

**Master Syllabus**

**COURSE: HPHM 1505 PHARMACY TECHNICIAN FUNDAMENTALS LAB**

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 0/2/2

**CONTACT HOUR (Lecture/Lab/Total):** 0/50/50

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office: TBA**

**Office Hours: By appointment only**

**Virtual Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** This course is designed to teach pharmacy technician students entry level skills performed in community and institutional pharmacy settings. The primary objective is to provide the students with practical, hands-on experience in the duties performed by a pharmacy technician in every day pharmacy practice. This course addresses topics of instruction that includes information sources, reviewing and processing prescriptions and medication orders, applications of rules and regulations, non-sterile compounding, aseptic technique, calculations and business applications.

**PREREQUISITES:** The student must have successfully completed or be concurrently enrolled in HPHM 1200, HPHM 1405 and HPHM 1510.

**COURSE STRUCTURE:** This course may be conducted entirely face to face on campus or online. If conducted in either format this course does contain a portion of content that is delivered entirely online. The student will be expected to participate in the course using NTCC’s learning management system, Canvas, and Paradigm’s Course Navigator System.

## LEARNING OUTCOMES:

Upon successful completion of this course, with a minimum of 70% accuracy, the student will be able to:

1. Maintain pharmacy facilities and equipment, including automated dispensing machine.
2. Prepare patient-specific medications for distribution.
3. Prepare non-patient-specific medications for distribution (i.e. batch, stock medicines).
4. Apply accepted procedures in inventory control of medications, equipment, and devices.
5. Assess a prescription/medication order for necessary components (drug, dose, route, frequency) and safety (order verification).
6. Follow an order through all phases of the medication use process (from the floor to the

pharmacy and back to the floor for patient administration.)

1. Demonstrate proper medication preparation and labeling.
2. Utilize material safety data sheets (MSDS) to identify, handle and safely dispose of hazardous materials.
3. Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods and collect payment for these services.
4. Assist pharmacists in medical reconciliation.
5. Describe sources of information available to pharmacy professionals.
6. Identify methods to utilize information resources in the practice of pharmacy.
7. Review prescription orders for completeness, accuracy, and safety.
8. Anticipate how best to promote safety and avoid medication errors through drug label and medication order literacy skills.
9. Demonstrate effective communication skills with patients and other members of the healthcare team.
10. Promote patient safety through the review of prescription orders, the use of warning labels, and the review of drug regimen requirements by patients and medical staff.
11. Become familiar with the necessary knowledge and skill in using USP Chapter 795, 797,800 and compliant aseptic technique, including proper hygiene, garbing, and safe and effective use of apparatuses.
12. Demonstrate knowledge and skill in extemporaneous pharmaceutical compounding, including proper hygiene, technique, and safe and effective use of apparatuses.
13. Demonstrate proficiency in areas of practice in institutional pharmacy, including preparing 24-hour cart fills, oral syringes, floor stock, and narcotics control.
14. Become familiar with pharmacy management software.

**ASSESSMENT MEASURES:**

Student assessments will be based upon total points earned on participation, examinations, quizzes, skills checklist, homework & other related assignments.

## TEXTBOOK/S:

Paradigm’s Pharmacy Labs for Technicians, 3rd edition (New Book with Navigator Access Codes only)

**SUPPLIES AND EQUIPMENT:** Calculator, Computer Access with an up-to-date browser, reliable access to the Internet, Webcam, and some additional software. Additional software may Include Microsoft Word, PowerPoint, Adobe Acrobat Reader and Respondus Lockdown.

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

## GRADING REQUIREMENTS: A minimum of 70% must be achieved on all coursework to be considered as a passing grade.

**GRADING SCALE:**

90-100 A

80-89 B

70-79 C

60-69 D

59-Below F

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of **ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)