



# **Student Handbook**

**2017 – 2018**

**Health Sciences Centre  
Memorial University of Newfoundland  
St. John's, NL  
A1B 3V6**

This handbook is a guide for students and is subject to continual review and revision. Memorial University and the School of Pharmacy reserve the right to change or amend policies at any time from those published in this handbook. The information is current as of July 2017. If discrepancies exist between the information contained in this handbook and the Memorial University Calendar, then the latter shall prevail.

This handbook may be viewed on the School of Pharmacy Website at [www.mun.ca/pharmacy](http://www.mun.ca/pharmacy).



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# **INTRODUCTION**

Welcome to the School of Pharmacy! This handbook is intended to serve as a reference guide for students and contains information about relevant policies, procedures and resources.

We ask for your cooperation in familiarizing yourself with the information in this handbook.

## **VISION, MISSION AND VALUES OF THE SCHOOL OF PHARMACY**

### **Vision Statement**

To be a distinguished and innovative experienced-based pharmacy education program that fosters excellence in practice, professionalism, scholarship, and research to improve our citizens' health and well-being.

### **Mission Statement**

The School of Pharmacy:

Cultivates programs of distinction in pharmacy education and research, engages the broader community and offers innovative programs that are destinations of choice for undergraduate and graduate students, employers and funding agencies, and provides leadership in pharmacy practice and research.

### **VALUES**

**Excellence:** We encourage and promote excellence through innovation and creativity, rigour and pragmatism.

**Integrity:** We are honest and ethical in all our interactions, maintaining the highest moral standards in teaching and learning, research, and public engagement.

**Collegiality:** We engage others with respect, openness, and trust in pursuit of a common purpose, and hold regard for individuals, ideals and the institution as a whole.

**Accountability:** We accept responsibility for achieving common goals and objectives.

**Leadership:** We individually and collectively embrace our leadership role to continuously improve our programs and to positively contribute to knowledge that improves patient care and the health status of our citizens.

**Sustainability:** We act in a manner that is environmentally, economically and socially sustainable in administration, academic and research programs.

# **GUIDING PRINCIPLES FOR PHARMACY EDUCATION AT MUN**

## **The Association of Faculties of Pharmacy of Canada (AFPC):**

Founded in 1945, first as the Canadian Conference of Pharmaceutical Faculties (CCPF), the **Association of Faculties of Pharmacy of Canada (AFPC)** is the national non-profit organization advocating the interests of pharmacy education and educators in Canada. Representing the ten Canadian Pharmacy Faculties including their faculty and students pursuing undergraduate professional or graduate training, AFPC is committed to the development of and excellence in pharmacy education.

## **AFPC VISION**

Shaping the future of pharmacy to optimize health through excellence in education and scholarship.

## **AFPC MISSION**

National voice for academic pharmacy in Canada. Achieve excellence through collective leadership, expertise and advocacy; and effective partnerships.

## **AFPC 2017 Educational Outcomes**

The 2017 AFPC Educational Outcomes were created to guide pharmacy education in Canada. These outcomes focus on what graduates are able to do at the end of their Doctorate program (Entry-to-Practice Doctor of Pharmacy or Pharm.D.) They signal curricular priorities and a framework for curriculum design without being overly prescriptive. The Educational Outcomes focus attention on outcomes that matter to patients, the profession of pharmacy and Canadian society. They aim to advance pharmacy education so that pharmacy graduates are prepared to meet the changing expectations of the communities they serve

<b>SUMMARY: AFPC EDUCATIONAL OUTCOMES 2017 – ROLES and KEY COMPETENCIES</b>		
<b>ROLE</b>	<b>DEFINITION</b>	<b>KEY COMPETENCIES – Pharmacy Graduates</b>
<b>CARE PROVIDER (CP)</b>	As <b>Care Providers</b> , pharmacy graduates provide patient-centred pharmacy care by using their knowledge, skills and professional judgement to facilitate management of a patient’s medication and overall health needs across the care continuum. Care Provider is the core of the discipline of pharmacy.	<b>CP1:</b> Practice within the pharmacist scope of practice and expertise. <b>CP2:</b> Provide patient-centred care. <b>CP3:</b> Actively contribute, as an individual and as a member of a team providing care, to the continuous improvement of health care quality and patient safety.
<b>COMMUNICATOR (CM)</b>	As <b>Communicators</b> , pharmacy graduates communicate effectively in lay and professional language, using a variety of strategies that take into account the situation, intended outcomes of the communication and diverse audiences.	<b>CM1:</b> Communicate in a responsible and responsive manner that encourages trust and confidence. <b>CM2:</b> Communicate in a manner that supports a team approach to health promotion and health care.

<b>COLLABORATOR (CL)</b>	As <b>Collaborators</b> , pharmacy graduates work collaboratively with patients and intra- and inter-professional teams to provide safe, effective, efficient health care, thus fulfilling the needs of the community and society at large.	<b>CL1:</b> Work effectively with members of the health team including patients, pharmacy colleagues and individuals from other professions. <b>CL2:</b> Hand over the care of a patient to other pharmacy team members and non-pharmacy team members to facilitate continuity of safe patient care.
<b>LEADER-MANAGER (LM)</b>	As <b>Leaders and Managers</b> , pharmacy graduates engage with others to optimize the safety, effectiveness and efficiency of health care and contribute to a vision of a high-quality health care system.	<b>LM1:</b> Contribute to optimizing health care delivery and pharmacy services. <b>LM2:</b> Contribute to the stewardship of resources in health care systems. <b>LM3:</b> Demonstrate leadership skills. <b>LM4:</b> Demonstrate management skills.
<b>HEALTH ADVOCATE (HA)</b>	As <b>Health Advocates</b> , pharmacy graduates demonstrate care for individual patients, communities and populations by using pharmacy expertise to understand health needs and advance health and well-being of others.	<b>HA1:</b> Respond to an individual patient's health needs by advocating with the patient within and beyond the patient care environment. <b>HA2:</b> Respond to the needs of communities or populations they serve by advocating with them for system-level change in a socially accountable manner.
<b>SCHOLAR (SC)</b>	As <b>Scholars</b> , pharmacy graduates take responsibility for excellence by applying medication therapy expertise, learning continuously, creating new knowledge and disseminating knowledge when teaching others.	<b>SC1:</b> Apply medication therapy expertise to optimize pharmacy care, pharmacy services and health care delivery. <b>SC2:</b> Integrate best available evidence into pharmacy practice. <b>SC3:</b> Contribute to the creation of knowledge or practices in the field of pharmacy. <b>SC4:</b> Teach other pharmacy team members, the public and other health care professionals including students.
<b>PROFESSIONAL (PR)</b>	As <b>Professionals</b> , pharmacy graduates take responsibility and accountability for delivering pharmacy care to patients, communities and society through ethical practice and the high standards of behaviour that are expected of self-regulated professionals. The Professional role is the overarching ethos of the discipline of pharmacy.	<b>PR1:</b> Committed to apply best practices and adhere to high ethical standards in the delivery of pharmacy care. <b>PR2:</b> Able to recognize and respond to societal expectations of regulated health care professionals. <b>PR3:</b> Committed to self-awareness in the management of personal and professional well being.

## Additional Guiding Documents



**The AFPC Educational Outcomes were designed to align with the National Association of Pharmacy Regulatory Authorities' (NAPRA) Professional Competencies for Canadian Pharmacists at Entry to Practice. NAPRA is a voluntary association of provincial and territorial pharmacy regulatory bodies that regulates the practice of pharmacy and operation of pharmacies in Canada. Their primary mandate is to protect the public.**

Faculty members are also guided by many of the standards prepared by the National Association of Pharmacy Regulatory Authorities (NAPRA). These include:

- Professional Competencies for Canadian Pharmacists at Entry to Practice
- Model Standards of Practice for Canadian Pharmacists
- Pharmacy Jurisprudence Competencies for Licensure as a Pharmacist in Canada
- A Framework for Assessing Canadian Pharmacists' Competencies at Entry-to-Practice Through Structured Practical Training Programs

Some of these will be provided to you during the program. You may view these online at [napra.org](http://napra.org).

