College of Pharmacy

PharmD
Student Handbook
2019-20
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**College of Pharmacists of Manitoba**

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**Timetables 2019-2020**

The Student Handbook is posted on the College of Pharmacy website.
INTRODUCTION

1.1 Mission, Vision and Values

The College of Pharmacy, Rady Faculty of Health Sciences, at the University of Manitoba has been fulfilling the mission of educating students to become competent, responsible practitioners of pharmacy for more than a century, so they can utilize the skills and values of the profession to improve individual and community health and well-being. Our students value the diversity of learning perspectives, and the benefits of the inter-professional education, offered by the College. We are proud of our high quality and diversified teaching and research expertise, dedicated staff, and strong alumni support.

At The College of Pharmacy we strive to be leaders in innovation, continuing to generate new research opportunities based on close collaboration between clinical, basic science, and pharmacy practice researchers.

With the patient experience in mind, our focus is on the complex needs of Indigenous peoples, the aging population, primary care services, rural and northern communities, as well as chronic disease management. We are working on programs that will support these communities, build relationships, trust, and connectivity.

OUR MISSION
Leading transformative pharmacy education, research, and service.

OUR VISION
Healthy people and communities through innovative education and scholarship in pharmacy.

OUR VALUES
Community
Inclusion
Equity
Diversity
Professionalism
Excellence
Social Accountability
Collaboration

OUR STRATEGIC PRIORITIES
- Education and Learner Engagement
- Research and Scholarly Activities
- Community Engagement
- Indigenous Health and Achievement
- College Wellness and Sustainability
1.2 Faculty and Staff (Full-time or College Based)

Dean - Lalitha Raman-Wilms, B.Sc. (Pharm.), Pharm.D. (Toronto)

Associate Dean (Academic) - Lavern Vercaigne, B.Sc. (Pharm.), Pharm.D. (Toronto)

Associate Dean (Research) - Hope Anderson, B.Sc., Ph.D. (Manitoba)

Professors
Hope Anderson, B.Sc., Ph.D. (Manitoba)
Frank Burczynski, B.Sc. (Pharm.), M.Sc. (Manitoba), Ph.D. (Manitoba)
David Collins, Dip. Pharm., M.S. (Minnesota), Ph.D. (Minnesota)
Yuewen Gong, B.M., M.Sc., (China), Ph.D.
Ruby Grymonpre, B.Sc. (Pharm.), Pharm.D. (Minnesota)
Xiaochen Gu, B.Sc. (Pharm.), M.Sc (China), Ph.D. (China)
Lalitha Raman-Wilms, B.Sc. (Pharm.), Pharm.D. (Toronto)
Lavern Vercaigne, B.Sc. (Pharm.), Pharm.D. (Toronto)
Sheryl Zelenitsky, B.Sc. (Pharm.), Pharm.D. (Buffalo)

Associate Professors
Silvia Alessi-Severini, B.Sc. (Pharm.), Ph.D. (Alberta)
Chris Delaney, HBA (Phil), HBSc (Physics), M.Sc. (Western), MA (Lakehead), Ph.D. (McGill)
Ted Lakowski, B.Sc. (Pharm.), Ph.D. (UBC)
Lucy Marzban, DMLS (UTMS), PhD (UBC)
Geoff Tranmer, B.Sc. (Hons.), Ph.D. (Guelph)

Assistant Professors
Sherif Eltonsy, B.Sc (Pharm), M.Sc. (Montreal), Ph.D. (Montreal)
Jamie Falk, B.Sc. (Pharm.), Pharm.D. (UBC)
Kaarina Kowalec, B.Sc.(Microbio), M.Sc. (Manitoba), Ph.D. (UBC)
Hagar Labouta, B.Sc. (Pharm), M.Sc. (Egypt), Ph.D. (Germany)
Christine Leong, B.Sc. (Pharm.), Pharm.D. (Toronto)
Dake Qi, MD, M.Sc (UBC), Ph.D. (UBC)
Jillian Stobart, B.Sc. (Hons. Co-Op), Ph.D. (Manitoba)
Dana Turcotte, B.Sc. (Pharm.), Ph.D. (Manitoba)

Instructors
Divna Calic, B.Sc. (Pharm)
Dennis Cote, B.Sc. (Pharm.), M.Sc. (Manitoba), Ph.D. (Manitoba)
Kelly Drummond, B.Sc. (Pharm.)
Drena Dunford, B.Sc. (Pharm.), Pharm.D. (Colorado)
Karin Ens, B.Sc. (Pharm.)
Nancy Kleiman, B.S.P., MBA (Athabasca)
Sheila Ng, B.Sc. (Pharm.), Pharm.D. (Colorado)
Robin Oliver, B.Sc. (Pharm.)
Sonal Purohit, B.Sc. (Pharm.)
Shirley Treacy, B.S.P., M.Sc. (Sask.)

Program Evaluation Administrator
Robert Renaud, Ph.D.

Director of Experiential Education
Ron Eros, B.Sc. (Hons), B.Sc. (Pharm)

College Administrative Staff
Mark Boiteau- Senior Financial Officer
Melanie Froese - Office Assistant
Robyn Holliday- Experiential Education Assistant
Cheryl Lee – Advisor and Program Coordinator
Karen Martindale - Assistant to the Dean
Usha Pammi - Financial Assistant
Nicole Riches - Project Coordinator
College Administrative Staff
Natalie Scofield-Singh– Research & Graduate Program Coordinator
Angela Shank - Administrative Services Manager

Technical Staff
Steve Birch - Computer Technician
Carlos Cruz - Lab Technician
Bastian Goonewardena– Lab Technician
Christine Laqui - Lab Technician

1.3 Nil-Salary Appointments to the College of Pharmacy

Professor Emeritus
Colin Briggs, B.Pharm., Ph.D. (London), FRPharmS
Brian Hasinoff, B.Sc. (Hons.), Ph.D. (Alberta)
Keith Simons, B.Sc. (Pharm.), M.Sc., Ph.D. (Washington)

Professor
Daniel Sitar, B.Sc. (Pharm.), M.Sc., Ph.D.

Assistant Professors
Albert Friesen, B.Sc., M.Sc., Ph.D.
Alberto Severini, M.D. (Parma)

Clinical Associate Professor
Peter Thomson, B.Sc. (Pharm.), (UBC), Pharm.D. (Wayne State)
Lori Wazny, B.Sc. (Pharm.), Pharm.D.

Clinical Assistant Professors
Alvaro Bras, B.Sc. (Chem.), Ph.D.
Christine Davis, B.Sc. (Pharm.), Pharm.D.
Sheri Fandrey, B.Sc. (Pharm.), Ph.D.
Mark Friesen, B.Sc. (Pharm.), M.Sc., Pharm.D. (Toronto)
Alfred Gin, B.Sc. (Pharm.), Pharm.D. (Buffalo)
Ronald Guse, B.Sc. (Pharm.)
Nick Honcharik, B.Sc. (Pharm.), Pharm.D. (SUNYAB)
Pat Honcharik, B.Sc. (Pharm.), Pharm.D. (SUNYAB)
Kyle MacNair, B.Sc. (Pharm.)
Brenna Shearer, BMR (OT), MSA (Mount Pleasant), Ph.D. (Capella)
Rick Thurmeier, B.Sc. (Pharm.)
Pat Trozzo, B.Sc. (Pharm.)
Wally Watral, B.Sc. (Pharm.), Pharm.D.

Clinical Lecturers
Karen Dimarco, B.Sc. (Pharm.)
Jillian Hardy, M.Sc.
Britt Kural, B.Sc. (Pharm.)
Susan Lessard-Friesen, B.Sc. (Pharm.)
Danica Lister, B.Sc. (Pharm.)
Kim McIntosh, B.Sc. (Pharm.)
Brenda Rosenthal, B.Sc. (Pharm.)
Dinah Santos, B.Sc. (Pharm.)

