



**PHAR 1020 – Principles of Dispensing Medications
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 4 Credit Hours/4500 Minutes
Class Location: Room 737/720 — Gillis Building
Class Meets: Tuesday 9:00AM—3:15PM
Course Reference Number (CRN): 40200

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Matt Brown, CPhT
Office Location: Room 722 — Gillis Building
Office Hours: Monday/Wednesday: 9:00—10:00; 3:00—6:00; or By Appointment
Email Address: [Matt Brown \(mbrown@southeasterntech.edu\)](mailto:mbrown@southeasterntech.edu)
Phone: 912-538-3192
Fax Number: 912-538-3106
Tutoring Hours (if applicable): By Appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Pharmacy Practice for Technicians, 6th Edition, By Ballington and Anderson, Paradigm Publishing





REQUIRED SUPPLIES & SOFTWARE

Paper, Pens/Pencils, Folder, Computer Access, and a Basic Calculator

COURSE DESCRIPTION

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

MAJOR COURSE COMPETENCIES

1. Purchasing, Packaging, and Labeling Drugs
2. Pharmacy Policies and Procedures
3. Documentation
4. Inventory and Filing Systems
5. Compounding
6. Storage and Control
7. Pharmacy Equipment
8. Health Care Organizational Structure

PREREQUISITE(S): ALL REQUIRED

1. PHAR 1000 - Pharmaceutical Calculations
2. PHAR 1010 - Pharmacy Technology Fundamentals

COURSE OUTLINE

Purchasing, Packaging, and Labeling Drugs

Order	Description	Learning Domain	Level of Learning
1	Prepare a written report of a physical inventory.	Cognitive	Application
2	Demonstrate use of a computer terminal for inventory, purchasing, and record keeping.	Cognitive	Application
3	State the precautions and procedures necessary when handling caustic, poisonous, and flammable substances.	Cognitive	Knowledge
4	Describe safety considerations regarding pharmacy equipment operation, control of microbiological contamination, cleaning and housekeeping, and control records.	Cognitive	Knowledge
5	Repackage and label unit doses from a bulk supply of drugs.	Psychomotor	Mechanism

Order	Description	Learning Domain	Level of Learning
6	Complete all necessary control records for unit doses prepared from a bulk supply.	Cognitive	Knowledge
7	Select, assemble, and use necessary equipment for packaging medications.	Psychomotor	Mechanism
8	Select each ingredient.	Cognitive	Knowledge
9	Demonstrate the accurate calculation and measurement of each formulation and packaging request.	Cognitive	Application
10	Demonstrate the correct procedure for mixing and preparing product.	Psychomotor	Guided Response
11	Demonstrate the proper selection and preparation of packages/containers and closures.	Psychomotor	Guided Response
12	Demonstrate the proper packaging techniques.	Psychomotor	Guided Response
13	List the steps in manufacturing and packaging operations that must be performed by a pharmacist only.	Cognitive	Knowledge
14	Demonstrate the proper completion of worksheet record of weights and volumes, manufacturer's lot numbers, and other required information.	Cognitive	Application
15	Demonstrate the correct selection and preparation of labels.	Cognitive	Application

Pharmacy Policies and Procedures

Order	Description	Learning Domain	Level of Learning
1	Explain the need to follow policy and the technician's role in providing safe and effective patient care.	Cognitive	Comprehension

Documentation

Order	Description	Learning Domain	Level of Learning
1	Document the receipt and disposition of drugs through various returns, invoices, etc.	Cognitive	Knowledge
2	Complete the records for prepared/compounded products with lot numbers and expiration dates and times.	Cognitive	Knowledge
3	Complete the records that apply to the dispensing of controlled, investigational, and non-formulary investigational and non-formulary drugs.	Cognitive	Knowledge
4	Document cart fill/check.	Cognitive	Knowledge
5	Interpret and complete inpatient profiles and the necessary records and documents associated with dispensed prescriptions for ambulatory patients.	Cognitive	Comprehension

Inventory and Filing Systems

Order	Description	Learning Domain	Level of Learning
1	Explain the use of computers for filing information.	Cognitive	Comprehension
2	Use a filing system for prescriptions including controlled substances.	Cognitive	Application

Order	Description	Learning Domain	Level of Learning
3	Determine from existing reorder levels which inventoried items should be ordered and in what quantity. (PAR)	Cognitive	Application
4	Check in a drug shipment by using the packing list or invoice and purchase order.	Cognitive	Knowledge
5	Complete the receiving report.	Cognitive	Knowledge
6	Add the items to the inventory.	Cognitive	Knowledge
7	Retrieve designated drug items from the drug storeroom.	Cognitive	Knowledge
8	Describe the procedure for returning outdated drugs to the manufacturer.	Cognitive	Knowledge

Compounding

Order	Description	Learning Domain	Level of Learning
1	Designate drug names those that are light sensitive and those that must be refrigerated.	Cognitive	Knowledge
2	List the titles of at least four reference books where stability information on drug compounds can be located.	Cognitive	Knowledge
3	Demonstrate the correct selection of necessary equipment for formulation and packaging.	Cognitive	Application
4	Demonstrate proper assembly and use of the equipment for formulation and packaging.	Cognitive	Application
5	Demonstrate proper cleaning and storing of equipment for formulation and packaging.	Cognitive	Application
6	Demonstrate the correct procedure for mixing and preparing product formulation and packaging.	Cognitive	Application
7	Demonstrate accurate calculation and measurement of each ingredient for formulation and packaging.	Cognitive	Application
8	List the steps in manufacturing and packaging operation that must be performed by a pharmacist only.	Cognitive	Knowledge

Storage and Control

Order	Description	Learning Domain	Level of Learning
1	Select and prepare packages/containers and closures including light resistant containers.	Cognitive	Knowledge
2	Describe packaging considerations (e.g., drug containers and closures).	Cognitive	Knowledge
3	Perform control and recordkeeping procedures (e.g., formula master sheets, worksheets and batch records, labeling and label control, quality control measures, and product testing and monitoring). Discuss storage and inventory control.	Cognitive	Synthesis
4	Describe lot numbers and expiration dates and times.	Cognitive	Knowledge
5	Perform labeling and recordkeeping for bottle labels, fluid orders and profiles, and compounding records.	Cognitive	Synthesis
6	Discuss safety considerations regarding control records.	Cognitive	Comprehension
7	Retrieve designated drug items from the drug storeroom.	Cognitive	Knowledge

Pharmacy Equipment

Order	Description	Learning Domain	Level of Learning
1	Describe the assembly of equipment.	Cognitive	Knowledge
2	Discuss the use of equipment.	Cognitive	Comprehension
3	Maintain equipment and apparatus.	Cognitive	Knowledge
4	Discuss compounding techniques (i.e., specific to ointments, suspensions, creams, capsules, and suppositories).	Cognitive	Comprehension
5	Discuss storage and cleaning of equipment.	Cognitive	Comprehension

Health Care Organizational Structure

Order	Description	Learning Domain	Level of Learning
1	Interpret the institution's organizational chart in terms of the name and title of the administrative person to whom the director of pharmacy reports and the administrative and professional relationship of the pharmacy department to any other departments in the institution.	Cognitive	Comprehension
2	Describe the organization of various pharmacy settings and the responsibilities of the technician in different settings.	Cognitive	Knowledge
3	Describe various pharmacy setting requirements as they apply to technicians and their responsibilities.	Cognitive	Knowledge

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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.

STUDENT REQUIREMENTS

Students are expected to complete all assigned material by the given due date. 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. Students are responsible for keeping up with their grades. Do not ask instructor for grades during the semester.

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 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" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science 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. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, a student taking a class that meets from 9:00-11:30 will be considered absent if he/she is not in class by 9:30.

The didactic portion of the class will meet once weekly for 15 weeks. A student can miss a maximum of 2 class meetings. Students missing more than 2 class meetings will be dropped for exceeding the attendance policy.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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 at the convenience of the instructor. Any quizzes missed due to a student absence generally will not be allowed to be made up. If a lab assignment is missed, the student has the sole responsibility for arranging make-up lab time at the instructor's convenience.

The instructor may allow students to make up any assignments that were missed due to absence if the instructor is notified in advance of the absence, or if any unforeseen circumstances arise that cause the student to be absent from class. These situations will be dealt with on a case by case basis. The student is responsible for notifying the instructor of any absence, as well as supplying any available documentation concerning the absence in order for the instructor to consider allowing the assignments to be made up.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Exam Average	40%
Labs/Assignments	30%
Final Exam	30%

GRADING SCALE

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

PHAR 1020 – Principles of Dispensing Medications Spring Semester 2018 Lesson Plan

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #1				
1/9	Chapter 7 Labs #6—9	Intro to Course / Syllabus / Textbooks Community Pharmacy Dispensing <i>Pharmacy Labs for Technicians</i> Text: Labs #6—9	Read Chapter 7 Chapter 7: PowerPoint Chapter 7 Assessments/Assignments Read Labs #6—9 Labs #6—9: PowerPoint Labs #6—9 Assessments/Assignments Prior to Next Class: — Review Chapter 7 — — Review Labs #6—9 —	1—8 A—C
Week #2				
1/16	Chapter 7 Labs #10—11; 23	Community Pharmacy Dispensing <i>Pharmacy Labs for Technicians</i> Text: Labs #10—11; 23	Chapter 7: PowerPoint Chapter 7: Review Chapter 7 Assessments/Assignments Read Labs #10—11 ; 23 Labs #10—11; 23: PowerPoint Labs #10—11; 23 Assessments/Assignments Prior to Next Class: — Review Chapter 7 — — Review Labs #10—11; 23 —	1—8 A—C
Week #3				
1/23	Exam #1 Chapter 8	Exam #1: Chapter 7; Labs #6—11; 23 Healthcare & Prescription Drug Insurance	Exam #1: Chapter 7; Labs #6—11; 23 Read Chapter 8 Chapter 8: PowerPoint Chapter 8 Assessments/Assignments Prior to Next Class: — Review Chapter 8 —	1—8 A—C

