



UNIVERSITY OF KANSAS SCHOOL OF PHARMACY

PROFESSIONAL DEVELOPMENT PROGRAM



KU SCHOOL OF
PHARMACY
The University of Kansas

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KU School of Pharmacy – Professional Development Program Handbook

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Professional Development

definition

“Process of improving and increasing capabilities of individuals through access to education and training opportunities in the workplace, through outside organization, or through watching others perform the job.”

Background

The goal of the Professional Development Program is to provide students with learning activities and experiences that occur outside of the classroom to facilitate professional development.

What does this really mean and how does it affect you as a student in the PharmD program?

This program is ALL ABOUT YOU! It allows you to stretch and learn to assess your own knowledge, skills, and behaviors that enhance your competence as a health care professional and it allows you to do all this in a safe environment.

While yearly completion is a programmatic requirement, there is no grade assigned to this work, YOU will be the one to benefit from the work and dedication.

It might not be clear to you early on just how this will benefit you, but IT WILL!

- Successfully mastering the process of setting SMART goals and the ability to write meaningful reflections will give you the “edge” in preparing for job interviews, residency interviews, as well as help you acclimate to a new position after graduation.
- The professional development skills you learn and hone throughout your time in Pharmacy School will be applicable and used throughout your professional career.



Program Facts

- Professional Development activities will allow students to apply the programmatic learning outcomes (CAPE) of:
 - Cultural sensitivity
 - Innovation and Entrepreneurship
 - Leadership
 - Professionalism
- Our accrediting body, ACPE, mandates that we expose students to opportunities outside the classroom in which they can develop on both a personal and professional level.

Quotes About the Program

“The Professional Development Program is developmental, transformative, and future-focused. It is also experiential, offering authentic, hands-on opportunities to hone skills, put ideas into practice, and showcase achievements of potential interest to employers.”

“Students need to acquire core skills; but they also want to build their own education. That is what a professional development program provides. For many students, it is the professional development program that most offers the most interesting, compelling, and institutionally-defining educational experiences.”

Essential Concepts to Understand

- The purpose of the Professional Development Program is to help you become better health care professionals.
- The activities you complete will be outside of the classroom and are intended to give you opportunities to acquire and enhance skills/knowledge that will allow you to grow and develop as a professional.
- Essential Concepts:

Essential Concept 1 - Before you write a SMART Goal, you need to understand the intended purpose of each of the learning outcomes (CAPE) addressed in this program so you can craft an impactful and applicable goal.

- **Cultural Sensitivity** - To develop and enhance awareness of how patient healthcare access, experiences, and outcomes are determined by factors related to culture and cultural identity (e.g., race/ethnicity, gender, socio-economics, disabilities, etc.).
- **Innovation & Entrepreneurship** - To develop and enhance the leadership skills required to facilitate and empower effective and cohesive working relationships at all levels of an organization and with external partners.
- **Leadership** - To develop and enhance the ability to think creatively in all areas related to pharmacy business practices and processes.
- **Professionalism** - To develop and enhance professional skills and knowledge to better provide service to others through the profession of pharmacy as defined in the [Oath of a Pharmacist](#).

Please see [CAPE Outcomes](#) for complete details.

Essential Concept 2 - Review your SMART Goals Before Selecting Activities

- You are required to write four SMART goals, one for each of the four learning outcomes (see above).
- You must select activities which will help you to realize your SMART goals.
- You must choose an activity with the appropriate learning outcome that allows you to articulate how your participation impacted your SMART goal.

Essential Concept 3 – Write a meaningful professional level reflection

- To write a quality and meaningful reflection, you must understand the learning outcomes and have chosen appropriate and relatable activities.

Program Description

How do I complete the Professional Development Program?

Here are the basics:

- This year you will develop 4 **professional** SMART goals.
- By **October 3, 2022**, you will have met with your faculty advisor. During this meeting you will review and discuss your goals, making any necessary adjustments or enhancements. Failure to meet this deadline will result in academic probation for the fall semester and a remediation assignment to be completed over winter break.
- You will attend 4 approved Professional Development activities (one in each of the CAPE outcomes). Remember to review your SMART goals when choosing events to attend, the events you choose should be relatable to at least one of your SMART goals.
- After attending the required activities, you will write a reflection for each of your 4 professional SMART goals, incorporating a minimum of one activity into each reflection including how that event helped you to assess your knowledge, skills, behaviors, development, and progression as a professional.
- SMART Goals, a completed activity list, and completed reflections are to be entered into the PDP web portal PRIOR to your final meeting with your advisor.
- Upon completion of the above steps, you will schedule a second meeting with your advisor to review your goals and reflections, and progress during the academic year. You must meet with your advisor **prior to April 28, 2023**.
- The above assignments will be collected in the online web portal. Paper copies and work completed in other files is unacceptable. All work must be entered in the PDP web portal.
- All program requirements are due by **April 28, 2023**. Failure to meet this deadline results in academic probation and summer remediation projects.