Adjunct Professors
Robert Ariano, B.Sc. (Pharm.), Pharm.D. (Minn.)
Shawn Bugden, B.Sc. (Hons.), B.Sc (Pharm.), M.Sc. (Oxford), Pharm. D. (Washington)
Neal Davies, B.Sc. (Pharm.), Ph.D. (Alberta)
I fan Kuo, B.Sc. (Pharm.), Pharm. D. (UC)
Salah Mahmud, M.D. (Libya), M.Sc. (London), Ph.D.
Gerald Minuk, MD
Ryan Zarychanski, M.D., M.Sc.
<table>
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<td><strong>UMPPhSA</strong></td>
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<td>Senior Co-Stick</td>
<td>Mariam Guindi</td>
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<tr>
<td>Junior Co-Stick</td>
<td>Snimar Bali</td>
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<tr>
<td>1st Year Class President</td>
<td>Simran Diocee</td>
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<tr>
<td>3rd Year Class President</td>
<td>Neesha Diocee</td>
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<tr>
<td>4th Year Class President</td>
<td>Jenna Villarba</td>
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<tr>
<td>Treasurer</td>
<td>Justine Reyes</td>
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<td>Junior CSHP Rep</td>
<td>Emily Czapinski</td>
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<td>Senior CSHP Rep</td>
<td>Craig Roberts</td>
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<tr>
<td>Secretary</td>
<td>Joyce Goubran</td>
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<td>Social Convener</td>
<td>Amy Todoruk</td>
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<td>Marketing Rep</td>
<td>Taylor Peters</td>
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<td>Sports Rep</td>
<td>Matthew Glass</td>
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<td>CPhM Liaison</td>
<td>Danika Vandale</td>
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<td>WISH Rep</td>
<td>Olia Katchanovski</td>
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<td>UMSU Rep</td>
<td>Marianna Pozdircac</td>
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<td>IT Rep</td>
<td>Stephanie Bansee</td>
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<td>Yearbook Editors</td>
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<td>Senator</td>
<td>Marianna Pozdircac</td>
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<td>Grad Co-Chairs</td>
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<td>Lani Kotyrba</td>
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<td>Caitlin Wilkinson</td>
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<td>Jimmy Le</td>
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<td>Rachael McLeod</td>
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<td>Diana Hanna</td>
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<td><strong>CAPSI</strong></td>
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<tr>
<td>CAPSI Senior</td>
<td>Megha Kaushal</td>
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<tr>
<td>CAPSI Junior</td>
<td>Christine Vaccaro</td>
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<tr>
<td>CAPSI Secretary</td>
<td>Suzie Lalopoulou</td>
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<tr>
<td>CAPSI Outgoing Senior</td>
<td>Lani Kotyrba</td>
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<tr>
<td>Operations Manager</td>
<td>Thomas Mah</td>
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<tr>
<td>Senior IPSF Liaison</td>
<td>Cole Janke</td>
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<td>Junior IPSF Liaison</td>
<td>Emily Czapinski</td>
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<td>Senior CAPSIL Editor</td>
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<td>Junior CAPSIL Editor</td>
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<tr>
<td>1st Year Rep</td>
<td>Brittany Cross</td>
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<td>3rd Year Rep</td>
<td>Robin Rai</td>
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<tr>
<td>4th Year Rep</td>
<td>Catherine Le</td>
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**GENERAL INFORMATION**

**2.1 Building Hours and Address**

The building is open from 7:30 A.M. - 5:00 P.M., Monday to Friday. Students have card access seven days a week to the northwest door and the tunnel from 6:30 A.M. to 12:00 A.M. The card access is available from September 1st – May 31st.

**Apotex Centre**  
750 McDermot Ave.  
Winnipeg, MB  
R3E 0T5  
Phone: (204) 474-9306  
Fax: (204) 789-3744  
Email: pharmacy@umanitoba.ca

**2.2 Parking**

The University of Manitoba does not have student parking lots for day use. Lot H is available for daily parking at a rate of $12 a day. In addition, the Health Sciences Centre has several parkades. There are also private lots surrounding the campus and there is metered street parking.

After hours: A free Bannatyne Evening and Weekend Parking Permit is available to park in Bannatyne E Lot between 4:30pm and 7:30am weekdays, weekends and statutory holidays. Permits are available at the Health Sciences BookStore.  
[http://umanitoba.ca/campus/parking/bann_permit.html](http://umanitoba.ca/campus/parking/bann_permit.html)

**2.3 Emergencies – Fire or Other**

**In the event of an emergency:**

1. Call 911
2. Pull any of the red fire alarms
3. Use a Red Call Box Emergency Phones located on each floor of the two stairwells in the building.
4. Dial 555 from:  
   - a cell phone (Rogers or MTS only) (dial 474 9312 from other cell phone providers)  
   - phones located on the lecture podiums in the lecture theatres  
   - a university phone
5. Use a ‘Code Blue’ emergency telephone station, located:  
   - Northwest side of Dentistry Building  
   - Northwest side of Brodie Building  
   - South side of Brodie Building  
   - Tecumseh Parkade

**Non-Emergency:** Security Services: 474-9312 (789-3330 – Bannatyne campus)

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**In the event of a fire alarm:**

Evacuate the building immediately using the nearest fire exit

**DO NOT USE BUILDING ELEVATORS**

All students are required to leave the classrooms and lab areas immediately and evacuate the building. When it is safe to do so, the Building Emergency Leader will allow everyone back into the building.
2.4 Security Services & Your Personal Safety

It is important that everyone be mindful of their personal safety, along with other individuals’ personal safety. Be aware of your surroundings. Trust your instincts. **DON’T HESITATE TO ASK FOR HELP, IT COULD SAVE YOUR LIFE!** If you see someone that looks out of place, be aware. There are several resources you can contact to ensure your safety:

Safe Walk: 24 hours a day, 7 days a week
Safe Ride: Monday–Friday until 12:00 AM
**Call (204) 474-9312**
http://umanitoba.ca/campus/security/programs/safewalk.html

Bannatyne Patrol: (204) **789-3330** or **555** from a University phone, MTS or Rogers cellphone.

**Code Blue**

Emergency telephone stations have been installed in several key remote areas. These stations consist of a 9 foot high pole that will provide area lighting, project a visible blue light 24 hours a day, and provide instant two-way voice communication with the Security Services Department, if the emergency button on the pole is pushed. The Code Blue Poles are a welcome sight when walking alone at night. When a Code Blue alarm is activated, officers will be priority dispatched to the location and, in most cases, will arrive in under 2 minutes. The current Code Blue Stations are located in the following locations:

- Northwest side of Dentistry Building
- Northwest side of Brodie Building
- South side of Brodie Building
- Tecumseh Parkade

For a map of the exact locations, please see the following website:

**Emergency Red Phones** can be found on almost every floor of every building. These phones provide 2-way voice communication with the Security Services Department.

To further ensure your and others’ personal safety review the following:

- Check in and check out with a supervisor, friend or family member (your guardian)
  - Let them know where you will be (including room number, address and contact phone number). Advise them of Security Services phone # (474-9312)
  - Tell them if you move locations
  - Let them know when you expect to leave
- Check up – contact your guardian at a specific time or periodically if you will be working alone for a long time so they know you are all right
- Respond if you miss your check up or check out time. **If they can’t contact you they should come looking for you!**
- Don’t let unknown people follow you into the building and make sure when you are exiting that doors are securely closed behind you. Conversely, don’t let strangers into the building as you are leaving (think of those who are in the building!)
- Keep your door locked after hours, if someone knocks ask who it is prior to opening

2.5 Neil John Maclean Library – Brodie Centre

The Neil John Maclean Library supports the teaching, research and patient care requirements of the staff and students in the Rady Faculty of Health Sciences.
Phone: (204) 789-3464
Website: [http://libguides.lib.umanitoba.ca/health/](http://libguides.lib.umanitoba.ca/health/)
2.6 Bison Recreation Services

The U of M’s Sport and Recreation Fee provides students the opportunity to activate a Recreation Services Student Membership that includes access to all regular season University of Manitoba Bison home games. This fee is assessed each term to all students registered at the Fort Garry and Bannatyne campuses. The Joe Doupe Centre (Brodie Centre) offers recreation services to students.

To activate your U of M Recreation Services Student Membership, visit one of the Recreation Services Customer Service desks with your student card and aurora fee statement.

Customer Service desk locations are as follows:
- Room 145 Frank Kennedy Centre (Fort Garry campus)
- Max Bell Centre (Fort Garry campus)
- Joe Doupe Centre, Room 030 Brodie Centre (Bannatyne campus)

2.7 Bus Service

There is an enhanced bus service between campuses through a partnership with Winnipeg Transit and their No.36 Northwest Super Express Bus Route. The schedule can be found at:
http://winnipegtransit.com/TIMETABLE/TimetableSelect.html

STUDENT INFORMATION

3.1 Student Services at Bannatyne Campus

Student Services at Bannatyne Campus provides consultation, support and referral services to all undergraduate students in the Rady Faculty of Health Sciences. They are separate and distinct from the academic programs and exist solely to support students’ personal and academic success. Most services are available by appointment, although urgent cases are handled on a priority basis. Some services have extended hours to accommodate learners schedules. All services are confidential and free of charge.

Some of the services they provide are:
- Counselling Services - http://umanitoba.ca/student/counselling/index.html
- Student Advocacy – See detailed information in section 3.2
- Student Accessibility Services - See detailed information in section 3.3
- Academic Learning Centre - http://umanitoba.ca/student/academiclearning/
- Spiritual Care Coordinator - http://umanitoba.ca/student/spiritual-care/

S211 Medical Services Building
Phone: 204-272-3190
Email: bcsstudentservices@umanitoba.ca
Website: http://umanitoba.ca/student/bannatyne/

3.2 Student Advocacy

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns.
resulting from academic and/or discipline decisions. Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources. Contact information:

S211 Medical Services Building (available on Tuesdays in Student Services Office)
520 University Centre (Fort Garry Campus)
Phone: (204) 474-7423
Email: student_advocacy@umanitoba.ca
Website: http://umanitoba.ca/student/advocacy/

Student Conduct: Your Rights and Responsibilities
http://umanitoba.ca/student/resource/student_advocacy/student_conduct.html

3.3 Student Accessibility Services

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the college and staff of the University of Manitoba as well as support agencies within the province of Manitoba. SAS provides accommodations to students with documented disabilities. Accommodations refer to any service, equipment, or special arrangement that is put in place to support students’ activities at the University of Manitoba. All accommodations must be recommended and verified by an appropriate professional. The documentation required is dependent on the student’s disability type. Contact information:

S211 Medical Services Building (available on Fridays in Student Services Office)
Phone: 204-272-3190
Email: student_accessibility@umanitoba.ca
Website: http://umanitoba.ca/student-supports/accessibility

3.4 Respectful Work and Learning Environment

The University of Manitoba and the Winnipeg Regional Health Authority (WHRA) both support a climate of respect in the work and learning environment. Students and employees of the University and institutions comprising the WRHA are entitled to a respectful work and learning environment that is free from:

- **Discrimination and Human Rights-based Harassment**: differential treatment or failure to provide reasonable accommodations; conduct or comments directed toward a specific person or group, which contravenes the Manitoba Human Rights Code.
  e.g. Treating a student differently based on their ancestry, gender, religion, or sexual orientation; refusing to facilitate access to large-print material for a student who has a visual impairment.

- **Sexual harassment**: unwanted sexual attention; gender-based abusive conduct; sexist jokes or remarks; sexually oriented gestures or physical contact; sexual solicitation made by someone with power to confer or deny benefit to the recipient; reprisal for rejecting a sexual advance.

- **Personal harassment**: a course or pattern of behaviour which serves no legitimate work or academic purpose, and creates an intimidating or humiliating environment.
  e.g. A student being referred to with a derogatory nickname by peers and instructors.

- **Sexual Assault**: The intentional sexual touching of another person with any object or body part without consent or by force.

The University of Manitoba’s Respectful Work and Learning Environment and Sexual Assault (RWLE/SA) Policies and Procedure provides expanded definitions for the above list of prohibited
behaviors, and can be found at: http://umanitoba.ca/admin/governance/governing_documents/community/230.html.

Students who have concerns about, or allegations of, the above prohibited behaviors can access informal resolution or formal complaint mechanisms under the RWLE/SA Policies and Procedure. Students are also encouraged to access advice and support on these matters from the University of Manitoba:

- The Associate Dean (Academic) of the College of Pharmacy
  http://umanitoba.ca/faculties/health_sciences/pharmacy/staff/vercaigne.html
- The Office of Human Rights and Conflict Management (OHRCM)
  http://umanitoba.ca/human_rights/
- The Student Advocacy Office (SAO)
  http://umanitoba.ca/student/advocacy/

Information on the WRHA Respectful Workplace Policy can be found at: http://www.wrha.mb.ca/professionals/respectfulworkplace/.

Information on Sexual Violence Support and Education can be found at: http://umanitoba.ca/sexual-violence/

3.5 Electronic Devices During Classes and Examinations

Students are requested to turn off their cell phones and other communication devices while classes are in session. All students are reminded that cell phones and electronic devices with large memory storage capabilities are strictly forbidden during all exams in this program, unless specific authorization is given by the professor responsible for the course.

The coordinators and instructors of all courses and the University of Manitoba hold copyright over all the course materials, presentations and lectures. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of the course coordinator. Course materials (both paper and digital) are for the participant’s private study and research.

3.6 Communications

First year students are required to submit a Student Contact Information Form. The information supplied will be used to facilitate any external contact with the student, or in the event of an emergency. Please notify the Dean’s Office of any address or phone number change, and update your AURORA student account as soon as possible.

Students must use their University of Manitoba email account to communicate with the College, and you are responsible for accessing this account on a regular basis.

3.7 Lockers

All students must advise the Dean’s Office of the locker number selected. You may keep your locker over the summer, as long as you notify the Dean’s Office. If you do not notify the Dean’s Office, the lock and contents will be removed from the locker.
3.8 The Student Lounge

The Undergraduate Student Lounge is located on the 2nd Floor of the Apotex Centre. You are welcome to use this area to relax, eat and chat with friends. The fridge, coffee maker, microwave, water cooler and recreational games are for your use, but please remember to take care of the furniture and clean up after yourself.

3.9 Professional Development Week

Classes will not be suspended for PDW, but assessments will not be scheduled during this time.

Attendance at experiential rotations will take precedence over PDW conference attendance.

3.10 Out of Province Internship

If you are planning to do your internship outside of Manitoba, depending on the registration body, you may not be able to start your internship until your graduation has been ratified. The University’s Senate Committee meeting occurs around the middle of May.

3.11 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23, 2019</td>
<td>Career Avenue (in the Brodie Atrium)</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>Bursary Applications Due (see Bursary information section)</td>
</tr>
<tr>
<td>October 4, 2019</td>
<td>Student Awards Reception</td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>CPR recertification due for Year 1</td>
</tr>
<tr>
<td>November 11-15, 2019</td>
<td>Fall Term Break – Year 1</td>
</tr>
<tr>
<td>December 9-20, 2019</td>
<td>Year 1 Exam period. Students must remain available during these dates until all examinations and test obligations are confirmed.</td>
</tr>
<tr>
<td>January 2, 2020</td>
<td>Classes resume – Year 1</td>
</tr>
<tr>
<td>January 8-11, 2020</td>
<td>CAPSI's Professional Development Week in Montreal, QC</td>
</tr>
<tr>
<td>February 17-21, 2020</td>
<td>Winter Term Break – Year 1</td>
</tr>
<tr>
<td>April 13-25, 2020</td>
<td>Exam period. Students must remain available during these dates until all examinations and test obligations are confirmed.</td>
</tr>
</tbody>
</table>
3.12 PharmD Transition Year Program Requirements

YEAR 1

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAC 2100</td>
<td>Pharmacology</td>
<td>6</td>
</tr>
<tr>
<td>PHMD 1000</td>
<td>Introduction to Professional Practice</td>
<td>1</td>
</tr>
<tr>
<td>PHMD 1002</td>
<td>Applied Pharmacy Practice Lab 1</td>
<td>4</td>
</tr>
<tr>
<td>PHMD 1004</td>
<td>Introduction to Pharmacotherapy Literature</td>
<td>1</td>
</tr>
<tr>
<td>PHMD 1006</td>
<td>Pharmacy Informatics</td>
<td>1</td>
</tr>
<tr>
<td>PHMD 1008</td>
<td>Medicinal Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHMD 1014</td>
<td>Clinical Therapeutics 1</td>
<td>3</td>
</tr>
<tr>
<td>PHMD 1016</td>
<td>Pharmaceutics</td>
<td>3</td>
</tr>
<tr>
<td>PHMD 1040</td>
<td>Service Learning / IPE 1</td>
<td>1</td>
</tr>
<tr>
<td>STAT 1000</td>
<td>Statistics 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/ Social Sciences Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

3.13 Textbooks

<table>
<thead>
<tr>
<th>COURSE</th>
<th>REQ/OP</th>
<th>TEXT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHMD 1014</td>
<td>REQUIRED</td>
<td>Compendium of Therapeutics for Minor Ailments (CTMA 2019) Published by the Canadian Pharmacists Association.</td>
</tr>
</tbody>
</table>

*Note: Please check all course outlines to confirm textbook requirements*

3.14 Clinical Fieldwork and Field Trip Fees

All Pharmacy students will be assessed the Clinical fieldwork fee (currently $3,600); regardless of how many courses you are taking.

These fees help cover some of the high costs associated with a professional program. This includes supporting the clinical activities within the curriculum, the experiential and immunization training and the skills required for the provincial regulations.

**COMPUTERS, INTERNET & E-MAIL**

4.1 Computers and Printers for Student Use

Computers for student use are available on the Bannatyne campus on the second floor of the Neil John MacLean Health Sciences Library.

https://libguides.lib.umanitoba.ca/health/computers
Printing Options:
- Laser Printer
- Students put money on their student card or a libraries copy card
- Cost is 10¢ per page or $1.00 per color page

A listing of computer labs on the Fort Gary campus can be found at:
http://umanitoba.ca/computing/ist/connect/labs/

4.2 Wireless Internet

A wireless network is available in the Apotex Centre through “uofm-secure”. For details go to:
http://umanitoba.ca/computing/ist/connect/wireless/index.html

4.3 JUMP

JUMP is the University of Manitoba’s portal for students, faculty, and staff. JUMP provides access to
email, course links to UM Learn, campus news and announcements and single sign-on access to
many U of M services

Login to Jump - https://umanitoba.ca/jump
If you experience problems with JUMP, please e-mail support@umanitoba.ca and include your
UMnetID.

