



About this Handbook

The Student Handbook has been compiled as a reference for students to use during their enrollment in the School of Pharmacy. Each student is responsible for reviewing, understanding, and complying with the regulations, procedures, requirements, and deadlines as described in this Handbook and other publications such as the UW General Catalog and quarterly Time Schedules. University references may be accessed at the UW website: <http://www.washington.edu/students> or www.washington.edu (use the search function).

All rules, policies and information in this Handbook are subject to change. All changes are effective at such times the proper authorities determine, and may apply not only to prospective students but also to those who are already enrolled in the School of Pharmacy. Revisions will be posted to the electronic version of the Handbook at: <http://depts.washington.edu/pha/students/info.html>.

ATTENTION 1st YEAR STUDENTS, please be aware that at orientation you are you are required to sign and submit the Handbook Responsibility Statement to the Office of Academic and Student Programs acknowledging that you received the Handbook website address and accept the responsibility to read, understand and adhere to the stated policies, procedures and requirements. If you have questions about the Handbook or any of its contents, please contact the staff in the Office of Academic and Student Programs.

We look forward to working with you to help make the next four years challenging, exciting and rewarding!

Mission Statement

The UW School of Pharmacy, established in 1894 as the 51st school of pharmacy in the United States, has the primary mission of preparing graduates for entry into a life-long career in the professions of pharmacy as providers of pharmaceutical care, defined as healthcare services and health promotion and disease prevention activities to insure that medications are used safely, effectively and in a cost-efficient manner to improve a patient's well being and quality of life. Because the provision of pharmaceutical care requires knowledge generated from basic and applied research, research is inseparable from the educational mission. The second mission of the School is to support research and graduate education and to foster the interest of students who seek to engage in research in both its professional and graduate programs. A third mission is to promote lifelong learning of pharmacists by facilitating opportunities for postgraduate and continuing education.

The School of Pharmacy

The University of Washington is a premier research institution with many of its health science units ranked among the finest in the nation. The School of Pharmacy is proud of its strong commitment to excellence and the recognition given to its faculty and graduates for their outstanding educational, research and service activities.

The School of Pharmacy is located in the Warren G. Magnuson Health Sciences Center. Other units include Dentistry, Medicine, Nursing, Public Health and Community Medicine, Social Work, the University of Washington Medical Center, Harborview Medical Center, and several multidisciplinary research centers. Many collaborative efforts are taking place in research and improvement of drug therapies for the treatment of conditions such as AIDS, cancer, epilepsy and heart disease.

The School of Pharmacy seeks to provide a supportive learning environment that fosters academic excellence, a commitment to lifelong learning and continuing professional development, leadership, and the attitudes, behaviors, and ethics consistent with the profession's high standards. The goal of the Pharm.D. program is to ensure our graduates possess the knowledge, skills, and abilities necessary to render care in an evolving health care system (see the following UWSOP Care Definitions, Practice Foundations and Ability-Based Outcomes). Educational experiences are designed to provide a strong foundation in the biomedical, socio-behavioral, administrative, clinical, and pharmaceutical sciences, a heightened understanding of the economic, cultural and social issues affecting patients and health care delivery, and the ability to apply this knowledge in collaboration with others, to further practice, education, and research. Students are also encouraged, through professional and community outreach activities, to develop and incorporate new practices that enhance public health, systems management, and patient-centered care in diverse populations and settings.

UWSOP Practice Foundations

Pharmacists are vital members of the health care system and are able to:

- Commit to care for and care about patients.
- Develop and maintain an in-depth knowledge of biomedical, sociobehavioral, administrative, regulatory, and clinical sciences.
- Apply evidence-based therapeutic principles, evolving sciences, and emerging technologies to provide patient care.

