



**PHAR 2070 – Advanced Pharmacy Technology Practicum
COURSE SYLLABUS
Summer Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 5 Credit Hours/11250 Minutes
Campus/Class Location: Vidalia Campus — Experiential Sites
Class Meets: As Scheduled
Course Reference Number (CRN): 60190

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

A Pocket Drug Guide is required for this practicum

REQUIRED SUPPLIES & SOFTWARE

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

COURSE DESCRIPTION

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

MAJOR COURSE COMPETENCIES

1. Dispensing Responsibilities
2. Physician Orders
3. Controlled Substances
4. Hyperalimentation
5. Chemotherapy
6. Patient Profiles
7. Pharmacy Data Systems
8. Ophthalmic Preparations
9. Hospital/Retail/Home Health Pharmacy Techniques

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 2060 – Advanced Pharmacy Technology Principles

COURSE OUTLINE**Dispensing Responsibilities**

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Prepare inpatient nonparenteral medication order or prescription. | Psychomotor | Complex Response |
| 2 | Prepare inpatient parenteral medication order or prescription. | Psychomotor | Complex Response |
| 3 | Prepare outpatient or retail prescription. | Psychomotor | Complex Response |
| 4 | Package and label all medications. | Psychomotor | Guided Response |

Physician Orders

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Transcribe any number of medication orders or prescriptions accurately. | Cognitive | Knowledge |
| 2 | Translate any common Latin abbreviations used in a pharmacy to English equivalents. | Cognitive | Knowledge |

Controlled Substances

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Define controlled substance. | Cognitive | Knowledge |
| 2 | Differentiate between Federal and State definitions of controlled substances. | Cognitive | Analysis |
| 3 | Differentiate between the controlled substance schedules. | Cognitive | Analysis |
| 4 | Give examples of drugs that fall into each schedule. | Cognitive | Comprehension |
| 5 | Order controlled substances. | Cognitive | Knowledge |
| 6 | Describe the requirements any pharmacy must meet to order controlled substances. | Cognitive | Knowledge |
| 7 | Describe the procedure used to order a schedule II controlled substance and a schedule III-V controlled substance. | Cognitive | Knowledge |
| 8 | Describe the verification of a controlled substance shipment. | Cognitive | Knowledge |
| 9 | Discuss the added responsibility in receiving controlled substances. | Cognitive | Comprehension |
| 10 | Describe recordkeeping requirements. | Cognitive | Knowledge |
| 11 | State the length of time all ordering/ inventory controlled substance records must be kept. | Cognitive | Knowledge |

| Order | Description | Learning Domain | Level of Learning |
|--------------|--|------------------------|--------------------------|
| 12 | Describe the difference between biennial inventory requirements for schedule II controlled substances and those for schedule III-V controlled substances. | Cognitive | Knowledge |
| 13 | Describe the advantages of perpetual inventory systems. | Cognitive | Knowledge |
| 14 | Describe the differences between storage requirements for schedule II controlled substances and those for schedule III-V controlled substances. | Cognitive | Knowledge |
| 15 | Describe the proper means of intra-hospital controlled substance requisitions. | Cognitive | Knowledge |
| 16 | Give advantages and disadvantages of the single sheet/modified sheet system, the schedule sheet system, the special issue sheet system, and the Pyxis/Documed systems. | Cognitive | Knowledge |
| 17 | Describe the procedure for handling returned controlled substance doses. | Cognitive | Knowledge |
| 18 | Differentiate between the nursing/ pharmacy procedures involving the return of partial and unopened doses. | Cognitive | Analysis |
| 19 | Describe the use of the controlled substance discrepancy form. | Cognitive | Knowledge |
| 20 | List the additional information required on a controlled substance prescription. | Cognitive | Knowledge |
| 21 | Describe the dispensing procedure, including recordkeeping for schedule II, schedule III-V, and exempt schedule V controlled substances. | Cognitive | Knowledge |
| 22 | Differentiate between small scale and large scale controlled substance destruction. | Cognitive | Analysis |
| 23 | Describe the procedures and recordkeeping involved in destruction of large amounts of controlled substances. | Cognitive | Knowledge |

Hyperalimentation

| Order | Description | Learning Domain | Level of Learning |
|--------------|---|------------------------|--------------------------|
| 1 | Demonstrate understanding of various types of hyperalimentation (TPN) and conditions for use. | Cognitive | Application |
| 2 | Demonstrate proper handling of products used in TPN preparation. | Psychomotor | Guided Response |
| 3 | Demonstrate TPN preparation using both an automatic compounding device and syringe method. | Psychomotor | Guided Response |
| 4 | Demonstrate appropriate use of bags, spikes, sets, and filters used in TPN preparation. | Psychomotor | Guided Response |
| 5 | Demonstrate the appropriate "set up" of an automatic compounding/mixing device using associated supplies. | Psychomotor | Guided Response |
| 6 | Demonstrate an aseptic change or add-on of supplies/products to an automatic compounder. | Psychomotor | Guided Response |
| 7 | Demonstrate proper techniques in handling, labeling, and storing TPN products. | Psychomotor | Guided Response |
| 8 | Demonstrate proper recordkeeping for TPN preparations. | Cognitive | Application |