4.4 UM Learn

UM Learn is the University of Manitoba's Learning Management System. You will be able to access
your course information and marks here (assignments, exams etc.), but official final grades will only be
posted in Aurora. Log in at: https://universityofmanitoba.desire2learn.com/d2l/login

4.5 E-Mail

As a Pharmacy student, you will be added to our student e-mail distribution list. You will receive emails
about courses, events and any important information we need to send. Students must use their
University of Manitoba email account to communicate with the College, and you are
responsible for accessing this account on a regular basis.

ACADEMIC INFORMATION

5.1 Essential Skills and Abilities

Essential Skills and Abilities Requirements for Admission, Promotion, and Graduation in the
Pharmacy Program

INTRODUCTION

The College of Pharmacy at the University of Manitoba is responsible to society to provide a program
of study that ensures graduates have the necessary qualifications (specialized knowledge, skills, and
professional behaviours and attitudes) necessary to enter the regulated profession of pharmacy in
Canada. Graduates must be able to competently provide pharmaceutical care and apply specialized knowledge and skills as medication therapy experts in a broad range of practice settings. They are also expected to integrate knowledge, skills, and behaviours necessary to fulfill the seven Association of Faculties of Pharmacy of Canada (AFPC) educational outcomes of the First Professional Degree Program in Pharmacy (Care provider, Communicator, Collaborator, Manager, Advocate, Scholar, Professional). It is critical for the College of Pharmacy to ensure its students provide safe and effective healthcare for patients and satisfactorily meet all of the essential functions described below before graduation.

Prospective applicants should be aware that cognitive, physical assessment, management skills, communication skills, and professional behaviours are all evaluated in time-restricted simulations of patient and healthcare professional encounters during the program. Further, in addition to obtaining a pharmacy degree, successful demonstration of these skills and behaviours are also required in the written examination and Objective Structured Clinical Examination (OSCE) administered by the Pharmacy Examining Board of Canada (PEBC) in order to become a registered/licensed pharmacist in Canada. Accordingly, the College of Pharmacy reserves the right to consider a student’s ability to meet these requirements as part of the admissions process. By accepting admission and enrolling in the undergraduate program, the pharmacy student confirms that s/he has read these materials and understands the essential functions needed to be successful both in the program and as a health care professional.

A pharmacy student must possess aptitude, abilities, and skills in six critical areas: 1) observation and perception; 2) sensory and motor competencies; 3) conceptualization, integration and quantitative evaluation; 4) communication; 5) ethical, interpersonal, and professional skills; and (6) stamina. Each critical area is described in greater detail below and the syllabus for each course in the program outlines the specific outcomes that must be met. The course coordinator will monitor and maintain these standards in conjunction with the Office of the Dean. Pharmacy students must be able to independently perform the described functions, with or without accommodation, to achieve standing in each course and complete the program. These essential functions are attributes and skills the College of Pharmacy considers necessary for entrance, continuation, and graduation from the University of Manitoba’s Pharmacy program. By clearly delineating these essential functions, the College ensures that each graduate will develop the necessary skills to subsequently enter any clinical practice, residency, or fellowship training. Any candidate for the pharmacy degree who cannot attain the required skills and abilities through their course of study may be requested to withdraw from the program.

1) Observation and Perception

Pharmacy students must be able to participate in learning situations and acquire information through observation and perception by use of senses and mental abilities. A student must participate progressively in patient encounters and acquire information through visual, auditory and somatic sensation.

2) Sensory and Motor Competencies

Pharmacy students must possess certain sensory and motor skills in order to competently perform the duties of a pharmacist in a timely manner. Adequate vision is essential, and visual requirements include, but are not limited to, reading written and illustrated material including prescriptions and labels; observing demonstrations in the classroom or laboratory including projected material; observing anatomic structures; discriminating numbers and patterns associated with laboratory instruments and tests such as scales and other measuring devices; conducting a physical exam and observing both a patient’s physical symptoms and non-verbal cues. Pharmacy students must have sensory and motor function to prepare and dispense pharmaceuticals, including the use of equipment for compounding prescriptions. Pharmacy students must possess sufficient skills to participate in the administration of a medication, including drawing up medication doses from a vial and administering injections. Pharmacy students will be expected to perform and interpret findings from a physical assessment. Pharmacy students must be able to execute motor movements reasonably required to
participate in the general care and emergency treatment of patients. Pharmacy students must be able to respond promptly to emergencies, including arriving quickly when called, participating in the initiation of appropriate procedures, and rapidly and accurately preparing appropriate emergency medication.

(3) Conceptualization, Integration, and Quantitative Evaluation

Pharmacy students must be able to learn through a variety of means, including individual study, large group didactic and active problem-based learning instruction, small group discussion, team projects, written and verbal presentations, patient care rounds, and utilization of computers and other technology. Pharmacy students must be able to recognize and accurately transcribe numbers, count and measure accurately, and be able to perform accurate and rapid calculations with or without a calculator or computer. Pharmacy students must be able to retain and recall information efficiently but also must possess appropriate judgment of their limits of knowledge in clinical situations. When knowledge is insufficient, pharmacy students must know where to obtain additional information and be able to interpret this information to apply it to patient care. Pharmacy students must be able to obtain critical patient information from patients, caregivers, patient charts, healthcare professionals, or other sources of information, and be able to think critically and apply this information along with calculation and other skills to determine a comprehensive patient care plan in an efficient manner. A patient care plan is a method of delivering pharmaceutical care comprised of identifying the problem, managing and seeking information regarding the solution, providing patient education and counseling, and monitoring and following-up on the selected treatment. Pharmacists are often faced with performing these tasks under time-sensitive conditions. Given the nature of the working conditions of pharmacy practice, all of these activities must be done under time-restricted conditions.

(4) Communication

Pharmacy students must be able to communicate effectively with patients and their caregivers as well as other healthcare professionals in a timely manner. Communication includes written, verbal, and nonverbal elements. Communication with patients requires patient friendly language that shows both appropriate compassion and empathy. Pharmacy students must possess the necessary listening skills whilst observing nonverbal cues in order to effectively and efficiently elicit information and provide pharmaceutical care. Pharmacy students must be mindful that some situations must be addressed with care to meet the needs of the patient in a culturally appropriate manner, and referrals to other health care providers must be made as appropriate. Any written information provided to patients must be understandable by the patient. Pharmacy students must be able to ask effective questions of patients in order to make informed decisions and must be able to document and communicate appropriate findings efficiently in oral and written forms with all members of the health care team. Written information must be legible and understandable by others (including avoidance of unapproved abbreviations), and all communication must be done in a professional manner.

(5) Ethical, Interpersonal, and Professional Skills

A pharmacy student must be able to relate to professors, instructors, colleagues, preceptors, staff, and patients with honesty, integrity, non-discrimination, self-sacrifice, and dedication. Pharmacy students should be able to understand and use the special privileges and trust inherent in the patient relationship for the patient’s benefit, and to know and avoid the behaviours that constitute misuse of these privileges. Students in the pharmacy program must interface with patients and healthcare providers regardless of age, gender, race, culture, and other personal life circumstances. Pharmacy students should demonstrate the capacity to examine and reason critically when faced with social and ethical questions that define pharmacy and the pharmacist’s role. Pharmacy students must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these aptly into clinical decision-making. When difficult situations or differences of opinions arise, a pharmacy student must be able to conduct himself/herself in a professional manner, regardless of the behaviour of others.
The pharmacy profession requires flexibility that students must demonstrate via appropriate critical thinking, ethical, and emotional stability (including anxiety and stress management) through adapting to various situations. A pharmacy student must be able to utilize knowledge and skills, exercise good judgment, complete patient care responsibilities promptly and accurately, and relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity. In the event of deteriorating emotional function, it is essential that a pharmacy student is willing to acknowledge the problem and/or accept professional help before it poses danger to self, patients, and/or colleagues.

(6) Stamina

Pharmacy students must display the attributes described above to withstand the physical, emotional, and mental demands (including anxiety and stress management) of the program. Pharmacy students must also function effectively while maintaining a high level of professional function under such working conditions. Inherent in this requirement is the willingness to accept constructive criticism and to modify behaviour in response to feedback. To adequately achieve these requirements, the pharmacy student must demonstrate adaptability to various situations to function in the face of uncertainties that are inherent in the care of patients. Decisions must be completed in a timely manner in order to maximize patient outcomes and minimize risks to patient safety. As stated above, in the event of deteriorating emotional function, it is essential that a pharmacy student is willing to acknowledge the problem and/or accept professional help before it poses danger to self, patients, and/or colleagues.

