

2023-2024

Belmont  
University  
College of  
Pharmacy &  
Health Sciences  
Pharmacy  
Student Manual

Belmont University (BU) College of Pharmacy & Health Sciences  
**PHARMACY STUDENT MANUAL**

The [Bruin Guide](#) communicates critical information about your rights and responsibilities as a student and prepares you to be successful in negotiating the policies and procedures of campus life. It includes the Community Code of Conduct, which describes our Community Commitments and the student disciplinary process, including specific policies reinforcing or related to the Community Commitments. Please refer to the online [Bruin Guide](#) for the most current and accurate version of university policies. This Student Manual is intended to supplement the [Bruin Guide](#) with information specific to your experience as a student in the College of Pharmacy.

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## MISSION, VALUES, AND VISION

### Mission

The BU University College of Pharmacy & Health Sciences is an inclusive, Christ-centered community dedicated to purposeful teaching, scholarship, service and leadership to develop highly sought after pharmacists prepared to meet demands of a continuously changing profession.

### Values

Integrity, Inquiry, Collaboration, Service, and Humility

### Vision

To be the primary destination for the education of pharmacists who seek to advance public health and transform healthcare.

## PROFESSIONAL CONDUCT

Students are expected to abide by the Oath of a Pharmacist and the Code of Ethics for Pharmacists. Students should remember that they are representing BU, the College, and the pharmacy profession with every interaction. Professionalism, patient confidentiality, and integrity are mandatory.

### Oath of a Pharmacist

*At this time, I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:*

- *I will consider the welfare of humanity and relief of human suffering my primary concerns.*
- *I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.*
- *I will respect and protect all personal and health information entrusted to me.*
- *I will accept the lifelong obligation to improve my professional knowledge and competence.*
- *I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.*
- *I will embrace and advocate changes that improve patient care.*
- *I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*

*I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.*

### Code of Ethics

- A *pharmacist* respects the covenantal relationship between the patient and pharmacist.
- A *pharmacist* promotes the good of every patient in a caring, compassionate, and confidential manner.
- A *pharmacist* respects the autonomy and dignity of each patient.
- A *pharmacist* acts with honesty and integrity in professional relationships.
- A *pharmacist* maintains professional competence.
- A *pharmacist* respects the values and abilities of colleagues and other health professionals.
- A *pharmacist* serves individual, community, and societal needs.
- A *pharmacist* seeks justice in the distribution of health resources.

## Code of Conduct

Belmont University College of Pharmacy & Health Sciences pharmacy students are expected to maintain the highest ideals of academic and professional conduct. The [Bruin Guide](#) outlines the community expectations, policies and disciplinary process in greater detail. All students accept the expectations and policies of this code and other University rules, regulations and policies when they are admitted to the University. Additionally, students should know the Oath of a Pharmacist and the Code of Ethics and should begin practicing these concepts while in the Doctor of Pharmacy program.

The College of Pharmacy has additional policies that govern student conduct: The Academic Integrity Policy, Professional Conduct Policy, Substance Abuse Policy, Social Media Policy, Obligation to Read University and College of Pharmacy Email, and Dress Code. Students in the Doctor of Pharmacy program at BU are subject to standards and policies published by BU; however process and procedures outlined herein supersede those outlined in BU's Bruin Guide where they conflict.

The Code of Conduct expectations are categorized in the 5 areas below. Violations of any of these areas may result in disciplinary action.

### **Individual Worth** – SEE SEXUAL MISCONDUCT POLICY AND HARASSMENT & DISCRIMINATION COMPLAINTS in the BRUIN GUIDE, ALSO SEE BU PHARMACY PROGRAM'S PROFESSIONAL CONDUCT POLICY

- Every student should demonstrate civility, respect for differing opinions, fair and just treatment for all
- Students are expected to exhibit appropriate dress, language and conduct
- The following will not be tolerated: harassment (verbal, electronic, physical, etc.), discrimination, hazing, assault, coercion, physical abuse or threats, intimidation, or creation or sharing of obscene materials
- 

### **Personal Integrity** – SEE BELMONT UNIVERSITY ACADEMIC INTEGRITY POLICY

- Every student pledges to uphold the Honor Pledge:
- A Bruin does not lie, cheat, or steal, and does not tolerate those acts.
- The student bears the sole responsibility of avoiding dishonest behavior and maintaining his or her reputation for academic integrity.
- Cheating, plagiarism, forgery, deliberate deception, furnishing false information, alteration or misuse of any official document, abuse of computing resources will not be tolerated
- Additional possible violations include but are not limited to:
  - o Adding a name to an assignment to which the student did not contribute
  - o Assisting with academic dishonesty
  - o Condoning academic dishonesty

### **Critical Thinking** - SEE BU PHARMACY PROGRAM'S PROFESSIONAL CONDUCT POLICY

- Every individual has a right to teach and learn
- There should be no disruption or obstruction of teaching, research, or convocation
- Students are expected to attend on time required didactic or experiential activities, and to respond to emails in an appropriate time frame and in a professional tone
- Students must follow procedures/policies BU Pharmacy Program and experiential sites, including not misrepresenting one's status as a pharmacy student
-

## **Self-Control** – SEE BU PHARMACY PROGRAM’S SUBSTANCE ABUSE POLICY

- Student should not infringe on others use or enjoyment of University property or activities.
- Violation of policies regarding alcohol and drugs will not be tolerated
- 

## **Community Responsibility** - SEE BU PHARMACY PROGRAM’S PROFESSIONAL CONDUCT POLICY

- Individuals shall respect the rights and property of others
- Theft, knowingly possessing stolen items, damage to public or private property, or unauthorized entry or use of University premises will not be tolerated
- Students must comply with all University and College policies
- Students must comply with federal, state, and local laws including HIPPA

## **ACADEMIC INTEGRITY-Belmont Pharmacy Program**

Acts of academic misconduct for which students are subject to sanctions may include, without limitation, cheating, unauthorized assistance or collaboration, inappropriate use of other’s work/plagiarism, forgery, deliberate deception, furnishing false information, alteration or misuse of any official document, compromising examination security, multiple submissions, electronic dishonesty, abuse of computing resources or aiding, abetting, concealing, or attempting such acts.

Students should make sure they understand what is expected of them including when collaboration is permitted and when it is not. When in doubt, students should seek clarification from the instructor.

## **PROFESSIONAL CONDUCT-Belmont Pharmacy Program**

Generally, the Pharmacy Program will take action for misconduct that occurs on campus, on experiential rotations, or at events sponsored by the Pharmacy Program or BU whether held on or off campus. However, the Pharmacy Program may take action for other off-campus behavior that adversely affects the Pharmacy Program’s community, mission, or reputation. The College of Pharmacy & Health Sciences has a vital interest in the character of our students and may regard off-campus behavior, including behavior online, as a reflection of a student’s character and his or her fitness to continue as a member of the student body. All forms of professional misconduct are subject to disciplinary action. Professional misconduct includes, but is not limited to the following categories of behavior:

- violating BU’s policies,
- harassment (verbal, electronic, physical, etc.),
- discrimination,
- hazing,
- assault,
- coercion,
- physical abuse or threats,
- intimidation,
- creation or sharing of obscene materials,
- disruption or obstruction of teaching, research, or convocation,
- consistent absence or tardiness from required didactic or experiential activities (without approved accommodations),
- failure to respond to emails in an appropriate time frame and in a professional tone (see section ‘Obligation to Read University and Pharmacy Program E-Mail),
- misrepresenting one’s status as a pharmacy student or refusal to follow procedures/policies,
- infringing on others use or enjoyment of University property or activities,
- theft,
- possession of stolen items,
- falsification of information or furnishing false information to a University official,
- damage to public or private property,



- unauthorized entry or use of University premises,
- failure to comply with all University and College policies,
- failure to comply with federal, state, and local laws including HIPPA,
- soliciting,
- aiding, abetting, concealing, or attempting conduct in violation of this policy.

When a student organization engages in violations of professional conduct, actions may be taken against the student members as well as the organization itself.

Any pharmacy student charged of a felony of any type or of a drug/alcohol offense while a student at BU must report that offense to the Associate Dean of Student Affairs within 10 days of being charged.

## **ACADEMIC INTEGRITY**

The University Academic Misconduct policy and procedure will be followed. When faculty submit a form, a copy should be sent to the chair of the Belmont Pharmacy Program's Academic and Professional Standards Committee (APSC). APSC will review the reports on an annual basis to assess for equity and Fairness within the College and will provide a report to the full faculty.

### **Professional Conduct Policy-Belmont Pharmacy Program**

For professional conduct violations occurring in an academic course (includes experiential courses)

*Reporting by students or other individuals who are not instructors in the course:*

A Professional Conduct Form with evidence should be completed and submitted to the course coordinator of the course where the violation occurred. Anonymous forms will not be accepted; however, the reporter's name will be redacted from the copy shared with the student that has allegedly committed the violation

*Reporting by the instructor and/or responsibility of the instructor following receipt of a Professional Conduct Form:*

The instructor should email the student that has allegedly committed the violation to request a meeting within 2 weeks of learning of the potential violation. The student is expected to respond to this email within 2 business days. The instructor will discuss the potential violation with the student and then complete or add to the Professional Conduct Form as appropriate and deliver an appropriate sanction. The student should also sign the Professional Conduct Form. If there is no student response to the instructor email, adjudication should move forward. The instructor should retain a copy for their files and the signed Professional Conduct Form should be forwarded to the Associate Dean for Student Affairs (ADSA). If the instructor deems that no violation occurred after meeting with the student, the Professional Conduct Form will be discarded. The AD will provide a summary of all Professional Conduct Form forms received but not forwarded to APSC at the next APSC meeting.

Sanctions that may be assigned by the instructor may include, but are not limited to: an additional assignment, compulsory attendance at education programs, assign seat in classroom, reduction of overall course grade, removal from classroom/rotation/event until resolution reached.

### **For professional conduct violations occurring outside of an academic course**

A Professional Conduct Form should be completed and submitted to the Associate Dean for Student Affairs (ADSA). Anonymous forms will not be accepted. The AD should email the student that has allegedly committed the violation to request a meeting within 2 weeks of learning of the potential violation. The student is expected to respond to this email within 2 business days. The AD will discuss the potential violation with the student and then complete or add to the Professional Conduct Form as appropriate. If the AD deems that no violation occurred after meeting with the student, the Professional Conduct Form will be marked "no evidence of misconduct found, no action" and will be kept for APSC review and then discarded if no further action is pursued. The AD will provide a summary of all Professional Conduct Form forms received but no evidence found to APSC at the next APSC meeting.

## **Professional Conduct Form forms process once received by Associate Dean**

For all Professional Conduct Forms the Associate Dean will provide the Form and any associated documents to the Academic and Professional Standards Committee (APSC). The APSC will review the materials and will decide either:

1. The violation was appropriately handled and no further action is necessary. The materials will be added to the student's academic file, unless no evidence of misconduct found, no action and a recommendation will be made regarding eligibility for College Scholarship/Awards. A letter with APSC recommendations will be sent to the student within 5 business days of the APSC meeting and will be copied to the instructor if the violation occurred within a course, and the student's faculty advisor. Forms with 'no evidence of misconduct found' will be shredded.
2. A hearing with the student and the APSC should be scheduled to determine additional actions. All students who have a second or greater violation for the same offense will automatically be scheduled for a hearing.

A hearing is not a court of law. No attorneys shall be present at the meeting. The purpose is to investigate complaints, determine facts, and assign sanctions if the student is determined to have committed a violation. Hearings will be confidential. APSC may assign additional sanctions for the student. Additional sanctions may include, but are not limited to: public or community service, research projects, compulsory attendance at education programs, presentations, additional courses, probation, suspension, dismissal, removal from leadership positions, removal from experiential site, restitution, and/or loss of eligibility for: leadership positions, student organization membership, participation in student activities, or travel funds. Alleged violations of University policy may be forwarded to the Office of Student Conduct. A letter with APSC recommendations will be sent to the student within 5 business days of the APSC meeting and will be copied to the instructor if the violation occurred within a course, and the student's faculty advisor.

## **Appeals of Professional Misconduct**

A student who is found responsible for a violation of a professional conduct and is sanctioned, may appeal in writing. If appealing a sanction by an instructor, the student should appeal to the Academic and Professional Standards Committee (send appeal to Associate Dean for Academic Affairs). If appealing a sanction by the Academic and Professional Standards Committee, the student should appeal to the Dean. Appeals should be submitted within ten (10) business days of the receipt of the decision rendered by the instructor or APSC.

The written appeal shall clearly state the reason(s) for appeal. Acceptable reasons for an appeal are an assertion and evidence that:

1. Rights have been violated through the Academic and Professional Standards Committee investigation process;
2. The sanction is inappropriate for the infraction for which the student was found responsible; or
3. There is information that was unavailable at the time of the original hearing which would alter determination of responsibility, or which would alter the sanction.

The APSC or Dean (as appropriate) shall render a decision within 10 business days of receipt of the appeal. The APSC or Dean may uphold the decision of the instructor or Academic and Professional Standards Committee, or may modify the decision by reducing or increasing the level of sanctions imposed or modifying any terms and conditions of the initial sanctions. Decisions of the Dean are final.

## **Students with a Professional Conduct Form violation on file**

Students who have a Professional Conduct Form violation in their file for either academic or professional misconduct may be ineligible for certain College Scholarships/Awards as recommended by APSC. Additional violations will result in increasing sanctions and may put the student's status with the University in jeopardy.

## Professional Conduct Commendation Form

Students that have been found to have exceptional or outstanding professionalism may be commended by completion of the Professional Conduct Commendation Form. Examples may include: accepting and fulfilling responsibilities beyond expectations in student organization activities or other, going above and beyond to provide care for patients, modeling leadership traits. This form will be added to the student's file and a list of current students with commendation forms will be communicated to the College Awards Committee each term.

## Dismissal from or Failure Due to Professionalism on Experiential Rotation

A preceptor or experiential rotation site may dismiss a student from rotation due to unacceptable behavior and/or other valid reasons which are deemed detrimental to patient care including, but not limited to dismissal for lack of knowledge or professionalism. Following a dismissal from an experiential rotation or failure of an experiential rotation due to professionalism, the Director of Experiential Education will complete a Professional Conduct Form and submit it to the Associate Dean for Student Affairs for Academic and Professional Standards Committee (APSC) review. The Academic Integrity and Professional Conduct Policies will be followed. In the case of violations occurring during experiential rotations, the Director of Experiential Education will be invited to the hearing. If a student is determined to be suitable to continue with IPPE or APPE rotations, there is no guarantee that another rotation to fulfill curricular requirements will be available during the current academic year. If a site is not available or a student refuses placement in a site that is available, it will be necessary to defer the rotation and may delay graduation.

## REPORTING DISCRIMINATION/HARASSMENT

See also the Sexual Misconduct Policy in the [Bruin Guide](#). Inquiries or complaints of sexual discrimination/harassment, pregnancy discrimination, sexual misconduct should be directed to:

Laurie Chaudoin, J.D.

Leslie Lenser

Title IX Coordinator

Chief Human Resources Officer/ Deputy Title IX Coord

615-460-6894

615-460-5443

[Lauri.Chaudoin@belmont.edu](mailto:Lauri.Chaudoin@belmont.edu)

[Leslie.Lenser@belmont.edu](mailto:Leslie.Lenser@belmont.edu)

[TitleIX@belmont.edu](mailto:TitleIX@belmont.edu)

Complaints of non-sexual harassment/discrimination (including race, color, national or ethnic origin, disability, or military service):

Dean of Students: [Deanofstudents@belmont.edu](mailto:Deanofstudents@belmont.edu)

**Non-Discrimination Statement: BU's Pharmacy Program** is committed to providing an environment in which all students are safe from discrimination and harassment based on their race, color, national or ethnic origin, sex, pregnancy, age, disability, religion, sexual orientation, military service or any other category protected by applicable law.

