



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Pharmacy

OPERATING POLICY AND PROCEDURE

SOP OP: 77.P.28 STUDENT PROFESSIONAL LEAVE

PURPOSE: To provide a method of providing a mechanism and process for approving student professional leave for career development.

REVIEW: This SOP OP will be reviewed and revised by the Professional Affairs Committee as needed. Proposed changes will be forwarded to the Dean. Following the Dean's approval, a majority will be required to finalize revisions.

POLICY/PROCEDURE:

A. Policy Overview

It is the policy of the Texas Tech University Health Sciences Center (TTUHSC) to encourage and foster student professional development and involvement in professional pharmacy organizations.

B. Process and Procedures

The Office of Professional Affairs will be the official department to grant professional leave. All requests for professional leave must be sent to all involved faculty/preceptors for approval. Following approval from faculty/preceptors, the student must send the completed form with all required signatures to the Office of Professional Affairs. If the Office of Professional Affairs approves the professional leave request, then all involved faculty/preceptors will be notified of the approval.

1. Students may be granted a total of 15 days of professional leave to use throughout their first through third pharmacy years. These hours do not carry over to the fourth year. A student may be granted up to 5 days of professional leave per experiential rotation. If additional leave is needed, a petition must be submitted to the faculty/preceptor and the Office of Professional Affairs for unanimous approval.
2. Professional leave may be used to attend professional pharmacy organization meetings, residency showcases, postgraduate employment interviews, or other events as approved by the Office of Professional Affairs. The appropriate use of these days is to be determined and monitored by the Office of Professional Affairs.
3. Students are responsible for informing and obtaining approval for professional leave from course team leaders and/or preceptors and the Office of Professional Affairs well in advance of the requested leave date, as outlined below. Leave requests will not be processed by the Office of Professional Affairs without signatures from all faculty/preceptors.

- a. **Pharmacy professional meetings, residency showcases, and other professional events:** Leave requests must be submitted to the faculty/preceptor no later than:
 - i. Two weeks prior to the start of rotation for experiential rotations
 - ii. Three weeks prior to the first day of leave for didactic courses
 - iii. Or at a due date determined at the discretion of the faculty/preceptor
 - b. **Postgraduate employment interviews:** Leave requests must be submitted to the preceptor with adequate advance notice, which is to be determined at the discretion of the faculty/preceptor.
4. Documentation of student attendance at a professional pharmacy meeting or residency showcase is to be submitted to the Office of Professional Affairs and the faculty/preceptor within 5 business days of their return. Students who obtain professional leave and do not attend the event for which professional leave was requested will be deemed to be in violation of the Code of Professional and Academic Conduct of the School of Pharmacy. This will result in an unexcused absence and other repercussions per the Code of Professional and Academic Conduct.
5. The Office of Professional Affairs will consult with the Office of Experiential Education regarding professional leave requests from experiential rotation and didactic course leaders prior to granting approvals.
6. The Office of Professional Affairs will be responsible for establishing working policies, tracking and approving candidate leave requests, keeping records and approving professional meetings/events for professional leave. The Office of Professional Affairs will inform faculty/preceptors about candidates who will be on approved professional leave and will be absent from class and experiential rotation.

APPROVAL



Quentin R. Smith, Dean

DATE:

December 12, 2016