Program Breakdown

STEP ONE: Each year you will develop 4 professional SMART Goals

What are SMART GOALS and how do they differ from general goals?

A goal can be an objective that you set for yourself. They may be small (waking up an hour earlier than you normally do) and they can be larger (I want to earn a promotion). Having goals in general is beneficial to some degree but setting general goals can have some drawbacks. For one, they are often arbitrary, meaning that even if you achieve your goal, it may not really end up providing any significant benefit to your life. Or they may not be realistically achievable. This can leave people frustrated and disappointed. If too large or vague, it can be difficult to stay motivated especially if you do not have a way to measure your progress. Finally, if you do not set a specific timeframe in which to achieve your goal, they can end up in a state of limbo.



SMART goals are different... (but in a good way)

SMART are goals which are specific, measurable, achievable, relevant, and time-bound (S-M-A-R-T).



Advantages of using SMART goals over traditional goals include:

- They aren't vague (vague goals are ignored goals)
 - Because of the specificity, you can know right away if you're on track or if you need to make modifications to your activities to accommodate the goals
- Plans are incorporated
 - A goal with specific details will necessitate planning how to achieve them
- Progress is easy to monitor
- Quicker to identify missed targets
 - Since progress can be monitored, when targets are missed it's easier to react quickly and make necessary changes.
- With specific details, it's easier to visualize what success will look like
- Because large goals seem insurmountable, breaking them down into smaller, more specific changes makes change easier.
 - Take bites out of the elephant instead of eating it all at once

Some tips for success...

- Focus on process goals instead of just an outcome. Focusing on an outcome gives you a target, but it doesn't address how you will reach the goal.
- Work on changing behaviors and habits.

- For sustained lifestyle changes, feel free to set long-term goals to keep the big picture in mind. However, break down the long-term goal into a series of smaller short-term goals to track progress and keep yourself motivated.
- Remember that someone else's goals are not your goals. Your goals must be meaningful and attainable for you.
- Accept that sometimes things happen and failing to reach a goal is part of the learning process. Do not beat yourself up and instead evaluate your progress and your goals to see whether you missed a SMART criterion or step. Simply readjust your goals and jump back in.
- Don't set yourself up for failure by taking on too much or setting an unattainable goal.

You will create professional goals for the PDP. Let's look at some Professional SMART goal examples...

Professional SMART Goal Example #1:

Draft Goal:
Get good grades

SMART Elements	Answers:
Specific	in all of my pharmacy school courses
Measurable	earn at least a B average
Attainable	study 2 hours each day, go to instructor office hours, use the Rho Chi tutoring service, and find friends to study with
Relevant	progress and ultimately graduate from pharmacy school
Time-Based	by December

Obstacles:	Solutions:
finding time to study, working too many hours, not knowing anyone	reduce spending so I can work less, commit extra time to studying, join a student organization to make friends

SMART Goal
By December, earn at least a B average in all of my pharmacy school courses by studying at least 2 hours each day, going to instructor office hours, using the Rho Chi tutoring service, and finding friends to study with so I can continue to progress and ultimately graduate from pharmacy school.

Professional SMART Goal Example #2:

Draft Goal:
Learn about pharmacy residencies

SMART Elements:	Answers:
Specific	expand my understanding of the benefits and requirements of a postgraduate pharmacy residency
Measurable	help decide if I want to pursue one
Attainable	attend residency club meetings or other seminars describing residencies
Relevant	further my personal career goals
Time-Based	before March

Obstacles:	Solutions:
not knowing when or where residency club meets, finding time to attend	find contact information by asking in Dean's office or looking at School's website

SMART Goal:
Before March, expand my understanding of postgraduate pharmacy residency benefits and requirements by attending residency club meetings or other seminars describing residencies so I can better decide if pursuing one will further my personal career goals.

Professional SMART Goal Example #3:

Draft Goal:
Practice patient counseling

SMART Elements:	Answer:
Specific	counsel patient on a new prescription drug
Measurable	at least 15 patients
Attainable	using the format taught in school (i.e. open-ended questions, etc.) at either the pharmacy I work at or during my IPPE rotation site
Relevant	I want to be confident that I have learned this important pharmacy skill
Time-Based	by July

Obstacles:	Solutions:
access to patients, supervision by a pharmacist, time at work, nervousness about speaking with patients	Tell pharmacist preceptors my goal, write note on all new prescription bags that I want to counsel, review my notes and practice on friends/family

SMART Goal:
By July, counsel at least 15 patients on a new prescription drug using the format taught in school (i.e. open-ended questions, etc.) at either the pharmacy I work at or during my IPPE rotation site, so I can be confident that I have learned this important pharmacy skill.

Professional SMART Goal Example #4:

Draft Goal:
Understand social and cultural influences on healthcare

SMART Elements:	Answer:
Specific	develop an understanding of health care needs and health disparities of diverse populations
Measurable	volunteer 4 hours per week at the JayDoc Free Clinic
Attainable	take medication histories, dispense drug samples, enroll patients in medication assistance programs, work with both medical and nursing students
Relevant	learn to develop treatment plans that take cultural diversity into account
Time-Based	by May

Obstacles:	Solutions:
time, transportation, lack of drug knowledge, lack of confidence around patients/co-workers	work extra weekend shifts to free every Wednesday for volunteering, ask a friend to volunteer with me so we can drive together and help me feel more confident, just do it!

SMART Goal:
By May, develop an understanding of health care needs and health disparities of diverse populations by volunteering 4 hours per week at the JayDoc Free Clinic where I will take medication histories, dispense drug samples, enroll patients in medication assistance programs, and work with both medical and nursing students to develop treatment plans that take cultural diversity into account.

Now let's practice writing your first Professional SMART Goal using the following TEMPLATE:

Professional SMART Goal

Draft Goal:

SMART Elements:	Answers:
Specific	
Measurable	
Attainable	
Relevant	
Time-Based	

Obstacles:	Solutions:

SMART Goal

STEP TWO: Meet with Your Advisor

Your advisor is your greatest ally!!!

- You have been matched with a faculty advisor to help you navigate the journey of Pharmacy School. These individuals are a wealth of knowledge and advice.
- **Come to your meeting prepared! Have a personal agenda. Write down some questions and have your goals completed with some discussion points.**
- Some faculty share freely, and others may wait for you to prompt the conversation, either way, use this valuable tool.
- Your advisor should review your SMART goals and may make suggestions on how to reframe your goals to help you achieve success.
- Their role is to advise, help and encourage you with their unique perspective and experience.
- Be sure to ask for clarification and communicate your long-term goals so they can provide the greatest assistance.
- Your faculty advisor will send email confirmation that the first required meeting has occurred.



IMPORTANT

Writing your 4 SMART goals and meeting with your faculty advisor is to be completed by **October 3, 2022** in order to keep you on track for the ultimate **April 28, 2023** deadline. PLAN AHEAD, schedule your meeting ASAP.

STEP THREE: Attend activities/events that have been approved and are located on the Approved Activities list.

You MUST complete a *minimum* of one (1) activity from each required category:

- Cultural Sensitivity
- Innovation & Entrepreneurship
- Leadership
- Professionalism

You are certainly encouraged to attend additional events.

If you would like to attend an activity/event that is not currently on the approved list, you can submit an “Activity Approval Form” found in the online web portal. The request will be reviewed by the Professional Development Committee. The committee will determine if the requested activity/event meets the established criteria as outlined by our accrediting body. It is best to be as thorough as possible in the submission description and clearly state how the activity/event maps to the outcome (professionalism, leadership, innovation and entrepreneur, and cultural sensitivity). Requested submissions must be received at least 7 business days prior to the event – no “after the fact” or retroactive events will be approved.

Interesting Fact:

The Self Awareness outcome is covered by: 1) The completion, reflection, and review of your SMART goals and 2) By attending the required meetings with your advisor.

Check the Approved Activities List often for new and interesting approved events....

Activity ↑ ▾	Learning Outc... ▾	Description ▾	Date(s) ▾	Location/URL ▾	Time(s) ▾	Eligibility ▾
1 Million Cups (Innovation/Entrepreneurship)	Innovation & Entrepreneurship (4.3)	A weekly event for local entrepreneurs to meet and present their businesses to the	4/20/22 - 4/27/2022	Lawrence, KS - Public Library - Auditorium Room - 707 Vermont Street	9:00 - 10:00 a.m.	P3, P2, P1
A Conversation about Domestic Violence (Cultural Sensitivity)	Cultural Sensitivity (3.5)	October is Domestic Violence Awareness Month (DVAM), and since the first DVAM was	10/19/21	School of Pharmacy - Lawrence, KS	n/a	P3, P2, P1
A Conversation about Domestic Violence (Leadership)	Leadership (4.2)	October is Domestic Violence Awareness Month (DVAM), and since the first DVAM was observed in October 1987, these	10/19/21	School of Pharmacy - Lawrence, KS	n/a	P3, P2, P1
ACCP Clinical Research Program (Leadership)	Leadership (4.2)	The clinical research challenge is open to P1s and P2s, Students will team up in groups	1/27/2022	Zoom - Meeting ID: 912 9930 3010 Password: 806461	4:30 - 6:00 p.m.	P2, P1

STEP FOUR: Complete reflective writings for EACH of your four SMART Goals

Reflective writing is used to:

- Promote self-awareness and dialogue between students and advisors
- Expand knowledge base in pharmacy
- Help you identify successes as well as areas that may require additional focus or attention
- Process (reflect) and “make sense of” the experiences both outside the profession as well as related to pharmacy by providing a forum to discuss feelings and thoughts in relationship to activities/experiences
- Acknowledge changes in clinical performance/personal growth during, as well as following, the activity/experience.
- Develop critical thinking skills used to analyze and to integrate clinical concepts to practice
- Increase observational, assessment and recording skills.