Operating within the above framework, pharmacists bring unique contributions of pharmacy practice to health care and have the ability to manage medication therapy and to be accountable for patients' therapeutic outcomes. In doing so, they communicate and collaborate with patients, caregivers, health care professionals, and qualified support personnel. In their work with patients, practitioners, and others involved in providing care with patients, pharmacists are recognized as experts regarding medication use. The UW SOP will prepare Pharmacy graduates to:

- Provide patient-centered and population-based care that optimizes medication therapy, including the measurement and assurance of medication therapy outcomes.
- Design and oversee safe, accurate, and timely medication distribution systems.
- Manage health care system resources to improve therapeutic outcomes.
- Promote health improvement, wellness, and disease prevention.
- Be the most accessible primary care provider, helping patients determine and access appropriate self-care and
- Triage patients needing additional care

UWSOP Care Definitions

The pharmacist graduating from the University of Washington School of Pharmacy promotes the health and well-being of individuals and the public through the provision of *care* that is:

- Accessible,
- Compassionate,
 - Patient-centered
- Competent,
 - Evidence-based, practical, effective, empathetic, and efficient
- Comprehensive,
 - Includes health promotion and disease prevention
 - Incorporates economic, societal, and behavioral considerations
 - Collaborative with other health care providers
- Consistent,
 - Provided in a coherent, uniform, and reliable manner
- Continuous,
 - Provided through a personal, ongoing relationship with the patient and other health care providers
- Credible,
 - Demonstrates honesty, reliability, responsibility and respect

- Discerning,
 - Incorporates critically thinking, insight, and cultural sensitivity
- Ethical,
 - In patients' best interests
 - Responsible for public health in collaboration with other health care professionals
- Innovative, and
 - Incorporates new practices and entrepreneurial risk taking
 - Accommodates change
 - Reflects leadership
 - Requires continuous professional improvement
- Integrative
 - Coordinated and collaborative
 - Considers how the patient fits into the health care system and how medication fits the desires of the patient

UW Ability-Based Outcomes

General Abilities

To be capable of the above the UW SOP pharmacist has several general abilities. These abilities are not mutually exclusive; each ability informs the others.

Thinking, Problem Solving, and Decision Making

The UW SOP pharmacist can think critically and creatively, make compassionate, informed, rational, responsible decisions, and solve complex problems within scientific, social, cultural, legal, clinical, economic, and ethical contexts, even in situations of ambiguity. Our pharmacist can retrieve, analyze, and interpret the scientific, professional, and lay literature.

Communication

The UW SOP pharmacist can appropriately inform, educate, and motivate using a variety of methods and media with clarity, sensitivity, and accuracy. Our pharmacist is able to read and listen effectively using appropriate communication practices to identify and manage problems and conflicts and to foster collaborative decision-making and quality health care.

Leadership, Innovation and Advocacy

The UWSOP pharmacist initiates or contributes to positive change on behalf of patients and the profession. Our pharmacist works collaboratively with patients, health care providers, professional and community organizations and others to promote the health, safety and welfare of individuals and populations, as well as the advancement of the profession. Our pharmacist exerts influence in order to achieve goals through consensus and compromise and is visionary, innovative, persistent, flexible and willing to take risks. Our pharmacist also demonstrates commitment, citizenship, stewardship, and engagement beyond the pharmacy community.

Social Awareness

The UW SOP pharmacist participates in efforts to help individuals and to improve society and the health care system through respecting autonomy, diversity, values, beliefs, and ethics. Our pharmacist places health care and professional issues within appropriate historical, cultural, social, economic, scientific, political, legal and philosophical frameworks, and demonstrates sensitivity and tolerance within society.

Professional Conduct and Demeanor

The UW SOP pharmacist acts ethically and responsibly, with integrity, compassion, empathy, and respect. Our pharmacist accurately self-assesses behaviors and conduct, and seeks, accepts and applies constructive feedback.

Professional Development

The UW SOP pharmacist is responsible for assuring professional competence by self-assessing learning needs and designing, implementing, and evaluating strategies to promote quality health care and career growth.

Professional Aesthetics

The UW SOP pharmacist practices in a manner that optimizes quality, beauty, balance, grace, and efficiency.¹

Professional Abilities

Patient Care

The UW SOP pharmacist provides care in collaboration with patients, caregivers, prescribers, and other members of an interprofessional health care team based upon evidence and sound therapeutic principles. In providing care, our pharmacist respects the needs of individuals and populations by incorporating relevant professional, legal, ethical, biopsychosocial, cultural, educational, aesthetic, and economic factors that may impact therapeutic outcomes. Our pharmacist provides care within a patient-centered evidence-based practice.

