PHAR 1050
Pharmacy Technology Practicum
COURSE SYLLABUS
Spring Semester 2017

Semester: Spring 2017
Course Title: Pharmacy Technology Practicum
Course Number: PHAR 1050
Credit Hours/ Minutes: 5/11250
Class Location: Experiential Sites
Class Meets: As scheduled-20 hours/week
CRN: 40266

Instructor: Matt Brown
Office Hours: Mon/Wed: 1:00P—6:00P or By Appointment
Office Location: Room #722 — Gillis Building
Email Address: mbrown@southeasterntech.edu
Phone: 912-538-3192
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Tutoring Hours: By Appointment

REQUIRED TEXT:
1. _Pocket Guide for Technicians_, 6th Edition, By Ballington and Laughlin, Paradigm Publishing (From Pharmacology Textbook)

   OR

2. _2014-2015 GBR Generic Brand Reference_, Mylan Pharmaceuticals.

   OR

3. _2015 Teva Generics Drug Guide,_ Teva Pharmaceuticals.

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

PHAR 1000 - Pharmaceutical Calculations
PHAR 1010 - Pharmacy Technology Fundamentals

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

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
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

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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
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

		Learning Domain	Level of Learning
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
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: 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.

STUDENT REQUIREMENTS: Students are expected to complete all assignments by the specified 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 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.

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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 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, 912-538-3126, hthomas@southeasterntech.edu, 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, (912) 538-3126, hthomas@southeasterntech.edu.

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 accessed 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 clinical 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 clinical. These situations will be dealt with on a case by case basis. The student is responsible for notifying the Pharmacy

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Technology Program Director/ Instructor, along with their Clinical 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 clinical time to be made up. Clinical make-up time must first be approved by the Pharmacy Technology Program Director and made up by the last scheduled day at that site.

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 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: 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 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
Proficiency Check Off / Preceptor Grades 70%

Assignments / Timesheets 30%

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.*

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PHAR 1050
Pharmacy Technology Practicum
SPRING SEMESTER 2017 LESSON PLAN

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week #1				
1/9—1/15	**Clinical Site**	**Intro to Course/Syllabus/Experiential Site Rules**	**Intro to Course/Syllabus/Experiential Site Rules**	**1—6 A—C**
Week #2				
1/16—1/22	**Clinical Site**	**Introduction at Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Students need to contact clinical sites: Introduction/Time for first day/Where to park**	**1—6 A—C**
Week #3				
1/23—1/29	**Clinical Site**	**Holiday: Monday, 1/20** **Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**
Week #4				
1/30—2/5	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**
Week #5				
2/6—2/12	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**
Week #6				
2/13—2/19	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**
Week #7				
2/20—2/26	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**
Week #8				
2/27—3/5	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6 A—C**

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Week #9				
3/6—3/12	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #10				
3/13—3/19	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #11				
3/20—3/26	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #12				
3/27—4/2	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #13				
4/3—4/9	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #14				
4/10—4/16	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #15				
4/17—4/23	**Clinical Site**	**Clinical Site**	**Discuss and Review Clinical Situations and Current Pharmacy News** **Time Sheets / Journal Entry Due**	**1—6** **A—C**
Week #16				
4/24—4/27	**Clinical Site**	**Clinical Site—Makeup if needed**	**Clinical Site—Makeup if needed**	**1—6** **A—C**

* Competency Areas:
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.

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Southeastern Technical College
Pharmacy Technology Diploma Program

I _____ have read and understand the syllabus for PHAR 1050. 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