



**PHAR 1050 – Pharmacy Technology Practicum
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 5 Credit Hours/11250 Minutes
Class Location: Experiential Sites
Class Meets: As Scheduled
Course Reference Number (CRN): 40202

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

A Pocket Drug Guide is required for this practicum

REQUIRED SUPPLIES & SOFTWARE

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

COURSE DESCRIPTION

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

MAJOR COURSE COMPETENCIES

1. Storage and Control
2. Documentation
3. Inventory and Billing
4. Community Practice
5. Institutional Practice
6. Communication

PREREQUISITE(S): ALL REQUIRED

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

COURSE OUTLINE

Storage and Control

Order	Description	Learning Domain	Level of Learning
1	Follow storage requirements for all classification of drugs.	Psychomotor	Mechanism
2	Follow storage requirements of floor stock and controlled drugs in the pharmacy and on nursing units through a floor check.	Psychomotor	Mechanism
3	Prepare a controlled drug record.	Cognitive	Application
4	Store caustic, poisonous, and flammable substances.	Psychomotor	Mechanism
5	List references used to guide decisions on drug storage and control.	Cognitive	Knowledge
6	Demonstrate the control of emergency medications through an emergency medication cart/kit inventory/check.	Psychomotor	Guided Response
7	Demonstrate quantity control of outpatient medications through use of profile or a physician's order.	Cognitive	Application

Documentation

Order	Description	Learning Domain	Level of Learning
1	Explain the disposition of various drug classifications from receipt to use (e.g., controlled drug, etc.).	Cognitive	Comprehension
2	Prepare required dispensing documentation for controlled drugs, investigational drugs, and nonprescription drugs.	Cognitive	Application
3	Identify those items a technologist cannot document.	Cognitive	Knowledge
4	Demonstrate the ability to participate in the pharmacy's quality control and medication error prevention plan.	Cognitive	Application

Inventory and Billing

Order	Description	Learning Domain	Level of Learning
1	Employ inventory and purchasing procedures to include ordering from wholesaler, want book entry, or returns.	Cognitive	Application
2	Record inventory and purchases.	Cognitive	Knowledge
3	Maintain controlled substances records.	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
4	Inspect nursing-unit drug supplies including various automated functions such as stock outs, expired drugs, or replenishment.	Cognitive	Evaluation
5	Use a computer for inventory and purchases.	Cognitive	Application

Community Practice

Order	Description	Learning Domain	Level of Learning
1	Prepare medications for automated system.	Psychomotor	Complex Response
2	Prepare, order, or deliver controlled substances with emphasis on security and control.	Psychomotor	Complex Response
3	Prepare prescriptions to include interpretation, data entry, retrieval of medication from stock, insurance information.	Cognitive	Synthesis
4	Prepare medication for dispensing including counting, pouring, or repackaging.	Psychomotor	Complex Response
5	Retrieve discontinued medications from shelves and return accordingly.	Cognitive	Application
6	Use compounding equipment.	Cognitive	Application
7	Clean equipment used in compounding.	Psychomotor	Guided Response
8	Store equipment used in compounding.	Psychomotor	Guided Response
9	Select ingredients.	Cognitive	Analysis
10	Calculate amount of ingredients.	Cognitive	Application
11	Measure amount of ingredients.	Psychomotor	Mechanism
12	Complete worksheet including record of weights and volumes, and manufacturer's lot numbers.	Cognitive	Application
13	Mix product.	Psychomotor	Guided Response
14	Prepare product.	Psychomotor	Complex Response
15	Demonstrate selection and preparation of packages/containers and closures.	Cognitive	Application
16	Use proper packaging technique.	Psychomotor	Mechanism
17	Demonstrate correct selection and preparation of labels.	Psychomotor	Mechanism
18	Use proper knowledge of aseptic technique to assist the pharmacist in administration of immunizations.	Psychomotor	Mechanism

