Doctor of Philosophy in Pharmacotherapy
Outcomes Research

Master of Science in Health System Pharmacy Administration - ASHP Concurrent Resident

Student Handbook

Fall 2016
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University of Utah Graduate School Graduation Overview for PhD Candidates
http://gradschool.utah.edu/current-students/graduation-overview-for-doctoral-candidates/

University of Utah Graduate School Graduation Overview for MS Candidates
http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/
Department of Pharmacotherapy Graduate Programs
PhD in Pharmacotherapy Outcomes Research
MS in Health System Pharmacy Administration - ASHP Concurrent Resident
Student Handbook

Department and Program Mission
Every student accepted and that is active in the graduate program as well as the faculty are expected to understand the underpinning policies and practices for the graduate studies program in Pharmacotherapy Outcomes Research and Health System Pharmacy Administration. Faculty and students are strongly urged and supported to read, understand, and abide by the policies, procedures, and practices in this handbook, the academic policies of the University of Utah including its Graduate School, and the University of Utah Information Resources and associated policies and best practices (including those of the Information Security Office for safe, private, and accessible computing). It is also critical for the student to abide by Federal, State, Local, and University of Utah Health Sciences HIPAA and related policies. Ignorance of policies cannot and does not confer immunity upon students and faculty that violate or ignore policy. Punitive action, penalties, and disciplinary actions are likely outcomes for those who actively violate or ignore these policies. Responsibility in observation and adherence are those of students and faculty in this program. Important policies are listed in the section on Policy and Best Practices section of this document and are reiterated in Appendix J.

The Department of Pharmacotherapy and its graduate programs seek to train and develop future healthcare leaders who contribute substantially to the delivery of evidence-based healthcare, and generation of evidence to support decision making. We also aim to foster a culture that promotes optimal pharmacotherapy through excellence in teaching, practice, scholarship, and service.

Pharmacotherapy outcomes and health policy are major issues for physicians, pharmacists, and other health professionals. Policy makers, insurance companies, managed care organizations, and patients make significant resource allocation decisions based on pharmacotherapy outcomes research. To prepare scholars capable of analyzing and applying clinical and economic outcomes from pharmacotherapy requires substantial education and training beyond that necessary to practice as a clinician. Therefore, the Department of Pharmacotherapy MS and PhD graduate degrees are intended to train students to an appropriate level of depth required to participate in resource allocation analysis and decision-making. The MS and PhD graduate programs are project and dissertation focused in order to train individuals for research-based careers in outcomes-based pharmacotherapy research, evaluation, and synthesis. Students interested in learning to effectively evaluate problems and issues in pharmacotherapy and in using evidence-based approaches to address issues related to medication use in a variety of settings will benefit most from this program.

Program Description
Our PhD in Outcomes Research & Health Policy program offers students a unique opportunity to study pharmacotherapy outcomes research in the context of a sophisticated academic health science center. Our program includes faculty expertise from the Departments of Pharmacotherapy, Family and Preventive Medicine, and Economics. Prospective candidates to the PhD program apply through the University of Utah Admissions Office.

The Master of Science in Health System Pharmacy Administration (HSPA) is designed to train future health–system pharmacy leaders. The MS program is coordinated with the Department of Pharmacy Services as an Advanced Pharmacy Practice Management Residency program (application via ASHP matching program required for admission).
Applications to the academic programs, residencies, fellowships, and Graduate School are separate and independent processes. More information on graduate education at the University of Utah and Graduate School policies are located at [http://www.gradschool.utah.edu/index.php](http://www.gradschool.utah.edu/index.php). For information regarding ASHP accredited residencies or PORC fellowships, contact the directors of those programs directly.

Program Goals

**PhD Program Goals**

- Provide students with training and education in assessing clinical and economic outcomes related to pharmacotherapy, the delivery of clinical pharmacy services, and pharmacotherapy related technologies, such as companion diagnostics
- Expose and train students in the research methods necessary for conducting pharmacotherapy outcomes research including quantitative and qualitative analysis and study design
- Ensure that students have core competencies in health economics, pharmacoconomics, epidemiology, research design and statistics and understand how evidence generated from pharmacotherapy outcomes research are used to support healthcare decisions.

**MS Program Goals**

- Demonstrate accounting and financial acumen to budget and manage work unit finances and forecast future expenses.
- Analyze operational workflows and identify opportunities for improvement.
- Apply contemporary medication safety principles to design and implement safer systems.
- Manage human resource issues common to healthcare.
- Solve complex leadership and management problems through integrated curricular-residency experiences.
- Plan and implement comprehensive pharmacy services.
- Identify trends and dynamic issues affecting healthcare today and develop ways pharmacy leaders can strategically address these issues.

Program Organization

The MS and PhD programs advanced study academic degree programs focus on research applicable to outcomes research, pharmacy administration and healthcare policy.

In conjunction with advanced ASHP-accredited residency training, The MS program provides a curriculum and experience in the administrative sciences so that HPSA students/residents are able to apply administrative principles and methods to every-day management problems. In the curriculum, the first year of the program offers courses specific to health system pharmacy leadership and management. Elective courses are selected in conjunction with the student’s HPSA residency director to complement specific student interests. Each residency program designs experiences to complement the MS curriculum. Candidates must complete a minimum of 32 credit hours in graduate courses (i.e., courses numbered 5000 and above) and a project. Required core courses consist of 20 credit hours in the selected field of study. Elective courses contribute a minimum of 6 credits with project research credits to contribute the remaining minimum number of credits required for completion of the program. The curriculum has been designed to meet a number of needs relative to advanced education and training of future health system pharmacy administrators. All course work counted toward the degree must be approved by the student's supervisory committee. See Appendix B for the curriculum and Appendix C for course descriptions.

PhD degree graduate students focus specifically on training and methods applicability for research-based careers in outcomes-based pharmacotherapy research and decision-making in healthcare policy either in academia, government, or industry including healthcare policy analysis, evaluation, and synthesis. Students must complete a minimum of 76 credit hours in graduate courses (i.e., courses numbered 6000 and above) and dissertation hours (21 hours minimum). Required core courses consist of 46 credit hours in the selected field of study. Elective courses contribute a minimum of 9 credits with dissertation credits to contribute the remaining minimum number of credits required for completion of the program.
All course work counted toward the degree must be approved by the student's supervisory committee. See Appendix D for the curriculum and Appendix E for course descriptions.

Students applying for either program should either have at least bachelor's level degree in healthcare or related discipline emphasizing the delivery and financing of healthcare; e.g., health economics, or healthcare management.

**Collaborative Department Programs and Centers**

The **Pharmacotherapy Outcomes Research Center (PORC)** is an affiliated program of the Department of Pharmacotherapy. The mission of PORC is to design, and conduct outcomes research studies that assess the value of therapy in the treatment of disease and communicate their results. This is done in support of the academic mission of the University of Utah Health Sciences Center, which is to further education, research and service to improve patient care. This center contracts with foundations, managed care organizations, government, and the pharmaceutical industry. They are contracted to conduct research in the areas of patient reported outcomes, economic evaluations and education. PORC faculty represent a group of full-time and affiliated investigators who use the Center’s resources for outcomes research projects, and fellows who participate in the Center’s approved projects in conjunction with their pursuit of advanced education. Contact Tammy Garcia for additional information at tammy.garcia@pharm.utah.edu or 801-581-5984.

The **Department of Pharmacy Services at University of Utah Health Care (UUHC)** is located in a 430-bed tertiary-care regional referral hospital for five intermountain states. Services are also provided in a 100-bed cancer hospital adjacent to the main facility. The UUHC offers excellent and diverse patient care, ranging from level I trauma, bone marrow, cardiac, lung and renal transplantation programs, neonatology, medicine, obstetrics/gynecology, neurology, rehabilitation, surgery and critical care services (including burn, medicine, neurosurgery, and surgery). The clinics provide over 600,000 patient visits per year. The University of Utah Health Sciences Center is also home to the Moran Eye Center and the Huntsman Cancer Institute which offer specialized patient care, research, and education. The Department of Pharmacy Services has a presence in many of these patient care locations allowing pharmacy practice and administrative residents to practice in a variety of settings. In addition to ASHP- accredited Pharmacy Practice Residencies and Specialized Residencies in Critical Care, Drug Information, Solid Organ Transplant, Clinical Informatics, Oncology and Internal Medicine, the Department of Pharmacy Services also offers an Advanced Pharmacy Practice Management Residency which is coordinated with the Department’s MS program. Contact Linda Tyler, PharmD, Chief Pharmacy Officer and the Residency Program Director at linda.tyler@hsc.utah.edu or (801) 581-2147 for more information.

**Application Process**

All individuals wishing to apply to our PhD program, please use the electronic application process called APPLY YOURSELF ([https://app.applyyourself.com/?id=utahgrad](https://app.applyyourself.com/?id=utahgrad)). Application procedures for the University of Utah Graduate School and University of Utah Graduate Admissions are listed at [http://www.utah.edu/gradschool](http://www.utah.edu/gradschool).

Deadlines for Graduate School Fall Semester admission for the PhD program is located on the Pharmacotherapy Department website [http://pharmacy.utah.edu/pharmacotherapy/grad/phD.htm](http://pharmacy.utah.edu/pharmacotherapy/grad/phD.htm). The following list of items must be uploaded to the Apply Yourself site before the application can be submitted:

1. Three (3) letters of recommendation
2. Current, dated *Curriculum vitae* or resumé
3. Statement of Purpose. This should describe your educational goals and how you would utilize the MS in Health System Pharmacy Administration or PhD in Pharmacotherapy Outcomes Research and Health Policy program to accomplish those goals.
4. Unofficial transcripts

In addition to the above required documents, the Department requires a minimum of 550 TOEFL score or equivalent for international students and GRE scores for PhD applicants.
Note: If an application is not complete and submitted by the due dates listed, the candidate will not be formally considered for admission to our graduate programs. Notification of the admission decision is made from the Graduate Admissions Office after the admissions file is reviewed for final acceptance by the Graduate School.

Registration
Graduate students should register online through the Campus Information System (CIS) to secure their classes. All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence by the Dean of the Graduate School. Students not on campus and not using University facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their supervisory committee will be terminated and their records will be deactivated. To reactivate a file at a later time, the student will be required to reapply for admission to the Graduate School and pay all applicable fees.