## **ACCREDITATION OF THE SCHOOL**



The School of Pharmacy is fully accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) until 2021.

# **PROGRAM REQUIREMENTS ENTRY TO PRACTICE DOCTOR OF PHARMACY (PHARM.D.)**

## **A. Curriculum**

The full-time, entry-to-practice Doctor of Pharmacy (Pharm.D.) 5- year program prepares students to graduate as medication therapy experts, prepared to embrace the full scope of pharmacy practice. The program requires completion of 30 credit hours of specific prerequisite courses prior to being eligible for admission. The School of Pharmacy is committed to providing an undergraduate program of quality and excellence that will produce individuals who will contribute significantly in all settings of pharmacy practice.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT HIS OR HER ACADEMIC PROGRAM MEETS THE UNIVERSITY'S REGULATIONS IN ALL RESPECTS.**

### Program of Study

#### **Entry to Practice Doctor of Pharmacy (Pharm.D.)**

<b>Semester</b>	<b>Required Courses</b>
Courses required for admission as indicated under Admission Requirements for the Doctor of Pharmacy (Pharm.D.)	Biology 1001 and 1002 Chemistry 1050 and 1051 at St. John's Campus or Chemistry 1200 and 1001 at Grenfell Campus 6 credit hours in English (an English Critical Reading and Writing course is recommended) Mathematics 1000 and 1001 Physics 1020 or 1050, and Physics 1021 or 1051
Fall Year 1, Academic Semester 1	Chemistry 2400 PHAR 2002 PHAR 2010 (optional must be completed in Fall, Winter or Spring in 1 <sup>st</sup> year) PHAR 2201 PHAR 2250 PHAR 2610
Winter Year 1, Academic Semester 2	Chemistry 2401 PHAR 2003 PHAR 2004 PHAR 2010 (optional must be completed in Fall, Winter or Spring in 1 <sup>st</sup> year) PHAR 2202 PHAR 2251 PHAR 2620
Spring Year 1, Academic Semester 3	PHAR 2010 (optional - must be completed in Fall, Winter or Spring in 1 <sup>st</sup> year)

Fall <b>Year 2</b> , Academic Semester 4	PHAR 3111 PHAR 3250 PHAR 3270 PHAR 3801 PHAR 3805
Winter Year 2, Academic Semester 5	PHAR 3006 PHAR 3251 PHAR 3271 PHAR 3410 PHAR 3810 PHAR 3825
Spring Year 2, Academic Semester 6	PHAR 305P
Fall <b>Year 3</b> , Academic Semester 7	PHAR 4250 PHAR 4270 PHAR 4620 PHAR 4802 PHAR 4810 Statistics 2550
Winter Year 3, Academic Semester 8	PHAR 4251 PHAR 4271 PHAR 4420 PHAR 4820 PHAR 4860
Spring Year 3, Academic Semester 9	PHAR 406P PHAR 407P
Fall <b>Year 4</b> , Academic Semester 10	PHAR 5250 PHAR 5270 PHAR 5430 PHAR 5815 PHAR 5830
Winter Year 4, Academic Semester 11	PHAR 508P PHAR 5251 PHAR 5271 PHAR 5275 PHAR 5640
<b>Year 5</b>	PHAR 605P PHAR 606P PHAR 607P PHAR 608P

#### **B. Public Speaking Certificate**

Students must complete a course in public speaking during the second year of the Pharmacy program. A professional practice communications program (arranged and provided by the Cabot Toastmasters Club in St. John's) is a required component of Pharmacy Practice III (Pharmacy3250). Additional information will be provided in the course outline. Students who have successfully completed a public speaking

course may be exempted from this program by providing appropriate documentation to the course coordinator.

### **C. Pharmacy Practice Experience (PPE)**

The program aims to prepare students for exemplary pharmacy practice through Pharmacy Practice Experiences. Students are expected to display appropriate communication, professionalism, and teamwork, and demonstrate increased independence and critical reasoning as they progress in the program. PPEs consist of early and intermediate experiences as well as advanced pharmacy practice experiences (APPE). PPEs expose students to situations which cannot be provided in the classroom.

1. The School of Pharmacy is responsible for providing overall direction for practice experiences and will oversee the placement of students at sites. Students may be assigned to any participating site within the Province of Newfoundland and Labrador; a request to complete a PPE outside the province may be considered.

2. Students are responsible for all travel and accommodation costs associated with the PPE.

3. Students are required to provide evidence of a valid Standard First Aid Level C certificate for all PPEs. Evidence of recertification must be submitted no later than one month before the expiry date of the certification.

4. Students must comply with the policies of the site to which they are assigned. Sites may have requirements for immunization, testing or documentation beyond those required by the School. Students are required to complete these requirements in a timely fashion and at their own expense. Students unable to meet these site requirements may be delayed in their program or prevented from completing their program of study.

5. Students are required to complete four PPEs: PHAR 305P, 406P, 407P and 508P. Students may not receive payment during these periods of experiential learning. PHAR 305P is completed in a community pharmacy, PHAR 406P is completed in a hospital pharmacy, 407P is completed in a direct patient care setting, and PHAR 508P is completed in an institutional direct patient care setting. Students are assigned to their PPE sites and are responsible for all associated travel and accommodation costs. More information on PPE is provided during the program by the course coordinator.

<p>PPE Course Coordinator <b>Ms. Wanda Spurrell</b> HSC, Room 1755 E-mail: <a href="mailto:wspurrel@mun.ca">wspurrel@mun.ca</a></p>
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### **D. Advanced Pharmacy Practice Experience (APPE)**

Students will be required to complete four APPEs in Year 5 of the Pharmacy program. While every effort will be made to accommodate a student's request to complete APPE's in a specific location, a student may be assigned to any participating site within the province of Newfoundland and Labrador. Students are responsible for all associated travel and accommodation costs.

Students may request placements outside the province. These must be approved by the structured practice experience coordinator. Travel and accommodation costs are the responsibility of the student.

### **E. Registration as a Pharmacy Student**

Students must register annually – by September 30<sup>th</sup> with the Newfoundland and Labrador licensing body as a "Pharmacy Student". As part of the registration process, students must provide a current certificate of conduct (criminal record check). Further information may be obtained at [www.nlpb.ca](http://www.nlpb.ca). Additionally, prior to the commencement of a Pharmacy Practice Experience in another Canadian jurisdiction, students must register with the respective provincial or territorial licensing body. Further requirements may exist for

international Pharmacy Practice Experience. Any student who fails to meet the registration requirements will be required to withdraw from the program.



Upon graduation and successful completion of all requirements for licensing, graduates will be granted a license to practise pharmacy in Newfoundland and Labrador.

**Newfoundland and Labrador Pharmacy Board**

**Ms. Margot Priddle, Registrar**

488 Water Street,  
St. John's, NL A1E 1B3  
709-753-5877 (phone)  
709-753-8615 (fax)

E-mail: [inforx@nlpb.ca](mailto:inforx@nlpb.ca)

Website: [www.nlpb.ca](http://www.nlpb.ca)

Contact information for other provincial licensing authorities may be found at the National Association for Pharmacy Regulatory Authorities website: <http://napra.ca>

**F. Pharmacy Examining Board of Canada**



Graduates of the School of Pharmacy with the Doctor of Pharmacy (Pharm.D.) degree is eligible to make application to write the qualifying examinations of the Pharmacy Examining Board of Canada (PEBC).

Passing examinations set by the PEBC will satisfy the academic requirements of the other provincial pharmacy licensing bodies which participate in the PEBC.

The school arranges information sessions on the PEBC examinations during the Pharmacy program.

Further information about the PEBC may be obtained by visiting their website at [www.pebc.ca](http://www.pebc.ca).

# POLICIES AND PROCEDURES

## ACADEMIC POLICIES

### A. Request for Variances in Program Completion

Program courses shall normally be taken in the academic terms in the sequence as listed in Table 1 Doctor of Pharmacy (Pharm.D.), Full-Time Program in the University Calendar. Any variance in the normal course schedule (e.g. requests to defer courses or complete courses in advance) requires permission from the Pharmacy Undergraduate Studies Committee (UGS). Requests of this nature should be sent to:

**Dr. Leslie Phillips**, Chair, Committee on Undergraduate Studies

Email: [lphillip@mun.ca](mailto:lphillip@mun.ca)

A copy of the email should also be sent to:

**Ms. Csöp Glew**, Manager of Academic Programs

Email: [cglew@mun.ca](mailto:cglew@mun.ca)

The request must include the following:

1. MUN Student Number
2. Nature of the request
3. Reason/s for the request

### B. Transfer Credits and Waivers

#### Transfer credit:

A transfer credit may be awarded for a specific course at Memorial when there is sufficient evidence to demonstrate that a comparable course taken at an outside institution is equivalent in content. Any transfer credits received will appear as such on your official Memorial transcript.

An initial transfer credit evaluation has already been completed by the Office of the Registrar as part of your initial application to the School of Pharmacy. If credit is awarded, it will appear on your transcript as a transfer credit.

However, if transfer credit is not awarded for a course/s and you believe it to be comparable in content to a course/s with the pharmacy curriculum, you can apply to the Office of the Registrar for Transfer Credit Evaluation.

#### Waiver:

In the event a request for transfer credit is denied by the Office of the Registrar, students may apply to the UGS Committee to request a waiver. The UGS Committee will review requests for waivers **ONLY** when a transfer credit has been denied.

A waiver may be awarded for a course when there is sufficient evidence to demonstrate that a course taken at an outside university **is similar, though not equivalent**, in content to a Memorial course. A course waiver means that the School of Pharmacy will waive your requirement to complete that course as a requirement for your degree.

Unlike transfer credits, **no** credit hours are assigned to waived courses. A waiver granted does not reduce the total number of credit hours required for the degree. You will be responsible for ensuring you have obtained the required number of credit hours for the degree.

Students seeking waivers must include the following information:

1. MUN student number.
2. Name and course number of the course within the pharmacy program for which you are seeking a waiver.
3. Name and course number of the course/s from the outside institution that you believe to be comparable to the corresponding course within the pharmacy program.
4. A copy of the course outline/s for the relevant course/s that you took from the outside institution for which you are seeking a waiver.
5. Explanation as to how the course taken from an outside institution is similar in content to the course for which a waiver is being sought.
6. A copy of the credit notification from the Office of the Registrar confirming denial of the transfer credit request.

Requests for waivers should be sent to:

**Dr. Leslie Phillips**, Chair, Committee on Undergraduate Studies

Email: [lphillip@mun.ca](mailto:lphillip@mun.ca)

A copy of the email should also be sent to:

**Ms. Csöp Glew**, Manager of Academic Programs

Email: [cglew@mun.ca](mailto:cglew@mun.ca)

### **C. Final Grades**

Once an examination period for a semester has ended, students can access their grades through Memorial Self Service. The School does **NOT** post or release final grades.

### **D. Eligibility to Graduate**

Students in their graduating year **must** apply to the Registrar to be admitted to the degree of Doctor of Pharmacy (Pharm.D.). Applications are available through Memorial Self Service and must be submitted no later than the deadline listed in the university diary for the spring and fall convocations.

It is the duty of the University Registrar to certify to the Senate that students for the degree have met all the regulations and requirements of the university.

The Registrar or deputies will assist students with any questions or problems which arise concerning interpretation of regulations.

**It is however the responsibility of the student to see that his/her academic program meets the University's Regulations in all respects.** Students may wish to consider having a graduation audit done during the program by the Registrar's Office to ensure they are on track for meeting the requirements for the degree.

## E. Promotion Regulations

The Pharmacy Committee on Undergraduate Studies will determine each student's promotion status at the end of the academic year. In addition to meeting the promotion regulations for the school, students must meet the general academic regulations (undergraduate).

Success in the program depends on meeting the requirements of all terms.

### 1. Promotion Status

A student's promotion status at the end of each academic year will be in one of the following two categories:

#### i. Clear Promotion

Clear Promotion means a student can proceed to the next Academic year.

Clear Promotion will be granted when the following criteria are met.

- A student must have completed the Academic year with a weighted average of at least 65% and at least a pass (numeric grade of at least 50% or PAS) in each course. A weighted average will be based on credit hours in the program of study as outlined in **Table 2 Doctor of Pharmacy (Pharm.D.)**.
- A student completing PHAR 2010 must obtain a grade of PAS (pass).
- A student completing a PPE course (PHAR 305P, 406P, 407P, 508P) must obtain a grade of PAS (pass) in each course.
- A student must maintain professional and ethical behaviour consistent with the Student Code Conduct as outlined at: [www.mun.ca/pharmacy](http://www.mun.ca/pharmacy).

#### ii. Promotion Denied

Promotion Denied means Clear Promotion is not achieved at the end of the Academic year.

Promotion Denied will be granted when any of the following criteria are met.

- A student has obtained less than a 65% weighted average in the Academic year. A weighted average will be based on credit hours in the program of study as outlined in **Table 2 Doctor of Pharmacy (Pharm.D.)**.
- A student has obtained less than 50% in any course or who has received a grade of FAL (fail) in any course within the Academic year.
- A student completing a PPE course (PHAR 305P, 406P, 407P, or 508P) has obtained a grade of FAL (fail).
- A student has failed to obtain **Clear Promotion** at the end of each Academic year.
- A student has not maintained the professional and ethical behaviour consistent with the **Student Code of Conduct**.

Notwithstanding the above, the School of Pharmacy may offer the student the option to repeat an Academic year on the grounds of academic difficulties. This may be offered only once during the student's program. This restriction may be waived if it has been demonstrated that the student's academic performance has been adversely affected by factors duly authenticated and acceptable to the Committee on Undergraduate Studies of the School of Pharmacy.

### Other Information

To be recommended for graduation, a student must have **Clear Promotion** at the end of Academic year 4, and must have successfully completed all four Advanced Pharmacy Practice Experience (APPE) courses during Academic year 5. The following criteria will be used to assess the APPE courses.

- A student must demonstrate consistent professional and ethical behaviour that meets the criteria of Student Conduct as outlined at [www.mun.ca/pharmacy](http://www.mun.ca/pharmacy).
- A student is required to obtain a grade of PAS (pass) in all four APPE courses (PHAR 605P, 606P, 607P, 608P).

- Normally, if a student fails an APPE course, the Committee on Undergraduate Studies of the School of Pharmacy may permit the student to continue to the students next scheduled APPE course and require the student to repeat the failed course at a later date. This may extend the duration of the student's program.
- Certain circumstances, such as violation of student conduct as outlined at [www.mun.ca/pharmacy](http://www.mun.ca/pharmacy) or failure of an APPE course may result in the student being required to withdraw from the program.
- A student is permitted to repeat only one APPE course. A student who fails an APPE course (PHAR 605P, 606P, 607P, 608P) on a second attempt will be required to withdraw from the program.
- If a failed grade is received in more than one APPE course, the student will be required to withdraw from the program.

## 2. Withdrawal from the Program

A student may be required to withdraw from the program at any time, if, in the opinion of the Dean of Pharmacy, the student is unlikely to benefit from continued attendance or if acceptable cause is demonstrated. The Dean will recommend to the Registrar that the student is required to withdraw from the program.

## 3. Leave of Absence

Upon completion of an Academic year, a student with **Clear Promotion** may elect to withdraw temporarily from studies. Voluntary withdrawal at other times and for other reasons may be permitted in accordance with **UNIVERSITY REGULATIONS - General Academic Regulations (Undergraduate) - Registration**. In all cases, the intent to withdraw voluntarily should be discussed with the Dean. At the end of this period, the student, in consultation with the Committee on Undergraduate Studies of the School of Pharmacy, should ensure that sufficient revision and preparatory work is undertaken to allow studies to be resumed readily. In the absence of good cause, any such student who does not resume studies on the specified date may be deemed to have left the program.

## F. Waiver of Regulations

All undergraduate regulations notwithstanding, the university reserves the right, in special circumstances, to modify, alter or waive any regulation in its application to individual students where, in the judgment of the head of the appropriate academic unit or committee, merit and equity so warrant.

For further information go the following link: <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0849>

## G. Appeal of Regulations

Any student, for whom a request for a waiver of school regulations has been denied, has the right to appeal.

For further information go the following link <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0859>

## H. Deferred Final Examination Policy

A student who is prevented from writing a final examination by illness or bereavement or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the course graded or have the final examination deferred.

- Deferral of final examinations – go to the following link in the University Calendar: <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0628>

- Students must complete the Application for Deferred Examination form. The form is available the School's website at [http://www.mun.ca/pharmacy/programs/bsc/Application\\_for\\_Deferred\\_FINAL\\_Exam.pdf](http://www.mun.ca/pharmacy/programs/bsc/Application_for_Deferred_FINAL_Exam.pdf)

The decision regarding the request of the student to have a course graded or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing to the student and to the registrar within one week of the receipt of the student's complete application.

For further information refer to [Appeal of Regulations](http://www.mun.ca/regoff/calendar/sectionNo=REGS-0859) available at <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0859>

In those cases where the School of Pharmacy accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the School of Pharmacy and the student, the grade submitted may be based on term work alone.

An interim grade of ABS will be assigned by the School of Pharmacy in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the registrar within one week following the start of classes in the next academic semester or session.

Deferred final examinations will normally be written prior to the first week of the start of classes in the next academic semester.

Deferred final examinations shall be similar in length and degree of difficulty as the original examination.

In the event that an approved deferred final examination is not written on the scheduled date, the student shall receive a grade of zero for the exam unless extenuating circumstances exist and appropriate documentation provided.

#### **I. Alternate Evaluation Due to Acceptable Cause**

Course outlines include information on alternate evaluation due to acceptable cause (illness, bereavement, etc.).

A student prevented from writing a term exam or submitting an assignment by the due date because of illness (or other acceptable cause) resulting in absence of **less than five calendar days'** duration, may apply for an alternate evaluation by advising the course coordinator of such. This declaration should be made via telephone or in writing through the student's University approved e-mail account. This declaration should be made in advance of the term exam date or the assignment due date wherever possible, but no later than 48 hours after the exam date or assignment due date. If the declaration is made by telephone, written confirmation must then be received by the course coordinator within seven calendar days of the original exam date or assignment due date.

A student who is prevented from writing a mid-term exam or submitting an assignment by the due date because of illness or other acceptable cause (must be duly authenticated in writing) resulting in absence of **at least five calendar days' duration**, may apply for an alternate evaluation. This application should be made in advance of the term exam date or the assignment due date wherever possible, but no later than 48 hours after the term exam date or the assignment due date. If application is made by telephone, written confirmation must then be received by the dean within seven calendar days of the term exam date or the assignment due date. The following supporting documentation is required:

- For illness or medical conditions, medical documentation from a health professional is required. Students should provide the health professional with a copy of the **Student Medical Certificate**.
- For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.

The alternate evaluation may consist of the deferral of in-class work, the extension of the deadline for take-home work, an alternative allocation of marks, or another appropriate accommodation as determined by the course instructor. Review the course outline to be sure you're familiar with what is offered in the course.

#### **J. Supplementary Examination Policy**

Supplementary final examinations may be permitted in courses offered by the School at the discretion of the course coordinator. If permitted, details shall be provided in the course outline.

#### **K. Policies and Procedures for the Conduct of Examinations**

- No student is permitted to leave the examination room during the first half hour of the examination.
- No student is permitted to enter the examination room after the first half hour of the examination.
- No student is permitted to leave the examination room (and return to continue writing) except for a medical emergency or urgent situation.
- Students who leave the room and wish to return will be accompanied by an invigilator.
- No student is permitted to remove the examination questions, exam booklet or computer card or other examination materials from the room at the end of the examination period.
- Students may **not** enter the examination room until invited by the invigilator.
- No conversation is permitted among students once they enter exam room.
- Students are to leave books, bags, coats etc. in lockers or in front/back/side of room (as indicated by the invigilator).
- No caps or hats are to be worn during the exam. These must be left in the front/back/side of room or in the student's locker.
- Pencils/pens and erasers may be brought to the desk, but no pencil cases are allowed on the desk.
- Calculators will be provided by the School of Pharmacy, no others will be permitted.
- Electronic Devices (e.g. cell phones, tablets, etc.,) are **not** permitted.
- Students are **not** permitted to have unauthorized notes, aids or other materials in their possession during the examination.
- Students are **not** permitted to bring food or drinks, except water in a clear plastic bottle without a label, into the examination room.
- Students are **not** permitted to leave the examination room within 15 minutes of the scheduled end of the examination.
- At the scheduled end time for the examination, students shall be instructed to stop writing immediately and turn their examination papers over and leave the room.

- Any student in violation of this policy will receive a mark of zero for the examination and will be subject to University Regulations of Academic Dishonesty. See General Academic Regulations (Undergraduate).

#### **L. Policy and Procedures Governing Access to Final Examination Scripts**

A student has a right to see his or her final examination script. However, the script is the property of the university and the university retains full possession and control of the script at all times.

To access a final examination script, a student must make a written request to the head of the academic unit in which a course is offered. This request is subject to the following conditions:

- Any such request must be made following release of examination results for the semester in which the course was taken and within one month of the official release of grades by the university.
- The final examination script must be viewed in the presence of the course instructor or other person delegated by the head of the academic unit.
- Both the instructor and the student have the right to be accompanied by a registered student or a member of the faculty or staff of the university.
- The final examination script must not be taken away or tampered with in any way.

#### **M. Code of Professional Conduct**

Professionalism has been defined as the possession and/or demonstration of structural, attitudinal and behavioral attributes of a profession or its members.<sup>1</sup>

When students accept an offer of admission into the School of Pharmacy, they also make a commitment to the profession of pharmacy.

This commitment requires students to uphold the high standards and reputation of the profession and conduct themselves accordingly at all times.

##### **1. Civility, Respectfulness, Politeness, and Courtesy**

- Pharmacy students shall act respectfully towards fellow students, staff, faculty and other individuals within the university milieu and community at large.
- Pharmacy students shall not maliciously damage or remove university property including furniture, computing and laboratory equipment.
- Pharmacy students shall not make derogatory comments or use offensive language, gestures or behaviours towards other individuals.
- Pharmacy students shall not be present for class, labs, or PPEs under the influence of any substances (alcohol, street drugs, etc.) that may impair their professional conduct.
- Pharmacy students shall show up for lectures, labs, etc. on time
- Pharmacy students shall not engage in unprofessional or disruptive behaviours during class, including but not limited to:
  - Talking
  - Using laptops and/or tablets for purposes other than note taking
  - Using cell phones/smart phones or other electronic devices, etc.

- Pharmacy students shall show up for practice experiences on time and shall not engage in unprofessional or disruptive behaviours
- Pharmacy students shall address faculty and staff by their appropriate titles (e.g. Dr., Mr., Ms.) and not by their first names unless instructed otherwise by the individual.
- Pharmacy students shall dress in appropriate attire in skills labs and when representing the school in professional environments such as PPE rotations, job shadowing, industrial trips, conferences, etc.
- Failure to abide by the above may result in a note of poor conduct being placed in the student file. Students will be advised that a note of poor conduct has been placed on their file.
- Students whose behaviour does not meet the code of conduct may be required to withdraw from the program as per School of Pharmacy Regulation 6.3. and General University Regulation 6.12.4 Failure to follow Relevant University/Faculty/School guidelines on Ethics

## 2. Honesty and Integrity:

- Pharmacy students shall uphold the principles of honesty and integrity.
- Pharmacy students shall not plagiarize the works of others.
- Pharmacy students shall not engage in cheating behaviours such as copying another student's work or allowing others to copy from one's own work, using unauthorized aids, copying & distributing old examinations, assignments, or labs without the consent of the instructor; or submitting false information such as falsifying results on labs or assignments, falsifying information on medical documents, etc. and other behaviours where a student uses another student's work and represents it as their own.
- Students are referred to the university's Student Code of Conduct. [http://www.mun.ca/student/conduct/code\\_of\\_conduct.php](http://www.mun.ca/student/conduct/code_of_conduct.php)
- Students found guilty of a non-academic offence may be placed on probation, suspended, fined or expelled from the university.

<sup>1</sup>Berger B.A., editor. "Promoting civility in pharmacy education," Pharmaceutical Products Press, New York (2003).

### N. Procedures Governing Academic Misconduct

Within the university community there is a collective responsibility to maintain a high level of scholarly integrity.

Students are expected to adhere to those principles which constitute proper academic conduct. Academic misconduct cannot be condoned or even appear to be condoned.

Students have the responsibility to know which actions, as described under **Academic Offences**, could be construed as dishonest or improper. The following can be found in the University Calendar:

#### Academic Offences

1. In the following section the plural shall be deemed to include the singular.
2. Academic offences shall be deemed to include, but shall not be limited to, the following:
  - **Cheating on examinations or any other tests, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports or internship reports:** This includes copying from another student's work or allowing another student to copy from one's own

work; consulting with any unauthorized person during an examination or test; possessing unauthorized aids; using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes examinations, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports, internship reports, or any other tests which are to be used in judging the student's performance in a course or program of study, or on any special tests which the University may offer.

- **Impersonating another student or allowing oneself to be impersonated:** This includes the imitation of a student or the entrance into an arrangement with another person to be impersonated for the purposes of taking examinations or tests or carrying out laboratory or other assignments.
- **Plagiarism:** Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results and theses. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at <http://www.mun.ca/writingcentre/>
- **Theft of examination papers or other material:** This includes obtaining by any improper means examination papers, tests, or any other such material.
- **Use and/or distribution of stolen material:** This includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material.
- **Submitting false information:** This includes falsifying academic forms or records, submitting false credentials, medical or other certificates, or making a false, misleading or incomplete declaration to the University.
- **Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so:** This includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
- **Prevention or obstruction of access to works or materials provided by the University needed by others for academic purposes.**
- **Attempt of bribery, and/or threat of blackmail to influence the award of any credit, grade, honour or academic decisions.**
- **Failure to follow relevant University/Faculty/School guidelines on ethics.**
- **Failure to follow the [Memorial University of Newfoundland Code](#).**

The general and formal procedures for resolving a case of suspected academic dishonesty and the penalties are outlined in the university calendar under – General Academic Regulation – Undergraduate – <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748>

## ***OTHER SCHOOL POLICIES***

### **O. Professional Conferences**

#### **Professional Development Week and Atlantic Pharmacy Advancement Conference**

The School of Pharmacy recognizes the value of student attendance at national meetings to encourage networking, enable the sharing of ideas and collaboration, and to instill an attitude of lifelong learning. Faculty and staff are supportive of students attending the annual Professional Development Week (PDW) conference and the Atlantic Pharmacy Advancement Conference (APAC).

Students may be permitted a MAXIMUM of three days to attend PDW (usually the Wednesday - Friday of the PDW week, including travel time). Classes are **not** cancelled during this time, and students are responsible for making up any missed material.

Faculty will make every effort not to schedule evaluations and assignments during the period around these events; however, missing mandatory lab, tutorial sessions and seminars is unacceptable.

Students are responsible for checking with their instructors **prior** to making travel plans to ensure their absence from campus will not compromise their academic standing.

Students should also be cognizant that while attending PDW and APAC sessions, they are representatives of the School of Pharmacy. Behaviour and attendance at conference events should be professional and appropriate.

### **P. Mixer and Alcohol Policy**

It is a privilege and not a right for students to have mixers and consume alcohol at designated events in the Health Sciences Centre. Therefore it is important for all students who attend to behave in a professional manner.

The following outlines the policy for the conduct of mixers and has been agreed by the students of the Faculty of Medicine and the Schools of Nursing and Pharmacy.

- Because mixers take place in close proximity to the General Hospital and Janeway Children's Health and Rehabilitation Centre, certain precautions need to be taken because patients/visitors may be in the area.
- Prior to each mixer, the organizers, i.e., social/class representatives, will present the rules and regulations of the mixer event to the student-body.
- Students will be reminded that they are members of professional schools and should behave accordingly.
- No one is permitted to leave the designated room/area (for example, to go to the washroom) with alcohol in hand or pocket.
- Guests are the responsibility of the student who invited them.
- Bartenders will have completed the bartending course and monitor alcohol consumption of all attendees. Bartenders have the right to refuse service.
- Any and all refuse, including bottles, cans and cups, will be collected throughout the mixer, with a final clean-up at the end of the night.
- The bar will be closed 30 minutes before the mixer is scheduled to finish.

- The mixer will never go past 10 p.m. sharp.
  - Students who are under the legal age for drinking are permitted to attend mixers but must **not** consume alcohol.
  - A student of legal drinking age must **not** provide alcohol to underage students.
  - The organizers must comply with all the rules and regulations of liquor services, including posting a valid liquor license and purchasing all alcoholic beverages through campus liquor services.
  - Students are **not** permitted to bring in their own alcohol.
  - Failure to follow the mixer rules and regulations may be considered as constituting violation of the professional code of conduct and may result in a student being banned from all future mixers and it may jeopardize the privilege to have mixers in the Health Sciences Centre.
-

# SCHOOL OF PHARMACY AWARDS

The School of Pharmacy has many awards available to students that are sponsored by professional organizations, pharmaceutical manufacturers, and individuals.

## ***How are students recognized for their achievements?***

There are three ways that students can be recognized:

- 1) **Scholarship:** A scholarship is based on academic performance and is awarded to the student with the highest average meeting the conditions of the scholarship. Scholarship standing is required for all scholarships (i.e. 75% average at the end of two out of the last three semesters in the previous scholarship year and the successful completion of not less than 30 credit hours in those two semesters).
- 2) **Bursary:** A bursary is based primarily on financial need and may be awarded to full-time students who have a minimum GPA of 2 (out of a possible 4) and meet the other conditions of the bursary.
- 3) **Award:** An award is offered to recognize special achievements or to assist with special projects or travel. Awards may be given to students with a minimum of clear standing (as defined by the University) and meeting the other conditions of the award.

## ***How do I apply for scholarships, bursaries and awards?***

Each spring students are asked to complete two applications. Students will be notified by email and the links will be posted on the School of Pharmacy website. The two applications are:

- 1) **Interests and Extracurricular activities:** Approximately half of our scholarships/awards are based on student involvement in activities outside the classroom. In order to be considered for these awards, it is important that students self-report their activities.
- 2) **Financial need:** We recognize that many of our students incur financial debt in order to complete their studies. It is important to report this information to the Awards Committee in order to be considered for a bursary.

## ***Did you know that you can receive MUPS points for every student you nominate for an award?***

If you know someone who deserves recognition, it is very important that you help us recognize that individual. An **awards nomination form** will be circulated to all the students each spring and will be posted on the website. Please consider nominating a student for an award and you'll get two MUPS points for every student you nominate!

## ***Are there other awards that students can apply for?***

Yes, there are other awards that require specific applications. These include awards such as: Hapgood and Vey Family Award; Pharmasave Community Services Award; Pharmasave Pharmacy Innovation in Patient Care Award; Alcohol and Drug Dependency Commission Commemorative Award. Information on how to apply for these awards is listed on the School of Pharmacy website.

## ***When are students notified if they receive a scholarship, bursary or award?***

In September of each year the School of Pharmacy holds an Awards Night where students are recognized for their achievements. Students are not notified in advance, so everyone is expected to be present in order to accept their award and thank the sponsor.

## ***How do I officially thank the sponsor of my award?***

If you are successful in receiving an award, it is courteous and expected that you send a thank-you to the sponsor. The contact information for the sponsor will be listed in the awards letter you receive.

## ***How do I get more information?***

For more information or a listing of all available awards, please visit the Scholarships, Bursaries & Awards section in the University Calendar: <http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0606>

# STUDENT SOCIETIES AND PROFESSIONAL ORGANIZATIONS

## A. Memorial University Pharmacy Society (MUPS) and Canadian Association of Pharmacy Students and Interns (CAPSI)

MUPS and CAPSI are both pharmacy student organizations which share many objectives: to promote the educational and professional development of pharmacy students; to foster a sense of strength, foundation and unity among pharmacy students; to interact with other pharmacy organizations; and to be a voice for pharmacy students.