Institutional Practice

Order	Description	Learning Domain	Level of Learning
1	Complete necessary records for repackaged drugs (unit dose or blister package).	Cognitive	Application
2	Demonstrate the proper use of syringes and needles to withdraw contents of rubber-capped vials and glass ampoules.	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
3	Distinguish types and sizes of needles and syringes.	Cognitive	Analysis
4	Use laminar-flow hoods, filters, pumps and vacuum sets, drug additive systems and packages, and other equipment related to parenteral admixture preparation.	Cognitive	Application
5	Demonstrate the appropriate technique for aseptic preparations of an antibiotic injection.	Psychomotor	Guided Response
6	Demonstrate the correct techniques and procedures for preparing complete parenteral admixtures, including proper label preparation and records completion.	Psychomotor	Guided Response
7	Prepare a TPN admixture with and without the use of an automatic compounders.	Psychomotor	Complex Response
8	Visually inspect completed parenteral admixtures.	Cognitive	Evaluation
9	Assemble intravenous admixtures, fluid containers, filters, and extensions with various intravenous admixture sets.	Psychomotor	Origination
10	Fill cassettes used for epidural and other parenteral admixture administration via pump.	Psychomotor	Guided Response
11	Use the pump set.	Psychomotor	Mechanism
12	Demonstrate the proper use of chemotherapy product preparation devices.	Psychomotor	Guided Response
13	Demonstrate the appropriate assembly of products and devices used for preparing parenteral admixtures under a laminar-flow hood.	Psychomotor	Guided Response
14	Demonstrate the correct programming and application of an automatic filling device used to prepare admixture or dilute drug products.	Psychomotor	Guided Response
15	Use various types of filter straws, filter needles, and other filters that are used in-line for intravenous drug product preparation.	Cognitive	Application
16	Demonstrate proper filtering techniques in product preparation other than intravenous.	Psychomotor	Guided Response
17	Demonstrate situations for use of various filter types.	Psychomotor	Guided Response
18	Choose appropriate filter.	Cognitive	Evaluation
19	Demonstrate proper hand washing technique.	Psychomotor	Guided Response
20	Describe microbial growth and transmission.	Cognitive	Knowledge
21	Use attire and accessories that contribute to disinfection.	Psychomotor	Mechanism
22	Demonstrate proper cleaning techniques on work surface areas.	Psychomotor	Guided Response
23	Demonstrate work practices that inhibit possibilities of infection transmission.	Psychomotor	Guided Response
24	Clean equipment used in drug product preparation.	Psychomotor	Mechanism
25	Perform tasks that demonstrate sterility, heat sterilization, and "cold" sterilization.	Cognitive	Synthesis
26	Demonstrate touch contamination and avoidance of touch contamination.	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
27	Deliver medications to the Pyxis or other automated system.	Psychomotor	Guided Response
28	Deliver controlled substances with emphasis on security and control.	Cognitive	Synthesis
29	Deliver stock medications to various departments.	Psychomotor	Mechanism
30	Deliver intravenous or chemotherapy medications.	Psychomotor	Mechanism
31	Complete cart exchanges using appropriate approach to personnel and interaction with same.	Cognitive	Application
32	Discuss importance of good work habits such as absenteeism, tardiness, incompetency, dishonesty, and conflict resolution.	Cognitive	Comprehension
33	State institutional and departmental policies applicable to each of the pharmacy job responsibilities.	Cognitive	Knowledge
34	Discuss examples of "a decision requiring a pharmacist's judgment."	Cognitive	Comprehension
35	State legal aspects of technologist functions, such as accountability, pharmacy regulations, and use and storage of controlled substances.	Cognitive	Knowledge

Communication

Order	Description	Learning Domain	Level of Learning
1	Follow correct verbal face-to-face communication as well as correct telephone communication techniques to be used when receiving and initiating calls.	Affective	Valuing
2	Prepare a written communication conveying a change in procedure.	Cognitive	Application
3	Establish the ability to resolve conflicts through negotiation.	Affective	Organization
4	Appreciate the need to adapt to cultural differences.	Affective	Characterization
5	Take personal responsibility in direct patient care including information for medication management therapy, completing profiles, and phone interactions when required.	Affective	Characterization
6	State at least three reasons for patient information confidentiality.	Cognitive	Knowledge
7	Demonstrate recordkeeping techniques for various medication types (e.g., controlled substances and investigational drugs).	Cognitive	Application
8	Appraise prescriptions/medication orders for completeness, accuracy, and authenticity.	Cognitive	Evaluation
9	Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and medication management therapy.	Cognitive	Application
10	Assist in monitoring practice site and/or service area for compliance with federal, state, and local laws.	Cognitive	Evaluation
11	Actively participate in the prevention of medication error through the site's process in multiple practice settings.	Cognitive	Application

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 are responsible for all policies and procedures listed within the student catalog / program handbook. Assignments/ Journal Entries will be given regularly, and will be due the following week along with the student's clinical timesheet. Students are responsible for turning in their completed time sheets as scheduled. Failure to turn in completed time sheets will result in the student not receiving credit for any time covered on the missing/ incomplete time sheets. These assignments and timesheets will be averaged together for 30% of the semester grade. These must be turned in on the assigned dates for full credit. Grades will also be given by preceptors and averaged together for 70% of the semester grade. Students are responsible for keeping up with their grades and their accumulated clinical time.

