

***Syllabus: Introduction to Pharmacy / Drug Classification***

***Course Number: PHRA 1301***

***Semester & Year: Year 2017***

**Teacher Information**

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**Required Textbook Information**

* **The Pharmacy Technician Foundations and Practices by Mike Johnston, CPhT**

 **ISBN: 978-0-13-289-7594**

* **The Pharmacy Technician Lab Manual and Workbook by Mike Johnston, CPhT.**

**Course Descriptions**

Introduction to Pharmacy
**Course Number:** PHRA 1301

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

**Student Learning Outcomes for the Course**

Upon successful completion of this fast-paced course, the student will be able to:

* Outline the history of the pharmacy profession.
* Describe the role of the pharmacy technician in a variety of settings.
* List the qualifications required for obtaining certification and registration.
* Identify standards of law and ethics governing pharmacy practice.
* Define key medical terms and abbreviations related to pharmacy practice.
* Explain the importance of utilizing pharmacy resource materials.
* Summarize safety standards affecting community and institutional pharmacies.
* List abbreviations that are considered dangerous and explain why.
* Compare and contrast the two main types of retail pharmacies.
* Discuss the legal requirements of a prescription medication order.
* Apply skills for presenting a professional image in appearance (including dress and hygiene) and behavior.
* Apply effective verbal and written communications skills.
* Use listening skills effectively.
* Use effective strategies for communicating with patients who are non-English speakers or who have other special needs, such as vision or hearing problems, low reading level, difficulty understanding instructions.
* Demonstrate a respectful attitude when interacting with diverse patient populations.
* Describe how different healthcare occupations interact in the healthcare delivery system.
* Explain the importance and methods of wellness promotion and disease prevention practices, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
* Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
* Describe the different ways prescriptions arrive at a retail pharmacy.
* Discuss the importance of confidentiality for personal health information.
* Explain tasks pharmacy technicians perform.
* Explain advantages and disadvantages of a unit-dose system.
* Define the necessary components of a medication order.
* Identify and explain drug dosages, routes of administrations, and dosage forms

# Teaching Methods:

* **Lectures/Group Discussion:** It is the student’s responsibility to read the assigned textbook chapter before attending class. When possible, reading material will be available in book format and online. Important material from the text and outside sources will be covered in class. When available chapter outlines, study guides and practice material will be made available to students. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is necessary to learning as is student-procured outside material relevant to topics being covered. Some Chapters listed in the Course Outline may be used together to enhance teaching.
* **Assignments:** Chapter activities, study guides, notes and individual and group activities may be assigned to reinforce material.
* **Quizzes:** Occasional unannounced and announced quizzes **may** be given to help ensure students stay up with assigned material. Drug Quizzes will be given to cover the Top 200 Drugs.
* **Exams:** This class will have a Midterm (approximately 9 weeks in) and a Final Exam (at the end of each semester). We will also test over each chapter, sometimes multiple chapters at a time, depending on how the schedule falls.
* **Participation:** Student participation will be graded by the level of class participation in discussions and group activities.
* **Project/Interview**: You will be required to interview a senior adult (65 and older) as your project. You will be provided a rubric for this project when assigned.

**Student Requirements for Completion of the Course**

Students must complete assigned homework, quizzes, and exams with an average of 65% or greater. Students must maintain a 65% and above average to be eligible for all UIL Academics.

**Student Assessment**

**Student’s final grade for the semester will be determined by the following:**

**1st semester, Intro to Pharm 1301**

Chapter Tests 30%

Homework/Workbook Assignments/ Quizzes 15%

Student Project 15%

Midterm 15%

Final exam 25%

 100%

**Grading Scale**

|  |  |
| --- | --- |
| **Grade**  |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Course Outline (sections show possible chapters that will be tested together).**

 First Semester 1301 Intro to Pharm

* Chapter 1- History of Pharmacy Practices (test Ch 1)
* Chapter 2- The Professional Pharmacy Technician(test Ch 2&3)
* Chapter 3- Communication and Customer Care
* Chapter 4- Pharmacy Law and Ethics (test Ch 4)
* Chapter 16- Basic Math Skills (Quiz)
* Chapter 5- Terminology and Abbreviations (test Ch 5 & 17)
* Chapter 17- Measurement Systems
* Chapter 6- Dosage Formulations and Routes of Administration (test Ch 6 & 13)
* Chapter 13- Over the Counter Products
* Chapter 8- Retail Pharmacy (test Ch 8 & 9)
* Chapter 9- Health System Pharmacy
* Chapter 7-Referencing and Drug Information Resources (test Ch 7, 10,11,12)
* Chapter 10- Technology in the Pharmacy
* Chapter 11- Inventory Management
* Chapter 12- Insurance and Third Party Billing
* Chapter 14- Introduction to Compounding (test Ch 14 & 15)
* Chapter 15- Introduction to Sterile Products

**Top 200 Drug Assignment**

We will be learning the Top 200 Drugs that are most commonly prescribed. This can seem like an overwhelming task so we are going to break it down. I will assign 20 Drugs at a time with approximately a 2 week study period for each. Students must know the Generic Name, Brand Name and Drug Classification. Each 20 will be assigned every 2 weeks.

**Attendance/Tardy Policy**

**Texarkana College Policy:**

Allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

**Make-up Policy**

The student is responsible for work missed because of:

 1- **School related activities, religious holidays or other scheduled “prior to the actual missed date” events-** In these cases the student must speak with the teacher prior to the event and make arrangements for when all missed work will be due. The time to turn in all work will be set by the teacher in accordance with the amount of work missed and number of days absent. Failure to meet with the teacher prior to the absence will cause the student to receive no credit for all scheduled missed work during that time.

 2- **Unscheduled absences** - In this event the student will have the same number of days missed to make up and turn in all missing assignments. It is still the student's responsibility to meet with the teacher on the first day back from the absence and acquire all missed assignments. Failure to meet with the teacher will not add on extra time to make up the assignments.

 3- If a student receives a failing grade on a test/assignment they will not be allowed to retest to make an improved grade.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the teacher and administration. Proven violations of this nature will result in the student not receiving credit for the assignment and losing semester exam exemptions.

**Cheating will not be tolerated**

**All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in disciplinary action.**

Students are required to originate, complete, and maintain their project assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

* copying files or lending your storage device to another student
* copying answers on exams or glancing at nearby exams
* printing work for someone else
* turning in assignments that have been used in other classes
* purchasing or selling assignments or exam materials
* using another student’s username and password or letting someone else use your login.

**Classroom Rules of Conduct**

You are to be respectful of your instructor and fellow classmates at all times.

As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

* You are to turn off **cell phones, Ipods, Apple Watches** and any other audio devices. Cell phones **must not be visible during class or exams**.
* When using a computer, you are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
* Headphones or earbuds are only allowed when instructed by the teacher.
* You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

**Additional Classroom Policies**

Students are not allowed to bring food or drinks into the classroom. The first few minutes of class will dedicated to an activity that must be completed by the time the teacher has finished taking attendance and is prepared to start class. Students who do not use their time wisely will be at a disadvantage.

**Disability Act Statement**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Disclaimer**

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu

