

Resident Handbook

2016-2017



University of Oklahoma College of Pharmacy
Residency Review Committee

INTRODUCTION

Welcome to the University of Oklahoma College of Pharmacy Residency Training Programs. The College of Pharmacy, on the comprehensive University of Oklahoma Health Sciences Center campus and the University of Oklahoma – Tulsa Schusterman campus, provides a stimulating clinical training environment with a tradition of excellence. Our goal is to provide excellent preparation for your career in pharmacy, and we believe you will find your educational experience and training rewarding. The College of Pharmacy and its affiliated institutions strive to provide residency training programs that meet the standards established by the American Society of Health-System Pharmacists Accreditation Services Division. The college's institutional oversight of residency programs and residency affairs is conducted through the Residency Review Committee. As a pharmacist in residency training, your primary responsibilities are participating in the educational aspects of your program and in the direct care of patients under the supervision of your Program Preceptors.

This Resident Handbook has been compiled for your benefit as a convenient first reference for general information regarding the university's major policies and regulations, as well as guidelines that govern our residency training programs. The policies in this handbook have been compiled from the University of Oklahoma Faculty¹ and Resident Handbooks^{2,4} by the College of Pharmacy Residency Review Committee. Certain policies have been interpreted by the College of Pharmacy Residency Review Committee to specifically apply to the College of Pharmacy's residency programs. A complete posting of all updated and relevant general University policies can be found at www.ouhsc.edu/provost/FacultyHandbook.asp

It is your responsibility to become familiar with the material in this handbook. As stipulated in your residency agreement, you are obligated to abide by the policies, procedures and regulations in the Resident Handbook. The information contained in this handbook is current only at the time of publication and may change from time to time by action of appropriate segments of the participating institutions. Every effort will be made to ensure that the policies published in the Resident Handbook are updated as necessary. However, it is the responsibility of the user to determine that he or she is relying on the most current version of any particular policy. If you have questions regarding the information contained herein, please contact your Program Director.

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OVERVIEW

Residency Review Committee

Members: Becky Armor, Pete Johnson, Michelle Liedtke, Jamie Miller, Katherine O’Neal, Winter Smith (Chair), and Katie Thompson.

Charge: Review and recommend policies for residency program management, including standards for and development of practice sites, preceptors, and residents; manage accreditation reviews and all correspondence with the Commission on Credentialing of the American Society of Health-System Pharmacists. This committee consists of a minimum of five faculty members, including all faculty members actively directing a resident or fellow. The main purpose of this committee is to foster the highest quality residency and fellowship programs.

PGY1 Pharmacy Residency Program Directors 2016-2017

Jamie Miller, Pharm.D., BCPS, BCPPS – PGY1 Pharmacy Residency*

Charge: With direct involvement of the RRC and assistance of preceptors will apply for and/or maintain program accreditation and provide quality assurance for the residency programs; and with review and approval of the Department Chair coordinate residency activities within the department (e.g., teaching assignments, shared rotations at other sites, etc.).

PGY1 and PGY2 Pharmacy Residencies

The purpose of the PGY1 Pharmacy Residency is to provide an opportunity for residents to achieve professional competence in patient care and practice management and develop clinical judgment and leadership skills. The PGY1 Pharmacy Residency is offered by the University of Oklahoma College of Pharmacy working in conjunction with affiliated practice sites. The resident will receive an appointment as a Clinical Instructor within the College of Pharmacy. The PGY1 Pharmacy Residency will be a year-long program from July 1 to June 30. The PGY1 Pharmacy Residency is accredited by ASHP.

The OU College of Pharmacy offers PGY2 postdoctoral specialty training in the following areas:

<u>Specialty</u>	<u>Residency Director</u>
Ambulatory Care-OKC*	Becky Armor, Pharm.D., CDE, BCACP
Ambulatory Care-Tulsa*	Katherine O’Neal, Pharm.D., MBA, BCACP, CDE, BC-ADM, AE-C
Cardiology *	Toni Ripley, Pharm.D., FCCP, BCPS-AQ Cardiology
HIV Pharmacotherapy*	Michelle Liedtke, Pharm.D., BCPS, AAHIVP
Internal Medicine*	Winter Smith, Pharm.D., BCPS
Oncology*	Patrick Medina, Pharm.D., BCOP
Pediatrics*	Pete Johnson, Pharm.D., FPPAG, BCPS, BCPPS

* Program is ASHP Accredited

Pharmacy Residency Competency Areas, Goals and Objectives

Please refer to *Appendix A* in this handbook (if utilizing a printed copy) or the ASHP website (see below) for residency-specific required and elective educational competency areas, goals, objectives, and instructional objectives.

PGY1: <http://www.ashp.org/menu/Residency/Residency-Program-Directors/PGY1-Competency-Areas-Goals-and-Objectives.aspx>

PGY2: <http://www.ashp.org/menu/Residency/Residency-Program-Directors/PGY2-Competency-Areas-Goals-and-Objectives.aspx>

Resident and Program Evaluation

Residents are continually evaluated by preceptors, the Program Director, and the Residency Review Committee. Evaluation of residents may take many forms including but not limited to: performance on inpatient units and in outpatient clinics, including assessment of professional ethics and behavior; performance in giving conferences, seminars, and journal clubs; observed clinical evaluation exercises; written examinations; and other methods. The Residency Program will use the principles of the Residency Learning System (RLS) developed by ASHP. Each program maintains appropriate documentation of evaluations, and periodically each resident will be given a summary evaluation. The final determination of performance and evaluation status rests with the Program Director.

Description of the Residency Assessment Procedure

The methodologies utilized by the OUHSC College of Pharmacy through the PharmAcademic™ online evaluation system for assessment of the Pharmacy Residents encompass the four strategies of learning experience assessment outlined by the Residency Learning System (RLS) Model:

- I. Ongoing evaluative feedback that facilitates the development of skills
Objectives for each learning experience, both longitudinal activities and rotation assignments, are developed from the residency program outcomes and the specific activities for each experience. Preceptors provide those objectives to residents at the beginning of the learning experience. As the learning experience progresses, residents are provided with both verbal and written feedback for specific activities, as appropriate for each learning experience. Formal evaluation of each learning experience's objectives is conducted quarterly for longitudinal activities and monthly for rotation assignments.
- II. Resident self-evaluation of activities
Reflection by the resident of the quality of their performance on each rotation is included in the monthly evaluation process. The resident is presented with the objectives for the assigned rotation at the beginning of that rotation and is provided with ongoing evaluation of performance throughout the rotation. At the conclusion of the rotation, the resident is expected to evaluate their performance in activities and development of skills

by completing a written electronic self-evaluation of the rotation's objectives. This evaluation is completed prior to the preceptor's evaluation and is discussed with the preceptor's evaluation of those objectives. The evaluation form is electronically signed by both the resident and preceptor and is then reviewed by the Residency Program Director (RPD) for comments and electronic signature.

III. Documented evaluation of resident activities and progress by preceptors

Formal evaluations are conducted monthly for each rotation assignment and quarterly for each longitudinal activity. Each rotation preceptor is expected to evaluate the resident's performance in rotation activities and development of skills at the conclusion of each rotation by completing a written electronic evaluation of the rotation's objectives. The evaluation is electronically signed by both the preceptor and resident and is reviewed by the RPD. The RPD reviews all evaluations for all rotations at the completion of each rotation. In addition, progress in monthly rotation evaluations is discussed with the resident on a quarterly basis. Any areas of concern identified in the monthly rotation evaluations will be addressed and documented in an individual meeting with the RPD and/or members of the Residency Review Committee (RRC). Longitudinal activities are also evaluated by the RPD during the individual quarterly evaluations. Individual quarterly evaluations also include a discussion of the resident's overall professional development and residency training plan.

IV. Written electronic evaluation of preceptor performance & learning experience quality by residents

At the completion of each rotation assignment, residents are expected to complete an electronic evaluation of the preceptor(s) and that learning experience. This evaluation is completed prior to the preceptor's evaluation and is discussed with the preceptor during the monthly evaluation process. The evaluation is electronically signed by both the resident and preceptor and is reviewed by the Residency Program Director (RPD). At the conclusion of the residency year, the RRC will review the overall effectiveness of the residency training program, the quality of each learning experience, and the plan for continued development of the learning experiences.

Code of Ethics for Pharmacists³

PREAMBLE

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

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 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 professionals 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.

BENEFITS

Salary (Stipend)²

A salary will be paid to each resident twice monthly (payday calendar can be found at: <http://tal.ouhsc.edu/Calendars.aspx>). Salaries are based upon the resident's level of postgraduate training. Salaries are issued by the central payroll office of the OUHSC and are distributed by electronic direct deposit. Additional information about salary distribution will be provided by the Pharmacy Business Office.

Paid Leave²

Each resident accrues leave at the rate of 8 hours per month for a maximum of 12 working (week) days per year. Paid Leave time may be used for vacation, personal illness, funeral attendance, illness of a family member, or other personal business. Two days of paid leave will be automatically utilized during Winter Break for the two days within this period that are not paid holiday days. Earned but unused leave may not be carried over from one residency year to another. No additional payment will be made for unused vacation upon completion of residency training. Leave without pay for illness is possible contingent upon recommendation and approval by the Program Director. The University complies with the Family Medical Leave Act (FMLA) for eligible employees. Employees are eligible if they have been employed by the University for at least 12 months and worked at least 1,250 hours in the 12 months preceding the absence. The specific type of absence must also qualify for FMLA (see <http://hr.ou.edu/Employees/Holidays-Time-Off-Leave/Family-Medical-Leave-FMLA#4605869-eligibility>). The FMLA request should be submitted at least six (6) weeks prior to the requested leave date. If a resident must take an extended leave of absence beyond the allotted amount of paid leave, the resident will be expected to complete the missed time so that the total of 12 months of training is completed as well as the program's established requirements for demonstrated competence and completed work (research project, drug information projects, quality improvement projects, etc.).

Guidelines for Paid Leave

- Paid Leave requests shall be submitted by email and approved by both the Rotation Preceptor and Program Director with appropriate lead time of six to eight weeks (exceptions may be considered due to extenuating circumstances).
- Resident rotation responsibilities must be covered by an appropriate faculty member during the resident's absence for Paid, Educational, and Interview Leave. This should be documented within the email requesting approval for leave. Residents may not cover clinical responsibilities for each other.
- A resident may not be absent from a single rotation for more than five (5) days, except during educational leave, without prior approval from the Rotation Preceptor, Program Director, and Residency Review Committee.
- There is a legitimate need to limit the number of residents who are absent at any one time and to otherwise assure continuity of quality patient care, so leave for multiple residents simultaneously may not be feasible.
- Early planning for leave (e.g., at the beginning of the residency year) between residents, program directors, and preceptors is encouraged so that leave is distributed appropriately throughout the residency year.

- Residents are expected to be present during the final week of the residency, and leave should not be “stored up” until that time. Exceptions may be considered due to extenuating circumstances on a case-by-case basis, but approval of leave during this time is not guaranteed.

Excessive Absences

A preceptor or Program Director may decide that absences from a rotation or the program are excessive when there is the potential for a resident not to complete program expectations or requirements. Excessive absence may be due to illness or other factors. When situations such as these occur, the resident must work closely with the preceptor and Program Director to make arrangements to meet the requirements.

Despite all arrangements, a situation may arise where the resident has not completed the rotation experience and requirements. This determination shall be made by the rotation preceptor and/or the Program Director. An alternate written plan, including timelines, will be developed to enable the resident to successfully complete the equivalent of 12 months of training and the program requirements. The residency year may be extended to allow completion of training time and program requirements.

If the resident fails to complete the plan, disciplinary action will be considered. Residents unable to complete requirements according to the written plan and appropriate extended timeframe will not graduate from the program.

Holiday Leave²

Residents are eligible for paid holiday leave on published holidays (also available at: <http://hr.ou.edu/Employees/Holidays-Time-Off-Leave>):

Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday and Friday, November 24-25, 2016
Winter Break	Friday through Monday December 23, 2016 – January 2, 2017 **
Martin Luther King, Jr. Day	Monday, January 16, 2017
Memorial Day	Monday, May 29, 2017

** Thursday December 29 and Friday December 30 are not paid holidays and must be charged against paid leave.

Residents assigned to rotations with continuous operations to maintain patient care will not receive credit for holiday time. Residents should check with their Program Director’s office for further clarification of holiday leave time.

Educational Leave²

Residents may request administrative leave for educational meetings. The request should be submitted at least six to eight weeks prior to the requested leave date. The meeting can be no more than one week in duration and must be within the USA. Approval is granted solely at the discretion of the Program Director, who also determines the travel reimbursement policy for the

individual residency program. Residents are encouraged to allow the Residency Programs Coordinator or other support staff designee to handle travel arrangements in order to maximize reimbursement potential. Commercial air travel must be booked by the college's support staff through approved travel agencies. Please consult the residency program support staff well in advance of attending any such event in order to obtain guidance.

Interview Leave

Residents may request administrative leave for interviewing purposes. The request should be submitted at least two weeks prior to the requested leave date, and approval is granted solely at the discretion of the Program Director. A maximum of 8 days of Interview Leave time per residency year may be granted without counting against the resident's Paid Leave days. If the maximum 8 days is exceeded, the additional days will require additional Program Director approval and be deducted from the resident's paid leave. There is no travel reimbursement for Interview Leave.

Insurance Benefits²

The university makes insurance available for employees under a flexible benefits plan. Health, dental, vision, term life, accidental death and dismemberment, long-term disability, and long-term care insurance are offered. Dependent life, dependent accidental death and dismemberment, and spouse long-term care insurance are also available. To be eligible to participate, an employee must have at least a 50 percent full-time equivalent (FTE) benefits-eligible appointment lasting a semester or more. Eligible employees are provided Sooner Credits in proportion to their FTE. Sooner Credits represent the money the university pays for each employee's health, dental, term life, and accidental death and dismemberment insurance. Employees use Sooner Credits to purchase coverage fitting their needs.

Premiums for dependent health, dental, life, accidental death and dismemberment and long-term care insurance must be paid by the employee. Also available for employees on an optional basis, with the employee paying the premium, are additional life, additional accidental death and dismemberment, long-term disability and long-term care insurance. Workers' compensation insurance is provided for all employees irrespective of employment status. Unemployment compensation is provided for all employees except students. Additional information regarding benefits can be found at <http://hr.ou.edu/benefits/>

In order to receive these insurance benefits, enrollment or enrollment change forms must be completed and returned promptly to the designated office. Requests for information regarding insurance benefits should be directed to the Payroll Coordinator.

Medical Library Privileges²

Residents are entitled to use the Robert M. Bird Health Sciences Library, located at 1000 Stanton L. Young Boulevard on the Oklahoma City campus and the OU-Tulsa Schusterman Library at 4502 E. 41st Street on the Tulsa campus. These libraries have extensive periodical subscriptions and complete information retrieval and audiovisual services in addition to large book collections. In order to use each library, one must have a university ID card which bears a photograph of the individual. In addition, all residents will have electronic access to the campus libraries' e-

resources for online references and journals, as well as OVID and other search engines. Consult your Residency Programs Coordinator or other designated support personnel for assistance.

Robert M. Bird Health Sciences Library Hours

Monday-Thursday: 7:00 a.m. to midnight

Friday: 7:00 a.m. to 10:00 p.m.

Saturday: 8:00 a.m. to 10:00 p.m.

Sunday: 10:00 a.m. to midnight

OU-Tulsa Schusterman Library Hours

Monday-Thursday: 7:30 a.m. to 11:00 p.m.

Friday: 7:30 a.m. to 7:00 p.m.

Saturday: 1:00 p.m. to 6:00 p.m.

Sunday: 1:00 p.m. to 11:00 p.m.

Holiday hours: Libraries are closed on major holidays and have extended hours for finals.

Office Space

Each resident will have his or her own work area in a shared residents' office in the O'Donoghue Research Building in Oklahoma City and in the College of Pharmacy area of the Schusterman Center in Tulsa. The Residency Programs Coordinator or designated support staff will provide information regarding opening and closing procedures, copy machine code, and office supplies.

Equipment²

Residents may be assigned computers, keys, electronic pass cards, parking cards, and other equipment or items as necessary. Residents are responsible for the equipment originally assigned to them and should not exchange their equipment with other residents unless authorized to do so by the Residency Programs Coordinator. If equipment malfunctions, it should be returned to the Residency Programs Coordinator for exchange or repair. Any portable computing device (notebook, USB drive, tablet, phone, etc.) that is utilized to access or store patient information and/or access university email is subject to encryption by the College of Pharmacy Information Technology staff. Before a resident completes or leaves a College of Pharmacy training program, the equipment, keys, and other items assigned to the resident must be returned in good working order by the last working day.

Parking²

Parking is provided to the residents at a rate determined by the university. All parking facilities on the Health Sciences Center campus are under the regulation of OUHSC Parking and Transportation Services. Residents are expected to abide by all rules regarding parking registration, gate cards, hang tags, etc. Failure to do so can result in a citation with a fine or towing of your vehicle. All parking on the OU-Tulsa campus is on a first-come first-served basis. Residents on the Tulsa campus are encouraged to register their vehicle(s) with the Department of Operations and affix the red/white OU sticker to the rear window or bumper.

RESPONSIBILITIES & EXPECTATIONS

Service

Requirements:

Confirmation of Pharmacy Training

Employment with the University of Oklahoma Health Sciences Center College of Pharmacy as a resident or fellow is contingent upon the college's receipt of confirmation of successful completion of the employee's most recent pharmacy training program. Incoming PGY1 residents must provide, no later than the end of the second week in June of the year they are to start the program, a letter from the dean of their college of pharmacy attesting to their successful completion of the Pharm.D. degree. Additionally, a copy of a transcript indicating degree conferral must be submitted by the end of the second week in July after beginning the residency program. Incoming PGY2 residents must provide, on the day their PGY1 program is completed, a letter from their PGY1 residency program director attesting to successful completion of the residency program. Incoming fellows must provide, on the day their PGY1 or PGY2 program is completed, a letter from their PGY2 residency program director attesting to successful completion of the residency program. All incoming PGY2 residents and fellows must provide their confirmation letter to the Residency Programs Coordinator no later than the first working day in July. Signed letters may be mailed, scanned and sent via email, or sent by FAX to 405-271-3531. Questions about this requirement should be directed to the Residency Programs Coordinator. Failure to meet this requirement will result in administrative academic action as outlined elsewhere within this handbook.

Oklahoma Pharmacist License

Pharmacist licensure is an integral component of each residency program. In order to receive the most value from educational experiences during the residency, each resident should be licensed at the earliest possible date. Residents and fellows are expected to complete all licensure applications and documents in a comprehensive and timely manner in compliance with deadlines established by the Oklahoma State Board of Pharmacy and/or the National Association of Boards of Pharmacy. Residents and fellows must have either a valid Oklahoma Pharmacist License or a Pharmacist Intern License from the Oklahoma State Board of Pharmacy before being allowed to start their post-graduate residency or fellowship program, generally on July 1st. Residents and fellows are expected to be licensed pharmacists in the state of Oklahoma either prior to or within 90 days after the residency start date. If, due to unforeseen circumstances beyond the control of the resident or fellow, a license is not obtained within 90 days of the residency start date, the program will be modified (this may include extended in length) such that a minimum of 2/3 of the residency is completed as an Oklahoma licensed pharmacist. Failure to obtain a license will be grounds for suspension or termination from the residency or fellowship program. Failure to comply with (1) the pharmacy licensure laws of the State of Oklahoma and/or (2) the institutional requirements regarding licensure will be grounds for suspension or termination of residency or fellowship training.

Professional Liability Insurance

All residents are required to have professional liability insurance for activities within the scope of their residency training program. You will receive further instructions regarding professional liability insurance. If you are, or suspect that you might be, named in any legal actions involving a patient, immediately notify your Program Director.

Standards of Conduct Training

Residents must complete mandatory Standards of Conduct training, which is kept on file electronically in Human Resources. Residents may complete the training online: www.ouhsc.edu/compliance/standards.asp Documentation of completion must be provided to the Residency Programs Coordinator or other designated support personnel by July 11.

HIPAA Training

Residents must complete mandatory HIPAA training, which must be kept on file electronically. HIPAA training is completed online: <http://apps.ouhsc.edu/hipaa/training/> Documentation of completion must be provided to the Residency Programs Coordinator or other designated support personnel by July 11.

Environmental Health and Safety Training

All residents must complete mandatory Environmental Health and Safety training, which kept on file electronically in Human Resources. You may complete the training online: https://www.ouhsc.edu/ehso/training/new_logon.asp You are responsible for the following sections: Hazard Communication, Bloodborne Pathogens, Tuberculosis, Respiratory Protection Against TB, CDC's Hand Hygiene Procedures, Other Infectious Diseases, and Fire Safety. Documentation of completion must be provided to the Residency Programs Coordinator or other designated support personnel by July 11.

Sexual Misconduct Awareness and Gender Discrimination Training

Residents must complete mandatory Sexual Misconduct Awareness and Gender Discrimination training, which is kept on file electronically in Human Resources. You may complete the training online in D2L: <https://learn.ouhsc.edu> Documentation of completion must be provided to the Residency Programs Coordinator or other designated support personnel by July 11.

OUHSC Computer Network Application

OUHSC computer accounts are available to the resident. To obtain an account, complete the Computer Account Request form and return it to the Payroll Coordinator. A user must utilize only his/her personal account accessible via a personal UserID and secured by a password of their choice and must not allow others to use their account. Users are responsible for their actions regarding personal account security, respect of others and the computing environment, copyright violations, and unauthorized access of OUHSC computer resources. Users may be held liable for illegal or damaging use of OUHSC computer resources. If discovered that their account has been accessed by another individual, users should **immediately** change their password and inform their IT systems support personnel of the situation.

Meditech Access

Meditech accounts are available to residents who practice in areas that utilize the Meditech system. Users must use only their assigned account accessible via a personal UserID and secure password and must not allow others to use their account. Users are responsible for their actions regarding personal account security, respect of others and the computing environment, copyright violations, and unauthorized access of Meditech computer resources. Users may be held liable for illegal or damaging use of Meditech computer resources. If discovered that their account has been accessed by another individual, users should **immediately** change their password and inform their Meditech systems support personnel.

Documentation of Immunization Status

Evidence of adequate immunization including measles, mumps, rubella, polio, varicella, and hepatitis B is required on initial entry into a residency training program or must be promptly obtained and provided to the Residency Programs Coordinator or other designated support personnel. Annual influenza immunization is required for those working in most, if not all, patient care areas. Tetanus, diphtheria, and pertussis immunization is recommended for those who have not received it previously or if it has been 10 years since previous immunization. TB skin tests are required upon entry into a program and annually thereafter. The University's tuberculosis policy was adopted pursuant to federal and state guidelines. Copies of the policy are available from the Office of Environmental Health and Safety. Residents must comply with all infection control and infectious exposure policies applicable to the medical staff in the affiliated hospitals and facilities to which they are assigned for rotations. Familiarity with Occupational Safety and Health Administration (OSHA) requirements is essential and periodic instruction is mandatory. Compliance with "universal precautions" as defined by the Centers for Disease Control and institutional infection control practices is expected.

Resident Rounds

OU College of Pharmacy Resident Rounds is a forum for education, collaboration, collegiality, and communication among OU College of Pharmacy residents. Resident Rounds is intended for all residents completing PGY1 or PGY2 residencies within the college. Mandatory meetings will be held weekly on Tuesday afternoons at 4:00 p.m. in the following locations: Oklahoma City – CPB 230 and Tulsa – SAC 1D25 (locations subject to change). A schedule of topics is coordinated by the Chief Resident(s) and will be distributed monthly. While meetings will cover a broad range of topics, all meetings are intended to be an open discussion with all residents actively participating. Advance and/or follow-up assignments may be required to enhance the educational experience of the meetings.

Objectives:

General and specific duties and responsibilities are assigned by the individual Program Directors. Pharmacists engaged in the residency training programs of the College of Pharmacy generally are expected to:

- Develop a personal program of self-study and professional growth with guidance from the Program Director and faculty.
- Participate in safe, effective and compassionate patient care under supervision, commensurate with their level of advancement and responsibility.
- Participate fully in the educational activities of their program and, as required, assume responsibility for teaching and supervising other residents and students.
- Satisfactorily fulfill the requirements of the training program.
- Participate in institutional programs and activities involving the medical and pharmacy staff and adhere to established practices, procedures, and policies of the institutions and affiliated hospitals.
- Foster the principles of medical ethics and participate in peer review.
- Participate in institutional committees and councils, especially those that relate to patient care review activities.
- Apply cost containment measures appropriately in the provision of patient care.
- Refrain from engaging in any outside employment or professional activities that interfere with obligations to or satisfactory performance in the training program.

Policy Regarding Teaching in College Residency Programs

Approval Date: June 14, 2013

Review Date: April 1, 2014

Rationale: As an institution of higher education, the University of Oklahoma College of Pharmacy values effective teaching as one method of advancing the profession; in fact, excellence in teaching is not only a College value but one of its strengths. Therefore, the College should develop and continually refine teaching skills in all individuals accepted into its post-graduate residency training programs.

Policy: All residency programs of the University of Oklahoma College of Pharmacy will require a longitudinal learning experience that provides basic knowledge of the skills required for effective teaching and also offers a diversity of opportunities for applying and practicing these skills.

1. PGY1 residency programs

- a. All PGY1 residency programs will require a longitudinal teaching skills learning experience which will include participation in teaching topics and pre-defined, concentrated learning experiences across the residency year. Additional details of this learning experience are included in attachment 1. The activities in this longitudinal learning experience may vary depending on the interests and developmental needs of each resident, but all residents are required to propose a teaching plan for the year using a planning template that includes a variety of options within 7 required areas outlined in detail in attachment 1. Didactic teaching experiences will be determined by dialogue and agreement among residency program directors, course coordinators, and the preceptor for the learning experience in teaching. Resident interests will be considered.

This plan must be developed no later than the end of the first month of the residency program and will be approved by the residency program director, the preceptor for the learning experience, and any course coordinators involved. This plan will also be presented to the residency review committee.

- b. Candidates successfully completing the longitudinal teaching experience will be awarded a certificate from the college at the completion of the residency year indicating successful attainment of Foundational Teaching Skills for Residents.

2. PGY2 residency programs

- a. All PGY2 residency programs will require a longitudinal teaching skills learning experience. Attachment 1 outlines details of this learning experience. The activities in this longitudinal learning experience may vary depending on the interests and developmental needs of each resident, but all residents are required to propose a teaching plan for the year using a planning template that includes a variety of options within the 9 required areas outlined in detail in attachment 1. Didactic teaching experiences will be determined by dialogue and agreement among residency program directors, course coordinators, and the preceptor for the learning experience in teaching. Resident interests will be considered.

This plan must be developed no later than the end of the first month of the residency program and will be approved by the residency program director, the preceptor for the learning experience, and any course coordinators involved. This plan will also be presented to the residency review committee.

- b. Residents coming to the University of Oklahoma College of Pharmacy from a PGY1 residency program without a formal learning experience in teaching will be required to complete the Foundational Teaching Skills learning experience required of all PGY1 residents at the College. In addition, they will be involved precepting students as the preceptor of record for at least one month with supervision from a residency program preceptor.
- c. All PGY2 residents involved with either introductory or advanced pharmacy practice experiences must obtain a preceptor's license from the Oklahoma State Board of Pharmacy by the end of the first quarter of their PGY2 residency year.
- d. Candidates successfully completing the PGY2 longitudinal teaching experience will be awarded a certificate from the college at the completion of the residency year indicating successful attainment of Advanced Teaching Skills for Residents.

This policy will be reviewed each year in April so that recommended changes may be incorporated into all residency programs in the coming residency year.

Attachment 1.**PGY1 Foundational and PGY2 Advanced Teaching Certificate Programs**

Resident Name	Academic Year
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Education Preceptor

Dr. Melissa S. Medina, Assistant Dean for Assessment & Evaluation & Presidential Professor
 Office: OUHSC College of Pharmacy, OKC campus, Room 125, Dean's Office
 Phone: 405-271-6484 x 47299
 e-mail: melissa-medina@ouhsc.edu

General Description

The Residency Teaching Certificate Program is a required, longitudinal experience at the University of Oklahoma College of Pharmacy. PGY1 pharmacy residents are responsible for completing 7 required teaching activities, while PGY2 residents are required to complete 9 teaching activities. There are 2 primary differences between the PGY1 and PGY2 teaching certificates. The first is that PGY2 residents serve as an assigned grader for a P4 seminar group. The second is that PGY2 residents serve as the APPE preceptor of record for at least one month in the spring semester. All residents must complete all teaching requirements regardless of previous teaching experience or certificates. Any PGY2 resident who completed the OUHSC PGY1 teaching certificate program will re-deliver 1 lecture given during the PGY1 year.

Teaching certificate requirements

1. Teaching proposal and quarterly meetings
2. Teaching workshops
3. Education reading discussions
4. Small group facilitating
5. Student activity grading and feedback
6. Didactic teaching (2 lectures)
7. Teaching philosophy and portfolio
8. P4 Seminar grader (PGY2 only)
9. APPE Precepting (PGY2 only)

Rotation duration	<ul style="list-style-type: none"> • Longitudinal Teaching Experience: July-June
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Selected Goals for Learning Experiences:**Goals for Learning Experience for Longitudinal Teaching Rotation**

Goals	Taught	Evaluated
Use approaches in all communications that display sensitivity to the cultural and personal characteristics of patients, caregivers, and health care colleagues	Yes	Yes
Communicate effectively	Yes	Yes
Balance obligations to oneself, relationships, and work in a way that minimizes stress.	Yes	Yes
Manage time effectively to fulfill practice responsibilities.	Yes	No
Make effective use of available software and information systems.	Yes	Yes

*In addition to these goals, the PGY1 residents are also expected to meet the goals of the customized evaluation (See Appendix 3).

Activities and Goals for Learning Experience for Longitudinal Teaching Rotation

Activity
Participate in education discussions with preceptor
Develop and deliver at least two 1-hour didactic lectures including preparing objectives, a handout, PowerPoint slides, and test questions
Write at least 5 exam questions for each didactic lecture
Develop strategies to promote professional behavior
Develop and maintain a teaching portfolio
Attend faculty development workshops scheduled by preceptor

Evaluation Strategy

Verbal formative feedback will be provided throughout the learning experience and summative feedback will be documented using PharmAcademic. PharmAcademic preceptor evaluations of the resident and resident self-evaluations will be completed independently and discussed in person between the resident and preceptor. Additional evaluation forms may be completed by the appropriate personnel as needed (e.g., course coordinators, lab coordinators, students, etc.).

Longitudinal Teaching Rotation:

Evaluation Type	Who	When
Customized	Preceptor, Resident	End of each quarter
Formative + Formative Self	Preceptor, Resident	Throughout learning experience
Summative	Preceptor	End of each quarter
Summative Self	Resident	End of each quarter
Summative Preceptor and Self	Preceptor, Resident	After each didactic lecture delivered
Preceptor and Learning Experience	Resident	End of each quarter

1. Quarterly Teaching Certificate Meetings

- Review teaching plan document and progress at each meeting

Quarterly meeting schedule	Date Completed:
Submit teaching proposal by August 1	
August	
November	
February	
May	

2. Teaching Workshops

- See D2L Teaching Rotation site for pre-readings, pre-assignments, quizzes, and other workshop materials. All assignments should be completed prior to workshop. Mark date completed for each workshop.

Workshops	Scheduled Date:	Date Completed:
1. Faculty Responsibilities and Tripartite Mission		
2. Objectives Writing		
3. Mapping Lectures and Creating Slides		
4. Multiple-choice Test Question Writing		
5. Rubrics, General Assessment Concepts, & Feedback		
6. Active Learning Strategies		
7. Interpreting Exam Statistics		
8. Exam Set-up (≥ 1 exam in course you lecture in)		
9. Teaching Philosophies and Portfolios		

3. Education Reading Discussions

- See D2L Teaching Rotation site for articles/readings, pre-assignments, quizzes, and other discussion materials. All readings and assignments should be completed prior to workshop.
- Mark date completed for each workshop.

Topics	Scheduled Date:	Date Completed:
1. Motivation (readings)		
2. Managing Conflict (inventory & management readings)		
3. Learning styles (inventory & readings)		
4. Understanding yourself and others (MBTI & KTS & readings)		

4. Small Group Facilitation

- Facilitate 5 small group case discussions in Module 1 and receive feedback via small group teaching rubric from faculty mentor

	Scheduled Date:	Date Completed:
Case 1 – Observe faculty mentor facilitate cases		
Case 2 – Help facilitate cases with faculty mentor		
Case 3 – Help facilitate cases with faculty mentor		
Case 4 – Facilitate cases independently with faculty observer		
Case 5 – Facilitate cases independently with faculty observer		

5. Pharmacy Practice Lab Student Grading and Feedback Delivery

- Complete training with the Spring P3 practice lab VI course coordinator prior to lab participation.
- Facilitate, grade, and provide feedback to P3 students in spring P3 pharmacy practice lab VI (February and March) at least 6 times in pharmacy practice lab course ambulatory care section (role play, grading, feedback). The first and last session must be formally observed and evaluated by Education Preceptor (1 beginning of experience, 1 end of experience).

	Scheduled Date:	Date Completed:
Practice Lab Training		
Pharmacy Practice Lab Student Grading & Feedback		
Pharmacy Practice Lab Student Grading & Feedback		
Pharmacy Practice Lab Student Grading & Feedback		
Pharmacy Practice Lab Student Grading & Feedback		
Pharmacy Practice Lab Student Grading & Feedback		
Pharmacy Practice Lab Student Grading & Feedback		

6. Lecture Delivery

- Deliver at least 2 lectures (including slides, handouts, objectives, lecture dress rehearsal, test questions, minute evaluation, and lecture debrief) with assistance from education preceptor and assigned content mentor
- See Appendix 1 for teaching requirements and deadlines
- Observe a faculty member deliver a lecture in each course you are teaching in. Observe students in class, content delivery style, and student management. Resident may observe one video in lieu of live observation. Use observation sheets available on D2L (teaching styles/active learning and classroom management) to guide observation. Work with the course coordinator to arrange observations.

Lecture #1	Scheduled Date:	Date Completed:
Lecture topic and Course (Fill in)		
Classroom observation		
Dress rehearsal		
Lecture debrief		

Lecture #2	Scheduled Date:	Date Completed:
Lecture topic and Course (Fill in)		
Classroom observation		
Dress rehearsal		
Lecture debrief		

7. Teaching Philosophy and Portfolio

- Prepare and submit a teaching philosophy and portfolio due in last quarter of residency.
- See D2L for required format

	Scheduled Date:	Date Completed:
Philosophy (<i>submit quarterly and final product in June</i>)		
Portfolio* (<i>submit quarterly and final product in June</i>)		

*Include self-reflection after each major teaching activity

8. P4 Seminar Grader (PGY2 Only)

- Attend assigned P4 group presentations and observe/grade with a primary faculty member

	Scheduled Date Block:	Date Completed:
Group #: # sessions graded:		

9. APPE Preceptor (PGY2 Only)

- Serve as the Preceptor of Record for APPE Rotation in Spring Semester
- Turn in syllabi to education preceptor prior to rotation and receive feedback about precepting

	Scheduled Date:	Date Completed:
Student/Site		
Syllabus review		
Education Preceptor observation of student feedback delivery		

Appendix 1 – Lecture Timeline Requirements

Large Class Lecture: Deliver two didactic lectures to a large class (in assigned module or course).

Lecture One	Scheduled Date:	Date Completed:
Course:		
Course Coordinator(s):		
Education Preceptor:		
Lecture Date and time and room #:		
One month prior to the lecture: <ul style="list-style-type: none"> • Schedule the dress rehearsal to take place at least 1 full week prior to the lecture <input type="checkbox"/> • Invite the Course Coordinator and Ed Preceptor to the dress rehearsal <input type="checkbox"/> • Meet with Course Coordinator to discuss materials and draft outline <input type="checkbox"/> 		
During the month prior to the lecture: <ul style="list-style-type: none"> • Begin to draft lecture content <input type="checkbox"/> • Observe 1 lecture in the class <input type="checkbox"/> 		
3 weeks prior to the lecture: <ul style="list-style-type: none"> • Meet with Course coordinator to review outline, content, objectives and lecture materials 		
2 weeks prior to the lecture: <ul style="list-style-type: none"> • Meet with the Education Preceptor to review draft of lecture presentation, objectives, and handout • Discuss active learning strategies that may be incorporated into lecture 		
10 days prior to the lecture: <ul style="list-style-type: none"> • Receive approval from the Course Coordinator for lecture content <input type="checkbox"/> • Receive approval from the Education Preceptor for teaching plan <input type="checkbox"/> • Turn in a draft of test questions to the Education Preceptor for review <input type="checkbox"/> • Create the minute evaluate forms and determine method of distribution with the Course Coordinator <input type="checkbox"/> 		
1 week prior to the lecture: <ul style="list-style-type: none"> • Dress rehearsal <input type="checkbox"/> • Receive approval for test questions from Education Preceptor <input type="checkbox"/> • Coordinate with IT for Classroom Technology Support if needed <input type="checkbox"/> • Schedule the post-lecture meeting with the Course Coordinator <input type="checkbox"/> • Schedule the post-lecture meeting with the Education Preceptor <input type="checkbox"/> 		
1 day prior to the lecture (or by deadline given by Course Coordinator): <ul style="list-style-type: none"> • Deliver the final copy of presentation and handouts to the Course Coordinator 		
Day of lecture: <ul style="list-style-type: none"> • Provide lecture observation forms to the Course Coordinator and Education Preceptor <input type="checkbox"/> • Deliver lecture <input type="checkbox"/> • Administer Minute Evaluations <input type="checkbox"/> • Collect Minute Evaluations <input type="checkbox"/> • Final Copy of test questions due to Course Coordinator within 24 hours of lecture (or deadline determined by Course Coordinator) <input type="checkbox"/> 		
Within one week after the lecture: <ul style="list-style-type: none"> • Meet with the Course Coordinator for a lecture de-brief session <input type="checkbox"/> • Meet with the Education Preceptor for a lecture de-brief session <input type="checkbox"/> 		
As quickly as possible after the lecture: <ul style="list-style-type: none"> • Compile Teaching Portfolio items for the Large Lecture 		

Appendix 1 – Lecture Timeline Requirements

Large Class Lecture: Deliver two didactic lectures to a large class (in assigned module or course).