University of Utah MS and PhD students maintain minimum registration by:

1. Registering and paying applicable tuition and fees for at least three credit hours (MS Research PCTH 6970 or PhD PCTH 7970 may be used to fulfill this requirement) per semester during the academic year from the time they are admitted to the Graduate School until they have completed all requirements for the degree; or
2. Registering for three credit hours of Faculty Consultation (MS students PCTH 6980; PhD students PCTH 7980) during any semester in which they are not otherwise enrolled.

Minimum continuous registration requirements apply to both MS and PhD candidates until the project or dissertation has been successfully defended. MS and PhD candidates do not have to register after they have defended their project or dissertation. All graduate students maintaining minimum continuous registration have library privileges, health insurance options, and access to athletic facilities. Graduation will be effective during the semester in which all Graduate School requirements (including project/dissertation release) are fulfilled.

Electronic Graduate Record File and Program of Study
The Academic Program Manager will maintain an Electronic Graduate Record File for each student. The electronic file will hold all graduate records, including supervisory committee members, status of examinations and the Program of Study. Students can view their Electronic Graduate Record File by logging into Campus Information Systems (http://cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Student section.

Graduate students should use the curriculum worksheets (Appendix E for MS students and Appendix G for PhD students) to ensure all required coursework is completed. All electives must be approved by the Director of Graduate Studies until the student forms his/her Supervisory Committee. The Program of Study, which lists all registered courses of the student, will be submitted electronically the semester before graduation by the Academic Program Manager. The Supervisory Committee must approve the Program of Study before the student can graduate. Please see the Graduate School web page at http://gradschool.utah.edu/current-students/graduation-overview-for-doctoral-candidates/ for the Graduation Overview for Doctoral Candidates and http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/ for the Graduation Overview for Masters Candidates. Additional information for can be found at http://www.gradschool.utah.edu/index.php.

Supervisory Committee
The Supervisory Committee is responsible for approving the student’s academic program, preparing and judging the qualifying examinations subject to Department policy, approving the project, thesis or dissertation subject, reading and approving the project, thesis or dissertation, and administering and judging the final oral examination (project, thesis or dissertation defense). The chair of the Supervisory Committee
Examines MS

MS students are required to take a comprehensive written examination conducted by their Supervisory Committee. This written examination will cover aspects of require MS program courses as well as topics related to the student’s MS project. The examination must be taken at the completion of all coursework and the Proposed Research Seminar. The comprehensive examination will be graded on a “pass/fail” basis, with results reported to the Graduate School electronically by the Academic Program Manager. Students who receive a failing grade on their comprehensive written examination will be provided the opportunity to re-take exam one time. A new exam will be given to the student in the semester following their first exam in order to meet committee-designed requirements to improve shortfalls. Students who fail the second written comprehensive examination will be dismissed from the program.

MS students must present their proposed MS project in a Proposal Research Seminar to other graduate students, Pharmacotherapy faculty and their Supervisory Committee before submitting their MS project proposal in final form to their Supervisory Committee. All students must take a Final Oral Examination (project defense) conducted by their Supervisory Committee as soon as the majority of final project report write-up is completed.

Qualifying Examinations PhD

PhD students are required to take a comprehensive examination after completion of their 2nd year in the program, and prior to initiating their dissertation project in order to qualify for candidacy. The exam will be comprehensive and include a written component and an oral component with questions covering the required coursework completed in the first two years of the program. This qualifying examination will be graded on a “pass/fail” basis with a pass required on all components. Students will be allowed one retake of a failed component(s) of the exam. Retake examinations will be offered no later than 1 semester after the initial
exam. Failure to achieve a passing grade on the retake examination will result in dismissal from the program.

PhD students must also present their proposed dissertation research project to the department and their supervisory committee before thesis research can commence.

**MS Project Public Oral Defense**

All students must pass a Final Oral Examination (Project Final Oral Examination) conducted by their Supervisory Committee and reported to the Graduate School electronically by the Academic Program Manager. The oral examination must be taken at the completion of all coursework with the approval of the Supervisory Committee and will be graded on a “pass/fail” basis. Before final approval of the MS Project is granted, the Supervisory Committee will schedule a public oral examination at which the candidate must defend the written version of their project satisfactorily. Students who receive a failing grade on their defense will be provided the opportunity to defend their project again in the semester following their first defense in order to meet committee-designed requirements to improve shortfalls. Students who fail the second oral defense will be dismissed from the program.

The candidate should submit an acceptable written draft of the MS Project to the Chair of the Supervisory Committee at least four weeks before the written scheduled examination. At least three weeks before the examination date, the remaining members of the Supervisory Committee should receive copies of the written document. An announcement should be distributed within the Department of Pharmacotherapy faculty and graduate students, College of Pharmacy and Health Sciences Center no less than one (1) week prior to your scheduled defense. The Department will help you to distribute notices, as well as room scheduling and other items that help your defense to proceed in a smooth manner. The form and distribution for the project results as well as the use of restricted data are determined by the Department of Pharmacotherapy and the MS Supervisory Committee. Project final format must be approved by the MS Supervisory Committee in conjunction with submission requirements for the journal to which the project results will be submitted for publication. As such, project final documents should be written and referenced in standard biomedical format, consistent with papers indexed in *Index Medicus*, since submission of project results for publication in a peer-reviewed professional journal is expected. Satisfactory completion of the public oral project defense will be reported to the Graduate School electronically by the Academic Program Manager. See Appendix I for the format and content for the Project Public Oral Defense announcement.