Reasonable Accommodations

The College of Pharmacy is committed to providing appropriate assistance to help pharmacy students succeed in the program. Some skills may be achieved with reasonable accommodation for pharmacy students with a documented disability. Where necessary, reference should be made to the Accessibility Policy and Procedure: http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html All accommodations must be approved through Student Accessibility Services. Students who anticipate requiring disability-related accommodation are responsible for notifying the Student Accessibility Services in a timely and proactive fashion at the time of application, or at any time throughout their pharmacy education program. Students are expected to complete the pharmacy degree within four years. Students with a disability may request an extension of time within which to complete the pharmacy program; such requests are considered on a case-by-case basis.

Student Acknowledgement

I acknowledge that I have read this document carefully, that I have assessed my ability to meet the essential skills and abilities outlined in this document and that I anticipate that I am able to meet the described essential skills and abilities for admission, promotion and graduation from the pharmacy program. I understand that reasonable accommodations for some skills are available to me.

Student Name ______________________________________________________ (Signature)
(Please Print) (Signature)

Student # __________________________ Date _____________________

Permanent Address __________________________________________________
Telephone #_________________________
5.2 First Aid & CPR Training

All students are required to have up to date Standard First Aid training and CPR Level HCP (BLS Provider). Standard First Aid certification is valid for three years, and must be recertified upon expiry. CPR Level HCP (BLS Provider) must be recertified yearly. All costs are the responsibility of the student. Students should arrange training through the U of M, to ensure the correct training session is completed.

https://sportandrec.umanitoba.ca/UOFM/public/category/browse/CPR

5.3 Attendance at Class

Regular attendance is required and expected of all students in all courses. Students who are absent from class for a period of three days or more due to illness must present a certificate from a physician (see 5.7 on page 20) or other suitable documentation determined by the College of Pharmacy to the Dean’s Office upon their return. An instructor may initiate procedures to debar a student from attending classes and from final examinations where unexcused absences exceed three continuous sessions. Students must obtain prior approval from the Associate Dean (Academic) for an absence exceeding two days for reasons other than illness.

5.4 Professional Suitability

Students are reminded that Self-Declaration of Records Forms are signed when applying for admission to the College of Pharmacy. If any of your declaration information changes throughout the program, you are required to provide the information to the Dean.

Upholding academic integrity is required of all pharmacy students. Student Advocacy provides resources on professionalism (www.umanitoba.ca/student/resources/student_advocacy/Al-and-Student-Conduct-Tutorials.html). For more information on Student Advocacy see section 3.2.

5.5 Academic Regulations

This handbook is provided to acquaint you with our College and the Policies and Procedures by which we operate. In addition, you are expected to be familiar with the information in the University of Manitoba Undergraduate Calendar under the “General Academic Regulations and Requirements”, and the “College of Pharmacy”. The following websites provide useful information:

The University of Manitoba homepage: http://umanitoba.ca/
The College of Pharmacy homepage: http://umanitoba.ca/faculties/health_sciences/pharmacy/
The University of Manitoba Student Guide: http://umanitoba.ca/student/student_guide.html

5.6 Academic Honesty (Plagiarism & Cheating)

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well-known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material. To provide adequate documentation is not only an indication of academic honesty but also a courtesy that enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism.

It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than himself or herself, or copies the answer or answers of a fellow student in any test, examination, or take-home assignment.
Plagiarism or any other form of cheating in examinations or term tests is subject to serious academic penalty (e.g. suspension or expulsion from the College or University). A student found guilty of contributing to cheating in any examination or term assignment will also be subject to serious academic penalty.

Many courses in the College of Pharmacy require group projects and students should be aware that these are subject to the same rules regarding academic honesty as individual projects. Due to the unique nature of group work, all members of the group should exercise special care to insure that work completed does not violate academic integrity. Should a violation occur, group members will be held jointly accountable unless the violation can be attributed to a specified individual, or group of individuals. In the College of Pharmacy, all suspected cases of academic dishonesty will be passed to the Dean's Office for evaluation.

Please see the following link for more important information on how to avoid academic misconduct: http://www.umanitoba.ca/student/resource/student_advocacy/academicintegrity/students/student-academic-misconduct-faq.html

5.7 Guidelines for Physicians: Certificates of Illness/Injury

Students who need academic consideration due to illness/injury are required to supply documented proof. Please consider the following when providing medical documentation for your patient:

- The University of Manitoba normally does not require information regarding the nature of a student’s illness or treatment, but requires information on the impact an illness/injury has had on the student’s ability to complete their academic work;
- Doctors and health professionals may be contacted by the University of Manitoba to verify the information provided. Additional information will not be requested without the permission of the student/patient;
- For the University of Manitoba to accept any documents as proof of illness/injury, the doctor or health professional providing documentation must have actually examined or treated the student/patient during the illness/injury, or at the first reasonable opportunity to seek medical care after an illness/accident.

This personal information is being collected under the authority of The University of Manitoba Act. It will be used for decisions concerning academic consideration. It is protected by the provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA/PHIA Coordinator's Office, University of Manitoba Archives & Special Collections, 331 Elizabeth Dafoe Library, Winnipeg, MB, Ph:(204) 474-8339.

5.8 Deferred Examinations

Deferrals for examinations (mid-term, final) and other in-course evaluations (e.g., quizzes, assignments) are available for medical or compassionate reasons only. Students must be available during the entire exam period as students will not be granted deferred exams due to personal reasons (e.g. travel plans).

Mid-term Exams
A student who is unable to write a mid-term examination or complete other in-course evaluations should contact the course coordinator as soon as possible, and present a Certificate of Illness, (see 5.7 on page 20) if required, upon return to classes.

Final Exams
Students may request a deferred final examination from the Dean of the College of Pharmacy for reasons of illness or other disability, for bereavement or for compassionate reasons. The request
should typically be communicated before the final exam is written, but must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or other appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, indicating the period of incapacity. Based on the evidence provided, the Dean shall decide whether the application is approved. Students who, for medical reasons receive deferred examination privileges for all final examinations may not reregister until they have established, through proper medical consultation, their fitness to resume studies. Students may also request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to: (a) participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or (b) religious observance. Students requesting a deferred examination due to a known situation as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination. Any student requesting deferred examination(s) will be required to sign an undertaking that the student has not discussed, reviewed, had access to, or otherwise become aware of the contents of the deferred examination except as expressly authorized by the instructor or professor for the course in which the deferred examination is being undertaken.

Refer to the Examination Regulations for guidance in applying for a deferred exam by going to: http://umanitoba.ca/student/records/finals/682.html

5.9 Supplementary Exams

A student in Year 1-4 of the pharmacy program who records no more than one grade of “D” during the academic session, and who achieves a minimum combined fall and winter term GPA of 2.00, may at the discretion of the Dean of the College of Pharmacy be permitted to write a supplementary examination in that course. Supplementary Exams will not be granted if a student records more than one grade of “D” during the academic session within any year or if a student records a grade of “F” during the academic session within any year. No more than two supplemental exams will be offered to any student throughout the Pharmacy program. Supplementary Exams are not available in most courses and are at the discretion of the Dean of the College of Pharmacy.

Supplementary Exams are not available for the following course:
Applied Pharmacy Practice Lab 1 – PHMD 1002

Application forms for supplementary examinations are available in the College of Pharmacy Dean’s Office, and the examination is subject to a prescribed fee. Supplementary exams, if granted, will normally take place in mid-summer, following the academic session. Students may not be awarded a grade higher than “C” in a course for which a supplementary exam is written. The grade achieved following supplementary examination will replace the grade originally recorded on the student’s academic record.

5.10 Scholastic Progress

For course progression in the College of Pharmacy students must achieve a minimum combined fall and winter term GPA of 2.00, and attain the minimum passing grade of “C” in each course, except where the course evaluation is in a “pass/fail” format, where “pass” is required, or as otherwise described in the course outline.
A student who fails to achieve a passing grade of “C” in one course, following supplementary examination if that option is offered, and who achieves a minimum combined fall and winter term GPA of 2.00, will be considered to have failed that year, and will be required to repeat that course and may at the discretion of the Dean of the College of Pharmacy be required to repeat all, or a number of courses in the following academic year.

A student who fails to achieve a minimum passing grade of “C” in two courses, and whose combined fall and winter term GPA remains above 1.75, will be considered to have failed that year, and will be required to repeat those courses and may at the discretion of the Dean of the College of Pharmacy be required to repeat all, or a number of courses in the following academic year.

