PHM 283S: Foundations of Professional Development (IPE Component)
Fall 2019

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Course Unique Number(s): 57900-58075

Classroom(s): AUS 3.106; SAN 2.108

Class Days/Times: Selected Wednesdays during P3 admin sessions

Academic Assistants/Advanced Academic Assistants: See Canvas for information
Course Information

Course Description:

The IPE component of FPD is worth 1 credit hour each semester. This is a required longitudinal experience spanning the fall and spring semesters of the third year of the professional PharmD curriculum. Pharmacy students will be placed in teams with a community-based organization (CBO) to work on a community-identified need using a model for improvement framework. A CBO may be a non-profit organization, government agency, health care institution, ambulatory care clinic, or other community-based entity whose mission is to promote or improve health. Students will complete required activities with the CBO, as well as an outcomes-driven project that instills an appreciation for the social determinants of health, the roles and responsibilities of other health and/or community stakeholders, and the role of the pharmacist in population health. This interprofessional requirement will also emphasize teamwork, leadership skills, and project management.

The overall goal is to prepare PharmD students to improve community/population health through place-based experiences that demonstrate the impact of interprofessional collaboration on health outcomes in the continuum of care. Improving the health of the population is a key element of the Institute for Health Care Improvement (IHI) Triple Aim.

Course Prerequisites/Co-Requisites: Refer to syllabus for PHM 283S

Course Learning Objectives:

1. Identify and analyze factors, including social determinants, that adversely impact health and access to care in a specific community or population.

2. Apply the model for improvement in addressing a community-identified need in real-time.

3. Describe the roles and responsibilities of health professionals and/or community personnel (e.g., community health workers, public health officials) in the continuum of care and their impact on the health of the population.

4. Describe the role of the pharmacists as an integral member of an interprofessional team addressing issues impacting the health of the population.

5. Demonstrate skills essential to team development, effective teamwork, shared problem-solving and performance improvement.

6. Demonstrate altruism, integrity, trustworthiness, flexibility and respect in all interactions and communications with team members, community partners and other course/project personnel.

7. Reflect on the impact of individual contributions and team performance on team effectiveness in the delivery of quality and safe patient-/population-oriented care.
**Course Success:**
Class attendance and active participation in all phases of the community-identified project is key to success. Maintaining an updated operational plan will assure prompt progression of project deliverables. Taking ownership, communicating professionally, and demonstrating flexibility and adaptability are key attributes to a successful relationship with the partnering community organization.

**Course Website:**
This course uses Canvas, a Web-based course management system in which a password-protected site is created for each course. Canvas will be used to distribute course materials, to communicate, and to post grades. Canvas is available at [http://canvas.utexas.edu](http://canvas.utexas.edu). Support is provided by the ITS Help Desk at 475-9400 Monday through Friday 8 am to 6 pm.

**Course Communications:**
Official course communications will take place in class, through e-mail and on the course Canvas website. Students are advised to configure their Canvas settings to forward course announcements to their official e-mail address. Canvas uses only the e-mail address listed on the official University of Texas directory, so please check the University's online directory to ensure your e-mail address is listed correctly.

**Course Video Recordings:**
A video capture system will be used in this course. The video streams are offered as a supplement to lecture attendance, not as a substitute. Therefore, if technical problems preclude recording the lecture, the lecture will **not** be re-recorded, but students are still responsible for the content of the lecture. Lecture recordings will be available to you for the balance of the semester unless otherwise specified. Do not expect to have access after the semester is over.

Faculty and students utilizing class video recordings should be careful to not compromise the privacy of either themselves or other users ([http://registrar.utexas.edu/students/records/ferpa](http://registrar.utexas.edu/students/records/ferpa)), or the rights of the presenter. Students are free to make their own recordings of lectures unless specifically prohibited from doing so by the presenter. Any additional distribution of College- or student-generated recordings (regardless of format) is prohibited without the written and signed permission of the presenter and students identifiable on the recording. Likewise, all course materials developed by the faculty member (handouts, PowerPoints, etc.) are the intellectual property of that faculty member and cannot be distributed further without the permission of that faculty member.

Viewing video-streamed recordings of lectures can be streamed on campus or can be viewed off-campus using a DSL broadband connection. Your faculty are not in a position to troubleshoot your video-streaming problems, so please do not ask them to do so; rather, you should access the LRC’s help website at [https://www.utexas.edu/pharmacy/help/](https://www.utexas.edu/pharmacy/help/) to address those problems. You will find additional information about the lecture capture system or can report technical issues at [http://sites.utexas.edu/phr-lrc/](http://sites.utexas.edu/phr-lrc/)
Course Policies

Course Grading Policies:

The IPE component of the FPD course is 1 credit hour, and is graded on a pass/fail basis. Completion of ALL required components will result in earning 50% of the final FPD course grade. Failure to complete any required component will result in failure of the IPE portion of the course, thus, failing FPD. Late submission of assignments, if permitted, will result in a penalty applied to the IPE portion of the final course grade. Please refer to each activity requirement for penalty policy.

