications.

EPA 15: Fulfill a medication order.

Professionalism:

EPA 16: Displays characteristics of professionalism and engages in continuous professional development.
<table>
<thead>
<tr>
<th>EPA</th>
<th>CAPE Outcomes</th>
<th>PCOA</th>
<th>CAPE Level of Assessment</th>
<th>EPA Minimum Level of Expectancy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA 1: Collect information to identify a patient’s medication-related problem and health-related needs.</td>
<td>2.1, 2.2, 2.3, 3.1, 3.5, 3.6</td>
<td>3.8, 4.6</td>
<td>Introduction</td>
<td>Direct Supervision</td>
</tr>
<tr>
<td>EPA 6: Provide culturally and linguistically appropriate care to patients and/or clientele (UTEP specific).</td>
<td>1.1, 3.5, 3.6</td>
<td>3.8, 3.9</td>
<td>Introduction</td>
<td>Direct Supervision</td>
</tr>
<tr>
<td>EPA 9: Minimize adverse drug events and medication errors</td>
<td>2.2, 2.3, 2.4, 3.2, 3.3, 3.4, 3.5, 3.6</td>
<td>2.2, 3.10, 4.7</td>
<td>Introduction</td>
<td>Observe Only</td>
</tr>
<tr>
<td>EPA 11: Ensure that patients have been immunized against vaccine-preventable diseases.</td>
<td>2.1, 2.2, 2.3, 2.4, 3.2, 3.3, 3.4, 3.5, 3.6</td>
<td>3.1, 4.5, 4.6, 4.7</td>
<td>Introduction</td>
<td>Observe Only</td>
</tr>
<tr>
<td>EPA 12: Educate patients and professional colleagues regarding the appropriate use of medications.</td>
<td>1.1, 2.3, 3.2, 3.3, 3.5, 3.6, 4.2, 4.4</td>
<td>3.8, 3.9</td>
<td>Introduction</td>
<td>Observe Only</td>
</tr>
<tr>
<td>EPA 15: Fulfill a medication order.</td>
<td>2.2, 3.1, 3.6</td>
<td>3.5, 3.8, 3.10</td>
<td>Introduction</td>
<td>Observe Only</td>
</tr>
<tr>
<td>EPA 16: Displays characteristics of professionalism and engages in continuous professional development</td>
<td>4.1, 4.4</td>
<td>N/A</td>
<td>Introduction</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Adapted from Appendix 1. Mapping of the Core EPAs for New Pharmacy Graduates to the CAPE 2013 Educational Outcomes and the Pharmacists Patient Care Process https://www.aacp.org/sites/default/files/2017-12/CAPE-EPA-PPCP-mapping.pdf and Table 4. Entrustment Scale for Entrustable Professional Activities of the AACP Curriculum Outcomes and Entrustable Professional Activities (COEPA) 2022 https://www.aacp.org/node/2870

Levels of Expectancy*:

<table>
<thead>
<tr>
<th>Description</th>
<th>Observe only</th>
<th>Direct Supervision</th>
<th>Reactive Supervision</th>
<th>Intermittent Supervision</th>
<th>General Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner is permitted to observe only. Even with direct supervision, learner is not entrusted to perform the activity or task.</td>
<td>Learner is entrusted to perform the activity or task with direct and proactive supervision. Learner must be observed performing task in order to provide immediate feedback.</td>
<td>Learner is entrusted to perform the activity or task with indirect and reactive supervision.</td>
<td>Learner is entrusted to perform the activity or task with supervision at a distance. Learner can independently perform task.</td>
<td>Learner is entrusted to independently decide what activities and tasks need to be performed. Learner entrusted to direct and supervise activities of others.</td>
<td></td>
</tr>
<tr>
<td>Preceptor may say the following to the student:</td>
<td>“Let’s talk about this first”</td>
<td>“Let’s do this together”</td>
<td>“You go ahead, and I’ll double check all of your findings” (Full review)</td>
<td>“You go ahead, and I’ll check some of your findings” (Spot-checking)</td>
<td>“You’re in charge, call me if you have any questions” (Follow up as needed)</td>
</tr>
</tbody>
</table>