## Confidentiality

Students must avoid discussing confidential, commercial/proprietary, and patient information because breach of confidentiality is against federal law and negatively affects the involved parties and the reputations of the College and university. To assure confidentiality within the academic and clinical

settings, students and faculty must monitor the parties with whom they discuss issues of a personal nature, and the environment in which this is done. All students must also comply with relevant state and federal confidentiality laws, including the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#). Because students have access to personal health information for patients during early and advanced practice experiences, they must respect the confidential nature of all information to which they have access, including but not limited to: patients' personal health information provided to them orally or contained in patient medical records or maintained on a facility's electronic information system. Students must not search for information on anyone who is not their patient at that time. Violations of confidentiality, including HIPAA regulations, are treated as academic integrity violations because they occur, most frequently, within the context of required core courses, and fall outside stated acceptable course behaviors/activity. Reporting guidelines are spelled out in relevant course syllabi; however, reports of HIPAA or other violations as mentioned above can be made directly, in writing, to the Associate Dean for Academic Affairs.

## Substance Abuse Policy

All BU's Pharmacy students must be physically and mentally fit to participate in pharmacy practice experiences and free of the influence of drugs or alcohol. The University and school may impose disciplinary sanctions upon any student who is found to be in violation of the law or policies relating to the unlawful possession, use, or distribution of drugs and/or alcohol.

BU's Pharmacy students must successfully complete drug screening (10-panel) using college-approved vendors. The expense of the drug screen is the responsibility of the student. Testing schedules include:

- Prior to matriculation as part of the admissions process
  - The Pharmacy Program will utilize PharmCAS to provide results of a 10-panel drug screen for deposited applicants prior to matriculation. Individual results will be sent directly to the Associate Dean for Student Affairs in the BU Pharmacy Program.
- Annually on a schedule determined by the college beginning in the first year
- Periodically according to contractual obligations and specific requirements with introductory and advanced clinical practice sites.
  - Any student who refuses drug screening for a clinical rotation site or who misses the 72 hour drug testing window will be considered to have a positive test and the student will be subject to disciplinary action through this policy.
- A repeat sample (at the student's expense) will be required if a dilute sample is reported.
- Periodically if reasonable suspicion that a substance abuse problem exists.
  - Pharmacy students may be required to undergo screening for drug and/or alcohol abuse if they exhibit behaviors that raise suspicion of substance abuse. These behaviors include, but are not limited to:
    - Aberrant or unusual behavior
    - Reliable information from independent sources
    - A pattern of abnormal or erratic behavior
    - Arrest or conviction for a drug- or alcohol-related offense
    - Being identified as the subject of a criminal investigation regarding substances of abuse
    - Appearance of impairment at school, while engaged in the College of Pharmacy business on/off the college's campus or in a clinical setting

All pharmacy students will undergo at least four drug screenings during their program of study.

Although some states have legalized recreational or medical use of marijuana or tetrahydrocannabinol (THC) containing products, possession, use, or being under the influence these products, any time or at any location during the student's tenure in the program is a violation of policy and will result in discipline.

Additionally, there are some cannabidiol (CBD) formulations that look and smell identical to marijuana. Please be advised that because these formulations may contain THC levels above the legal limits and are indistinguishable from marijuana without further testing, we strongly discourage their use at any time. Legal cannabidiol products may contain THC and can result in positive drug screen for THC. Since a positive screen that results from use of CBD product cannot be differentiated from the use of marijuana or another THC containing product, they will be considered a positive drug screen and result in the same disciplinary action. Use of CBD products outside of a physician's care is discouraged for this reason.

## **RESPONSE TO POSITIVE FINDINGS**

All positive drug screens or evidence of alcohol abuse, abuse of legal items intended to mimic the effects of illegal drugs or obtain a high, or the misuse of legal drugs by the student will be communicated to the Associate Dean for Student Affairs (ADSA). The student should be immediately removed from patient care or direct work with all pharmaceuticals until cleared to return by the College and experiential site. The ADSA will communicate with the student to request additional documentation.

- In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to legally prescribed medication(s) will be cleared to go to or return to their clinical sites or will be cleared to matriculate.

Following a positive report, the ADSA will communicate with the Chair of the Academic and Professional Standards Committee (APSC) to schedule a hearing with the Committee members and the student. The Committee will determine disciplinary action as below:

### **Pre-matriculation:**

- Admission may be revoked due to evidence of alcohol abuse, abuse of legal items intended to mimic the effects of illegal drugs or obtain a high, or the misuse of legal drugs by the student.

### **Post matriculation, first offense:**

- The student may be required to participate in a college-identified professional addiction intervention program and any BU/pharmacy program-mandated counseling programs. All related costs are the student's responsibility.
  - This pathway is consistent with the pharmacy profession's understanding that addiction is a treatable disease and may not, by itself, pose insurmountable barriers to participation in the profession.
  - If a student does not consent to participate, or does not fully comply with the terms of the treatment plan/contract, the student will be dismissed from the College.
- A positive drug test connected to the individual's verified participation in distribution or diversion of drugs/controlled substances, violence against persons, possession of a weapon illegally, or any other crime or pattern of criminal behavior, which the APSC has determined warrants dismissal from the degree program, will remove the option for the student to return to the program following treatment and demonstration of continuing sobriety.

### **Post matriculation, second offense:**

- A second confirmed positive drug test or second drug/alcohol offense will result in dismissal from the program with no option for return.

Appeals of Committee decisions should follow the ‘Appeals of Student Status’.

### **Social Media Policy**

Students should **NOT**:

- Share the personal health information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical mission trips) may still allow the reader to recognize the identity of a specific individual.
- Report private (protected) academic information of another student or trainee.
- Represent yourself as an official representative or spokesperson for the institution.
- Represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the Professional Behavior Standards.
- Knowingly distribute false evidence, statements, or charges against another student or faculty/staff member.
- Contribute to or engage in any activity which disrupts or obstructs the teaching, research or extension programs of the College of Pharmacy or University, either on the campus or at affiliated training sites.
- Threaten or engage in acts of physical violence to BU administration, faculty, staff, or students.
- Harass, in any form, BU administration, faculty, staff, or students.
- Display any kind of content that implies disrespect for any individual or group because of age, race, gender, ethnicity, ability, or sexual orientation.
- Display images that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or other illegal activity.

If students choose to list an email address on social media they should use a personal email address (not a bruins.belmont.edu address) as the primary means of identification.

Posting of certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. In addition, postings may violate the College Code of Ethical and Professional Conduct and as such expose the student to penalties outlined in the Code. Students should also be aware that no method of privatization is perfect and that undesignated individuals may gain access to your site. In addition, once posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Future employers may be able to gain access to your postings and consider information gathered in making their decisions regarding employment. Therefore, students are encouraged to use social media in a mature, responsible, and professional manner.

It is important to note that BU has a related internet & computer use policy as well as a social media policy for all students on campus. This includes all pharmacy students, including P4 students and students who are on introductory or advanced pharmacy practice experiences. **Unauthorized sharing of class content on the Internet, including via social media, is prohibited by university policy and state and federal law. Students in violation will be subject to discipline under the Bruin Guide's Academic Honor Code and/or the Library and Information Technology Services Department's Acceptable Use Policy.**

#### References:

1. The University of Louisiana at Monroe School of Pharmacy Social Media Policy, <https://www.ulm.edu/pharmacy/documents/ospa/socialmedia.pdf>

## Obligation to Read University and Pharmacy Program E-mail

E-mail is an official means of communication at BU and the Pharmacy Program. The University and the College of Pharmacy & Health Sciences send communications to students by e-mail and have the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students are responsible for accessing and reading their e-mail messages on a regular and frequent basis. Regular and frequent is described as almost daily, if not daily. Students will be held to have constructive notice of all campus e-mails sent to them. Furthermore, students are responsible for checking their “MyBelmont” accounts and Canvas accounts on a regular basis.

## Dress Code

All students are expected to maintain a professional appearance. Students must exhibit good judgment in their personal hygiene and appearance to foster an effective professional educational environment.

- Good personal hygiene is required.
- Conservative use of fragrances is expected in consideration of others with respiratory restrictions.
- Clothing should be clean, properly fitted, and not expose midriff, cleavage, upper thighs, or undergarments.
- Tattoos and garments with words or illustrations which are obscene, unprofessional, or offensive are not allowed; inappropriate tattoos will need to be fully covered. Inappropriate clothing includes depictions of alcohol, illicit drugs, tobacco products, or smoking materials.
- Casual wear clothes (such as T-shirts, sweatshirts, and jeans) may be worn in class, but they should be in good condition.
- Shoes should be clean and in good repair and are required at all times.
- Brimmed hats are not permitted during exams.
- Closed-toed shoes are required for all labs.
- Lab coats and name tags may be required, and they should be kept in good condition.

The dress code may be superseded by course guide or practice site requirements. A course coordinator or practice site faculty may also set forth additional standards of attire, and adherence to these guidelines is mandatory. The dress code is in effect during class and when students are engaged in activities representing BU’s Pharmacy Program. It is essentially self-enforced by the usual and expected student cooperation with the Pharmacy Program’s policies. Students not dressed according to the dress code or class syllabus requirements may be refused admittance to that activity until their dress is moderated.

## Professional Liability Insurance Requirements

Pharmacy students are required to maintain two types of professional liability insurance: group coverage and individual coverage.

### Group Coverage

Students receive professional liability insurance through BU and are covered at the time of enrollment. This group coverage continues throughout a student’s enrollment in the Doctor of Pharmacy degree program. Note, however, that students are covered ONLY while they are involved in university-related activities (classroom, lab and clinical education); this group coverage does not apply to a student’s work or other non-curricular activities.



## Individual Coverage

Pharmacy students are required to carry an individual professional liability policy which is purchased annually. This purchase process is coordinated by the College's Office of Experiential Education. Students must also be able to provide proof of coverage upon request. Failure to maintain individual professional liability insurance and/or failure to provide adequate and timely documentation of coverage will result in immediate removal from courses including experiential rotations; this action may impede curricular progression.

## Health Insurance Requirement

Belmont University requires that graduate students maintain health insurance while enrolled in any course. A health insurance policy is available through the university. A student is automatically enrolled in the policy unless they opt-out. Notifications are sent to students with instructions on how to opt-in or opt-out each year. Students are responsible for providing proof of insurance coverage to the Office of Experiential Education annually. Students who do not meet deadlines for submitting required health insurance documentation are not allowed to attend courses associated with the College of Pharmacy, on- or off-campus. Students found to be non-compliant with this requirement may be administratively removed from courses; this action may affect curricular progression.

- Health insurance information (Submit a photocopy of the front and back of your card. This should be submitted to both the Belmont University Health Services and the College of Pharmacy's Office of Experiential Education prior to matriculation and annually thereafter to the Office of Experiential Education.)

## Health and Immunization Requirements

All BU pharmacy students must meet all College and University health records requirements.

Prior to matriculation new students must submit the following documents:

- With the office of Student Health Services submitted online to the Health Portal:
  1. Medical History Form
  2. Immunization Documentation
  3. Proof of Health Insurance
- With the Office of Experiential Education submitted online to Castlebranch:
  1. Immunization Documentation
  2. Proof of Health Insurance (Item 3 above)
  3. CPR certification for a Health Care Provider. Training must be Basic Life Support (BLS), and must be provided by the American Heart Association or the American Red Cross (links below). Training through a different organization will not be accepted.
- <https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training>
- [https://www.redcross.org/take-a-class?scode=PSG00000E017&cid=generator&med=cpc&source=google&gclid=Cj0KCQjwlemWBhDUA RIIsAFp1rLUwq8F3Tq\\_QKVCpgZ5hKqx2eO0UiHzHpP3Dv7LnvqDi3JIHcC4sZeYaAuSfEALw\\_wcB&gclidsrc=aw.ds](https://www.redcross.org/take-a-class?scode=PSG00000E017&cid=generator&med=cpc&source=google&gclid=Cj0KCQjwlemWBhDUA RIIsAFp1rLUwq8F3Tq_QKVCpgZ5hKqx2eO0UiHzHpP3Dv7LnvqDi3JIHcC4sZeYaAuSfEALw_wcB&gclidsrc=aw.ds)

A completed health status/record set includes the following:

- Medical History Form (submitted online)
- Immunization record (submitted online with a copy given to the Office of Experiential Education). All vaccines are available from Belmont Health Services at a reduced cost, or students may obtain them from their primary healthcare provider.
- Required Immunization Documentation Includes:
  - Required
  - 1. MMR (Measles, Mumps, and Rubella), two doses, AND titers for Rubella, Rubeola, and Mumps. The State of Tennessee requires proof of MMR immunization for all students born on or after January 1, 1952. Students born before this date are exempt from this requirement.
  - 2. Adult Tetanus/diphtheria with evidence of booster (Tdap or TD) within 10 years.



- Date of most recent booster must be within the last ten years at all times while enrolled in the College.
- 3. **Two-step** TB skin test will be conducted in the spring semester of the P1 year and an annual one-step test each year thereafter.
  - Students must produce evidence of a two-step tuberculosis (TB) skin test (after the initial TB skin test, another TB skin test will be performed within 7 to 14 days) or a chest x-ray or IGRA lab for TB for those students with a history of a positive test.
- 4. Hepatitis B series AND evidence of immunity by positive blood titer.
- 5. Varicella (chicken pox) vaccine.
  - Students must provide written documentation of a positive varicella (chicken pox) titer drawn from a reputable laboratory: date and result.
- 6. Flu Shot annually during the time period of August/September to March
- 7. The COVID vaccine may be required for an IPPE or APPE rotation without exception.
- 8. Physical examination prior to beginning Advanced Pharmacy Practice Experience Rotations

Recommended

- 9. Hepatitis A
- 10. Meningitis

Failure to receive vaccines according to the timeframe indicated above may result in removal from courses including experiential rotations.

## Background Checks and Notification of Significant Events

Licensure to practice pharmacy requires more than success on national and state examinations; eligibility is determined by meeting standards for adherence to federal, state and local laws and for maintaining a code of conduct (personal and professional) befitting of a health care provider. Licensure is a privilege, not a right. As such, a student's non-academic actions can create an insurmountable barrier to completing the curriculum and/or meeting licensure eligibility. Criminal background checks are required before matriculation and prior to advanced practice experiences annually. Self-reporting is also required to help ensure that students can achieve their professional goals concurrent with completing the prescribed course of study in pharmacy. Upon matriculation students are to perform a supplemental background check in order to confirm absence of negative actions involving employment and licensure.

### Criminal Background Check

Criminal background checks required of pharmacy students are an academic progressions issue and are conducted prior to matriculation through Certiphi, Inc and annually thereafter. Results of the pre-matriculation checks are communicated to the Associate Dean of Student Affairs within BU's pharmacy program.

The Chair of the APSC will be notified and will convene the committee within five working days to review any negative findings using an information summary with no student identifiers. The committee will determine matriculation eligibility and who (if anyone) to inform of case details for curricular planning. Students admitted from the wait list after June 1 may not have sufficient time to complete the background check process prior to the start of classes; these students will be matriculated under the condition that they may not progress to the second semester of the program without successful completion of the background check process.

### Annual Background Checks

Annual background checks are reviewed by the Office of Experiential Education. APSC will review any negative findings to determine if items meet the standard for further review. If the standard is met, the Chair will notify the Director of Experiential Education to proceed with advanced clinical assignments.

For reports meeting APSC review standards, the Chair will convene the committee within five working days to review negative findings using an information summary with no student identifiers. The committee will determine

progression eligibility and who (if anyone) to inform of case details for curricular planning.

