

UNIVERSITY OF PITTSBURGH

School of Pharmacy

Guidelines for Professional Code of Conduct for Learners

Preamble

As members of the University of Pittsburgh academic community, pharmacy learners (herein defined as inclusive of all professional program students, graduate students, post-doctoral fellows, and pharmacy residents of the School of Pharmacy) agree to adhere to the academic and behavioral standards expected of all University students. These principles and procedures are outlined in the following three documents:

- Student Code of Conduct:
<http://www.studentaffairs.pitt.edu/conduct/guidelines/>
- Guidelines on Academic Integrity:
<https://www.provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines>
- Sexual Misconduct Policy:
<https://www.titleix.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices>

The *University of Pittsburgh Student Code of Conduct*, the *University of Pittsburgh Guidelines on Academic Integrity*, and the *University of Pittsburgh Sexual Misconduct Policy* are therefore fully incorporated in the School's Professional Code of Conduct as if entirely restated herein.

The Professional Code of Conduct provides an explicit statement of learner responsibilities and expected standards of performance and conduct for all pharmacy learners. Each year, learners are asked to sign a copy of the Code of Conduct, signifying that they have read and agree to accept the Code's provisions (see page 5). A copy of the signed Code is kept in the learner's academic folder.

Once admitted to the School's professional, graduate, residency or fellowship programs (collectively referred as "professional program" hereafter), all learners are considered to be members of the pharmacy profession and therefore bear additional responsibilities. As pharmacy professionals, learners agree to adhere to the professional, ethical and legal standards prescribed for the practice of pharmacy. As members of the profession, they are also expected to adhere to the following two guideline documents, as appropriate, found inside the PharmD Student Handbook: <http://pages.pharmacy.pitt.edu/pharmdhandbook/>

- Guidelines for Professional Attire
- Guidelines for Use of Social Media

The *Guidelines for Professional Attire* and the *Guidelines for the Use of Social Media* are therefore fully incorporated in the School's Professional Code of Conduct as if entirely restated herein.

Misconduct, defined in the School of Pharmacy Professional Code of Conduct as all forms of academic dishonesty, will not be tolerated in the professional pharmacy program. **Any learner found to have violated any aspect of the School's policies, including academic integrity, substance abuse, sexual misconduct, and confidentiality risks failure of the course and suspension or dismissal from the course and/or the pharmacy program in which they are enrolled.**

More information on guidelines on academic and professional integrity and adjudication procedures for violations, as well as review and appeal can be obtained in the Office of the Dean, School of Pharmacy. Learners with questions about the School of Pharmacy's Professional Code of Conduct for Learners and the process for addressing an alleged violation of the Code are also encouraged to contact:

Dr. Jim Coons, Chair, Code of Conduct Committee, coonsjc@upmc.edu, 412-648-3088
Dr. Sharon Corey, Assistant Dean of Students, coreys@pitt.edu, 412-648-9157

Principles

The following section describes the principles that are the foundation of the School of Pharmacy's Code of Conduct for Learners. The discussion that accompanies each principle is not intended to provide an exhaustive list of all possible situations or examples that faculty may consider to be violations of the Code. Learners admitted into the School of Pharmacy are expected to:

- ***Act with honesty and integrity in academic and professional activities.***

Academic integrity is an obligation that requires each learner to do her or his own work honestly. Learners must not cheat (for example, use unauthorized text, notes or other aids during an examination), copy the work of another learner, obtain and use a copy of an examination in advance of its administration, pretend to be someone else during an examination, permit someone else to do her/his, work together on an examination or assignment without the instructor's approval, falsify signatures of preceptors, mentors or other learners on assignments, or plagiarize (present the work of another without proper acknowledgement). Learners must not assist others in the commission of these acts.

A learner should accurately represent herself or himself to patients and others on the medical team. For example, students should identify themselves as a student to patients and other health care professionals. An appropriate nametag should be worn in professional practice settings at all times. A learner must be willing to admit errors and not knowingly mislead others or promote himself or herself at the patient's expense.

The learner is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by other learners or health care providers through the appropriate channels.

Learners must obey all local, state, and federal laws, as well as policies and regulatory standards that may be in place at locations internal and external to the School.

- ***Help to foster a positive environment for learning. A pharmacy learner will not interfere with or undermine other learners' efforts to learn.***

A learner will not engage in any conduct that impairs the ability of the instructor to conduct class. This includes, but is not limited to, conduct such as talking to other students during class, interrupting the instructor or other learners, using offensive language or other disruptive behavior.

The learner is expected to make a substantial, positive contribution when working as a member of a team. The learner should notify the course instructor if he/she is unable to fulfill her/his commitments to the group.

- ***Respect the knowledge, skills and values of pharmacists, instructors and other health care professionals.***

It is unacceptable for a learner to disparage the professional competence, knowledge, qualifications, or services of faculty, staff, students, or other health care professionals. It is inappropriate to imply in word, gesture, or deed that a patient has been poorly managed or mistreated by a health care provider without tangible evidence.

Professional relations among all members of the academic and health care community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community.

- ***Respect the autonomy and dignity of fellow learners, instructors, staff, other health care professionals, and patients.***

The learner should use the highest professional courtesy when interacting with patients, their families, faculty, classmates, staff and other professionals. Offensive or threatening comments, e-mail or voice mail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones.

Learners should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff in the classroom setting and by the learner's preceptor in the clinical setting.

- ***Seek treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other learners. Learners will work with health care providers, university personnel or other professionals to eliminate or minimize the risk to patient safety posed by any members of the health care team who fail to adequately manage their impairment.***

Learners have a responsibility to proactively assist fellow learners deal with potential substance abuse problems through the appropriate channels.

The learner will not use alcohol or drugs in a manner that could compromise performance in the classroom or in professional practice settings. It is the responsibility of every learner to protect the public from an impaired health care professional and to assist a provider whose capability is impaired because of ill health. The learner is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

- ***Promote the good of every patient in a caring, compassionate and confidential manner.***

It is unacceptable for a learner to refuse to participate in the care of a person or group of persons based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference.

It is unacceptable to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the learner without the express agreement of the preceptor. It is not, however, unethical for a pregnant student to refuse to participate in activities that pose a significant risk to her fetus.

The learner will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the learner is involved with the patient's care. The learner will not tolerate inappropriate sexual behavior on the part of other learners, faculty, staff, other health care personnel or patients.

The learner will not engage in any action in violation of the University's policy on sexual misconduct.

- ***Protect the confidentiality of any medical, personal, academic, financial or business information obtained through educational activities in any academic or professional practice setting.***

The patient's right to the confidentiality of his or her medical record is a fundamental tenet of health care. It is unacceptable for learners to discuss problems, diagnoses, medications or other medical treatments of a patient in front of or with anyone not involved in the care of that patient.

It is also a violation of the federal Health Insurance Portability and Accountability Act (HIPAA) to view medical or prescription records of **any** individual (including family members), unless it is within the context of meeting educational activities and goals, providing patient care or when working on research projects, quality assurance projects or administrative activities approved by faculty or preceptors.

- ***Strive for professional competence.***

Learners are expected to respond to constructive criticism by appropriate modification of their behavior. Learners should seek consultation and supervision whenever their academic performance or the care of the patient may be inadequate.

- ***Comply with guidance set forth by the University, federal, state and/or local authorities regarding public health and/or safety.***

Learners are expected to comply with public health and safety measures set forth set forth by the University, federal, state and/or local authorities. Extensive resources related to COVID-19 and public health and safety are available at: www.coronavirus.pitt.edu and www.ehs.pitt.edu.

Learners who violate the Code of Conduct may be restricted from campus facilities. Violations can also result in sanctions as serious as disciplinary suspension or dismissal. Violations of the Code of Conduct should be reported to the Chair of the Code of Conduct Committee or the Assistant Dean of Students. Anonymous reporting for public safety violations can be reported through the University of Pittsburgh Environmental Health and Safety online anonymous form (see 'Report a Concern') available at: www.ehs.pitt.edu/forms-and-tools.

School of Pharmacy

Professional Code of Conduct

As a learner (herein defined as inclusive of all professional program students, graduate students, post-doctoral fellows, and pharmacy residents) in the School of Pharmacy, I pledge to:

- Act with honesty and integrity in academic and professional activities; obey all University of Pittsburgh policies and guidelines, local, state, and federal laws, as well as policies and regulatory standards that may be in place at locations internal and external to the School;
- Help to foster a positive environment for learning. I will not interfere with or undermine other learners' efforts to learn;
- Respect the knowledge, skills and values of pharmacists, instructors, mentors and other health care professionals;
- Respect the autonomy and dignity of fellow learners, instructors, staff, other health care professionals and patients;
- Seek treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, mentors, health care providers or other learners. I will work with health care providers, university personnel or other professionals to eliminate or minimize the risk to patient safety posed by any members of the health care team who fail to adequately manage their impairment;
- Promote the good of every patient encountered in all settings (educational, academic, professional, and clinical) in a caring, compassionate and confidential manner;
- Protect the confidentiality of all medical, personal, academic, financial or business information obtained during the course of educational activities in any academic or professional setting. This includes full compliance with all tenets of the Health Insurance Portability and Accountability Act (HIPAA), including the prohibition of viewing written or electronic protected health information of any individual (including family members), unless it is within the context of meeting educational activities and goals, providing patient care or when working on research projects, quality assurance projects or administrative activities approved by faculty or preceptors.
- Strive for professional competence;
- Comply with guidance set forth by the University, federal, state and/or local authorities regarding public health and/or safety.

My signature below certifies that I have read, understand and agree to abide by the School of Pharmacy's Professional Code of Conduct for Learners. I understand that any violation of this Code of Conduct will result in actions that may include course failure, suspension or dismissal from the applicable pharmacy program.

Name (Print)

Signature

____/____/____
Date