Working Professional Doctor of Pharmacy Program

New Student Orientation
Summer 2010
3/23 7:30pm

University of Florida
Working Professional Doctor of Pharmacy Program
Your Hosts

- Dr Gregory Zuest – Assistant Director, WPPD Program

- Misty & Jennifer – Program Managers

- Joe Dougherty – Student, 4th Semester
Question And Answer Session

- Please email your question to: m.thomas@pharmd.distancelearning.ufl.edu
- Subject Line: Question
- Include your name and location in your email
- Compose emails during the live presentation. There may not be enough time to answer all questions if everyone waits until the Q&A to compose and send the email.
- Emails may be sent immediately upon reviewing this presentation. Emails received before the Orientation call which contain the subject line “Question” will be answered live during the Call.
Welcome to the WPPD Program!

- UF College of Pharmacy is consistently ranked as one of the nation’s top pharmacy schools.

- The WPPD Program has 500+ current students and 1500+ alumni.

- 58 new students are registered for the Summer 2010 Foundations course.
Program Administration

- Dr. Sven Normann
  - Director, WPPD Program
- Dr. Diane Beck
  - Foundations Course Coordinator
  - Associate Dean for Curriculum and Assessment
- Dr. Greg Zuest
  - Assistant Director, WPPD Program
- Andrew Kellenberger
  - Coordinator, Educational Media
- Misty Thomas and Jennifer Sneddon
  - Program Managers
Curriculum

- 1 Introductory Course: 6 credits
  - PHA 5629 Foundations of Pharmaceutical Care

- 8 Body System Courses: 6 credits each
  - PHA 5591 Circulatory Disorders
  - PHA 5592 Cardiac Disorders
  - PHA 5593 Renal Disorders
  - PHA 5594 Endocrine, Hematologic, Women’s Health Disorders
  - PHA 5595 Respiratory Disorders
  - PHA 5596 Gastrointestinal Disorders
  - PHA 5597 Protective and Structural Disorders
  - PHA 5598 Neurological and Psychiatric Disorders

- 3 Clinical Courses: 3 credits each
  - PHA 5566 Clinical Practice Assessments 1 – 3rd Semester
  - PHA 5567 Clinical Practice Assessments 2 – 6th Semester
  - PHA 5568 Clinical Practice Assessments 3 – 9th Semester

- NOTE: You will be automatically enrolled in the Clinical Practice Assessment courses. There are no additional fees for the Clinical Practice Assessment Courses.
Contents

- Overview of Foundations Course
- Getting Started
- Student Life
- Resources
- Question and Answer Session
- What Next?
Overview of Foundations Course
PHA 5629
Foundations of Pharmaceutical Care

- Online Course
- Conference Calls
- Live Group Meetings
- Clinical Requirements
Online Course

- Course Website (E-Learning)
  - Virtual Communication Tools – Learning Units, Discussion Boards, Exams
  - 3 Learning Units – each containing up to 12 Modules
  - Modules - contain Learning Objectives, Learning Resources, Learning Activities and Evaluations
  - E-Learning may also be referred to as Blackboard or WebCT in some lectures

- Course Materials
  - 1 CD – contains Course Manual, Multimedia Presentations
  - 3 DVDs – contain Multimedia Lectures and Presentations
  - 1 Envelope – addressed to WPPD Office, for Unit A Assignments

- Textbooks
Foundations Facilitator

Each Student will be Assigned to a Foundations Facilitator

- Moderates Conference Calls, Grades Tests, Quizzes, and Assignments, Monitors Student Progress and Participation
- Has Office Hours by Appointment
- Contact Your Facilitator For:
  - Conference Calls
  - Assignments and Quizzes
  - CPAs
  - PC Projects
  - Technical Problems Causing Delay for Quiz, Project, or Assignments

- *** Your Foundations Facilitator is your first point of contact during your first semester. Always contact this person first with any question or concern.
Conference Calls

- Assigned Day and Time
  - Example: Mondays at 9pm EST

- Obtain the Dial-In Number and Passcode by Emailing Your Facilitator and Requesting the Information. The same dial-in number and passcode will be used for all 6 of your conference calls.