**PhD Dissertation Public Oral Defense**

All students must pass a Thesis Defense Final Oral Examination as conducted by their Supervisory Committee and reported to the Graduate School electronically by the Academic Program Manager. Before final approval of the thesis is granted, the Supervisory Committee will schedule a public oral examination at which the candidate must satisfactorily defend their thesis. Students who receive a failing grade on their defense will be provided the opportunity to defend their project again in the semester following their first defense in order to meet committee requirements to improve shortfalls. Students who fail the second oral defense will be dismissed from the program.

The candidate must complete an acceptable written draft of the thesis document, as agreed by a majority of the Supervisory Committee and the Chair of the Supervisory Committee, before the defense will be scheduled. The exam will be scheduled approximately four weeks after the committee has accepted the thesis for defense. At least three weeks before the examination date, the remaining members of the Supervisory Committee should receive written copies of the document. An announcement should be distributed within the Department of Pharmacotherapy faculty and graduate students, College of Pharmacy and Health Sciences Center no less than two (2) weeks prior to the scheduled defense date. The Department will help distribute notices, as well as with room scheduling and other items that help the defense to proceed in a smooth manner. See Appendix F for the format and content for the Dissertation Public Oral Defense announcement.
Professional and Scientific Writing

Students in the MS or PhD program must have effective professional and scientific writing skills to successfully complete their course work and thesis or project. Students entering the MS or PhD programs must have college level English writing competencies. Student whose writing competencies are deficient will be required to seek out assistance and resources to improve their writing skills. The university offers a free Graduate Writing Centers located at the Marriott Library http://writingcenter.utah.edu/Gradstudentservices.php. Students may also take writing courses or CECE writing courses at their own cost; credit received for developmental writing classes will not count towards degree requirements.

Application for Graduation

All graduate students must complete an application for graduate degree with the Registrar’s Office. MS students, should discuss the Application for Graduate Degree (http://www.sa.utah.edu/regist/graduation/Grad.htm) with the chair of their Supervisory Committee during the second year of graduate work for MS students. PhD students should discuss the Application for Graduate Degree with their Supervisory Committee Chair no sooner than the semester following the full approval of the project proposal by their Supervisory Committee. The application is due in the Graduate Records office one semester before graduation and no earlier than one year before graduation. Note that the Application for Graduate Degree is a process to initiate a review of degree requirement completion for graduation by the registrar’s office and is not an approval to graduate in the semester in which you apply. If you do not meet graduation requirements, you must resubmit the Application for Graduate Degree to be considered for Graduation in the following semester. The candidate is required to maintain a 3.0 or higher GPA in coursework listed on the Program of Study filed in the Electronic Graduate Record File.

Graduate Student Vacation Policy

Students who wish to take vacation or other time off must first check with the Academic Program Manager so that the policies below and proper University documentation of earned vacation occur. Graduate students will be provided with two weeks of vacation per year. Students must coordinate and obtain approval from their major advisor/faculty mentor on vacation timing and duration, and then seek approval from all principle investigators for research projects the student is engaged.

Students requesting a leave of greater than 2 weeks must submit a letter of request to the GPC via Tammy Garcia no less than 90 days in advance of the first day of leave. The letter should indicate the amount of time requested, the date range of the requested leave, why an extended period of time off is required. If the extended absence is for an internship, the student must include what he or she expects to gain from the internship in terms of career development/enhancement. All requests must also include documentation of approval from the student’s primary advisor, and should be cleared with the PIs of all projects in which the student is involved. Stipends will not be extended due to extended time off. Time off in excess of two weeks will be without pay. Supervisors and/or Principle Investigators may, but are not obligated to accommodate scheduling changes to allow the student to make up time.

Family Leave

Graduate students in good standing who need time off for care-giving of a newborn child can take a period of up to 12 weeks for a family leave of absence. The Department of Pharmacotherapy does not offer financial support to TA’s, GA’s, GF’s and RA’s on family leave. PIs and/or the Department have the option to accommodate schedules to allow the student to make up-time or agree to other agreements to lessen the financial impact for the student. It is the student’s responsibility to talk with the Graduate Coordinator and make arrangements for taking family leave.

Tuition Benefit Program and Tuition Differential

Matriculated graduate teaching assistant (TA), a graduate research assistant (RA), a graduate assistant (GA), or a graduate fellow (GF) who satisfies all eligibility requirements, e.g., registration hours, financial support,
service guidelines, etc. as set out in the Tuition Benefit Program (TBP) may qualify for tuition benefits under the general graduate tuition rate schedule. Students will be responsible to pay the tuition differential for courses that they take with a tuition rate schedule that exceeds the general graduate tuition rate schedule.