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #4				
1/30	Chapter 8 Labs #12—15	Healthcare & Prescription Drug Insurance <i>Pharmacy Labs for Technicians</i> Text: Labs #12—15	Chapter 8: PowerPoint Chapter 8: Review Chapter 8 Assessments/Assignments Read Labs #12—15 Labs #12—15: PowerPoint Lab #12—15 Assessments/Assignments Prior to Next Class: — Review Chapter 8 — — Review Labs #12—15 —	1—8 A—C
Week #5				
2/6	Chapters 8—9	Healthcare & Prescription Drug Insurance The Business of Community Pharmacy	Read Chapter 9 Chapter 9: PowerPoint Chapter 9 Assessments/Assignments Prior to Next Class: — Review Chapter 9 —	1—8 A—C
Week #6				
2/13	Chapter 9	The Business of Community Pharmacy	Chapter 9: PowerPoint Chapter 9: Review Chapter 9 Assessments/Assignments Prior to Next Class: — Review Chapter 9 —	1—8 A—C
Week #7				
2/20	Chapter 9	The Business of Community Pharmacy	Chapter 9: PowerPoint Chapter 9: Review Chapter 9 Assessments/Assignments Prior to Next Class: — Review Chapters 8—9 — — Review Labs #12—15 —	1—8 A—C

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #8				
2/27	Exam #2 Chapter 10	Exam #2: Chapters 8—9; Labs #12—15 Extemporaneous, Nonsterile Compounding	Exam #2: Chapters 8—9; Labs #12—15 Read Chapter 10 Chapter 10: PowerPoint Chapter 10 Assessments/Assignments Prior to Next Class: — Review Chapter 10 —	1—8 A—C
Week #9				
3/6	Chapter 10 Lab #24	Extemporaneous, Nonsterile Compounding <i>Pharmacy Labs for Technicians</i> Text: Lab #24	Chapter 10: PowerPoint Chapter 10: Review Chapter 10 Assessments/Assignments Read Lab #24 Lab #24: PowerPoint Lab #24 Assessments/Assignments Prior to Next Class: — Review Chapter 10 — — Review Lab #24 —	1—8 A—C
Week #10				
3/13	Exam #3 Chapter 11 Labs #25—26	Exam #3: Chapter 10; Lab #24 Hospital Pharmacy Dispensing <i>Pharmacy Labs for Technicians</i> Text: Labs #25—26	Exam #3: Chapter 10; Lab #24 Read Chapter 11 Chapter 11: PowerPoint Chapter 11 Assessments/Assignments Read Labs #25—26 Labs #25—26: PowerPoint Labs #25—26 Assessments/Assignments Prior to Next Class: — Review Chapter 11 — — Review Labs #25—26 —	1—8 A—C

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #11				
3/20	Chapter 11 Labs #16—18	Hospital Pharmacy Dispensing <i>Pharmacy Labs for Technicians</i> Text: Labs #16—18	Chapter 11: PowerPoint Chapter 11: Review Chapter 11 Assessments/Assignments Read Labs #16—18 Labs #16—18: PowerPoint Labs #16—18 Assessments/Assignments Prior to Next Class: — Review Chapter 11 — — Review Labs 16—18 —	1—8 A—C
Week #12				
3/27	Chapter 11 Labs #19—21	Hospital Pharmacy Dispensing <i>Pharmacy Labs for Technicians</i> Text: Labs #19—21	Chapter 11: PowerPoint Chapter 11: Review Chapter 11 Assessments/Assignments Read Labs #19—21 Labs #19—21: PowerPoint Labs #19—21 Assessments/Assignments Prior to Next Class: — Review Chapter 11 — — Review Labs #16—21; 25—26 —	1—8 A—C
Week #13				
4/3		Holiday		
Week #14				
4/10	Exam #4 Chapter 14	Exam #4: Chapter 11; Labs #16—21; 25—26 Medication Safety	Exam #4: Chapter 11; Labs #16—21; 25—26 Read Chapter 14 Chapter 14: PowerPoint Chapter 14 Assessments/Assignments Prior to Next Class: — Review Chapter 14 —	1—8 A—C

Date	Chapter/Lesson	Content	Assignments & Exams Due Dates	Competency Area
		Week #15		
4/17	Chapter 14	Medication Safety	Chapter 14: PowerPoint Chapter 14: Review Chapter 14 Assessments/Assignments Prior to Next Class: — Review Chapter 14 —	1—8 A—C
		Week #16		
4/24	Exam #5	Exam #5: Chapter 14	Exam #5: Chapter 14 Prior to Next Class: — Study for Final Exam —	1—8 A—C
		Week #17		
5/1	Final Exam	Comprehensive Final Exam	Final Exam	1—8 A—C

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Purchasing, Packaging, and Labeling Drugs
2. Pharmacy Policies and Procedures
3. Documentation
4. Inventory and Filing Systems
5. Compounding
6. Storage and Control
7. Pharmacy Equipment
8. Health Care Organizational Structure

GENERAL CORE EDUCATIONAL COMPETENCIES:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.