MUPS and CAPSI work together to achieve these objectives.

MUPS is active at the local level at the Memorial University School of Pharmacy.

CAPSI is active at the national level, working to unify and represent all pharmacy students in Canada.

MUPS is proud to collaborate with CAPSI and supports CAPSI by having a Senior and Junior CAPSI representative on the MUPS Council. Not only do these positions represent our school nationally, they also carry out the many national activities that CAPSI initiates.

### Benefits of MUPS/CAPSI Membership

There are many reasons to be a member of MUPS/CAPSI. Activities and events that MUPS/CAPSI provides for their members include:

- **Orientation week** - The MUPS orientation committee exerts significant effort to provide a memorable and rewarding introduction to the School of Pharmacy.
- **CAPSI/Apotex Backpack Presentation** - As a sign of national unity, all CAPSI members receive a backpack with the CAPSI logo on it.
- **CAPSI Agenda** - Helps you be organized for your classes and exams, as well as providing information about CAPSI.
- **CAPSI Competitions** - Each year, CAPSI conducts national competitions in areas such as compounding, patient interviewing and literary skills. We encourage you to participate (even, in first year!), and we guarantee you will learn and have fun at the same time.
- **Professional Development Week (PDW)** - A national conference that will allow you to hear outstanding and motivating speakers and educational events that will supplement your current education and future pharmacy skills. As well, it allows you the opportunity to meet future colleagues from across Canada and participate in social events that give you a flavor of local culture.
- **The Annual Exhibition Program Career Fair** - Make contacts with representatives from pharmacy chains and pharmaceutical companies. These people are interested in interacting with pharmacy students to develop the foundation of a professional relationship now and in the future.
- **Professional Development Day** - A day of educational programs where you will learn a variety of pertinent topics that there just isn't time for in the curriculum.
- **CAPSI Symposia** - A forum for hot topics in the world of pharmacy.

- **Practice OSCEs** - Although it may seem far away, graduation comes quickly! To become a licensed pharmacist, you have to write a national exam called the PEBCs. CAPSI and MUPS host a practice session to help prepare you. The practice session is called OSCEs (Objective Structured Clinical Evaluation). Your MUPS/CAPSI membership gives you an opportunity to participate and enhance your skills.
- MUPS/CAPSI act on your behalf during discussions with the faculty in the School of Pharmacy.
- The MUPS Sports Representative coordinates the intramural sporting events for members. MUPS pays the intramural fees for its members.
- The MUPS Social Representative coordinates mixers and other social events so you can meet other pharmacy students as well as students in the other health professions at Memorial.
- MUPS/CAPSI serves as a voice for students of the School of Pharmacy. We encourage you to become active in the planning and participation of our events. There are opportunities for everyone to become involved.
- **Joining MUPS/CAPSI** - Membership is voluntary.

#### **MUPS Council 2017 - 2018**

- President – Sarah Winsor (Class of 2019)
- Past President – Stacy Collins (Class of 2018)
- Vice-President – Emily Bisson (Class of 2020)
- Treasurer – Chelsey Hogan (Class of 2019)
- Secretary – Yousef Birama (Class of 2019)
- Sr. Social Representative – Mackenzie Dove (Class of 2019)
- Jr. Social Representative – Hayley Cleal (Class of 2020)
- Sports Representative – Nicole Head (Class of 2020)
- NLPB Representative – Ian Scott (Class of 2018)
- PANL Representative – Kyia Hynes (Class of 2018)
- CSHP Sr. Representative – Jillian McInnis Proud (Class of 2018)
- CSHP Jr. Representative – Sydney Evans (Class of 2019)
- Class of 2018 Representative – Tyler Oke
- Class of 2019 Representative – Emily Hartery
- Class of 2020 Representative – Luke MacKay
- Class of 2022 Representative - TBD
- MUNSU Representative – Vacant
- Faculty Liaison – Csöp Glew, Manager of Academic Programs

#### **CAPSI Council 2017- 2018**

- CAPSI Advisor – Kyia Hynes (Class of 2018)
- CAPSI Sr. Representative –Rachel Ward (Class of 2019)
- CAPSI Jr. Representative –Amelia Clarke (Class of 2020)
- CAPSI Finance Officer –Haley Freeman (Class of 2019)
- CAPSIL Representative – Vacant
- CAPSI Social Media Rep – Emily Bisson (Class of 2020)
- CAPSI First Year Liaison – TBD
- IPSF (International Pharmaceutical Students' Federation) Sr. Rep. – Vacant
- IPSF (International Pharmaceutical Students' Federation) Jr. Rep. –Vacant

Some elections are held early in the fall semester to fill vacant positions. This allows first-year students a fair chance at representation.

Students interested in serving are encouraged to contact any of the representatives listed above.

## B. Canadian Society of Hospital Pharmacists (CSHP)

CSHP is an organization of pharmacy students and pharmacists from every province in Canada.

The role of CSHP is to provide leadership in pharmacy practice, to develop and implement patient focused pharmacy services, and to represent and provide services to members.

The vision of the CSHP is of:

- A dynamic society
- The influential voice for hospital pharmacy
- Inspiring practice excellence
- Fostering leadership and professional growth

Our Newfoundland and Labrador CHSP Branch is active at a local and a national level, to foster relationships amongst Memorial students and between all pharmacy students across Canada.

CSHP stays in touch with student issues by having a student representative attend the Branch Executive Meetings.

Membership is voluntary and an annual student membership is approximately \$50.

CSHP offers many programs just for students:

- **Welcoming session** in September
- **Residency information session** for those wanting to find out more about hospital residency programs
- **Job Shadowing Program** which allows students to shadow a clinical pharmacist for a half day and learn more about the role of the pharmacist in direct patient care
- **CSHP/CAPSI Symposium** inviting all second and third year students to learn more about hospital pharmacy. This session is followed by a wine and cheese social
- **Student Awards** for excellence in clinical pharmacy

In addition, students also receive all the benefits of CSHP membership:

- **Subscription** to the Canadian Journal of Hospital Pharmacy and CSHP news and employment opportunities
- **Pharmacy Specialty Network (PSN)** exclusively for pharmacy students who wish to network with other student members across the country
- **Home and Auto** insurance discounts

For a complete list of membership benefits go to [www.cshp-nl.com](http://www.cshp-nl.com).

# SCHOOL OF PHARMACY

## GENERAL INFORMATION

### A. Cell Phone Use

Please ensure cell phones are turned **OFF or MUTED** in classrooms, laboratories or other teaching settings.

### B. Change of Personal Information

A student should promptly inform the Registrar's Office of any change to his/her current or permanent address (if different), telephone number, change of name, etc. The university is **not** responsible for incorrect mailings or for missed deadlines, etc. due to the student's failure to report change personal information.

### C. Confirmation of Enrolment Letters

Confirmation of enrolment letters is available through Memorial Self Service. The "Self Service" link can be found on the top right hand side of the Memorial University home page at [www.mun.ca](http://www.mun.ca) or by visiting [https://www3.mun.ca/admit/twbkwbis.P\\_WWWLogin](https://www3.mun.ca/admit/twbkwbis.P_WWWLogin). Log in using your student number and PIN, then click on the link to the Registration Menu and follow the instructions labeled "Request Enrolment Verification".

### D. Eating and Drinking in Classrooms/Laboratories

**No food** is permitted in any of the lecture theatres or laboratories in the School of Pharmacy.

Beverages are permitted in the lecture theatres but **not** in the laboratories.

Students are asked to be careful when carrying beverages in order to avoid staining and damaging upholstery and carpeting.



### E. Emergency Preparedness

When required to leave the building because of an emergency, the assembly point is Parking Lot #29.

The School of Pharmacy is located in Zone 58.

#### Codes:

From time to time you will hear announcements about various codes in effect over the PA system. The following is an explanation of the codes.