Life can only be understood backwards; but it must be lived forwards.

Reflective writing is not:

- Pouring out everything you think and feel in a totally unstructured way
- Just conveying information, instruction, or argument
- Pure description, though there may be descriptive elements
- Straightforward decision or judgement (e.g., about whether something is right or wrong, good, or bad)


Advice for writing good reflections:

- Reflective writing requires a clear line of thought, use of evidence or examples to illustrate your reflections, and an analytical approach.
- Describe a connection between the experiences and your SMART goal.

- Consider using a WOW reflection approach
 - Describe: (W)hat
 - What happened exactly when you tried to carry out your goal? Set the scene for us. What did you do? Who else was involved?
 - **Describe at least 1 unique event you attended and how it related to the SMART goal.**
 - Analyze: s(O) what
 - How did you react to the experience?
 - Why did you react that way? Be analytical (soul searching)
 - Conclude: (W)hat next
 - Do you feel you accomplished the goal (yes/no)? Give your reasoning!
 - How can you take what you learned from these experiences and apply it to future goals?



Important guidelines for reflections:

Expectations:	Guideline:
Professionalism	<u>Reflection entries may contain confidential information</u> to be shared between you and your advisor and should be treated as such. Use only the initials of fellow students or patients who are referred to in your reflection entries.
Completeness	You must complete 4 reflections: one for each of your 4 SMART goals (professionalism, leadership, innovation and entrepreneur, and cultural sensitivity).
Describe Your Experiences 	Each SMART goal should be evaluated by reflecting on at least one of the activities/experiences attended. <ul style="list-style-type: none"> • How did the activity attended help you to achieve your goal, better understand a concept, help you identify areas of improvement, possible ways to reframe your goal, etc.?
Timeliness	Reflections should be written in a timely manner, complete soon enough to prevent forgetting of events and their meanings while allowing sufficient time for reflection.

STEP FIVE: Meet with your advisor a second time.

Note: Your reflections (STEP FOUR) must be written BEFORE this meeting!

- Upon completion of all required activities/events and reflections, and prior to the **deadline of April 28, 2023**, you will meet with your faculty advisor to review your completed reflections.
- Your advisor may suggest/require further reflection or explanation.
- After your advisor determines that you have completed the requirements to a satisfactory degree, they will send verification to the Dean's Office that you have completed all professional development requirements for the current academic year.
- You are done!



Completion of the Professional Development Plan is a programmatic requirement.

You must complete the activities and documentation each year through your P3 year. If ALL components of the program (SMART goals, first advisor meeting, all required activities/events, reflections, and final advisor meeting) are not completed by the deadlines noted and all components are not completed thoroughly and at a professional level by the **April 28, 2023 deadline**, you will be considered noncompliant and will be required to complete a series of remediation assignments throughout the summer.



TIPS for SUCCESS

- Schedule the required meetings with your advisor ASAP. The first meeting is to take place by **October 3, 2022** so reach out with an email requesting a meeting. This will help you pace completion of the steps avoid last minute frustrations.
- Assign yourself a certain number of activities/events to attend each month. Review your exam schedule and try to attend activities/events when you have more time to focus on the content.
- The **April 28, 2023** deadline comes quickly after returning from Winter Break. Set an auto reminder to schedule the second appointment with your advisor immediately upon return from break to avoid forgetting.
- Remember.... your advisors are very busy individuals, they will make every attempt to work with you to identify a time to meet that is workable for both of you. However, if you wait to the last minute, you run the risk of meeting times being unavailable and this is not a valid excuse for not meeting the deadline.

IMPORTANT DEADLINES

- **October 3, 2022** – first advisor meeting (SMART goals completed) due
- **September to April** – complete 4 activities (1 from each of the 4 CAPE Outcome categories)
- **April 28, 2023** – second advisor meeting has been attended (reflections completed)

Final Note:

I want you to be successful and to discover the real benefits to mastering the skill of setting SMART goals. I can assure you this skill will be used often throughout your professional life. Mastery of this process can and will set you apart from others, whether applying for a job, a residency, or as an employee. It will help you to continue to grow both personally and professionally.

I am here to help you in any way I can. Please feel free to come by and introduce yourself, discuss your concerns about the Professional Development program, and to share your successes!

I look forward to working with all of you this coming year!!!!

Dean Holcomb
Room 2050-J
cholcomb@ku.edu
785-864-2293