Every effort will be made to protect student privacy as fully as is possible while still meeting the College's needs.

## RESPONSE TO POSITIVE FINDINGS

### Background Checks

Positive findings (conviction, plea of guilty, *nolo contendere* (no contest), or pending criminal charges) in the following areas exclude individuals from matriculation and/or progression within the college's degree-seeking programs:

- crimes involving violence against persons (not limited to murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children, family members or the elderly, abduction, robbery)
- crimes involving the distribution of drugs
- crimes involving the illegal use or possession of weapons (not limited to guns, knives, explosives, or other dangerous objects)
- crimes involving dishonesty or moral turpitude (not limited to fraud, deception, embezzlement or financial exploitation)
- any other crime or pattern of criminal behavior, which, in the faculty's opinion, warrants exclusion or dismissal from the degree program.

In the event an enrolled student engages in verified activities included in the exclusions above, and/or actions that affect a student's ability to complete prescribed curriculum or to be eligible for professional licensure, he/she will be removed from the college's academic program.

Appeals may be made to the Dean of the college who, under consultation with appropriate senior University officials, may choose to admit a candidate with or without stipulations and conditions i.e. mentoring, counseling, etc.

## Technical Standards for Admission, Retention and Graduation

Technical standards are attributes considered essential to earning a Doctor of Pharmacy degree and to prepare students for the practice of pharmacy. These characteristics are foundational to providing competent, safe, and effective care in any and all pharmacy-relevant facets of healthcare. The five standards: observation, communication, motor and sensory abilities, intellectual, integrative, and quantitative abilities, and behavioral and social attributes, describe essential functions necessary to fulfill the requirements of a pharmacy education and are required for entrance to, continuation in, and graduation from the Doctor of Pharmacy program.

Admitted students must possess the intellectual, emotional, and physical abilities listed here as technical standards with reasonable accommodations provided to those with disabilities, to successfully complete the Doctor of Pharmacy curriculum. Students must be able to independently and proficiently perform the desired skills.

In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Belmont University College of Pharmacy & Health Sciences does not discriminate against otherwise qualified individuals with disabilities. Candidates are expected to fulfill the technical standards with the appropriate accommodations made. Accommodation requests must be made by the student through processes established by BU. The Office of Accessibility Services is located within the Dean of Students office on the second level of the Beaman Student Life Center, Suite 200 and can be reached at (615) 460-6407. It is the student's responsibility to maintain these records in order to keep accommodation requests current each semester.

- I. **Observation** - Students must have sufficient tactile, auditory, visual, and motor functions to successfully complete didactic courses and practice-based activities. This includes being able to observe demonstrations and experiments, observe activities of technical staff under their supervision, directly and accurately observe a patient's physical condition, as well as non-verbal and verbal signals. The

student must be able to obtain a history and perform physical assessments to develop a comprehensive and complete therapeutic plan.

- II. Communication:** Students must be able to communicate (read, record, interpret, and convey information) accurately, efficiently, and professionally via oral and written means in English with patients, caregivers, members of the health care team, students, and faculty in the clinical environment as well as the didactic curriculum. The student must be able to communicate through verbal and non-verbal means in a professional, sensitive, socially aware, and empathic manner in classes and in practice. This includes the following abilities:
- III. Motor and Sensory Abilities:** Students must have sufficient tactile and physical faculties to complete the daily tasks of a pharmacist. Physical stamina is necessary for maintaining patient safety in busy clinical settings. Students must be able to accurately compound and prepare sterile and non-sterile dosage forms, gather information through palpitation, auscultation, percussion, and other diagnostic maneuvers necessary to provide general care and emergency treatment to patients (e.g. cardiopulmonary resuscitation), demonstrate proper drug delivery devices to patients or caregivers, and administer injections.
- IV. Intellectual, Integrative, and Quantitative Abilities:** Students must possess the intellectual, conceptual, integrative, and quantitative qualities and habits necessary to master a complex curriculum. Students must be able to learn through a variety of modalities, memorize, measure, calculate, reason, analyze, interpret, and synthesize information in order to form evidence-based conclusions for decision making. Students will need to comprehend spatial relationships and three-dimensional models, think critically and problem-solve independently, appropriately prioritize tasks, be self-aware and committed to self-improvement, and be able to adapt to new situations or circumstances.
- V. Behavioral and Social Attributes:** Students must possess emotional and mental abilities to develop effective relationships with other students, faculty, patients, caregivers, and the health care team members of different cultures and backgrounds, comply with all federal and state laws, and act in the best interest of the patient. These attributes include: integrity, maturity, awareness, compassion, kindness, interpersonal skills, motivation and sensitivity. Students must demonstrate ethical decision making, cultural competence, and maintain privacy and confidentiality. Students must have emotional and physical stamina to work effectively in stressful environments with taxing workloads.

Failure to meet one or more of the technical standards will be reviewed by the APSC. The Chair of the committee will notify the student and arrange a meeting with the APSC. Recommendations set forth by the committee would be communicated to the student within 48 hours with follow-up as appropriate.

**Applicants are asked to review the Technical Standards and affirm that they meet the standards (with or without reasonable accommodation for documented disability) upon admission. The faculty monitors the maintenance of these standards.**

## **STUDENT TRAINING REQUIREMENTS**

Students are responsible for maintaining on-going, documented coverage for the items below. Deadlines for proof of coverage are communicated via the Office of Experiential Education.

- Basic Life Support (BLS)
- OSHA
- HIPAA
- Immunization Certification

## ACCREDITATION

### SACSCOC Accreditation

Belmont University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of BU. Full accreditation information is available in the [Graduate Catalog](#).

### ACPE Accreditation

The [Accreditation Council for Pharmacy Education \(ACPE\)](#) granted BU's Pharmacy Program full accreditation on June 24, 2012. ACPE is the official regulatory body that accredits all colleges of pharmacy in the United States. The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by schools and Colleges of pharmacy in the United States and selected non-US sites. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

## ACADEMIC RESOURCES

Students should refer to the [Graduate Catalog](#) for general and Pharmacy Program's academic policies and procedures. Student familiarity with these policies is assumed following matriculation into the pharmacy program.

### Office of the Registrar

The Office of the Registrar provides a variety of services including official posting of all graduate credits, official graduation audits, letters of good standing and enrollment verification. The web site for the [Office of the Registrar](#) also contains vital information such as registration times, final exam schedules, and transfer equivalency policies.

### Advising

Upon entrance to the program, students are assigned an academic faculty advisor. The academic advisor serves in formal and informal capacities as mentor and advisor. Students are required to meet with their advisors once per semester. Advising appointment scheduling is the responsibility of the student advisee.

### Faculty Office Hours

Faculty post and maintain regular office hours, updated each semester. This information is included as part of each course syllabus. Students should coordinate meetings with individual faculty members by appointments whenever possible, although students may drop in during regular office hours. Students should report perceptions of a faculty member's lack of availability to the appropriate department chair. Students are not excused from classes to meet with faculty or research advisors.

### Holds

Students sometimes encounter administrative holds on their accounts which can prevent them from registering before the issue is resolved. Students may view the type of hold by logging into their MYBELMONT account and following these steps:

- Click *BannerWeb*
- Click *Student Services and Financial Aid*
- Click *Student Records and Account Information*

- Click *View Administrative Holds*

The most common holds are policy, advising, admissions committee, health form, and accounts receivable holds.

- A policy hold means that students must read and accept a policy linked to the hold.
- Students may find that they have an *advising hold* on their accounts prior to every Priority Registration period. The registration system automatically places an advising hold on all accounts immediately prior to the registration period each term to ensure that students communicate with their academic advisor before enrolling in any classes.
- If confronted with an *admissions committee hold*, contact the Office of Admissions at (615) 460-6364.
- If confronted with a *health form hold*, contact Health Services at (615) 460-5506.
- If confronted with an *accounts receivable hold*, contact the Office of Student Financial Services at (615) 460-6403.
- For general questions about a hold on an account, contact Belmont Central at (615)460-5402.

## Withdrawal and Leaves

The pharmacy curriculum is organized in a sequential and complementary manner, making it imperative that the proper sequence and timing of courses be maintained. Students considering a complete withdrawal or wishing to explore options for formal leave from the College should schedule time with the Associate Dean of Academic Affairs or the Associate Dean of Student Affairs to discuss their options and to follow established protocol. Leaves should typically not exceed 1 year. Students with an approved leave should still complete the entire prescribed curriculum within 6 academic years. Students may be required to alter their academic program upon return to the College.

**Withdrawal:** Withdrawal from the Pharmacy Program requires a written request for withdrawal submitted to the Associate Dean for Student Affairs and an exit interview with the Dean prior to initiating formal withdrawal procedures with BU to determine eligibility for readmission in the future. Students should review the Student Financial Services Refund Policy and consult with the Office of the Registrar to determine if a tuition refund is possible.

Situations arise that require students to leave the pharmacy program for extended periods to deal with family, health, military and other substantial obligations. To facilitate the decision-making process, students should begin the process of exploring a leave request by discussing their situation with the Associate Dean of Academic Affairs or the Associate Dean of Student Affairs. The Associate Dean will assist students through the leave request process.

**Short-term Leave:** Short term leaves may be requested for up to 2 weeks (from when the leave begins). Leave should be requested when absence is anticipated for more than one class period for reasons listed above. One short term leave per semester maximum may be granted. Variables such as point in the semester and/or curriculum may preclude granting of this request.

**Long-term Leave:** Long term leaves may be requested for 2 weeks to a maximum of 1 year. If the request occurs during a semester, and is granted, the student will be dropped from all courses. Students should review the Student Financial Services Refund Policy and consult with the Office of the Registrar to determine if a tuition refund is possible.

Students requesting a leave from the Pharmacy Program should provide the Associate Dean for Student Affairs (Pharmacy) with a written leave request that includes the reason for the leave request, estimation of duration of leave, and any other relevant information. The Associate Dean for Student Affairs, in consultation with the Associate Dean for Academic Affairs, will forward a recommendation to the Dean for review. If approved, the Associate Dean for Academic Affairs will provide the student with a letter summarizing the details of the leave, including duration, required timetable for communication, point of reentry into the curriculum, etc. Two signed copies of this letter will be maintained: one by the College of Pharmacy in the student file; one by the student. The following document must be completed and submitted to the Registrar: [Leave of Absence Request Form](#).

Readmission to the Program may only be considered for students who were granted a readmission option at time of withdrawal and requires written notification to the Dean at least 30 days prior to the academic year of the proposed return. Readmission is subject to seat availability, successful completion of any stipulations for readmission, and the approval of the Academic and Professional Standards Committee. A Withdrawal Permission form will need to be

completed.

## HEALTH-RELATED SERVICES

### Health Services

Belmont Health Services and Pharmacy are co-located on the first floor of McWhorter Hall.

Primary care services are available to students, as well as allergy shots, vaccines (including travel vaccines), and referrals to specialists or outside providers. There currently is no visit fee nor does Health Services bill or accept insurance. Vaccines, medications, and lab tests are provided at greatly reduced cost. All medical expenses incurred on- and off-campus are the student's responsibility. Patients are seen preferably by appointment, although walk-ins are accepted on a first-come, first-serve basis. The clinic is open Monday-Friday, 8-4:30. For information, or to schedule an appointment, call 615-460-5506.

### Counseling Services

Counseling is offered through the [Office of Counseling Services](#) and may help with such issues as academics, interpersonal relationships, faith issues, sexuality, stress, time management, addictions, anxiety and depression. For information or to schedule an appointment, please contact the Office of Counseling at 615-460-6856. The first appointment is called an intake and lasts 15-30 minutes. Further appointments last 50-60 minutes. Counseling Services is open Monday through Friday, 8am-4:30pm. Students can leave a confidential voicemail at any time, and it will be returned as soon as possible during office hours. Students can also drop by Counseling Services in the second floor of Gabhart Student Center to set up an appointment. Students have access to [timelycare](#), a 24/7 telehealth resource that offers free, confidential, virtual physical & mental health support. Students can access Therapy Assistance Online ([TAO](#)) which is a virtual self-help platform offering educational sessions related to mental health, wellness and substance use issues.

### Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, BU will provide reasonable accommodation for all medically documented disabilities. Information is available [Office of Accessibility Services](#) - Belmont University.

## ACADEMIC SERVICES

### Drug Information Center

[The Christy Houston Foundation Drug Information Center \(CHFDIC\)](#) supports the faculty and staff in their educational efforts and trains students in medication information management. Resources include selected periodicals, reference texts and, electronic databases and on-line access to the Lila D. Bunch Library. The center, located on the second floor, McWhorter Hall is open Monday through Friday, excluding university holidays.

### Lila D. Bunch Library

The [Lila D. Bunch Library](#) is located at the corner of 17th Avenue S. and Acklen Avenue on the West side of campus behind the Massey Performing Arts Center. The library building houses four floors of resources (including over 200,000 items and over 1,000 current periodicals), 70 public access computers, and provides fee-per-use (<https://www.belmont.edu/lits/bruinprint/index.html>) printers, large format printers, copy machines, and book and image scanners. The library contains individual study carrels, two group study rooms (first come basis) and is open on a 24/5 schedule from Sunday through Friday as well as Saturday hours during the academic year. In addition to physical resources, the library collection includes over 250,000 ebooks, and includes access to hundreds of databases and full-text periodicals online. Articles not found in the BU collection may be requested through inter-

library loan. Access to the libraries digital resources is available on or off campus for BU students, faculty and staff (<https://www.belmont.edu/library/>). Library staff are available for online or in-person consultation on research questions and the College of Pharmacy and Health Sciences has an assigned dedicated librarian to assist students and faculty with research questions. The library building also houses the Leu Art Gallery and the Gallery of Iconic Guitars.

Lila D. Bunch: Pharmacy-specific digital resources

Pharmacy-specific digital resources including access to ebooks for classes and Pharmacy databases can be found at (<https://belmont.libguides.com/pharmacy>). This “Guide” page contains links to Medline, Embase, PubMed, SCOPUS and UpToDate, as well as links to digital books used in many courses. Links to the major Pharmacy compendia including Lexi-Comp and MICROMEDEX are also found here.

## Learning Center

The [Belmont Learning Centers](#) offer free tutoring and group study in math, chemistry and writing. They are located on the first floor of the Janet Ayers Academic Center. No appointment is necessary.

## Computer Labs

Two computer labs are available for student use: Massey Business Center (Third floor of MBC, 615-460-6479) and Bunch Library (Reference area on first floor, 615-460-5444).

## Career Services & Professional Development

The [Office of Career Services](#) offers a wide variety of resources including workshops, resume preparation, and individual counseling designed to help students as they develop their career. The Office also offers several assessment inventories and instruments designed to measure a person's personality type, interests, skills, values, and strengths as they relate to career choices. These include Focus (an online internet program to help students assess their work related values, interests and skills), Career Beam (a self-paced program for clarifying career goals, developing professional resumes and cover letters, and preparing for interviews), and the Myers-Briggs Type Indicator (the most widely used instrument for understanding personality differences).

## COURSE RESOURCES

### MYBELMONT Campus Portal

**MYBELMONT** is the electronic gateway to life at BU. As the online service for BU students, faculty and staff, MYBELMONT offers fast, simple access to important campus information and a host of essential tools. A MYBELMONT account allows students to:

- Access campus e-mail
- Register for classes
- Check grades online
- Pay tuition and fees online
- Check the university calendar
- Receive messages about campus events
- Participate in the on-line portion of classes through Canvas

## Computers

Pharmacy students are required to have a non-application based laptop that has a current operating system.



## Software Requirements

Pharmacy students are required to have the following computer software available for in- and out-of-class use: Microsoft Office with Word, Excel and Powerpoint, or functional equivalent.

