



**PHAR 2060 – Advanced Pharmacy Technology Principles
COURSE SYLLABUS
Summer Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3 Credit Hours/3000 Minutes:

Campus/Class Location: Vidalia Campus — Gillis Building — Room #737/#720

Class Meets: Wednesday 9:00AM—3:00PM

Course Reference Number (CRN): 60189

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Matt Brown, CPhT

Email Address: [Matt Brown \(mbrown@southeasterntech.edu\)](mailto:mbrown@southeasterntech.edu)

Campus/Office Location: Vidalia Campus — Gillis Building — Room #722

Office Hours: Monday: 9:00—5:00 or By Appointment

Phone: 912-538-3192

Fax Number: 912-538-3106

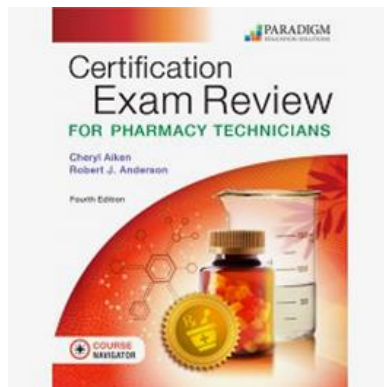
Tutoring Hours (if applicable): By Appointment

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

Certification Exam Review for Pharmacy Technicians, 4th Edition, By Aiken and Anderson, Paradigm Publishing



REQUIRED SUPPLIES & SOFTWARE

Paper, Pens/Pencils, Folder, and Computer Access

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review, and pharmacology review.

MAJOR COURSE COMPETENCIES

1. Physician Orders
2. Patient Profiles
3. Pharmacy Data Systems
4. Job Readiness
5. Legal Requirements
6. Inventory and Billing
7. Pharmaceutical Calculations Review
8. Pharmacology Review

PREREQUISITE(S)

1. COMP 1000 – Introduction to Computers
2. PHAR 1030 – Principles of Sterile Medication Preparation
3. PHAR 1050 – Pharmacy Technology Practicum

COREQUISITE(S)

1. PHAR 2070 – Advanced Pharmacy Technology Practicum

COURSE OUTLINE

Physician Orders

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Correctly interpret and/or transcribe a prescription or medication order. | Cognitive | Knowledge |
| 2 | Identify the required sections of a medication order or prescription. | Cognitive | Knowledge |
| 3 | Correctly interpret clinical, diagnostic, and treatment terms, and distinguish them from medication orders. | Cognitive | Knowledge |
| 4 | Complete order processing ie: data entry, counting, pouring, packaging, and labeling, and distribution of medications. | Cognitive | Knowledge |
| 5 | Discuss the technician role in the health care team, how to function efficiently, and provide safe and effective treatment or the patient. | Affective | Receiving |
| 6 | Understand direct patient care delivery systems in multiple practice settings. | Cognitive | Comprehension |

Patient Profiles

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Define the patient profile. | Cognitive | Knowledge |
| 2 | Identify the required information that comprises a patient profile. | Cognitive | Knowledge |
| 3 | Describe the advantages of maintaining patient profiles and the liabilities associated with not having them. | Cognitive | Knowledge |
| 4 | Display the ability to assist pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, medication reconciliation, and departmental management. | Cognitive | Knowledge |
| 5 | Use appropriate judgment in monitoring of medication therapy. | Cognitive | Application |
| 6 | Participate in the facilities medication error prevention process to include assisting the pharmacist in improving direct patient care. | Cognitive | Application |

Pharmacy Data Systems

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Summarize the pharmacy laws that pertain to computer maintained records and patient profiles. | Cognitive | Comprehension |
| 2 | Describe the current laws and limitations on the use of fax machines in pharmacy practice. | Cognitive | Knowledge |
| 3 | Give examples of the required security for computer maintained pharmacy records. | Cognitive | Comprehension |
| 4 | List and describe different uses of computer systems in modern pharmacy. | Cognitive | Knowledge |
| 5 | Compare the advantages and disadvantages of using computer systems in pharmacy practice. | Cognitive | Synthesis |
| 6 | Demonstrate the ability to accurately interpret and enter data from a prescription or medication order into a computerized patient profile. | Cognitive | Application |
| 7 | Demonstrate the ability to perform maintenance of computer hardware, including cleaning, replacing ribbon/ink, and replenishing paper/ label supply. | Cognitive | Application |

