

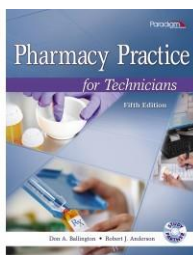


PHAR 1010 Pharmacy Technology Fundamentals COURSE SYLLABUS Fall Semester 2015

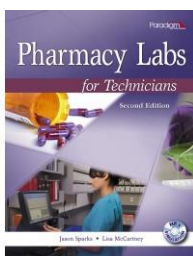
Semester: Fall 2015
Course Title: Pharmacy Technology Fundamentals
Course Number: PHAR 1010
Credit Hours/ Minutes: 5/4500
Class Location: Room # 737 — Gillis Building
Class Meets Tues./Thurs. 8:30-11:30
CRN: 20302

Instructor: Matt Brown, CPhT
Office Hours: Mon.—Thurs. 4:00—5:15 PM or By Appointment
Office Location: #722 — Gillis Building
Email Address: mbrown@southeasterntech.edu
Phone: 912-538-3192
Fax Number: 912-538-3106
Tutoring Hours: By Appointment

REQUIRED TEXT: *Pharmacy Practice for Technicians*, 5th Edition, By Ballington and Anderson, Paradigm Publishing



Pharmacy Labs for Technicians, 2nd Edition, By Sparks and McCartney, Paradigm Publishing



REQUIRED SUPPLIES & SOFTWARE: Paper, Pens/Pencils, Folder, Computer Access, and a Basic Calculator

COURSE DESCRIPTION: This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary*****

MAJOR COURSE COMPETENCIES:

1. Safety
2. Orientation to the Pharmacy Technology Field
3. Fundamental Principles of Chemistry
4. Basic Laws of Chemistry
5. Ethics and Laws
6. Definitions and Terms.
7. Reference Sources

PREREQUISITE(S): One Required

Provisional Admission

COREQUISITE(S): None**COURSE OUTLINE:****Safety**

Order	Description	Learning Domain	Level of Learning
1	State the precautions and procedures necessary when handling caustic, poisonous, and flammable substances.	Cognitive	Knowledge
2	Use proper body mechanics.	Cognitive	Application
3	Safely operate equipment.	Cognitive	Application
4	Describe how to provide personal and environmental protection.	Cognitive	Knowledge
5	Explain how to provide security in the work environment.	Cognitive	Comprehension

Orientation to the Pharmacy Technology Field

Order	Description	Learning Domain	Level of Learning
1	Describe job settings.	Cognitive	Knowledge
2	Describe the pharmacy technology field.	Cognitive	Knowledge
3	Describe the career ladder.	Cognitive	Knowledge
4	State all of the technologist's primary job responsibilities, the duties falling under each, and how these differ from the primary responsibilities of the pharmacist.	Cognitive	Knowledge
5	Understand the principles for managing change and the need to be able to resolve conflicts through negotiation.	Cognitive	Comprehension
6	Display a caring attitude towards patients.	Affective	Responding
7	Demonstrate the ability to manage one's work either alone or as part of a team.	Cognitive	Application
8	Explain the relationship of technologists to pharmacists, hospital staff, and patients.	Cognitive	Comprehension
9	Understand the importance of and resources for staying current in pharmacy practice and obtaining certification.	Cognitive	Comprehension
10	Appreciate the benefits of active involvement in local, state, and national pharmacy organizations.	Affective	Valuing

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Fundamental Principles of Chemistry

Order	Description	Learning Domain	Level of Learning
1	Compare solids, liquids, and gases.	Cognitive	Synthesis
2	Discuss the laws of conservation of energy and mass.	Cognitive	Comprehension
3	Interpret the Periodic Table of the Elements.	Cognitive	Comprehension

Basic Laws of Chemistry

Order	Description	Learning Domain	Level of Learning
1	Differentiate between ionic and covalent bonds.	Cognitive	Analysis
2	Construct molecular formulas.	Cognitive	Synthesis
3	Identify and write formulas for common acids, bases, and salts.	Cognitive	Knowledge
4	Calculate pH.	Cognitive	Application

Ethics and Laws

Order	Description	Learning Domain	Level of Learning
1	State the general requirements of any local, state, or federal laws that specifically affect any of the technologist's responsibilities.	Cognitive	Knowledge
2	Explain the legal aspects of a technologist's functions, such as accountability, pharmacy regulations, and use and storage of controlled substances.	Cognitive	Comprehension
3	State at least three reasons for keeping patient information confidential.	Cognitive	Knowledge
4	Demonstrate ethical conduct in all aspects of job-related activities.	Cognitive	Application
5	Understand the need to adapt pharmacy services for the culturally diverse.	Cognitive	Comprehension
6	Demonstrate the ability to communicate orally and in writing.	Cognitive	Application