## Computer Use

The use of personal laptops is a privilege and not a right. In-class use must be approved by course faculty and remain relevant to course learning goals and activities. Web surfing, social networking, instant messaging, texting, shopping and similar activities will not be tolerated; these actions are not considered professionally relevant to classroom contexts. Faculty may direct students to turn off their computers and/or close the screen in order to limit classroom disruption. Failure to comply with faculty directions or course-specific and [university computer and internet use policies](#) will be reported to the Associate Dean for Student Affairs.

## Cell phone policy

Unless otherwise stated in the course syllabus, cell phones and pagers must be turned off during classroom and laboratory time. Special circumstances may be discussed with the instructor. Pharmacy faculty are asked to keep their cell phone on vibrate during class in order to receive emergency notifications, should a need arise. Failure to comply with course-specific and the Pharmacy Programs cell phone use policies will be reported to the Associate Dean for Student Affairs.

## Lecture Recordings

At times, pharmacy courses will use a lecture recording system. Access to these archived session recordings may be released at the discretion of the instructor and department chair. The use of personal recording devices (tape, digital, video, web camera, etc.) requires instructor approval. Students should request permission to record class activity in writing to each faculty member.

Unauthorized sharing of class content on the Internet, including via social media, is prohibited by university policy and state and federal law. Students in violation will be subject to discipline under the Bruin Guide's Academic Honor Code and/or the Library and Information Technology Services Department's Acceptable Use Policy.

## CAMPUS LIFE

### The Beaman Student Life Center

Connected to the Curb Event Center and the Maddox Grand Atrium, the Beaman Student Life Center is a six-hundred-thousand square-foot hub of campus activities located at the heart of Belmont's historic campus. Since the fall of two-thousand three, Beaman has been a multi-purpose facility that supports the Belmont community by serving as a social gathering place for students and a programming space for campus-wide events such as NCAA selection parties, dances, fashion shows and blood drives.

Through the main entrance facing the Bell Tower you will find What's Bruin, a convenience store with coffees, snacks, drinks, smoothies and ready-made sandwiches.

Beaman is also home to the University's Fitness and Recreation Center with full-service men's and women's locker rooms and two regulation-size racquetball courts. The rock climbing wall gives students one-thousand square feet of climb surface with natural features to accommodate various levels of ability. The second floor of the Fitness and Recreation Center has a group exercise room with mirrored walls and a beautiful view of the Lawn and the South Lawn as well as a gymnasium and weight room featuring free weights, weight machines, treadmills, ellipticals and stationary bikes. The Fitness and Recreation Center also is the nucleus of intramural sports, including ultimate Frisbee, flag football, soccer, basketball, volleyball, dodgeball as well as many outdoor recreation opportunities.



In addition to the recreational and wellness facilities, Beaman is home to the Office of Student Affairs and includes offices for the Student Government Association and Greek Life. A central hub of campus life, the Beaman's a great place to relax too since it features ample gathering spaces and seating areas for students to study and interact.

## **STUDENT ORGANIZATIONS**

There are currently fourteen (14) pharmacy student organizations on the Belmont campus:

### **Academy of Students in Pharmacy (APhA-ASP)**

The student pharmacist organization of the American Pharmacists Association (APhA), ASP holds regular professional meetings, sponsors College-wide activities, and offers students a chance to participate in the National Patient Counseling Competition (NPCC).

### **ASHP-Student Society of American Society of Health-System Pharmacy (SSHP)**

The Pharmacy Student Forum serves to help prepare ASHP student members for successful careers in hospital and health-system practice, equipped with the skills to lead the profession into the future.

### **Tennessee Society of Student Pharmacists (TSSP)**

TSSP is the student chapter of the **Tennessee Pharmacists Association (TPA)**, designed to promote networking and activism in student pharmacists across the state of Tennessee.

### **Academy of Managed Care Pharmacy (AMCP)**

As a member of AMCP you will discover vast opportunities in managed care pharmacy through regular professional meetings and college-wide activities. AMCP offers students the opportunity to participate in the National Student Pharmacist P&T Committee Competition.

### **Industry Pharmacists Organization (IPhO)**

As a member of IPhO, you will learn about the various pharmacist opportunities within the pharmaceutical industry through professional and college-wide meetings. You will also learn about the fellowship opportunities available to students after graduation.

### **Bruins4Peds**

Bruins4Peds was organized to raise awareness of pediatric health and offer students insight into how pharmacists work with other healthcare providers to provide optimal care for this patient population.

### **Christian Pharmacy Fellowship International (CPFI)**

CPFI was organized to promote mission service and provide a forum for Christian expression and growth for pharmacy students and faculty on campus.

### **American Association of Psychiatric Pharmacists (AAPP)**

AAPP was organized for student pharmacists who are interested in improving the lives and minds of those affected by neurological and/or psychiatric disorders. Membership in AAPP provides training, certification and network opportunities.

### **Class of 2024, Class of 2025, Class of 2026 and 2027**

Each class is self-governed and works closely with their class advisor to organize community service, social and fundraising events open to all members of the class. The class advisor oversees elections each year for the class. Typical offices include president, vice president, secretary, treasurer, fundraising chair, service chair and social chair.

### **Kappa Psi**

Kappa Psi is the professional fraternity that pledges both male and female pharmacy students. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the College year.

### **National Community Oncology Dispensing Association (NCODA):**

NCODA was organized to address the growing need for dispensing cancer clinics to improve operations at the pharmacy level. The goal is to offer insight into how pharmacists are responsible for medication management for cancer patients from diagnosis throughout survivorship.

#### **Phi Delta Chi (PDC):**

Phi Delta Chi fraternity develops leaders to advance the pharmacy profession; it is *a lifelong experience*, promoting scholastic, Phi Delta Chi, and social growth in its Brothers.

#### **Phi Lambda Sigma (PLS)**

Phi Lambda Sigma is the leadership honorary society in pharmacy. Members are chosen on the basis of their activities and leadership involvement in the College after completing their first three semesters of the professional curriculum.

#### **Rho Chi**

Rho Chi is a scholastic honorary society. Students in the top 20% of the class are eligible for consideration; they are then selected based on pharmacy course work GPA and overall personal integrity.

#### **Students of the National Pharmaceutical Association (SNPhA)**

SNPhA's goal is to address issues of cultural diversity facing pharmacy and pharmacy students, as well as pharmacy topics of general interest.

**Student Organization Policies and Procedures:** (Located under Campus Links drop down in BruinLink)

Student Organizations or Class cohorts (ex. CO2027) may find space in classrooms, study rooms or in Gabhart to hold meetings. Use this link to request space outside of McWhorter:

<https://sites.google.com/view/belmontclubsandorgs/event-planning>. In order to request space outside of McWhorter one member of the organization or class must complete training before the request.

#### **How to start a new organization:**

The following steps must be done to start a new organization:

1. Student(s) meet with the Associate Dean of Student Affairs (ADSA) regarding interest in starting a new organization.
2. Students must identify a faculty member to serve as advisor if new organization is approved.
3. In collaboration with the potential advisor, student leaders will fill out an application (provided by the ADSA) and then return the form to the ADSA's office.
4. Student leaders of the organization must meet with the Student Affairs Committee
5. Information on the organization will be presented to the full faculty for feedback.
6. The Student Affairs Committee will vote and then make a recommendation to the Dean regarding approval of the organization.
7. If the organization is approved within the College of Pharmacy, the leaders of the organization must meet with Student Affairs on the main campus to be recognized as a new organization.
8. Organization is added to Student Pharmacy manual.
9. Faculty within the College of Pharmacy are made aware of the decision.

## **FUNDRAISING POLICY**

**Solicitation of Donations:** Organizations must complete the "fundraising request form" in Bruinlink (Located under Campus Links drop down and on your BruinLink homepage)

Student orgs and classes must submit plans for fundraising for the academic year by September 1<sup>st</sup> (fall semester) and January 30<sup>th</sup> (spring semester) to the Associate Dean of Student Affairs for approval. Only one item or event can be proposed for each semester. The P1 class will have one month following officer elections in the fall to submit their plan. The specifics of the projects must be included along with a budget and how the funds will be utilized. Groups can conduct one fundraiser where a specific item is sold (hat, t-shirt, etc.). The other fundraiser

within the academic year has to be a non-item event (spelling bee, taco bar, etc.). Classes and orgs will also be able to sell org or class specific items throughout the year (ex: CO2026 t-shirt, CPFI shirt) as these are not marketed to faculty or the entire college. Organizations and classes can petition to hold one additional fundraiser in an academic year by submitting a fundraiser request form to the Associate Dean of Student Affairs along with justification of why it is important to do so.

## Cord wearing policy during Hooding and Commencement Ceremonies

The academy provides a long history of recognition for academic honors, leadership and organization participation at graduation ceremonies. Numerous cords, medals, ribbons and pins are awarded to graduate pharmacists by various official organizations. To honor our graduates, the Pharmacy Program encourages graduating students to wear their awards during the Pharmacy Hooding Ceremony. Belmont University also recognizes and celebrates the significance of student achievement and engagement in honor societies and recognized student groups and organizations. Adornments should be appropriate for a university-wide ceremonial occasion. Stoles, pins, cords, and metals are permitted; however, university officials have the right to request the removal of any adornments that are deemed inappropriate or offensive at their discretion. Contact the Division of Student Formation at [studentengagement@belmont.edu](mailto:studentengagement@belmont.edu) with questions.

## Requirements for Students in Leadership Positions

Student pharmacist leaders include, but are not limited to, class officers, organizational leaders, committee chairs and College/University committee members. All nominees for student leadership positions need to possess a graduate GPA of 2.75 or better at the time of their nomination. Student leaders must maintain a GPA of at least 2.75 during their term of office. Should their GPA, assessed each semester after official grades are released, fall below 2.75, the student must relinquish his/her office. Pharmacy organizations within the College may set a higher GPA for leadership requirements. Any student with a cumulative GPA of 2.3 or lower will be placed on academic probation.

## Student Travel as Belmont Representatives

### Dean's Excuse Policy:

- If traveling as part of a student organization, the organization's faculty advisor will contact the Dean for a Dean's excuse no later than 2 weeks from the date of the trip.
- Once the organizational advisor has received an answer from the Dean, they will forward that response to all students traveling.
- You then contact each of your individual faculty members and let them know the dates you have been excused from class.
- It is your responsibility to work with your individual faculty to make up any work missed while you were traveling.

Student pharmacists representing the college at professional conferences and events at the state or national level may be eligible for certain stipends or reimbursements for such participation. **Students with a GPA < 2.3 are not eligible for stipends or reimbursement.** Students traveling *must* follow University travel policies including receipt of prior approval, provision of original receipts for reimbursement, and completion of the Expense and Reimbursement Form and related documents. Information regarding these policies and procedures may be obtained from the Associate Dean of Student Affairs--Pharmacy, Pharmacy Staff and/or organization faculty advisors.

- Students must receive official approval from the College of Pharmacy to travel **before** committing to a meeting or other activity that will keep a student from attending classes or other mandatory College-related activities.
- Approval to travel does not provide a student with an excused absence from classes or other mandatory College-related activities. Each student is responsible for advance notification of each instructor of record/course coordinator for each course s/he is enrolled in. Instructors shall be informed of the student's

intent to travel and of the potential effect on class participation. Students shall abide by the decision of the instructor on absence approval as well as how to accommodate the absence.

- If the travel is student organization related, the Office of Student Activities must be involved as well. Travel requests are to be submitted through the organization's BRUINLINK page.
- It is the obligation of students to understand the nature of pre-payment or reimbursement prior to beginning travel or incurring expenses.

**Please know that Belmont Office of Student Engagement will need to approve any travel which is located outside of Davidson County, the trip involves an overnight stay OR Belmont faculty or staff organizes the travel transportation arrangements.**

When planning travel, one individual on the trip or the trip leader will need to submit the "Off campus travel request form" in Bruinlink at least **3 weeks** in advance of travel. You will need to be prepared to provide trip itinerary, destination, dates/times, form of travel (plane, car, train, etc.), housing information and purpose of travel. If an organization advisor is not traveling with the group, has an exemption form been approved?

Upon completion of this form, Student Engagement staff will work to create a trip-specific waiver for *all* traveling students. Each individual travelling will complete a waiver specific to them. Student Engagement staff will then send a spreadsheet to the faculty/staff member attending the trip with the list of all students who have submitted a waiver. Only those students who have submitted a waiver for the specific trip indicated on the waiver are permitted to attend.

#### **Additional Student Organization Resources:**

For more information on when a Motor Vehicle Record (MVR) is required for students, go to the Driver Safety Policy webpage through the Office of Risk Management ([Driver Safety Policy](#)).

## **Travel Reimbursement**

Students must complete a Student Travel Reimbursement form to be considered for reimbursement. This form can be obtained from the Associate Dean of Student Affairs in the College of Pharmacy. This form is to be completed and signed by the organization advisor **1 month** prior to travel. The form is then submitted to the Associate Dean of Student Affairs. Upon return from the trip an Expense Reimbursement Form has to be completed within 1 month from time of the meeting and submitted to the Associate Dean of Student Affairs' office. Once the appropriate paperwork is submitted after the meeting, reimbursement should occur within 2-3 weeks. Students will be notified that they can pick up their check from the Associate Dean of Student Affairs' office. **Travel will only be reimbursed if the student is in good academic standing (GPA  $\geq$  2.3), is a member of the organization in question and meets all criteria set forth by the organization. The student will also have to receive a Dean's excused absence for the meeting.** Travel reimbursement will be based on availability of funds within the College.

## **ABSENCE POLICIES**

The purpose of the Absence Policy is to establish consistency in expectations for attendance across both the didactic (classroom) and experiential (IPPE/APPE) components of the pharmacy program. There are times when a student may need to miss a class. This policy addresses singular or very short-term absences (typically up to three days). Absences longer than three days may require a short-term (up to two weeks) or long-term leave of absence (two weeks to a year). (Refer to the Withdrawal and Leaves Policy for additional information.)

Belmont University is committed to the idea that regular class attendance is essential to successful scholastic achievement. Absence is permitted only in cases of illness or other legitimate cause. Additionally, late registrants will have accrued some absences prior to formal registration in the course.

In the case of excused absence from class or rotation, students have the right and responsibility to make up all class work or rotation hours missed. Conversely, faculty are not obligated to accommodate students who miss assessments/assignments due to unexcused absences. Specific classes may have additional requirements for attendance and punctuality that supersede this policy. Students will be advised of these additional requirements in the course syllabus. The student shall not be subjected to any adverse or prejudicial effects because of this policy.

**Procedure for excused absences:**

**All requests for excused absences must be approved by the Associate Dean of Student Affairs (ADSA).**

- The ADSA should be notified as soon as possible for consideration of an excused absence unless otherwise specified for the type of absence as outlined above.
- The ADSA will communicate his/her approval on the request within 24 hours and notify all the affected faculty regarding the absence. In the case of IPPE and APPE absences, the ADSA will notify the Director of Experiential Education who will then communicate with the preceptor.
- Students may be required to submit documentation to the ADSA related to the absence. (Healthcare provider letter, military orders, etc.)
- Within 24 hours of clearance to return to class, the student must contact their faculty member/preceptor(s) via email regarding the make-up of coursework or experiential hours. In the case of IPPE and APPE absences, the student must copy the Director of Experiential Education on his/her communication with the preceptor.
- It is the responsibility of the student to work with the faculty member/preceptor to make up any missed work promptly and coordinate with the Director of Experiential Education for IPPEs and APPEs.