**Health Insurance**

Graduate students serving as a TA, GA, GF, or RA and eligible for 100% TBP are provided with subsidized health insurance through the Graduate School as part of the TBP. The TBP pays 80% of the premium and the student is billed for the remaining 20%, or if funds are available, the department may pay the remaining 20%. More about the health insurance coverage is at: [gradschool.utah.edu/tbp/insurance-information](http://gradschool.utah.edu/tbp/insurance-information)

**National Conferences and Meetings**

Graduate students in good standing may be given time off to attend up to 2 US professional meeting or conferences while receiving stipend as a TA, RA, GA, or GF, and with approval from their Thesis Committee chair and their funding PI(s). Because Department funding for meeting attendance is not guaranteed, it is the student’s responsibility to work with their Supervisory Committee chair and/or PI(s) to identify funding to assist them with the cost of attending the meeting.

**Student Code of Conduct**

Graduate students are expected to display professional and ethical conduct according to the University policy 6-400: Code of Student Rights and Responsibilities. (“Student Code”) [http://regulations.utah.edu/academics/6-400.php](http://regulations.utah.edu/academics/6-400.php) and Appendix G. Failure to adhere to the Code of Student Rights and Responsibilities practices may result in disciplinary action and possible dismissal from the program. Specific Student Expectations and Responsibilities have been developed for the PhD program and are included in Appendix H.
Appendices

Appendix A: Pharmacotherapy Faculty Eligible to Serve as Chair or Majority Member of Supervisory Committee

**MS Supervisory Committee**
- Tenure Track Faculty at any rank
- Clinical Track Faculty at the rank of Professor
- Research Track Faculty at any rank

**PhD Supervisory Committee**
- Tenure Track Faculty at any rank
- Research Track Faculty at any rank

Adjunct and visiting faculty can serve on committees, but are not considered majority.
Appendix B: MS Curriculum

**MS CURRICULUM (effective fall semester 2016)**

**MS in Health-System Pharmacy Administration (HSPA)**
(in conjunction with PGY1/PGY2 HSPA Residency Program)

**COURSEWORK:**
- Total required core course credits: 20
- Total minimum project research: 6
- Total minimum required elective credits: 6
- Total minimum credits to graduate: 32

<table>
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<tr>
<th>COURSE #</th>
<th>TITLE</th>
<th>CREDITS</th>
<th>OFFERED</th>
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<td><strong>FALL SEMESTER YEAR 1 (July to December)</strong></td>
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</tr>
<tr>
<td>PCTH 6910</td>
<td>Project Research: Masters</td>
<td>1-3</td>
<td>Fall</td>
<td>N. Nickman</td>
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<tr>
<td>PCTH 6920</td>
<td>Current Issues in Health Care Leadership</td>
<td>2</td>
<td>Fall</td>
<td>L. Tyler</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>3-5</td>
<td></td>
<td></td>
</tr>
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<td><strong>SPRING SEMESTER YEAR 1 (January to May)</strong></td>
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<td></td>
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<tr>
<td>PCTH 6891</td>
<td>Research Seminar II</td>
<td>1</td>
<td>Spring</td>
<td>N. Nickman</td>
</tr>
<tr>
<td>PCTH 6730</td>
<td>Operations Management</td>
<td>2</td>
<td>Spring</td>
<td>L. Fritz</td>
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<td>PCTH 6750</td>
<td>Accounting &amp; Financial Management for Pharmacy Leaders I</td>
<td>1</td>
<td>Spring</td>
<td>M. Katzourakis</td>
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<td><strong>SUMMER SEMESTER YEAR 1 (May to August)</strong></td>
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<td>PCTH 6755</td>
<td>Accounting &amp; Financial Management for Pharmacy Leaders II</td>
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<tr>
<td>PCTH 6940</td>
<td>Practical Skills for Health Care Leaders</td>
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<td>Summer</td>
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<td><strong>FALL SEMESTER YEAR 2 (August to December)</strong></td>
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<td>MUST HAVE SUPERVISORY COMMITTEE APPROVED</td>
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<td>OIS 6040</td>
<td>Data Analysis and Decision Making I (non-MBA on-line section)</td>
<td>1.5</td>
<td>Fall</td>
<td>D. Wardell</td>
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<td>Fall</td>
<td>D. Wardell</td>
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<td>Fall</td>
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<td>Survey of Hospital Pharmacy</td>
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<td>Electives (3 credits)</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>SPRING SEMESTER YEAR 2 (January to May)</strong></td>
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<td><strong>COMPREHENSIVE EXAM AND PREPARE FOR DEFENSE AND WRITING OF PROJECT PAPER</strong></td>
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<td>Spring</td>
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<td>Spring</td>
<td>N. Nickman</td>
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<tr>
<td>Electives (3-6 credits)</td>
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<td><strong>TOTALS</strong></td>
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</tbody>
</table>
ELECTIVES:

Electives have to be approved by your supervisory committee. Some suggested electives are below, but you can take any graduate-level elective (5000 and above) you wish with approval from your advisor.