Lecture Two	Scheduled Date:	Date Completed:
Course:		
Course Coordinator(s):		
Education Preceptor:		
Lecture Date and time and room #:		
One month prior to the lecture: <ul style="list-style-type: none"> • Schedule the dress rehearsal to take place at least 1 full week prior to the lecture <input type="checkbox"/> • Invite the Course Coordinator and Ed Preceptor to the dress rehearsal <input type="checkbox"/> • Meet with Course Coordinator to discuss materials and draft outline <input type="checkbox"/> 		
During the month prior to the lecture: <ul style="list-style-type: none"> • Begin to draft lecture content <input type="checkbox"/> • Observe 1 lecture in the class <input type="checkbox"/> 		
3 weeks prior to the lecture: <ul style="list-style-type: none"> • Meet with Course coordinator to review outline, content, objectives and lecture materials 		
2 weeks prior to the lecture: <ul style="list-style-type: none"> • Meet with the Education Preceptor to review draft of lecture presentation, objectives, and handout • Discuss active learning strategies that may be incorporated into lecture 		
10 days prior to the lecture: <ul style="list-style-type: none"> • Receive approval from the Course Coordinator for lecture content <input type="checkbox"/> • Receive approval from the Education Preceptor for teaching plan <input type="checkbox"/> • Turn in a draft of test questions to the Education Preceptor for review <input type="checkbox"/> • Create the minute evaluate forms and determine method of distribution with the Course Coordinator <input type="checkbox"/> 		
1 week prior to the lecture: <ul style="list-style-type: none"> • Dress rehearsal <input type="checkbox"/> • Receive approval for test questions from Education Preceptor <input type="checkbox"/> • Coordinate with IT for Classroom Technology Support if needed <input type="checkbox"/> • Schedule the post-lecture meeting with the Course Coordinator <input type="checkbox"/> • Schedule the post-lecture meeting with the Education Preceptor <input type="checkbox"/> 		
1 day prior to the lecture (or by deadline given by Course Coordinator): <ul style="list-style-type: none"> • Deliver the final copy of presentation and handouts to the Course Coordinator 		
Day of lecture: <ul style="list-style-type: none"> • Provide lecture observation forms to the Course Coordinator and Education Preceptor <input type="checkbox"/> • Deliver lecture <input type="checkbox"/> • Administer Minute Evaluations <input type="checkbox"/> • Collect Minute Evaluations <input type="checkbox"/> • Final Copy of test questions due to Course Coordinator within 24 hours of lecture (or deadline determined by Course Coordinator) <input type="checkbox"/> 		
Within one week after the lecture: <ul style="list-style-type: none"> • Meet with the Course Coordinator for a lecture de-brief session <input type="checkbox"/> • Meet with the Education Preceptor for a lecture de-brief session <input type="checkbox"/> 		
As quickly as possible after the lecture: <ul style="list-style-type: none"> • Compile Teaching Portfolio items for the Large Lecture 		

Appendix 2 - Preceptor Interaction Timeline Overview

Timeline	Activity
Ongoing:	<ul style="list-style-type: none"> • Meet and Communicate (as needed and/or scheduled) with Education Preceptor by appointment for topic discussions, teaching materials review, activity modification, evaluation, etc. • Create and maintain a Teaching Portfolio • Conduct self-evaluation
July-August:	<ul style="list-style-type: none"> • Prepare and submit teaching proposal plan to Education Preceptor and RPD • Meet with Education Preceptor to review proposal • Attend workshops and discussions as scheduled
September-December:	<ul style="list-style-type: none"> • Receive lecture assignments • Prepare and deliver didactic lectures • Attend workshops and discussions as scheduled • Complete exam proctoring certification and set up and proctor an exam • Facilitate small group activities for Module 1 • Meet with Education Preceptor to review certificate progress
January-March:	<ul style="list-style-type: none"> • Attend workshops and discussions as scheduled • Prepare and deliver didactic lectures • Grade and provide feedback in pharmacy practice lab • Complete exam proctoring certification and set up and proctor an exam • Meet with Education Preceptor to review certificate progress
April-June:	<ul style="list-style-type: none"> • Serve as primary grader in P4 seminar course (PGY2 only) • Serve as APPE primary preceptor under supervision of a mentor (PGY2 only) • Complete Teaching Philosophy and Teaching Portfolio • Meet with Education Preceptor to review certificate progress

Note: the length of time the Education Preceptor and the Resident spends in each of the activities will depend upon the resident's experiences brought into the program and the resident's progression through the teaching activities.

Appendix 3: Customized Evaluation

Custom Goal	Narrative Commentary	Score*
1. Develop educational materials that adhere to guidelines discussed in fall semester resident rounds		
2. Deliver formal lectures to students that facilitate student learning		
3. Assess student learning that is aligned with educational objectives and adheres to effective guidelines		
4. Facilitate small group teaching providing goal oriented feedback to students		
5. Prepare a professional quality teaching portfolio to highlight teaching accomplishments during the rotation		
6. Evaluate educational reading materials for applicability to the learning environment you are participating in		
7. Attend educational meetings and apply elements to your educational practice setting		
8. Exhibit effective time management by completing all assigned tasks by established deadlines		
9. Demonstrate a professional attitude by accepting responsibility, taking initiative, and maintaining composure		
10. Interact with students and faculty in a professional manner		

*NI = Needs improvement; SP = Satisfactory progress; ACH = Achieved; NA = Not applicable

Scholarship

Requirements:

IRB Training

In order for residents to participate in clinical research activities, the University of Oklahoma Health Sciences Center requires a mandatory training program in human research subjects. Certification includes the following requirements:

1. Required education for investigators conducting research involving human participants. Visit the Institutional Review Board webpage describing requirements for training at the following URL: http://www.ouhsc.edu/irb/Education_MainPg.asp
2. Completion of the CITI (Collaborative Institutional Training Initiative) basic web-based course:
<http://compliance.ouhsc.edu/hrpp/OUHSC/Education/CITITraining.aspx>
3. Attendance at the IRB in-house education program. Dates offered can be found at the IRB site mentioned above.
4. Written attestation is also required of all residents engaged in research involving human subjects. This attestation certifies familiarity with and the agreement to follow applicable federal regulations governing research involving human subjects.

Expectations:

Residents are required to complete a residency project over the course of their training. The project should involve answering a clinical question and may need to be approved by the IRB, depending on the nature of the project. The resident will be expected to present findings from their clinical research project at the ALCALDE pharmacy residents meeting in the spring or another conference that is approved by both the resident's RPD and the RRC. A proposed timeline follows to ensure completion of the project and preparation for the meeting:

August 1, 2016:	Identify project topic with program director and/or project advisor Begin background research and identify needs for project completion
September 1, 2016:	Submit a final draft of the project proposal to program director Set timeline for data collection Submit draft proposal to RRC for review
October 3, 2016:	Formal proposal (final) submitted to and approved by program director and/or project advisor and approved proposal submitted to RRC, IRB, and/or Pharmacy and Therapeutics Committee
November 1, 2016:	Initiate data collection
January 13, 2017:	Notify ALCALDE, or other approved conference, of intent to present
February 1, 2017:	Draft abstract for ALCALDE or other approved conference
February 28, 2017:	Submit abstract to ALCALDE or other approved conference
March 1, 2017:	Draft slides and content for conference presentation
March 15, 2017:	Present project to department for comments (Pre-conference presentation)
April 7, 2017:	Submit PowerPoint slides to ALCALDE or other approved conference
April 26-27, 2017:	ALCALDE, Galveston, TX
May 1, 2017:	Complete data collection and begin data analysis
June 1, 2017:	Complete data analysis and first draft of final written project
June 23, 2017:	Submit formal manuscript of completed project to program director

Residents may choose to present their clinical research project or another presentation at a national meeting (i.e., ASHP Midyear). The deadline for abstracts for ASHP is October 1.

POLICIES

Resident Duty Hours in the Learning and Working Environment⁴

Purpose

The pharmacy residency program must be committed to providing each resident with a stable environment that is conducive to education. This includes considerations regarding resident well-being and patient safety. The program's educational objectives must not be overshadowed by excessive service obligations required of residents.

Definitions:

Duty Hours: Duty hours are defined as all clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, in-house call, administrative duties, scheduled and assigned activities such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours must be addressed by a well-documented, structured process.

Duty hours do not include: reading, studying, and academic preparation time for presentations, or journal clubs; or travel time to and from conferences; or hours that are not scheduled by the residency program director or preceptor.

Scheduled Duty Periods: Assigned duties, regardless of setting, that are required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the residency program director or preceptor and may encompass hours which may be within the normal work day, beyond the normal work day, or a combination of both.

Moonlighting: Voluntary, compensated, pharmacy-related work performed outside the organization (external) or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.

Continuous Duty: Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

Strategic Napping: Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.

ASHP DUTY HOURS REQUIREMENTS⁴

Residents, program directors, and preceptors have the professional responsibility to ensure they are fit to provide services that promote patient safety. The RPD must ensure that there is not excessive reliance on residents to fulfill service obligations that do not contribute to the educational value of the residency program or that may compromise their fitness for duty and endanger patient safety. Providing residents with a sound training program must be planned, scheduled, and balanced with concerns for patient safety and residents' well-being. Therefore, programs must comply with the following duty hour requirements:

I. Personal and Professional Responsibility for Patient Safety

- a. Residency program director must educate residents and preceptors concerning their professional responsibilities to be appropriately rested and fit for duty to provide services required by the patients and health care.
- b. Residency program director must educate residents and preceptors to recognize signs of fatigue and sleep deprivation, and adopt processes to manage negative effects of fatigue and sleep deprivation to ensure safe patient care and successful learning.
- c. Residents and preceptors must accept personal and professional responsibility for patient care that supersedes self interest. At times, it may be in the best interest of the patient to transition the care to another qualified, rested provider.
- d. If the program implements any type of on-call programs, there must be a written description that includes:
 - The level of supervision a resident will be provided based on the level of training and competency of the resident and the learning experiences expected during the on-call period.
 - Identification of a backup system, if the resident needs assistance to complete the responsibilities required of the on-call program.
- e. The residency program director must ensure that residents participate in structured handoff processes when they complete their duty hours to facilitate information exchange to maintain continuity-of-care and patient safety.

II. Maximum Hours of Work per Week and Duty Free Times

- a. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting.
- b. Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program.
 1. All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit.
 2. Programs that allow moonlighting must have a documented structured process to monitor moonlighting that includes at a minimum:
 - The type and number of moonlighting hours allowed by the program.
 - A reporting mechanism for residents to inform the residency program directors of their moonlighting hours.
 - A mechanism for evaluating residents' overall performance that may affect residents' judgment while on scheduled duty periods or impact their ability to

achieve the educational goals and objectives of their residency program and provide safe patient care.

- A plan for what to do if residents' participation in moonlighting affects their judgment while on scheduled duty hours.
- c. Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks). At-home call cannot be assigned on these free days.
 - d. Residents should have 10 hours free of duty between scheduled duty, and must have a minimum 8 hours between scheduled duty periods.
 - e. If a program has a 24 hour in-house call program, residents must have at least 14 hours free of duty after the 24 hours of in-house duty.

III. Maximum Duty Period Length

- a. Continuous duty periods of residents should not exceed 16 hours. The maximum allowable duty assignment must not exceed 24 hours even with built in strategic napping or other strategies to reduce fatigue and sleep deprivation, with an additional period of up to two hours permitted for transitions of care or educational activities.
- b. In-House Call Programs
 1. Residents must not be scheduled for in-house call more frequently than every third night (when averaged over a four-week period).
 2. Programs that have in-house call programs with continuous duty hours beyond 16 hours and up to 24 hours must have a well-documented structured process that oversees these programs to ensure patient safety, resident well-being, and provides a supportive, educational environment. Well-documented, structured process must include at a minimum:
 - How the program will support strategic napping or other strategies for fatigue and sleep deprivation management for continuous duty beyond 16 hours.
 - A plan for monitoring and resolving issues that may arise with residents' performance due to sleep deprivation or fatigue to ensure patient care and learning are not negatively affected.
- c. At-Home or other Call Programs
 1. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident.
 2. Program directors must have a method for evaluating the impact on residents of the at-home or other call program to ensure there is not a negative effect on patient care or residents' learning due to sleep deprivation or serious fatigue.
 3. Program directors must define the level of supervision provided to residents during at-home or other call.
 4. At-home or other call hours are not included in the 80 hours a week duty hours calculation, unless the resident is called into the hospital/organization.
 5. If a resident is called into the hospital/organization from at-home or other call program, the time spent in the hospital/organization by the resident must count toward the 80-hour maximum weekly hour limit.
 6. The frequency of at-home call must satisfy the requirement for one-day-in-seven free of duty, when averaged over four weeks. No at-home call can occur on the day free of duty.

OU College of Pharmacy Specific Duty Hours Policy

A person who accepts full-time employment as a resident at the University of Oklahoma College of Pharmacy assumes a primary professional obligation to the university. Any other employment or enterprise in which a resident engages for income must be approved by the Residency Program Director (RPD) and understood to be definitely secondary to his/her residency. This desired work must be disclosed in writing to the RPD upon starting the residency program. Residents may be allowed to engage in work outside the program up to a maximum of 32 hours per month. Hours in excess may be approved by the RPD and Residency Review Committee (RRC) upon request. If work outside the program interferes with the resident's primary professional obligation to the program, the RPD and RRC may further restrict the maximum hours of work allowable outside the program. Residents should also be concerned to avoid possible conflict of interest with the university in all outside employment. Questions regarding potential conflict of interest should be addressed to the RPD, who may wish to consult the university's legal counsel.

Duty Hours Exceptions

The RRC may grant exceptions for up to 10%, maximum of 88 hours per week, to individual educational experiences on a case-by-case basis. Preceptors for such experiences must provide sound educational rationale for the exception. Preceptors must also provide pertinent information regarding patient safety, moonlighting, call schedules, and resident supervision. The RRC will monitor and reevaluate approved exceptions at a reasonable interval and determine if continuance is appropriate.

Duty Hours Documentation

Duty hours should be recorded at least weekly at www.e-value.net under a secure login. The Residency Programs Coordinator will provide login information to each resident and additional details about this requirement. The Residency Programs Coordinator will monitor documented duty hours and report any inconsistencies with this policy to both the Residency Program Director and the Residency Review Committee.

College of Pharmacy Resident Dress Code

Policy Statement: It is the policy of the University of Oklahoma College of Pharmacy that certain minimum standards of dress which are also culturally sensitive are necessary to define the professional environment in which students, faculty, staff, and guests of the college and university reside. As such, all individuals are responsible for appropriate and respectful dress within the professional pharmacy environment consistent with the varied educational climates of which they are a part.

Society places higher expectations of personal appearance, professional behavior, competence, integrity, and caring on health care professionals. As a member of the College of Pharmacy, an individual's personal appearance is an extension of the college and will reflect how colleagues, faculty, guests, patients, and the community view the individual, the program, and the profession of pharmacy.

Guidelines: Business casual is the appropriate standard of dress for individuals in most pharmacy environments. Clean personal hygiene is part of this standard. It is recognized that individuals participate in various pharmacy environments and that these other environments may have additional dress requirements that must be adhered to while participating in the required or volunteer activities associated with these other sites. Each individual is responsible to become familiar with any special requirements at other sites while adhering to the dress requirements of the college.

Dress for Office and Learning Experiences

Unacceptable: Dirty and/or torn footwear, sunglasses, pajamas, bare midriffs, exposed undergarments, and strapless tops are prohibited. Scrubs are not appropriate unless in an area where they are required attire (OR, Emergency Room, IV Room). Hats/caps are prohibited.

Individuals are expected to exhibit a professional appearance in dress, hygiene, grooming, and demeanor and to adhere to the standards of dress and behavior specified by the preceptor. These standards should be identical to those required of all pharmacy staff at the practice site. White jackets are to be worn at all times while in the clinical area unless another dress code is set by the preceptor. Business casual dress is appropriate for the women; a tie accompanying normal street attire is appropriate for the men. Denim jeans are inappropriate dress. Revealing attire is inappropriate dress. Sandals are generally not appropriate. It is important to always project a professional image.

Official University of Oklahoma photo ID name tags revealing the individual's name and academic status (e.g., Doctor of Pharmacy, Resident) must be worn at all times in the practicum areas.

Disciplinary Procedures

A written reprimand will be placed in the individual's personnel file with a copy to the Senior Associate Dean for Academic Affairs and Residency Review Committee. Failure to comply with the dress code may result in administrative action including suspension from the program.

Professional Meeting Expectations for Residents

Travel support is provided by the college for residents to attend certain meetings during the residency year. If meeting expectations are not met, travel reimbursement may be withdrawn and the resident will be responsible for all expenses.

Professional meeting expectations for residents:*

1. Check in with the attending designated college representative (RPD, Residency Programs Coordinator, etc.) once you arrive at the meeting destination and have settled into your accommodations.
2. Attendance during regular business hours is expected each day the resident is at the meeting.
3. Attend OUHSC College of Pharmacy colleagues' poster and/or platform presentations when they do not conflict with other sessions of interest.
4. Attend at least one poster or platform presentation about a topic that is of professional interest to you and/or your research. Be prepared to discuss what you learned from that poster or platform presentation with other residents during a future Resident Rounds meeting.
5. Attend any reception that is sponsored by the OU College of Pharmacy.
6. Always represent the OU College of Pharmacy in a professional manner both during and outside of meeting events.

* Alterations of these expectations must be approved by the resident's RPD or other on-site designee.

Chief Pharmacy Resident Policy

Description: The Chief Pharmacy Resident is a PGY2 pharmacy resident who manages and coordinates professional and social activities of all concurrent pharmacy residents (PGY1 and PGY2), delegating tasks to other residents as appropriate. The Chief Pharmacy Resident provides leadership in all areas pertaining to pharmacy residency programs, monitoring the professional and personal well-being of each resident.

Qualifications:

- A PGY2 pharmacy resident for the full residency year for which application is submitted
- A demonstrable history of leadership roles and capabilities

Application:

The application process consists of submitting a written letter of application to the Residency Review Committee (RRC) and/or a brief interview with the RRC. Details regarding the selected process for the residency year and corresponding deadlines will be provided at resident orientation. If a letter is required, it should highlight the applicant's qualifications and cite specific examples of previous leadership. After RRC review of all applications, appointment of the Chief Pharmacy Resident(s) is made by the Senior Associate Dean for Academic Affairs and Professional Programs.