**Absences may be excused for the following reasons:**

- BU Student athlete(s) participating in official intercollegiate athletic events sponsored by the BU Athletic Department.
  - The student must have a Provost's excuse and present it to the Associate Dean for Student Affairs (ADSA) for each absence.
  - The student should notify the ADSA in writing at the beginning of the semester or rotation about the potential for missed classes or rotation days.
  - If experiential rotations will be affected, the ADSA will reach out to the Director of Experiential Education as soon as possible so that potential scheduling issues can be addressed during the rotation scheduling process, if possible.
- Student travel to pharmacy-related meetings (local, regional, national) which have been approved by the Dean in the College of Pharmacy & Health Sciences.
  - Upon approval by the Dean, the ADSA will notify course instructors and the Director of Experiential Education of the planned absence.
  - Students must meet academic requirements for travel and should not have below a 70% in any course at the time of travel approval.
- Student illness or critical illness/death in the immediate family. Immediate family is described as spouse/life partner, child, parent, legal guardian, sibling, grandparent, or grandchild including stepfamily members. Excused absences may be granted for additional situations by the Associate Dean of Student Affairs (ADSA).
  - Student absences will be excused if the student provides documentation that he/she has to provide necessary care to the immediate family member. Documentation must indicate approved clearance to return to class.
  - In the case of a death in the immediate family, an obituary or a funeral program must be submitted to the ADSA.

- Healthcare Appointments
  - Every effort should be made to schedule routine healthcare appointments outside of class or IPPE/APPE hours. If a healthcare appointment conflicts with any of these, the student must apply to the Associate Dean for Student Affairs (ADSA) for an excused absence.
- Scheduled Surgeries/Elective Procedures
  - If possible, scheduled surgeries/elective procedures should be scheduled to minimize absence from the program. If absence(s) cannot be avoided, the student must apply to the Associate Dean for Student Affairs (ADSA) for an excused absence.
  - Documentation from the student's healthcare provider including clearance to return to class must be provided to the ADSA.
- Pregnancy
  - Title IX requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary. Documentation from the student's healthcare provider including clearance to return to class must be provided to the ADSA. Every effort should be made to schedule routine appointments outside of class or IPPE/APPE hours. If a healthcare appointment conflicts with any of these, the student must apply to the Associate Dean for Student Affairs (ADSA) for an excused absence.
- Short-Term Military Service
  - Must submit letter from commanding officer detailing requested leave.
  - Absences longer than three days may require a short-term (up to two weeks) or long-term leave of absence (two weeks to a year). (Refer to the Withdrawal and Leaves Policy for additional information.)
- Jury Duty or Subpoena for Court Appearances
  - Students must provide documentation of the official request from the court of law.
- Religious Holidays
  - A student who is unable, because of his/her religious observances, to attend classes or to participate in an assessment, including but not limited to examinations, quizzes, or a rotation requirement on a particular day, may be excused from any such assessment and/or rotation. If excused, the student shall be provided an opportunity to make up the missed assessment(s) and/or rotation days if it does not create an unreasonable burden upon the University.
  - The student should notify the ADSA in writing at the beginning of the semester or rotation. Students may be asked to verify their absences for them to be considered excused.
- Other
  - Other extenuating circumstances that are not anticipated by this policy may occur. In these situations, students must confer with the ADSA to determine if an absence may be excused.

### **Return to Class(es)/Practice Experience(s)**

Students are expected to return to class/practice experiences as soon as possible; however, they are not to return unless released by their health care provider to do so. Documentation of the ability to return to classes/practice experiences may be required. The ADSA will notify the student of the need for documentation.

Once able to return to classes/practice experiences, students should attend all classes and not be selectively absent from one class or experience and not the other(s) unless expressly sanctioned by the ADSA.

### **Unexcused Absences/Excessive Absences**

If a student fails to follow the processes outlined above for an excused absence, the student absence will be deemed unexcused. The number of excused and unexcused absences will be monitored by the ADSA who will contact the student to determine the student's situation. Cases of excessive absences may be referred to the Academic and Professional Standards Committee (APSC) for disciplinary action. In situations with extenuating circumstances where timely notification could not be provided, an unexcused absence designation may be changed to excused with appropriate documentation.

### **Failure Due to Non-Attendance**

According to BU policy, "should the number of absences other than Provost's Excused Absences exceed 20% of class meeting time (applicable to every term and part-of-term course) for a given student, the faculty member may assign the grade "FN" (failure for nonattendance) to that student."

### **Falsification of Information/Documents**

Falsification of information or documents to support an excused absence will not be tolerated. If it is determined a student engaged in deception or misrepresentation of information as part of their excused absence request process, this will be considered a breach of professional conduct and the student will be subject to review and disciplinary action by the Academic and Professional Standards Committee (APSC). Additionally, coercion of any type by the student, excessively late or inappropriate "after the fact" notifications, and/or inability to provide external supporting documentation will be referred to the APSC for review of possible disciplinary action.

## **REMEDIATION POLICY**

### **Course Remediation Policy**

For each didactic course in the curriculum, the instructor of record will place the eligibility criteria for end-of-course remediation for that course in the course syllabus. In the event that a student receives a failing final course grade in one of these courses and meets the eligibility criteria for remediation, the instructor of record will assign a grade of incomplete for the student and work with the student to develop and execute a remediation plan, subject to the criteria listed below.

A maximum of 1 end-of-course remediation per semester per student is recommended. Students must appeal to the Academic and Professional Standards Committee to be considered for more than 1 course remediation in a semester.

No student will be allowed to remediate more than a total of three didactic courses through end-of-course remediation within the PharmD program.

No student will be allowed to remediate through end-of-course remediation a didactic course for which the student has previously received a final course grade of "F" within the PharmD program.

The end-of-course remediation plan will be individually designed by the instructor of record (or another instructor designated by the instructor of record).

The end-of-course remediation must be completed successfully by the student no later than the first day of spring term courses (for fall semester didactic courses) or by June 1 (for spring semester didactic courses). The course grade will revert to the original failing grade received in the course at mid-term of the following semester if a change of grade form is not submitted.

If the end-of-course remediation is completed successfully, the student's course grade will be updated from incomplete to "C" or the lowest passing grade allowed for the course.

If a student does not successfully pass a didactic course in the curriculum, but is ineligible for end-of-course remediation according to the criteria outlined in the course syllabus, the student will receive the failing grade earned



in the course. For the course remediation policy for experiential courses, see the Pharmacy Student IPPE and APPE Manuals.

## **APPEALS, COMPLAINTS, AND GRIEVANCES**

The grade and end-of-course remediation appeal process is designed to provide students with a clearly defined avenue for appealing the grade of an assignment/exam, or course grade he/she believes was based on prejudice, discrimination, arbitrary or capricious action, not related to academic performance. Students have the right to appeal grades and course remediation eligibility decisions directly to the instructor if they believe that an incorrect grade has been assigned for the course, assignment/exam, or that the student should qualify for remediation. The chain to be followed for didactic courses is: Course Instructor, Course Coordinator, Department Chair, Associate Dean for Academic Affairs, and Dean. The chain to be followed for experiential courses is: Director of Experiential Education (who will discuss the rationale for the grade with the preceptor), Chair of Pharmacy Practice, Associate Dean for Academic Affairs, and Dean. Students are expected to adhere to this sequence. This must be initiated within ten (10) working days of the grade posting or within three (3) days of the remediation decision. In the written appeal, the student must be prepared to demonstrate and document an unusual circumstance that warrants a review of the grade and evidences of the grade s/he believes should have been given by the instructor. Appeals will be reviewed and responded to within ten (10) working days of receipt and responded to in writing either confirming or changing the posted final grade. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. A copy of this response will be made available to the next step in the progression if appealed. If a grade is changed, a grade change form will be submitted. The Dean is the final step for a grade appeal. Any appeal must be in writing and include appropriate documentation to support the student's position that a grade change is warranted. Each step of all written appeals will be reviewed within ten (10) working days of receipt and responded to in writing either confirming or changing the posted final grade. The content and reason for the appeal should not change as it moves through the process.

The final grade is the instructor's posted grade, which may be viewed in the student's grade report on-line at the close of the term or part-of-term. It is solely the responsibility of the student to check that grades are posted for all courses taken during a semester and note the grade given for each class. Unless an active appeal is under review, after the mid-term point of the next semester, neither instructors nor the university will consider a grade change.

Once a final grade has been posted the student may not petition the instructor to do additional work or extra credit to raise the grade awarded. Any grade change as a result of such action will be disallowed.

For grades of IP or I, once the I or IP is replaced by a grade, including a change to F, that becomes the posting date of the final grade. Administrative grades such as W (withdrawal) are handled through the Registrar's Office.

As Advanced Pharmacy Practice Experiences are entirely experiential in nature, end-of-course remediation is not available. However, should a student not successfully complete a rotation, the student is encouraged to meet with the Director of Experiential Education to create additional learning activities to enhance their knowledge and performance on subsequent APPEs. Failed APPEs must be repeated with an equivalent experience.

Appeals of Student Status (e.g. Probation, Suspension, Dismissal, Withdrawal, Leaves), Graduation Requirements, or Participation in Hooding:

Students who are sanctioned with probation, suspension, or dismissal or wish to appeal decisions related to more than 1 course remediation, withdrawal, leave, graduation requirements, or participation in hooding shall have the right to appeal. Any appeal must be submitted in writing to the Associate Dean for Academic Affairs as Chair of the Academic and Professional Standards Committee of the College of Pharmacy within ten (10) working days of notification of the academic probation, suspension, dismissal, withdrawal, leave or graduation requirement findings or within three (3) working days of the remediation decision. The Associate Dean will forward the appeal to the Academic and Professional Standards Committee for review within ten (10) working days of receipt of the appeal. The Academic and Professional Standards Committee will hear the appeal no later than ten (10) working days after the student submits an appeal. The student shall have the right to address the Academic and Professional Standards Committee as part of the appeal process. No guests are allowed at meetings with the student and the Committee unless prior approval is granted by the APSC. At the conclusion of the hearing, the Academic and Professional



Standards Committee will deliberate and provide a written finding to the student and to the Dean of the College of Pharmacy within ten (10) working days.

The student may then appeal the finding from the Committee by submitting a written appeal to the Dean of the College of Pharmacy within ten (10) working days of receiving the report from the Committee. The Dean will render a decision communicated in writing to the student and will copy the Academic and Professional Standards Committee, and the faculty advisor within ten (10) working days. If a student is readmitted as a result of the appeal process, the student must accept any conditions stipulated in the readmission letter.

Within ten (10) working days of receipt of the Dean's decision, the student may appeal the Dean's decision to the Provost in writing.

### **Appeals and Complaints for Non-Academic Matters**

Students should review the Bruin Guide for details on reporting and complaints about specific issues, such as with sexual harassment. For instances not covered in the Bruin Guide, any student who believes he or she has been treated inappropriately or unfairly by a University employee or non-academic process may seek resolution first through the employee's supervisor. If the student feels that the complaint was not adequately resolved, they should then submit a complaint to the Associate Dean for Students Affairs in the College of Pharmacy and then to the Dean of the College of Pharmacy. If the complaint is having to do with the Associate Dean for Student Affairs in the College of Pharmacy, the process should begin with the Dean. If the student feels that the complaint is still not adequately resolved, or if the complaint is having to do with the Dean of the College of Pharmacy, the complaint should be submitted to the University Dean of Students office. The Associate Provost and Dean of Students serves as the primary coordinator of response and support to students with concerns or those in crisis. Students may file a formal complaint by e-mailing [deanofstudents@belmont.edu](mailto:deanofstudents@belmont.edu) describing the treatment, action or decision at issue and the remedy sought. Complaints will be investigated or referred to other offices as necessary. Because the University already has identified several mechanisms for dispute resolution (e.g. the Grade Appeal process), students who contact the Dean of Students Office may be redirected to established channels or the dean of an academic college if these have not already been engaged. A written response regarding the issue will be sent to the student who initiated the complaint within thirty (30) working days.

Complaints regarding treatment by non-academic employees of the university should be made to the supervisor of the employee or to the Office of the Dean of Students. Any other student complaint regarding unfair treatment should be reported to the Office of the Dean of Students. If a student is not sure how to file a complaint or appeal, the Office of the Dean of Students will assist the student and may be reached via email at [deanofstudents@belmont.edu](mailto:deanofstudents@belmont.edu).

Students also have a right to submit a formal complaint to the Accreditation Council for Pharmacy Education (ACPE) for unsatisfactorily resolved issues related to the accreditation standards.

**NOTE: For further detail, please refer to the Bruin Guide as well as the [Graduate Catalog](#).**

## **INTERPROFESSIONAL EDUCATION REQUIREMENTS**

Belmont University College of Pharmacy & Health Sciences strategically incorporates interprofessional education (IPE) throughout the didactic and experiential curriculum in accordance with the College of Health Sciences and College of Pharmacy IPE mission and vision. Activities and experiences are designed utilizing guidance from the four IPEC domains: values and ethics for interprofessional practice, roles and responsibilities for collaborative practice, interprofessional communication practices, and interprofessional teamwork and team-based practice. These IPE experiences are designed to provide students from multiple disciplines opportunities to learn about, from and with each other to enable effective collaboration and improve health outcomes, in accordance with the WHO definition of IPE.

Each student is required to participate in the following IPE events, some of which occur outside of class time: Dean's Hour, Nashville Interprofessional Collaborative First Year Course, P1 IPE Orientation Program, Introductory Pharmacy Practice Experiences I and II (IPPE I and II), IPE Poverty Simulation, Second Year IPE

Event, Introductory Pharmacy Practice Experience IV (IPPE IV), Meharry Geriatrics Consortium, Advanced Pharmacy Practice Experiences (APPEs), Capstone. Completion of all required IPE events is required for graduation. Completion of required P1, P2, and P3 IPE events is required before progressing to APPE rotations. Failure to complete specified IPE events in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years may result in a delayed graduation.

Students may also have the opportunity to participate in supplemental IPE experiences that are not listed above.

## CO-CURRICULAR REQUIREMENTS

Co-curricular experiences (CCE) are those with merit for enriching the student’s educational experience. They may be conducted inside the didactic curriculum, but are largely outside the classroom and allow expansion of student understanding of didactic and experiential curriculum themes. CCE complement and advance learning occurring within the formal didactic and experiential curriculum and provide artifacts that enhance institutional value for the profession and for the student’s future work. This plan formalizes the organization and documentation of co-curricular participation and learning.

The co-curricular plan centers around 4 competency domain focus areas: professionalism, critical thinking, patient-centered care, and advancement of pharmacy practice. Each competency domain focus area contains learning objectives that students will be able to accomplish upon completion of experiences that map to each competency domain. All experiences approved by the co-curricular director have identified learning objectives appropriate for the specific CCE. Additionally, each area is mapped to pharmacy program Student Learning Objectives (SLOs) and Accreditation Council for Pharmacy Education (ACPE) key elements. The purpose of this course is to enrich student educational experiences, expand understanding of professional service, and positively impact patient and student outcomes by cultivating well-rounded competent pharmacists.

**Co-Curricular Plan Objectives:** Upon successful completion of course assignments and reflections, the student will be able to demonstrate learning related to each of the following competency areas.

1. **Professionalism** – The graduate will effectively exhibit behaviors consistent with the trust given to the profession of pharmacy, while engaging as a healthcare team member. The graduate uses metacognition and self-examination to improve approach to learning and working with others.
2. **Critical Thinking** – The graduate is able to analyze and evaluate complex information in order to form judgements that maximize positive outcomes
3. **Patient-Centered Care** – The graduate is able to integrate population and patient-centered care to design, manage, and evaluate clinical information into a comprehensive individualized patient care plan that incorporates patients’ values, beliefs, perspectives, and social determinants of health through patient and interprofessional collaboration.
4. **Advancement of Pharmacy Practice** – The graduate is able to support the transformation of pharmacy practice through the continuous improvement and innovation of medication use systems to positively impact clinical, economic, and humanistic outcomes.