Unexcused absences: Each unexcused absence will result in a 10% reduction in the IPE portion of the FPD grade.

Penalty for late submission/completion. Unless otherwise instructed, late submissions are accepted, with penalty, within the first 72 hours after the due date/time. Submission within the first 72 hours will result in a 20% reduction in the IPE portion of the final FPD course grade. Submission after the first 72 hours may result in failing the IPE portion of the course, thus failing FPD. The penalty applies to all team members for team submissions.

Course Grade: Refer to grading policy in PHM 283S.

Required components:

Fall semester
- Class attendance and participation
- Identification of project representatives
- Team contract
- Initial site visit
- Submission of project proposal
- Completion of minimum IPE immersions
- Maintain weekly team time log (submit every other week)
- Develop and update operational plan (submit every other week)
- Meetings with community mentor (minimum of 2 meetings, not counting the initial site visit)
- Meetings with project faculty (initial meeting + minimum of 2 additional meetings)
- Meetings with near-peer mentor (minimum of 2 meetings)
- Email community mentor with progress/update per email policy (minimum once every other week)
- Email project faculty with progress/update per email policy (minimum once weekly)
- Project implementation (demonstrate working on deliverables)
- Peer evaluations
- Team evaluation/team debrief

[see next page for the spring semester requirements]
Spring semester [tentative]:
Class attendance and participation
Work on deliverables
Update operational plan (submit every other week)
Maintain weekly team time log (submit every other week)
Meetings with community mentor (minimum of 2 meetings)
Meetings with project faculty (minimum of 2 meetings)
Meetings with near-peer mentor (minimum of 2 meetings)
Email community mentor with progress/update per email policy (minimum once every other week)
Email project faculty with progress/update per email policy (minimum once weekly)
Complete all project deliverables
Abstract submissions (including draft and final submissions)
Poster preparation (including draft and final submissions)
Report preparation
Project presentation at an approved venue
Peer evaluation
Team evaluation/team debrief
IPE reflection
IPE self-assessment

Attendance:

Attending class session is mandatory. They are designed to guide student teams through the various phases of the project and to allow for in-person team time.

*This attendance policy is different from that for the pharmacy portion of the course. This policy applies to all IPE class sessions, regardless of when the IPE sessions are held.*

- Attendance at all in-class IPE sessions is **mandatory**.

- **Excused Absences.** The only absences that will be considered excused are for religious holy days or extenuating circumstances due to an emergency. If you plan to miss class due to observance of a religious holiday, please let the course coordinator know at least two weeks in advance, preferably at the beginning of the semester. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with the course coordinator for details or arrangements.

- Requests for other absences must be submitted and approved in advance by the appropriate course personnel in each region. **REQUEST FOR PERMISSION** must be obtained by sending an email request via Canvas at least 2 weeks before the conference/event.
  - AUS students: contact Dr. Young
  - SAN students: contact Dr. Seltzer
For absences due to an emergency or illness, the student is responsible for contacting the appropriate course personnel by email in advance when possible, or immediately after where circumstance permits. Failure to notify course personnel promptly will result in an unexcused absence.

- AUS students: contact Dr. Young
- SAN students: contact Dr. Seltzer

Attendance at Professional Meetings. It is the student’s responsibility to ASK permission IN ADVANCE if they plan to attend a professional meeting that would necessitate missing an exam, assignment, or other required course activity. It is at the discretion of the course coordinator as to whether to grant permission and allow the student to make up any missed work.

- Inform team members of approved absences in advance and make the necessary arrangements for team contributions.

- Please do not assume that your request will be automatically approved. Each unexcused absence will result in a **10% reduction in the IPE portion of the FPD grade**. IPE accounts for 50% of the final FPD course grade.

**PROFESSIONALISM & STANDARDS OF CONDUCT**

As a pharmacist, you are expected by your patients, subordinates, employers, community partners and colleagues to act and dress in a professional manner at all times. This same expectation is applicable in the classroom environment and in community outreach activities.

**Pharmacy Sessions: Classroom Expectations**

It is your responsibility to attend the sessions and conduct yourself in a manner respectful to both faculty and fellow students in the classroom.