- I. Establish professional relationships with patients, caregivers, prescribers, and other members of the interprofessional health care team.
- II. Formulate, implement, evaluate, and revise patient care plans.
 - A. Gather and organize all appropriate patient or drug-related information that will generate a new or revised care plan.
 1. Identify the patient's primary complaint(s) and reason(s) for seeking medical care.
 2. Interview the patient and caregiver to obtain a health and medication history and any other pertinent information.
 3. Identify patient attitudes toward taking medication, health-related behaviors and modifications, and therapeutic outcomes.
 4. Identify relevant information in the patient profile, medical record, or other documents.
 5. Perform or order appropriate objective assessments.
 6. Identify signs or potential indicators of drug misuse, abuse, failure, or therapeutic success.
 - B. Evaluate the data to identify successful health outcomes, or actual or potential drug therapy problems.
 1. Determine accuracy of patient allergy and adverse event history.
 2. Evaluate laboratory test results and pharmacokinetic data.
 3. Evaluate information obtained from the patient interview, history, and physical assessment.
 4. Assess patient's concordance with the patient care plan.
 5. Evaluate signs or potential indicators of drug misuse, abuse, failure, or therapeutic success.
 6. Assess the patient's therapeutic management to determine the extent to which medical conditions are prevented or treated.
 - C. Formulate and implement the patient care plan in collaboration with patients, their caregivers, and other health care professionals.

¹ Adapted from AACP CAPE Advisory Panel on Educational Outcomes, November 1998.

1. Apply relevant literature needed to develop or revise an appropriate, comprehensive care plan.
 2. Integrate knowledge to design patient-specific care plans.
 - a. Apply knowledge of disease pathophysiology.
 - b. Apply chemical, biochemical, pharmacological, pharmacokinetic and pharmacotherapeutic principles.
 - c. Consider psychosocial aspects of illness and health in the management problems related to therapy.
 - d. Apply basic principles of wellness to reduce adverse health events and promote quality of life.
 - e. Interpret evidence based on populations to individualize care for the specific patient.
 3. Identify pharmacotherapeutic outcomes and endpoints of therapy that incorporate the recommendations of the providers and payers while maintaining respect for the patient's wishes.
 4. Initiate and modify appropriate drug and non-drug therapy as part of the care plan.
 - a. Delete or add medications or change dose, dose form, route, frequency, or duration based on patient-specific concerns, and pharmacokinetic, pharmacodynamic, and pharmacoeconomic principles.
 - b. Recommend non-drug therapy, medical goods and devices, or complementary therapies that benefit the patient.
 - c. Minimize or avoid drug interactions, adverse effects, and contraindications associated with the recommended care plan.
- D. Assess the efficacy of the patient care plan and revise as necessary.²

- III. Communicate and collaborate with patients, caregivers, health care providers, and others to improve patient care.
- A. Communicate clearly, accurately, and knowledgeably with patients, caregivers, other health care professionals, and the public using appropriate verbal, nonverbal, and written communication skills.
 - B. Document patient care activity in a patient profile, medical record or other communiqué to facilitate collaboration.
 - C. Triage patients to appropriate health care providers and social service agencies.
 - D. Incorporate patients' informational, attitudinal, functional, socioeconomic, cultural, and behavioral needs to achieve optimal therapeutic outcomes.
 - E. Construct a health communication strategy.
 - F. Assess the effectiveness of the health communication strategy.
 1. Evaluate patient and caregiver understanding of the health care plan.
 2. Appraise patient and caregiver skill in medical product use.
 3. Assess patient and caregiver participation in the care plan.
 4. Modify health communication strategy as needed.

² Adapted from the Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree. Accreditation Council for Pharmacy Education. January 15, 2006 and from the Pharmacy Practice Outcomes for Doctor of Pharmacy Students, based on the 2004 CAPE Educational Outcomes, as modified by a subcommittee of the American Association of Colleges of Pharmacy, October 2005

- G. Encourage patients to assume an active role in their self-care and overall health.
 - H. Facilitate a collaborative environment sensitive to individual needs and organizational culture to enhance problem solving, creativity, and the management of disagreement and conflict.
- IV. Retrieve, analyze, and interpret the scientific, professional, and lay literature to support patient care.
- A. Provide relevant health information appropriately targeted to patients and their families, caregivers, health care providers, and others.
 - B. Determine the underlying informational needs of the individual requesting health information.
 - C. Select resources that will accurately and efficiently find drug and health information.
 - D. Identify relevant monographs through a well-designed literature search.
 - E. Apply best evidence to individualize patient care or make decisions about populations.
 - F. Document drug information provided.
- V. Prepare and distribute medical products prescribed as part of the patient's care plan.
- A. Implement systems to enhance quality improvement and prevent adverse events.
 - B. Review and interpret medical product orders for patients.
 - C. Appropriately prepare and dispense medical products.
- VI. Act in accordance with legal, ethical, social, economic, and professional guidelines.