1. Red – Fire Alarm
2. Orange – External
3. Green – Evacuation
4. Gray – Loss of Utility
5. Black – Bomb Threat
6. Silver – Active Shooter
7. White – Violent Situation
8. Brown – Internal Hazardous Material Spill/Leak
9. Blue – Adult Cardio-Pulmonary Arrest
10. Yellow – Missing Adult Patient/Resident
11. Amber – Missing Child
12. Purple – Hostage Taking/Abduction

### **Stage I: Get Ready (Alert signal-20 tones per minute)**

1. Stop all work and remain calm, listen for announcements.
2. Close all windows and doors and prepare to evacuate.
3. Await **stage II alarm**.

### **Stage II: Get Moving (Evacuation signal-120 tones per minute)**

1. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building a minimum distance of 100 m (300 feet) to the assembly point, **Parking Lot # 29**. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.

#### **If you discover fire or see smoke:**

1. Sound alarm to warn occupants.
2. Warn nearby persons.
3. If it is safe to do so, call switchboard operator, # 2000 and relay details of fire.
4. Prepare to evacuate.
5. To sound the Stage II evacuation signal, break the glass in the small cabinet next to the previously activated manual alarm pull station. Take the key provided and insert it into the station and turn it clockwise.
6. Evacuate IMMEDIATELY and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the assembly point, **Parking Lot # 29**
7. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
8. Fight the fire using extinguishers ONLY if it is small, between you and an exit, and you are trained to do so.
9. Fire extinguishers and alarm pull stations can be found at the following locations:
  - i. Outside Lecture Theatre H (HSC 3441)
  - ii. Outside the men's washroom near HSC 3432
  - iii. Outside the women's washroom (to the right when facing the door to the stairway that leads to the second floor)
  - iv. At the end of the hallway past the main entrance to the Professional Practice Lab (near the elevators).

### **F. Fundraising by Students**

Students may wish to undertake various fundraising activities to support social events (e.g. graduation, orientation week) or educational events (e.g. industrial trip).

Since these activities or requests may conflict with requests previously made by the school and/or university, or commitments made by pharmaceutical companies or pharmacies in the community, students are requested to consult with Ms. Sharon Tucker, Administrative Staff Specialist with the School at [sharont@mun.ca](mailto:sharont@mun.ca). Please provide the names of the individuals/companies which will be approached and the nature of the request.

### **G. Graduation**

Each class identifies a committee which will be responsible for planning graduation activities.

Graduation activities are not only times to celebrate academic accomplishments but to recognize the contributions that family, friends and the pharmaceutical community have made.



It is requested that the committee contact Ms. Sharon Tucker, Administrative Staff Specialist, at [shartont@mun.ca](mailto:shartont@mun.ca) to serve as an advisor in order to ensure appropriate support and communication between the school and the students.

#### **H. LabNet Account**

A LabNet Account grants you access to LabNet computers on campus. Your LabNet account will use the same credentials as your my.mun.ca account. To set up LabNet accounts go to <https://www.cs.mun.ca/labnet/login.html>

#### **I. Industrial Pharmacy Visitation**

After the second year of the program, students may participate in site visits to several pharmaceutical companies in Montreal and/or Toronto to observe the manufacturing, research, medical information and other operations in which they are engaged.

The companies provide considerable financial support for the trip and each company hosts the students for half-day. The cost to students varies each year depending on the level of sponsorship and the numbers of students who attend. Two members of the faculty and/or staff coordinate and participate in the trip

#### **J. Latex Free and Scent Free Policies**

Eastern Health has latex free and scent free policies.

No latex balloons or other latex products are permitted in the hospital or common shared areas of the Health Sciences Centre. Students who are setting up displays in common areas must respect this policy.

Scented cosmetic items such as perfumes and colognes can cause severe allergic reactions and are not permitted to be worn.

#### **K. Lockers**

Students are assigned a locker in the School by the General Office. This locker may be retained for the time the student is in the pharmacy program.

Stickers, tape, etc. are **not permitted** to be stuck to the outside of the lockers.

Students must remove all contents from their lockers by July 1 of the year of graduation.

#### **L. Mailboxes**

Each student in the School of Pharmacy is assigned a mailbox. Student names are affixed by class and in alphabetical order.

Students should check their mailboxes regularly for messages, notes or class handouts.

Please note that any material in a given mailbox belongs to that mailbox owner and should **not** be removed by anyone else.



### **M. MUN Campus Prox Card**

This card will provide electronic access to the School's Professional Practice Lab (PPL), library access, and access to borrow books, reserve material, and use study rooms. It is also used to print copies at printers across campus. Insertion of a MUN Campus Card into the device's card reader will allow for copies to be made and the cost of such to be deducted from the dollar value loaded on the card.



To place money on your Campus Card, visit a Cash Card Manager. These machines are available at the following locations:

- Health Sciences Library
- Queen Elizabeth II Library – Main lobby and next to Copy Services
- Queen Elizabeth II Library – Third floor
- S.J. Carew (Engineering) Building – Main lobby
- Education Building – Curriculum Materials Centre
- Marine Institute – Main lobby
- Business Building – Room B1012
- Chemistry Building – Room CP2004

Lost or stolen cards or other problems can be reported to the Campus Card Centre located at the Bookstore in the University Centre.

When your card is lost or stolen it is important to report it as soon as possible. The old card will be cancelled and a replacement will be issued.

### **N. Parking**

Daytime parking permits for students who are not residing in campus residences are issued by way of a computerized random draw.

The computerized random draw takes place just prior to the start of each semester. To obtain information/enter the draw, students must access [my.mun.ca](http://my.mun.ca), go into the Daytime Parking Channel, and follow the directions listed.

Permits are limited and will only be available to successful students of the draw who have at least 48 University credit hours.

Additional parking information, e.g., dates and times the channel will be available for students to enter, as well as the draw times, may be obtained by calling the parking information line (709) 864-4300.

### **O. Printers in the Professional Practice Lab (PPL)**

The printers in the PPL also have a card reader. The primary purpose of this printer is to print pharmacy dispensing labels and information sheets.

The School of Pharmacy will deposit \$5 on your campus card for the year which will cover the cost of printing labels.

You are required to transfer money from your campus card to your LabNet account to cover this cost.

All other printing is at the student's own cost.

### **P. Smoking Regulations**

The Health Sciences Centre and the entire MUN campus is a smoke free environment. No one is permitted to smoke (includes electronic cigarettes) in buildings or on property grounds.

### **Q. Student Computer Access**

Computer access in the School of Pharmacy is available (when class instruction is NOT in session) in both the Professional Practice Laboratory (PPL) and lecture theatres. Additionally, students may use the computer lab in the HSC Library.

Please note that the PPL doors are kept locked, and access is only available with the MUN Student ID Card.

### **R. Wireless Access**

For information on MUN wireless access students are encouraged to read the information on-line at the following web site address: <http://www.mun.ca/cc/services/network/wireless/index.php>

## ***STUDENT LIFE***

Student Life support services are there for you. Whether you have questions about your courses, a place to live, books, things to do after class, money, or health, you can always get the answers you need through their office.

### **A. Student Experience Office (formerly called “Answers”)**

Got questions? Get Answers! We can point you in the right direction for questions about the campus, academic programs, student services and more!

- All students need a MUN Campus ID card and they're available at the Bookstore. This card is needed to write exams, get into the Works, and take out books at the library and more!
- We also have information about NL student loans!
- Want to get more out of Memorial? Leadership programs are available for you. Whether it's helping new students adjust to university life through HORIZONS, LEAP! Or Orientation, or fulfilling your own desire to become a great leader through the Memorial Student Leadership Conference, they have the programs to help you make the most of your time at Memorial.

