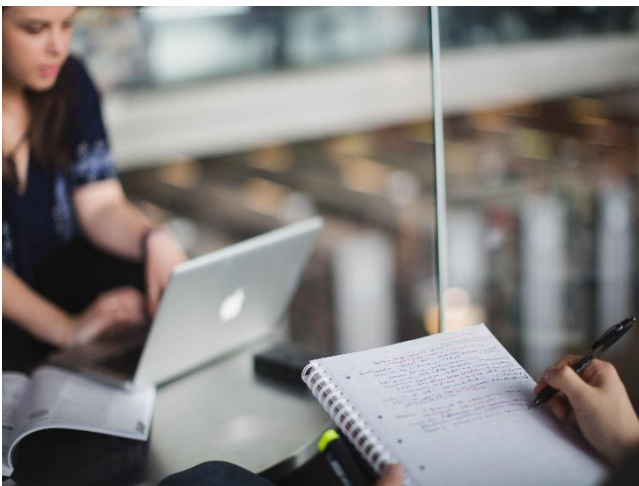


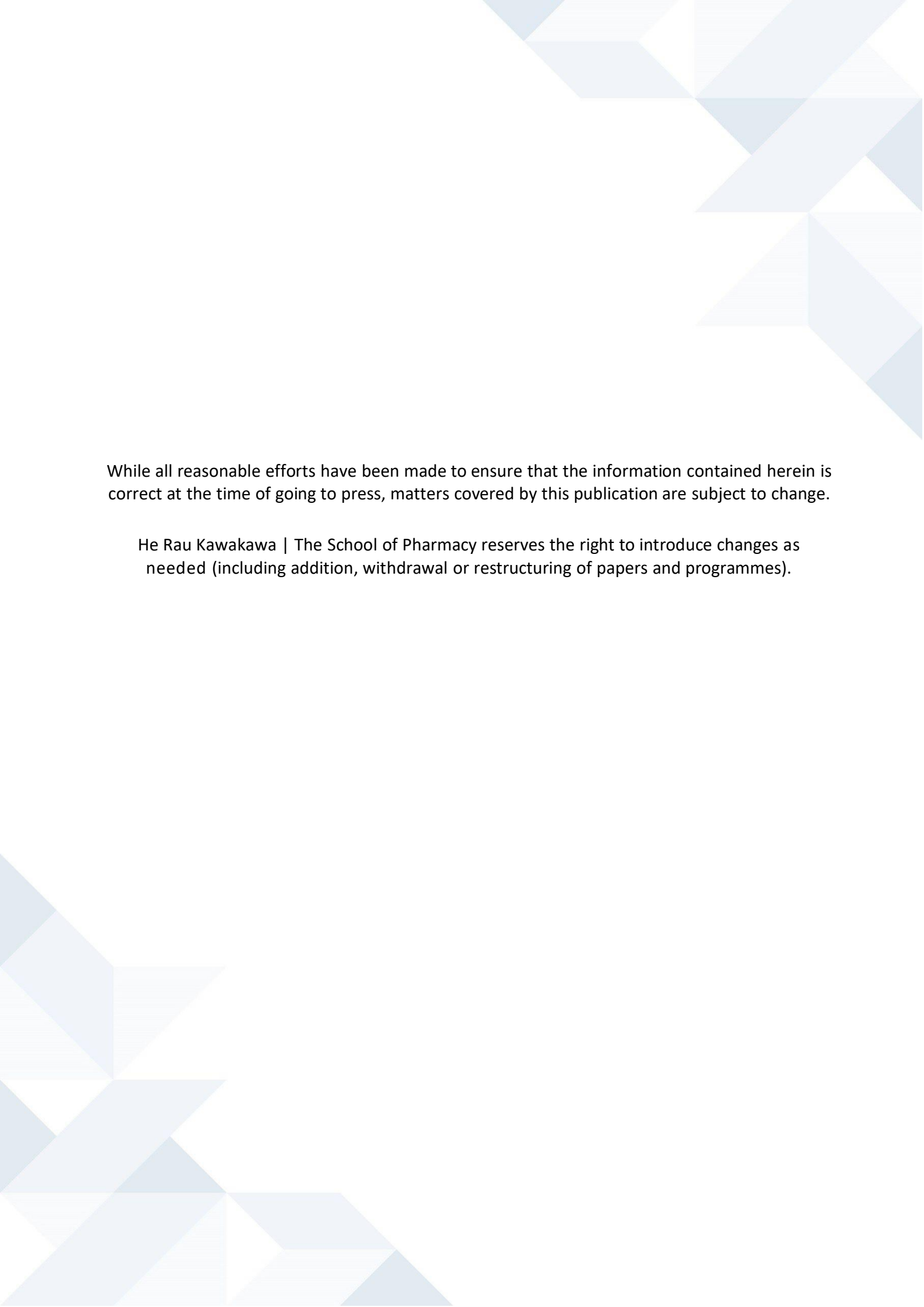


University
of Otago
ŌTĀKOU WHAKAIHU WAKA

He Rau Kawakawa
School of Pharmacy

BPharm Student Handbook 2026 Edition





While all reasonable efforts have been made to ensure that the information contained herein is correct at the time of going to press, matters covered by this publication are subject to change.

He Rau Kawakawa | The School of Pharmacy reserves the right to introduce changes as needed (including addition, withdrawal or restructuring of papers and programmes).

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INTRODUCTION

This handbook is designed to provide important information that you will need to know throughout the three years of the Bachelor of Pharmacy degree at He Rau Kawakawa | the School of Pharmacy.

This document is updated on a regular basis and as such it is recommended not to download but rather access directly online in the Aoroa Pharmacy Hub page.

For a more in-depth outline of each course unit/paper please refer to the “Course Profile” and the “Course Materials” for each paper on Aoroa.

Please ask He Rau Kawakawa | the School of Pharmacy staff if you require any further information and feel free to let us know of any topics you think would be helpful to include in this handbook.

CONTACT INFORMATION

Physical Address:

Adams Building, 18 Frederick Street, Dunedin 9016

Postal Address:

PO Box 56, Dunedin 9054

Telephone:

03 479 7275

Website:

<https://www.otago.ac.nz/pharmacy/index.html>

School of Pharmacy Facebook page:

<https://www.facebook.com/OtagoSchoolofPharmacy/>

LinkedIn page:

<https://nz.linkedin.com/company/school-of-pharmacy-he-rau-kawakawa-university-of-otago>

KEY UNDERGRADUATE POSITIONS

Examinations and Assessment Coordinator <i>This is the person to see if you have any assessment or examination issues to discuss</i>	Jaime Tutbury jaime.tutbury@otago.ac.nz
Student Support Coordinator	Associate Professor Susan Heydon pharmacy.studentsupport@otago.ac.nz
Māori Student Advisor	Ellery Fruean ellery.fruean@otago.ac.nz
Pacific Peoples Student Advisor	Supriya Devi supriya.devi@otago.ac.nz
International Student Advisor	Associate Professor Susan Heydon susan.heydon@otago.ac.nz
Student Support Advisors	A/Prof. Sue Heydon, Ms. Supriya Devi,, Ms. Emma Smith, A/Prof. Greg Walker, Dr Amber Young, Ms. Lisa Reid, Ms. Angela Wong, Prof. Joel Tyndall
BPharm/BPharm(Hons) Director	Dr Amber Young amber.young@otago.ac.nz
Pharmacy Skills Programme Coordinator	Dr James Windle james.windle@otago.ac.nz
BPharmSc Director	Professor Arlene McDowell arlene.mcdowell@otago.ac.nz
General support for students and staff	AskOtago (0800 80 80 98) https://ask.otago.ac.nz/
IT support for students	Student IT https://blogs.otago.ac.nz/studentit/

ACADEMIC STAFF

To contact any of the staff members below using an outside telephone line, dial 479 then the extn number.

		Room
DEAN		
Professor Bruce Russell	pharmacy.dean@otago.ac.nz bruce.russell@otago.ac.nz	715
BPharm Director		
Dr Amber Young	amber.young@otago.ac.nz	709
Associate Dean International		
Professor Joel Tyndall	joel.tyndall@otago.ac.nz	605a
Associate Dean Postgraduate		
Professor Alesha Smith	alesha.smith@otago.ac.nz	506
Associate Dean Research		
Associate Professor Greg Walker	greg.walker@otago.ac.nz	610
Associate Dean Māori		
Dr Lisa Kremer	lisa.kremer@otago.ac.nz	712
Hauora Māori Undergraduate		
Curriculum Lead		
Jaime Tutbury	jaime.tutbury@otago.ac.nz	506a
Associate Dean Pacific		
Ellery Fruean	ellery.fruean@otago.ac.nz	507
Examinations and Assessment		
Coordinator		
Jaime Tutbury	jaime.tutbury@otago.ac.nz	506a
Student Support Coordinator		
Associate Professor Susan Heydon	pharmacy.studentsupport@otago.ac.nz susan.heydon@otago.ac.nz	611
Pharmacy Programmes		
Admissions		
	pharmacy.admissions@otago.ac.nz	N/A
Māori Student Advisor		
Ellery Fruean	ellery.fruean@otago.ac.nz	507

Pacific Peoples Student Advisor

Supriya Devi supriya.devi@otago.ac.nz 505

International Student Advisor

Associate Professor Susan Heydon susan.heydon@otago.ac.nz 611

ACADEMIC STAFF

In order of 'first name' alphabetical order

Name	Email	Location
Associate Professor Allan Gamble	allan.gamble@otago.ac.nz	420
Professor Alesha Smith	alesha.smith@otago.ac.nz	506
Dr Amber Young	amber.young@otago.ac.nz	709
Ms. Angela Wong	angela.wong@otago.ac.nz	505
Professor Arlene McDowell	arlene.mcdowell@otago.ac.nz	618
Ms. Bee Kho	bee.kho@otago.ac.nz	505
Ms. Bridget Mark	bridget.mark@otago.ac.nz	505
Professor Bruce Russell	bruce.russell@otago.ac.nz	715
Mr. Ellery Fruean	ellery.fruean@otago.ac.nz	507
Ms. Emma Smith	emma.smith@otago.ac.nz	Clinic
Associate Professor Greg Walker	greg.walker@otago.ac.nz	612
Dr HeeSeung Lee	heeseung.lee@otago.ac.nz	Clinic
Ms. Jaime Tutbury	jaime.tutbury@otago.ac.nz	506a
Dr James Windle	james.windle@otago.ac.nz	Clinic
Professor Joel Tyndall	joel.tyndall@otago.ac.nz	605a
Ms. Kate Farquharson	kate.farquharson@otago.ac.nz	505
Dr Lisa Kremer	lisa.kremer@otago.ac.nz	712
Mr. Mike Smith	michael.b.smith@otago.ac.nz	505
Professor Natalie Hughes	natalie.hughes@otago.ac.nz	711
Professor Sarah Hook	sarah.hook@otago.ac.nz	418
Dr Shakila Rizwan	shakila.rizwan@otago.ac.nz	421
Professor Shyamal Das	shyamal.das@otago.ac.nz	616
Ms. Supriya Devi	supriya.devi@otago.ac.nz	505
Associate Professor Susan Heydon	susan.heydon@otago.ac.nz	611