- **Cell phones.** Cell phones must be put away during class.
- **Laptops and other devices.** Computer device use during class is strictly limited to viewing course materials and taking notes.
- **Arrive to class on time.**
- **Do not schedule other engagements during this class time.**
- **Students who are engaged in any unproductive or disruptive activities or activities that are unrelated to the classroom session will be asked to leave the room.**

**IP Immersions and Other Placed-Based Experiences: Standards of Conduct and Dress Code**

⚠️ Students must abide by all laws and regulations pertaining to a student-intern as defined by the Texas Pharmacy Act and Rules. Violation of these laws and regulations may jeopardize the intern’s privilege to become a registered pharmacist in Texas and may also result in failure of the course and dismissal from the College and/or the University.
• If a preceptor certified by the State Board of Pharmacy is not present, a student MAY NOT engage in direct patient care activities, including, but not limited to, dispensing, patient counseling, providing health advice or recommendations to an individual (patient, client, family member).

• Students are required to abide by the facility’s policies and procedures, which will vary by your community organization and the locations at which events are held. For projects affiliated with health institutions, students are required to abide by the Health Information Portability and Accountability Act (HIPAA) policies. You may be required to sign a temporary HIPAA form at your site.

• Students will be removed from an IPE activity and/or project for conduct deemed unprofessional by the community mentor, course personnel, and/or Student Affairs Office, or if the student’s actions endanger a client’s or patient’s health or welfare, where applicable. This includes unprofessional communication via email or other platforms. Such actions may result in failure of the course.

• Dress code expectations may vary depending on community site and activity. Please dress according to site/activity dress code. Professional decorum is expected at all IPE activities. Students represent The University of Texas College of Pharmacy at all off-campus functions completed to fulfill the IPE activity requirement, and must act accordingly.

**Academic Integrity:**
Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. See College Policies and Information, and University Policies and Information for more details.

**Religious Holy Days**
If you will miss a class, an examination, a work assignment or a project in order to observe a religious holy day, you must notify the course coordinator the first week of class so that arrangements for all such students can be made for the full semester.

**Services for Students with Disabilities:**
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone) or [https://diversity.utexas.edu/disability/](https://diversity.utexas.edu/disability/). All University rules concerning accommodations must be followed, including the student arranging for special accommodations prior to each examination. In the absence of such prearrangement, it will be assumed that the student is not requesting special accommodations for that exam, and will be expected to take the exam with the rest of the class at the regularly scheduled exam time.

Please provide a copy of the letter to the course coordinator and the office of the Associate Dean for Academic Affairs as soon as possible after receipt.
# Course Schedule

## FALL 2019

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Class Sessions</th>
<th>Action Items</th>
<th>Recurring Tasks</th>
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<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
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| 8/28/18 1-5 PM | • Orientation and training | • Develop team contract  
• Work on project plan proposal  
• Prepare for initial site visit | • Email CBO every other week  
• Email project faculty (PF) weekly  
• Update operational plan and team time log and submit every other week |
| 9/11/19 8-9 AM | • Project requirements  
• Team time | • Email PF – set up first meeting  
• Email CBO – set up initial site visit  
• Email near-peer mentor for meeting  
• Consult with CBO and PF regarding SMART objectives and deliverables  
• Complete initial site visit and work on site profile | |
| **Due Dates** | | Upload team contract via Canvas, **8/29, 11:59 PM**  
Complete initial site visit in September, as early as possible  
Meet with PF in September, as early as possible  
Meet with near-peer mentor in September, as early as possible | | |
| 9/25/19 8-9 AM | • Project requirements  
• Team time | • Complete site profile  
• Complete project plan proposal  
• Submit IRB if needed | • Email CBO every other week  
• Email PF weekly  
• Update operational plan and team time log and submit every other week |
| **Due Dates** | | Last day to upload site profile via Canvas, **9/25, 11:59 PM**  
Last day to upload project proposal via Canvas, **9/27, 11:59 PM** | | |
| 10/9/19 8-9 AM | • Project requirements  
• Team time | • IPE immersions  
• Revise project proposal, if needed  
• Implement project (see SMART Obj)  
• Meet with PF PRN  
• Meet with CBO mentor PRN | • Email CBO every other week  
• Email PF weekly  
• Update operational plan and team time log and submit every other week |
| **Due Dates** | | Last day to upload revised project proposal via Canvas, **if needed, 10/16, 11:59 PM** | | |
| 10/23/19 8-9 AM | • Topic discussion  
• team time | • IPE immersions  
• Work on deliverables  
• Obtain signatures for finalized project proposal  
• Schedule meeting with near-peer mentor | • Email CBO every other week  
• Email PF weekly  
• Update operational plan and team time log and submit every other week  
• Meet with PF PRN  
• Meet with CBO mentor PRN |
| **Due Dates** | | Last day to upload signed project proposal via Canvas, **11/1, 11:59 PM** | | |
| 11/13/19 8-9 AM | • Topic discussion  
• Q&A  
• team time | • IPE immersions  
• Work on deliverables | • Email CBO every other week  
• Email PF weekly  
• Meet with PF PRN |
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<td></td>
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<td>• Meet with CBO mentor PRN</td>
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<td>• Update operational plan and team time log and submit every other week</td>
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**Due Dates**

