

PHA 5024C

Personal and Professional Development IV

Spring 2021
0.5 Credit Hour – [Satisfactory/Unsatisfactory]

The purpose of this course is to track the personal and professional growth of individual students. The course is the fourth of nine sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones. This course continues to expand on the 10 pharmacist attributes (problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism). This course focuses on development of leadership, self-awareness, professionalism and innovative mindset.

Teaching Partnership Leader

Karen Whalen

Email: whalen@cop.ufl.edu

Office: HPNP 4314/GNV

Phone: 352-273-9497

Office Hours: Wednesday 4 to 5 pm. See Canvas site for Zoom link. Additional office hours available by appointment.

See Appendix A. for Course Directory of Faculty and Staff Contact Information.

Entrustable Professional Activities

This course will prepare you to perform the following activities which the public entrusts a Pharmacist to perform:

Interprofessional Team Member Domain

6. Collaborate as a member of an interprofessional team.

Practice Manager Domain

13. Oversee the pharmacy operations for an assigned work shift.

Self-Developer Domain

15. Create a written plan for continuous professional development.

Course-Level Objectives

Upon completion of this course, the student will be able to:

1. Collaborate as an interprofessional team member to identify and examine causes that contributed to the etiology of a medical error.
2. Demonstrate self-awareness in reflecting on personal development needs and

then establishing goals for continuing professional development.

3. Apply professional attitudes, values, and behaviors that are expected of a pharmacist in daily practice, in the community, and within the pharmacy profession.
4. Demonstrate professional attitudes, values, and behaviors during co-curricular activities.
5. Demonstrate, through completion of milestone assessments, the expected knowledge, skills, attitudes, and values that exemplify readiness for coursework during year 3 of the Pharm.D. curriculum.

Course Pre-requisites

1. Completion of all Year 1 Pharm.D. program coursework including milestones.
2. Completion of PHA 5023C Personal and Professional Development III.

Course Co-requisites

1. Year 2 Pharm.D. program courses.

Course Outline

Please routinely check your campus calendar and the Canvas course site for any messages about changes in the schedule including meeting dates/times, deadlines, and room changes.

Date/ Time	Mod#	Activity	Unit Topic	Contact Time [hr.]a	Faculty
		Video Lecture	Watch: Introduction to PPD4	0.25	Karen Whalen
01/13/2021 @11:59pm		Assignment Graded	Assignment: Syllabus Agreement (Canvas)		Karen Whalen
01/14/2021- /01/28/2021			Interprofessional: IPLH Session 1 (online)	2	IPE
01/26/2021 @8:30am		Assignment Graded	Assignment: Team Debriefing Individual Assignment (Canvas)		Karen Whalen
01/26/2021 8:30-6:00			Team Debriefing	0.5	Karen Whalen
01/26/2021 @6:00pm		Assignment Graded	Assignment: Team Debriefing Team Assignment (Canvas)		Karen Whalen
	1	Module	Leading Innovation and Change in Pharmacy	0	Michelle Farland
		Reading	Read: summary of Kotter's 8-step change model	0.25	
		Video Other	Watch: TED Talk: Steven Johnson: Where good ideas come from	0.25	
		Video Other	Watch: TED Talk: Seth Godin: How to get your ideas to spread	0.25	

		Video Other	Watch: TED Talk: Dan Pink: The puzzle of motivation	0.25	
01/29/2021 10:40am- 12:35pm	1.1	Active Learning Session--VC	Active Learning Session 1: Leading Innovation and Change in Pharmacy	1	Karen Whalen, Michelle Farland
01/29/2021 @12:35pm	1	Assignment Graded	In Class Assignment: Team Activity		Michelle Farland
01/29/2021- 02/11/2021			Interprofessional: IPLH Session 2 (online)	2	IPE
	2	Module	Module 2: Political Advocacy		Carol Anne Motycka
		Video Lecture	Watch: Launch your profession forward for good public policy	1	Jackson
		Video Other	Watch: Talking to your representative https://www.youtube.com/watch?v=Ok4HbFoQWL_U		
		Video Other	Watch: How to talk to you Legislator https://www.youtube.com/watch?v=7GbRzcp9cdQ		
		Video Other	Watch: RADM Scott Giberson's Keynote Address at Tennessee Pharmacists Association Annual Meeting https://www.youtube.com/watch?v=I0I9GvaN2Xc	1	
02/12/2021 @10:40am		Assignment Graded	Assignment: Email your State Representative		
02/12/2021 @10:40am		Assignment Graded	Assignment: Identify Political Figures in Your District		
02/12/2021 10:40am- 12:35pm	2	Active Learning Session--VC	Active Learning Session 2: Political Advocacy	1	Carol Anne Motycka
02/12/2021 @11:59pm	1-2	Assignment Graded	Leadership & Advocacy Assignment		Karen Whalen
02/12/2021- 02/25/2021			Interprofessional: IPLH Session 3 (online)	2	IPE
02/15/2021 @11:59pm		Assignment Graded	Assignment: Meet face-to-face or via video chat with Career Coach by this date.		Karen Whalen
02/15/2021 @11:59pm		Assignment Graded	Assignment: Complete Career Coach Evaluation (link in Canvas)		Karen Whalen
03/09/2021 @11:59pm		Assignment Graded	Assignment: Team Evaluations (CATME)		Karen Whalen