DIVISIONAL SERVICES ADMINISTRATION STAFF

Name	Email	Room
Faculty Manager Divisional Services & Administration		
Andy Coburn	andy.coburn@otago.ac.nz	710
Operations Lead Divisional Services & Administration		
Lisa Head	lisa.head@otago.ac.nz	717
Divisional Services Administrators		
Anna Joy	pharmacy.dean.support@otago.ac.nz	716
Tessa Nicol-Halkyard	pharmacy.reception@otago.ac.nz pharmacy.secretary@otago.ac.nz pharmacy.admissions@otago.ac.nz pharmacy.absence@otago.ac.nz pharmacy.clinic@otago.ac.nz	718
Lauren Docherty	pharmacy.undergrad@otago.ac.nz pharmacy.placements@otago.ac.nz	710
Maggie Jenkins	pharmacy.postgrad@otago.ac.nz	718

TECHNICAL STAFF

Name	Email	Room
Head Technician		
Blake Gibson	blake.gibson@otago.ac.nz	609
Instrument and Development Technician		
Sara de la Harpe	sara.delaharpe@otago.ac.nz	704a
Pharmacy Skills Technicians		
Heather Lindsay	heather.lindsay@otago.ac.nz	514
Lisa Reid	lisa.reid@otago.ac.nz	514
Chloe Jamieson	chloe.jamieson@otago.ac.nz	514

PAPER COORDINATORS

Paper Code	Title	Coordinator
<i>First Semester</i>		
PHCY 210	Introduction to Pharmacy	Dr James Windle & Mr Mike Smith
PHCY 211	Fundamental Pharmaceutical Science	Professor Natalie Hughes
<i>Second Semester</i>		
PHCY 220	Integrated Modules A	Ms Bee Kho
Paper Code	Title	Coordinator
<i>First Semester</i>		
PHCY 310	Integrated Modules B	Mr Ellery Fruean
<i>Second Semester</i>		
PHCY 320	Integrated Modules C	Ms Kate Farqharson
Paper Code	Title	Coordinator
<i>Full Year</i>		
PHCY 410	Elective Studies A	Associate Professor Susan Heydon
PHCY 420	Pharmacy Practice Leadership and Management	Dr James Windle
PHCY 430	Elective Studies B	Dr Amber Young
PHCY 431	Structured Practical Experiential programme	Ms Bridget Mark
PHCY 432	Applied Pharmacotherapy & Patient Care	Dr James Windle
PHCY 480	Honours Research Project	Associate Professor Sue Heydon
PHCY 485	Applied Pharmacotherapy & Patient Care for Honours	Associate Professor Sue Heydon

GRADUATE PROFILE

A University of Otago Pharmacy graduate is a medicines expert equipped with strong communication skills and the clinical knowledge needed to ensure medicines are used safely and effectively. Pharmacy graduates demonstrate adaptability, work collaboratively across healthcare settings, and apply critical thinking and research skills to support the advancement of the pharmacy profession.

Graduates are community-minded, equity-focused, and ethically grounded, committed to improving health outcomes for individuals, whānau, and diverse populations. By applying their skills and knowledge, pharmacy graduates will support whānau to achieve their health goals through shared decision-making.

STUDENT TIMETABLES & COMMUNICATION

Timetables

All Pharmacy students are expected to be available for classes Monday–Friday between the hours of 8 am and 6 pm during semester time. We arrange the Pharmacy timetable as much as possible before the start of the teaching year, but we may from time to time be forced to alter the timetable.

He Rau Kawakawa | The School of Pharmacy has developed a web-based timetable to allow all students to see the most up- to-date version of their timetable. All students should check the web timetable each week for their timetable for the coming week. The timetable is available at:

<https://www.otago.ac.nz/pharmacy/study-pharmacy/current-students/timetable/index.html>

Each class has a session code. Lectures are coded by the module abbreviation and a two digit number, e.g. CVR01; laboratories are coded with an 'L' and a two digit number, e.g. L01; workshops are coded with a 'W' and a two digit number, e.g. W02; tutorials are coded with a 'T' and a two digit number, e.g. T03; seminars are coded with an 'S' and a two digit number, e.g. S05; and skills labs are coded with an 'SL' and a two-digit number, e.g. SL01.

If any changes are made on the same day (e.g. lecture cancellation due to illness), a text message will be sent to all students who are listed on the eTXT system or advised verbally during classes or workshops.

Communication with Students

All Pharmacy student email addresses are downloaded from eVision at the beginning of the year and most of the communication from the school is conducted in this form. Therefore, students are expected to check their student email regularly i.e., daily.

The school also can send text messages to students through an eTXT function. At the beginning of the year all mobile phone numbers are downloaded from eVision and any urgent messages can be sent to you by text. Therefore, please ensure your mobile phone number is listed on eVision. If you do not want to be sent text messages by the school, please email pharmacy.undergrad@otago.ac.nz and they will remove your number from the list.

For most BPharm papers, [Aoroa](#) is used as the primary means of communication. Course material and assignment marks are also posted on Aoroa.

UNIVERSITY OF OTAGO STUDENT CHARTER

Can be viewed online: <https://www.otago.ac.nz/about/otago005275.html>

PHARMACY PROFESSIONAL BODIES

Te Pou Whakamana Kaimatū o Aotearoa | The Pharmacy Council of New Zealand (PCNZ) is a Health Regulatory Authority with a primary role to protect the health, safety, and wellbeing of the public by ensuring pharmacists are competent and fit to practise. The Council is responsible for the registration of pharmacists, and it sets standards for pharmacists' education, scopes of practice and conduct. (Inserted from the PCNZ website <https://pharmacycouncil.org.nz/> November 2019).

Contact details

Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand
PO Box 25137, Wellington 6140
Ph: (04) 495-0333
Email: enquiries@pharmacycouncil.org.nz
Web: <https://pharmacycouncil.org.nz/>

“The Pharmaceutical Society of New Zealand Incorporated is the professional membership organisation representing pharmacists and pharmacy technicians from all sectors of pharmacy practice in New Zealand. We represent the professional voice of pharmacy. We offer advocacy, education, and advisory services with the aim of keeping the profession strong.”

(Inserted from PSNZ Inc. website <https://www.psnz.org.nz/> February 2025).

Regional contact details

Pharmaceutical Society Inc. (Otago Branch
Secretary)
Email: psnzotago@gmail.com

National contact details

Pharmaceutical Society of New Zealand
(Incorporated)
PO Box 11640, Manners Street, Wellington 6142
Ph: (04) 802-0030, Fax: (04) 382-9297
Email: p.society@psnz.org.nz
Web: www.psnz.org.nz

Ngā Kaitiaki o Te Puna Rongoā o Aotearoa - The Māori Pharmacists' Association (MPA) is a national Māori health organisation with the specific aim and overarching vision “To lead Māori responsiveness in the pharmacy sector in the development and delivery of services aimed to increase medicines optimisation in Māori whānau.” Ngā Kaitiaki o te Puna Rongoā is the professional organisation for Māori pharmacists and Māori pharmacy students. (Inserted from MPA website <https://maoriparmacists.org.nz/> February 2026).

Regional contact details

Ngā Kaitiaki o Te Puna Rongoā o Aotearoa
(Student Contact)
Dr Lisa Kremer
Email: lisa.kremer@otago.ac.nz

National contact details

Ngā Kaitiaki o Te Puna Rongoā o Aotearoa
Box 42013, Acacia Bay Post Shop, Taupō 3330
Ph: (07) 376-7149
E-mail: admin@mpa.maori.nz
Web: www.maoriparmacists.org.nz

INTERN TRAINING PROGRAMME

This information is particularly for 4th year students (P4s), however, 3rd and 2nd year students may benefit from reading this section and knowing what to expect of them when they are in their final year of study.

Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand

Te Pou Whakamana Kaimatū o Aotearoa | The Pharmacy Council is an independent statutory body established under section 110(2) of the Health Practitioners Competence Assurance Act 2003. The Pharmacy Council registers pharmacists to practise their profession in New Zealand. Registration means that a pharmacist has an approved qualification, has met the standards specified and is recognised by the Pharmacy Council as fit to practice as a pharmacist in New Zealand. To protect the public, the Pharmacy Council is also responsible for making sure that pharmacists maintain high standards of practice by continuing to maintain their competence when they have entered the workforce.

Pathway to Registration as a Pharmacist

Within two years of completing your Bachelor of Pharmacy degree, you must register in the Intern Scope of Practice with the Pharmacy Council of NZ and enter the Intern Training Programme currently run by the Pharmaceutical Society of NZ Inc. (EVOLVE). Intern pharmacists have two years to meet the requirements for registration in the Pharmacist Scope of practice.

The requirements are:

1. Complete the requirements of the Intern Training Programme and be signed off by your preceptor pharmacist to attend Assessment Centre.
2. Pass the Assessment Centre – an Objective Structured Clinical Examination (OSCE) over ten stations. Successful completion of all these steps will lead to registration as a pharmacist in New Zealand.

First Aid Certificate Requirements for Registration

Entry to the pharmacy profession requires that all pharmacists (including intern pharmacists) hold a First Aid Certificate, in NZQA Unit Standards:

- 26551 Provide first aid for life-threatening conditions and
 - 26552 Demonstrate knowledge of common first aid conditions and how to respond to them.
- OR
- 6400 Manage First Aid in Emergency situations and
 - 6401 Provide First Aid and
 - 6402 Provide Resuscitation, Level 2.

Students may elect to complete the St John's Certificate course at some time during Year 4 (own arrangements). Alternatively, a first aid certificate must be obtained during the intern year.

Communication Requirements

This information is important for anyone studying pharmacy with English as a second language. The ability to communicate effectively in English is incredibly important across all areas of the health sector. If you cannot be understood clearly by your patient, then there is a risk that they may take their medicine incorrectly or misunderstand information. Because a minor miscommunication could endanger your patient, the Pharmacy Council has very strict guidelines for pharmacists with English as a second language. Please see below for their requirements.

Pharmacy Council English Language Requirements

All New Zealand BPharm graduates and Australian pharmacy graduates applying for registration in the Intern Scope of Practice must be able to communicate effectively in English for the purpose of practising as a pharmacist.

All graduates will be required to sign a statement agreeing that if a preceptor, other healthcare professional or member of the public finds they are not communicating in English to an acceptable standard, the intern pharmacist will accept the decision of the Pharmacy Council of New Zealand as to whether they remain eligible to practise as a pharmacist in New Zealand. This statement will be signed by students when they complete the application form for registration in the Intern Scope of Practice (application forms are available from the Schools of Pharmacy in New Zealand from August in the year prior to internship).

For your information

All overseas pharmacists wishing to register in New Zealand as pharmacists must achieve a minimum IELTS score of 7.0 in each of the four bands (listening, reading, writing and speaking). If you can make sure that you are able to meet this requirement then this will help to ensure that your English is at a suitable level.

Access to support

The School will identify students who have difficulty communicating in English with a written communication exercise and a follow up informal assessment of spoken communication skills. After these exercises you may be offered English support if it considered to be beneficial for you. The School strongly advises you to take this and any other opportunities you can to improve your ability to communicate safely and effectively in English.

Taking ownership of any English difficulties is very important and there are many things that you can do to improve your skills in this area. Potential options are:

- Enrol in ESOL classes in Dunedin or find an English language tutor.
- If you are an international student, you can contact the international office to access English language classes.
- Attend block courses for English during the summer break to improve your knowledge.

The School also encourages you to take every opportunity you can to speak in English, especially outside of your university time. For example, if you are living with people who share your language you could agree to have some set days or times in your home where you only speak English.

Ask for help and support if you need it. Lisa Reid offers some conversational English sessions but only in Semester ONE so it is important to make the most of these limited opportunities each year.

Please feel free to contact Lisa Reid at lisa.reid@otago.ac.nz if you have any further questions.