Systems Management

The UW SOP pharmacist manages and uses resources of the health care system, in collaboration with patients, caregivers, health care providers, and administrative and support personnel to promote health, improve therapeutic outcomes of medication use, and ensure safe, accurate, and timely medical products distribution. Our pharmacist promotes cost-effective use of human, physical, medical, information, and technological resources in the provision of patient care and carries out these duties in accordance with legal, ethical, social, economic, and professional guidelines.

Our pharmacist manages operations and medical product use systems by developing and implementing quality-improvement strategies, based on patient-specific and population data, to optimize patient safety. Our pharmacist participates in the development of health policy involving medical products and health insurance benefit design.

- I. Participate in the management and use of health care resources within health care systems.
- A. Identify the key features of private and public payers of health care.
 1. Describe benefits provided under Medicare.
 2. Describe the roles of state and federal governments in financing and administering Medicaid.
 3. Describe the objectives of health insurance and managed health care programs.
 4. Differentiate between insuring health and managing health care.
 - B. Describe the relationship between health care costs and the medical product distribution and use systems.

- C. Describe the evolution of pharmacists' roles in the health care system.
- D. Define the role of the pharmacist in providing medication therapy management.

II. Manage pharmacy operations.

- A. Evaluate a pharmacy for ownership or management using principles of financial management and business indicators.
- B. Establish a mission statement with component goals and actions.
- C. Develop a strategic plan to achieve the identified goals.
- D. Develop a business plan that maximizes opportunities for financial success of the practice.
 - 1. Determine the cost to deliver services and the appropriateness of pricing strategies.
 - 2. Determine a budget and document financial resource allocation.
 - 3. Predict patient care needs and professional service opportunities.
 - 4. Establish effective time management and priority-setting procedures.
 - 5. Determine the legal, accounting, and managerial role of the management or technical team.
 - 6. Identify strategies for managing organizational change.
- E. Evaluate the achievements of a practice in relation to the established mission, fiscal resources, and customer needs.
- F. Effectively market a pharmacy and health care services.
 - 1. Assess demand and competition, and identify a viable market within a target location.
 - 2. Develop strategies to address marketing needs.
 - 3. Document services and outcomes to enhance marketing and reimbursement.
 - 4. Develop direct-selling skills for approaching patients, providers, and payers to engage in medication therapy management or health care services.
- G. Identify the impact of the government and private payers on pharmacy operations.
- H. Evaluate and negotiate contracts with payers.
- I. Develop strategies for reimbursement for health care services.

III. Manage personnel.

- A. Define the organizational structure of a pharmacy within the context of the practice community.
- B. Develop job descriptions commensurate with the defined organizational structure.
- C. Orchestrate a staff capable of fulfilling the pharmacy's mission.
- D. Apply state and federal regulations that affect personnel policies.
- E. Recruit, retain, supervise, assess, and reward individuals.

IV. Optimize physical and technological resources.

- A. Evaluate a pharmacy's layout.