<table>
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<tr>
<td>FPMD 6400</td>
<td>Public Health Policy and Administration</td>
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<tr>
<td>FPMD 6600</td>
<td>Social Context of Public Health</td>
<td>3</td>
<td>Spring</td>
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<tr>
<td>HEDU 6790</td>
<td>Health Service Administration</td>
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<tr>
<td>MDCRC 6150</td>
<td>Foundations in Personalized Health Care</td>
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<td>Spring</td>
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<tr>
<td>NURS 6772</td>
<td>Quality Improvement in Health Care</td>
<td>3</td>
<td>Spring</td>
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<td>PCTH 7150</td>
<td>Pharmacotherapy Outcomes Research I</td>
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<tr>
<td>SW 6202</td>
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**Statistics Alternative**

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<td>EDP5 6010</td>
<td>Introduction to Educational Statistics</td>
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Appendix C: MS Program Course Descriptions

**OIS 6040 Data Analysis & Decision Making I (1.5 credits): (non-MBA on-line section)**
This course will develop decision making abilities with data-analysis and decision models. Applications will be in the business functional areas. Students will use computers to solve business problems. Course topics will include advanced statistical analysis, regression models, decision analysis basics, and portfolio management.

**OIS 6041 Data Analysis & Decision Making II (1.5 credits): (on-line section)**
This course is a continuation of Data Analysis and Decision Making I. Course topics will include advanced regression, simulation, Bayes theorem and the value of information in decision analysis.

**PCTH 6730 Operations Management for Pharmacy Leaders (2 credits):**
The course will emphasize how to manage pharmacy distribution and clinical operations. Topics discussed will include analyzing process flow, measuring and improving performance, managing supply chain, contracting, and customer service. Organizational structure, strategic planning and goal setting, and benchmarking will be discussed. Using informatics, automation and technology to improve operations will be discussed. Implications of accreditation and regulatory issues will be addressed.

**PCTH 6735 Health Care Human Resources (2 credits):**
This course will begin with discussing how one manages one’s self. This will include discussing managing stress, emotional intelligence, and work styles. A variety of tools (e.g., Strength Finders, Meyers Briggs, Color Code) will be used to describe different workplace and leadership styles. The course will progress to discuss how to manage others by addressing topics such as: recruiting, retention, recognition, evaluation, employee actions, compensation, job descriptions, employee development, succession planning, and accountability.

**PCTH 6750 Accounting and Financial Management for Pharmacy Leaders I (1 credit):**
First course in the sequence will emphasize accounting principles and skills necessary for preparing budgets, analyzing income statements and balance sheets. Course will concentrate on pharmacy department accounting and budgeting issues.

**PCTH 6755 Accounting and Financial Management for Pharmacy Leaders II (2 credits):**
This second course in the series will build on the accounting principles in the first course and extend to overall hospital operations. Budgeting for capital, revenue cycle, and forecasting issues will be included. The course will progress to address the financial principles for pharmacy departments and health care organizations. Impact of health care reform on financial management will also be discussed.

**PCTH 6890 Journal Club Pharmacotherapy Outcomes (1 credit):**
Reports from current Pharmacotherapy Outcomes and related literature.
PCTH 6891 Research Seminar (1 credit):
Seminar on personal research or assigned literature surveys.

PCTH 6910 Project Research Masters (1-9 credits):
Research required for the MS in Pharmacotherapy Outcomes Research & Health Policy.

PCTH 6920 Current Issues in Health Care Leadership (2 credits):
Journal club reading contemporary articles and books on ethics related to HSPA and pharmacy leadership.

PCTH 6940 Practical Skills for Health Care Leaders (1 credit, must take at least 2 credits):
This course is offered in workshop format with rotating topics. Potential topics include facilitating meetings, negotiation skills, marketing, advocacy, team building, and conducting root cause and failure mode analyses relevant to medication safety initiatives.

PCTH 6960 Special Problems in Pharmacotherapy (1-3 credits): Independent study as requested by graduate student.
Appendix D: PhD Curriculum

PhD Curriculum – Approved by Department September 9, 2015

Pharmacotherapy Outcomes Research and Health Policy

COURSEWORK:  
- Total required core course credits: 46
- Total minimum thesis research: 21
- Total minimum required elective credits: 9
- Total minimum credits to graduate: 76*

*Student Tuition Benefit requires a minimum of 9 credit hours per semester; therefore, total credits may be more than the minimum.

Year One

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<td>Biostats I</td>
<td>3</td>
<td>McAdam-Marx</td>
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<tr>
<td>PCTH 7114</td>
<td>US Health Care Policy</td>
<td>3</td>
<td>McAdam-Marx</td>
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<td>PCTH XXXX</td>
<td>Scientific Communications I</td>
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<td>PCTH 7890</td>
<td>Research Seminar I</td>
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1st Year Spring

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<td>PCTH XXXX</td>
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*Offered every other year

Year Two

2nd Year Fall

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Approved 09/09/2015
### 2nd Year Spring

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### Year Three

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<td>PCTH 627X</td>
<td>Methods in Comparative Effective Research Lab</td>
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<td>FPMD 7310</td>
<td>Advanced Research Design</td>
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<tr>
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<td>Advance Statistics Class*</td>
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#### 3rd Year Spring

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### Year Four

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#### 4th Year Spring

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Advanced Statistics Course Options
(Must take at least 2 courses)

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<td>FPMD 6106</td>
<td>Categorical Data Analysis</td>
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<td>FPMD 7120 or MATH 610</td>
<td>Linear and Logistic Regression Models, or Linear Models</td>
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<tr>
<td>FPMD 6107</td>
<td>Survival Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PSY 6550</td>
<td>Structural Modeling</td>
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<tr>
<td>FPMD 7130</td>
<td>Longitudinal Data Analysis</td>
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*Electives must be 7000 level class approved by mentor/advisor.