Application for Registration as an Intern and issue of an Annual Practising Certificate (APC) from Te Pou Whakamana Kaimatū o Aotearoa | the Pharmacy Council of New Zealand (PCNZ)

You must be registered with Te Pou Whakamana Kaimatū o Aotearoa | the Pharmacy Council of New Zealand to work as an Intern Pharmacist. All the information that you need to know on how to register is on the Pharmacy Council website: <https://register.pharmacycouncil.org.nz/graduates/>. By signing up with PCNZ for their email instructions, you will find out what key steps you need to take to be registered as an Intern, and when they need to be done by. There is a cut of date for registration, so make sure you allow plenty of time to complete your registration.

There is registration fee that will need to be paid to PCNZ.

Contact details for the Pharmacy Council:

Registrations Officer

Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand

PO Box 25137

Wellington 6140

Ph: (04) 495 0330

Website: pharmacycouncil.org.nz

PSNZ Intern Training Programme

The Intern Training Programme (ITP) is run by the Pharmaceutical Society of New Zealand (PSNZ). Staff from this programme will address P4 students during the P4 year to discuss requirements for the following year's programme. It is essential that you attend these talks as they outline the steps required to enrol in the Programme and other requirements. You must successfully complete the requirements of the ITP Programme before you can register in the Pharmacist Scope of Practice under the HPCA Act. The best way to contact the Intern Training Programme pharmacists is via itp@psnz.org.nz. Further details about the Programme are available on the Society website (www.psnz.org.nz) under SERVICES tab, then INTERN TRAINING PROGRAMME.

Final year students are advised to begin preparing your curriculum vitae (CV) at the beginning of semester 1, in preparation for interviews that may occur as early as mid-semester 1.

Key advice:

- Do not over-state or over-sell your accomplishments - keep it honest (but do not under-sell yourself either).
- Proactivity is valued preparing questions ahead of time will help both you and your prospective employer about expectations.
- Be prepared to work as a team member who has leadership skills.
- Be motivated and interested, with evidence of at least a modicum of "get-up-and-go".
- Telephone skills – when inquiring about a position, introduce yourself and speak clearly. Remember to check if you are calling at a suitable time.
- Be prepared to explain any glitches in your academic career (do not omit grades from your CV in the hope they will not be noticed - they always are).
- You do not have to be an "A" student to "land the job", but there should be some assurance that you are likely to pass year 4 this year.
- It is usually your Research Elective, past work experiences (not necessarily pharmacy-related), extracurricular activities and accomplishments that make you "stand out" or be different from the rest of your colleagues - so be prepared to highlight and discuss these.
- Ensure your CV is free of errors and is as attractively presented as possible. This is most important as potential employers' comment to the School and PSNZ Inc when these are poor and may not offer you an interview.
- Your final year at the School of Pharmacy is about laying the foundations for your career; special consideration for where you choose your community placements is advised.
- Your 4th Year community placement is an excellent opportunity for a prospective employer to see how you fit their team, and for you to get a "feel" for the dynamics of the dispensary.
- At the interview, be punctual and polite, dress appropriately, listen carefully and respond as confidently as you can.
- Do not be aggressive or a "know it all" and always act in a professional and respectful manner. The New Zealand Pharmacy community is small and poor professional behaviour is noticed. If you cannot attend an interview for any reason, make sure you inform the prospective employer.

Key advice: *continued*

- You may need to negotiate your salary package (e.g., wages, uniforms, Intern Training Programme fees, conference attendance) and contract. Be realistic about salaries - this is a training year. A good training site, with a motivated Preceptor is your priority - salary issues are secondary. Once you are registered, with an employment history behind you, your salary will reflect this.
- Ask if the site and preceptor are approved training sites - if not, the preceptor **MUST** contact the Society to start the approval process. Your preceptor must meet requirements set by the Pharmacy Council, which include having at least 3 years' experience as a registered pharmacist, holding an Annual Practising Certificate without any conditions.
- You cannot undertake your Intern training at a site that is not approved. **ALL** training sites **MUST** have a preceptor pharmacist at the site who is currently trained in Workplace Assessment or enrolled to undertake this training with the Society.
- You cannot offer to work without pay. You must have a legal employment contract and be remunerated for the work you do.

If you are not a NZ resident (i.e., you have been a full fee-paying undergraduate student) your preceptor will not be entitled to Health Workforce NZ (HWNZ).

Enrolment

All pharmacy students are encouraged to become PSNZ student members via the application form on the PSNZ website. In mid-September the PSNZ ITP will email all P4 student members with information on the enrolment process for the following year. To register as a Pharmacist in New Zealand you must successfully complete the ITP run by the Pharmaceutical Society of New Zealand Incorporated within 2 years of registration in the Intern Scope of Practice.

The formal part of the PSNZ Intern Training Programme runs from 1st February to mid-December. However, it is strongly advised that most interns should commence working in their sites as soon as possible after graduation. All training sites must be approved by the ITP Programme. All sites must have one approved preceptor for up to two graduates undergoing Intern training. It is expected that you will be employed at this approved training site throughout your internship. The Pharmaceutical Society and the School do not act as an employment service, but they will give some assistance in helping you find a training site before the start of the Intern Training Programme on 1st February. Essentially, it is up to you to locate a site so you will need to put planning and effort into your search. (See below under Finding a Site)

Since the relationship during this Intern Training period is an employer/employee relationship, and opportunities for employment are determined by "the market", a training site is not and never has been guaranteed. No graduate from any university is certain of finding employment. If you are unable to find an employment site for your internship in New Zealand or Australia, you will not be able to register as a pharmacist. However, you could still use your BPharm degree to work in other areas. (Pharmaceutical industry, government, research, etc.) which do not require you to be registered.

Finding a Site

PSNZ Inc provides a restricted website of intern positions available. Details of this will be available for P4 student members only as soon as jobs become listed. As there are three Schools of Pharmacy in New Zealand, this is the fairest way for potential employers to advertise positions.

PLEASE NOTE – it is **NOT the responsibility of the PSNZ Inc** to find you a position – the website is a free service for students. If you have any enquiries about this, please look at the PSNZ Inc website: www.psnz.org.nz.

Hospital Training Sites

Competition for hospital training positions can be intense. The hospitals will post their advertisements on the website. Interviews are usually held on-site at the respective hospital.

Community Training Sites

Many employers will post their offers of sites starting in March, although some will wait until much later in the year. You should be prepared to be flexible regarding the location of your site. There is often intense competition for sites in the Auckland area. However, internships may be readily available in other parts of the country. Rural sites may offer more extensive and varied training opportunities than inner city counterparts and the cost of living can be cheaper. You should also consider the type of community pharmacy you would prefer to work in – large urban pharmacies in busy retail precincts will have a different focus to small suburban or rural pharmacies.

Interviews may be held on site, but some employers may travel to the School of Pharmacy to conduct interviews. Quite often community pharmacists do not know whether they can offer an intern position until towards the end of the year. Indeed, in some years, several desirable sites have not been advertised until after October.

It is most important that students approach pharmacists who may not be on the Society's website (e.g., in their local areas or in places where they wish to work) to see if they wish to take on an intern. This show of initiative is often the best way to find a site. Be aware that the site must be one that is (or will be) endorsed officially by PSNZ Inc. as an **approved** Intern Training Site. You are not permitted to undertake training at a site that has not been approved.

STUDENT PLACEMENTS/ ROTATIONS

General Information

As part of the BPharm Programme, you will be required to attend placements and rotations in a variety of pharmacy workplaces.

PLACEMENT COORDINATORS:

Experiential Programme Co-ordinator	Ms. Bridget Mark
Community Placements	Ms. Bee Kho
Rural/Provincial Placements	Ms. Bridget Mark
Hospital Placements	TBA
Structured Practical Experiential Programme	Ms. Bridget Mark

PHCY310 – Community pharmacy placement, carried out sometime between the end of the P2 year until the start of the P3 year (5-day placement). This placement is self-sought.

PHCY320 – Rural/Provincial placement **and** Hospital pharmacy placement, carried out between June and September (5 days for **each** placement). These placements are allocated by the School.

PHCY431 – Structured practical experiential programme for 8 weeks. Students will complete **2 x 4-week** rotations at allocated hub sites. These rotations are allocated by the School.

A “Placements Portal” (called SONIA) is used to manage your placements. It gives you 24hr online access to information about your current and pending placements. You will be assigned forms to complete in the Portal.

To access the Portal, log in via <https://placements.otago.ac.nz>, using an up-to-date web browser, e.g., Firefox or Chrome, or, download the SONIA smartphone app from Google Play or Apple AppStore.

- Access the School of Pharmacy portal from the main Portal page. Use your University Username and Password to log in. Then log in from the School Portal Home page. Under ‘Role’ select ‘Student’ from the list, then click ‘University sign in’. This will open the University’s Single Sign-in page.
- Enter ‘student\’ (this is a back slash, not a forward slash), followed by your Otago username, (the same username you use to access eVision and Aoroa).
- Then enter your password and click “Sign In”.
- After signing in, you will be returned to the school Portal Home screen. The sign-in bar at the top of the screen will be replaced with the options available to you.

PROCEDURES AND PRINCIPLES WITHIN HE RAU KAWAKAWA | THE SCHOOL OF PHARMACY

CONFIDENTIALITY AGREEMENT

During your studies, you will have various interactions with patients in hospital and community settings where confidential and sensitive information will be disclosed. He Rau Kawakawa | The School of Pharmacy enters into a confidentiality agreement with all Pharmacy students and any breaches of the agreement may have severe consequences, such as full termination from your Pharmacy education. A copy of the agreement (see Appendix 2) must be completed via the placements portal at the beginning of each year and prior to a placement.

STUDENT DATABASE

He Rau Kawakawa | The School of Pharmacy maintains a confidential database containing information on individual students. Information is put on the database by staff members when, and if, they have concerns about an individual student.

The aim of this process is two-fold:

- (1) So that we can be proactive in identifying problems an individual student may be having. For example, if several staff members enter into the database that a particular student is having communication issues, the Director of the BPharm or the Associate Dean Undergraduate, would want to follow up with that student to provide advice and assistance to enable them to address the issue.
- (2) To provide information on a confidential basis to university boards for regulatory purposes, such as exclusions.

The database is confidential and the only people with access are the Dean of He Rau Kawakawa | the School of Pharmacy, and Operations Lead Divisional Services and Administration. If any student wishes to see a copy of their individual record they may request this through Pharmacy Reception.

USE OF PERSONAL INFORMATION

In addition to being used for the purposes of your teaching and study, information collected about you by the School during the course of your BPharm studies may be relevant to your suitability for registration as a Pharmacist. One of the purposes for which information about you will be collected is for supply to the Pharmacy Council in due course to assist it to consider your fitness to practise, and the suitability of you being registered.

Any issues that might be raised with the Pharmacy Council will have been identified by the School's Fitness to Practise Committee and discussed with you during your BPharm degree (see entry on this committee).

ENROLMENT

Each year you study at Ōtākou Whakaihu Waka | the University of Otago, you need to register to study with Ōtākou Whakaihu Waka | the University of Otago. Information regarding when registration opens, and closes can be found on the website under '[Studying at Otago](#)'.

It is important that you remember to register each year and by the closing date, otherwise, you may be charged a late registration fee.

IMMUNISATION

All students will be required to meet standard requirements for immunisation for healthcare professionals, in order to be able to attend clinical placements and rotations. Student Health will contact each student and manage this process. Students must meet immunisation requirements by the end of the P2 year.

All students must also meet COVID-19 vaccination requirements as stipulated by all healthcare providers and placement sites.

Information on current COVID-19 guidelines for students can be found here:

<https://www.otago.ac.nz/coronavirus/index.html>

USE OF ENGLISH, TE REO MĀORI, NEW ZEALAND SIGN LANGUAGE

The ability to communicate effectively in English is one of the essential requirements of pharmacists working in Aotearoa New Zealand.

Strong emphasis is placed on communication skills throughout the Bachelor of Pharmacy programme. We do understand that not all our undergraduate students have English as their first language and understand that some may wish to use a more familiar language, when they are in discussion with other similar students in a laboratory or workshop session.

We have noted, however, that this practice has hindered such students in their efforts to become confident in their ability to use the English language in social, academic, or professional settings. Consequently, we strongly encouraged students to use English, Te Reo Māori, or New Zealand Sign Language within He Rau Kawakawa | the School of Pharmacy as preferred forms of communication.

Please note that all oral and written examinations are in English or Te Reo Māori (if requested).

ABSENCES

Missed Workshops and Practical Sessions

Attendance at **ALL** workshops and practical (e.g., skills or labs) sessions is a **course requirement**. However, you can apply for an approved absence where there is a good reason, such as illness, bereavement, or an important commitment.

Approved absences will not normally be granted for more than 25% of the workshops and practical sessions in any one Semester.

Absences from workshops and practical sessions are monitored through the sign-in sheets at your classes. It is your responsibility to sign-in at these classes and you may not sign-in for anyone other than yourself. Since excessive absence can adversely impact your ability to complete your course, you may be contacted by academic staff if your attendance at workshops and practical sessions is over 15% in any paper. **If your absence reaches 20% in any paper, you will be required to undertake an additional assignment relating to the missed teaching materials or modules at the discretion of the BPharm Programme director, the Associate Dean undergraduate, or the paper coordinator.** If you pass the 25% threshold for absences, you will be referred for review by the Director of the BPharm programme, the Assessment and examinations co-ordinator, and the Associate Dean undergraduate. They will consider your case and may refer you to the Fitness to Practice Committee. The Fitness to Practice committee will consider your case and may recommend repeating a paper (or papers) and in cases where attendance doesn't improve may consider a recommendation for exclusion from the programme.

1. Non-Attendance at Workshop or Practical Session

Any absence for a workshop or practical session should be documented via the online absence form: <https://www.otago.ac.nz/forms/absence/>. The School also has a dedicated email address for matters concerning student absences. You should direct any enquiries to: pharmacy.absence@otago.ac.nz. The School does not require supporting documentation for all absences due to flu-like illness or Covid. Documentation is only required for unusual circumstances, extended periods of absence (over 3 days), or if you miss an assessment or want to apply for impairment for an assessment.

A. Due to Illness

FIRST check whether it is possible to attend another group's session of the class missed by looking on the [timetable](#). You will then need to contact the session instructor to ensure there is space in the session (see Attending another group and Group Swaps (2)).

If your expected absence is a short duration (1 to 3 days) and you are unable to attend another session you will still need to catch up on the missed material because this may be assessed either through in-course assessment and/or final exams.

If your absence is expected to be of a longer duration (greater than 3 days), then you need to submit an online In-course Absence/Impairment Form: <https://www.otago.ac.nz/forms/absence/>. **This should be completed as soon as possible, and no later than 5 days from the date of your absence.**

When filling out the online form, ensure that you use your student email address (**not** a personal email address e.g., Gmail, as email from other providers is often flagged as spam by the University system and will not be seen by staff) and check that there are no typos in your information or in the session details.

If you have documentation to attach, e.g., a Health Declaration, medical certificate or letter from a health provider, you can attach this to the form – make sure your file is one of the accepted file types listed in the upload box, and is within file size limits.

B. Due to Bereavement, Sport, or Cultural event

FIRST check whether it is possible to attend another group's session of the class missed by looking on the timetable. You will then need contact the session instructor to ensure there is space in the session (see Group Swaps (2)).

If you are unable to attend another session you will need to catch up on the missed material because this may be assessed either through in-course assessment and/or final exams.

If your absence is more than 3 days, you will need to submit an online In-course Absence/Impairment Form: <https://www.otago.ac.nz/forms/absence/>. **This should be completed as soon as possible, and no later than 5 days from the date of your absence.** You will need to provide supporting documentation (if you are unsure as to what is required, please direct your enquiry to pharmacy.absence@otago.ac.nz). This can be uploaded on the online form – make sure your file is one of the accepted file types listed in the upload box, and is within file size limits.

You will also need to contact the Director of the BPharm programme for discussion about your commitments if it is related to sports or a cultural event.

2. Attending another Group and Group Swap

You are allocated groups at the beginning of each year, and you **MUST** attend lab/workshop etc. sessions with your allocated group. If you are not able to attend (for justifiable reasons) with your own group, you can request a group swap so you may attend that class with another group (as a one off and if the class size permits). To request a group swap, use this form: <https://www.otago.ac.nz/forms/workshop-swap-form/> You will then be notified via email if your request has been approved. You must also email the tutors beforehand to let them know and include the people you are swapping with in the email. **This should be done before the day of the session that you are requesting a swap for, not the day of (if possible).**

Attending another group session without swapping with another student **MUST** be pre-arranged at least one working day beforehand. This is only for exceptional circumstances, not for work or sports. This will need to be checked with the tutors and **may not be possible**. To request to attend a different session, email the tutors beforehand. The approval for attending a different skills lab is at the discretion of the skills technicians and you must contact them in plenty of time beforehand (P2s contact Chloe Jamieson; P3s contact Lisa Reid; and P4s contact Heather Lindsay). If you turn up unannounced at a skills lesson you will be turned away and marked as absent.

3. Internal Assessment - 'Absence from or Impairment in'

All in-course tests and assessments (including practical and workshops) in Pharmacy that count towards your final mark are subject to [University examination regulations](#) (see University of Otago Calendar).

Please check the Student Hub page on Aoroa for more information.

[Disability Information & Support](#) provides learning support, advice, advocacy, and information to students with disabilities, impairments, medical conditions or injuries. [Alternative arrangements](#) may also be available to assist you during terms tests and final examinations.

If you are unable to sit or are impaired during a test, or unable to attend a class that generates course marks please see this link for information:

<https://www.otago.ac.nz/study/otago637781.html>

If you are absent from or wish to apply for impairment in an in-course test or assessment (any assessment other than a Final Examination), you must fill out the [Health Declaration for Special Consideration form](#) that can be found at the top of the online [In-Course Absence/Impairment form](#), point 2. Please note that part B of the Special Consideration form must be filled out by your GP/Health Care provider. You must then fill out the online absence form as you would for a normal absence, note the name and date of the assessment missed and any other relevant details, and attach the Special Consideration document. This will then be considered by the School who will advise you of the outcome.

4. Final Examinations - 'Absence from or Impairment in'

[Disability Information & Support](#) provides learning support, advice, advocacy, and information to students with disabilities, impairments, medical conditions, or injuries. [Alternative arrangements](#) may also be available to assist you during terms tests and final examinations.

Provisions are available for when unexpected illness or injury impacts upon your ability to complete an assessment task or your course. In most cases, your condition will need to be verified with appropriate medical documentation.

If an unexpected and significant illness or injury prevents you from sitting a final examination, or has a substantial impact on your preparation for or performance in a final examination, but you feel you are otherwise capable of completing your course, you may apply for [Special Consideration in a Final Examination](#). Applications can be made via eVision per the instructions in the previous link, and must be received no later than five days after the last examination for which you are seeking special consideration.

For illness or injury impacting internal assessment, you can seek special consideration (e.g. an extension to a due date) from your department. In such instances, see the above instructions in Section 3, check the Course Outline for advice on the process to follow, or talk to the relevant Course Coordinator.

In some cases, unexpected injury or illness may prevent you from being able to complete a paper or papers in which you have enrolled. If so you may be eligible for [Withdrawal under Exceptional Circumstances](#). If approved, this allows you to withdraw from a paper without a fail result being recorded on your record.

Please see this link for information:

<https://www.otago.ac.nz/study/otago637781.html>

Supporting documentation for Absence or Impairment in Final Examinations

Supporting documentation is required to provide evidence of the circumstances of your impairment. Please see the table below for examples of the kind of supporting documentation that should be submitted with your application. This is not a complete list but covers the most common reasons.

Examples of type of impairment	Appropriate documentation
Serious illness or accident (student or significant other)	<ul style="list-style-type: none">• Health Declaration - Part A completed by student and Part B completed by the Health Professional assessing the student e.g. GP, student Health
Bereavement of significant other	<ul style="list-style-type: none">• Notice of Service from funeral or death notice, providing you are mentioned by name and confirming related dates• Letter from a third party (e.g., Funeral Director) confirming the close relationship or family link and relevant dates
Psychological impairment	<ul style="list-style-type: none">• Health Declaration - Part A completed by student and Part B completed by the Health Professional assessing the student e.g., Psychiatrist or Counsellor, Student Health

You will find further detailed information and the Health Declaration form under the Exams link on our website: <http://www.otago.ac.nz/study/exams/otago062916.html>

If your impairment is approved, "SC" will appear next to your mark for that paper in your academic record.

Assessment of Impairment in Final Examinations

Please see <https://www.otago.ac.nz/study/otago637781.html> for more information.

POLICY FOR HEALTH AND CONDUCT FOR PROFESSIONAL PROGRAMMES

He Rau Kawakawa | The School of Pharmacy requires any student who, during the course of their studies, is:

- a. subject to criminal charges;
- b. subject to disciplinary proceedings of the University or professional body; or
- c. found to have an issue in connection with their mental or physical health that could impact on their fitness to practise.

to declare this to the School, Students who need to make a declaration of a health or conduct issue should advise the Associate Dean Undergraduate in writing (C/- pharmacy.dean.support@otago.ac.nz) within 7 days for conduct issues (i and ii) and as early as practical for health issues (iii). Declarations will be referred to the School of Pharmacy Fitness to Practise Committee for review.

If a student is found to have failed to declare a matter covered by (i)-(iii), they may be excluded from further study towards the degree by the Academic Board of the Division of Health Sciences on the recommendation of the Board of Studies for Pharmacy. See BPharm Regulations, University of Otago: <https://www.otago.ac.nz/study/qualifications/bpharm#regulations-for-the-degree-of-pharmacy--bpharm->

FITNESS TO PRACTISE COMMITTEE (FtPC)

Fitness to practise is concerned primarily with patient and public safety, at present or in the future. It also is concerned with upholding professional standards, including the relevant School of Pharmacy's Student Code of Conduct, and contributing to the maintenance of the profession and public confidence in the profession.

Any student who becomes aware that they have any medical, health or personal condition which may threaten their fitness to practise pharmacy, and which may lead them to having to either discontinue or compromise their programme of study, should seek advice at the earliest opportunity.

The School's Student Code of Conduct encompasses Fitness to Practise concerns in three separate areas:

1. Health and personal issues
2. Professional attitudes and behaviours
3. Issues external to the programme

TERMS AND EXAMINATION MATTERS

A. Terms Requirements

Terms requirements refer to the parts of the paper that you must complete to be eligible to sit the final examination. This means that if you do not achieve terms, you will fail the paper.


In order to gain Terms, you must:

1. Behave in a professional manner; and
2. Attend all workshops and practical sessions. Attendance at workshops and practical session is recorded using the paper sign-in sheet. See previous section on Absences.

B. Dishonest Practice in Examinations

Students' attention is drawn to the University's regulations governing dishonesty (such as taking revision notes or other disallowed material into the examination centre) which appear in the Examination Regulations section of the University of Otago Calendar or [click here](#). Please be aware that there are certain calculators approved for use in examinations (if allowed).