Job Readiness

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Describe and exhibit the proper professional image, including dress, attitude, and conduct. | Affective | Characterization |
| 2 | Describe the steps required in conducting a successful job search. | Cognitive | Knowledge |
| 3 | Demonstrate the ability to write an effective résumé. | Cognitive | Application |
| 4 | Demonstrate the ability to properly complete a job application. | Cognitive | Application |
| 5 | Describe and/or demonstrate the skills required to successfully complete a job interview. | Cognitive | Knowledge |
| 6 | Describe desirable job performance skills necessary for job retention and advancement. | Cognitive | Knowledge |
| 7 | Discuss job performance skills as they relate to retail and hospital pharmacy practice. | Cognitive | Comprehension |

Legal Requirements

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Explain the legal requirements for counseling patients. | Cognitive | Comprehension |
| 2 | Discuss the legal requirements for prescription filling, filing, documentation, order taking, and routine procedures. | Cognitive | Comprehension |
| 3 | Discuss the legal requirements for proper prescription documentation. | Cognitive | Comprehension |
| 4 | Explain the legal procedures of ordering and stocking schedule (2) medications. | Cognitive | Comprehension |
| 5 | Explain the Bi-inventory inspection for all schedule medication. | Cognitive | Comprehension |

Inventory and Billing

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Demonstrate the ability to control the inventory of medications, equipment, and devices according to an established plan. | Cognitive | Application |
| 2 | Perform the function of billing and collecting payment for pharmacy services and goods. | Cognitive | Synthesis |

Pharmaceutical Calculations Review

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Review and interpret the following measurements: metric system, apothecary system, household, and units. | Cognitive | Comprehension |
| 2 | Review and calculate the following concerning dispensing: oral, parenteral, IV drip rates, other routes; review safety issues. | Cognitive | Comprehension |
| 3 | Review dosage computation, children's dosage, and IV solutions. | Cognitive | Comprehension |
| 4 | Review reference sources, origins, classifications, legal aspects, abbreviations, and prescriptions. | Cognitive | Comprehension |

Pharmacology Review

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Understand the use and effects of prescription and OTC drugs used to treat common disease states. | Cognitive | Comprehension |
| 2 | Assist the pharmacist in the identification of patients who desire/require counseling. | 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.

NATIONAL CERTIFICATION EXAM

In order to complete the Pharmacy Technology Program requirements for this course, all program students are required to take the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB) prior to taking the Exit Exam/Final Exam. Upon completing the PTCE, the student will receive a print out of the unofficial results of the exam from the testing center. The student is required to turn in a copy of those results to the Program Director/Instructor. If the student fails to take the PTCE or turn in a copy of their PTCE unofficial results, that student will not be allowed to sit for the PHAR 2060 Exit Exam/Final Exam. The current cost of the PTCE is \$129, and the student is responsible for this cost. Successfully passing the PTCE is not a requirement to sit for the Exit Exam/Final Exam. However, by passing the PTCE, the student would be considered a Certified Pharmacy Technician (CPhT).

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 9 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.

EXIT EXAM

All program students are required to take the Exit Exam at the end of the semester the student is enrolled in the PHAR 2060 course. This exam will be in a multiple-choice format, and serve as the Comprehensive Final Exam for the course. Students must score 70% or above on the exit exam to successfully complete the course. Students scoring below 70% will be required to retake PHAR 2060 in order to complete the program requirements.

