



**Syllabus:** Institutional Pharmacy Practice

**Course Number:** PHRA 1449

**Semester & Year:** Spring 2025, 1<sup>st</sup> 8-Week Term

**Instructor Information**

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Office Hours: Change from semester to semester. See posting outside of classroom and office for current office hours.

**Textbook Information (Required):**

- The Pharmacy Technician Foundations and Practices 3rd ed. by Mike Johnston, CPhT  
ISBN: 978-0-13-289-7594
- The Pharmacy Technician Lab Manual and Workbook 3rd ed. by Mike Johnston, CPhT

**Course Description**

Fundamentals of the diverse roles and practices of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, workflow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

**Student Learning Outcomes for the Course**

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

1. Identify the organization and communication across the multi-disciplinary health care team.
2. Utilize pharmacy reference materials.
3. Demonstrate the procedures and workflow operations relating to processing and preparing medication orders in an institutional setting.
4. Explain patient safety as it relates to the national patient safety goals.

**Student Requirements for Completion of the Course**

Students must complete assigned homework, quizzes, and exams with an average of 70% or greater.

### Student Assessment

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

Chapter Quizzes	20%
Chapter Exams	25%
Classroom Work, Homework Assignments	15%
Workbook/Lab Assignments	20%
Final Exam	20%

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100%

### Grading Scale

Grade	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below

### Class Schedule and Assignments

Class will meet as scheduled: **Mon., Tues., Wed., & Thurs., Lecture 1000-1130, Mon., Tues., Wed., Thurs., LAB: 1500-1600**

Assignments, quizzes, and exams will be assigned by instructor in class. Homework assignments should be turned in on the class day following the date of assignment or as advised by the instructor. Quizzes may or may not have prior notification, and the student is responsible for staying up to date on reading materials. Students are expected to participate in class discussions, group activities, and presentation activities.

<b>WEEK 1 Monday 01/20/2025</b>	Dr. Martin Luther King Holiday	
<b>Tuesday 01/21/2025</b>	Syllabus review, course overview. Begin CH 9 Health System Pharmacy	CH 9 Workbook Activities/Labs
<b>Wednesday 01/22/2025</b>	CH 9 continued	CH 9 Workbook Activities/Labs

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<b>Thursday</b> <b>01/23/2025</b>	CH 9 continued	Drugs 1-15 Most used IV drugs in Institutional practice. Complete worksheet over these 15 drugs.
<b>WEEK 2</b> <b>Monday</b> <b>01/27/2025</b>	CH 9 continued	Drugs 16-25 Most used IV drugs in Institutional practice. Complete worksheet.
<b>Tuesday</b> <b>01/28/2025</b>	CH 9 completion.	Drugs 26-40 Most used drugs in Institutional Practice. Complete worksheet.
<b>Wednesday</b> <b>01/29/2025</b>	Begin CH 15 Introduction to Sterile Products	Labs 15, 16, 17 Perpetual CII log Rules and regulations for ER oral drug orders for CII drugs.
<b>Thursday</b> <b>01/30/2025</b>	CH 15 continued	CH 21 Parenteral Calculations Practice set Problems: 20.1 20.2 20.3 20.4 20.5 20.6
<b>WEEK 3</b> <b>Monday</b> <b>02/03/2025</b>	CH 15 continued	CH 20 workbook Activities/Labs
<b>Tuesday</b> <b>02/04/2025</b>	CH 15 continued	CH 15 Workbook Activities/Labs
<b>Wednesday</b> <b>02/05/2025</b>	USP CH <797> Supplemental information  LABs Lab 28 Garbing According to USP Chapter <797> Standards Lab 29 Aseptic Hand Washing Lab 30 Hood Cleaning	USP CH <797>  Lab 31 Preparing Large Volume Parenteral Solutions Lab 32 Preparing Small Volume Parenteral Solutions Lab 33 Preparing Sterile Powder Drug Vials
<b>Thursday</b> <b>02/06/2025</b>	USP Chapter <797> TPN & Hazardous Products	USP Chapter <797> Lab 34 Using Ampules Lab TPN Calculations
<b>WEEK 4</b> <b>Monday</b> <b>02/10/2025</b>	CH 15 continued Lab 18 Preparing Oral Syringes Lab 19 Charging and Refilling a Crash	ADC Lab 20 Filling an Automated Drug Storage

