



Essential Capacities Policy

ED.PE.pol.24

<ul style="list-style-type: none"> Policy Statement Reason for Policy Procedures Forms/Instructions Appendices Frequently Asked Questions Contacts Definitions Responsibilities Related Information History 	<p>Effective: Fall 2023</p> <p>History:</p> <ul style="list-style-type: none"> ● Approval Date: 4/28/23 ● Replaces version dated: August 2020 ● Timeline for Updating: 3 yr <p>Date of future review: March 2026</p> <p>Owner: Associate Dean of Professional Education</p>
--	---

Policy Statement

Essential capacities are characteristics for admissions, continuing enrollment, and graduation that are essential for participation in a program of study. Primary purposes for essential capacities are to provide:

- A baseline for all students to know and understand the skills, knowledge, and abilities necessary for full participation in the program
- An awareness of the essential capacities that must be met with reasonable accommodations, if needed, for students with disabilities
- A consistent framework for exploring reasonable accommodations as a supplement for meeting essential capacities for students enrolled in the program who are struggling with non-academic issues



Candidates for the Doctor of Pharmacy degree at the College of Pharmacy (COP) must independently demonstrate abilities and skills in the areas listed below. As agreed upon using an interactive process by the [University of Minnesota Disability Resource Center](#) (DRC), the student, and the COP, reasonable accommodations may be used to meet the Essential Capacities.

I. Perception/Observation: The candidate must be able to accurately observe people, interactions, and the quality of medication products, which requires the functional use of visual, auditory, and somatic senses. Specifically, students must be able to observe educational offerings, including live and captured lectures (including visual and audio content); laboratory demonstrations; discussions; small group sessions; team-based learning sessions; individual learning activities; clinical activities, including patients and simulated patients; computer programs; and videos. The ability to observe the quality of pre-manufactured and compounded medications is essential to students' success within the program. If a student's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

II. Communication: The candidate must be able to speak, read, and write clearly in English, such that they can access information from educational offerings; demonstrate understanding of verbal and non-verbal communications from patients, caregivers, instructors, and colleagues; create rapport; develop therapeutic relationships; and clearly communicate in written and verbal formats with instructors, patients, and family members, as well as all members of the healthcare team, government authorities, and other partners in pharmacy practice. In responding to emergency situations in the clinical setting, candidates must be able to receive, understand, and convey information essential for the safe and effective care of patients and minimize risks to patients and members of the healthcare team in a clear, unambiguous, sensitive, professional, and timely fashion.



III. Motor: The candidate must have the coordination of muscular movement necessary to prepare all forms of medications orders, use diagnostic equipment for patient assessment and other equipment routinely used in practice, and directly deliver patient therapies (e.g. immunization injections) within an appropriate time frame. The candidate must have the ability to move equipment and supplies according to the practice setting.

IV. Intellectual: The candidate must be able to acquire, measure, evaluate, and synthesize observed, written, verbal, and quantitative information to make timely decisions using sound judgment in an efficient manner. The candidate must be able to solve problems in a time period deemed professionally appropriate for the situation by COP instructors and preceptors. The candidate must, both independently and collaboratively, demonstrate clinical reasoning by integrating, analyzing, and synthesizing data in settings where there may be a high level of stress, distraction and new or changing information.

V. Behavioral / Social: The candidate must possess the emotional health required for full use of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients. Emotional health is also required for the development of mature, sensitive, and effective relationships with fellow students, instructors, staff, clinical preceptors and other health professionals. Due to the uncertainties inherent in the healthcare system and the clinical problems of many patients, the candidate must be able to adapt to changing environments that require handling of different levels of stress due to the physically and mentally taxing workload, and the need to display flexibility. Compassion, integrity, concern for others, interpersonal skills, professional behavior, and motivation are all qualities that are expected during the education process. The candidate must be able to demonstrate ethical and moral behaviors commensurate with the role of a pharmacist in all interactions with peers, instructors, staff, and the public. The candidate is expected to understand and abide by the UMN [Student Code of Conduct](#), [COP System of Integrity](#), and legal and ethical standards of the practice of pharmacy. Self-awareness, accurate self-



appraisal, the ability to seek help when needed, and effective incorporation of feedback are needed for success in the program and as a pharmacist.

All students are required to attest to being able to meet the Essential Capacities according to the Essential Capacities [Procedure](#), prior to matriculation and annually. Reasonable accommodations will be provided in accordance with [University policy](#), guidelines and applicable law.

Individuals who are deemed unable to meet these Essential Capacities will not be eligible for admission. Current students who are not able to meet these standards may be subject to dismissal for failure to make adequate academic progress towards the established Essential Capacities. Applicants or students matriculating in the program who have questions or concerns about their ability to meet these standards are encouraged to contact the Director of Student Services, their advisor, and/or the DRC for a confidential discussion.

