



Syllabus: Introduction to Pharmacy

Course Number: PHRA 1301

Semester: Fall

Instructor Information:

Name: Patrice Grider, M.Ed., RN, CPhT

Classroom: DeKalb High School Rm. 211

Telephone: 903-667-2422

Email: pat.grider@dekalbisd.net

Conference: 8:30 - 9:00 am

Tutorials: (Available upon request)

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

Student Learning Outcomes for the Course: Upon successful completion of the course, the student will be able to:

1. Outline the history of the pharmacy profession.
2. Describe the role of the pharmacy technician in a variety of settings.
3. List the qualifications required for obtaining certification and registration.
4. Identify standards of law and ethics governing pharmacy practice.
5. Define key medical terms and abbreviations related to pharmacy practice.
6. Explain the importance of utilizing pharmacy resource materials.
7. Summarize safety standards in pharmacy practice & sterile and nonsterile compounding.
8. Identify various dosage forms.
9. Identify technology utilized in preparing prescriptions, billing, & adjudication.

Required Textbook Information:

- The Pharmacy Technician Foundations and Practices 2nd ed. by Mike Johnston, CPhT ISBN# 978-0-13-289-7594

Student Requirements for Completion of the Course: Students must complete assigned homework/workbook, interviews, quizzes, and exams with an average of 70% or greater. You will be required to take a comprehensive final exam.

Grading Scale:

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

Grading Policy: There will be a minimum of 15 daily grades for each grading period. (85% of semester average) There will be a minimum of 3 major grades.. These will include unit exams, projects, etc. (15% of semester average) You will have time in class to finish most major assignments. Bonus points will be offered at various times. **Late work will not be accepted.**

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 one week of return. Homework that was assigned prior to a student absence should be turned in on the first day back to class. Students have the number of days missed to complete work that was assigned during an absence.

Class Schedule and Assignments: ***MONDAYS AND WEDNESDAYS - 1 hour class periods (An additional minimum of 30 minutes of outside work will be assigned each week.** Assignments, tests, and exams will be assigned by the 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.

COURSE OUTLINE

Chapter 1 – History of Pharmacy Practice (SLO 1)
Chapter 2 – The Professional Pharmacy Technician (SLOs 2, 3 and 4)
Chapter 3 – Communication and Customer Care (SLOs 3, 4 and 7)
Chapter 4 – Pharmacy Law and Ethics (SLO 4)
Chapter 5 – Terminology & Abbreviations (SLO 5)
Chapter 6 – Dosage Formulations (SLO 8)
Chapter 7 – Referencing and Drug Information Resources (SLOs 4 and 6)
Chapter 8 – Retail Pharmacy (SLOs 2, 3, 4, 5, 6 and 7)
Chapter 9 – Health-System Pharmacy (SLOs 2, 3, 4, 5, 6 and 7)
Chapter 10 – Technology in the Pharmacy (SLO 9)
Chapter 11 – Inventory Management (SLO 9)
Chapter 12 – Insurance & Third Party Billing (SLO 9)
Chapter 14 – Introduction to Compounding (SLO 7)
Chapter 15 – Introduction to Sterile Products (SLO 7)
Chapter 35 – Medication Errors (SLOs 5, 6 and 7)
Chapter 36 – Workplace Safety and Infection Control (SLOs 4 and 7)
Chapter 37 – Special Considerations for Pediatric and Geriatric Patients (SLO 5, 6 and 7)

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.

Write- Up Offenses

Electronic devices	Improper dress and personal appearance
Leaving class without permission	Failure to follow procedures/policies
Sleeping during class	Profanity anywhere in the building or on campus
Being unprepared for class	Failure to provide prior notice of clinical absence
Lack of cooperation with instructors	Disruptive/unprofessional behavior
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 the Texarkana College Student Handbook. **When a student accrues four (4) write-ups/counseling sessions, he/she may be removed from the program without eligibility for re-entry.** 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. The matter of certification takes precedence over local policies, since certification policies are established by the State of Texas. A student should not stop attending a class without formally withdrawing from the course by the 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 **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.

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.

Campus police EMERGENCY line: (903) 798-3330

Texarkana College Student Counselor: (903) 823-3143

Suicide Hotline: 1-800-273-8255

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 903-823-3551. Her office is located in the Health Occupations building 2nd floor office # 351.

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:

Office Hours: M-F 8:00 am - 5:00 pm
2500 N. Robison Road
Texarkana, Texas 75501

Career Education Center, Room 106
903-823-3381

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) 823-3456. human.resources@texarkanacollege.edu*
DeKalb ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Chief Instructional Officer, Emily Lee, 101 Maple Street DeKalb, TX, 903-667-2566 emily.lee@dekalbisd.net