Last day to submit one IP immersion documentation via Canvas, **11/20, 11:59 PM**

| 11/20/19 8-9 AM | • Team time  
|                | • Team evaluations/ debrief  
|                | • Work on deliverables  
|                | • Complete peer evaluations  |

**Due Dates**

Peer evaluations due **12/4, 11:59 PM**

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## TENTATIVE COURSE SCHEDULE – SPRING 2019

<table>
<thead>
<tr>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
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| January 2020 | • Review of spring course schedule  
|            | • Elective course credit  
|            | • Team update  
|            | • Topic: How to write an abstract  
|            | • Team time  |
|            | • Continue work on deliverables  
|            | • Meet with PF in January, discuss upcoming due dates  
|            | • Meet with near-peer mentor  
|            | • Meet with CBO, provide update and upcoming due dates  
|            | • Inquire with CBO if they need the team to present project for CBO and stakeholders in spring  |
|            | • Email CBO every other week  
|            | • Email PF weekly  
|            | • Meet with PF PRN  
|            | • Meet with CBO mentor PRN  
|            | • Update operational plan and team time log and submit every other week  |
| February 2020 | • Team time  
|            | • Continue work on deliverables  
|            | • Consult with project faculty on abstract and due date  
|            | • Inquire with CBO if they need the team to present project for CBO and stakeholders in spring  |
|            | • Email CBO every other week  
|            | • Email PF weekly  
|            | • Meet with PF PRN  
|            | • Meet with CBO mentor PRN  
|            | • Update operational plan and team time log and submit every other week  |
| TBD        | Abstract Draft #1 Due mid February: Submit via Canvas  |
| TBD        | Abstract Draft #2 Due: Submit via Canvas  |
| TBD        | Final Abstract Due  
|            | AUS: Submit to UT submission site (follow UT due date) AND upload to course Canvas (11:59 PM)  
|            | SAN: Submit to UT Submission site (follow UT due date) AND upload to course Canvas (11:59 PM)  |
| March 2020 | • Topic: How to develop a professional poster  
|            | • Team time  
|            | • Begin finalizing all deliverables  
|            | • Present findings to CBO  
|            | • Start developing final report  
|            | • Develop poster  |
|            | • Email CBO every other week  
|            | • Email PF weekly  
|            | • Meet with PF PRN  
<p>|            | • Meet with CBO mentor PRN  |</p>
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<tr>
<td>TBD</td>
<td><strong>Poster draft #1 due by 11:59 PM via Canvas (late March/early April)</strong></td>
<td>• Schedule meeting with near-peer mentor for March/April</td>
<td>• Update operational plan and team time log and submit every other week</td>
</tr>
</tbody>
</table>
| April 2020 | • Review poster drafts  
• Team time                                       | • Continue work/wrap up project  
• Work on final report  
• Finalize poster  
• Present findings to CBO | • Email CBO every other week  
• Email PF weekly  
• Meet with PF PRN  
• Meet with CBO mentor PRN  
• Update operational plan and team time log and submit every other week |
| TBD      | **Poster draft #2 due by 11:59 PM via Canvas**                                  |                                                                              |                                                                              |
| TBD      | **ALL regions: submit final poster via Canvas by 11:59 PM**                     |                                                                              |                                                                              |
| Poster Printing | **AUS: submit to PCL no later than (TBD)  
SAN: submit to Laura Patterson no later than (TBD)**   |                                                                              |                                                                              |
| Late April 2020 | • Preparing for poster presentation  
• Class wrap-up                                           | • Wrap-up project  
• Complete final report                                                 | • Email CBO every other week  
• Email PF weekly  
• Meet with PF PRN  
• Meet with CBO mentor PRN  
• Update operational plan and team time log and submit every other week |
| 5/1/2020 (event) | **Interprofessional Health Showcase (poster presentations and IPE sessions/workshops)** |                                                                              |                                                                              |
| May 2020 (not a class session) |                                                                                |                                                                              |                                                                              |
| TBD (not a class session) |                                                                                |                                                                              |                                                                              |
| TBD (event) | **College of Pharmacy P3 Population Health Project Showcase** — ALL teams will showcase posters  
AUS: team presence required  
SAN: team presence encouraged but not required |                                                                              |                                                                              |

*timing of topics during class sessions may change due to stages of the project*