Appendix E: PhD Program Course Descriptions

FPMD 6100 Biostatistics I (3 credits): Basic course in the use of statistical methods in the analysis of outcome studies and quality improvement.

FP MD 6101 - Data Analysis using SAS: This course will give the students skills in data preparation, management, processing, analysis and display using the SAS software system. It is focused on practical application and utilizes experiential learning.

FPMD 6106 Categorical Data Analysis (3 Credits)

FPMD 6107 Survival Analysis (3 Credits)

FPMD 6300 Epidemiology I (3 credits): Basic principles of epidemiology, with emphasis on determining causation of chronic disease. Fundamentals of epidemiologic study design and data resources.

FPMD 7100 Biostatistics II (3 credits): Course explores the use of statistical modeling of analysis of health and medical data. Expanding upon the foundation laid in Biostatistics I, this course focuses on the analysis of complex data using a variety of regression and analysis of variance techniques, including: linear regression, logistic regression, proportional hazards regression, Poisson regression, fixed effects analysis of variance, and repeated measures analysis of variance.

FPMD 7120 Linear and Logistic Regression Models (3 credits):

FPMD 7130 Longitudinal Data Analysis (3 credits):

FPMD 7300 Epidemiology II (3 credits): Intermediate and advanced principles in epidemiology, with emphasis on advanced designs (e.g. clinical trials, nested case-control, case-cohort, case-only, case-crossover), topics in statistical methods in epidemiology (e.g. survival analysis, categorical data analysis, multivariate models) and other topics.

FPMD 7310 Advanced Research Design (3 credits): This course is designed to teach you the rudiments of effective research. This course will combine lecture, seminar, and hands-on approaches. You will be responsible for choosing a topic for your thesis or dissertation, or some other research, and creating a proposal. You will also be responsible for obtaining and providing reviewer comments (i.e. student/peer comments) at different
points throughout the semester. You will learn methods of public health and clinical investigation. You will gain experience in identifying a research topic, preparing a research proposal, and presenting and defending a research plan. You will also gain experience in acting as a research collaborator and reviewer.

**MATH 6010 Linear Models (3 credits)**

**PCTH 6270 Methods in Comparative Effective Research (3 credits):** This course will focus on randomized and observational designs used for comparative effectiveness research. Design and statistical analysis will be framed in terms of counterfactual outcomes and required assumptions for causal inference (in conjunction with MSCI program).

**PCTH 627X Methods in Comparative Effective Research Lab (1 credit):**

**PCTH 7XXX Scientific Communication I (2 credits)**

**PCTH 7XXX Scientific Communication II (1 credit)**

**PCTH 7114 U.S. Health Care Policy (3 credits):** Profession of pharmacy, its position and purpose in the health care system, and its responsibility to patients discussed from both sociological and anthropological perspectives.

**PCTH 7115 Global Health Technology Assessment (1 credit):** Building on the US Health Care Policy course, this class will explore health care systems in other countries and regions around the world. The class will view a documentary video, update profiles of 4 countries, and then write a report comparing a country of their choosing to the US in a final report for the class. Meets with PCTH 7114.

**PCTH 7150 Pharmacotherapy Outcomes Research I (2 credits):** After the completion of this course, the student should be able to describe how the following terms pertain to the pharmacotherapy outcomes movement. Outcomes research: the scientific design, data collection and analysis of the end results of therapy. Outcomes management: a systematic approach to measure and analyze patient outcomes with the goal of improving the effectiveness and quality of care for a specific patient population. Outcomes measurement: quantitative results of individual patient treatment as part of routine clinical practice in order to assess indicators of care.

**PCTH 7750 Pharmacotherapy Outcomes Research II (3 credits):** This course provides hands-on training in decision and cost-effectiveness analysis using Microsoft Excel and TreeAge Pro Suite software. It is intended for those students who are interested in doing their own modeling. Topics to be covered include: how to create Budget Impact Models using Microsoft Excel; how to use TreeAge; how to conduct Decision Analysis using TreeAge: how to program Markov Models in TreeAge.

**PCTH 7860/7891 Research Seminar I and II (1 credit each):** Faculty and student forum for presentation of current scientific literature. This is a required course for PhD students X 4 semesters.


**PSY 6550 Structural Modeling (4 credits):**

Approved 09/09/2015
The Department of Pharmacotherapy Graduate

Program in Pharmacotherapy Outcomes Research

(Health System Pharmacy Administration)

Announces the

DOCTORAL DISSERTATION (MASTER OF SCIENCE

PROJECT) DEFENSE

of

(Student Name)

TITLE: (title of project/dissertation to be defended)

(Date)

(Time) (Location)

Committee Members
(Committee Member Name), Chair
(Committee Member 2 Name)
(Committee Member 3 Name)
(Committee Member 4 Name)
(Committee Member 5 Name)
Appendix G: Policies, Regulations & Best Practices

Policies, Regulations, and Best Practices for the Pharmacotherapy Graduate Studies programs and University of Utah Students and Faculty.