If an instructor has a concern that a student is not meeting the Essential Capacities, they should contact the Associate Dean of Professional Education. If a preceptor has a concern that a student is not meeting the Essential Capacities, they should contact the Experiential Student Success Director. The administrator will consult with the DRC access consultant, if needed. The Academic Standing Committee may be consulted to assess the situation and make recommendations as to whether the student can meet the Essential Capacities in question with or without reasonable accommodations. Students must be able to meet each of the Essential Capacities with or without reasonable accommodations, in order to matriculate, progress and graduate from the program. Students have the right to appeal any decisions made as articulated in COP and University policies.

Attestation/meeting the Essential Capacities, should not be interpreted as being eligible for intern registration or pharmacist licensure.



Reason for Policy

The COP strives to graduate competent pharmacists who will be best able to serve the needs of society. As such, the Doctor of Pharmacy program and subsequent licensure as a pharmacist requires a certain level of cognitive, behavioral and technical skills and ability intrinsic to the pharmacy profession. Pharmacy students must possess physical, mental and emotional capacities, beyond their scholastic accomplishments, to meet the full requirements of the COP's curriculum and to graduate as skilled and competent pharmacists.

Based on these requirements, students admitted to schools of pharmacy are required to affirm that they have reviewed, understand, and agree that they are capable of meeting the school's essential capacities with or without reasonable accommodations and to reaffirm they are capable of continuing to meet these standards during the program. Specifically, essential capacities intend to articulate the necessary skills and abilities every student needs to satisfactorily matriculate, progress through the curriculum and meet the requirements for graduation from the professional pharmacy program. Essential capacities refer to criteria that go beyond academic requirements for admission (e.g., GPA, reference letters, essays) and are essential to meeting the degree requirements of the program. In addition, these essential capacities apply to both the academic environment and the clinical setting.

The COP is committed to providing equitable access to all students, including those with disabilities, and working to identify appropriate accommodations in accordance with University policies and state and federal laws.

Procedures

- [Essential Capacities Attestation and Assessment Procedure](#)



Forms/Instructions

- Attestation Form

Appendices

- None

Frequently Asked Questions

- None

Contacts

Name	Email
Jeannine Conway, Associate Dean of Professional Education	pluha003@umn.edu
Laura Palombi, Associate Dean of Students	lpalombi@d.umn.edu
Peter Haeg, Director of Student Services	haegx002@umn.edu
Raquel Rodriguez, Experiential Student Success Director	rodre001@umn.edu
Sohail Akhavein, Disability Resource Center Liaison, TC	akha0006@umn.edu
Disability Resource Liaison, Duluth	umddr@d.umn.edu



Definitions

Attestation

A declaration or certifying that the statement is true and correct.

COP

College of Pharmacy

DRC

Disability Resource Center. This term is inclusive of the Twin Cities Disability Resource Center and Duluth Disability Resources.

Essential Capacities

Define a set of skills, abilities and characteristics a person is required to possess in order to matriculate into, progress through and/or graduate as part of an educational or training program. College of Pharmacy Essential Capacities include perception/observation, communication, motor, intellectual and behavioral/social capacities.

Reasonable Accommodations

See the [Disability Resource Center Website](#) for discussion of reasonable accommodations.

Responsibilities

Students

- Carefully assessing if they can or cannot meet the stated Essential Capacities
- Reviewing and attesting to the Essential Capacities prior to matriculating into the program and on an annual basis prior to the start of the academic year
- Discussing the potential need for reasonable accommodations in order to be able to meet the Essential Capacities with the Director of Student Services and/or DRC Access Consultant
- If pursuing accommodations, registering with the DRC on the respective



campus and completing the full process, described by the DRC

Instructors/Staff/Preceptors

- Consulting the Essential Capacities Policy
- Complying with the [University policy](#) on discrimination
- Ensuring objectives of courses and details of the activities identify the essential capacities required (e.g. time needed for a task)
- If an instructor believes an essential capacity cannot be met by an individual student, they should discuss with the student, if possible, or discuss with the Associate Dean of Professional Education

Associate Dean of Professional Education

- Writing and updating the Essential Capacities Policy, in consultation with appropriate parties
- Ensuring the Essential Capacities Policy complies with appropriate University policies and federal and states laws
- Ensuring the policy, procedure(s), and related Essential Capacity and accommodation documentation are in alignment

Related Information

- [Students with Disabilities Policy](#)
- [Students with Disabilities Procedure](#)
- Accreditation Council for Pharmaceutical Education [Standard 14.6](#) on Disability Accommodation, which states: “The college or school provides accommodations to students with documented disabilities that are determined by the university Disability Office (or equivalent) to be reasonable, and provides support to faculty in accommodating disabled students.”



History

Effective: Spring 2023

Amended:

Previous versions: [link to folder](#)