

Pharmacy Operations Syllabus Fall 2013

Course Information

Organization	North Central Kansas Technical College
Course Number	PHRM 111
Credits	3
Instructor	Brian Dechant
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Campus	Hays
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Office Hours	3:00 to 4:00 PM
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Number of Weeks	16

Description

This course simulates daily activities in pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques.

Prerequisites

The applicant shall be a high school graduate or possess a GED certificate. The applicant shall have attained the age of 18 years old before graduation from program. The applicant shall submit official transcripts for all secondary and post-secondary course work taken in order to be considered. For course placement purposes all incoming students to NCKTC must have taken one of the following tests within a two-year period prior to enrollment: ACT, SAT, or COMPASS. NCKTC offers COMPASS testing for students. Test scores should be submitted to the Registrar's Office no later than 30 days prior to the students' expected start date. Test date inquiries should be directed to either the Beloit or Hays campus. Students with scores two years or older and/or students who have not taken a Compass test at NCKTC will be allowed to take the Compass test one time at no charge. One year of high school algebra "C" or better, Basic Algebra "C" or better, or the following scores ACT 18, Compass 28 or above, ASSET Algebra 38 or above. Submit to criminal background checks and drug screening as directed by affiliating clinical agencies. Clinical agencies reserve the right to deny students access based on criminal background.

Textbooks

Jason Sparks and Lisa McCartney. *Pharmacy Labs for Technicians*. Paradigm. ISBN: 978-0-76383-486-9.

Learner Supplies

Paper and pencil.

Lab Coat.

Safety Glasses.

Drug reference.

Program Outcomes

- A. Apply the federal, state, and local laws; regulations and professional standards to pharmacy practice.
- B. Analyze the role of the Pharmacy Technician in distributive pharmacy.
- C. Demonstrate knowledge of human anatomy and physiology and pharmacology.
- D. Perform math function, dosage calculation and compounding techniques.
- E. Demonstrate ethical and professional conduct in all job-related activities.
- F. Design and relate messages for effective and appropriate oral and written communication.

External Standards

Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.

Receive and screen prescription/medication orders for completeness and authenticity.

Prepare medications for distribution.

Verify the measurements, preparation, and/or packaging of medications produced by other technicians.

Distribute medications.

Assist the pharmacist in the administration of immunizations.

Assist the pharmacist in the identification of patients who desire/require counseling to optimize use of medications, equipment, and devices.

Initiate, verify, assist in the adjudication of, and collect payment and/or initiate billing for pharmacy services and goods.

Purchase pharmaceuticals, devices, and supplies according to an established purchasing program

Control the inventory of medications, equipment, and devices according to an established plan.

Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws; regulations; and professional standards.

Maintain pharmacy equipment and facilities.

Assist the pharmacist in preparing, storing, and distributing investigational medication produces.

Assist the pharmacist in the monitoring of medication therapy.

Participate in the pharmacy department's process for preventing medication misadventures.

Take personal responsibility for assisting the pharmacist in improving direct patient care.

Demonstrate ethical conduct in all job-related activities.

Maintain an image appropriate for the profession of pharmacy.

Resolve conflicts through negotiation.

Understand the principles for managing change.

Appreciate the need to adapt direct patient care to meet the needs of diversity.

Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.

Appreciate the value of obtaining technician certification.

Understand the importance of and resources for staying current with changes in pharmacy practice.

Communicate clearly when speaking or writing.

Maximize work efficiently through the use of technology.

Efficiently solve problems commonly encountered in one's own work.

Display a caring attitude toward patients in all aspects of job responsibilities.
Maintain confidentiality of patient and proprietary business information.
Understand direct patient care delivery systems in multiple practice settings.
Efficiently manage one's work whether performed alone or as a part of a team.
Function effectively as a member of the health care team.
Balance obligations to one's self, relationships, and work in a way that minimizes stress.
Understand the use and side effects of prescription and nonprescription medications used to treat common disease states.
Assist the pharmacist in assuring the quality of all pharmaceutical services.

