October 24, 2016

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 14, 2017 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, 2017 to the following addresses:

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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>What You Do With This Form</th>
<th>Required By</th>
</tr>
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<tbody>
<tr>
<td>UHH DKICP Health Screening Requirements</td>
<td>Obtain all necessary tests, immunizations and titers.</td>
<td>State law and DKICP</td>
</tr>
<tr>
<td>UHH DKICP Consent for the Release of Medical Information</td>
<td>Print name, sign, and date</td>
<td>DKICP</td>
</tr>
<tr>
<td>UHH DKICP Criminal Background Check and Drug Screening Acknowledgement</td>
<td>Print name, sign, and date</td>
<td>DKICP</td>
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**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.

CPR: Per the DKICP clinical affiliation agreements, all rotation sites require students to be certified in Cardio-Pulmonary Resuscitation (CPR) for Adult, Children & Infant, with AED (Automatic External Defibrillator) for the Healthcare Provider / Professional Rescuer / or equivalent before beginning their professional career. Please take this class in the summer prior to orientation and provide a copy, front and back (with signature if applicable) of your signed CPR card or certificate by August 14, 2017. There are no exceptions to this requirement. To find a certification program in your area, please contact the American Red Cross or the American Heart Association. If you are currently certified, your certification should be valid through fall 2016 semester.

Online courses that require you to get signed off in person are acceptable. Solely online courses are NOT acceptable.

Most common courses:
- BLS Provider (American Heart Association)
- Healthcare Provider (American Heart Association)
- CPR Pro for the Healthcare Provider (American Safety & Health Institute- AHA)
- Basic Life Support for Healthcare Providers (American Red Cross)
- CPR/AED for Professional Rescuers with First Aid (American Red Cross)

***Make sure the course is for the Professional Rescuer or Healthcare Provider***

COSTS: Students should budget for the following unavoidable costs.
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.

To summarize, please remember the following dates:

<table>
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<tr>
<th>Your Responsibility</th>
<th>Deadline</th>
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<tr>
<td>Obtain all health requirements, complete all documents and mail them to the Experiential Office</td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>Submit proof of Health Insurance AND (CPR) for Adult, Children &amp; Infant, with AED (Automatic External Defibrillator) for the Healthcare Provider / Professional Rescuer / or equivalent</td>
<td>August 14, 2017</td>
</tr>
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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 14, 2017 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,

[Signature]

Lara Gomez, PharmD
Director, Clinical Education
Pharmacy Practice Department