C. Calculators in Examinations

 <p>UNIVERSITY of OTAGO</p> <p>Te Whare Wānanga o Ōtago</p>	<h3>USE OF CALCULATORS IN FINAL EXAMINATIONS</h3>
<p>Examiners will now decide on one of four available options:</p> <ol style="list-style-type: none">1. No calculators permitted2. Only calculators on the University of Otago list A of approved calculators (scientific calculators) may be used (Casio FX82, Casio FX100, Casio FX570, Casio FX95, Sharp EL531, Casio FX991)3. Calculator models as specified by the University of Otago in List B of approved calculators (scientific and graphing calculators) (Casio FX82, Casio FX100, Casio FX570, Casio FX95, Sharp EL531, Casio FX9750, Casio FX9860, Casio FX991)4. Any model of calculator provided this is battery powered, silent, truly portable and free of communication capabilities	
<p>Please ensure you are aware which option applies for each of the papers you are studying.</p>	

D. Computers/Watches in Examinations and Tests

Students are not permitted to use any computers in examinations, including open book examinations. Likewise, watches and watch-like devices are also not permitted.

E. Examination Schedule

Details of days, dates, venues and times for Semester 1 and Semester 2 final examinations will be published on the University website (<https://www.otago.ac.nz/study/examinations/examination-periods-and-timetabling>) during the year. The School will notify you of the details of any practical dispensing or oral exams.

If you are making travel arrangements, you need to consider the dates specified for the examination period. This also applies to Special Examinations.

F. Final Results

All final results will be made available via the eVision portal.
Examination results are not given out prior to official release.

G. Special Examinations

A candidate who obtains a D in a paper may be permitted to sit a special examination for that paper. Normally, no candidate may be admitted to special examinations if papers, equal to half the points or worth more than half the points comprising the course for that year, have been failed.

Please note: a final mark for a paper will be based on examination results only, unless a candidate sits a “sick special” examination, when in-course marks will also contribute.

Any candidate who has obtained an E grade in a paper will not normally be admitted to a special examination in that paper. Please ensure your contact details on eVision are up to date, as the School may use this information to contact you. If an override address is active, it will be used otherwise information will be posted to your Home Address in eVision. Email may also be used to provide you with information on special examinations etc., outside semester time, so please ensure you check your university email **REGULARLY**.

Special Examinations for Pharmacy are normally held in late January – early February (P2 and P3). Examination timetables are made available on the Examinations Information website (<http://www.otago.ac.nz/study/exams/>) in mid-December.

An application form can be downloaded from the website and needs to be returned to the Manager, Student Administration, University of Otago, PO Box 56, Dunedin 9054 by **10 January. Late applications may be accepted but must be accompanied by a late fee of \$72 per exam paper.** Candidates awarded “sick specials” need to complete and return the application form but are exempt from the \$72 entry fee per paper for those Special Examinations. Oral and dispensing examinations are also exempt the \$72 fee.

The Examinations Office will **NOT** contact you regarding this; you must check eVision yourself and complete the application for Special Examinations if you have a special loaded on your eVision record.

IN-COURSE TESTS AND ASSIGNMENTS

A. Where to Submit Assignments

Most assignments are submitted through either Aoroa or Lt/KuraCloud. Your assignment information will contain information about how to submit these through the appropriate locations.

For all assignment due dates and times, refer to lecturer instructions. If they differ, these instructions will supersede the instructions below.

For electronic assignments, these will generally be due **by 11.59 pm on the date specified**.

It is your responsibility to ensure that you keep a copy (electronic or paper) of any assignment you submit. Should one go missing, you will then be able to provide your copy directly to the staff member concerned.

B. Penalties for Late Submissions

Assignments, essays, and reports that are submitted later than the dates and times listed will automatically incur the following penalties:

1 Day (or part thereof)	5%
2 Days (or part thereof)	10%
3 Days (or part thereof)	15%
4 Days (or part thereof)	20%
5 Days (or part thereof)	25%
6 Days or more	100%

Notes

1. The policy applies to 200-400 level papers (i.e., P2, P3 and P4).
2. The penalty is applied to available marks, not given marks, e.g., an assignment handed in 1 day late and awarded a mark of 65% would be adjusted to 60% (i.e. 65% - 5%) **NOT** 61.75% (65% - 3.25% (5% of awarded mark)).
3. The minimum mark given will be 0% (no negative marks).
4. The policy will apply on weekends and holidays. Late submissions can be sent electronically via email as an attachment to: pharmacy.undergrad@otago.ac.nz after the due time and at any other times the building is locked (weekends, holidays and after hours). An email reply will be sent (during working hours) confirming receipt of your email. It is your responsibility to ensure the attachment is sent.
5. Exceptions will be considered only when accompanied by the [In-course Absence/Impairment Form](#), with the appropriate attachment e.g., medical certificate, Health Declaration.

GRADES AND LEVEL OF AWARDS

A. Grading Chart

The following Ōtākou Whakaihu Waka | University of Otago scheme will be used for assigning final letter grades in Pharmacy papers:

A+	=	90 – 100%	
A	=	85 – 89	
A-	=	80 – 84	
B+	=	75 – 79	
B	=	70 – 74	
B-	=	65 – 69	
C+	=	60 – 64	
C	=	55 – 59	
C-	=	50 – 54	Pass
D	=	40 – 49	Fail
E	=	< 40	

The grade of C- will be a pass. It is not regarded as a “restricted pass” in the Pharmacy programme.

Final grades will be determined based on calculations as indicated in each paper description. Further information will be given by the respective paper coordinators.

B. Level of Award of the Degree

The BPharm degree may be awarded with Distinction or with Credit. In determining the level of the award, a weighted average obtained in all papers of the second, third and fourth years will be used. The weighted average is calculated by multiplying the mark for each paper for each year by the numbers of points for that paper, weighting them as above, 0.25 for 2nd year, 0.33 for 3rd year and 0.42 for 4th year.

ACADEMIC INTEGRITY

Academic integrity means being honest in your studying and assessments. It is the basis for ethical decision-making and behaviour in an academic context. Academic integrity is informed by the values of honesty, trust, responsibility, fairness, respect, and courage. Students are expected to be aware of, and act in accordance with, the University's Academic Integrity Policy.

Academic Misconduct, such as plagiarism or cheating, is a breach of Academic Integrity and is taken very seriously by the University. Types of misconduct include plagiarism, copying, unauthorised collaboration, taking unauthorised material into a test or exam, impersonation, and assisting someone else's misconduct. A more extensive list of the types of academic misconduct and associated processes and penalties is available in the University's [Student Academic Misconduct Procedures](#).

It is your responsibility to be aware of and use acceptable academic practices when completing your assessments. To access the information in the Academic Integrity Policy and learn more, please visit the University's Academic Integrity website at www.otago.ac.nz/study/academicintegrity or ask at the Student Learning Centre (now known as Student Learning Development) or Library. If you have any questions, ask your lecturer.

Below are links to the Academic Integrity Policy, the Student Academic Misconduct Procedures and the Academic Integrity webpage:

<https://www.otago.ac.nz/study/academicintegrity>

The Academic Integrity website in particular, has a number of useful links and suggestions as to where students can get help with referencing issues.

Generative AI

We encourage students to develop critical thinking skills in using generative AI responsibly, recognising its potential as a learning and productivity tool. However, all sources—including AI-generated content—must be used **ethically** and in accordance with **institutional policies**. Unauthorised use can result in disciplinary action.

Read more about the [University of Otago's Policy on Generative AI](#)

Plagiarism, defined as "presenting another's work (including AI-generated text or ideas) as your own without proper acknowledgment," is strictly prohibited. Not disclosing the use of AI tools can result in disciplinary action.

Use AI only when given permission.

AI should only be used when permitted and guided by your lecturer. If you are unsure whether its use is appropriate, please check with your paper co-ordinator for clarification.

GROUP ASSIGNMENTS

It is expected that you will have full knowledge of the total assignment which is submitted and be responsible for all parts of that assignment. The question may arise “what happens if one member of the team commits plagiarism in a section of the assignment?” It is therefore important that as part of your team interaction you ensure that each member of the team understands what is and what is not plagiarism, and that you seek assurance of other members of the team that they have not plagiarised in sections of the assignment.

GENERAL RULES OF CONDUCT

- A. Within the University, students are expected to have read the General Regulations section in the Ōtākou Whakaihu Waka | University of Otago Calendar.
- B. Within He Rau Kawakawa | the School of Pharmacy
- High standards of dress are expected of students in Professional Practice sessions and during periods of community and hospital work experience (placements). Professional dress is required – you will learn about what professional dress includes in your Pharmacy Skills lab classes.
- C. Within the Laboratories
- Laboratory safety is greatly dependent on all personnel (staff and students) acting in a responsible manner and being conscious of the hazards in their working environment. Rules for good conduct are:
1. Ensure that personal clothing is suitable to the laboratory conditions.
Always wear a clean white laboratory coat. Fully enclosed footwear must be worn. Do not wear jandals, thongs or open sandals in the laboratory; non-slip footwear is preferred.
 2. Always wear eye protection in chemical laboratories (Note: the wearing of contact lenses is not a substitute for normal eye safety protection).
 3. Do not run in the laboratory or along corridors.
 4. Always open and close doors carefully when entering or leaving the laboratory.
 5. Do not handle or consume food or drink in the laboratory.
 6. If your hair is long, keep it tied back during laboratory sessions.
 7. Do not mouth pipette liquids under any circumstances.
 8. Prior to working with a substance that may be hazardous:
 - ✓ find out what the hazards of that substance or material are,
 - ✓ understand what safety precautions are necessary.
 9. Always use safety carriers for transporting chemicals in glass or plastics with a capacity of 2 litres or greater.
 10. Never carry containers of mutually reactive substances at the same time.
 11. Always use a fume cupboard when working with highly toxic, volatile, or odorous substances. Use a microbiological safety cabinet when handling pathogens.
 12. Never block access to exits or safety equipment. Do not store clothes and bags on the floor of the laboratory or in access corridors. Use the facilities for storage provided.
 13. Dispose of special wastes (glass, biological, radioactive, or chemical substances) as per guidelines for that laboratory.
 14. Report any incident where a person is harmed and any incident where a person may have been harmed had the circumstances been different. The University is required by law to record such accidents and incidents.
 15. Prior to working in a laboratory familiarise yourself with:
 - ✓ any specific hazards peculiar to that laboratory,
 - ✓ specific safety procedures for that laboratory,
 - ✓ the location of safety equipment, emergency procedures, first aid.
 16. Rudeness to demonstrators will not be tolerated. Students may be excluded from a practical session if they do not meet the above requirements.

CODE OF CONDUCT

See [Appendix 1](#)

COVID-19

The School of Pharmacy follows the COVID-19 guidelines and mandates as set out by the University.

See the University's COVID-19 Information page for guidelines and up to date information:
<https://www.otago.ac.nz/coronavirus/index.html>

USE OF SCHOOL FACILITIES

A. Stationery

All students are reminded that the School of Pharmacy administration offices, Staff Room and Photocopier locations are NOT common work areas and use of general stationery equipment e.g., guillotine, stapler, photocopier, etc., are not provided through the School. Handouts or any materials required for student use in teaching situations will be given out, if appropriate, by the relevant lecturer.

B. Photocopiers

Student photocopying can be done on library photocopiers on a user-pays basis. Students should familiarise themselves with photocopying facilities in the University libraries. Photocopiers in the Adams Building are for use of Pharmacy staff and postgraduate students only.

C. Water Cooler

A water cooler has been installed by the School for the use of students. It is located in the 4th floor foyer. Please notify Reception if you notice any spills or leaks.

D. After Hours Access

There is no access to the School of Pharmacy after hours (5.30 pm – 7.30 am Monday to Friday and all weekend) unless access privileges are granted.

E. Reception

Located on the 7th floor, reception is open every weekday from 8.30am - 4.30pm. It is closed between 10.30am – 11am. Enquiries regarding lost and found property can be made at reception. Please remember to name your property, textbooks, calculators, etc.

OTHER USEFUL INFORMATION

A. Student Support

The School of Pharmacy encourages students to seek support if they find they are having difficulty with their studies due to disability, temporary or permanent impairment, injury, chronic illness, deafness or any other reason. Student support may also initiate contact with a student and invite them to meet with a Student Support Advisor, for example if the student is repeating, sitting a special exam, failed or at risk of failing or has repeated poor attendance/lateness. For more information, refer to the 'Student support' tab in the Pharmacy Hub page on Aoroa.

Contact: Associate Professor Susan Heydon
(Student Support Coordinator) Ph: (03) 479 5875
Email: pharmacy.studentsupport@otago.ac.nz

Disability Information and Support

You can read about and get in touch with the University of Otago Disability Information and Support directly:

Email: disabilities@otago.ac.nz

Website: <http://www.otago.ac.nz/disabilities>

Or you can first get in touch with the School's Student Support team (pharmacy.studentsupport@otago.ac.nz) who can support you and put you in touch with other services and support.

B. Subject Librarian

Jenny Milne is the Subject Librarian for Pharmacy, and can be located in the Health Sciences Library, in the Sayers Building, 290 Great King Street. Part of her role is to support Pharmacy Students with their research skills. She can assist with finding information, searching databases, evaluating sources and using reference management tools. Her contact details are:

Ph: (03) 556 6206

Email: jenny.milne@otago.ac.nz

If you are away on placement, a Zoom consultation can be arranged. Further information and contact details can be found in the Pharmacy Subject Guide at <https://otago.libguides.com/pharmacy>.

C. Māori Pharmacy Students

Māori students meet informally throughout the year and there are a variety of activities organised to support Māori students throughout their Pharmacy degree.

Academic Support

- Kākano (kaimahi Māori at He Rau Kawakawa | The School of Pharmacy) can help facilitate academic support for all Māori Pharmacy students during the year.

Whanaungatanga

- Te Puna Kaitaka, the Māori Pharmacy Students Association, organises events throughout the year to support Māori students with academic and social activities.
- Ngā Kaitiaki o Te Puna Rongoā o Aotearoa, the Māori Pharmacists Association (MPA) engage with Māori pharmacy students throughout the time, they are enrolled in the degree. Support, scholarship, and networking opportunities are available throughout this time and include invitations to:
 - o MPA hui-ā-tau which is held in March each year. Students will be contacted by the MPA administrator at the beginning of the year (admin@mpa.maori.nz).
- Members of MPA visit Dunedin at various times during the year and make an effort to organise informal catch ups where possible.
- Raukaha | The Māori Health Workforce Development Unit facilitates inter-professional activities with other health disciplines (e.g., medicine, physiotherapy, dentistry).
- Te Roopu Māori arrange sports events, Kapa Haka, Māori Ball etc., see their Facebook page <https://www.facebook.com/teroopu.whaiputake> more details.

D. Pacific Pharmacy Students

Any students with a Pacific connection are welcome to participate in Pacific activities. There are a variety of activities organised to support Pacific students throughout their Pharmacy degree:

- The Pacific Islands Health Professionals Students' Association (PIHPSA) is a very active group that supports Pacific students, and encourages networking between students, staff, and working health professionals.
<https://www.ousa.org.nz/clubsandsocs/clubs/clubs-list/pacific-island-health-professional-stude>
- PIRSSU, the Pacific Islands Research and Students Support Unit, provides a range of support to students. They are based in the Hunter Annexe.
- Supriya Devi (supriya.devi@otago.ac.nz) is the Pacific Student Advisor.
- Study group sessions are run throughout the year to meet any academic needs and the person to contact for any specific requirements is Supriya Devi.
- Throughout the year there are opportunities for pharmacy students and staff to provide service to the Pacific community in Dunedin, through the Pacific Trust Otago. Please contact Supriya Devi if you are interested in participating.

E. Harassment

Students should be aware that there is a Ōtākou Whakaihu Waka | University of Otago policy on harassment and further information can be obtained through brochures available from the Student Union. The Otago University Students Association can be contacted (03479-5332) and will advise on counsellors available in specific divisions or departments throughout the University.

F. Withdrawal from Study

If you would like to temporarily or permanently withdraw from study, we recommend that you first contact the BPharm Director to discuss your situation. If you still wish to withdraw after this meeting, you should put your request in writing (letter or email) to the BPharm Director and the Dean. It is possible that you can temporarily withdraw if needed for medical or other reasons. Temporary withdrawals would not normally exceed a period of one year. Your withdrawal request will be considered by the Board of Studies for Pharmacy. Once your withdrawal request has been approved you will need to cancel your enrolment with the University otherwise you may still be liable for any fees.

G. Readmission to the Programme

You can apply to be readmitted to the Bachelor of Pharmacy Degree; to do so you will need to apply to the Board of Studies for Pharmacy, in the form of a written letter addressed to the Dean. You should also include with this letter documentation supporting your readmission. If you withdrew due to medical reasons you will need to supply a medical certificate stating that you are fit to return to study. You should submit your application before **1st October** the year before you wish to re-enter the programme. You will be notified of the outcome of your application after the board has met.

H. Summer Studentships for Research

The School hosts a limited number of studentships to support 10 weeks of research during the summer break. These studentships provide an opportunity for students to experience research first-hand and to become better informed about deciding on a research career. The studentships will be advertised through the Health Sciences Divisional Office and on the School of Pharmacy website in July/August. Projects will be specific to pharmacy students.

Contact: Associate Professor Greg Walker

Email: greg.walker@otago.ac.nz

I. BPharm (Honours) Programme

The BPharm (Honours) Programme builds on the standard BPharm Programme and provides additional training in research and clinical practice. The programme is targeted to a limited number of high achieving undergraduate pharmacy students who have an interest in postgraduate research.

A BPharm (Honours) degree provides an advantage when applying for competitive postgraduate positions, scholarships and funding and meets the University's criteria for direct entry to PhD Programmes. This qualification may also provide students with a competitive advantage when applying for internship positions.

BPharm (Honours) is a four-year degree, with the first three years of study identical to the BPharm Programme. In the fourth-year students take three BPharm papers (PHCY410, PHCY420, PHCY431) in addition to

- *A 36-point research component (PHCY480)*
The primary aim of PHCY480 (Honours Research Project) is to carry out an independent research project (dissertation) under the supervision of a staff member of the School of Pharmacy. The paper begins in the third year on 1st November with a 10-week summer studentship and continues during the fourth year.
- *Advanced pharmacotherapy and patient care for Honours (PHCY485)*
Core material and assessments are the same as PHCY432; however, PHCY485 has an additional higher-level evidence-based medicine assignment.

Entry to eligible students is offered in the third year of the BPharm programme. Applications are due early August.

J. Snow Day Procedure

The School of Pharmacy will remain open (in line with university policy) unless you are notified otherwise. In the event of inclement weather conditions, the Dean will consider the following:

- Weather reports on the radio
- Is it safe to get to work?
- Are the Northern and/or Southern motorways closed?
- Are the buses/taxis running?
- Are primary schools closed/closing?

We will endeavour to inform staff of the Dean's decision by 7:00am on the day in question. As soon as the decision is made it will be displayed on the Facebook page (<https://www.facebook.com/OtagoSchoolofPharmacy/>) and an eTXT will be sent out.

K. Teaching Venues

Adams Lab 513: Is the Pharmacy Skills Lab, located on the 5th floor of the Adams Building

Adams Room Horopito 516: Located on the 5th floor of the Adams Building, turn left as you exit lifts, then right down hall

Adams Lab 609: 6th floor of the Adams Building

Adams Room Kaio 713; Located on the 7th floor of the Adam's building, take the lift to the 6th floor then the stairs to 7th, 713 is located just past reception.

Barnett Lecture Theatre: 1st floor Dunedin Hospital

Burns 1: Located on the ground floor of the Arts Building (aka the Burns Building)

Colquhoun Lecture Theatre: 1st floor Dunedin Hospital

Gowland Lecture Theatre: 2nd floor of the Lindo Ferguson Building

Hercus CAL: Computer lab on the ground floor of the Hercus Building

Hercus D'Ath Lecture Theatre (HC122): 1st floor of the Hercus Building

Hunter Centre Teaching Rooms

Hunter G05 and G10 Annexes: Access gained through left hand side door at the back of the Hunter Centre

John Adams Building Lecture Theatre (JAB G09): Ground floor of the John Adams Building (Dental School), entrance off Frederick St

Walsh Building Teaching Rooms: Ground floor of the Dental School, entrance off Great King St

L. NZAPS (OTAGO) and Class Representative System

There is a very active pharmacy student association, (New Zealand) Association of Pharmacy Students – NZAPS (Otago), and a class representative system. The NZAPS Executive will give details of the Association and how to go about joining. They will also arrange election of class representatives who, among other activities, will attend the Staff/Student Liaison Meetings. There are four meetings held each year, two in each semester, and these are an opportunity for staff and students to share and solve problems which have been encountered and to report on strengths and positives of the course or the organisation of the course. The role of the class representatives is an important one of liaison between the students of the class and the staff of the School of Pharmacy. All students are encouraged to know who their class representatives are and to report to them any problems with the course or the running of the programme which need solutions and also to report positive aspects of the programme.

Contact Details:

Hunter Centre,

Corner Great King and Frederick Streets

Room G01

Office hours: 1-2 pm - Wednesday and Friday (during semester time)

Telephone: 03 479-5418

Email: nzapsotago@gmail.com

Website: <https://nzapso.com/>

2026 NZAPS-O Executives

Role	Name	Email
President	Emma Fotheringham	fotem337@student.otago.ac.nz
Secretary	Paul Lee	leepa999@student.otago.ac.nz
Education Officer	Shavonne Ramiah	ramsh218@student.otago.ac.nz
Admissions Liaison Officer	Lauren Young	youla933@student.otago.ac.nz
Treasurer	Louisa Stuart	stulo048@student.otago.ac.nz
Student Exchange Officer	Danbi Bae	baeda255@student.otago.ac.nz
Social Officer	Harry Tran	traha181@student.otago.ac.nz
Revue Officer	Andrea Austin	ausan120@student.otago.ac.nz
Welfare Officer	Amelia Harris	haram382@student.otago.ac.nz
Marketing Officer	Anna Đặng	dngan809@student.otago.ac.nz
Sports Officer	Raj Hamlai	hamra267@student.otago.ac.nz

PHARMACY SCHOLARSHIPS AND PRIZES

Scholarships

Most of the Undergraduate scholarships are quite specific, it is advised that you visit the University of Otago [Scholarships page](#) online.

Pharmacy P2

All Pharmacy P2 students are eligible for the following Pharmaceutical Society of New Zealand scholarship.

- Jack Noel Henderson Scholarship (<https://www.psnz.org.nz/awards>) - Two scholarships will be available but not necessarily awarded each year.

All years

All Māori pharmacy students are eligible for the following:

- Hiwinui Heke Scholarship: applications are invited in September each year. To apply visit the [Pharmac government](#) site.
- See [Kia Ora Hauora scholarship database](#) for extensive list of scholarships available.

