**Syllabus:** Clinical - Pharmacy Technician/Assistant
**Course Number:** PHRA 1360
**Semester & Year:** SPRING 2024

**Instructor Information**

Name: Tammy Cochran, M.Ed., BSN, R.N., CPhT
 Office: Health Science Building, Office # 123
 Telephone: 903-823-3123
 E-mail: tammy.cochran@texarkanacollege.edu
 Office Hours: Change from semester to semester.

 See posting outside of classroom door and office window for current office hours

**Textbook Information**

A paperback notebook with brackets is provided to take to clinical assignments. Each student will compile a clinical journal sheet documenting learning experiences after each scheduled rotation. This document should contain the number of hours in the pharmacy setting per each individual rotation and be signed by your preceptor. Retain these signed clinical sheets in your notebook. Record total minutes for each clinical experience and keep a running total.

**Course Description**

 A health related **work-based learning experience** that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professionals.

**Student Learning Outcomes for the Course**

Upon successful completion of the course, the student will be able to:

* Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/ industry
* Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry
* Demonstrate professional demeanor and communications in community and institutional pharmacy environments
* Perform the duties and responsibilities of a pharmacy technician applying ethical, legal, and safety standards
* Apply pharmaceutical/medical terms, abbreviations and symbols to the dispensing and recording of medications
* Perform computations required for the usual dosage determination and solution preparation using weight and volume equivalents in metric and apothecary systems
* Perform essential functions relating to drug purchasing and inventory control
* Package and label drug products
* Maintain records associated with dispensing prescriptions.

**Student Requirements for Completion of the Course**

Students must complete assigned clinical rotations and simulation lab assignments totaling 192 hours. (50 SIMULATION HOURS + 142 CLINICAL HOURS).

**Student Assessment**

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

Clinical Journal (Organization, Timeliness, Completeness) 50%

On-line LAB assignments 50%

 **100%**

**Grading Scale**

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

**Class Schedule and Assignments**

Clinical rotations will be an individualized schedule for each student. Each student will receive a copy of the schedule and holds the responsibility to document hours received with each rotation.

**Classroom Administration**

Please refer to the Texarkana College Student Handbook and the Health Occupations Student Handbook regarding professional conduct during clinical experiences. Please read and initial the following regarding student behavior policies and procedures.

**STUDENT BEHAVIOR POLICIES AND PROCEDURES**

Texarkana College strives to provide a safe and comfortable learning environment free of abuse and distractions. At all times, students are required to practice courteous, respectful, and cooperative behavior. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

Students are to address all instructors, personnel, visitors, guests, and classmates with respect and in a professional manner.

 Disrespecting instructors will not be tolerated. Students will be written up and sent home.

 Food and drink during classroom hours is at the discretion of the instructor.

 NO food/drink items are allowed in carpeted rooms or computer labs.

 Cursing, foul or derogatory language will not be permitted on campus.

 Use of electronic devices, including cell phones, are prohibited during class.

**Clinical rotations are considered class.** These must be set on silent or turned off.

 No talking during lectures, exams, or when working on assignments.

 Students are expected to dress in a professional manner for class. NO pajamas, slippers, or clothing with questionable coverage is allowed (i.e. - cleavage, abdomen, and bottom should be covered at all times).

 Cheating will not be tolerated. Students caught cheating will be subject to disciplinary action after investigation by the Dean of Students. Proven violations will result in the student being dropped from the class with an “F” average.

 No children allowed. A student may not for any reason bring a child to school with them. NO EXCEPTIONS.

 Family members or other acquaintances are not allowed in the classroom or at practicum sites.

 Sitting inside vehicles is not allowed for any reason at any time.

 Texarkana College is a tobacco free campus. No tobacco products are allowed.

 Students must strictly follow the Pharmacy Technician Program drug and alcohol policy.

 Patient confidentiality will be secure at all times. No patient identifying information will be taken from the practicum site.

