



UNIVERSITY
of HAWAII®
HILO

October 17, 2017

Dear Student,

Congratulations on your acceptance to the Daniel K. Inouye College of Pharmacy (DKICP) at the University of Hawaii at Hilo. I look forward to meeting you on August 13, 2018 and being a part of the start of your career in the pharmacy profession!

As you know, a significant portion of the curriculum includes clinical rotations and experiences, described as the Introductory Pharmacy Practice Experience (IPPE) in the first three years and then the Advanced Pharmacy Practice Experience (APPE) in the last year of the program. This letter is to inform you of some very important and required steps you need to perform **BEFORE** arriving for orientation. **Failure or delay** in completing these steps by the dates specified may delay the start of your IPPE experience and jeopardize completion of hours for the first year PHPP 501(fall) and 502 (spring) courses.

Please mail all completed forms by June 1, 2018 to the following address:

University of Hawaii at Hilo
The Daniel K. Inouye College of Pharmacy
Office of Experientials
200 W. Kawili St.
Hilo, HI 96720

| Form Name | What You Do With This Form | Required By |
|--|---|---------------------|
| UHH DKICP TB and Immunization Clearance Form & Health Screening Requirements Checklist | Obtain all necessary tests, immunizations and titers. | State law and DKICP |
| UHH DKICP Consent for the Release of Medical Information | Print name, sign, and date | DKICP |
| UHH DKICP Criminal Background Check and Drug Screening Acknowledgement | Print name, sign, and date | DKICP |

CRIMINAL BACKGROUND CHECK and DRUG SCREENING: All students must comply with criminal background check and/or drug screening requirements requested by future experiential sites. (See UHH DKICP Criminal Background Check and Drug Screening Acknowledgment Form).

HEALTH INSURANCE: Students must carry health insurance at all times while enrolled in the College of Pharmacy. Hawaii Medical Service Association (HMSA), an insurance company in Hawaii, offers plans to UH Hilo students. For more information on this plan, please visit <http://www.hmsa.com/portal/?gid=student>. Students may also obtain insurance from other companies. Students must provide proof of health insurance starting with their first semester at DKICP.

COSTS: Students should budget for the following unavoidable costs during their first semester.

1. Professional Liability Insurance – Approximately \$16, **cash only**. Payment will be collected at orientation. This is an **annual expense** and will be collected once a year.
2. Lab Coats – You will need two (2) lab coats; approximately \$25 each, available from the University Bookstore and at other stores. One (1) long sleeve, short length for IPPE rotations **AND** one (1) long sleeve, long length for Pharmaceutics Lab.
3. American Heart Association Basic Life Support for Providers course (CPR) – Approximately \$100 plus the cost of book, an additional \$15 to \$20.
4. IPPE course material, approximately \$225

To summarize, please remember the following dates:

| Your Responsibility | Deadline |
|--|-----------------|
| Obtain all health requirements, complete all documents and mail them to the Experiential Office | June 1, 2018 |
| Submit proof of Health Insurance | August 13, 2018 |

NOTE ON TIMING: It is *highly recommended* that students arrive at least 1 -2 weeks prior to orientation to settle all matters of housing, financial aid, etc. It is **required** that all incoming students be present in Hilo on **Monday, August 13, 2018 at 8:00 a.m.** for the beginning of the orientation program. This is an obligatory element of the College of Pharmacy curriculum, which all new students must attend.

CLOTHING/ATTIRE: Students on rotations are required to exhibit professional appearance in both manner and dress. Men should wear dress slacks with a collared button down shirt. A tie is optional but highly recommended in certain urban sites. Women should wear dress slacks/knee length skirt with a blouse or appropriate attire. All students must wear closed toed shoes. Please note that the following clothing is unacceptable while on rotation: shorts, denim, slippers, flip-flops, open toed shoes, clothes with caricatures, messages, symbols, etc that can be construed based on societal norms to be vulgar, offensive, or to contribute to creating a hostile learning/academic environment, bare midriffs, bare backs, revealing necklines, and inappropriate skirt lengths. Please note that rotation sites may have specific dress codes.

TRANSPORTATION: Students are responsible for their own transportation to and from experiential sites. Students may travel up to one hour for certain sites. It is strongly recommended that students have an automobile or other motorized vehicle. Accommodations for placement at experiential sites will **NOT** be made due to lack of transportation. Public transportation is not available in Hilo.

If you have further questions, please email or call the Office of Experientials. Once again, congratulations and welcome to the Daniel K. Inouye College of Pharmacy!

With best regards,



Lara Gomez, PharmD
Director, Clinical Education
Pharmacy Practice Department

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