



UNIVERSITY
of HAWAII®
HILO

September 20, 2023

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 19, 2024 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 Experiences (IPPE) in the first three years and then the Advanced Pharmacy Practice Experiences (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 PHAR501 course.

HEALTH CLEARANCE DOCUMENTS:

All documents must be uploaded to the University of Hawaii at Hilo, the Daniel K. Inouye College of Pharmacy's [Complio](#) webpage by June 1, 2024.

Form Name	What You Do With This Form	Required By
UHH DKICP TB and Immunization Clearance Form	Obtain all necessary tests, immunizations, and titers	State law and DKICP
Hilo Medical Center (HMC) TB Questionnaire	Complete form, sign, and date	DKICP and HMC
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. Student health insurance plans can be found here: <https://hilo.hawaii.edu/catalog/student-health-insurance>. 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 during orientation. This is an **annual expense** and will be collected once a year.
2. Lab Coats – You will need two (2) lab coats, approximately \$35 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 \$250

To summarize, please remember the following dates:

Your Responsibility	Deadline
Obtain all health requirements, complete all documents and mail them to the Experiential Education Office	June 1, 2024
Submit proof of Health Insurance	August 19, 2024

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 19, 2024 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. Appropriate attire includes dress slacks, knee-length skirts, collared button-down shirts, blouses, and closed-toe shoes. A tie is optional but highly recommended in certain urban sites. 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 Experiential Education. Once again, congratulations and welcome to the Daniel K. Inouye College of Pharmacy!

With best regards,



Jarred Prudencio, PharmD
Director of Experiential Education

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