03/23/2021 @8:30am		Assignment Graded	Assignment: Team Debriefing Individual Assignment		Karen Whalen
03/23/2021 8:30-6:00		Active Learning Session--VC	Team Debriefing & Situational Judgement Test	1	Karen Whalen, Michelle Farland
03/23/2021 @6:00pm		Assignment Graded	Assignment: Team Debriefing Team Assignment		Karen Whalen
04/19/2021 @11:59pm		Assignment Graded	Assignment: Assignment: Career Planning; CPD Assignment: Submit Cycle 2 (Canvas AND Salesforce)		Karen Whalen
04/19/2021 @11:59pm		Assignment Graded	Assignment: Team Evaluations (CATME)		Karen Whalen
04/19/2021 @11:59pm		Assignment Graded	Assignment: Team Performance Scale (Qualtrics)		Karen Whalen
04/19/2021 @11:59pm		Assignment Graded	Assignment: Co- Curricular Activity Participation log [5.0hr] (Canvas)		Karen Whalen
		Exam	Milestone Assessments • 2PD Dental capstone • Calculations Exam • Top 200 Drug Exam (Spring) • Personal and Professional Development Course Requirements • Professionalism (longitudinal) • Team Performance (peer evaluation)		
			Total Contact Time in Course:	8	8 contact hours + out of class assignments /activities.

Required Textbooks/Reading

None

Other Required Learning Resources

None

Materials & Supplies Fees

None

Student Evaluation & Grading

Personal and Professional Development is a **pass/fail** course. Passing requires completion of all course activities and assignments, including milestones where appropriate.

Assessment Item	Deadline	Criteria
Syllabus Agreement	January 13, 2021	Complete syllabus agreement in Canvas .
Assignments <ul style="list-style-type: none"> • Leading Innovation and Change ALS: Team Activity • Advocacy: Email your State Rep • Advocacy: Identify Political Figures in your District • Leadership and Advocacy Assignment 	January 29, 2021 February 12, 2021 February 12, 2021 February 12, 2021	Satisfactory completion of each assignment
Interprofessional Learning in Health Care (IPLH)	Online session 1 January 14, 2021- January 28, 2021 Online session 2: January 29, 2021- February 11, 2021 Online session 3: February 12, 2021- February 25, 2021	Satisfactory completion of all required activities that are part of IPLH with a score of 80% or greater. (iRAT and tRAT for each session will be weighted iRAT [40%]/tRAT [60%] to determine session score.)
Team Debriefings: Individual Assignment (pre-class)	January 26, 2021 March 23, 2021	<ul style="list-style-type: none"> • As an individual, submit individual reflection assignment • Must be uploaded to Canvas prior to each <u>scheduled Team Debriefing meeting</u>.

Team Debriefings: Team Assignment (post class)	January 26, 2021 March 23, 2021	<ul style="list-style-type: none"> • As a team, submit team reflection assignment • Must be uploaded to Canvas <u>at the end of the Team Debriefing session.</u>
Career Coach Program	February 15, 2021	<ul style="list-style-type: none"> • Complete one meeting with Career Coach by specified deadline • Complete Career Coach evaluation survey (link in Canvas) after each meeting with your Career Coach • Career Coach will complete an assessment to notify the course director the meeting has been completed <p>See Appendix B for Career Coach Evaluation</p>
Team Evaluations (CATME)	March 09, 2021 April 19, 2021	<p>Complete an evaluation for your team in CATME.</p> <p>See http://info.catme.org/catme-word-documents/ for the Online Rubric</p>
Continuing Professional Development Cycle 2 Complete	April 19, 2021	<p>Upload a copy of your <u>revised</u> CPD to Canvas and Salesforce Portfolio (completed reflection, plan, learn & document, evaluate)</p>
Co-Curricular Activity Participation log	April 19, 2021	<ul style="list-style-type: none"> • Complete 5 hours of co-curricular activities • Submit activity participation log to Canvas.