	Cart	and Dispensing System
<b>Tuesday 02/11/2025</b>	CH 15 continued Medication Reconciliation Lab 21 Medication Reconciliation	Safe Medication.Com Measuring Devices How to Use MDI How to Insert R/S
<b>Wednesday 02/12/2025</b>	CH 15 completion Skills Kit Labs	CH 21 Workbook Activities/Labs
<b>Thursday 02/13/2025</b>	CH 21 completion Skills Kit Labs	CH 8 Green Book Labs
<b>WEEK 5 Monday 02/17/2025</b>	CH 35 Review	Supplemental labs
<b>Tuesday 02/18/2025</b>	CH 35 Review	Supplemental labs
<b>Wednesday 02/19/2025</b>	CH 36 Review Blood-Borne Pathogens	Supplemental labs
<b>Thursday 02/20/2025</b>	CH 36 Review	Supplemental labs
<b>WEEK 6 Monday 02/24/2025</b>	CH 37 Special Considerations in Certain Populations	CH 37 Workbook Activities/Labs
<b>Tuesday 02/25/2025</b>	CH 37 continued	Supplemental Labs
<b>Wednesday 02/26/2025</b>	CH 37 continued	Supplemental Labs
<b>Thursday 02/27/2025</b>	CH 37 completion	CH 38 Workbook pages
<b>WEEK 7 Monday 03/03/2025</b>	CH 38 Biopharmaceuticals	Supplemental labs
<b>Tuesday 03/04/2025</b>	CH 38 continued	Supplemental labs
<b>Wednesday 03/05/2025</b>	CH 38 continued	Supplemental labs

<b>Thursday</b> <b>03/06/2025</b>	CH 38 completion	
<b>WEEK 8</b> <b>Monday</b> <b>03/10/2025</b>	Catch-up	Catch-up
<b>Tuesday</b> <b>03/11/2025</b>	Catch-up	Catch-up
<b>Wednesday</b> <b>03/12/2025</b>	Course surveys, final exam review	Final Exam Review
<b>Thursday</b> <b>03/13/2025</b>	Final Exam	

### **COURSE OUTLINE**

- Health-System Pharmacy CH 9
- Introduction to Sterile Products CH 15
- Parenteral Calculations (Review) CH 21
- Medication Errors (Review) CH 35
- Workplace Safety & Infection Control (Review) CH 36
- Special Considerations in Certain Patient Populations CH 37
- Biopharmaceuticals CH 38

### **Student Behavior Policies and Procedures Student Behavior Policies and Procedures**

Please refer to the Texarkana College Student Handbook for the full list of rules, policies, and procedures related to student conduct. In addition, please note and initial understanding of the following policies and procedures related to student misconduct:

#### **ADDENDUM**

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 a class.** These must be set on silent or turned off.

- No talking during lectures, exams, or when working on assignments unless instructed by instructor.

- 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 class with them. NO EXCEPTIONS.
- Family members or other acquaintances are not allowed in the classroom or at practicum sites.
- Texarkana College is a tobacco free campus. No tobacco products are allowed.
- Students must strictly follow the Health Occupations 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.

### **ABSENTEE POLICY**

Texarkana College's absentee 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 tardis constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

### **EXCUSED ABSENCES**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

### **ONLINE/HYBRID COURSE ABSENCES**

Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity

depends upon the professor); otherwise the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student may be dropped for not having attended.

**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 <b>five (5)</b> 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. <b>Three Tardis</b> count as one absence. You are considered tardy from the designated class start time through the <b>first 15 minutes</b> 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 Tardis 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 5 class absences. After 5 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. After 3 Tardis, an absence will be accrued.

**Make-up Policy**

Students are responsible for contacting the instructor to discuss content and makeup work that is missed during an absence. If an exam is missed, the student must make-up the exam within five (5) class days upon their return. Homework that was assigned prior to a student absence should be turned in on the first day back to class. Late homework assignments will not be accepted, and a grade of zero will be given.

**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 Tonya Blase at 903.823.3349 or go by the TRIO Student Support Services located in the Academic Commons Building, 2nd floor, 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.

### **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, lap top). 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.

**Campus police EMERGENCY line: (903) 823-3330 {New number starting Spring 2021}**

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

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

### **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.

TRIO Student Support Services  
Academic Commons Building  
2500 N. Robison Road  
Texarkana, Texas 75501

903-823-3253 or 903-823-3312

#### Office Hours

8:00am to 9:00pm, Monday – Thursday  
8:00am to 4:00pm, Friday  
2:00pm to 9:00pm, Sunday

### **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, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu), 903-832-3017*

**SYLLABUS AGREEMENT**

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

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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 document, 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