*Adapted from the AACP approved rubric

Passing level defined in the syllabus as a minimum competency of “Observe only” on EPAs 9, 11, 12, 15 and minimum of “Direct Supervision” on EPAs 1, 6 and “Yes” for EPA 16 (Professionalism). Must meet minimum competency level on each EPA to pass the experience.
Students achieving Levels of Expectancy of Observe Only (for EPAs 9, 11, 12, 15) and Direct Supervision (for EPAs 1, 2) are at satisfactory progress and are passing the objectives. Students achieving competency levels above Direct Supervision (i.e., Reactive Supervision, Intermittent Supervision, General Direction) are exceeding expectations and are also passing the objective.

## Activities and Tasks for required EPAs

<table>
<thead>
<tr>
<th>EPA</th>
<th>Activities/Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA 1: Collect information to identify a patient’s medication-related problem and health-related needs.</td>
<td>• Collect a medical and medication history from a patient or caregiver to make an appropriate OTC recommendation.</td>
</tr>
<tr>
<td>EPA 6: Provide culturally and linguistically appropriate care to patients and/or clientele (UTEP specific).</td>
<td>• Communicate with the patient or utilize an interpreter in the patient’s preferred language. • Provide appropriate care based on the patient’s beliefs</td>
</tr>
<tr>
<td>EPA 9: Minimize adverse drug events and medication errors.</td>
<td>• Report adverse drug events and medication errors to stakeholders. • Determine if medication being dispensed is right drug for the right patient.</td>
</tr>
<tr>
<td>EPA 11: Ensure that patients have been immunized against vaccine-preventable diseases.</td>
<td>• Determine whether a patient is eligible for and has received CDC-recommended immunizations. • Administer and document CDC-recommended immunizations to an adult patient. • Perform basic life support</td>
</tr>
<tr>
<td>EPA 12: Educate patients and professional colleagues regarding the appropriate use of medications.</td>
<td>• Counseling patients on how to use their medications appropriately</td>
</tr>
<tr>
<td>EPA 15: Fulfill a medication order.</td>
<td>• Enter patient-specific information into an electronic health or pharmacy record system. • Determine if a medication is contraindicated for a patient. • Determine the patient co-pay or price for a prescription. • Obtain authorization for a non-preferred medication when clinically appropriate. • Assist a patient to acquire medication(s) through support programs. • Fill medications following all applicable pharmacy laws.</td>
</tr>
<tr>
<td>EPA 16: Displays characteristics of professionalism and engages in continuous professional development.</td>
<td>• The student displayed accountability, honesty, respect, good communication skills, pride in the profession and commitment to self-improvement throughout the rotation and within preceptors communicated expectations.</td>
</tr>
</tbody>
</table>

## Conduct and Attendance Expectations of Students in the course

It is mandatory that students demonstrate their commitment to the profession and respect for faculty, preceptors, and colleagues by attending the experience, arriving on time, and being prepared for the day’s activities. Course schedule will be determined and finalized by the preceptor. Attendance will be monitored and assessed under professionalism. Due to the short nature of the experience, any unexcused absences will result in the failure of the IPPE course and the student will be forwarded to the progression committee. For excused absences, the student will need to work with their preceptor to reschedule the missed time and notify
the clinical coordinator. If the missed time cannot be rescheduled, it will result in an Incomplete for the course. Please refer to the Student and Office of Experiential Handbooks for more information.

**Conduct**

1. Students are expected to abide by all site-specific requirements, state and federal laws and School of Pharmacy regulations during the rotation.
2. Students must wear required name badge(s) at all times that distinguishes them as a Pharmacist Intern.
3. Students must carry at all times a pharmacist-intern card and have a copy uploaded into CORE ELMS®.
4. Students must maintain the professional\(^a\) and ethical\(^b\) standards. Failure of professional and ethical standards may result in rotation failure or referral to OEE, Progression Committee, and/or UTEP Office of Student Conflict and Conflict Resolution (OSCCR).

   \(a.\) Refer to Professional Expectations Contract in the OEE Handbook  
   \(b.\) Professional Technical Standards in the UTEP SOP Student Handbook

**Attendance**

1. Any rotation absence by a student of less than one day should be managed by the student and the preceptor. The preceptor is responsible for a specific plan for the make-up of the missed hours.
2. Students should try to provide no less than 24-hour notice to preceptors of schedule disruptions.
3. Any absence of one day or more, the student will be required to complete the Student Absence Form as outlined in the Student Handbook Attendance Policy for any absence. It is the responsibility of the course coordinator, working with the preceptor, to determine if the student can successfully complete the rotation. A plan for the make-up of the missed days will be completed if it is possible to make up the missed days.
4. Extended absences may result in failure of the rotation and/or delay in completion of the rotation and/or graduation.

**Procedure for resolving rotation concerns**

1. The student should try to resolve the issue/concern directly with the primary preceptor.
2. If the issues/concern is not resolved, the student should contact the Course Coordinator.
3. If the issue/concern is not resolved, the student should contact the Assistant Dean of the Office of Experiential Education (OEE).
4. If the issue/concern is not resolved, the student may contact the Associate Dean for Academic Affairs.
5. If the issue/concern is not resolved, the student may contact the Dean of the School of Pharmacy.

Questions related to the IPPE course in general should be directed to the Course Coordinator, whereas contact/topic-specific questions should be directed to the preceptor. If there is any question of who to contact, please contact the preceptor first. For issues related to the preceptor, contact the Course Coordinator.

**Methods of Instruction/Learning**

*The learning outcomes in this course may be achieved via:*

1. **Outside Preparation** – this will include outside topic review from class lecture, tertiary and primary literature material
2. **Preceptor and learner lead discussions** – allows learners to review and reinforce topics
3. **Case Discussions/SOAP Notes/Documentation** – provides practice opportunities for course ability outcomes and allows students to practice evaluating and assessing patient cases, make therapeutic recommendations and document patient interactions

4. **Live Patient Interview** – provides practice in interview skills and practice integrating clinical information

5. **Applicable pharmacy-practice activities** – provides practice opportunities to apply practice skills in real-word scenarios

6. **Exams/Quizzes** – allows students to demonstrate the course ability outcomes and instructors to provide necessary feedback

* Refer to preceptor-specific course calendar or requirements. Not all learning methods are required and should be discussed with the preceptor at the beginning of the rotation.

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**Evaluation and Grading Policy**

The Community IPPE is graded on a pass/fail scale. There will be one formal summative assessment conducted by the preceptor during the IPPE – a final evaluation. A midpoint evaluation is optional if any problems are identified that may interfere with the student’s ability to pass the rotation. All assessments will be administered via CORE ELMS®, unless noted otherwise. Grades will be based on student’s pharmacy practice skills, values, knowledge, and attitudes. Skills are assessed by direct observation of Entrustable Professional Activities (EPAs) and required assignments. The preceptor will also provide feedback on student performance on an informal on-going basis.

All of the following course requirements must be met by student to receive a final grade of **Pass**: 

<table>
<thead>
<tr>
<th>Course/Rotation Requirements</th>
<th>Final Outcome^a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload and receive preceptor confirmation for 5 Quest/SCHOLARMAC OTC recommendations</td>
<td>Completed</td>
</tr>
<tr>
<td>Upload and receive preceptor confirmation for 5 counseling sessions</td>
<td>Completed</td>
</tr>
<tr>
<td>Upload and receive preceptor confirmation for 5 immunization recommendations</td>
<td>Completed</td>
</tr>
<tr>
<td>Complete and upload Community IPPE workbook in CORE ELMS under Assignment (prev. Field Encounters)</td>
<td>Completed</td>
</tr>
<tr>
<td>Record and receive preceptor approved minimum hours (90 hours)</td>
<td>Completed</td>
</tr>
<tr>
<td>Receive a final EPA assessment that meets minimum level of expectancy on each of the required EPAs (preceptor)</td>
<td>Completed at passing level</td>
</tr>
<tr>
<td>Receive a passing final professional assessment (EPA 16)</td>
<td>Completed at passing level</td>
</tr>
<tr>
<td>Student completes the Course IPPE/APPE preceptor evaluation</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Final Grade: Pass/Fail

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a. Failure to complete and turn in all assignments will result in a failure of the IPPE.
b. Completed in CORE ELMS® by the preceptor.
c. A passing level on the professional assessment is a “yes” response to EPA 16 on the final evaluation.
d. Hours must be recorded on a daily or weekly basis (verify with your preceptor the preferred method). Students will be required to record time taken for lunch, which will not count for hours unless worked during that time.
e. Confirmed in CORE ELMS® by the course coordinator.
f. Confirmed in CORE ELMS® by the preceptor.

**Requirement Due Dates**

All requirements must be submitted through CORE ELMS by the end of the last day of the rotation unless noted elsewhere. **Students are responsible for following up with preceptor on any outstanding items.** If the student has difficulty working with the preceptor, the student should reach out to the course coordinator. **Any outstanding requirements, either on the student or preceptor end, not completed one week after the end of the rotation will result in course/rotation failure.**
It is the responsibility of the student to monitor his/her progress during the course and see that he/she is maintaining the required competency level. Students should seek advice and assistance from the preceptor and/or course coordinator as soon as he/she encounters any difficulty in the course. If student does not pass, they may be eligible for remediation.

**Other Assignments:** While each site/preceptor may have their own assignments (e.g., presentations, written assignments, patient counseling exercises) students are expected to complete the following minimum activities and will be evaluated for progress towards **Entrustable Professional Activities Level 1: Student is at INTRODUCTORY level:**

1. Complete the Community IPPE workbook
2. Complete 5 QuEST/SCHOLARMAC OTC recommendations
3. Complete 5 counseling sessions
4. Complete 5 immunization recommendations.

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**Required Course Technology/Tools/Needs**

**Drug Information Resource:**
- Students must have a drug information resource (e.g. Lexi-Comp®, Micromedex®, etc) of the student’s choice and preceptor’s preferred reference(s) with them at all times

**Recommended Resources:**
- CDC Adult Immunization Schedule
- CDC Child and Adolescent Immunization Schedule
- Recommended Textbooks (available via APHA Library):
  - APHA’s Immunization Handbook by Lauren Angelo
  - Community Pharmacy Practice Case Studies by Jeane-Venable Goode
  - How to Conduct a Comprehensive Medication Review by Lauren Angelo
  - Communication Skills for Pharmacists by Bruce Berger

**Writing Utensils:**
- Students must always have an indelible black pen and permanent black marker (i.e. fine-tip Sharpie® with them)
- There may be other site-specific needs. It is the responsibility of the student to check with the assigned site/preceptor to verify any other needs.

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**Remediation Policies**

Student must participate in all assignments to be eligible for remediation. Other important factors are also considered. *See Student Handbook for details.*

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**Technical Assistance**

If you are off campus, you may need to set up a Virtual Private Network (VPN) in your computer to access UTEP resources for this class (i.e. Library). The link below provides information for you to set up a VPN connection depending on your operating system. You can contact the Help Desk for assistance (See Technical Assistance information).

[https://libanswers.utep.edu/faq/246292](https://libanswers.utep.edu/faq/246292)
If you are experiencing technical problems with the course, please contact the UTEP Helpdesk during: M - F: 8AM – 5PM. Calling within UTEP: 915.747.4357. Calling outside UTEP: 915.747.5257. For more information, please visit http://helpdesk.utep.edu.

You can also visit an on-campus lab such as the ATLAS lab located within the Undergraduate Learning Center (UGLC building) for additional technical assistance. So that UTEP can continue to provide a stable learning environment, 12:00-6:00am Mountain time on Thursdays is reserved for minor preventive maintenance. This maintenance window is scheduled during the lowest usage time for the system. Blackboard may or may not be available during this time, depending on whether maintenance is necessary. Whenever possible, this time will be utilized to perform all minor maintenance. Unscheduled outages occur rarely, but they do happen. In the event of an unscheduled outage, Course Development and Technology Support will confer with Student and Faculty Services to provide appropriate notifications to those affected including faculty, staff and students.

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**Conduct and Attendance Expectations of Students in the course**

It is mandatory that students demonstrate their commitment to the profession and respect for faculty, preceptors, and colleagues by attending the experience, arriving on time, and being prepared for the day’s activities. Course schedule will be determined and finalized by the preceptor. Attendance will be monitored and assessed under professionalism. Due to the short nature of the experience, any unexcused absences will result in an incomplete and/or a failing grade and the student will be reported to the Director of Experiential Education for unprofessional behavior. For excused absences, the student will need to work with the course coordinator and site preceptor to make up the missed time and may result in an incomplete. Please refer to the Student and Office of Experiential Handbooks for more information.

**Conduct**

5. Students are expected to abide by all site-specific requirements, state and federal laws and School of Pharmacy regulations during the rotation.

6. Students must always wear required name badge(s) that distinguishes them as a Pharmacist Intern.

7. Students must always carry a pharmacist-intern card and have a copy uploaded into CORE ELMS®.

8. Students must maintain the professional and ethical standards. Failure of professional and ethical standards may result in rotation failure or referral to OEE, Progression Committee, and/or UTEP Office of Student Conflict and Conflict Resolution (OSCCR).

**Attendance**

5. Any rotation absence by a student of less than one day should be managed by the student and the preceptor. The preceptor is responsible for a specific plan for the make-up of the missed hours.

6. Students should try to provide 24-hour notice to preceptors of schedule disruptions.

7. Any absence of one day or more will require completion of an “Absence” form in CORE ELMS®. If possible, this form should be submitted to the preceptor and the Office of Experiential Education (OEE) (in CORE ELMS®) at least one month prior to the scheduled absence. In the event the absence is not scheduled, the Absence Request form should be submitted to the preceptor and OEE within three days of the student’s return. It is the responsibility of the course coordinator, working with the preceptor, to determine if the student can successfully complete the rotation. A detailed plan for the make-up of the missed days will be completed if it is possible to make up the missed days.

8. Days missed due to interviews for professional meetings (e.g., ASHP Midyear Meeting) are considered absences and the guidelines outlined must be followed. Students must discuss interview schedules/professional meetings one month before the meeting. Refer to guidance outlined in the Student Handbook on student travel and absences and in the OEE Handbook.

9. Extended absences may result in failure of the rotation and/or delay in completion of the rotation and/or graduation.
Cell Phone Policy

All cell phones must be turned on to silent while at the education site unless otherwise instructed by the preceptor. If a student forgets to turn the ringer off, he/she may be subject to disciplinary action. Any unauthorized use of electronic devices (e.g. social media, sports, excessive texting) while engaged in rotational activities will be automatically removed from the site for the day and the Director of OEE will be notified. This will result in an unexcused absence and professional misconduct. Refer to unexcused absence language.

Food/Beverage Policy

Students must not eat or drink in the pharmacy area unless allowed to do so by the site preceptor.

Dress Policy

Students are expected to dress professionally at all times (e.g. tie [male], no excessive jewelry, closed toed shoes, skirts/dresses below the knee, no excessive perfume or cologne, well-groomed). Additionally, some sites may have specific dress requirements the student must follow (e.g. scrubs). It is the student’s responsibility to contact the preceptor in advance to verify any site-specific requirements. Pharmacy student/intern name badge must be worn at all times during IPPE/APPE rotations.

Credentials: Students are expected to carry with them at all times their Texas State Board of Pharmacy (TSBP) Trainee Letter/Intern Card. Students must have readily available electronically on CORE ELMS® the following: Unexpired BLS CPR Card, HIPAA Training Certificate, Bloodborne Pathogen, etc. Refer to OEE Handbook for a complete list. Failure to exhibit credentials will result in the student being asked to leave the site. Return to site is determined by the preceptor and the Experiential Programs Director.

UTEP and SOP Policy for Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty members insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes is not limited to cheating; plagiarism; collusion; the submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the UTEP Office of Student Life and the homepage of the Office of Student Life, can result in sanctions ranging from disciplinary probation, to failing a grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. (See “Dismissal for Reasons of Misconduct”).

Professionalism and Professional Conduct
Students must present themselves in a professional and courteous manner. This behavior includes, but is not limited to, not engaging in disruptive behavior, being appropriately dressed, and using professional language and behavior. The student must uphold the UTEP policies and procedures that are outlined in the UTEP HOP, including, but not limited to: academic misconduct, substance abuse, and sexual misconduct. Additionally, the student must meet the requirements of the Professional Expectations and contract, as laid out in the OEE handbook.

Professionalism will be assessed during rotations. If professionalism issues occur during Experiential Education, the Preceptor Faculty (PF) will discuss the issue(s) with the student first. If the PF is unable to successfully mediate the situation, the PF will document the issue and the mediation attempt. This information is then directed to the Director of Experiential Education who will work with Associate Dean of Academic Affairs. If the issue can still not be mediated, the issue is presented to the Progression Subcommittee for final review, decision, and plan.

**UTEP and SOP Policy for Special Accommodations (ADA)**

“If you have or suspect a disability and need classroom accommodations, you should contact the Center for Accommodations and Support Services (CASS) at 747-5148.” You can also e-mail the office at cass@utep.edu or go by their office in Union Building East (Room 106). For additional information, visit the CASS website at http://sa.utep.edu/cass/

**General Statement About Course Policy**

The syllabus is subject to change to meet course needs, especially if there are unexpected disruptions or changes in class size, resources, etc. The most updated syllabus can be found on CORE ELMS®. It is your responsibility to review the syllabus periodically for updates.

**Additional Information**

**Campus Concealed Carry:**
Effective August 1, 2016.
https://www.utep.edu/campuscarry/

**Student Support:**
UTEP provides a variety of resources for those in need (e.g., if you feel overwhelmed, stressed or dealing with a crisis):
• UTEP’s Counseling Center (free counseling to all students): 747-5302, which after-hours goes to a crisis line
• Mental Health Crisis Line: 779-1800
• National Suicide Prevention Hotline: 1-800-273-8255
• Veterans Crisis Line: 1-800-273-8255
• NAMI (National Alliance Against Mental Illness) of El Paso: 534-5478
• http://caringeducators.tumblr.com/survival

**Title IX:**
Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Several different acts
fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX. In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. [Link to full text at https://www.utep.edu/titleix/]

The UTEP School of Pharmacy - Office of Experiential Education is committed to promoting an equal opportunity non-discriminatory learning and working environment as outlined by the UTEP official Handbook of Operating Procedures. The online UTEP Policies Library offers a wealth of information including policy descriptions, training, and on-and-off campus resources. School of Pharmacy Preceptors and Faculty are encouraged to review and take advantage of these resources when ever needed."

- UTEP Handbook of Operating Procedures- [https://www.utep.edu/hoop/](https://www.utep.edu/hoop/)
- UTEP On-and-Off Campus Resources- [https://www.utep.edu/titleix/On-and-Off-Campus-Resources.html](https://www.utep.edu/titleix/On-and-Off-Campus-Resources.html)