Prizes

Pharmacy P2

All Pharmacy P2 students are eligible for the following:

- New Zealand Controlled Release Society (NZCRS) Prize. Awarded to the second-year student with the best performance in PHCY211.
- Pharmacy Guild of New Zealand (Inc) Prize. Awarded to the student to have achieved the highest standard of attainment in PHCY220
- Tonic Ltd Prize. Awarded to the second-year student with the highest average.

Pharmacy P3

All Pharmacy P3 students are eligible for the following:

- Pharmaceutical Society of New Zealand Prize. Awarded to the third-year student with the highest average.
- Douglas Pharmaceuticals Integrated Modules Prize. Awarded to the student with the highest average in papers PHCY220, 310 & 320.

Pharmacy P4

All Pharmacy P4 students are eligible for the following:

- Christina White Prize. Awarded to the fourth-year student with the highest average over all three years of study.
- Pharmaceutical Society of New Zealand Prize. Awarded to the fourth-year student with the highest average.
- The Pharmacy Guild of New Zealand Year 4 Prize. Awarded to the student with the top mark in PHCY420.

- NZHPA Syd Lyttle Memorial Prize in Clinical Pharmacy. Awarded to the fourth-year student with the best performance in Clinical Pharmacy in papers PHCY220, 310, 320, 432/485.
- Douglas Pharmaceuticals BPharm Honours Prize. Awarded to the fourth year Honours student with the highest year 4 average.

Self-Nominated Prizes

- Andi Shirtcliffe Award for Student Leadership and University Contribution. The award will be presented to the P4 candidate who best demonstrates sustained commitment to leadership responsibilities and wider participation in roles within He Rau Kawakawa/the School of Pharmacy and/or more widely in the University of Otago community. The Award is by self-nomination or peer nomination, submissions will be called for in August/September.
- The Kahikatea Award for Student Excellence in Mentorship or Teaching. Presented to the candidate who best demonstrates sustained commitment to mentorship and/or teaching within the wider University of Otago or high school communities. The Award is by self-nomination or peer nomination, submissions will be called for in August/September

POSTGRADUATE PROGRAMMES

Postgraduate study is becoming an increasingly attractive option for graduates. He Rau Kawakawa | School of Pharmacy offers opportunities at the postgraduate level which are tailored to be adaptable to student needs.

A. Postgraduate Research Programmes (Internal Candidates)

Research programmes are available for students seeking research-based careers in pharmacy-related fields. These programmes are structured to accommodate a student's particular area of interest and provide the opportunity to progress to the PhD programme.

A PhD information evening will be held in semester 2 to provide more information for students interested in this career path.

Doctor of Philosophy – PhD

The PhD programme comprises approximately 3 years of full-time research.

B. Scholarships

Financial support is available for PhD and Masters study. Applications accepted in early November of each year for Masters study and on a month-by-month basis, on application of a PhD. The scholarships cover tuition fees and a living allowance. Applications are on a competitive basis.

Contact for more information on research opportunities; email: pharmacy.postgrad@otago.ac.nz.

C. Postgraduate Professional Programmes

Postgraduate Professional Programmes are available to Aotearoa New Zealand registered pharmacists who wish to study part-time allowing the skills and knowledge gained to be used within their current employment. Successful Master of Clinical Pharmacy graduates also have the option of applying for admission to the PhD programme.

Postgraduate Professional Programmes (cont.)

Any student who wishes to obtain further information on any of the postgraduate taught programmes offered by the School of Pharmacy should contact:

Divisional Services Administrator

Email: pharmacy.postgrad@otago.ac.nz

More information available on the website:

https://www.otago.ac.nz/pharmacy/postgraduate?gad_source=1&gclid=EAlalQobChMlyc3h3NvlgwMVrKRmAh2OVATWEAAYASAAEgLJ9fD_BwE&gclidsrc=aw.ds

APPENDIX

Appendix 1

He Rau Kawakawa | School of Pharmacy

Code of Conduct – Fitness to Practise

1. Scope

Fitness to practise is concerned primarily with patient and public safety, at present or in the future. It also is concerned with upholding professional standards, including the relevant School of Pharmacy's Student Code of Conduct, and contributing to the maintenance of the profession and public confidence in the profession.

Any student who becomes aware that they have any medical, health or personal condition which may threaten their fitness to practise pharmacy, and which may lead them to having to either discontinue or compromise their programme of study, should seek advice at the earliest opportunity. There is an organisational responsibility, both ethical and legal, for staff who teach such students on the programme to minimise the risk of harm for all students and graduates of the school.

The School's Student Code of Conduct encompasses Fitness to Practise concerns in three separate areas:

a. Health and Personal Issues

Issues that may affect the student's future ability to practise pharmacy, including but not limited to:

- Mental impairment or disorders
- Physical impairment
- Infectious diseases including transmissible blood-borne viral infections.
- Drug and alcohol issues.
- Theft of medicines or money

Such issues are likely to:

- Expose the student, patients, or staff members to potential risk,
- Affect a student's studies, progression or career pathways,
- And/or expose the school or partner organisation to potential risk.

b. Professional Attitudes and Behaviours

Issues of concern regarding professional attitudes and behaviours during the programme including but not limited to:

- Failure to develop and maintain attitudes and behaviours which are expected of pharmacy professionals in their conduct towards patients and colleagues. These include but are not limited to honesty, reliability, responsibility, and accountability.
- Dishonest practice, including academic misconduct.
- Serious academic integrity breaches.
- Poor attendance and failure to participate in internal assessments.

- Inappropriate professional behaviour, where this is in breach of or judged to be below minimally acceptable standards, including:
 - Consistent unreliability in fulfilling assigned tasks or assignments.
 - Irresponsible behaviour likely to pose risk to patients, other students and/or other health care professionals.
 - Inability and/or unwillingness to reflect on and improve their own clinical practice.
 - Inability to receive and process constructive feedback and/or modify inappropriate behaviours and attitudes.
 - Lack of respect or rudeness towards patients and their families/whanau, other students, staff or other health care professionals or members of the public.
 - Not maintaining appropriate professional boundaries, or breaching ethical codes or policies.
 - Exceeding appropriate scope of practice for a particular level of experience and training.
- Contravention of significant aspects of professional ethical codes or policies, e.g. informed consent and safety.

c. Issues External to the Programme

Students are required to bring any issues that may adversely affect their future ability to register as a Pharmacist with the Pharmacy Council to the attention of the School of Pharmacy. This includes any charges brought by the police in relation to a criminal offence.

Issues regarding the actions of students occurring outside the study programme, such as an offence which is potentially to be brought before the criminal courts (excluding minor traffic offences) e.g. alcohol or drug related convictions; pornography offences will come under this.

2. Classification of Concerns

Concerns raised are classified into three groups as follows:

d. Category A (Non-critical)

An issue that raises concerns about current functioning in the course and/or future fitness to practise that would best be dealt with through support and counselling, and that can be managed by the relevant Associate Dean, in consultation with the Pharmacy Student Support Coordinator.

Examples include poor attendance, remediable poor professional behaviour, or health issues that may require a short time out of the course but are expected to resolve.

e. Category B (Critical)

Issues that raise much more significant concerns about current functioning in the course and/or future fitness to practise and would, if the student had been a registered pharmacist, have likely resulted in a patient complaint, action by an employer or referral to the Pharmacy Council. Examples include dishonesty, serious health issues, significant contravention of a policy, court convictions and drug and/or alcohol abuse. Repeated Category A concerns may escalate to this category.

Any withdrawal on health grounds from the course will be deemed to be a Category B issue.

f. Category C (Highly critical)

An event giving rise to the need for immediate action because of the likelihood of significant harm, either involving a student pharmacist or resulting from the action of a student pharmacist.

It is the responsibility of the Dean of the School in consultation with the relevant Associate Dean to determine the category of the event or issue. The Dean of the School of Pharmacy shall be notified immediately of any Category C incident. If there are implications for the safety of patients, staff, or students, the Dean of the School of Pharmacy has the authority to temporarily suspend the student or place limits on the continuation of the student's study and/or clinical placement.

3. Fitness to Practise

Committee

The Fitness to Practise committee is a sub-committee of the Board of Studies for Pharmacy. The scope of the Fitness to Practise Committee (FtPC) activities and responsibilities will be limited to dealing with students who may fail to reach, or demonstrate breaches of the minimally acceptable standards in professional attitudes and behaviour, or who for other reasons e.g. personal health issues may not be able to perform the functions required as a student, or as a Pharmacist once graduated.

Terms of Reference

- Ensure that in the conduct of their training, students in the School of Pharmacy at the University of Otago do not pose a risk to patients or others with whom they have, or will have, professional contact, for reasons of their personal health or because of identified serious deficiencies or lapses in personal attitudes, conduct or behaviour.
- Ensure that where serious impairments, deficiencies or lapses have been identified or have occurred, remedial steps have been undertaken and fulfilled such that the perceived risks are no longer present.
- To identify and review students who may have potential impediments to their successful transition into the pharmacy professions for reasons related to their personal attitudes, conduct, or behaviour, in accordance with the BPharm Regulations, the School of Pharmacy student Code of Conduct and our [Accreditation Standards](#).
- To consider and review the "Fitness to Practise" issues of students referred to the FtPC, and to make recommendations through Board of Studies, Associate Dean Undergraduate, Pharmacy Student Support group, for that student's help and support towards achieving improvements in personal health or attitudes, conduct and behaviour.
- To monitor the progress of students who have been referred to the FtPC, and to ensure that all recommendations designed to help and support students to achieve improvements in their attitudes, conduct and behaviour (where appropriate) are being followed and the desired outcomes are being achieved.
- To decide whether the student(s) should continue to be monitored or removed from the FtPC's monitoring.
- To refer individual cases where necessary to the Dean of the School of Pharmacy, Board of Studies for Pharmacy, other appropriate School of Pharmacy or Division of Health

- Sciences Committees or Boards, and to the University Disciplinary Authority (Proctor, Provost) as appropriate.
- To review the School of Pharmacy Student Code of Conduct with reference to Fitness to Practise and recommend any changes to the Undergraduate Committee and the Board of Studies.

Meets

As required by the Chair of the Fitness to Practise Committee.

Membership

Appointments made by the Dean of Pharmacy in consultation with the Board of Studies for Pharmacy which include:

- Chair
- Senior academic staff member (Associate Professor or Professor)
- Senior academic practising staff member from the Division of Health Sciences (non-Pharmacy)
- Practising pharmacist external to the School
- Māori representative
- Pacific representative
- Academic staff member from the Faculty of Law
- Layperson

Representatives of the above membership constitutes a quorum. Co-opted members will attend as required (e.g. lawyer), but may not be present for decision-making unless appropriate to specific circumstance.

Functional Relationships

- Board of Studies for Pharmacy
- Undergraduate Programmes Committee in Pharmacy
- Pharmacy Student Support group

Associated policies, guidelines and legislation

- University of Otago [Regulations for the Degree of Bachelor of Pharmacy \(BPharm\)](#)
- University of Otago [Regulations for the Degree of Bachelor of Pharmacy with Honours \(BPharm\(Hons\)\)](#)
- University of Otago [Academic Integrity Policy](#)
- University of Otago [Student Academic Misconduct Procedures](#)
- University of Otago [Academic Statute 2011](#)
- University of Otago [Discipline Statute 2011](#)
- [COMPETENCE STANDARDS FOR THE PHARMACY PROFESSION, Pharmacy Council \(2015\)](#)
- Pharmacy Council [Code of Ethics 2018](#)
- [Health Practitioners Competence Assurance Act 2003](#)
- [A Guide to Disciplinary Proceedings, NEW ZEALAND HEALTH PRACTITIONERS DISCIPLINARY TRIBUNAL \(2009\).](#)

4. Process

g. Identification of Students at Risk and Referral to Fitness to Practise Committee (FtPC)

It is anticipated that the identification of most students at risk will come through usual monitoring of attendance, compliance and engagement in the programme, or through one of the schools committees including but not limited to: the Board of Examinations, Undergraduate Committee, or through the Pharmacy Student Support group. Any School staff member may refer a student to the relevant Associate Dean for assessment of the issue and potential remediation in line with the process outlined below. In addition:

- Students may make referrals to the Dean, Associate Dean, or Experiential Learning Co-ordinator.
- Self-referrals are encouraged from students.