Student Experience Office - University Centre, UC-3005  
(709) 864-7461 (phone)  
Hours of operation: Monday – Friday 9 a.m. – 4:45 p.m.  
[ask@mun.ca](mailto:ask@mun.ca)

### **B. Aboriginal Resource Office**

The Aboriginal Resource Office provides many resources, programs and services dedicated to Aboriginal students. The St. John's campus is home to the Siawiti'nej Aboriginal Student Council and new students are encouraged to join. The Memorial University Student's Union (MUNSU) has an Aboriginal representative. A study room for Aboriginal students exists on the sixth floor of the University Centre and an Aboriginal Student lounge is located at UC-4005. We also have student gatherings, occasional Aboriginal films, Aboriginal welcome events, Aboriginal awareness activities, culturally safe spaces for students to practice smudging and Kullik/Qulliq lighting, as well as many other exciting initiatives.

**Aboriginal Resource Office**  
University Centre, UC-4003  
(709) 864-3495 or (709) 864-8278  
[aro@mun.ca](mailto:aro@mun.ca)

### **C. Career Development**

Career Development is Memorial University's one stop shop for career support and guidance. Our services are for students and alumni of MUN. At Career Development you can meet with a career advisor, attend a career-preparation workshop, or stop by one of the many special events hosted on campus.

<http://www.mun.ca/cdel/>

Departments include:

- Career Development in UC 4002
- Experiential Learning (EL) in UC 4002
- Student Volunteer Bureau (SVB) in UC 3011
- Experiential Learning/Co-operative Education Services Centre (CESC) in UC 4000

#### **Career Development**

University Centre, UC-4002

(709) 864-2437

<http://www.mun.ca/cdel/>

### **D. Housing, Food and Conference Services**

For information about on-campus housing, off-campus housing, food, fees, etc. go to

[http://www.mun.ca/hfcs/on\\_campus\\_housing/](http://www.mun.ca/hfcs/on_campus_housing/)

### **E. Scholarships, Awards and Financial Aid Office**

All Scholarships, Bursaries and Awards administered by the Senate Committee on Undergraduate Scholarships, Bursaries and Awards are listed in the University Calendar Scholarship Listing.

You only need to apply for a scholarship if the description says so, otherwise you are considered automatically.

The Scholarships, Awards and Financial Aid Office also provide liaison services between out-of-province students and the financial aid office of the province from which they are receiving student aid. If you have any questions concerning out-of-province loans, please contact Cheryl Peckham at 709-864-6168.

You must show a valid government ID to pick up student loans and scholarships.

Acceptable **government issued** ID include:

- **Valid driver's license**
- **Canadian passport**
- **Provincial health card with photo or**
- **Permanent residency or citizenship card.**

#### **Scholarships, Awards and Financial Aid Office**

University Centre, UC-4018

(709) 864 3956

<http://www.mun.ca/scholarships/home/>

### **F. Student Health Services**

The staff at Student Health Centre is available to provide comprehensive health care and to assist students in taking responsibility for their own health. Visit <http://www.mun.ca/health/index.php>

Services provided include, but are not limited to:

- Diagnosis and treatment of acute illness or injury
- Management of chronic disease e.g. asthma, diabetes type 1 and 2, etc.
- Individual counselling on various aspects of health and wellness: smoking, fitness, weight control, nutrition, sexuality, alcohol and drug abuse

- Referral to: specialists, physiotherapists, hospital diagnostic services, other health care agencies as required
- Reproductive health: pap smears, contraception, pregnancy testing, antenatal care
- Immunizations
- STD counselling, STD testing, HIV testing: confidential blood tests, pre-test counselling, post-test counselling
- "Medicals" (non-insured service): pre-employment, pre-admission to professional schools, SCUBA diving, driver's license, TB skin test
- Office surgeries like mole removal, cryotherapy, toenail removal, etc.

**Student Health Services**

University Centre, UC-4023, 4th Floor

Hours: 8:30 a.m. - 4:30 p.m. Monday to Friday. Closed daily from 12 p.m. – 1 p.m.

For an appointment call 864-7597 or go to the clinic to make an appointment.

For more information go to <http://www.mun.ca/health/Hours.php>

**G. Student Wellness and Counselling Centre**

Departments include:

- Counselling Centre
- Glenn Roy Blundon Centre
- Chaplaincy
- Wellness Education

- i. **Counselling Centre** – The primary function of the Counselling Centre is to help students solve their problems and to enhance their learning experiences. Most of the learning programs help students to develop their own unique abilities. The Centre also serves as a training centre for advanced students in a number of professions.

<http://www.mun.ca/counselling/home/>

**Walk-in hours are:**

Monday to Thursday from 10 a.m. - 1 p.m. (walk-in service not available Friday mornings)

Monday to Friday from 2 p.m. - 5 p.m.

Students in residence, and in crisis after hours, may talk to their Residence RA or Proctor. Students not in residence, and in crisis after hours, may go to a local emergency room for assistance.

Students with urgent mental health concerns may access community-based mental health services when the University Counselling Centre is closed.

- 24-hour mental health crisis line: 737-4668 (local) or 1-888-737-4668 (province-wide).
- Mobile Crisis Response Team: 1-888-737-4668 St. John's Region.
- Psychiatric Assessment Unit: 777-3021 or 777-3022 24-hour Walk-in Crisis Service at the Waterford Hospital Site on Waterford Bridge Rd.
- Health Sciences Emergency Department on Columbus Drive in St. John's 777-6335.

**Counselling Centre**

University Centre, UC-5000

<http://www.mun.ca/counselling/home/>

- ii. Glenn Roy Blundon Centre – The Mission of the Blundon Centre is to provide and coordinate programs and services that enable students with disabilities to maximize their educational potential and to increase awareness of inclusive values among all members of the University community. The Centre assists students by facilitating access to information, services, and campus facilities in accordance with the Accommodations for Students with Disabilities Policy. The Blundon Centre is located in UC 4007. [www.mun.ca/blundon](http://www.mun.ca/blundon)

**Blundon Centre**

University Centre, UC-4007

<http://www.mun.ca/blundon>

- iii. **Chaplaincy** - At present there are four chaplains on campus: Anglican, Pentecostal, Salvation Army and Muslim. Memorial is changing to a truly international community made up of many faiths, traditions and ideologies and therefore we are always trying to build bridges with our sisters and brothers in the other faith traditions. The overriding intent of Chaplaincy is to provide a forum for interaction, a non-threatening environment, opportunity for fellowship, as well as individual pastoral counselling and support.

**Chaplaincy**

University Centre, UC-5001

<http://www.mun.ca/chaplaincy>

- iv. **Wellness Education** - The Wellness Program is designed to educate students about self-care and healthy lifestyles. We offer health education programs and materials designed to promote the understanding of factors which may lead to illness and factors which may enable a person to attain/maintain wellness. The Wellness Program links closely with other departments on the campus that deal directly with the well-being of students (i.e. Residence Life, School of Human Kinetics, Student Health and the Medical School).

**Wellness Centre**

University Centre, UC-5002A

(709) 864-2659

<http://www.mun.ca/wellness/about/>

**H. University Bookstore**

The University Bookstore is the on-campus site for text, reference and general reading. The Bookstore carries stationery, school supplies, crested clothing, backpacks and memorabilia. Distance Education students are to order textbooks through the Bookstore website: <http://mun.bookware3000.ca/>.

**University Bookstore**

University Centre, UC-2006

Store Hours:

September – May: Monday – Friday, 8:30 a.m. - 4:45 p.m.

June – August: Monday – Friday, 8:30 a.m. - 4:15 p.m.

The Bookstore is closed on Saturday, Sunday and on all University holidays.

<http://mun.bookware3000.ca>

## **School of Pharmacy Committee Structure**

Academic matters of the School are overseen by Academic Council and Standing Committees of Council, such as the Undergraduate Studies Committee and the Admissions Committee. Student representation on these Standing Committees is very important in ensuring that students' and perspectives are considered when making decisions within the School. For additional information on the School's committee structure and the responsibilities of the various standing committees, refer to the Miscellaneous Policies and Procedures folder in D2L.

## **School of Pharmacy Administrative Offices**

Dean's Office	HSC 3437 (access through 3441)	(709) 777-8300
General Office	HSC 3441	(709) 777-8910
Tiffany Court Office	TC 103A	(709) 777-7583
General Office Fax Number		(709) 777-7044

## **Faculty & Staff**

For a full listing go to <http://www.mun.ca/pharmacy/about/facultystafflist.php>