Students are required to complete a minimum of 225 hours in their assigned clinical setting. Failure to complete the minimum required hours will result in a failing course grade. A student receiving a failing course grade will be unable to continue the Pharmacy Technology Program. See the student catalog / program handbook for the readmission policy.

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 for this practicum course is counted from the first scheduled day at the student's assigned practicum site, and is based upon the student's scheduled time. To receive credit for this course a student must complete a minimum of 225 hours at their assigned practicum site. Any time and/or work missed due to tardiness or absences must be made up in accordance to the practicum makeup policy. Failure to complete the minimum required hours will result in a failing course grade. A student receiving a failing course grade will be unable to continue the Pharmacy Technology Program. See the student catalog / program handbook for the readmission policy.

For this practicum course, tardy means arriving after the student's scheduled time for their practicum site. 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 30 minutes of their scheduled practicum time. An automatic absence will be issued if the student misses greater than 30 minutes of their scheduled practicum time.

For this class, which is a clinical course, the student is required to receive a minimum of 225 hours of clinical instruction.

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.)

Assignments/ Journal Entries that are turned in late for any reason will have the grade for that assignment reduced by 5% for each calendar day that the assignment is late, up to a maximum of 7 days. After 7 calendar days, the assignment will be counted as a "0".

The Pharmacy Technology Program Director/ Instructor may allow students to make up any missed practicum time due to absence if the Pharmacy Technology Program Director/ Instructor is notified in advance of the absence, or in the event that any unforeseen circumstances arise which cause the student to be absent from their practicum assignment. These situations will be dealt with on a case-by-case basis. The student is responsible for notifying the Pharmacy Technology Program Director/ Instructor, along with their Practicum Site Preceptor, of any absence, as well as supplying any available documentation concerning the absence to the Pharmacy Technology Program Director/ Instructor for consideration in allowing the time to be made up. Any practicum time that is to be made up must first be approved by the Pharmacy Technology Program Director and completed by the last scheduled day at that site.

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
Proficiency Check Off / Preceptor Grades	70%
Assignments / Timesheets	30%

GRADING SCALE

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

PHAR 1050 – Pharmacy Technology Practicum Spring Semester 2018 Lesson Plan

Date	Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #1				
1/8 — 1/14		Course/Syllabus Practicum Site Rules	Introduction to Course/Syllabus Practicum Site Rules	1—6 A—C
Week #2				
1/15 — 1/21		<u>Holiday: Monday, 1/15</u> Discuss and Review: Practicum Situations and Current Pharmacy News	Discuss and Review Practicum Situations and Current Pharmacy News Students need to contact practicum sites: Introduction/Time for first day/Parking	1—6 A—C
Week #3				
1/22 — 1/28	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #4				
1/29 — 2/4	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #5				
2/5 — 2/11	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #6				
2/12 — 2/18	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #7				
2/19 — 2/25	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #8				
2/26 — 3/4	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C

Date	Lesson	Content	Assignments & Exams Due Dates	Competency Area
Week #9				
3/5 — 3/11	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #10				
3/12 — 3/18	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #11				
3/19 — 3/25	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #12				
3/26 — 4/1	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #13				
4/2 — 4/8	No Class	Spring Break	Spring Break – No Class	
Week #14				
4/9 — 4/15	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #15				
4/16 — 4/22	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #16				
4/23 — 4/29	Practicum Site	Practicum Site	Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due	1—6 A—C
Week #17				
4/30 — 5/2	Practicum Site	Practicum Site — Makeup if needed	Practicum Site — Makeup if needed	1—6 A—C

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

1. Storage and Control
2. Documentation
3. Inventory and Billing
4. Community Practice
5. Institutional Practice
6. Communication

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.