- 6 Mandatory Calls throughout Semester

- Duration: 1 ½ - 2 Hours per Call

- Hosted by Foundations Facilitator

- Topic and Schedule in Course Syllabus
  - Please note that call weeks are listed in syllabus under the heading Schedule of Course Activities.

  - You are responsible to know the days of the conference calls. Reminders will not be given.
Live Group Meetings

Regional Model
- Throughout the US
- 3 Saturday Full Day Sessions per Semester
- Foundations Students: 2\textsuperscript{nd} Regional Session
  
  **Saturday, June 12, 2010**

Remote Model
- Las Vegas or Tampa
- 1 Weekend Session per Semester
- Live Weekly Teleconferences
- Foundations Students: Saturday, June 19, 2010

***Please Note: Foundations Students Attend Only 1 Live Group Meeting***
Clinical Requirements

- **Access to Patients**
  - In order to complete basic coursework, all students must have access to patients and their medical records (lab data, dr notes, medical history, etc.)

- **Clinical Practice Assessments (CPAs)**
  - 12 Per Year = 36 Total Throughout Program
  - Completed in Your Workplace or Community Under Supervision of Qualified Preceptor

- **Practice Experience Institute**
  - Mandatory Orientation to CPAs at UF
  - Must Register for a PEI Session while in Foundations
  - Must Attend a PEI Session During First Year
  - Complete and Turn In first 10 CPAs while at the PEI
  - Opportunity to Network with Peers and Faculty
PEI DATES

- Tentative Fall 2010 PEI Dates
  - August 18 – 21
  - September 15 – 18

- Tentative Spring 2011 PEI Dates
  - January 5 – 8
  - January 26 – 29
  - February 23 – 26
Getting Started
What to Do When

- Order Text Books – Upon Registration
- Immunizations Due by April 1
- Tuition Due April 1
- Set Up Gatorlink Webmail/Remove Holds By April 5
- Preview CD/DVDs. Contact Program Managers if not Functioning Properly - Upon Arrival of Course Materials
- Print Manual from CD – Upon Arrival of Course Materials
- Record Important Dates from Syllabus into Personal Planner – Upon Arrival of Course Materials
- Email Your Facilitator and Request Conference Call Dial-In Information and Passcode – Upon Notice of Facilitator Assignment
- View E-Learning Demo By April 9
- Log into E-Learning, Select Foundations from Course List, and Start Unit A On April 12
- Complete Each Unit A Module in Order, Viewing Lectures and Completing Assignments as Directed
- Mail in Unit A Module 4 Documents By April 19
- Complete Unit A By April 19
- Check Gatorlink Webmail, Announcements, and Discussion Board – On Going
Tuition

- Fall Foundations Tuition Deadline April 1, 2010
  - $200 late fee applies after that date
  - Email Jackie Lavinder at lavinder@cop.ufl.edu to arrange payment. Do not email credit card information or leave credit card information on voicemail

- Financial Aid Information
  - Contact Mike Menefee at Student Financial Affairs
  - mike_menefee@sfa.ufl.edu or 352-273-6202
  - Non-Degree-Seeking not eligible

- Tuition is due on or before deadline every semester regardless of pending financial aid or loans, etc.
Gatorlink

- Watch for Email Directions from Dr. Zuest
- Remove Emergency Contact and Registration Prep Holds
- Send an Email from Your New Gatorlink Webmail to WPPD@cop.ufl.edu
- WPPD Students may NOT use the auto-forward function of the UF email system
- Please see the College of Pharmacy's policy prohibiting the forwarding of your University's email account to other email accounts by typing: http://coplin.cop.ufl.edu/policies/ into your web browser
- Access to E-Learning on April 12\textsuperscript{th} will not be granted without a valid Gatorlink Webmail account.
Removing Holds