- B. Re-design a pharmacy that promotes safety, efficiency, privacy, and patient and health care services.
 - C. Apply contemporary technology to information, medical product storage and distribution systems.
- V. Manage medical product distribution and control systems.
- A. Select vendors of medical products, and information technology that meet or exceed accepted standards.
 - B. Implement an inventory control system.
 1. Develop an optimal inventory mix/level.
 2. Maintain records of products received and removed from inventory.
 3. Manage medical product control, storage, and security functions.
 - C. Apply principles of quality improvement for optimizing safety, efficiency, and effectiveness of a medical product distribution system.
- VI. Manage medical product use systems.
- A. Participate in the organization's system for defining, implementing, and improving quality systems that govern the prescription, selection, preparation, processing, distribution, and administration of medical products.
 - B. Participate in the organization's system for reporting and managing near-misses, errors, and adverse drug experiences with medical products.
 1. Identify and report near-misses and errors with medical products and adverse drug experiences to appropriate individuals, organizations, and agencies.
 2. Evaluate these reports to identify preventable causes within the system.
 3. Recommend and implement actions to minimize the occurrence of adverse drug experiences and medical product near-misses and errors.
 - C. Participate in the organization's process for conducting medical product use evaluations.
 1. Develop appropriate outcome indicators.
 2. Conduct medical product use evaluations.
 3. Implement quality improvement measures based on interpretation of data.
 4. Evaluate effectiveness of quality improvement measures.
 - D. Participate in the maintenance and application of a formulary system.
- VII. Apply principles of outcomes research and continuous quality improvement methods to the evaluation of pharmacy and health care services.
- VIII. Act in accordance with legal, ethical, social, economic, risk management, and professional guidelines.

Public Health

The UW SOP pharmacist collaborates with patients, caregivers, other health care providers, communities, organizations, and policy makers to promote health literacy, disease prevention, health, and wellness. Our pharmacist contributes to the identification and resolution of public health challenges by applying population-specific data, quality improvement strategies, informatics, and research processes, participating in the development of health policy and by directly providing health care services.

- I. Promote the availability of effective quality health, and disease prevention services.

- A. Define and assess the health status of individuals and populations, including determinants of health and illness, factors contributing to health promotion and disease prevention, factors influencing the use of health services, and epidemiology of diseases.
 - B. Formulate and implement strategies to promote healthy lifestyles and programs for preventive health care and disease detection.
 - 1. Define the role of pharmacists in addressing public health problems.
 - 2. Anticipate and consider social, economic, and cultural contexts.
 - 3. Provide public health-related services and educational material tailored to the needs of patients, caregivers, other health care providers, communities, organizations, and policy makers.
 - 4. Provide emergency care including cardiopulmonary resuscitation and referral to poison control and treatment.
 - 5. Participate in the development and implementation of emergency plans and disaster response systems on the local and national levels.
 - 6. Provide patients, caregivers, other health care providers, communities, organizations, and policy makers with access and referral to health and social service resources.
 - C. Develop methods to ensure that public health initiatives/programs continue to achieve stated goals.
 - 1. Conduct a continuing assessment of community health needs and resources.
 - 2. Prioritize programs based on identifiable criteria and standards.
 - 3. Amend existing programs or develop additional services.
 - 4. Promote a healthy lifestyle, including the appropriate use of screening tools and immunizations.
 - 5. Consult and collaborate with other members of the health care team and public agencies; provide follow-up and referral when necessary.
 - D. Document and evaluate the outcomes of the program, intervention or service.
 - E. Continually advocate for policies that increase access to health services and reduce health risks and disparities.
- III. Communicate and collaborate with patients, caregivers, other health care providers, communities, organizations, and policymakers to identify and address public health problems.
- A. Identify other health care providers, pertinent organizations, and policy makers responsible for addressing public health issues.
 - B. Seek and share information to garner support for common goals.
 - C. Consider options and outcomes, and develop and implement a plan in collaboration with patients, caregivers, other health care providers, communities, organizations, and policymakers.
 - D. Communicate public health concerns effectively with patients, caregivers, other health care providers, communities, organizations, and policymakers.
- III. Implement and evaluate public health services and policy decisions in accordance with legal, ethical, social, economic, and professional guidelines.
- A. Incorporate local, state, federal, and international regulations.
 - B. Use ethical principles to resolve dilemmas.
 - C. Consider historical, cultural, scientific, political, and philosophical frameworks.

- D. Act with respect and sensitivity.
- E. Apply economic principles in public health policy development.
- F. Document outcomes to evaluate effectiveness and costs.
- G. Participate with professional organizations

University of Washington's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109 (312-664-3575, 800-533-3606). ACPE web site <http://www.acpe-accredit.org/>



Code of Ethics for Pharmacists³

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist places concern for the well being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of these patients.

V. A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professions may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

³ Adopted by the membership of the American Pharmaceutical Association, October 27, 1994.