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 handled 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 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 | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 | 30% |
| Assignments/Labs | 30% |
| Final Exam (Exit Exam) | 40% |

GRADING SCALE

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

PHAR 2060 – Advanced Pharmacy Technology Principles Summer Semester 2018 Lesson Plan

| Date | Chapter/ Lesson | Content | Assignments & Exams Due Dates | Competency Area |
|----------------|---|--|---|--------------------|
| Week #1 | | | | |
| 5/16 | Job Readiness Introduction Chapter 1 | Intro to Course / Syllabus / Textbooks Job Readiness Introduction: Preparing for a High-Stakes Exam Chapter 1: Pharmacology for Technicians | Job Readiness – Lance Helms Read and Review Introduction Discuss Introduction Read and Review Chapter 1 Discuss Chapter 1 Pharmacology Practice Practice Exams #1–2 | 1–8 A–C |
| Week #2 | | | | |
| 5/23 | Chapter 1 | Chapter 1: Pharmacology for Technicians | Review Chapter 1 Pharmacology Practice Practice Exams #3–4 | 1–8 A–C |
| Week #3 | | | | |
| 5/30 | Exam #1 Chapter 2 | Exam #1: Chapter 1 Chapter 2: Pharmacy Conversions and Dosage Calculations | Read and Review Chapter 2 Discuss Chapter 2 Calculations Practice Practice Exams #5–6 | 1–8 A–C |
| Week #4 | | | | |
| 6/6 | Exam #2 Chapters 2–4 | Exam #2: Chapter 2 Chapter 2: Pharmacy Conversions and Dosage Calculations Chapter 3: Pharmacy Law and Regulation Chapter 4: Prescription & Medication Order Dispensing | Review Chapter 2 Read and Review Chapter 3 Discuss Chapter 3 Read and Review Chapter 4 Discuss Chapter 4 Practice Exams #7–8 | 1–8 A–C |
| Week #5 | | | | |
| 6/13 | Exam #3 Exam #4 Job Readiness Chapters 5–6 | Exam #3: Chapter 3 Exam #4: Chapter 4 Job Readiness – Mock Interviews Chapter 5: Nonsterile Compounding Chapter 6: Sterile and Hazardous Compounding | Mock Interviews Review Chapters 3–4 Read and Review Chapter 5 Discuss Chapter 5 Read and Review Chapter 6 Discuss Chapter 6 Practice Exams #9–10 | 1–8 A–C |

| Date | Chapter/ Lesson | Content | Assignments & Exams Due Dates | Competency Area |
|-----------------|--|--|---|--------------------|
| Week #6 | | | | |
| 6/20 | Chapters 5—6 | Chapter 5: Nonsterile Compounding Chapter 6: Sterile and Hazardous Compounding | Review Chapters 5—6 Practice Exams #11—14 | 1—8 A—C |
| Week #7 | | | | |
| 6/27 | Exams #5—6 Chapters 7—10 | Exams #5—6: Chapters 5—6 Chapter 7: Medication Safety and Quality Assurance Chapter 8: Pharmacy Information System and Automation Chapter 9: Pharmacy Inventory Management Chapter 10: Pharmacy Reimbursement and Claims Processing | Review Chapters 5—6 Read/Review/ Discuss Chapters 7—10 Practice Exams #15—17 | 1—8 A—C |
| Week #8 | | | | |
| 7/4 | | No Class – Summer Break | | |
| Week #9 | | | | |
| 7/11 | Exams #7—10 Chapters 7—10 | Exams #7—10: Chapters 7—10 | Review Chapters 7—10 Practice Exams #18—20 | 1—8 A—C |
| Week #10 | | | | |
| 7/18 | Chapters 1—10 | PTCB Practice and Review | PTCB Practice and Review | 1—8 A—C |
| Week #11 | | | | |
| 7/25 | Final Exam (Exit Exam) | Final Exam Review Comprehensive Final Exam | Final Exam Review Comprehensive Final Exam | 1—8 A—C |

COMPETENCY AREAS:

1. Physician Orders
2. Patient Profiles
3. Pharmacy Data Systems
4. Job Readiness
5. Legal Requirements
6. Inventory and Billing
7. Pharmaceutical Calculations Review
8. Pharmacology Review

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.