A student who fails more than one year in the program, or who fails the same year twice, shall be required to withdraw from the Pharmacy program.

A student who fails to achieve a passing grade in more than two courses in the academic session, or whose combined fall and winter term GPA falls below 1.75, or who fails to achieve a passing grade in a repeated year, will be required to withdraw from the Pharmacy program.

The records of all students who fail a year, and the disposition of the cases, shall be reported to the Pharmacy College Council for information, but not for debate. Students who have cause to disagree with the disposition may file an appeal against the decision according to University of Manitoba Student policies and procedures.

5.11 Student Access to Final Examinations

In order to allow proper feedback, students shall have an opportunity to read their own final examination script and any comments written on it prior to the deadline for a formal grade appeal, but only in the presence of the instructor or a staff member appointed by a faculty, school, or academic unit.

Notwithstanding the above, there is no obligation upon the faculty, school, or academic unit to make machine-scored examination answer sheets available for consultation by students. It is expected that faculties, schools, and academic units will provide appropriate means of feedback to students in such circumstances and, where practicable, will encourage instructors to discuss selected questions and answers.

5.12 Appeals of Grades Received for Term Work

Term Work refers to anything for which marks or grades are assigned and which have been returned or made available to students prior to the close of the last day of classes. This may include such things as tests, essays, class presentations, class participation, assignments, laboratory and other reports, preceptor evaluations and any other component of a final grade completed and evaluated during the term.

Any student who is dissatisfied with a grade on term work has the right to appeal that grade. Students should recognize, however, that term work grade appeals are only upheld when there are good reasons to support the student’s request for an elevated grade.

Reasons for submitting a Term Work Grade Appeal may include:
- Miscalculation of marks,
- Misgrading of paper/exam,
- Application of an evaluation or grading system which was not included in the course outline
- Unfair or inequitable process in determining the final grade.
Procedure

1. A student may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need for a formal appeal.

2. A formal appeal of the grade(s) for term work may be made on an "Application for Appealing a Grade Given for Term Work" form and is to be submitted to the Cashier’s Office with the appropriate fee payment ($50). The time limit for submission of this appeal is ten working days following communication of the grade to the student. Subsequent processing of the appeal and communication of the disposition of the appeal is the responsibility of the Associate Dean (Academic). The result of the appeal will be forwarded in writing to the student and the instructor not later than fifteen working days after the formal appeal has been lodged.

3. Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor - in the same or related subject area.

4. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

5. Should you not be satisfied with the decision, you may wish to seek advice from:
   Student Advocacy, Phone (204) 474-7423, 519 University Centre.

5.13 Appeal of Final Grades

A student may enter an appeal, through the Registrar’s Office, for assessment of one or more grades. A student wishing to make a final grade appeal must do so by the deadlines set for the following terms and sessions:

a) On a Fall Term course grade the deadline is fifteen (15) working days following the first day in January which the University is open.

b) On a Winter Term course grade the deadline is fifteen (15) working days after Victoria Day.

c) For Summer Session course grades the deadline is thirty (30) working days following the end of the examination period.

Applications must be made on a prescribed form obtainable from the Registrar’s Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the academic unit in which the course is offered.

The fee which is charged for each appealed grade will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on “hold status” nor will official grades be released by the Registrar’s Office until the “hold” has been cleared.

5.14 Appeals Concerning Scholastic Progress

Refer to section 4.9 in the College of Pharmacy section of the 2019-2020 University of Manitoba Undergraduate Calendar.
For course progression, students must achieve a minimum combined fall and winter term GPA of 2.00 and attain the minimum passing grade of “C” in each course, except where the course evaluation is in a “pass/fail” format, where “pass” is required, or as otherwise described in the course outline.

5.15 Voluntary Withdrawals

Any student seeking to withdraw from a portion of, or all of their courses must provide written notification to the Dean’s Office outlining the reasons for this request. Re-entry to the College of Pharmacy by students who voluntarily withdraw, will be dependent on the availability of space and external rotation facilities. Any student who has voluntarily withdrawn from a portion of, or all of their courses in Pharmacy on more than one occasion will not be permitted re-entry into the program. Withdrawals for medical or compassionate reasons will not contribute toward this maximum. Students who, for medical reasons, withdraw from the program may not re-register until they have established, through proper medical consultation and documentation, their fitness to resume studies. Reinstatement following a voluntary withdrawal will be subject to current and satisfactory:
1. Criminal Records, Child Abuse Registry and Adult Abuse Registry Search results;
2. College of Pharmacists (CPhM) Registration;
3. Immunization, Standard First Aid and CPR (HC) certification;
4. Reinstatement may also be subject to the student signing an undertaking to either or both of the College of Pharmacy and CPhM of certain terms and conditions.

5.16 The Rady Faculty of Health Sciences Immunization Program

When students enter into a new field of study in healthcare, it is important for various immunization and screening tests to be reviewed, in keeping with national occupational health recommendations. Maintaining an up-to-date health record is an important responsibility of being a student, and serves to protect the health of vulnerable patients with whose care the students will be involved, as well as the health of the student. In general, immunizations and health screening tests are voluntary procedures; however, the immunizations and/or testing outlined in these documents are also a condition of enrolment within the student’s chosen program of study. Failure to maintain an up-to-date record may result in the student being barred from clinical activities involving patients. Students may have their immunization and testing requirements reviewed and updated either by their own healthcare provider, or by the Rady Faculty of Health Sciences Immunization Program. All immunizations must be completed before beginning rotations. If they are not, a hold will be placed on the student’s record and the student will be charged a $25.00 administration fee.

Important information about immunizations, tests, and services offered are found in the Student Manual, 2019-2020 edition (found at the link below); all students must read the Student Manual.

http://umanitoba.ca/immunizationprogram

All immunization forms, and any questions you have regarding immunizations are to be directed to:

RFHS Immunization Program Office
P127 – Pathology Building, 770 Bannatyne Avenue
Winnipeg, Manitoba R3E 0W3
Phone: 204-480-1305
Confidential fax: 204-480-1333
immune@umanitoba.ca
AWARDS, BURSARIES, FUNDS

6.1 Emergency Student Loan Fund

Two small emergency loans are available to pharmacy students who may find themselves in a temporary financial crisis. They are the Irwin H. Mael Pharmacy Student Loan Fund and the Revolving Loan Fund. The funds are very limited with assistance in the range of $100 - $200. Please contact the Dean’s Office for further information.

6.2 Scholarships

Scholarships are awarded at the end of the school year. Selected fourth year students are awarded at the Welcome to the Profession Ceremony. Selected first, second and third year students are chosen in August, notified in September and presented at the Student Awards Ceremony which is held in October.

Award names with a “**” require an application. To be eligible for a scholarship, students must have completed a minimum 80% workload in their year of the program. Detailed information can be found on this webpage:
http://umanitoba.ca/faculties/health_sciences/pharmacy/students/Undergraduate_nominated_awards.html

The following is a list of current awards being offered:

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>* A. Langley Jones Leadership Award</td>
<td>4th year student, aptitude for community pharmacy and consumer health care products and leadership qualities</td>
</tr>
<tr>
<td>Abraham Schwartz Prize</td>
<td>Graduating student with the highest standing in B.Sc. (Pharm.)</td>
</tr>
<tr>
<td>Bletcher Memorial Scholarship</td>
<td>High standing in 2nd year Pharmacy – minimum average 3.0</td>
</tr>
<tr>
<td>Bonnie Schultz Memorial Scholarship</td>
<td>Outstanding merit in Skills Lab 1, 2 and 3 with particular emphasis on drug information</td>
</tr>
<tr>
<td>CPhA Centennial Award</td>
<td>Good academic standing and actively promotes the college and profession.</td>
</tr>
<tr>
<td>CPhM Scholarship</td>
<td>Outstanding merit in 2nd year Pharmacy, minimum average 3.0</td>
</tr>
<tr>
<td>CPhM Silver Medal</td>
<td>Highest standing in 3rd year Pharmacy</td>
</tr>
<tr>
<td>CPhM Gold Medal in 4th year</td>
<td>Second highest GPA 2nd, 3rd and 4th years Pharmacy courses only</td>
</tr>
<tr>
<td>CPhM President’s Prize</td>
<td>Highest GPA in 2nd, 3rd, &amp; 4th year (Pharmacy courses only)</td>
</tr>
<tr>
<td>* Class of 2009 Passion &amp; Commitment Award</td>
<td>Outstanding merit in 4th year Pharmacy courses</td>
</tr>
<tr>
<td>* David M. Collins Scholarship</td>
<td>Minimum GPA 3.0, 4th year Pharmacy, strong record of community service</td>
</tr>
<tr>
<td>David Stern Memorial Scholarship</td>
<td>Community service within the College or University</td>
</tr>
<tr>
<td>Donald J. Forsyth Memorial Scholarship</td>
<td>Highest standing in PHRM 4230, and who plans to pursue a career in retail pharmacy</td>
</tr>
<tr>
<td>* Doreen Ash Award</td>
<td>Outstanding merit in 2nd year Pharmacy, minimum average 3.5</td>
</tr>
<tr>
<td>Doreen O’Donnell Memorial Scholarship</td>
<td>Active participant in sports, social programs and student activities</td>
</tr>
<tr>
<td>Dr. A.W. Hogg Undergraduate Scholarship</td>
<td>Highest academic standing in 1st year</td>
</tr>
<tr>
<td>Dr. D. McDougall Memorial Scholarship</td>
<td>Highest average standing out of all 1st, 2nd, and 3rd year students</td>
</tr>
<tr>
<td></td>
<td>Outstanding merit in Fundamentals of Pharmaceutics</td>
</tr>
<tr>
<td>Award Name</td>
<td>Criteria</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dr. J.R. Murray Scholarship</td>
<td>Complete Gr. 12 in MB, proceeded to 1st year Science in a MB university. Minimum GPA 3.5. High standing in all years of the program, and extra-curricular activities.</td>
</tr>
<tr>
<td>Dr. Roman Bilous Scholarship</td>
<td>High academic standing in 3rd year and has obtained the highest academic standing in the Medicinal Chemistry subject stream</td>
</tr>
<tr>
<td>Flexon Silver Medal</td>
<td>Highest standing in Medicinal Chemistry Courses</td>
</tr>
<tr>
<td>Frank Edick Memorial</td>
<td>Highest standing in Clinical Pharmacy 3</td>
</tr>
<tr>
<td>Halsey A. Park Memorial Prize</td>
<td>Outstanding merit in the aggregate of the Clinical Pharmacy Stream</td>
</tr>
<tr>
<td>Harry Singer Memorial Medal</td>
<td>High academic standing and outstanding merit in 2nd and 3rd year Skills Lab in the patient counseling component.</td>
</tr>
<tr>
<td>Isbister Scholarship</td>
<td>Highest standing out of all 1st, 2nd, and 3rd year students</td>
</tr>
<tr>
<td>* Janice Coates Scholarship</td>
<td>Enrolled full-time in 3rd or 4th year, has achieved a min. DGPA of 3.0, has demonstrated personal and professional qualities which will likely contribute to the advancement of the profession in Pharmacy, will be undertaking an Experiential Education rotation in Primary Care.</td>
</tr>
<tr>
<td>Joseph &amp; Sylvia Lavitt Award in Pharmacy</td>
<td>For a student enrolled full-time in the 3rd year of BSc. Pharmacy, in good academic standing, with a minimum DGPA of 3.0</td>
</tr>
<tr>
<td>* Lori Fasano Scholarship</td>
<td>Registered full-time in 2nd year, has achieved a min. DGPA of 3.5, demonstrated excellence in academics, athletics and leadership</td>
</tr>
<tr>
<td>Manitoba Branch – CSHP Award</td>
<td>Outstanding merit in Clinical Pharmacy 3 and SPEP 4</td>
</tr>
<tr>
<td>Manitoba Pharmacists’ Women’s Auxiliary Scholarship</td>
<td>Outstanding merit in 2nd year Pharmacy, minimum average 3.0</td>
</tr>
<tr>
<td>Marguerite Hulme Scholarship</td>
<td>Entering 1st year Pharmacy, AGPA at least 4.0, participant in student in Pharmacy activities, demonstrated leadership. (Can continue to 2nd, 3rd and 4th year)</td>
</tr>
<tr>
<td>Mark Rose Memorial Book Prize</td>
<td>Highest standing in B.Sc. Pharm.</td>
</tr>
<tr>
<td>Mary and Joe Zeal Prize</td>
<td>Outstanding merit in 2nd year Pharmacy</td>
</tr>
<tr>
<td>Merck Scholarship in Pharmacy</td>
<td>Outstanding merit in first or second year Pharmacy</td>
</tr>
<tr>
<td>* Mike Kupfer Award</td>
<td>Completion of 3rd year, Minimum GPA 2.75, participated in student activities, demonstrates high degree of empathy for fellow students</td>
</tr>
<tr>
<td>Mrs. Ethel Roberts’ Memorial Prize</td>
<td>Outstanding merit in 2nd year Pharmacy, minimum average 3.0. Not tenable with other awards in the College of Pharmacy</td>
</tr>
<tr>
<td>Outstanding Paper in the Electives Program</td>
<td>Awarded to a 4th year student(s) who has produced an outstanding paper in the Electives Program</td>
</tr>
<tr>
<td>Petrasko Award of Excellence</td>
<td>For a student who has completed 2nd year with a high academic standing, and shown outstanding merit in Clinical Pharmacy I, with a minimum DGPA of 3.0</td>
</tr>
<tr>
<td>* Pharmacists Manitoba and Canadian Pharmacists Benefits Association Award</td>
<td>Minimum GPA of 3.0. Application must demonstrate student’s involvement with Pharmacists Manitoba and the university community.</td>
</tr>
<tr>
<td>* Pharmacy Class of 1966 Scholarship</td>
<td>Minimum GPA of 3.0, 1st or 2nd year Pharmacy, application must demonstrate why student should be the recipient of this award</td>
</tr>
<tr>
<td>* Pharmacy Class of 2004 Scholarship</td>
<td>Enrolled in at least 2nd year, demonstrated leadership qualities and extracurricular involvement</td>
</tr>
<tr>
<td>* Ronald F. Guse Scholarship for Excellence in Pharmacy</td>
<td>Enrolls full-time in Year 1 PharmD, has achieved a min. AGPA of 3.75, has been ranked high in selection for admission, has a demonstrated record of leadership and/or community service in the broader community and/or University.</td>
</tr>
<tr>
<td>Sanofi-Aventis Award in Law &amp; Ethics</td>
<td>Highest standing in Pharmacy Skills Lab 2 (Jurisprudence Section)</td>
</tr>
<tr>
<td>Award Name</td>
<td>Criteria</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sheppy I. Adler Memorial Scholarship</td>
<td>Best project in PHRM 3430. Recommended and ranked by instructors</td>
</tr>
<tr>
<td>Shopper's Drug Mart Community</td>
<td>Highest standing at the end of second year to an individual who expresses interest Pharmacy Award in community pharmacy and is not the recipient of another scholarship</td>
</tr>
<tr>
<td>Shopper's Drug Mart Community Pharmacy Award</td>
<td>Highest standing at the end of third year to an individual who expresses interest in community pharmacy and is not the recipient of another scholarship</td>
</tr>
<tr>
<td>Stewart G. Wilcox Award</td>
<td>Highest standing in Pharmacy Skills Lab 2 (Jurisprudence Section)</td>
</tr>
<tr>
<td>* William G. Eamer/ CPhM Scholarship</td>
<td>Enrolled full time, minimum GPA 3.5, demonstrated social responsibility (award for students entering the program, 1st, 2nd, and 3rd years)</td>
</tr>
<tr>
<td>University Gold Medal</td>
<td>Highest cumulative GPA in 2nd, 3rd and 4th year Pharmacy</td>
</tr>
</tbody>
</table>

Note: Award availability is subject to change without notice.

### 6.3 Bursaries

Every year, the University of Manitoba offers a wide-range of bursaries to students who have a demonstrated financial need and a minimum academic standing. Bursary amounts range from $250 to $11,725 and are based on a student’s previous academic year.

The 2019/20 General Bursary Application is now available in Aurora Student, and usually opens in early-to-mid August. Applications and all supporting documentation must be submitted by October 1st annually. Late applications will not be accepted. In most cases, student must register for and complete at least 60 percent of a full course-load per term (minimum of 9 credit hours per term).