- Every Student Must Remove Emergency Contact and Registration Prep Holds Every Semester
- Dr. Zuest’s Gatorlink Set-Up Email will Contain Directions for Removing those Holds
- Other Holds May Include Immunization Holds or Financial Holds Which Must Also Be Removed
- Failure to Remove Holds will Prohibit You From Accessing E-Learning when the Course Opens on April 12
Time Management

- Expect to Devote 20+ Hours per Week to Class Work
- Some Assignments May Require Longer
- Create a Personal Organizational System, including a Study Schedule and Designated Study Space
- Print Quick Scan Syllabus from E-Learning & Syllabus from Course Manual
- Mark Conference Call Days & Important Deadlines on Calendar
- Submit Tests and Assignments Ahead of Deadline
- Prioritize Personal and Professional Commitments

University of Florida
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Student Life
Important Dates
Summer 2010

- 4/12/10  1st Day of Class
- 4/19-22/10  1st Conference Call
- 6/12/10  Live Group Meeting (regional)
- 6/15/10  Non Degree App Deadline
- 6/19/10  Live Group Meeting (remote)
- 7/24/10  Final Exam
On the 1st Day of Class

1. Check Gatorlink Email for Instruction and Information

2. Review Course Syllabus for Assignments, Deadlines, and Conference Call Schedule

3. Log in to Foundations Course in E-Learning Website
   a. Read Through Personal Guide
   b. Print “To Do” List
   c. Begin Working on Unit A Modules
      a. Note: A4 Requires Submission of Important Documents to the WPPD Office - Please Mail ASAP Using the Envelope Provided with Course Materials
Tips for Success

- Check Email and Course Website Daily
- Keep Track of Deadlines
- Communicate with Facilitator and Classmates
- Submit Assignments Early
- Get the Support of Family and Friends
- We Recommend, due to experience, NO Extended or Overseas Travel
Resources
WPPD Website
http://www.cop.ufl.edu/wppd/

- Course Registration
- Textbook Ordering
- Academic Calendar
- Withdrawal Policy
- Conference Call Information
- General Program Information and Updates
Important Links

- University of Florida  [http://www.ufl.edu/](http://www.ufl.edu/)
- Course Website  [http://lss.at.ufl.edu/](http://lss.at.ufl.edu/)
- Webmail  [https://webmail.ufl.edu/](https://webmail.ufl.edu/)
- UF Helpdesk  [http://helpdesk.ufl.edu/](http://helpdesk.ufl.edu/)
- Health Center Library  [http://www.library.health.ufl.edu/](http://www.library.health.ufl.edu/)
Whom to Contact

- **Foundations Facilitator**
  - Remote/Regional Meetings, Assignments, Conference Calls, CPAs

- **Course Coordinator**
  - Course Content, Clarification of Assignments, Exams, Questions Not Answered by Facilitator

- **University Help Desk**
  - Technical Support (Online Course, Gatorlink)

- **WPPD Office**
  - Student Records, Course Credit, Tuition

- **Program Managers**
  - Course Materials, Registration
WPPD Mailing Address:
WPPD Program
College of Pharmacy
Oak Park Executive Center
2002 NW 13th Street, Suite 320
Gainesville, FL 32609
wppd@cop.ufl.edu
WPPD Surveys

- Purpose – to help the WPPD program assess faculty, staff and presenter performance and value of content and overall learning experiences

- Types of Surveys
  - Expert Presenter (Unit A, B, C)
  - End of Course
  - Faculty & Staff Performance

- Benefit to the University
  - Provides Essential Feedback

- Benefit to the Student
  - Strictly confidential
  - Recommendations may be put into action
Question And Answer Session
What Next?

- 3/24 - 4/9  Phone Call with a Program Manager
  - Misty Thomas or Jennifer Sneddon
- 3/25  Gatorlink Account Set Up
  - Instructions Sent via Email from Dr. Zuest
- 4/5  Course Materials sent via US Mail
  - CD, DVDs and Envelope Addressed to WPPD
- 4/5  Course Website Demo
  - Link Sent via Email from Program Managers
- 4/12  Course Start
  - Instructions Sent via Email from Dr. Zuest
Thank You for Your Participation!

Good Luck!

Go Gators!