### Belmont’s Pharmacy Program Required Co-Curriculum Plan Overview:

Cohort	P1	P2	P3	P4
<b>Competency Domain Focus</b>	Professionalism	Critical thinking	Patient-centered care	Advancement of pharmacy practice
<b>Goals</b>	- Learn about the 4 competency domains - Cultivate behaviors consistent with the pharmacy profession	- Build upon knowledge and apply critical thinking skills - Identify problems and design solutions	- Reflect on personal knowledge, attitudes, skills, beliefs that could enhance or impede optimal patient health outcomes	- Incorporate competency domains to reach professional goals - Identify initiatives and approaches to solve therapeutic problems and transform pharmacy practice

**Co-Curricular Plan Requirements:** The student is responsible for selecting appropriate experiences that map to the appropriate competency domain and objectives. However, students may work with organization leadership or the director of CCE to identify optimal ways to meet these expectations, while taking into consideration their personal interests and professional goals. Students are encouraged to complete as many CCE as possible, as they will shape and advance their personal and professional careers.

**Curricular Linkages:** Co-curricular plan expectations include a continuing development of abilities (knowledge, skills, and attitudes) begun in prior and concurrent coursework. CCE, whether occurring in the workplace, community, church, or on campus, complement and advance learning occurring throughout the formal didactic and experiential curriculum.

## BU'S PHARMACY PROGRAM CONCENTRATIONS PROCESS

Concentration Areas and Objectives	
Advanced Pharmacotherapy	<ol style="list-style-type: none"> <li>1. Demonstrate advanced knowledge, skills, and abilities in management of pharmacotherapy topics addressed in the core curriculum.</li> <li>2. Demonstrate knowledge, skills, and abilities in pharmacotherapy topics not addressed in the core curriculum.</li> <li>3. Expand clinical application skills and critical thinking skills related to disease state management and patient care.</li> </ol>
Healthcare Informatics	<ol style="list-style-type: none"> <li>1. Collaborate with health-systems personnel to develop, implement and evaluate innovative healthcare technology systems</li> <li>2. Participate in the design, implementation, assessment, and evolution of clinical decision-support systems, and pharmacy systems</li> <li>3. Use the human/computer interface information management to develop, implement, and evaluate innovative patient and medication safety in the healthcare environment.</li> </ol>
Pharmacy Management	<ol style="list-style-type: none"> <li>1. Effectively manage pharmacy personnel using the application of human and organizational behavior and management theory.</li> <li>2. Communicate the value of pharmacy products and services.</li> <li>3. Identify business metrics to manage systems.</li> <li>4. Be a leader in the profession through advocacy of public policy as it relates to management as well as pharmacy practice.</li> <li>5. Develop the ability to navigate complex health systems.</li> </ol>
Pharmacy Missions/ Public Health	<ol style="list-style-type: none"> <li>1. Exhibit advanced knowledge, skills, and abilities in:               <ol style="list-style-type: none"> <li>a. Identification of health care disparities and underserved populations</li> <li>b. Overcoming barriers to delivery of medication therapy</li> <li>c. Cultural sensitivity in patient encounters</li> <li>d. Management of disease states encountered in underserved populations</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>2. Serve local and/or international communities focusing on health, emotional, spiritual needs.</li> <li>3. Develop knowledge, skills, and abilities in the pharmacists' role as a public health advocate/professional.</li> </ol>
<b>Concentration Benefits</b>	Students who are accepted into a concentration will gain focused experience both in the didactic and experiential settings related to their area of interest (see objectives for each concentration below). The concentration may be added to your Curriculum Vitae (CV). Students admitted to a concentration will be allowed priority registration for spring P3 courses.
<b>Concentration Requirements</b>	<ol style="list-style-type: none"> <li>1. Apply for concentration before October 1st of the fall the year prior to taking IPPE 4 (typically Fall P2 year).</li> <li>2. Complete at least 4 didactic electives designated in the concentration</li> <li>3. Complete an experiential learning activity for PHM 6330 IPPE 4 in the specified concentration</li> <li>4. Complete at least 2 elective APPEs in the concentration.*</li> </ol> <p>* The 2 elective APPEs for students in the Information Management and Pharmacy Management concentration areas are considered non-patient care APPEs. All remaining elective APPEs must be patient care APPEs. For example, students will not be able to complete APPEs in research, international APPEs, or with the Tennessee Pharmacist Association, etc.</p>
<b>Application</b>	<p>Students who wish to be selected into a concentration should submit a one-page typed essay addressing:</p> <ol style="list-style-type: none"> <li>1. The concentration you are applying to.</li> <li>2. Why are you interested in enrolling in this concentration?</li> <li>3. What are your career goals and how will this concentration facilitate this goal?</li> <li>4. What do you hope to learn from this concentration?</li> </ol> <p>The essay should be emailed to The Associate Dean for Academic Affairs (<a href="mailto:erin.behnen@belmont.edu">erin.behnen@belmont.edu</a>) <b>no later than October 1<sup>st</sup> of the fall of the year prior to taking IPPE 4 (typically fall P2 year).</b></p> <p>Students may apply later than that date but will not be considered if student enrollment limits are met.</p> <p>Accepted students may apply to change their concentration; however, new concentration applications will not be accepted after June 30<sup>th</sup> following completion of the P2 year requirements. Additionally, changes may only be made if student enrollment limits will not be exceeded.</p> <p>Students wishing to be removed from the concentration should email The Associate Dean for Academic Affairs. Depending on when the communication is made, changes to experiential rotations may not be possible at that time.</p>

<b>Process</b>	<ol style="list-style-type: none"> <li>1. Students apply to the concentration by submitting an essay via email by October 1<sup>st</sup> of fall prior to taking IPPE 4 (typically fall P2 year).</li> <li>2. The Curriculum Committee will review applications and will communicate to students a decision of acceptance or waitlist to the concentration prior to October 31<sup>st</sup>. The list of students in concentrations will be communicated with the Director of Experiential Education for IPPE and APPE assignments.</li> <li>3. Students accepted in the concentration will register for electives as usual (students in concentrations will have priority registration for P3 spring) paying attention to register for a total of 4 electives designated in their concentration.</li> <li>4. The Associate Dean for Academic Affairs will send the list of all P3 students in concentrations to the registrar for priority registration in spring.</li> </ol>
<b>Concentration Enrollment Limits</b>	<p>Advanced Pharmacotherapy – no maximum  Healthcare Informatics (Informatics) – maximum 8  Pharmacy Management (Management) – no maximum  Pharmacy Missions / Public Health – maximum 8</p>

## PATIENT CARE EVENTS POLICY & PROCEDURES

### **Purpose**

To regulate the participation of BU’s student pharmacists in patient care events with respect to appropriate supervision and oversight, compliance with legal and regulatory requirements, and adequate competence to perform requested patient care activities. Failure to comply with these policies and procedures may result in disciplinary action as deemed necessary by the Pharmacy Program’s Academic and Professional Standards Committee.

### **Scope**

This policy applies to all student pharmacists enrolled in pharmacy program who are engaging in patient care events on behalf of the College and faculty employed by BUs Pharmacy Program who engage in advising or support roles to BU-recognized student organizations. Student participation in patient care events is co-curricular in nature and therefore serves to meet co-curricular graduation requirements for the Doctor of Pharmacy program as specified in the College’s Co-Curricular Plan.

### **Definitions**

Patient Care Event: Any event in which a student pharmacist utilizes knowledge or skills learned in the pharmacy curriculum to provide direct patient care, including, but not limited to administration of medications or vaccinations, screening or testing, and/or providing individualized/**patient-specific** medication or disease-state counseling. **Group or mass** education on general health care topics are not included in this policy.

Student Organization Faculty Advisor: Full-time faculty member(s) in the Pharmacy Program deemed the official student organization advisor(s).

Student Coordinator: A Pharmacy Program student pharmacist identified, elected, or appointed to serve as the coordinator of any specific patient care event.

Supervising Pharmacist: A licensed pharmacist in good standing with whom the College has an established relationship: full-time, adjunct, or affiliate faculty.

Student Pharmacist Volunteer: Any Pharmacy Program student pharmacist participating in a patient care event as a member of a student organization.

### **Patient Care Events**

Under no circumstances do the screenings or education materials provided by student pharmacists and preceptors of patient care events governed under this policy establish a patient-provider relationship. Participating student pharmacists and student organizations must make this evident to all participants through their written materials and statements to participants.

### **Event Planning**

All co-curricular patient care events shall be designed to meet an identified need within the community and provide an appropriate learning environment to student pharmacists. A planning timeline shall exist for each independent patient care event and must be attached to the event application. If any deadline of the coordination timeline is missed, the event shall immediately be deemed unapproved.

### **Student Coordination**

Any student organization seeking to participate in a co-curricular patient care event must appoint a Student Coordinator for the event. The Student Coordinator is responsible for communication between all persons involved in the event, obtaining all requisite approval, and organizing activities necessary to conduct any event.

### **Event Categories**

Two (2) categories of co-curricular patient care events shall exist to appropriately delineate and assign responsibility related to liability and compliance with state and federal regulations:

- a. BU Pharmacy Program-Sponsored Patient Care Event: Any event in which the Pharmacy Program is identified as the host organization and agrees to ensure all legal and regulatory compliance including but not limited to the following: supervising physician for immunizations and CLIA-waived testing, results log, release forms, supervising BU pharmacist faculty, etc. The Pharmacy Program will ensure that participating students are currently enrolled and member of the participating student organization.
- b. BU Pharmacy Program-Affiliated Patient Care Event: Any event in which student pharmacists act as voluntary staff to carry out the patient care activity. These events shall be officially hosted by another partnering organization which will be responsible for all equipment and supplies and ensuring all legal and regulatory compliance BU's Pharmacy Program will ensure that participating students are currently enrolled and member of the participating student organization.

## **Event Types**

Three (3) types of patient care events shall exist to appropriately identify necessary state and federal regulations with which to comply. These types of events may occur exclusively or as a combination.

- a. Patient-specific medication or disease state counseling
- b. Screening and/or testing (includes but is not limited to the following: BMI, BP, bone density, blood glucose)
- c. Immunizations

## **Student Pharmacist Participation**

Belmont's pharmacy program encourages participation in patient care events to optimize their education and emphasize the importance of serving the community.

## **Participation Scope**

Student pharmacists are limited to providing only the patient care services outlined within the event organizing documents and are not to perform any patient care services outside of their scope of training (See Appendix A.) or in the absence of the approved Supervising Pharmacist.

## **Requirements of Participation**

In order to be eligible for participation in a patient care event, student pharmacists must meet the following criteria:

- A current member of the sponsoring or partnering student organization.
- Completion of and demonstrated competence in all training relevant to the specific patient care event.
- Compliance with all standards and legal/regulatory requirements for participation and Supervising Pharmacist instruction.

## **Professional Conduct**

As representatives of the Pharmacy Program, student pharmacists are expected to adhere to the Pharmacy Student Handbook and the Bruin Guide Code of Conduct at all times during any patient care event.

Student pharmacists shall adhere to appropriate dress code designated for the event, including professional dress and their White Coat unless otherwise directed by the Supervising Pharmacist.

Student pharmacists shall always wear their BU ID during the event.

## **Student Pharmacist Proficiency**

### ***Legal and Regulatory Requirements***

The Office of Experiential Education (OEE) shall verify and maintain electronically retrievable records that student pharmacists enrolled at BU's Pharmacy Program have completed the required schedule of the following legal and regulatory requirements:

- HIPAA
- Bloodborne Pathogens
- CPR
- Immunizations/TB
- Background Checks
- Drug Testing

### ***Academic Requirements***

Student pharmacists shall only volunteer for events in which they have the appropriate skill set to deliver care. The participating student must ensure that he/she is prepared by the Pharmacy's Program curriculum to provide the services for which he/she is volunteering according to the attached schedule of student competency and permitted activities (Appendix A).

The appropriate skill set shall be defined as having been exposed to and demonstrated competence in any activity to be performed by the student pharmacist at the patient care event through curricular delivery. The Pharmacy Programs Office of Student Affairs (OSA) will not approve any event that does not take this into account.

In the event that an activity requires skills outside of what is currently taught in the curriculum, student pharmacists must receive additional training and demonstrate competency prior to providing the service. This training and competency must be documented, approved by OSA and kept with the documentation for the patient care event.

### ***Liability***

Faculty and student pharmacist participants shall fall under the full professional liability and general liability insurance provided by BU and the College of Pharmacy only for course related activities and approved co-curricular activities. Student pharmacists must also have individual liability insurance coverage to participate in approved events.

Student pharmacists may participate in a wide array of volunteer activities that occur off campus and outside of the curricular or co-curricular requirements of the program. When student pharmacists engage in such independent volunteer activities that fall outside of the curriculum or co-curriculum or outside the curricular requirements as outlined in Appendix A, they do so at their own risk. In these instances, the student pharmacist will not be covered under the University's professional liability insurance for any situations that arise. Students participating in patient care events that do not conform to this policy may be subject to disciplinary action from the Academic and Professional Standards Committee (APSC) for unprofessional behavior.

### ***Student Injury***

All student injury, including inadvertent self-injection or "fingerstick" injury, must be reported to the BU Office of Risk Management and Compliance at 615-460-5429 or [riskmanagement@belmont.edu](mailto:riskmanagement@belmont.edu). Students are responsible for all expenses related to assessment, management, and/or treatment of any injury sustained during volunteer activities.

### ***Compensation***

Student pharmacists participate in these events voluntarily and therefore, do not receive monetary compensation for their participation.

### ***Equipment and Supplies***

Expenses for equipment and supplies for co-curricular patient care events are the responsibility of the sponsoring student organization or affiliated host organization.

### ***Belmont University Pharmacy Program-Sponsored Events***

If there is an insufficient stock of needed equipment or supplies, the Student Coordinator must fill out the *Patient Care Event Supply Request Form* and submit to the laboratory coordinator no later than four (4) weeks prior to the event. The laboratory coordinator will ensure that all equipment is in working order and that all supplies are of appropriate quality for patient use. The cost of disposable and/or single use supplies (e.g., lancets, cotton balls, test strips, bandages, syringes, vaccines, etc.) will be charged to the student organization. Student organizations are responsible for storing surplus patient care event supplies separately from classroom supplies. Classroom supplies may not be used for patient care events unless prior arrangements have been made with the laboratory coordinator. The student coordinator shall deliver medical waste generated from a BU Pharmacy Program-sponsored event to the BU laboratory coordinator in the Pharmacy Program for proper disposal. Durable equipment (e.g., blood pressure cuffs, bone densitometry device, blood glucose meters, etc.) may be loaned to a student organization for a specific event at



the discretion of the laboratory coordinator using the *Patient Care Event Supply Request Form*. All equipment is property of the College of Pharmacy and must be returned in the same or similar condition as when it was taken. Student organizations may be found financially responsible for damaged or missing equipment. Student organizations are responsible for supplying any disposable items that are needed to complete screening procedures such as but not limited to the following: alcohol wipes, batteries, control solution, test strips, lancets, cotton balls, bandages, etc.

### ***Pharmacy Program-Affiliated Events***

All equipment and supplies are the responsibility of the sponsoring organization. Durable equipment (e.g., blood pressure cuffs, bone densitometry device, blood glucose meters, etc.) may be loaned to a sponsoring organization for a specific event upon written request at the discretion of the laboratory coordinator. All equipment that is property of the College of Pharmacy must be returned in the same or similar condition as when it was taken. Sponsoring organizations may be found financially responsible for damaged or missing equipment. Disposal of medical waste generated from a BUt's Pharmacy Program-affiliated event is the responsibility of the sponsoring organization.