The following links point to the sites dealing with the University of Utah Policies. Included are the descriptions and purposes of the policy for convenience to the reader. Use the URLs for the policies to read and understand the complete policies. Much of the HIPAA and related Federal, state, and local institutional policies are covered in the CITI training required of students, faculty, staff, and others (e.g., visitors, guests, etc. who use University of Utah resources).

Policy 4-002: Information Resources Policy
http://www.regulations.utah.edu/it/4-002.html

“Purpose
Outlines the “University's policies for students, faculty and staff concerning the use of the University's computing and communication facilities, including those dealing with voice, data, and video. This policy governs all activities involving the University's computing facilities and information resources, including electronically or magnetically stored information. Every user of these systems is required to know and follow this policy.”

Policy 6-400: Code of Student Rights and Responsibilities (”Student Code”)
http://www.regulations.utah.edu/academics/6-400.html

“General Provisions
1. The Code of Student Rights and Responsibilities has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records.
2. The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.
3. Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibility represent the basis for the rights and responsibilities that follow. Participation in the University of Utah community obligates each member to follow a code of civilized behavior.
4. The purposes of the Code of Student Rights and Responsibilities are to set forth the specific authority and responsibility of the University to maintain social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time.”

Policy 4-001: University Institutional Data Management Policy
http://www.regulations.utah.edu/it/4-001.html

I. “Purpose and Scope
1. This policy applies to those official and/or authoritative data that are critical to the administration of the University, regardless of whether the data are used or maintained by administrative, health sciences, patient care, or academic units. While these data may reside in different database management systems and on different machines, in aggregate
they may be thought of as Institutional Data. This Policy does not apply to data acquired or maintained by University personnel primarily for purposes of conducting academic research, and reference should be made to other University Policies regarding maintenance and use of such data, including those in Part 7 of the University Policies.

2. This policy describes general principles of management, security, and access that should be applied in order to maintain the value and guarantee effective use of Institutional Data and Information.”

Policy 6-316: Code of Faculty Rights and Responsibilities
http://www.regulations.utah.edu/academics/6-316.html  “Section 1.

General Provisions

A. The document which follows is a code of responsibility adopted by the faculty of the University of Utah.

1. For the purposes of this document, the expression "the university" refers to the University of Utah, an institution of higher learning and research, chartered by the State of Utah and governed under the authority of a Board of Trustees and the State Board of Regents. It is a corporate entity, consisting essentially of a faculty, a student body, and an administration. Thus, when reference is made to the university, it should be understood that, as the context indicates, either the corporate entity itself or a designated element of it is intended.

2. The university is not just a corporate body created by operation of law. It is also a community of people associated in activities related to thought, truth, and understanding. It must therefore be a place where the broadest possible latitude is accorded to innovative ideas and experiments, where independence of thought and expression are not merely tolerated but actively encouraged. Because thought and understanding flourish in a climate of intellectual freedom; because the pursuit of truth is primarily a personal enterprise, a code of faculty responsibility must be strongly anchored to principles of intellectual freedom and personal autonomy. This code should be interpreted and applied with these principles firmly in mind.”

Policy 5-107: Sexual Harassment and Consensual Relationships
http://www.regulations.utah.edu/humanResources/5-107.html

1. “Purpose

1. To define sexual harassment at the University of Utah. This policy also identifies which consensual relationships are prohibited and what actions should be taken to resolve such situations.”

Other Applicable Federal and State of Utah policies which underpin those of the University of Utah and this handbook are the following (without URLs).

2. Utah Code Ann. § 76-6-703: Utah Computer Crimes Act
3. Utah Code Ann. § 76-10-1801: Communications Fraud
5. Federal FERPA Act
Federal Sarbanes-Oxley
Appendix H: PhD Student Expectations and Responsibilities

The purpose of the PhD program is to train students with the skills necessary to become independent investigators in the field of pharmacotherapy outcomes research. The following outlines the expectations for graduate students in our program.

Students are expected to:

• Accept primary responsibility for the successful completion of his or her degree. Students will meet minimum expectations for academic performance and complete all requirements for the degree as outlined in the graduate student handbook.

• Produce research that is timely, relevant, methodologically sound, and adheres to the highest standards of academic integrity. Students will strictly adhere to the University’s policy on academic integrity. The University of Utah’s Code of Student Conduct can be found at [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html). Students found to be in violation of these policies may face disciplinary action at the Department, College, or University level.

• Work independently to acquire or refine skills necessary to become an independent investigator. The required didactic coursework provides a basic foundation in the theory and practical conduct of pharmacotherapy outcomes research. Students are expected to seek the additional training and skills through elective credits and independent learning necessary to successfully complete thesis research and develop an area of specialized expertise.

• Meet regularly with his or her research advisor to provide updates on thesis progress. Students accept responsibility for scheduling meetings with his/her research advisor and committee, providing timely progress reports, and seeking input on thesis research.