Situational Judgement Test (SJT)	March 23, 2021	Complete an SJT related to professionalism. More info will be provided prior to this date.
Year 2 Milestones (see descriptions below)	Various Dates – Please refer to your class calendar for details	Satisfactory completion of the following milestones that denote readiness to progress to Year 3: <ul style="list-style-type: none"> • 2PD Capstone • Calculations Exam • Professionalism (longitudinal) • Top 200 Drug Exam (Spring)

Milestone Descriptions

2PD Capstone The 2PD Capstone will be a 2-day experience in the Spring semester. The capstone consists of one inpatient encounter and one out patient follow-up encounter with the same patient in an interprofessional setting. Performance on the capstone will be assessed with a multiple-choice quiz on Canvas related to the patient’s EHRGo Chart, a discharge counseling rubric, and the UF COP SOAP Note rubric. The minimum performance standard to pass this milestone assessment is 80% on each portion of the capstone and a grade of “meets expectations” or “exceeds expectations” on the written pharmacy care note.

Calculations Milestone The calculations milestone will be an examination delivered in the Spring semester. The examination will address calculations encountered in pharmacy practice that draw on previous coursework in the curriculum. Performance for each calculation will be assessed by the accuracy of the entered numerical answer for each question (with specified rounding). The minimum performance standard to pass this milestone assessment is 70%.

Professionalism Milestone The professionalism milestone will be a direct observation of student behaviors inside and outside the classroom throughout the entire academic year. It will be assessed using the Professionalism Advisement Plan (the plan is subject to change; the most recent version can be found here: <https://curriculum.pharmacy.ufl.edu/current-students/course->

[policies/#professionalism](#)). Students who progress through all of the steps of the Professionalism Accountability Plan will not pass the Professionalism Milestone. The students who have been found to violate the Student Code of Conduct with sanctions specifying failure of the Professionalism Milestone will not pass this milestone.

Top 200 Drugs Milestone The top 200 drug milestone is an examination delivered in each semester of the Professional Practice Skills lab sequence. The examination will include information about the most frequently prescribed medications. For more information about the content and structure of this examination and how it will contribute to your grade in the Professional Practice Skills Lab course, please refer to the syllabus for that course. The score of this examination is also considered a milestone. The minimum passing score for successful completion of this milestone is 80%

Educational Technology Use

The following technology below will be used during the course and the student must have the appropriate technology and software.

1. ExamSoft™ Testing Platform
2. Canvas™ Learning Management System
3. Salesforce©
4. Qualtrics®
5. CATME©

For technical support, navigate to [Educational Technology and IT Support Contact Information](#) at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/technical-help/>

Pharm.D. Course Policies

The Policies in the following link apply to this course. Review the [Pharm.D. Course Policies](#) carefully, at this URL: <http://curriculum.pharmacy.ufl.edu/current-students/course-policies/> See Appendix C for the Professionalism Accountability Plan.

Appendix A. Course Directory

Teaching Partnership Leader/Course Director:

Karen Whalen, PharmD, BCPS, FAPhA

Email: whalen@cop.ufl.edu

Office: HPNP 4314/GNV

Phone: 352-273-9497

Office Hours: Wednesday 4 to 5pm. See Canvas site for Zoom link.

Questions to Ask:

- Concerns about performance
- Guidance when there are performance problems (failing grades)
- General questions about content

Co-Curriculum Program Specialist:

Sarah Mazorra

Email: smazo@cop.ufl.edu

Office: HPNP G-235

GNV Phone: 352-273-8203

Questions to Ask:

- Anything related to co-curricular activities
- Anything related to the Career Coach program (issues contacting coach, Salesforce Portfolio, CPD, deadlines, etc.)
- Anything related to the interprofessional education component of the course.
- Issues related to course policies (make-up assignments)
- Questions about dates, deadlines, meeting place
- General questions about content and assignment directions
- Questions about grade entries gradebook (missing grades, incorrect grades)

Academic/Education Coordinators:

Absent/Tardy Email: absent2pd@cop.ufl.edu

McKenzie Wallen, Education Coordinator

Email: mwallen@cop.ufl.edu

Office: Jacksonville Campus

Iverta Allen, Education Coordinator

Email: iallen1@cop.ufl.edu

Office: Orlando Campus

Questions to Ask:

- Issues related to course policies (absences, make up exams, missed attendance)
- Absence requests (Only the Co-Curricular Program Specialists handles absence requests)
- Questions about dates, deadlines, meeting place
- Availability of handouts and other course materials
- Assignment directions
- Questions about grade entries gradebook (missing grades, wrong grade)
- Assistance with ExamSoft® (Distant campus students may contact Education Coordinator for use of SofTest and assistance during exams. The Academic Coordinator is the contact person for issues related to grading and posting of ExamSoft grades.)

Other Teaching Partnership Faculty Members:

Michelle Z. Farland, PharmD, BCPS, CDE

Email: mfarland@cop.ufl.edu

Office: HPNP 3307/GNV

Phone: 352-273-6293

Carol Motycka, Pharm.D., BCACP

Jacksonville Course Facilitator & Co-curriculum Coordinator

Email: motycka@cop.ufl.edu

Office: JAX

Phone: 904-244-9590

Lisa Vandervoort, Pharm.D.

Orlando Course Facilitator & Co-curriculum Coordinator

Email: lvandervoort@cop.ufl.edu

Office: ORL

Phone: 407-313-7031

Appendix B

Career Coach Assessment

Self-Awareness: How would you rate the student's level of self-awareness? (We define self-awareness as being able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth)

Global Score	
Level 1: With extensive coaching , the student does NOT meet the definition of self-awareness.	
Level 2: With extensive coaching , the student is able to meet the definition of self-awareness.	
Level 3: With moderate coaching , the student is able to meet the definition of self-awareness.	
Level 4: With minimal coaching , the student meets the definition of self-awareness.	
Level 5: With no coaching , the student independently meets the definition of self-awareness.	

Professionalism: How would you rate the student's level of professionalism? (We define professionalism as being able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.)

Global Score	
Level 1: With extensive coaching , the student does NOT meet the definition of professionalism.	
Level 2: With extensive coaching , the student meets the definition of professionalism.	
Level 3: With moderate coaching , the student meets the definition of professionalism.	
Level 4: With minimal coaching , the student meets the definition of professionalism.	
Level 5: With no coaching , the student independently meets the definition of professionalism.	

Career Planning & Continuing Professional Development: To what extent has the student established a career path?

Global Score	
Not defined: the student is undecided about his/her career area in pharmacy.	

Somewhat defined: the student is somewhat sure about the type of pharmacy practice he/she desires. He/She can state a desired future career path, but is contemplating multiple career options.	
Defined: the student has clearly identified a future career path/area of pharmacy practice.	

Career Planning & Continuing Professional Development: How would you rate the student’s ability to establish personal goals as part of Continuing Professional Development?

Global Score	
Level 1: With extensive coaching , the student is NOT able to establish appropriate goals.	
Level 2: With extensive coaching , the student is able to establish appropriate goals.	
Level 3: With moderate coaching , the student is able to establish appropriate goals.	
Level 4: With minimal coaching , the student is able to establish appropriate goals.	
Level 5: With no coaching , the student independently established appropriate goals.	

Appendix C

PROFESSIONALISM ADVISEMENT PLAN

Introduction

Caring for patients is a responsibility and privilege of practicing as a pharmacist. This responsibility requires one to exhibit professional behaviors and values that are consistent with the trust given to our profession by patients, other health care providers, and society as a whole. The University of Florida College of Pharmacy is dedicated to promoting professional behaviors and values both within and outside the classroom.

Consistent with the expectations of a pharmacist, students are held to the highest professional standards in the classroom and experiential patient setting, as well as outside of the educational learning environment. Punctuality, preparedness, and engagement are expected. Appropriate behaviors and actions befitting a professional member of the community are imperative to the advancement of students in this program.

The following are examples of professional behavior expected of all College of Pharmacy students. It is important to note that these are a few examples and this list is not comprehensive.

- Students arrive to class early and are prepared for the start of class and when returning from breaks.
- Students adhere to any and all dress code regulations, as set forth and expected for specific settings (in class, experiential rotations, co-curricular activities).
- Students conduct themselves in a respectful, non-disruptive manner within and outside of the classroom.
- Students remain engaged throughout the duration of any course or experiential practice.
- Students maintain an ethical and professional digital citizenship when participating in any online platform.
- Students communicate (verbal, written, and body language) in a professional and respectful manner.