Definitions and Terms

Order	Description	Learning Domain	Level of Learning
1	Define in lay terms the names of all the clinical, diagnostic, and treatment units and services in the institution.	Cognitive	Knowledge
2	Define pharmaceutical-medical terminology.	Cognitive	Knowledge
3	Use pharmaceutical-medical abbreviations and symbols to interpret medication orders and screen for accuracy.	Cognitive	Application
4	Use drug-classification systems and drug nomenclature.	Cognitive	Application

Reference Sources

Order	Description	Learning Domain	Level of Learning
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1	List the titles of reference books where classification, usual doses, calculations, preparations, compatibility, drug interaction, and dosage form can be found.	Cognitive	Knowledge
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GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Students are expected to complete all exams and daily assignments. Students will also be required to complete hands-on demonstrations needed to function properly in the pharmacy field. Students are responsible for all policies and procedures listed within the student catalog / program handbook. Quizzes are subject to be given at any time over any assigned material (i.e. reading, homework, etc.). All quizzes given will be averaged together and that average will count as one exam grade.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable

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accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Exams missed for any reason will be made up on the day the student returns to class. A maximum of one exam can be made up. If more than one exam is missed the student will only be allowed to make up the first exam missed and a grade of "0" will be awarded for any other missed exams. Any quizzes missed due to a student absence will not be allowed to be made up.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of

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suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Exam Average	45%
Labs/Assignments	25%
Work Ethics	5%
<u>Final Exam</u>	<u>25%</u>

Total Average = 100%

GRADING SCALE

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**PHAR 1010
Pharmacy Technology Fundamentals
FALL SEMESTER 2015 LESSON PLAN**

Date	Chapters / Lesson	Content	Assignments & Exams Due	Comp Area
Week 1 (August 17 – August 23)				
8/18		Intro to course / syllabus / books	Read and Review: Chapter 1	
8/20	Chapter 1—2	The Profession of Pharmacy Pharmacy Law, Regulations, and Standards	Chapter 1: PowerPoint Chapter 1: Chapter Review Chapter 2: PowerPoint Read and Review: Chapter 2	1-2 ; 5-6 A, C
Week 2 (August 24 – August 30)				
8/25	Chapter 2	Pharmacy Law, Regulations, and Standards	Chapter 2: PowerPoint Chapter 2: Chapter Review	1-2 ; 5-6 A, C
8/27	Chapter 2—3	Pharmacy Law, Regulations, and Standards	Chapter 2: Chapter Review Chapter 3: PowerPoint	1—7 A, C

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		Drug Development	Read and Review: Chapter 3	
Week 3 (August 31 – September 6)				
9/1	Chapter 3	Drug Development	Chapter 3: PowerPoint Chapter 3: Chapter Review	1—7 A, C
9/3	Chapter 3—4 Lab 1—2	Drug Development Routes of Drug Administration and Dosage Formulations	Labs: 1—2 Chapter 4: PowerPoint Read and Review: Chapter 4	1—7 A, C
Week 4 (September 7 – September 13)				
9/8	Chapter 3—4 Lab 1—2	Drug Development Routes of Drug Administration and Dosage Formulations	Labs: 1—2 Chapter 4: PowerPoint Read and Review: Chapter 4	1—7 A, C
9/10	Chapter 4	Routes of Drug Administration and Dosage Formulations	Chapter 4: PowerPoint Chapter 4: Chapter Review	1—7 A, C
Week 5 (September 14 – September 20)				
9/15	Chapter 1—4 Chapter 6	Unit 1 Exam: Chapters 1—4 Dispensing Medications in the Community Pharmacy	Unit 1 Exam: Chapters 1—4 Chapter 6: PowerPoint Read and Review: Chapter 6	1—7 A—C
9/17	Chapter 6 Lab 5—7	Dispensing Medications in the Community Pharmacy	Chapter 6: PowerPoint Labs: 5—7 Due 9/23	1-2 ; 5-6 A—C
Week 6 (September 21 – September 27)				
9/22	Chapter 6 Lab 8	Dispensing Medications in the Community Pharmacy	Labs: 5—7 Due Chapter 6: PowerPoint Chapter 6: Chapter Review Lab: 8	1-2 ; 5-6 A—C
9/24	Chapter 7 Lab 9	The Business of Community Pharmacy	Lab: 9 Chapter 7: PowerPoint Read and Review: Chapter 7	1-2 ; 5-6 A—C
Week 7 (September 28 – October 4)				
9/29	Chapter 7 Lab 10	The Business of Community Pharmacy	Chapter 7: PowerPoint Lab: 10	1-2 ; 5-6 A—C
10/1	Chapter 7 Lab 11	The Business of Community Pharmacy	Chapter 7: PowerPoint Chapter 7: Chapter Review Lab: 11	1-2 ; 5-6 A—C