The Associate Dean in consultation as necessary with the Dean of the School and where appropriate, the Experiential Learning Co-ordinator, will initially determine whether an issue is potentially non-critical, critical or highly critical. A Fitness to Practise Committee (FtPC) will convene where required.

	Non-Critical	Critical	Highly Critical
Refer to	Associate Dean Undergraduate or Postgraduate (depending on student), Experiential Learning Co-ordinator or Clinical Educator Lead, and/or Dean of the School as appropriate	Associate Dean Undergraduate or Postgraduate or Dean of the School	Associate Dean Undergraduate or Postgraduate, and Dean of the School
Referral to FtPC	No	Yes	Yes
Action	Devise an agreed action plan with student, which is monitored by the Associate Dean Undergraduate or Associate Dean Postgraduate	Devise an agreed action plan to be approved by FtPC and monitored by the Associate Dean Undergraduate or Associate Dean Postgraduate	Case by case action depending on circumstances
Anticipated outcomes	Student may continue with their study	Student may continue with their study if appropriate; action plan referred to and conditions confirmed by the FPC. No student should continue in clinical/learning placements if this would compromise their health or treatment or create health/safety concerns for patients and/or staff	Suspension or voluntary withdrawal from classes and/or clinical placement, pending investigation. No student should continue in clinical/learning placements if this would compromise their health or treatment or create safety concerns for patients
Report	Information documented on student database	Information documented on student database Action plan referred to Board of Studies for noting	FtPC report given to Dean of Pharmacy, and Board of Studies Report distributed to BoS and Divisional;

			Academic Board as required. Outcome of decision retained permanently on student file at the School
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h. Outcomes of the Process

The outcomes of the process and/or recommendations from the FtPC will vary according to the mechanism of referral and the seriousness of the event.

i. Health or personal issues

The primary goal of the process and/or committee's recommendations is to provide the student with a plan and support framework that will enable the student to remain within the school and to meet the requirements for the degree, provided that such an action does not potentially place the public at risk.

Such a plan may involve monitoring, mentoring, and counselling and will be agreed between the student and either the relevant Associate Dean and the Dean of the School, or the FtPC (depending on whether it is a non-critical, critical or highly critical event). The plan is a condition of remaining enrolled in the programme.

ii. Professional attitudes and behaviours

For a non-critical issue, an agreed action plan will be tracked to completion, and appropriate support will be put in place.

For a critical issue the student will be put on a formal reporting regime, with a clearly defined reporting period during which the issue must be resolved. This may involve a period of leave, after which the student may continue with the programme of study. A written caution will also be given to the student.

For a highly critical issue, the student will be suspended from the programme, until the investigation has been completed and a decision made by the FtPC. It is anticipated that this will most likely result in temporary suspension or withdrawal from the programme, but continuation with conditions may be an option. Such a situation may also apply to students who have either persistent non-critical or a single ongoing critical attitudinal issue. More than one critical attitudinal issue will most likely result in the student being asked to withdraw temporarily from the programme, until further consideration is undertaken, and a recommendation is made by the FtPC to the Board of Studies.

If a decision is made to recommend exclusion from the programme, the Dean of Pharmacy or

representative will be responsible for ensuring that the student is given appropriate advice about other options, such as:

- Transferring to an alternative programme; or
- Interrupting their studies at university while receiving appropriate therapy/counselling.

iii. Issues external to the programme

The guidelines applied by the committee here would be in line with the processes that would be put in place for a practising pharmacist who is referred to the Pharmacy Council or the Health Practitioners Disciplinary Tribunal for similar reasons; the FtPC would consider the issue in line with the Council's own guidelines and the thresholds detailed in the Health Practitioners Competence Assurance Act 2003 required to act on such matters.

For students appearing as a result of a criminal conviction, the FtPC will not consider matters of guilt. If the student has been convicted, then they will be considered to have committed the offence and decisions will be made in this regard.

If the FtPC considers that there are sufficient grounds for judging that the student is unfit for entry to the profession, its first step will be to ensure that the student is given appropriate advice and the opportunity to accept the advice and be excluded or voluntarily withdraw from the programme. The convenor of the FtPC will notify the Dean of the School, who may ask for further medical/other relevant advice.

i. Conduct of the FtPC towards students and natural justice

The committee must adhere to due and fair process towards students and natural justice. Proceedings will occur as soon as reasonably practicable.

The School Dean or Associate Dean shall inform the student in writing that their case has been referred to the FtPC and shall inform the student of the reasons for referral.

The student will be advised that he/she/they has a right to make a written submission to the FtPC.

Face-to-face interaction with the student over health issues will normally be with the Dean or relevant Associate Dean (or both). These meetings will be conducted in the presence of at least one other academic staff member.

Students will be advised that they are able to bring a support person to any face-to-face meeting and will be encouraged to do so.

The FtPC will, in consultation with the Dean and relevant Associate Dean, recommend reasonable means whereby fitness to practise issues may be constructively remedied. The relevant Associate Dean will continue to monitor the individual student's progress in fulfilling these recommendations.

The student will be advised of all Fitness to Practise Committee recommendations in writing. These will include the conditions to be met in order for the monitoring processes to be discontinued, as well as the circumstances in which it is being recommended that Terms should be denied or where other actions are recommended.

5. Exclusion and Right of Appeal

Exclusion from the Bachelor of Pharmacy is a University of Otago process distinct from any of the registration requirements of the Pharmacy Council. A student who is excluded from the BPharm degree can no longer enrol in the programme and this will be recorded on their academic transcript. Should the FtPC determine that the student should be excluded from further study towards the BPharm, then this recommendation will be reported to the Board of Studies for Pharmacy, who in turn will make this recommendation to the Academic Board of the Division of Health Sciences. At this point, the student may make a written submission to the Academic Board of the Division about their case, and the Board will make a final decision on the matter.

If the Academic Board of the Division of Health Sciences decides that the student is to be excluded, then they may seek leave to appeal against this decision to the University Council. This is in accordance with the University's Regulations Relating to Student Appeals to the University Council regarding any decision of the Senate or any other University body, such as a decision to exclude a student from further study in the Bachelor of Pharmacy programme. The appeals process will follow the relevant Regulations set out in the University of Otago Calendar.

6. Advising Students of the Code of Conduct for Fitness to Practise

On entry to the programme students will be provided with a copy of the Code and asked to declare their acceptance to study within its framework at the commencement of their studies within the pharmacy programme. This document and issues surrounding fitness to practise are discussed in professional papers in each year of the BPharm programme. Students will be required to re-sign the acceptance declaration relating to the Code at the beginning of each subsequent Academic Year.

If at any stage during the programme a paper coordinator, or the relevant Associate Dean becomes aware that the student may have breached general University Policy or Regulations, the staff member will take advice from the Dean of the School and the matter will be dealt with in accordance with the relevant University policy or regulation and where necessary investigated in accordance with the University Discipline Statute. This would not preclude such an issue being placed on the student's record held in the School in respect of fitness to practise; an example would be plagiarism.

Students have the responsibility to immediately (at any point during their proposed study) identify any change in their health status, any criminal convictions or other such matters which may influence their fitness to practise to the Associate Dean of Undergraduate Studies or Associate Dean of Postgraduate (depending on the student).



School of Pharmacy

He Rau Kawakawa

Confidentiality Agreement

For all Pharmacy Students at the University of Otago
(To be completed at the beginning of each year, and prior to a placement, via the placements portal)

During your pharmacy course you will have access to health information about patients and access to individual patients, in community pharmacy, hospital pharmacy and within the School. Such access is a privilege that health care professionals enjoy, but it is accompanied by serious responsibilities. It is important that you are aware of these responsibilities from the first day of your pharmacy education and that you pay due regard to them throughout your career in the School of Pharmacy. Failure to keep to these guidelines might result in prosecution under both the Privacy Act and the Health and Disability Commissioner Act. Breaches will certainly invoke disciplinary procedures by the University, possibly resulting in the refusal of terms and the consequent termination of your pharmacy education.

Patient Co-operation

We are very grateful for the co-operation of patients in pharmacy education, without which such education could not proceed. Each patient will be made aware of the fact that, as a pharmacy student in a clinical area, you are a junior member of a health care team and that you are bound by the same strict conditions of confidentiality as other members of that team. Patients have the right to opt out of being involved in pharmacy education.

The University of Otago expects all students to always follow these guidelines in their dealings with patients. We ask that you read through these guidelines and sign this document at the bottom acknowledging your compliance with them. This form must be signed before you can begin your placements.

Guidelines

1. Legal requirements

As a pharmacy student you are considered to be subject to *the Code of Health and Disability Services Consumers' Rights* issued in relation to the Health and Disability Commissioner Act. We recommend that you read this carefully and become familiar with it. We also recommend that you consult the *Health Information Privacy Code* that is issued in connection with the Privacy Act. You will be studying these during our BPharm programme.

2. Confidentiality

Speaking about the patient

New Zealand is a small country and there is a real possibility that if you talk about patients to outsiders, the patients will be recognised, even if you do not mention their names. The best way to prevent details about the patient from being revealed is NOT to disclose any material about patient encounters to anyone

beyond the health care provider who is caring for the patient, your teachers who will be guiding you through this course or those fellow students with whom you are expected to discuss such cases as part of your education.

Case Presentations

As part of your education, you will be expected to write up or discuss particular cases. There are some precautions that you should take to prevent the identification of the patient. These are as follows:

- **DO NOT** use patients' names in your write up. Use initials ONLY, (e.g. Mr John Wilkinson would be referred to as Mr JW).
- **DO NOT** use any other identifying features of the patient **that are not relevant to the case**. These **might** include: age and sex of children, marital relationships, place of origin (some of the small towns that send patients to New Zealand hospitals are very small where everyone knows everyone else), sexual orientation, etc.
- **DO NOT** make a copy (photocopy or electronic image) of any aspect of a patient's care and/or notes.

3. Student Role

We encourage you to take up options to speak with patients during your course, as this can offer valuable learning opportunities. However, while you are a student, your role during your discussions with patients has some limits.

- **DO NOT** offer any patient specific advice about their medicines or treatments.
- **DO NOT** act as an advocate for any patient.

If you have any concerns about a patient, their medicines, treatment, or any aspect of their care, please discuss these with:

- Your preceptor (during your placement)
- The placement coordinator at the School (either during your placement or at any time)
- The pharmacist staff member managing the teaching session (in respect of sessions occurring at or under the care of the School)

All healthcare professionals must take care to always remain respectful to all patients, whatever the circumstances and regardless of their own personal beliefs.

Student Declaration

I understand that it is a serious matter to breach the confidentiality of patient information and that my failure to observe the above guidelines might result in the termination of my pharmacy education.

Name (please print in full): _____
(First Name) (Surname)

ID Number: _____ P: 2, 3, 4 (circle one)

Signature: _____ Date: _____