Grading Information

Grading Rationale

Homework and labs

30% of your final grade comes from homework assignments and labs. Homework assignments must be handed in on the due date. Labs must be taken when assigned, students must complete 80% of assigned labs. No late labs will be allowed.

Exams

I will administer a mid-term and a final exam. The mid-term exam will count for 20% of your grade. The final exam will count for 30%.

Class participation

20% of final grade comes from

1. Faithful class attendance, if not in class you can not participate and loose all points for that day.
2. Punctuality: you should be in the class at the beginning of class.
3. Mutual respect for teacher, peers and self
4. Constructive participation in class discussions
5. Completion of reading assignments and homework
6. Be prepared everyday with notebook, pen/pencil, relevant homework or assigned material and textbook.
7. Timely completion of formal assessments (Tests and Quizzes).

Final grades

Final grades will be calculated according to the following formula:

Homework and Labs 30%

Class participation 20%

Mid-term exam 20%

Final exam 30%

Grading Scale

A	90-100
B	80-89
C	70-79
F	<69

Guidelines for Success

Academic Honesty

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

Plagiarism - presenting someone else's words, ideas, or data as your own work.

Fabrication - using invented information or the falsifying research or other findings.

Cheating - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:

1. Copying from another learner's work
2. Allowing another learner to copy from your work
3. Using resource materials or information to complete an assessment without permission from your instructor
4. Collaborating on an assessment (graded assignment or test) without permission from the instructor
6. Taking a test for someone else or permitting someone else to take a test for you

Academic Misconduct - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

Attendance Partners

Attendance means "being here" mentally as well as physically. Orientation to Pharmacy Practice relies heavily on active participation of learners. The learning activities are designed to prepare you for your final performance of each competency. Being ill-prepared in the Pharmacy could jeopardize your safety and that of others, could damage expensive equipment, or could result in economic losses when products are not up to specification. During the course of the program, you will be expected to be in attendance just as you would be on a job--both physically and mentally. Should you find yourself ill or in extenuating circumstances that prevent you from being in class, you are still responsible for doing the work for that day. A back-up system will be in place to help with this responsibility. At the beginning of each term, you will be assigned an attendance partner with whom you will exchange phone numbers. If you find that you must be absent, contact your partner in advance if possible. Your partner will take two copies of any handouts and worksheets that are distributed while you are gone and put your name on one set. It is your responsibility to get these materials and any other information on the class from your partner as soon as you are able to do so. Be sure to check at the beginning of each class period to make sure your partner is there. If not, gather information and materials for him/her whether you have been contacted or not.

ADA Statement

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a student disability statement and to develop an accommodation plan. Course requirements will not be waived but reasonable accommodations will be developed to assist you in meeting the requirements. You are expected to work with the instructor and the Dean of Student Services (785) 738-2276 to develop and implement a reasonable accommodation plan.

Late homework

"All assignments may be turned in early; however, all late work must be turned in before the next class period and regardless of the reason, late work will lose 20% of the possible points. After being late one class period, late work will receive no credit but must be turned in anyway."

Late exam

"Students must complete all exams by the scheduled deadline. Make-up exams are permitted only with documentation regarding a situation which prohibited the student from taking the exam on the assigned date. All make-up exams must be scheduled with the instructor and completed before the next scheduled class session or the student will earn a zero for that exam. "

Late lab

"Students must complete all labs by the scheduled date. Make-up labs are permitted only with documentation regarding a situation which prohibited the student from completing the lab on the assigned date. All make-up labs must be scheduled with the instructor and completed before the next scheduled class session or the student will earn a zero for that exam. "

Absence Policy

A student must notify the office if he/she will not be in class.

Call one of the numbers below if you are not going to be in class:

School - (785) 625-2437 or toll free 1-888-567-4297

Brian- (785) 623-6160

Two (2) class absences will be allowed per semester without affecting your ability to make up missed assignments.

After two absences, any work/tests missed cannot be made up for credit and will result in a zero. If you miss class, all daily work should be made up and turned in by the next class period or no credit will be given.