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			Read and Review: Chapter 8	
Week 8 (October 5 – October 11)				
10/6	Chapter 8 Lab 12	Nonsterile Pharmaceutical Compounding	Chapter 8: PowerPoint Lab: 12	1—7 A—C
10/8	Chapter 8 Lab 13	Nonsterile Pharmaceutical Compounding	Chapter 8: PowerPoint Chapter 8: Chapter Review Lab: 13	1—7 A—C
Week 9 (October 12 – October 18)				
10/13	Chapter 6—8 Lab 14	Unit 2 Exam: Chapters 6—8	Unit 2 Exam: Chapters 6—8 Lab: 14 Read and Review: Chapter 9	1—7 A—C
10/15	Chapter 9 Lab 15	Hospital Pharmacy Practice	Chapter 9: PowerPoint Lab: 15	1-2 ; 5-6 A—C
Week 10 (October 19 – October 25)				
10/20	Chapter 9—10	Hospital Pharmacy Practice Infection Control	Chapter 9: PowerPoint Chapter 9: Chapter Review Chapter 10: PowerPoint Read and Review: Chapter 10	1-2 ; 5-6 A—C
10/22	Chapter 10—11	Infection Control Compounding Sterile Products and Hazardous Drugs	Chapter 10: PowerPoint Chapter 10: Chapter Review Chapter 11: PowerPoint Read and Review: Chapter 11	1—7 A—C
Week 11 (October 26 – November 1)				
10/27	Chapter 11	Compounding Sterile Products and Hazardous Drugs	Chapter 11: PowerPoint Chapter 11: Chapter Review	1—7 A—C
10/29	Chapter 11	Compounding Sterile Products and Hazardous Drugs	Chapter 11: PowerPoint Chapter 11: Chapter Review	1—7 A—C
Week 12 (November 2 – November 8)				
11/3	Chapter 9—11 Chapter 12	Unit 3 Exam: Chapters 9—11 Medication Safety	Unit 3 Exam: Chapters 9—11 Chapter 12: PowerPoint Read and Review: Chapter 12	1—7 A—C

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11/5	Chapter 12	Medication Safety	Chapter 12: PowerPoint Chapter 12: Chapter Review	1-2 ; 5-6 A—C
Week 13 (November 9 – November 15)				
11/10	Chapter 12	Medication Safety	Chapter 12: PowerPoint Lab: Role Play	1-2 ; 5-6 A—C
11/12	Chapter 12—13	Medication Safety Human Relations and Communications	Chapter 12: Chapter Review Chapter 13: PowerPoint	1-2 ; 5-6 A—C
Week 14 (November 16 – November 22)				
11/17	Chapter 13	Human Relations and Communications	Chapter 13: PowerPoint Chapter 13: Chapter Review	1-2 ; 5-6 A, C
11/19	Chapter 14	Your Future in Pharmacy Practice	Chapter 13: Chapter Review Chapter 14: PowerPoint	1-2 ; 5-6 A, C
Week 15 (November 23 – November 29)				
11/24	Chapter 14	Your Future in Pharmacy Practice	Chapter 14: PowerPoint Chapter 14: Chapter Review	1-2 ; 5-6 A, C
11/26	Holiday			
Week 16 (November 30 – December 6)				
12/1	Chapter 12—14	Unit 4 Exam: Chapters 12—14	Unit 4 Exam: Chapters 12—14	1-2 ; 5-6 A—C
12/3	Work Ethics	Work Ethics	Work Ethics	1-2 ; 5-6 A, C
Week 17 (December 7 – December 13)				
12/8	Final	Comprehensive Final Exam	Final Exam	1—7 A—C

*** Competency Areas:**

1. Safety
2. Orientation to the Pharmacy Technology Field
3. Fundamental Principles of Chemistry
4. Basic Laws of Chemistry
5. Ethics and Laws
6. Definitions and Terms.
7. Reference Sources

- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

****General Core Educational Competencies**

- a) The ability to utilize standard written English.

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Southeastern Technical College Pharmacy Technology Diploma Program

I _____ have read and understand the syllabus for PHAR 1010. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

Print Name

Student Signature

Date

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