***Write- Up Offenses***

 Electronic devices including cell phones

 Improper dress and personal appearance

 Leaving class without permission

 Failure to follow procedures/policies

 Sleeping during class (Attendance policy will apply)

 Failure to follow the grooming and dress codes for the classroom

 Failure to notify instructor of absence from a clinical experience before the scheduled start time

***Write up offenses that will include sending student home. (Attendance policy will apply).***

 Profanity anywhere in the building or on campus

 Lack of cooperation with instructors

 Disruptive/unprofessional behavior

 Being unprepared for class

 Failure to adhere to the drug and alcohol policy (Violators may be removed from the program)

 Bringing a child to class

 Failure to follow the grooming and dress codes for clinical experiences. **This includes** **wearing artificial nails, nail polish (including clear) or overlay to a clinical site**.

 Meeting with a family member or acquaintance during class time or at clinical.

 Violations of patient confidentiality (HIPAA)

Actions that pose actual or potential harm to patients (May result in removal from the program). Individual counseling and a write-up will occur with all violations; the student may be placed on probation from the program. All counseling sessions and write-ups will be documented in the student’s permanent record. The student will be provided an opportunity to document their account of the violation(s), and this documentation will be retained in the student’s record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook and the Texarkana College Student Handbook.

The student has access through the academic grievance policy for an appeals process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Texarkana College Student Handbook.

**Attendance Policy**

The Pharmacy Technician Clinical Course (or Field Experience) is based on a certain number of required clinical hours. In order to meet the requirements, attendance each day is **imperative**. **In the event of an absence, the clinical hours missed must be made up as soon as possible (preferably within the same week). If you are unable to attend your assigned clinical rotation, you must call the pharmacy and let them know. The pharmacy’s phone # is located on the bottom of your clinical schedule. Additionally, text, email or call me and let me know of the absence and reporting to the pharmacy.**

 **MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Workforce Classes**

|  |  |
| --- | --- |
| Day Classes | Evening Classes |
| Class meets:5 days a week (MTWRF)The instructor **may** withdraw a student from a course if absences exceed two (2) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.Three tardies count as one absence.You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. | Class Meets:4 evenings a week (MTWR)The instructor **may** withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.Three tardies count as one absence.You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. |

Students are allowed 2 class absences. After 2 absences, the student is subject to being dropped from the course. Attendance will be taken at the beginning of each class period. If a student is up to 15 minutes late to class, a tardy will be given. Students who are late will be required to sign in to the instructor’s attendance folder with the time of arrival. After 3 tardies, an absence will be accrued.

**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 Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”. This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**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.

**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.

 **Texarkana College Student Counselor: (903) 823-3143**

 **Suicide Hotline: 1-800-273-8255**

**Campus police EMERGENCY line: (903) 798-3330**

**STUDENT RETENTION AND SUPPORT**

A student retention specialist is available for every student enrolled in the Pharmacy Technician Program. Karen Holt will help you with study skills, referral to Student Support Services, resume writing, job interview skills, direction to social support programs, and other services. Mrs. Holt can be contacted at Karen.holt@TexarkanaCollege.edu or at 903-823-3351. Her office is located in the Health Science Building 2nd floor office # 351.

**Basic Needs Security Statement**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support.  Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

**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*

**Security**

Please keep your vehicle locked whenever you are away from it.  Make sure you don’t leave any valuables in plain sight (purse, phone, laptop).  We want you to be safe.  You must acquire a TC parking permit and display it in your vehicle.  You must also have a TC student ID badge and keep it with you at all times.

**For additional information on college policies, see the Texarkana College Student Handbook and the Health Occupations Division Handbook which is available on Texarkana College website.** [https://texarkanacollege.edu](https://texarkanacollege.edu/)

**Student Support Services’ Information**

Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information, tutoring, study skills, and college transfer information.

Student Support Services
Texarkana Library
2500 N. Robison Road
Texarkana, Texas 75503

903-823-3381

Office Hours
8:00am to 5:00pm, Monday – Friday

## SYLLABUS AGREEMENT

If you have any questions about this syllabus or the course in general, ask the instructor before you sign this document.

PHRA 1360

Clinical – Pharmacy Technician/Assistant

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (print name) have read the course syllabus, the course outline and schedule, course grading requirements and methods of evaluation, as well as had each explained to me by the instructor either verbally, or by email on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By signing this form I agree to comply with the classroom/online policies, expectations, and rules listed and accept the outline for this class.

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PRINT NAME

Received by the instructor on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE