

Washington State University

Pharmacotherapy Modules General Instructions

Where To Reach Us

Any questions specific to course procedures should be addressed to:

Extended Degree Programs
Van Doren Hall 202/204
Washington State University
PO Box 645220
Pullman, WA 99164-5220

Telephone: 509-335-3557
(toll free) 1-800-222-4978
Fax: 509-335-4850
E-mail: eap@wsu.edu

Extended Degree Programs (EDP) business hours correspond to regular Washington State University (WSU) business hours, 8:00-5:00, Monday through Friday. Phone calls received outside of business hours will revert to an EDP voice mailbox and will be returned as quickly as possible.

Calls concerning all other issues relating to the External Doctor of Pharmacy Program should be directed to Dr. Carolyn Allan at (509) 335-4123 or Dr. Stanley Weber at (206) 616-8762

Completion Time/Extensions

You are allowed six months from the date of enrollment to complete this External Doctor of Pharmacy Program course including the weekend. If you need additional time, you may apply for an extension to the External Doctor of Pharmacy Program coordinator. A \$50 fee will be assessed for an extension.

Refunds

Contact the Students Book Corporation for information regarding textbook buy-backs (1 (800) 937-4978, ext. 336). All fees are subject to change without notice.

Course Overview

Each pharmacotherapy module course guide is the first part of a two part course. When you have successfully completed the examination, you will have the opportunity to sign-up for a weekend workshop in this same pharmacotherapeutic topic. Participation in the weekend workshop will reinforce clinical application of module information.

Examination

After you have completed the assigned readings for all sections, a comprehensive, proctored examination will be administered to assess your knowledge and decision making skills. The exam will consist of challenging case studies, short answer questions, and multiple choice questions using an open book format. The material covered will reflect the learning objectives outlined at the start of each section. See the exam procedures and directions for arranging for a proctor.

Examinations and Proctors

The examinations for Doctor of Pharmacy Program pharmacotherapy modules must be taken under the supervision of an approved proctor. Students in Pullman or nearby communities can take this exam on the WSU Pullman campus. For information on making an appointment, call Extended Degree Programs at 335-3557 or toll-free 1-800-422-4978 (option 4).

To take an exam in other locations, arrange for a proctor, and mail, fax, or email the completed proctor nomination form to EDP at least two weeks in advance of the date you wish to take the exam. You must arrange actual exam times with proctors directly. A proctor nomination form is included in this course guide.

The proctor should be acting in an official capacity in one of the following positions:

- Dean, department chairperson, or registrar of a college or university
- Professional staff member of an adult or continuing education office, counseling center, or testing center at a college or university
- Public or private school superintendent, principal, or counselor
- Certified librarian (city, county, etc.)
- Civil Service examiner
- Judge of a court of law
- United States Armed Forces Educational Service Officer
- Staff member of a WA Cooperative Extension Office or a WSU Learning Center
- A pharmacist registered as a preceptor with the Washington State Board of Pharmacy who will not be taking this examination.

Relatives and your employees may not serve as proctors no matter what their positions.

The Office of Extended Degree Programs will send exams directly to your proctor. At the time your exam is mailed, a postcard will be sent to you notifying you that the exam was mailed. Proctors mail completed exams back to EDP in postage-paid envelopes. However, you will be responsible for postage costs when proctors must return exams by foreign or express mail.

PROCTORED EXAM PROCEDURES FOR WSU

When you believe you have mastered the content of this module and are ready to take the exam, read the instructions below, arrange for a proctor, complete the proctor nomination form at the bottom of this page, and mail fax the form to the Office of Extended Degree Programs.

➤ Identifying an Acceptable Proctor

- Students in Pullman or nearby communities can take this exam on the WSU Pullman campus. For information on making an appointment, call Extended Degree Programs at 335-3557.
- Students in communities outside the Pullman area should arrange for local proctors. These local proctors must be acting in an official capacity at their place of business in one of the following positions:
 - Dean, department chairperson, or registrar of a college or university
 - Professional staff member of the adult or continuing education office, counseling center, or testing center at a college or university
 - Public or private school superintendent, principal, or counselor
 - Certified librarian (city, county, school, etc.)
 - Civil Service examiner
 - Judge of a court of law
 - United States Armed Forces Educational Services Officer
 - Staff member of a WSU Cooperative Extension Office or WSU Learning Center
 - A pharmacist registered as a preceptor with the Washington State Board of Pharmacy who will not be taking this examination

Relatives and your employees may not serve as proctors no matter what their positions.

➤ Working with a Local Proctor

- Ask an acceptable proctor if he or she will be willing and able to proctor this exam—do not assume a proctor will be willing or able to proctor all of your exams just because he or she may have done so before.
- **At least two weeks prior to the proposed exam date**, submit the proctor’s name, title, department, and address (place of business MAILING address) to EDP on the form below by mail, fax, or e-mail. The exam will be sent directly to your proctor at his or her place of business and a notification postcard will be mailed to you. The proctor will send the exam directly back to EDP in a postage-paid envelope. (You will be expected to pay proctors’ postage costs when proctors must return exams by foreign or express mail.)
- Communicate with the proctor to set up a mutually convenient exam time in the proctor’s official place of business when you have received the notification that the exam was sent to the proctor.

Questions??? Call 1-800-222-4978 (or 1-800-422-4978, option 4)

FAX: 509-335-4850

WSU Office of Extended Degree Programs

Van Doren Hall 204, PO Box 645220, Pullman, WA 99164-5220

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Proctor Nomination Form

Complete ALL information by printing clearly or typing.

Name of Module for which exam is being requested: _____

Proctor Information	Name _____	Title _____
	Dept/Program Name _____	
	Place of Business _____	Office Phone () _____
	Mailing Address _____	
	City _____	State _____ Zip _____

Student Information	Full Name _____	WSU ID # _____
	Address _____	Daytime Phone () _____
	City _____	State _____ Zip _____
	Signature _____	Proposed Exam Date _____