### **Patient Information Storage**

1. All patient information must be stored in a locked file cabinet in the OSA.
2. Patient information must be kept for a minimum of six (6) years.

### **Roles and Responsibilities**

#### **Office of Student Affairs**

The Pharmacy Program's Office of Student Affairs (OSA) is supervised by the Associate Dean of Student Affairs. The OSA is responsible for the supervision of all participation in co-curricular patient care events. This responsibility is restricted to the administrative level and is not related to fundraising, recruiting, or coordination of patient care events.

#### ***Responsibilities***

- Provide and annually review a set of standards and requirements for the Pharmacy Program's participation in co-curricular patient care events.
- Ensure student organization compliance with current Pharmacy Program's co-curricular patient care event policies and procedures.
- Maintain documentation received from student organizations as described in the Patient Care Event Planning Procedure.
- Provide a summary report of co-curricular patient care event activities to the faculty annually.

#### **Faculty Advisor**

Student organization faculty advisor(s) serve as the final approval for each event. They may also elect to serve as the patient care event preceptor if he or she meets requirements of the role but are not solely responsible to precept student organization participation.

#### ***Responsibilities***

- Serve as liaison between OSA and Student Coordinator to facilitate planning and execution of event.
- Evaluate and sign off on *College of Pharmacy Patient Care Event Request Form*.
- Verify Supervising Pharmacist credentials with the OEE and suitability to oversee the planned patient care event.
- Ensure compliance with all state and federal regulations related to student pharmacist participation in co-curricular patient care events.
- Ensure all student pharmacist volunteers are adequately trained.

## **Supervising Pharmacist**

The Supervising Pharmacist serves as the onsite supervisor of the patient care event. He or she shall be licensed in good standing to practice pharmacy at the event location and possess the knowledge, skills, and all regulatory requirements necessary to supervise the event.

### ***Responsibilities***

- Complete *Supervising Pharmacist Credentialing Form* for review for suitability by the Faculty Advisor.
- Provide on-site and active supervision for any patient care activities within the scope of the event.
- Be knowledgeable of the policies and procedures governing the Pharmacy Program's patient care events.

## **Student Coordinator**

The Student Coordinator is primarily responsible to ensure all policies and procedures are followed with patient care events

### ***Responsibilities***

- Ensure the appropriate event planning timeline is followed.
- Procure the necessary volunteer staff, including, but not limited to student pharmacists and Supervising Pharmacist.
- Complete and submit all appropriate documentation for the entirety of the patient care event procedure.

## **Student Pharmacist Volunteers**

### ***Responsibilities***

- Professional behavior, honoring commitments.
- Follow all standards and requirements for participation, legal/regulatory compliance, and Supervising Pharmacist instruction.

## **PROCEDURE FOR A BU PHARMACY PROGRAM-SPONSORED PATIENT CARE EVENT**

Six (6) weeks prior to the event, the Student Coordinator shall:

- Review all policies and procedures in this document.
- Discuss the proposed event with the Student Organization Faculty Advisor.
- If the proposed event is approved by the Student Organization Faculty Advisor, the Student Coordinator will:
  - Establish the Supervising Pharmacist(s) and submit the *Supervising Pharmacist Credentialing Form* to the Faculty Advisor.
  - Obtain proof of liability insurance for Affiliate Faculty, if applicable.
  - Complete *Pharmacy Program's Patient Care Event Application* and submit to Faculty Advisor.
  - Submit Event Form on BruinLink as soon as approval is obtained.
  - Review necessary skill set required for event and assess the need for additional training.
    - If additional training is necessary, develop training plan with Faculty Advisor.
  - Determine if any CLIA waived testing is being performed.  
[https://www.tn.gov/content/dam/tn/health/documents/med\\_lab\\_WAIVED\\_TEST\\_HF-HS\\_Revised\\_02-11-2016.pdf](https://www.tn.gov/content/dam/tn/health/documents/med_lab_WAIVED_TEST_HF-HS_Revised_02-11-2016.pdf)
  - Determine necessary equipment and supplies and check stock on hand to determine need for additional ordering.
  - In conjunction with the Faculty Advisor, review all patient education materials to be used for accuracy.

- If materials are inaccurate, develop plan to update materials.

Four (4) weeks prior to the event, the Student Coordinator shall:

- Ensure that the *Patient Care Event Application* has been approved by the OSA and submit Event Form on BruinLink if not already completed.
- Complete and submit a *Patient Care Event Supply Request Form* for all required supplies and equipment.
- Complete and submit the *Screening Program Notification* to the Tennessee Medical Laboratory Board if necessary. <https://www.tn.gov/content/dam/tn/health/documents/PH-3654.pdf>
- Solicit for student pharmacist volunteers by creating sign up form on BruinLink.

Two (2) weeks before the event, the Student Coordinator shall:

- Determine appropriate dress code for the event.
- Assign roles and dress code to student pharmacist volunteers.
- Prepare any patient care and/or patient education materials to be used during the event and submit them to the OSA for approval.

One (1) week before the event, the Student Coordinator shall:

- Finalize and distribute the schedule of student pharmacist volunteers.
- Gather all necessary equipment and materials.
- Send out a reminder to Faculty Advisor, Supervising Pharmacist, and student pharmacist volunteers.

On the day of the event, the Student Coordinator shall:

- Arrive early to make sure all equipment is set up and ready for use
- Ensure all appropriate legal and regulatory documentation is on hand including a results log of all patient data and recommendations for follow-up and/or referral.
- Obtain and properly file Consent and Release and Photo Release Forms for all participants.

After the event, the Student Coordinator shall:

- Complete the *Patient Care Event Documentation Form*.
- Deliver documentation to OSA for proper storage.
- Return any durable medical equipment to the laboratory coordinator.
- Deliver any medical waste to the Pharmacy Program's laboratory coordinator for proper disposal.
- Deliver screening results documentation to supervising physician, if required.
- Write and send "Thank You" notes to all involved with planning, oversight, and execution of the patient care event.

## PROCEDURE FOR A BU PHARMACY PROGRAM'S-AFFILIATED PATIENT CARE EVENT

Six (6) weeks prior to the event, the Student Coordinator shall:

- Review all policies and procedures in this document.
- Discuss the proposed event with the Student Organization Faculty Advisor.
- If the proposed event is approved by the Student Organization Faculty Advisor, the Student Coordinator will:
  - Establish the Supervising Pharmacist(s) and submit the *Supervising Pharmacist Credentialing Form* to the Faculty Advisor.
  - Obtain proof of liability insurance for Affiliate Faculty, if applicable.
  - Complete *BU's Pharmacy Program Patient Care Event Application* and submit to Faculty Advisor.
  - Submit Event Form on BruinLink as soon as approval is obtained.
  - Review necessary skill set required for event and assess the need for additional training.
    - If additional training is necessary, develop training plan with Faculty Advisor.

Four (4) weeks prior to the event, the Student Coordinator shall:

- Ensure that the *Patient Care Event Application* has been approved by the OSA and submit Event Form on BruinLink if not already completed.
- Complete and submit a *Patient Care Event Supply Request Form* for durable medical equipment, if needed.
- Solicit for student pharmacist volunteers by creating sign up form on BruinLink.

Two (2) weeks before the event, the Student Coordinator shall:

- Determine appropriate dress code for the event.
- Assign roles and dress code to student pharmacist volunteers.

One (1) week before the event, the Student Coordinator shall:

- Finalize and distribute the schedule of student pharmacist volunteers.
- Send out a reminder to Faculty Advisor, Supervising Pharmacist, and student pharmacist volunteers.

On the day of the event, the Student Coordinator shall:

- Arrive early to assist with event set up and stay after the event to assist with clean-up.

After the event, the Student Coordinator shall:

- Return any durable medical equipment to the laboratory coordinator.
- Write and send "Thank You" notes to all involved with planning, oversight, and execution of the patient care event.

### Appendix A. Curriculum and Permitted Activities for Patient Care Events

Semester	Permitted Activities*	Course Requirements
P1-Fall	Patient intake (consent forms, patient escort) Set-up/Clean-up	Currently enrolled in P1 courses
P1-Spring	Blood pressure screening	Passed Pharmaceutical Care I

P2-Fall	Blood glucose screening	Passed Health Assessment
	Immunizations	Completed Immunization Certificate
P2-Spring	Smoking Cessation Counseling	Passed Self-Care Therapeutics Passed Communications and Counseling
	Hypertension Education	Passed Pathophysiology and Therapeutics I
	Medication Counseling	Passed Introductory Pharmacy Practice Experience I
P3-Fall	Diabetes Education	Passed Pathophysiology and Therapeutics II

\* These activities are ONLY permitted upon approval of the Patient Care Event Application and oversight by supervising faculty.



Equipment:	Procurement:
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4. Please attach a copy of the patient consent/releases utilized for this event. [Note: The Student Organization or Co-Sponsoring Organization must include a Privacy Notice for retention of documentation/records that contain personally identifiable information in conjunction with the event.]

Prepared by (Print Name): \_\_\_\_\_

\_\_\_\_\_, its \_\_\_\_\_  
 Student (Signature) (Title within the Student Organization)

Date: \_\_\_\_\_

\_\_\_\_\_, its Faculty Advisor  
 Faculty Advisor (Signature)

Date: \_\_\_\_\_

\_\_\_\_\_, its Faculty (Full-time, Adjunct, or Affiliate)  
 Supervising Pharmacist (Signature)

Date: \_\_\_\_\_

\_\_\_\_\_, its Co-Sponsoring Organization Representative  
 Co-Sponsor Representative (Signature)

Date: \_\_\_\_\_

I have reviewed the foregoing application and determined that, as stated in this document and its supporting attachments, the event is appropriately staffed and supervised for the scheduled activities. Accordingly, I sanction this event to fall under the auspices of Belmont's Pharmacy Program.

\_\_\_\_\_  
 Dean/Associate Dean, Belmont University College of Pharmacy & Health Sciences

Date

Please return completed form to Dr. Kelley Kiningham, MCWH 224 **at least four weeks before scheduled student organization health event. NO EXCEPTIONS.**

## BU'S PHARMACY PROGRAM SPONSORED PATIENT CARE EVENT SUPERVISING PHARMACIST FORM

This form must be completed for any event in which the Pharmacy Program is identified as the host organization and agrees to ensure all legal and regulatory compliance including but not limited to the following: supervising physician for immunizations and CLIA-waived testing, results log, release forms, supervising Belmont pharmacist faculty, etc. The Pharmacy Program will ensure that participating students are currently enrolled and members of the participating student organization.

Student Organization:
Supervising Pharmacist:
Email:
Phone (day of the event):
Type of Event ( <i>select all that apply</i> ): <b>BMI</b> <b>Bone Density</b> <b>Blood Glucose Screening</b> <b>BP Screening</b> <b>Immunization</b> <b>Patient-Specific Counseling</b>
Please describe event in detail:
Event Location & Address:
Date and Time of Event:

**1.1 I, \_\_\_\_\_, as a member of the BU Pharmacy Program faculty, agree to serve in a supervisory capacity to students while they host a patient care event. I also understand and agree to abide by the following expectations in place by the Pharmacy Program:**

- To ensure that all faculty and students at the event abide by the College of Pharmacy Patient Care Event Policy and Procedure.
- To review and sign the Pharmacy Program's Patient Care Event Application prior to the event.
- To attend the event for the duration of the commitment I made to the student group/host of the health event.
- To actively engage in the supervision of students throughout the health event.
- To adhere to the following supervision ratios established by Belmont's Pharmacy Program for patient care events: one pharmacist licensed and in good standing in Tennessee for every six pharmacy students (1:6).
- To exercise my professional judgment in seeking emergency medical care or facilitating a timely referral, as appropriate, for those participants whose screening results indicate a life-threatening condition or impending health event. Should such a situation arise, I will notify the Dean of the College of Pharmacy & Health Sciences at 615-460-6746 of the situation(s) and any action(s) that I took.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_









## **BU PHARMACY PROGRAM'S PATIENT CARE EVENT PARTICIPANT CONSENT AND RELEASE FOR SCREENING(S)/IMMUNIZATIONS**

I, \_\_\_\_\_, acknowledge that I am a voluntary participant involved with a BU Pharmacy Programs patient care event and hereby consent that BU's student pharmacists may conduct any relevant health screening(s) and/or immunizations related to and appropriate for this particular event. I have been provided with the opportunity to ask questions and have had them answered and understand that at any time during my participation, I may choose to end my involvement.

I acknowledge that, under no circumstances, do the services provided by BU student pharmacists and preceptors establish a patient-provider relationship. The results of any screening shall serve as only informational and shall not, at any time, serve to provide conclusive or diagnostic information. No treatment will be offered or provided by BU student pharmacists and preceptors as a result of the findings and I will need to follow-up with my primary care provider to discuss the results. If I do not have a primary care provider, BU's Pharmacy Program encourages me to establish care and will provide support in identifying a provider via an informational flyer. If my results reflect a potentially life-threatening state, emergency personnel may be contacted to address the condition.

I acknowledge that in order to fully optimize the health screening(s), I may be required to share some health information with BU's Pharmacy Program. The Pharmacy Program will retain and maintain any personally identifiable information in compliance with federal and state regulations. I understand that information that is not personally identifiable to me may be used for research and reporting purposes.

I acknowledge that I assume the risk of any injury from this voluntary participation and in consideration of the health screening(s) to be performed by BU's Pharmacy Program, I release, forever discharge and indemnify and hold harmless, BU, its affiliates, its officers, employees, student pharmacists, and agents, from and against all liabilities, obligations, losses, claims, causes of actions, demands, judgments, awards, costs and expenses, whether known or unknown and whether at law or in equity, including attorneys' fees and expenses, resulting from any claim or demand arising from or connected with my participation in any health screening.

I acknowledge that I have read this Consent and Release in its entirety or that it has been read to me if I am unable to read it and that I understand its contents. I have voluntarily signed this Consent and Release and hereby agree to the performance of all relevant health screenings as explained by BU's Pharmacy Program student pharmacists and preceptors.

**Participant Signature:**

**Date:**

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*(If under 18 years of age, Signature of Legal Guardian)*

## BELMONT UNIVERSITY PHOTO AND VIDEO RELEASE FORM

Project: \_\_\_\_\_

I hereby give Belmont University, its employees, licensees, and agents, the absolute and irrevocable right and permission with respect to the photographs or video images taken of me or in which I may be included with others to:

- (a) copyright the photograph/video/audio footage in the university's name or university photographer/videographer's name;
- (b) use, re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs/footage, in any medium, including broadcast over the internet, for instructional and promotional use of the university; and
- (c) use my name and biographical information in connection therewith if so desired.

I hereby release and discharge Belmont University, its trustees, officers, employees, licensees and agents from any and all claims and demands arising out of or in connection with the use of the photographs or video footage, including all claims for invasion of privacy and appropriation.

This authorization and release shall also ensure to the benefit of the legal representatives, licensees, and assigns of Belmont University as well as the person(s) for whom the photographs or video is taken.

I have read the foregoing and fully understand its contents.

\_\_\_\_\_

Date: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

## Needle Stick and Sharps Injury Policy for the Prevention and Management of Blood Borne Viruses

**Purpose:** This policy is used for students or faculty that have experienced a needle stick or sharps injury during the course of caring for a patient.

If you sustain a needle stick or sharps injury, take the following actions immediately:

- Wash the wound with soap and water
- Alert your supervisor and initiate the injury reporting system used at your site.
- Identify the source patient, who should be tested for HIV, hepatitis B, and hepatitis C infections. Your site will begin the process to test the patient by seeking consent.
- Report to a treatment facility (see below) as soon as possible.
  - All treatment occurs at the student's expense.
  - The treatment facility may draw blood to test for HIV, Hepatitis B, and hepatitis C
  - Post-Exposure Prophylaxis (PEP) may be recommended when the source patient is unknown or tests positive for HIV, hepatitis B, or hepatitis C.
  - HIV: Start PEP within 2 hours of exposure. HIV PEP consists of a 4 week regimen of two drugs for most exposures and an expanded regimen that includes a third drug for HIV exposures that pose an increased risk of transmission.
  - Hepatitis B: If vaccinated, there is no prophylaxis.
  - Hepatitis C: No prophylaxis is currently recommended
- Document your incident in detail using the Needle Stick Reporting Form.