Chemotherapy

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Demonstrate an understanding of the significance of a chemotherapy log. | Cognitive | Application |
| 2 | Demonstrate the appropriate use of a spill kit. | Psychomotor | Guided Response |
| 3 | Demonstrate and demonstrate the various pieces of available protective equipment used for handling cytotoxic agents. | Psychomotor | Guided Response |
| 4 | Demonstrate proper use of a vertical flow hood in chemotherapy product handling/preparation. | Psychomotor | Guided Response |
| 5 | Demonstrate the preparation of not less than three cytotoxic drug products. | Psychomotor | Guided Response |
| 6 | Demonstrate proper packaging for transport of cytotoxic drug products. | Psychomotor | Guided Response |
| 7 | Demonstrate the proper storage for prepared and unprepared cytotoxic drug products. | Cognitive | Application |

Patient Profiles

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Explain the information required in a patient profile. | Cognitive | Comprehension |
| 2 | Compare manipulations required in computerized and manual patient profiles. | Cognitive | Synthesis |

Pharmacy Data Systems

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Demonstrate the use of FAX machines to send and receive data. | Cognitive | Application |
| 2 | Use a computer terminal and printer to record and retrieve pharmacy data. | Cognitive | Application |
| 3 | Demonstrate at least six different uses of computer systems in modern pharmacy. | Cognitive | Application |
| 4 | Demonstrate the use of protected access for security of computer maintained pharmacy records. | Cognitive | Application |
| 5 | Build a computerized patient profile. | Cognitive | Knowledge |
| 6 | Demonstrate the disposition of computer maintained records within the laws of pharmacy. | Cognitive | Application |
| 7 | Demonstrate computer use to check prices, order drug products, and locate usage/volume reports. | Cognitive | Application |
| 8 | Demonstrate computer use to check and maintain inventory/reorder levels and to take actual physical inventory. | Cognitive | Application |
| 9 | Demonstrate computer use to generate all elements of ambulatory patient prescriptions (e.g., storing information for refills, pricing, etc.). | Cognitive | Application |
| 10 | Demonstrate computer use to prepare various types of labels (e.g., IV labels, prescription labels, extemporaneous preparation labels, etc.) | Cognitive | Application |

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 11 | Demonstrate the ability to correctly maintain computer hardware, including cleaning, replacing ribbon/ ink, and replenishing paper/labels. | Cognitive | Application |

Ophthalmic Preparations

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Demonstrate the preparation of an ophthalmic preparation using sterile technique. | Psychomotor | Guided Response |
| 2 | Demonstrate the proper preparation and filtration of an appropriate ophthalmic preparation used in surgical procedures (e.g., local injections, etc.). | Psychomotor | Guided Response |
| 3 | Demonstrate proper area preparation, proper container(s)/ devices and sizes, and proper labeling and storage of sterile ophthalmic preparations. | Psychomotor | Guided Response |
| 4 | Demonstrate the appropriate ingredients check prior to and after the preparation of an ophthalmic preparation. | Cognitive | Application |
| 5 | Demonstrate the local administration of ophthalmic medications in various dosage forms (e.g., solutions, suspensions, and ointments). | Psychomotor | Guided Response |

Hospital/Retail/Home Health Pharmacy Techniques

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Illustrate and interpret the institution's organizational chart considering the responsibilities of the pharmacy director and the Pharmacy Department personnel. | Cognitive | Comprehension |
| 2 | Recite the general responsibilities and job status of personnel in other institutional departments with whom the technologist will have contact when carrying out assigned duties and activities. | Cognitive | Knowledge |
| 3 | Locate major hospital departments and service units. | Cognitive | Comprehension |
| 4 | Escort another person to any department or unit. | Affective | Responding |
| 5 | State at least three reasons for patient information confidentiality. | Affective | Valuing |
| 6 | Report at least five reasons for initiation of a disciplinary action in the institution (e.g., absenteeism, tardiness, incompetency, dishonesty, etc.). | Cognitive | Application |
| 7 | State institutional and departmental policies applicable to each of the pharmacy job responsibilities. | Cognitive | Knowledge |
| 8 | Describe the procedure for each pharmacy job responsibility. | Cognitive | Knowledge |
| 9 | Follow verbal face-to-face communication as well as correct telephone communication techniques to be used when receiving and initiating calls. | Affective | Valuing |
| 10 | Prepare a written communication conveying a change in procedure. | Cognitive | Application |
| 11 | Cite at least 10 examples of "a decision requiring a pharmacist's judgment." | Affective | Organization |

| Order | Description | Learning Domain | Level of Learning |
|--------------|--|------------------------|--------------------------|
| 12 | State legal aspects of technologist functions, such as accountability, pharmacy regulations, and use and storage of controlled substances. | Cognitive | Knowledge |
| 13 | List transcription techniques, abbreviations, and symbols used to effect order transcription. | Cognitive | Knowledge |
| 14 | Use various weighing and measuring techniques. | Psychomotor | Mechanism |
| 15 | List inventory control techniques. | Cognitive | Knowledge |
| 16 | Demonstrate techniques of audits/inspection. | Cognitive | Application |
| 17 | List pricing techniques. | Cognitive | Knowledge |
| 18 | Demonstrate packaging techniques. | Psychomotor | Guided Response |
| 19 | Demonstrate recordkeeping techniques for various medication types (e.g., controlled substances, investigational drugs). | Cognitive | Application |
| 20 | Complete monetary transactions. | Cognitive | Knowledge |
| 21 | Communicate face-to-face with customers and exhibit good public relations. | Affective | Characterization |
| 22 | Explain third party payment forms. | Cognitive | Comprehension |
| 23 | Complete third party payment forms. | Cognitive | Knowledge |
| 24 | Suggest over-the-counter products and supplies for minor injuries and ailments. | Cognitive | Knowledge |
| 25 | Select correct syringes, needles, and supplies for diabetics, etc. | Cognitive | Knowledge |
| 26 | Receive and initiate calls. | Cognitive | Knowledge |
| 27 | Transfer the correct prescription to the correct patient. | Cognitive | Application |
| 28 | Measure ingredients using various measuring devices. | Cognitive | Knowledge |
| 29 | Describe durable medical equipment and the selection process for customers. | Cognitive | Knowledge |
| 30 | Explain inventory control/ordering techniques and the required recordkeeping. | Cognitive | Comprehension |
| 31 | Receive complete patient information by telephone for enrollment in home health program services. | Cognitive | Knowledge |
| 32 | Explain third party payment forms. | Cognitive | Comprehension |
| 33 | Complete third party payment forms. | Cognitive | Knowledge |
| 34 | Communicate with third party provider(s) in solving problems or assuring coverage of services. | Cognitive | Synthesis |
| 35 | Describe filing systems for patient information. | Cognitive | Knowledge |
| 36 | Discuss recordkeeping for any medication dispensed and product/device sold. | Cognitive | Comprehension |
| 37 | Price medication dispensed and products/devices sold. | Cognitive | Knowledge |
| 38 | Promote legal requirements of technologists in relation to duties performed/responsibilities carried out. | Affective | Characterization |
| 39 | Explain inventory control/ordering techniques and the required recordkeeping. | Cognitive | Comprehension |

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 course 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 course 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 clinical based, the student is required to receive a at least 225 hours 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 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 |
|--|------------|
| 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 2070 – Advanced Pharmacy Technology Practicum Summer Semester 2018 Lesson Plan

| Date | Lesson | Content | Assignments & Exams Due Dates | Competency Area |
|-------------------|-------------------|---|---|-----------------|
| Week #1 | | | | |
| 5/14 – 5/20 | | Course/Syllabus Practicum Site Rules Discuss and Review: Practicum Situations and Current Pharmacy News | Introduction to Course/Syllabus Practicum Site Rules 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 #2 | | | | |
| 5/21 – 5/27 | | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #3 | | | | |
| 5/28 – 6/3 | Practicum Site | <u>Holiday: Monday, 5/28</u> Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #4 | | | | |
| 6/4 – 6/10 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #5 | | | | |
| 6/11 – 6/17 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #6 | | | | |
| 6/18 – 6/24 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #7 | | | | |
| 6/25 – 7/1 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1–6 A–C |
| Week #8 | | | | |
| 7/2 – 7/8 | No Class | Summer Break | Summer Break – No Class | |

| Date | Lesson | Content | Assignments & Exams Due Dates | Competency Area |
|-------------------|----------------|---|--|-----------------|
| Week #9 | | | | |
| 7/9 — 7/15 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1—6 A—C |
| Week #10 | | | | |
| 7/16 — 7/22 | Practicum Site | Practicum Site | Discuss and Review Practicum Situations and Current Pharmacy News Time Sheets / Journal Entry Due | 1—6 A—C |
| Week #11 | | | | |
| 7/23 — 7/26 | Practicum Site | Practicum Site — Makeup if needed | Practicum Site — Makeup if needed | 1—6 A—C |

COMPETENCY AREAS:

1. Dispensing Responsibilities
2. Physician Orders
3. Controlled Substances
4. Hyperalimentation
5. Chemotherapy
6. Patient Profiles
7. Pharmacy Data Systems
8. Ophthalmic Preparations
9. Hospital/Retail/Home Health Pharmacy Techniques

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.