Results are finalized by early December of each year and money is directly applied to the recipient’s winter term tuition. Please check your tuition account in Aurora Student in mid-December to find out if you have been awarded a bursary. For more information, please see the following website: http://umanitoba.ca/student/fin_awards/bursaries/index.html

The following bursaries are offered specifically to Pharmacy students:

<table>
<thead>
<tr>
<th>Bursary Name</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archie Orlikow Memorial Bursary</td>
<td>Full-time student in 1st or 2nd year Pharmacy who has met the min. requirements (1st year) and good academic standing (2nd year) and has financial need</td>
</tr>
<tr>
<td>David Keynes Memorial Bursary</td>
<td>Minimum GPA of 3.0, in 4th year of Pharmacy program, demonstrated financial need, intends to pursue a Pharm.D. or a hospital residency program after graduation</td>
</tr>
<tr>
<td>Dr. John W. Steele Bursary</td>
<td>Minimum GPA of 3.0, for achievement at a high level in 1st year Pharmacy and demonstrated financial need</td>
</tr>
<tr>
<td>Dr. Roman (Roy) Bilous</td>
<td>Enrolled full-time in the B.Sc. (Pharmacy) program and have achieved a minimum grade point average of 2.0</td>
</tr>
<tr>
<td>Hyeman Barlin Memorial Bursary</td>
<td>For a student enrolled full-time in the College of Pharmacy, in good academic standing, with demonstrated financial need, min GPA 3.0</td>
</tr>
<tr>
<td>Jocelyn J. March Memorial Award</td>
<td>Successful completion of the 2nd year in Pharmacy</td>
</tr>
<tr>
<td>Pharmacy Class of 2014 Bursary</td>
<td>Enrolled full-time in year 2 Pharmacy, min. GPA 2.5</td>
</tr>
<tr>
<td>Philip Shane Memorial Bursary</td>
<td>High standing in Pharmacy with financial need</td>
</tr>
<tr>
<td>Purohit Bursary in Pharmacy</td>
<td>For a full-time student in the 3rd year of study in the College of Pharmacy. Recipients must have achieved a minimum GPA of 2.0</td>
</tr>
</tbody>
</table>
**Bursary Name**

Richard (Dick) Lorne Pierce Memorial Bursary

Achievement at a high level in 1st, 2nd or 3rd year Pharmacy

Rudy Goldman Bursary

Graduated from a high school in Manitoba prior to entering the University of Manitoba and is entering the 1st year in Pharmacy with good academic standing.

Wayne Couling Memorial Bursary

Enrolled full-time in the PharmD program, min. DGPA 2.0

William McLeod Lougheed Memorial Bursary

Satisfactory completion of at least one year of Pharmacy with financial need.

**Note:** Bursary availability is subject to change without notice.

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**College of Pharmacists of Manitoba**

**7.1 CPhM Registration**

Students who are accepted for admission to the College of Pharmacy shall file an application for registration as a student with the College of Pharmacists of Manitoba, prior to the start of classes in September of the year they are admitted. Information will be included in the admission package sent to each student, and can also be obtained from The College of Pharmacists of Manitoba. Failure to complete this requirement will result in students being unable to participate in the Introductory / Advanced Pharmacy Practice Experiences. Full information on the requirements for licensure in the Province of Manitoba is available from the Registrar of The College of Pharmacists of Manitoba. If students have a change in their academic status (e.g. on leave, exit the program) the College of Pharmacists will be notified by the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba.

**7.2 Confidentiality**

Pharmacy is a profession dedicated to the service of public health. It imposes upon its practitioners the responsibility of observing the canons of professional conduct enshrined in the *Code of Ethics* (see 7.3 below). These canons also apply to you as students of the profession. It is the duty of the profession and of its students to promulgate and enforce such rules of conduct as will serve the best interests of the public and of the profession, and enhance public esteem of the profession. One such rule is to preserve the confidentiality of patient information. You are required to read the *CPhM Code of Ethics* and complete the *College of Pharmacy, Pledge of Confidentiality Form*. No student will be permitted entry to clinical classes without completing the *Pledge of Confidentiality Form*. Any breach of patient confidentiality may result in removal from the Pharmacy program.
7.3 The College of Pharmacists of Manitoba Code of Ethics

Approved by the Members at the Annual General Meeting on April 21, 2012.
In effect as of January 1, 2014.

Statement I  Pharmacists shall maintain a high standard of professional competence throughout their practice.

Statement II  Pharmacists shall cooperate with colleagues and other health care professionals to ensure optimal patient-centered care.

Statement III  Pharmacists shall contribute to societal health needs and promote justice in the distribution of health resources.

Statement IV  Pharmacists shall respect and protect the patient’s right of confidentiality.

Statement V  Pharmacists shall respect the autonomy, values and dignity of each patient.

Statement VI  Pharmacists shall respect and maintain a professional relationship with each patient.

Statement VII  Pharmacists shall hold the health and safety of each patient to be of primary consideration.

Statement VIII  Pharmacists shall act with honesty and integrity.

Statement IX  Pharmacists shall respect the rights of patients to receive healthcare.

Statement X  Pharmacists shall respect and honour the profession of pharmacy.

The Code of Ethics governs the conduct of members, students, interns and owners.

*(Pharmaceutical Act of December 2006 – Section 76(1))*
### College of Pharmacy Class Timetable
#### YEAR 1, Fall Term 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:30</td>
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<td>PHMD 1002</td>
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<td>PHAC 2100</td>
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<td>Pharmacology</td>
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<td>8:30 - 10:30</td>
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<td>Basement LT</td>
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<td>STAT 1000</td>
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<tr>
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<td>and Med Chem</td>
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<td>and Humanities</td>
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<td>and Social Sciences</td>
<td>and Social Sciences</td>
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<td>11:00-12:00</td>
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<td>Basement LT</td>
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<tr>
<td>PHMD 1002</td>
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<tr>
<td>APPL 1 Lecture</td>
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<td>1:00-2:30</td>
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<td>2nd Floor LT</td>
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<tr>
<td>1:00</td>
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<tr>
<td>2:30</td>
<td>PHMD 1006</td>
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<tr>
<td>Informatics</td>
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<td>2:45-3:45</td>
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<tr>
<td>2nd Floor LT</td>
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<td>2:00</td>
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<tr>
<td>3:00</td>
<td>PHMD 1040</td>
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<tr>
<td>Lecture Time</td>
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<td>1:00-5:00</td>
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<tr>
<td>3:00-5:00</td>
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</tr>
<tr>
<td>4:00</td>
<td>PHMD 1040 Lecture: Sept. 4th 1:00-3:00 Basement LT</td>
<td>PHMD 1040 Lecture: Sept. 4th 1:00-3:00 Basement LT</td>
<td>PHMD 1040 Lecture: Sept. 4th 1:00-3:00 Basement LT</td>
<td>PHMD 1040 Lecture: Sept. 4th 1:00-3:00 Basement LT</td>
</tr>
<tr>
<td>4:30</td>
<td>IPE</td>
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<tr>
<td>5:00</td>
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</tbody>
</table>

### PHMD 1000
Lectures: August 26, 2019 - August 30, 2019 (Monday-Friday, details to follow)

### Fall Break:
November 11-15, 2019

### Exams:

- **Holidays**
  - September 2, 2019- Labour Day
  - October 14, 2019 - Thanksgiving
  - November 11, 2019 - Remembrance Day
  - December 21, 2019 - January 1, 2020 - Holidays, University Closed

### College of Pharmacy Class Timetable
#### YEAR 1, Fall Term 2019

- **PHMD 1000**: August 26, 2019 - August 30, 2019 (Monday-Friday, details to follow)
- **Lectures**: September 3, 2019 - December 6, 2019
- **Fall Break**: November 11-15, 2019
- **Exams**: December 9 - 20, 2019
- **Holidays**:
  - September 2, 2019- Labour Day
  - October 14, 2019 - Thanksgiving
  - November 11, 2019 - Remembrance Day
  - December 21, 2019 - January 1, 2020 - Holidays, University Closed
  - December 9 - 20, 2019 - Holidays, University Closed

### Timetables 2019-2020

- **Pharmacology**: 8:30 - 10:30, Basement LT
- **Med Chem**
  - 11:00-12:00, Basement LT
- **Humanities/ Social Sciences**
  - 11:00-12:00, Basement LT
- **Informatics**
  - 2:45-3:45, 2nd Floor LT
- **Service Learning Time**
  - 1:00-5:00, 2nd Floor LT
- **IPE**
  - 1:45-5:00, 2nd Floor LT
- **IPE Event**: Sept. 20th, 1:45-5:00
### College of Pharmacy Class Timetable
#### YEAR 1, Winter Term 2020

**Lectures:** January 2, 2020 - April 7, 2020  
**PDW:** January 8-11, 2020  
**Break:** February 17 - 21, 2020  
**Exams:** April 13 - 25, 2020  
**Holidays**  
Monday:  
Tuesday:  
Wednesday:  
Thursday:  
Friday:  

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>PHAC 2100 Pharmacology 8:30-10:30</td>
<td>PHMD 1016 Pharmacology Lecture 9:00-10:00</td>
<td>PHAC 2100 Pharmacology 8:30-10:30</td>
<td>PHMD 1002 APPL 1 LAB 9:00 - 3:00</td>
<td>PHMD 1016 Pharmaceutics Lab 9:00-12:00</td>
</tr>
<tr>
<td>9:30</td>
<td>PHMD 1002 Lecture 10:15-11:15</td>
<td>PHMD 1014 Clinical 11:00-12:00</td>
<td>PHMD 1004 Pharmaco Lit. 11:30-12:30</td>
<td>PHMD 1008 Med Chem 1:00-2:00</td>
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**IPE Event:** January 17th, 3:00-5:00