

# TEXARKANA COLLEGE

**Syllabus:** Introduction to Pharmacy

**Course Number:** PHRA 1301

**Semester & Year:** Fall Semester 2023

**Instructor Information:**

**Name:** Patrice Grider, M.Ed., RN, CPhT  
**Classroom:** D4 New Boston High School  
**Telephone:** 903-628-6551

**Email:** [pgrider@nbschools.net](mailto:pgrider@nbschools.net)  
**Conference:** 3:10 - 4:06 pm  
**Google Classroom Code:**

**Tutorials: (Available upon request) 7:00 am**

**Required Textbook Information:**

- The Pharmacy Technician Foundations and Practices 2<sup>nd</sup> ed. by Mike Johnston, CPhT ISBN# 978-0-13-289-7594
- The Pharmacy Technician Lab Manual and Workbook 2<sup>nd</sup> ed. by Mike Johnston CPhT, ISBN# 978-0-13-289809-6

**Course Description:** 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 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.

**Student Requirements for Completion of the Course:** Students must complete assigned homework/workbook, interviews, quizzes, and exams with an average of 70% or greater.

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

Daily Grades, Quizzes, Workbook, & Homework	35%
Chapter/Unit Exams	30%
Midterm Exam	15%
Comprehensive Final Exam	<u>20%</u>
	100%

**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 (quizzes, labs, homework, etc.) for each grading period. **Late assignments will not be accepted!** There will be a minimum of 3 major grades (double-weighted). These will include unit exams, projects, etc. You will have time in class to finish most major assignments. Bonus points will be offered at various times. Students must maintain an average of 70 to remain in this course.

**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 FROM 1:10 - 2:06 pm. 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.

***\*Meets ASHP'S Model Curriculum for Pharmacy Technician Education and Training Programs FOURTH Edition Goals 1,2,3,4,8,9, & 10***

**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)

**PHARMACY TECHNICIAN INTERVIEW PROJECT:** During this course, the student will complete an interview with a pharmacy technician or pharmacist in a retail or institutional setting and present their findings to the class. During the interview, the student will ask the questions listed below and any other questions they think are important. The student **MUST** provide proof that a Pharmacist/CPhT was interviewed.

After completing the interview, the student will write a 2-page paper discussing their findings, the student's reactions, and helpful insight from the professional. The student is responsible for contacting the pharmacy professional, arranging the appointment, and completing the assignment.

**Instructions:**

1. Schedule an appointment at either a retail or institutional pharmacy to interview a CPhT or Pharmacist.
2. Students should document information obtained and prepare a written report to be presented to the class.
3. All reports must be typed (12-font; double-spaced; 2-page) with a cover page.
4. Write a thank you note to the person interviewed and include a copy with the report.

**Interview Questions:**

- Advantages/Disadvantages of working in the pharmacy
- Why the Pharmacist/CPhT chose the field of pharmacy
- Why the Pharmacist/CPhT chose the company they work for
- How long employed in the practice of pharmacy
- Salary range for a Pharmacist/CPhT
- Daily duties of a Pharmacist/CPhT
- How many prescriptions are filled in a typical day
- Hours of operation
- Holidays
- Advice/recommendations

**Presentation Requirements:** In a 5-10 minute presentation, the students must include all the answers to the interview questions above, plus:

- Name of Pharmacy
- Name of Pharmacist/CPhT interviewed

**\*\*Students will dress professionally for this presentation.**

**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.

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 exams.

Students are expected to dress in a professional manner for class.

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.**

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

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. **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. 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. 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 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
<p>Class meets: 5 days a week (MTWRF) The instructor <b>may</b> withdraw a student from a course if absences exceed <b>three (3)</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 tardies</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.</p>	<p>Class Meets: 4 evenings a week (MTWR) The instructor <b>may</b> 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.</p>

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. 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 assigned.

**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.

**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) 798-3330** Please add this number to your contacts.

**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](mailto:Karen.holt@TexarkanaCollege.edu) or at 903-823-3551. Her office is located in the Health Occupations building 2<sup>nd</sup> 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  
Career Education Center, Room 106  
2500 N. Robison Road  
Texarkana, Texas 75501

903-823-3381  
Office Hours: M-F 8:00 am - 5:00 pm

**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](mailto:human.resources@texarkanacollege.edu)