Follow up:

- Get follow up, post-exposure blood testing at 6 weeks, three months, and six months.
- Receive monitoring and follow up of PEP.
- Take precautions to prevent exposing others until follow up testing is complete,

After the event:

Once the Needle Stick Reporting Form is completed, send it to Belmont University Risk Management: April Khoury at [april.khoury@belmont.edu](mailto:april.khoury@belmont.edu). If the incident occurred while on IPPE or APPE rotations, please also send a copy to the Director of Experiential Education. If the incident occurred while participating in a Belmont-Sponsored Patient Care Event, please also send a copy to your faculty advisor/faculty sponsor. If the incident occurred while participating in a patient care event not sponsored by Belmont, please also send a copy to your organization contact.

Possible Treatment Facilities:

*Please note that the Belmont Health Clinic is not able to perform the appropriate labs needed. Most urgent care facilities are able to see you. Call first to make an appointment, to confirm that they accept your insurance, and to confirm that they can provide care for a needle stick. Some possible options are listed for you below:*

<https://www.concentra.com/>

<https://www.carenow.com/locations/nashville/services/>

## OTHER BU PHARMACY PROGRAM'S POLICIES & PROCEDURES

### **Personal Property**

Belmont University does not carry insurance coverage against loss or damage to a student's personal property. Students bring personal property to the campus and practice sites at their own risk. They are encouraged to ascertain whether family or personal insurance policies cover their property while on campus and plan accordingly.

### **Lockers**

To help student secure their belongings, the university provides access to lockers in McWhorter Hall. Lockers may be requested through the College on an annual basis. Because these lockers are university property, they may be opened by university personnel.

### **Room Reservations**

Small study rooms in MCWH are available on a first come-first served basis. Students can reserve a room for an officer meeting. Class or organizational advisors can help with the room reservation. Meeting rooms are also available for students in Gabhart. These rooms can be reserved for organizational events through EMS.

### **Internship Information**

Because each state has its own requirements for internship and licensure, students are encouraged to check with the [National Association of Boards of Pharmacy](#). The [Tennessee Board of Pharmacy](#) website contains useful information pertaining to licensure in the state of Tennessee. All students and experiential education faculty are expected to be familiar with the Tennessee state requirements for obtaining a pharmacist license.

### **Outside Employment**

Due to the rigorous demands of a professional degree program, students are encouraged to limit outside employment to a level they can easily manage. If a student is found to be in academic difficulty, restrictions on outside employment will be taken into consideration when devising an action plan for improvement.

### **Accommodations for Students who are Division I Athletes**

As part of the university, the College supports athletic performance. The College will endeavor to make every reasonable accommodation (for example, using coaching faculty as exam proctors during away games and providing access to faculty for makeup material) for students who retain NCAA eligibility and continue to play for a university team.

### **Parking**

Parking is the student's responsibility and is available free of charge, so long as vehicles are parked in areas appropriately designated. Belmont Boulevard from Acklen Avenue to Portland is the property of the university. Students may register vehicles at the time of class registration or at other times as necessary. Failure to comply with parking regulations may result in a fine, having the vehicle towed from campus at the owner's expense, an immobilizing boot attached to the wheel of the vehicle, or the loss of campus parking privileges. Parking ticket fines are listed in the [Graduate Catalog](#). Handicapped students may park in the designated handicap spaces or in any parking lot on the campus, regardless of posted restrictions. Handicapped students must display handicap state-issued license plates, state-issued placard, or a handicap decal issued by the university. Temporary handicap decals are available to students with temporary injuries affecting their ability to walk. There is no fee for handicap decals.

### **Inclement weather**

Belmont University rarely cancels or postpones classes because of weather conditions. However, in the event of inclement weather, there are several sources students can turn to for information about class cancellations and office closings:

- [MYBELMONT](#) will contain messages/announcements.
- [Belmont's homepage](#) will provide a link

- The Belmont News Line (615-460-5000)
- The following media will also broadcast closing information (TV channels 2,4,5, and 17 and Radio stations 104.5, 103.3, 96.3, 92.9, and 90.3 FM and 650 and 1510 AM)

If the university is closed, classes and tests will be rescheduled. Because weather and road conditions can vary greatly within the Nashville area, students are urged to use individual discretion when traveling to campus in snow or icy weather even if the university is open. If students are unable to travel or delayed in traveling to the College due to weather conditions, they should notify their professor(s) as soon as possible. Accommodations will be at the individual professor's discretion.

### **Class Visitors**

Students are not allowed to bring visitors to class. This includes friends, parents, children or pets. Failure to comply with this policy will result in you not being allowed to attend class.

## **Emergency Management Plan**

### **Campus Security**

For on-campus emergencies, call 6911 from any BU phone; for non-emergency assistance, call 615-460-6617. The [Office of Campus Security \(OCS\)](#) is staffed twenty-four hours a day, seven days a week. In compliance with the Tennessee "College and University Security Information Act" and the federal "Student Right-to-Know and Campus Security Act," the BU Office of Campus Security provides a monthly report of any crime on campus and provides, upon request during business hours, campus crime statistics and related data to employees and students desiring this information. The OCS engages in crime prevention strategies and timely security alerts, provides escorts from one location on campus to another, and provides services for automobiles, such as unlocking doors and jump-starting dead batteries.

### **Text Alert**

All students, faculty and staff are encouraged to sign up in order to receive important news quickly in the event of an emergency. Belmont Text Alerts are only used for emergency communications. To sign up, text the word "Belmont" to 27538, or sign into your MYBELMONT account and click on the "Sign up now" link on the right hand side of the page. To unregister, text the word "Stop" to 27538.

### **Emergency Response**

During an emergency situation, immediate and appropriate action is required of every member of the Belmont Community in order to prevent harm to ourselves and others. To ensure that an effective response occurs, each person on campus will need to be familiar with the emergency guidelines contained in this document. As a member of the campus community, you are instructed to follow the guidelines below. Simultaneously, other offices on campus will be performing separate emergency duties to help control the situation. The Office of Campus Security will be trying to contain the emergency if possible, notifying Metro Police, Fire Department, Tennessee Emergency Management Agency, or other emergency assistance if needed. Plant Operations will be shutting down systems as necessary or delivering equipment needed to assist with the emergency. The Emergency Response Team will be communicating either by phone, e-mail, or in an emergency headquarters meeting-place (dependent upon the type of emergency) to oversee response by the resources available. Dependent upon the needs of the moment, other departments may be responding by doing things such as bringing phone service back or cleaning up/preventing a chemical spill, etc.

### **Fire**

*Every time* a fire alarm goes off, *all* building occupants must exit the building, unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.). *Upon hearing the fire alarm:* Everyone will exit the building quickly and in an orderly fashion, assisting those who may need assistance. Whenever possible, employees will help maintain an approximate head count of those from their offices, classrooms, or meeting place. Upon reaching the exterior gathering location, employees will ensure that those under their jurisdiction or care do NOT re-enter the building until notified they may do so by emergency personnel. If



there are injuries, BU employees should notify emergency personnel as soon as possible after reaching the exterior gathering location. If an employee or student suspects that someone remains in the building, emergency personnel should be alerted to this fact immediately. If you are unable to exit the building, go to the location of safety for fire (usually in an enclosed stairwell) and wait for emergency personnel to assist you in exiting the building. *While exiting the building:* Do not use elevators. Attempt to maintain a calm and orderly exit. Do not prop doors open.

### **Tornado**

*Upon notification of a tornado warning:* All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed. *A Tornado Safety Location is one that:*

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

Tornado Safety Locations are designated by blue and white “Storm Shelter” signs located in most buildings. If the sign is on a wall, the safety location is the area around the sign. If the sign is on or adjacent to a door, the safety location is in the space on the other side of the door.

### **Criminal on or Near Campus (Not Active Shooter)**

*Upon notification of a criminal on or near campus:* The offices notified will alert all classrooms and offices on their floor. All occupants of the building will lock their doors and remain inside the locked room, staying away from windows and doors until notified that the emergency is over. If, during the lockdown, a student or employee enters the building, they may be let into one of the locked rooms if the situation is such that it is safe to do so. Should a Belmont Community member enter a building during a lockdown and be unable to enter the locked rooms, he/she should find an unoccupied room, lock it if possible, and remain there until the situation is resolved.

### **Unstable Person or Hostage Situation**

*Upon notification of an unstable person or hostage situation on campus:* Persons near the situation will quietly leave the area, notifying Campus Security and others nearby, if possible. If not, lock yourself in a room and stay low. Persons in the same room as the unstable person should remain calm and try to keep the unstable person as calm as possible. Should the situation escalate, other floors or offices may be notified to evacuate the building quietly. In this instance, building occupants should remain in the location indicated by Campus Security until further notice. The rest of campus will be notified not to enter the building in which the emergency is taking place. If possible, have the following information ready when you call Campus Security to notify them of the situation:

- The number of unstable persons/hostage takers present
- Who is in the room/office/floor with the unstable person/hostage taker
- The actions/attitude of unstable person/hostage taker
- Exact last known location of unstable person/hostage taker

### **Active Shooter on Campus**

When a shooter is actively threatening lives or is attempting to kill people, there is no pattern or method to their selection of victims. These situations require immediate action by those involved to protect themselves and the law enforcement authorities to bring the shooter’s actions to a halt. Because of the variety of situations an active shooter can create, the guidelines below are designed for different scenarios. One consistent message is to REMAIN CALM and to take appropriate action.

*If the shooter is in a place where you can get out*

1. Purposefully assess your surroundings. Belmont faculty and staff rarely remain in their respective buildings during the course of an entire day due to classes and meetings in other buildings. Make yourself aware of stairwells, doors, and windows that could be used to escape. Does the door to your room lock? What could be used to throw through a window to break it, if necessary?
2. Move quickly
3. Leave belongings behind
4. Go where the shooter cannot see you. If outside, seek cover behind walls, large trees, parked vehicles.
5. Call Campus Security 615-460-6911. They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.

6. Stay hidden and silence your phone on vibrate so you will not be detected.

*If the shooter is in close proximity and you cannot get away*

1. Go quickly to a room that can be locked, if possible.
2. Blockade the door with heavy furniture.
3. Turn off all lights and become totally silent.
4. Turn off any noise-producing devices.
5. Call Campus Security 615-460-6911 (if you can do so without drawing the shooter's attention to your location). They will inform and coordinate with Metro Police. Tell them the name of the shooter (if known), shooter description, location, number and types of weapons.
6. Stay hidden and silence your phone on vibrate so you will not be detected. Do not huddle together in a group – spread out to make it harder for the shooter to harm numerous individuals.
7. Remain in place quietly until the “all clear” is given by an authorized known voice or until the police arrive.

*If the shooter enters your classroom*

1. Remain calm.
2. Do not do anything that will provoke the shooter.
3. If there is no way to escape or hide, you may make a personal decision to overpower the shooter. This would be a last resort and would be more likely if there are two or more of you in the room. Possible actions include throwing books, garbage cans, backpacks, or other accessible items.

*How to behave when the police arrive*

1. The primary job of the police is to find and apprehend the shooter.
2. The police do not know if you are one of the shooters. You must show that you don't present a threat to them. Do not scream or yell. Be quiet and compliant. Raise your arms, spread your fingers, clearly show your hands as you drop to the floor and spread your arms and legs.
3. Remain in place quietly until the “all clear” is given by the police or an authorized known voice.

*Video Information:* All students, faculty and staff are also encouraged to participate in the “Responding to Campus Violence” training sessions that are offered by Human Resources and Campus Security. The DVD "Shots Fired on Campus" is shown, and various campus representatives speak to offer insights on how to respond in such an emergency. The sessions are designed for individuals to learn to take direct responsibility for their personal safety and security. Participants will learn and discuss how, with the proper mindset and the necessary tools, to be better equipped to react with purpose to maximize chances of survival if involved in an active shooter situation.

### **Suspicious Parcel or Substance**

The individual discovering the package or substance should immediately contact Campus Security and wash hands for 30 seconds with soap and water. If Campus Security requires a building evacuation, all building occupants should remain outside until notified otherwise. Persons who were in the immediate vicinity of the parcel/substance should remain separated from the rest of the occupants. Campus Security/Emergency Personnel will possibly need to know:

- Who was in the room with the parcel/substance
- Who touched the parcel/substance
- Was the package opened and, if so, what happened when it was opened

*Note: Whether or not the substance/parcel is, in fact, a danger will be determined by the Campus Security Officer according to guidelines set forth in Security's Operations Manual.*

### **Earthquake**

Should an earthquake occur, building occupants should get under a piece of sturdy furniture or in a doorway, if possible. Occupants should stay away from windows and glass as much as possible. If the building is stable, remain where you are until notified otherwise by Campus Security or Emergency Services Personnel as aftershocks will occur. Persons outside when an earthquake occurs should move to an open area away from electrical wires, tall structures, etc.

After the first wave has passed, all people outside or who judge their building to have become unstable should go to the Whitten Field if there is a clear pathway there.

### **Bomb or Bomb Threat**

The person receiving the bomb threat should begin the evacuation process by telling his/her coworkers/students/visitors to quietly exit the building, with the evacuating employees notifying other offices/people as they exit, sending one person to report the situation to Campus Security as quickly as possible. Building occupants should exit the building as quickly and quietly as possible without touching anything that is not absolutely necessary to touch in order to get out of the building. All cell phones should be turned off. Elevators should not be used. Occupants should then proceed to the exterior safety location, without reentering the building until told they may do so by Campus Security. No one may enter the building until the building has been declared safe by emergency personnel. Employees are responsible for ensuring that everyone in their areas evacuate the building and for notifying emergency personnel if anyone remains in the building.

### **Chemical or Biological Terrorist Event**

Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at BU are encouraged to keep their BU identification card with them at all times and to consult the Federal Emergency Management Agency website at [www.fema.org](http://www.fema.org) to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications;
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence;
- Keeping any medications or personal supplies you need on your person.

### **Chemical Spill or Contamination**

Upon notification that a chemical spill or contamination has occurred, evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary. Go to the outdoor gathering location and remain there until given further instructions by emergency personnel. If you are aware of anyone who is still in the building after the evacuation or has been injured by the chemical, report it to the emergency personnel immediately.

### **Protest**

If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus starts to get violent, all persons nearby should enter a building and stay inside, away from windows, and remain inside until Metro Police has resolved the situation.

## **CAMPUS DIRECTORY**

The following are important telephone numbers on the Belmont University campus:

Belmont University's Main Line	615-460-6000
Belmont Campus News Line (inclement weather)	615-460-5000
Belmont Central	615-460-5402
The Belmont Store	615-460-6418
Pharmacy Program Office	615-460-6748
Counseling Services	615-460-6856
Christy Houston Foundation Drug Information Center	615-460-6531
Health Services Clinic	615-460-5506
Health Services Pharmacy	615-460-6040
Library	615-460-6782
Records/Registrar	615-460-6193
Security	615-460-6617
Student Affairs (office of the Dean of Students)	615-460-6407
Student Center	615-460-6786
Student Financial Services (Financial Aid)	615-460-6403
Beaman Student Life Center	615-460-6313
Campus Emergency	615-460-6911

Faculty and Staff office information (location and phone numbers) can be found in the [Belmont Teledirectory](#).