Chief Resident Duties:

1. Serves as a liaison and spokesperson for the residents to the RRC for resident-related issues
 - Participates in RRC meetings once per month
 - Gives a verbal report to the RRC on residents' views about their overall development and potential barriers to program's and resident's goals
 - Communicates feedback to residents
 - Facilitates communication between residents as necessary
2. Organizes activities involving all College of Pharmacy residents
 - Facilitates ASHP Midyear & ALCALDE Conference meeting registration, lodging, abstract submission, and transportation (working closely with the Residency Programs Coordinator or other designated support personnel)
 - Assists the Residency Programs Coordinator (or other designated support personnel) in planning the end-of-year Resident Farewell Celebration
 - Assists with the planning of resident orientation for the next residency class

3. Facilitates the coordination of Resident Rounds and Resident Grand Rounds for the entire residency year
 - Assists in planning and scheduling topics and presenters
 - Distributes meeting schedule and preparation assignments to residents and preceptors as necessary
 - Conducts monthly Resident Meetings within Resident Rounds
 - Maintains minutes of meetings and topics as necessary
 - Ensures connectivity of distant sites: arrives 10 minutes early to ensure room set up and technological connection
4. Participates in resident recruitment
 - Participates and coordinates the involvement of all attending residents in OSHP and ASHP Residency Showcases
 - Participates in the on-site interview process for PGY1 & PGY2 residency programs
5. Chief Resident Development

Attends leadership development series meetings with the Senior Associate Dean for Academic Affairs and Professional Programs, RRC Chair, and/or others as assigned. The Chief Resident Development meeting schedule will be provided upon selection of the Chief Resident.

 - August and September – Weekly meetings
 - October through June – Monthly meetings
6. Relationships:
 - a. Directly reports to RRC Chair
 - b. Indirectly reports to Senior Associate Dean for Academic Affairs and Professional Programs and the Residency Review Committee
 - c. Works with Residency Programs Coordinator (or other designated support personnel) for selected activities

Medical Records²

Properly maintained and completed medical records are of the utmost importance in caring for patients and also serve as a basis for some clinical investigative work. Therefore, great emphasis is placed on the preparation, maintenance and preservation of medical records in the hospitals and clinics. Although computerized clinical information systems continue to expand in all our patient care facilities, there is still great use of and dependence on written medical records. Accordingly, residents should be aware of the rules and regulations regarding medical records. Specific rules concerning medical records vary with the different services and hospitals. General rules apply to all services, and they are:

Preservation of Medical Records

1. No medical record may be removed from the files without a proper sign-out of the record to show where it has been taken and who is responsible for it.
2. If a medical record, subsequent to its removal from the files, is transferred from one person to another, it is the responsibility of the person to whom the record is charged to notify the appropriate Medical Records Department.
3. Medical records must not be taken from the hospital.
4. Medical records of patients previously treated are available to residents for approved education or research purposes subject to any hospital or clinic policies.

Confidentiality of Medical Records

1. Residents are cautioned that medical records are confidential. The use and disclosure of the health information contained in a medical record are restricted by the regulations (Privacy Regulations) promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
2. Residents must comply with the University's Privacy Policies and Procedures (Privacy Policies) implementing the Privacy Regulations. The failure to comply with the Privacy Policies will result in corrective action, including the possibility of termination from the program.
3. Residents must make reasonable efforts to safeguard medical information. For example, residents should not discuss particular patients in public and should not leave medical records in places where unauthorized persons could access them.
4. Residents must use extreme caution when storing health information on portable devices.
5. Residents must comply with any policies developed by the University related to the security of health information.

Administrative Academic Action²

Administrative academic actions include probation, suspension, and termination from the residency program. The particular administrative action imposed shall be based on individual circumstances and will not necessarily follow the sequential order in which they are described below. In the event a resident is subject to any administrative action, the resident shall be provided a written statement of these actions by the Program Director.

A. Probation

1. A resident may be placed on probation by a training program for reasons including but not limited to any of the following:
 - a. Failure to meet the performance standards of an individual rotation.
 - b. Failure to meet the performance standards of the training program.
 - c. Misconduct that infringes on the principles and guidelines set forth by the training program.
 - d. Failure to meet the requirement to inform the Program Director of any professional employment outside the residency program or to comply with limitations established.
 - e. When reasonably documented professional misconduct or ethical charges are brought against a resident, which bear on his/her fitness to participate in the training program.
 - f. Failure to comply with University's compliance program.
 - g. Failure to pass required pharmacy licensing examinations.
2. When a resident is placed on probation, specific remedial steps shall be established by the Program Director and provided to the resident in a written statement in a timely manner, usually within a week of the notification of probation.
3. The probation action will establish a length of time in which the resident must correct the deficiency or problem.
4. Depending on compliance with the remedial steps established by the Program Director, a resident may be:
 - a. continued on probation,
 - b. removed from probation,
 - c. placed on suspension, or
 - d. terminated from the residency program.

B. Suspension

1. A resident may be suspended from a residency program for reasons including, but not limited to, any of the following:
 - a. Failure to meet the requirements of probation.
 - b. Failure to meet the performance standards of the training program.
 - c. When reasonably documented professional misconduct or ethical charges are brought against a resident, which bear on his/her fitness to participate in the training program.
 - d. Failure to meet the requirement to inform the Program Director of any professional employment outside the residency program or to comply with limitations established.
 - e. When reasonably documented legal charges have been brought against a resident, which bear on his/her fitness to participate in the training program.
 - f. If a resident is deemed an immediate danger to patients, himself or herself, or to others.
 - g. If a resident fails to comply with the pharmacy licensure laws of the State of Oklahoma.
 - h. Failure to comply with University's compliance program.

2. When a resident is suspended, a written notice of the suspension and the reasons for the action shall be provided to the resident by the Program Director with a copy of the notice forwarded to the Senior Associate Dean for Academic Affairs and Professional Programs.
3. Suspension may be with or without pay as appropriate depending upon the circumstances.
4. Suspension must be followed by appropriate measures determined by the Program Director to assure satisfactory resolution of the problem(s). During this time, the resident will be placed on "administrative leave" and may not participate in regular duties, rounds, or educational conferences.
5. Subsequent to suspension a resident may be:
 - a. reinstated with no qualifications,
 - b. reinstated on probation,
 - c. continued on suspension, or
 - d. terminated from the program.

C. Termination

1. Termination from a residency program may occur for reasons including but not limited to any of the following:
 - a. Failure to meet the performance standards of the training program.
 - b. Illegal conduct.
 - c. Unethical conduct.
 - d. Performance and behavior which compromise the welfare of patients, self, or others.
 - e. Failure to comply with the pharmacy licensure laws of the State of Oklahoma.
 - f. Failure to comply with University's compliance program.
2. The Program Director, at the time of notification to the resident, shall provide the resident a written letter of termination stating the reasons for such action and the date termination becomes effective. A copy of this notice shall be forwarded to the Senior Associate Dean for Academic Affairs and Professional Programs.

Grievances²

The University, through its designated officials, retains the right to make final determination as to the academic qualifications, performance evaluations, professional conduct, promotion, suitability for continued training, and certification of residents participating in the University's post Pharm.D. education programs. This section defines the policies and procedures for resident grievances.

A. Definition of a Grievance

1. An allegation of wrongful administrative action (e.g. failure of the Program Director to follow established procedures) resulting in probation, failure to promote, suspension, or termination of residency training.
2. A complaint concerning interpretation or application of rights under the residency agreement.
3. Actions, including termination of residency training, resulting from a resident's failure to comply with the requirements of the pharmacy licensure laws of the State of Oklahoma are not subject to the grievance procedure(s).

B. Grievance Procedure

1. Complainants who exercise their right to use this procedure agree to accept its conditions as outlined.
2. A resident may have a grievance only on the matters stated in Section A.1 and/or A.2 above.
3. The resident shall first discuss his/her grievance with the training Program Director and attempt to resolve the issue within the program. This must occur within seven (7) calendar days of the date on which the resident was notified by the Program Director of the action in question.
4. If the resident is unable to resolve the matter at the level of the Program Director, he/she may request a meeting with the Senior Associate Dean for Academic Affairs for the purpose of addressing his/her grievance. This request must be in writing and must contain the specific grounds for filing the grievance. The request must be submitted within seven (7) calendar days of the failed attempt to resolve the issue with the Program Director.
5. The Senior Associate Dean for Academic Affairs shall meet with the resident to discuss his/her grievance and then explore the grounds for the grievance.
6. The Senior Associate Dean for Academic Affairs shall attempt to resolve the grievance between the parties involved. Both parties will be notified in writing by the Senior Associate Dean for Academic Affairs of the resolution, or if he determines that the matter cannot be resolved.
7. Within seven (7) calendar days of notification of the resident by the Senior Associate Dean for Academic Affairs that the matter cannot be resolved, the resident may request a grievance hearing by a Residency Appeals Committee. The request for a hearing shall be written and submitted to the Dean of the College of Pharmacy. If no appeal is filed within the seven (7) calendar day period, the case is considered closed.
8. Upon receipt of a properly submitted request for a hearing, the Dean of the College of Pharmacy shall appoint an ad hoc Resident Appeals Committee for the purpose of considering the specific grievance(s) of the resident.
9. The Resident Appeals Committee shall be composed of six (6) members: three (3) selected from the faculty of the College of Pharmacy: Department of Clinical and

Administrative Sciences and three (3) selected from residents within the college. The Chair of the Appeals Committee shall be selected by the Dean from the faculty members appointed. The Senior Associate Dean for Academic Affairs shall serve *ex officio*, without vote, on the appeals committee. The parties shall be notified of the membership of the committee. Committee members with a conflict of interest will be replaced.

