**Syllabus:** Special Topics in Pharmacy Technician/Assistant
**Course Number:** PHRA 1391
**Semester & Year:** Spring 2014

**Instructor Information**

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and office for current office hours by appointment.

**Textbook Information** (Required):

* The Pharmacy Technician- Foundation and Practices by Mike Johnston, CPhT.

ISBN # 9780132283090

* The Pharmacy Technician: Foundations and Practices Lab Manual and Workbook

by Mike Johnston, CPhT. ISBN# 9780132282918

**Course Description**

Incorporates the most current, relevant information, skills, tasks and procedures pharmacy technicians need to function in both community and institutional pharmacies.

**Student Learning Outcomes for the Course**

Upon successful completion of the course, the student will be able to:

1. Interpret medical and pharmaceutical abbreviations and symbols used in processing prescriptions in a community pharmacy
2. Summarize the importance of environmental, pharmacy, and personal safety standards
3. Utilize information technology
4. Demonstrate the procedures and work flow operations relating to processing prescriptions and preparing medications in an ambulatory setting
5. Explain the purpose and reason for compounding prescriptions
6. Discuss the basic procedures involved in compounding
7. List and describe the equipment, supplies, and facilities required for compounding
8. List the major dosage forms used in compounding
9. Discuss the considerations involved in flavoring a compounded prescription
10. Define aseptic compounding and explain the need for sterile products.
11. Distinguish and explain the various parenteral injection routes of administration.
12. Explain why it is important that the parenteral administration route must be sterile or prepared aseptically.
13. Describe the two main types of venous access.
14. Determine which types of parenteral administration must be preservative free.
15. Describe the three methods of intravenous infusion.
16. Explain the purpose of USP 797.
17. Describe the difference among classes of ISO air environments.
18. Explain the importance of aseptic technique in compounding.
19. Describe the difference between an ante area and a buffer area.
20. Define primary engineering control and give at least three examples.
21. Define needle and syringe and which parts of each must remain sterile.
22. Explain the importance of and demonstrate proper dressing and hand washing procedures.
23. Describe how to properly swab objects with alcohol and use syringes, needles, and vials.
24. Demonstrate how to reconstitute a powder in a vial.
25. Explain the methods for removing air bubbles from syringes, using transfer needles, and using ampules.
26. Demonstrate how to remove fluid from an ampule.
27. Discuss the proper steps for preparing a sterile dosage form.
28. Explain why a patient receives a TPN.
29. List the additives used in making a TPN.
30. Explain why the ingredients are necessary in a TPN.
31. Describe how to admix a TPN.
32. Explain safety procedures for handling chemotherapy agents.
33. List the hazards involved with preparing chemotherapy agents.

**Student Requirements for Completion of the Course**

 Students must complete assigned homework, quizzes, and exams with an average of 70% or greater.

**Student Assessment**

**Student’s final grade for the semester will be determined by the following:**

| Activity | Percentage |
| --- | --- |
| Chapter Quizzes/Exams | 30% |
| Classroom Work; Homework Assignments | 50% |
| Final Exam | 20% |
| **Total** | **100%** |

**Grading Scale**

| **Grade**  |  |
| --- | --- |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Class Schedule and Assignments**

 Class will meet as scheduled. Special Topics in Pharmacy Practice is an 8 week course. Assignments, quizzes, and exams will be assigned by instructor in class according to the schedule below. Additional assignments may be announced in class. Homework assignments should be turned in on the class day following the date of assignment, or as advised by the instructor. Quizzes may or may not have prior notification, and the student is to be responsible for staying up to date on reading materials.

Students are expected to participate in class discussions, in class assignments, group activities, and presentation activities. Students may use a simple-function calculator to complete homework and tests. CELL PHONE AND PROGRAMMABLE CALCULATORS ARE NOT PERMITTED.

**Material to Be Covered Prior to Final Exam**

1. Pharmacy Technician’s roles and responsibilities
2. Laws and Regulations
3. Pharmacy workflow
4. Prescription filling basics and procedures
5. Types of Medications
6. Third-party prescriptions
7. Basic Inventory procedures
8. Introduction to compounding
9. Sterile Products and Aseptic Techniques

\*\*\*The final exam will be a comprehensive analysis of the material covered in the last 8 weeks of the semester.

**Student Behavior Policies and Procedures**

Please refer to the Texarkana College Student Handbook for the full list off rules, policies, and procedures related to student conduct. In addition, please note and initial understanding of the following policies and procedures related to student misconduct:

**ADDENDUM**

Texarkana College strives to provide a safe and comfortable learning environment free of abuse and distractions. At all times, students are required to practice courteous, respectful, and cooperative behavior. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

 Students are to address all instructors, personnel, visitors, guests, and classmates with respect and in a professional manner.