To help provide guidance and training for students in the programs, lapses of professional behaviors are documented as concerns by the College faculty and staff. Concerns are typically addressed with the student as prescribed below; however, a serious lapse or a repetitious pattern of lapses may warrant a tailored response including, but not limited to, accelerated follow-up action.

Any incident which violates the Student Honor Code will be handled as outlined in the Student Honor Code (e.g. academic dishonesty, harassment, etc.). In the adjudication of cases before the Health Science Center Student Conduct Committee, failure of the Professionalism Milestone may be a sanction administered by that group. If a student is found in violation of

the University of Florida Code of Conduct, serious penalties may be incurred including failure of the Professionalism Milestone or dismissal from the College.

Incidents are tracked based on the following schedule:

1PD: First day of orientation to completion of final CIPPE summer session.

2PD: First day after CIPPE completion to final HIPPE summer session.

3PD: First day after HIPPE Completion to Last didactic day before APPE

4PD: First day of APPE to graduation

If a student incurs 6 professionalism lapses in a single academic year, this will result in failure of the Professionalism Milestone.

Professionalism Lapse	Follow Up Action
1st incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior.
2 nd incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account This email serves as official notice to the student that the College is aware of a lapse in professional behavior.
3 rd incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>One-on-one meeting with the Student Affairs Coordinator</u> to discuss professionalism lapse and identity problems that could be contributing to this behavior. If follow up is needed, the appropriate individual(s) will be notified (e.g. Assistant Dean for Student Affairs, Campus Dean, Director of Personal and Professional Development, etc.).
4 th incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the

	student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>Student is referred to Professionalism Committee.</u> Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling. Student will develop an action plan to address and mitigate future professionalism lapses.
5 th incident	Student is notified of a professionalism lapse when it occurs, and immediate feedback is provided from the concerned faculty or staff member. The concern is officially noted and recorded by the College and an email including the Professionalism Advisement Plan is sent to the student's UF email account. This email serves as official notice to the student that the College is aware of a lapse in professional behavior. <u>Student meets with Assistant Dean for Student Affairs.</u>
6 th incident	Failure of Professionalism Milestone; referral to Academic and Professional Standards Committee (APSC).

Failing the Professionalism Milestone

A student who fails the Professionalism Milestone will be issued an "I" in the PPD course and referred to the Professionalism Committee to discuss expectations for professional growth and receive guidance on development of the Professionalism Improvement Plan (PIP). The student will then meet with the Academic and Professional Standards Committee (APSC) to discuss failure of the Professionalism Milestone, expectations for completing the professionalism improvement plan (PIP), and inform the student they will be on an Accelerated Professionalism Accountability Plan for one year. Students must send the PIP to the Assistant Dean of Student Affairs 48 hours prior to meeting with the APSC. When the student begins their PIP, they will also be placed on an Accelerated Professionalism Accountability Plan (below). Students on a PIP are not permitted to represent the college by holding an office in a student organization nor through college-associated travel. When the student successfully completes the PIP, the grade in the PPD course will be changed to an "S". To successfully complete the PIP, the student must demonstrate fulfillment of the plan to the Professionalism Committee. The committee will then provide a recommendation to the Assistant Dean of Student Affairs. A student on an accelerated professionalism accountability plan without reaching their third incident may be cleared to represent the college (i.e. holding an office or through college-associated travel) after the PIP has been completed.

The Accelerated Professionalism Accountability Plan restarts the cycle of accountability and allows for two professionalism lapses prior to dismissal from the college. The first lapse will result in automatic referral to the Professionalism Committee for mentoring. If a second professionalism lapse occurs, the student will be referred to the Professionalism Committee for mentoring and receive an assignment which must be submitted by the assigned deadline. The

student will also be required to meet with the Associate Dean for Professional Education. If a student incurs a third professionalism lapse, they will be dismissed from the college.

Accelerated Professionalism Accountability Plan

Professionalism Lapse	Follow Up Action
1st incident	Referral to Professionalism Committee. Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling.
2 nd incident	Second referral Professionalism Committee. Second advising session and assignment of essay in addition to other PIP assignments. Meeting with Associate Dean for Professional Education.
3 rd incident	Dismissal from the College

Incidents are tracked based on the following schedule:

1PD: August – April

2PD – 4PD: May – April