10. The Chair of the Appeals Committee or the Senior Associate Dean for Academic Affairs shall notify the parties of the date, time, and location of the hearing. Parties are responsible for (1) giving such notice to any witnesses whom they wish to call for testimony relevant to the matters in the grievance, and (2) arranging for participation of witnesses in the hearing. The hearing shall be scheduled to ensure reasonably that the complainant, respondent, and essential witnesses are able to participate.
11. The resident may be advised by legal counsel at his/her own expense. If the resident intends to have legal counsel present at the hearing, the resident must notify the Senior Associate Dean for Academic Affairs in writing at least fifteen (15) calendar days prior to the Appeals Committee hearing. Legal counsel for the complainant and the respondent may advise their clients at the hearing but may not directly address the Appeals Committee or witnesses. Legal Counsel for the University may advise the Appeals Committee.
12. If the resident is accompanied by legal counsel at the hearing or, if allowed at any prior steps where the resident and University official(s) meet, University legal counsel shall also be present.
13. The parties shall each submit a list of the witnesses to be called and the actual exhibits to be presented at the hearing to the Senior Associate Dean for Academic Affairs at least seven (7) calendar days in advance of the hearing. The parties are responsible for acquiring evidence and requesting witnesses' attendance. The list of witnesses and exhibits from each party will be provided to the other party and to the appeals committee chair.
14. In the event the grievance is resolved to the satisfaction of all parties prior to the hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the Chair of the Appeals Committee. This agreement shall be filed with the Dean of the College of Pharmacy, with a copy to the Senior Associate Dean for Academic Affairs for the administrative file.
15. The Resident Appeals Committee shall hear the grievance. The Committee shall determine the procedure and conduct of the meeting. The hearing shall be closed unless all principals in the case agree to an open hearing. The Senior Associate Dean for Academic Affairs shall arrange audio tape recording of the hearing and copies will be provided to the parties upon request.
 - a. Witnesses will be asked to affirm that their testimony will be truthful.
 - b. Witnesses other than the complainant and the respondent shall be excluded from the hearing during the testimony of other witnesses. All parties and witnesses shall be excluded during the deliberations of the Appeals Committee.
 - c. Burden of proof is upon the complainant and must be by a preponderance of the evidence.
 - d. Formal rules of evidence shall not apply.
 - e. The parties will have reasonable opportunity to question witnesses and present information and argument deemed relevant by the Appeals Committee Chair.

- f. Final decisions by the Appeals Committee shall be by majority vote of the members present and voting.
16. The responsibility for academic evaluation and evaluation of patient care skills rests with the faculty of the training program. The primary responsibility of the Appeals Committee is to review disputes as defined in Section A.1 and A.2 which have not been satisfactorily resolved at any steps prior to the hearing.
17. The Appeals Committee shall render a signed, written report of its findings and recommendations regarding the dispute in question to the Dean of the College of Pharmacy. The Committee's report shall be prepared and properly transmitted within seven (7) calendar days after conclusion of its deliberations.
18. The Dean of the College of Pharmacy shall review the findings and recommendations of the Appeals Committee and render a final decision regarding the grievance and appropriate action. Within fifteen (15) calendar days of receipt of the Appeals Committee's findings and recommendations, the Dean shall inform the resident and the Program Director of the findings of the Appeals Committee and of the Dean's decision. A copy of the Dean's decision shall be transmitted to the Chair of the Appeals Committee and to the Senior Associate Dean for Academic Affairs to be placed in the resident's administrative file.

Policy on Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace¹

The University of Oklahoma recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services which facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University sponsored activities. It shall be the Board of Regents' policy that:

1. All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. The illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs, or controlled substances in the workplace; on its premises; or as part of any University-sponsored activities.
3. Violating this policy shall be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions can be obtained through the Offices of Student Affairs and Human Resources.
5. An employee shall notify his or her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. The University shall establish and maintain Employee Assistance Programs and Student Counseling Services for counseling and training programs to inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. An employee shall not perform safety sensitive functions while an illegal drug is in his or her system.
8. The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing an employee to return to duty after refusing to take a drug test or after not passing a drug test.
9. The University shall annually distribute this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The appropriate Senior Vice President and Provost or Executive Officer is responsible for notifying federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is subject to the grievance procedures stated elsewhere in the Board of Regents policy. (RM, 4-6-89, 9-5-90, 12-6-04, 6-23-04) and is subject to the grievance procedure as stated in the Resident Handbook.

Equal Opportunity¹

This institution, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or veteran status in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

Non-Discrimination Policy¹

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and is committed to maintaining employment and educational settings that are multicultural, multiracial, multiethnic, and all-inclusive. Respecting differences is one of the University's missions.

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including without restriction, those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure for Equal Opportunity. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of this policy. To contact the Equal Opportunity Office for both the HSC and OU-Tulsa campuses: 755 Research Parkway, Building 4, Suite 429 - 405-271-2110.

The most up to date University policy regarding non-discrimination may be viewed in the current faculty handbook: www.ouhsc.edu/provost/FacultyHandbook.asp

Sexual Misconduct, Discrimination, and Harassment Policy¹

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The University condemns discrimination based on sex, sexual harassment, sexual assault, and sexual misconduct. Any such activity committed by a member of the University community may subject the individual to university sanctions as well as civil and criminal penalties.

This policy covers unwelcome conduct of a sexual nature, whether committed on-campus or off-campus, where the University has control over the perpetrator or the context of the harassment. Consensual romantic relationship between members of the University community are subject to other University policies, but are investigated under this process and procedure.

The most up to date University policy regarding sexual misconduct, discrimination, and harassment may be viewed in the current faculty handbook:

www.ouhsc.edu/provost/FacultyHandbook.asp

Complaints alleging a violation of the Sexual Misconduct, Discrimination, and Harassment Policy shall be handled in accordance with the Grievance Procedure for Equal Opportunity. To contact the Equal Opportunity Office for both the HSC and OU-Tulsa campuses: 755 Research Parkway, Building 4, Suite 429 - 405-271-2110. Alternatively, the Sexual Misconduct Officer may be contacted at smo@ou.edu.

Consensual Sexual Relationships Policy¹

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. As noted in the Sexual Misconduct, Discrimination, and Harassment Policy, the risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work of, or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or co-worker who is involved in a romantic relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environments if the relationship ends; and the potential that University/state resources are used inappropriately to further the romantic relationship.

Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability; consequently, such relationships are strongly discouraged. "Professional responsibility" is defined as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

The most up to date University policy regarding consensual sexual relationships may be viewed in the current faculty handbook: www.ouhsc.edu/provost/FacultyHandbook.asp

Tobacco-Free Policy¹

The Board of Regents has established a Tobacco Free Policy consistent with Governor Fallin's Executive Orders 2012-01 and 2013-43. All properties and facilities of the University of Oklahoma, regardless of campus or location, are tobacco, electronic cigarette, and vaping device-free.

The most up to date University policy regarding tobacco may be viewed in the current faculty handbook: www.ouhsc.edu/provost/FacultyHandbook.asp

Work Related Exposure or Injury^{2,5}

Any injury including needle stick, cut, or exposure must be properly reported directly to your employer, OU, within 30 days of the date of injury or the injury is presumed not to be work related. Residents are responsible for reporting such injury to their supervisor and are required to follow all medical instructions. Once exposure or injury has occurred, report the exposure to your supervisor or attending immediately, and wash the site with soap and water.

Any resident exposed to potentially infectious and/or hazardous materials including needle sticks, blood, or bloody body fluids should report for evaluation and treatment within two (2) hours of the exposure. If the exposure occurs in Oklahoma City during the hours of 8:00 a.m. to 4:30 p.m., Monday-Friday, the resident should report to the Occupational Medicine Clinic located on the Oklahoma City campus at OU Physicians building in suite 2350 (telephone 271-WORK). If the exposure occurs in Tulsa during the hours of 8:00 a.m. to 10:00 p.m., the resident should report to the nearest MedCenter location. For exposures occurring at times other than those stated above, residents must report for treatment within two (2) hours of the exposure to the emergency room of the facility in which they are working or to the facility's Employee Health Nurse or House supervisor.

Residents requiring post-exposure treatment protocols for HIV, HBV and other infectious diseases must report to the Occupational Medicine Clinic in Oklahoma City or follow the treatment protocol determined by MedCenter in Tulsa. All work-related illness or injuries must be reported as soon as possible directly to the Program Director or his/her office for verification. Failure to document a work-related injury/illness could result in the denial of the claim and/or delay of payment for medical services. Contact the following offices to obtain the necessary reporting forms to document a work-related illness or injury: Oklahoma City campus Human Resources Workers' Compensation Section, Room 118 Service Center Building (271-2180) and Tulsa campus Human Resources, Schusterman Center, Room 1C100 (660-3196). Residents must complete only the "Employee's Report of Injury." The resident's program department is responsible for completing the additional required forms to file with Human Resources or the University's Workers' Compensation Third Party Administrator.

Additional information about on the job injury for all campuses can be found at <http://hr.ou.edu/Employees/Workers-Compensation>.

References

- ¹ Faculty Handbook, December 2012. University of Oklahoma Health Sciences Center.
<http://www.ouhsc.edu/provost/FacultyHandbook.asp>
- ² Resident Handbook September, 2011. University of Oklahoma College of Medicine Graduate Medical Education Policies & Procedures.
<http://hippocrates.ouhsc.edu/comdocs/pdf/residentHandbook.pdf>
- ³ American Pharmacists Association (APhA), 10/1994. Code of Ethics for Pharmacists.
<http://www.pharmacist.com/code-ethics>
- ⁴ American Society of Health-System Pharmacists (ASHP), 2012. Duty-Hour Requirements for Pharmacy Residencies.
<http://www.ashp.org/DocLibrary/Residents/Pharmacy-Specific-Duty-Hours.pdf>
- ⁵ University of Oklahoma School of Community Medicine Graduate Medical Education Handbook 2013-2014 Edition.
<http://www.ou.edu/content/dam/Tulsa/residency/Handbook%202013-2014.pdf>