 Disrespecting instructors will not be tolerated. Students will be written up and sent home.

 Food and drink during classroom hours is at the discretion of the instructor.

 NO food/drink items are allowed in carpeted rooms or computer labs.

 Cursing, foul or derogatory language will not be permitted on campus.

 Use of electronic devices, including cell phones, are prohibited during class.

**Clinical rotations are considered a class.** These must be set on silent or turned off.

 No talking during lectures,exams, or when working on assignments.

 Students are expected to dress in a professional manner for class. NO pajamas, slippers, or clothing with questionable coverage is allowed (i.e. - cleavage, abdomen, and bottom should be covered at all times).

 Cheating will not be tolerated. Students caught cheating will be subject to disciplinary action after investigation by the Dean of Students. Proven violations will result in the student being dropped from the class with an “F” average.

 No children allowed. A student may not for any reason bring a child to class with them. NO EXCEPTIONS.

 Family members or other acquaintances are not allowed in the classroom or at practicum sites.

 Texarkana College is a tobacco free campus. No tobacco products are allowed.

 Students must strictly follow the Health Occupations drug and alcohol policy.

 Patient confidentiality will be secure at all times. No patient identifying information will be taken from the practicum site.

***Write- Up Offenses***

 Electronic devices including cell phones

 Improper dress and personal appearance

 Leaving class without permission

 Failure to follow procedures/policies

 Sleeping during class (Attendance policy will apply)

 Failure to follow the grooming and dress codes for the classroom

 Failure to notify instructor of absence from a clinical experience before the scheduled start time

***Write up offenses that will include sending student home. (Attendance policy will apply).***

 Profanity anywhere in the building or on campus

 Lack of cooperation with instructors

 Disruptive/unprofessional behavior

 Being unprepared for class

 Failure to adhere to the drug and alcohol policy (Violators may be removed from the program)

 Bringing a child to class

 Failure to follow the grooming and dress codes for clinical experiences. **This includes** **wearing artificial nails, nail polish (including clear) or overlay to a clinical site**.

 Meeting with a family member or acquaintance during class time or at clinical.

 Violations of patient confidentiality (HIPAA)

Actions that pose actual or potential harm to patients (May result in removal from the program)

Individual counseling and a write-up will occur with all violations; the student may be placed on probation from the program. All counseling sessions and write-ups will be documented in the student’s permanent record. The student will be provided an opportunity to document their account of the violation(s), and this documentation will be retained in the student’s record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook and the Texarkana College Student Handbook.

The student has access through the academic grievance policy for an appeals process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Texarkana College Student Handbook.

**ABSENTEE POLICY**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**EXCUSED ABSENCES**
A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**ONLINE/HYBRID COURSE ABSENCES**
Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student may be dropped for not having attended.

**MAXIMUM ALLOWABLE ABSENCES**
After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Workforce Classes**

| **Day Classes** | **Evening Classes** |
| --- | --- |
| Class meets:5 days a week (MTWRF)The instructor may withdraw a student from a course if absences exceed **five (5)** up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.**Three tardies** count as one absence.You are considered tardy from the designated class start time through the **first 15 minutes** of class. After that you will be counted absent. | Class Meets:4 evenings a week (MTWR)The instructor may withdraw a student from a course if absences **exceed five (5**) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.**Three tardies** count as one absence.You are considered tardy from the designated class start time through the **first 15 minutes** of class. After that you will be counted absent. |

Students are allowed 5 class absences. After 5 absences, the student is subject to being dropped from the course. Attendance will be taken at the beginning of each class period. If a student is up to 15 minutes late to class, a tardy will be given. Students who are late will be required to sign in to the instructor’s attendance folder with the time of arrival. After 3 tardies, an absence will be assigned.

**Make-up Policy**

Students are responsible for contacting the instructor to discuss content and makeup work that is missed during an absence. If an exam is missed, the student must make-up the exam within five (5) class days upon their return. Homework that was assigned prior to a student absence should be turned in on the first day back to class. Late homework assignments will not be accepted, and a grade of zero will be given.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at [Texarkana’s website.](https://texarkanacollege.edu.)

**Disability Act Statement**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Find out more information at [Assistance for Students with Disabilities](https://www.texarkanacollege.edu/ada-assistance/)

**Financial Aid:**

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”

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## SYLLABUS AGREEMENT

If you have any questions about this syllabus or the course in general, ask the instructor before you sign this document.

PHRA 1391

Special Topics in Pharmacy Practice

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (print name) have read the course syllabus, the course outline and schedule, course grading requirements and methods of evaluation, as well as had each explained to me by the instructor either verbally, or by email on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By signing this form I agree to comply with the classroom/online policies, expectations, and rules listed and accept the outline for this class.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME

Received by the instructor on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

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