December 12, 2014

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 17, 2015 and being 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) IPPE courses.

All students will rotate through the Hilo Medical Center (HMC) in their first year as an exposure to various aspects of pharmacy practice in an institutional setting. All healthcare institutions require specific screenings and documentation(s) of personnel who will be on the premises working as employee, student or volunteer. These requirements are mandated by law, hospital and college policy and are intended to protect both you and the patient(s). The following are required:

1. Health clearance for Tuberculosis, Measles, Mumps, Rubella, Varicella Zoster, Hepatitis B, Tetanus and Latex sensitivity
2. Federal and State Criminal Background check
3. Drug screening

Once these steps are completed, then all requirements will be fulfilled unless a future rotation site requests an update. The student must comply with all screenings and updates required by future rotation sites.

**Please have all forms filled out and returned by June 1, 2015 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**

- Tuberculosis & Immunization Record
- HMC Annual Health Appraisal & Medical Surveillance Screening Questionnaire
- HMC Latex Sensitivity Questionnaire
- HHSC Drug Screening Authorization Form
- Acknowledgement and Understanding
- HHSC Confidential: Criminal History Record Checks
- Consent for the Release of Medical Information

**What You Do With This Form**

- Read this form carefully and obtain all necessary tests, immunizations and titers.
- Answer all questions, sign and date the form.
- Fill out, sign and date this form.
- Sign and date this form. Provide contact and arrival information.
- Print name, sign and date this form.
- Please fill out Part I and II of this form, sign and date.
- Print name, sign, and date this form.

**Purpose**

- Required by law, DKICP and HMC
- Required by HMC
- Required by HMC
- Required by HMC and DKICP
- Required by HMC and DKICP
- Required by HMC and DKICP
- Required by HMC

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**CRIMINAL BACKGROUND CHECK:** All students must report to Hilo Medical Center (HMC) for fingerprinting per Mr. Chuck Bolden. If your arrival date is earlier than orientation, then a representative from HMC will contact you to make an appointment for fingerprinting before orientation. If you are unable to arrive earlier than orientation, then please indicate this on the form and the Office of Experientials will contact you regarding your fingerprinting appointment.

**DRUG SCREENING:** Mr. Chuck Bolden and his staff from the Human Resources Department of Hilo Medical Center will start contacting incoming students individually in early July to set up appointments for processing. A HMC representative will notify you of the date and time of your drug screening to be done by Clinical Laboratories of Hawaii **ONLY**. For students arriving from the mainland, the drug screening will be done once you arrive in Hilo. You will have 24 hours notice to report for drug screening. Noncompliance with the scheduled time of drug screening may delay the start of your beginning IPPE rotations.

**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](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.
Once the Office of Experientials receives all your paperwork, forms will be forwarded to Hilo Medical Center for processing. At this point, further questions on your health history may be forwarded to you for clarification. Please respond promptly to these queries.

CPR: Per the DKICP clinical affiliation agreements, all rotation sites require students to be certified in Basic Life Support for Health Care Providers with CPR and AED before beginning their professional career. Please take this class in the summer prior to orientation and provide a copy of your signed CPR card by August 17, 2015. There are no exceptions to this requirement. The Red Cross, American Heart and American Lung Associations, as well as other community organizations, provide these classes. If you are currently certified, your certification should be valid through fall 2015 semester.

COSTS: Students should budget for the following unavoidable costs.

1. Background Check and Drug Screening – Approximately $100 (subject to change). Personal check, cashier’s check, or money order payable to “HMC”. Payment will be collected at the time of fingerprinting at HMC.
2. Professional Liability Insurance – Approximately $16. Personal check, cashier’s check, or money order payable to “UH Hilo”. Payment will be collected at orientation. This is an annual expense and will be collected once a year.
3. 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:

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<tr>
<th>Your Responsibility</th>
<th>Deadline</th>
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<tr>
<td>Obtain all health immunizations, complete all documents and mail them to the Experiential Office</td>
<td>June 1, 2015</td>
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<tr>
<td>Perform your drug screening when contacted by a representative from Hilo Medical Center</td>
<td>As directed by Mr. Bolden at HMC (he will contact you; please do not contact him)</td>
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<tr>
<td>Follow up with Hilo Medical Center Employee Health if they contact you for further questions.</td>
<td>As needed per HMC</td>
</tr>
<tr>
<td>Submit proof of Health Insurance AND Basic Life Support (BLS) for Health Care Providers – CPR and AED (Automatic External Defibrillator)</td>
<td>August 17, 2015</td>
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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, fingerprinting, and drug screening. It is required that all incoming students be present in Hilo on Monday, August 17, 2015 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 sties. 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 Experiential. Once again, congratulations and welcome to the University of Hawaii at Hilo the Daniel K. Inouye College of Pharmacy!

With best regards,

Lara Gomez, PharmD
Director, Clinical Education
Pharmacy Practice Department