

PHAR 1020

Principles of Dispensing Medications

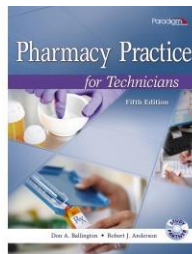
COURSE SYLLABUS

Spring Semester 2016

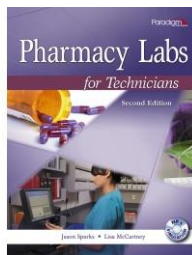
Semester: Spring 2016
Course Title: Principles of Dispensing Medications
Course Number: PHAR 1020
Credit Hours/ Minutes: 4/4500
Class Location: Room #720; #737 — Gillis Building
Class Meets: Tuesday 8:30—2:45
CRN: 40218

Instructor: Matt Brown
Office Hours: Mon / Wed: 8:00—1:00 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 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.

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

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

PHAR 1000 - Pharmaceutical Calculations
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
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
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: 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.

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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. 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 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.

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.

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 1 day a week for 15 weeks, the maximum number of days a student may miss is 2 days during the semester.

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.

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 accommodations.

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.

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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 at the end of the semester on a date to be scheduled by 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 is completely responsible 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 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 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.

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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 STC website at www.southeasterntech.edu.

GRADING POLICY

Exam Average	40%
Assignments/ Labs	40%
<u>Final Exam</u>	<u>20%</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 1020 Principles of Dispensing Medications SPRING SEMESTER 2016 LESSON PLAN				
Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1 (January 11 – January 17)				
1/12	Chapter 6 Labs: 6–9	Intro to course/syllabus/books Chapter 6: Dispensing Medications in the Community Pharmacy Labs: 6–9	Read Chapter 6 Chapter 6: PowerPoint Chapter 6 Assessments/Assignments Read Labs 6–9 Labs 6–9: PowerPoint Labs 6–9 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 6 — — Review Labs 6–9 —	1–8 A–C
Week 2 (January 18 – January 24)				
1/19	Chapter 6 Labs: 10–11; 22	Chapter 6: Dispensing Medications in the Community Pharmacy Labs: 10–11 ; 22	Chapter 6: PowerPoint Chapter 6: Review Chapter 6 Assessments/Assignments Read Labs 10–11 ; 22 Labs 10–11; 22: PowerPoint Lab 10–11; 22 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 6 — — Review Labs 10–11; 22 —	1–8 A–C

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Week 3 (January 25 – January 31)				
1/26	Chapter 6—7	<p>Chapter 6: Dispensing Medications in the Community Pharmacy</p> <p>Chapter 7: The Business of Community Pharmacy</p> <p>Exam #1: Chapter 6; Labs 6—11; 22</p>	<p>Exam #1: Chapter 6; Labs 6—11; 22</p> <p>Read Chapter 7</p> <p>Chapter 7: PowerPoint</p> <p>Chapter 7 Assessments/Assignments</p> <p><i>Prior to Next Class:</i> — Review Chapter 7 —</p>	<p>1—8</p> <p>A—C</p>
Week 4 (February 1– February 7)				
2/2	<p>Chapter 7</p> <p>Labs: 12—13</p>	<p>Chapter 7: The Business of Community Pharmacy</p> <p>Labs: 12—13</p> <p><i>*Lab 12 has been updated to correct several errors, and a link will be provided in order to complete this lab*</i></p>	<p>Chapter 7: PowerPoint</p> <p>Chapter 7: Review</p> <p>Chapter 7 Assessments/Assignments</p> <p>Read Labs 12—13</p> <p>Labs 12—13: PowerPoint</p> <p>Lab 12—13 Assessments/Assignments</p> <p><i>Prior to Next Class:</i> — Review Chapter 7 — — Review Labs 12—13 —</p>	<p>1—8</p> <p>A—C</p>
Week 5 (February 8 – February 14)				
2/9	<p>Chapter 7</p> <p>Lab: 14</p>	<p>Chapter 7: The Business of Community Pharmacy</p> <p>Lab: 14</p>	<p>Chapter 7: PowerPoint</p> <p>Chapter 7: Review</p> <p>Chapter 7 Assessments/Assignments</p> <p>Read Lab 14</p> <p>Lab 14: PowerPoint</p> <p>Lab 14 Assessments/Assignments</p> <p><i>Prior to Next Class:</i> — Review Chapter 7 — — Review Lab 14 —</p>	<p>1—8</p> <p>A—C</p>
Week 6 (February 15 – February 21)				
2/16	Chapter 7—8	<p>Chapter 7: The Business of Community Pharmacy</p> <p>Chapter 8: Nonsterile Pharmaceutical Compounding</p> <p>Exam #2: Chapter 7; Labs 12—14</p>	<p>Exam #2: Chapter 7; Labs 12—14</p> <p>Read Chapter 8</p> <p>Chapter 8: PowerPoint</p> <p>Chapter 8 Assessments/Assignments</p> <p><i>Prior to Next Class:</i> — Review Chapter 8 —</p>	<p>1—8</p> <p>A—C</p>

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Week 7 (February 22 – February 28)				
2/23	Chapter 8 Lab: 23	Chapter 8: Nonsterile Pharmaceutical Compounding Lab: 23	Chapter 8: PowerPoint Chapter 8: Review Chapter 8 Assessments/Assignments Read Lab 23 Lab 23: PowerPoint Lab 23 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 8 — — Review Lab 23 —	1—8 A—C
Week 8 (February 29 – March 6)				
3/1	Chapter 8 Lab: 24—25	Chapter 8: Nonsterile Pharmaceutical Compounding Labs: 24—25	Chapter 8: PowerPoint Chapter 8: Review Chapter 8 Assessments/Assignments Read Labs 24—25 Labs 24—25: PowerPoint Labs 24—25 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 8 — — Review Labs 24—25 —	1—8 A—C
Week 9 (March 7 – March 13)				
3/8	Chapter 8 Labs: 26—27	Chapter 8: Nonsterile Pharmaceutical Compounding Labs: 26—27	Chapter 8: PowerPoint Chapter 8: Review Chapter 8 Assessments/Assignments Read Labs 26—27 Labs 26—27: PowerPoint Labs 26—27 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 8 — — Review Labs 26—27 —	1—8 A—C
Week 10 (March 14 – March 20)				
3/15	Chapter 8—9 Labs: 15—17	Chapter 8: Nonsterile Pharmaceutical Compounding Exam #3: Chapter 8; Labs 23—27 Chapter 9: Hospital Pharmacy Practice Labs: 15—17	Exam #3: Chapter 8; Labs 23—27 Read Chapter 9 Chapter 9: PowerPoint Chapter 9 Assessments/Assignments Read Labs 15—17 Labs 15—17: PowerPoint Labs 15—17 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 9 — — Review Labs 15—17 —	1—8 A—C

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Week 11 (March 21 – March 27)				
3/22	Chapter 9 Labs: 18—20	Chapter 9: Hospital Pharmacy Practice Labs: 18—20	Chapter 9: PowerPoint Chapter 9: Review Chapter 9 Assessments/Assignments Read Labs 18—20 Labs 18—20: PowerPoint Labs 18—20 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 9 — — Review Labs 18—20 —	1—8 A—C
Week 12 (March 28 – April 3)				
3/29	Holiday: Spring Break			
Week 13 (April 4 – April 10)				
4/5	Chapter 9—12	Chapter 9: Hospital Pharmacy Practice Chapter 12: Medication Safety Exam #4: Chapter 9; Labs 15—20	Exam #4: Chapter 9; Labs 15—20 Read Chapter 12 Chapter 12: PowerPoint Chapter 12 Assessments/Assignments <i>Prior to Next Class:</i> — Review Chapter 12 —	1—8 A—C
Week 14 (April 11 – April 17)				
4/12	Chapter 12 Lab: QS/1	Chapter 12: Medication Safety Lab: QS/1	Chapter 12: PowerPoint Chapter 12: Review Chapter 12 Assessments/Assignments Lab: QS/1	1—8 A—C
Week 15 (April 18 – April 24)				
4/19	Chapter 12	Chapter 12: Medication Safety Exam #5: Chapter 12	Exam #5: Chapter 12 <i>Prior to Next Class:</i> — Study for Final Exam —	1—8 A—C
Week 16 (April 25 – May 1)				
4/26	Final	Comprehensive Final Exam	Final Exam	1—8 A—C

*** Competency Areas:**

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.

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Southeastern Technical College Pharmacy Technology Diploma Program

I _____ have read and understand the syllabus for PHAR 1020. 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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