

CASPER COLLEGE COURSE SYLLABUS
PHTK 2972 N1 Retail Pharmacy Tech: Practicum II

Semester/Year: Fall 2015

Lecture Hours: 2

Lab Hours: 6

Credit Hours: 5

Class Time: Net

Days: Net

Room: Net

Instructor's Name: Sheri Roumell, B.S.,CPhT

Instructor's Contact

Office Phone:

Email:

Information: email in Moodle
is the best way to reach me

307-268-3033

sroumell@caspercollege.edu

Office Hours: Tues & Thurs 11:00 am – Noon, Wed 10:00 am – 12:00 noon & 1:00 pm- 2:00 pm

Course Description: Provides practical application and integration of pharmacy skills in an actual retail pharmacy environment (on-the-job training).

Statement of Prerequisites:

Prerequisites: PHTK 1600, PHTK 1610, PHTK 1630, PHTK 1720, PHTK 2971

Goal: ASHP Goals & Objectives:

- (1) Demonstrate ethical conduct in all job-related activities.
- (2) Present an image appropriate for the profession of pharmacy in appearance and behavior.
- (3) Communicate clearly when speaking and in writing.
- (4) Demonstrate a respectful attitude when interacting with diverse patient populations.
- (5) Apply self-management skills, including time management, stress management, and adapting to change.
- (6) Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- (14) Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- (18) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- (23) Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS))].
- (25) Prepare patient-specific medications for distribution.
- (26) Maintain pharmacy facilities and equipment, including automated dispensing equipment.
- (29) Prepare medications requiring compounding of non-sterile products.
- (31) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
- (34) Explain pharmacy reimbursement plans for covering pharmacy services.
- (41) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Outcomes: Students will:

- gain experience in retail pharmacies in the state.
- review over the counter medication pharmacology.

GE outcomes:

1. Demonstrate effective oral and written communication

Course Objectives: see above objectives

Methodology:

- Lecture, internet
- Practical experience at an assigned pharmacy

Evaluation Criteria:

Discussion Postings...15 points per unit (8 units)...120 pts

Research paper100pts

Quizzes...10@ 20 points each.....200pts

Evaluation by the retail preceptor.....520pts

Final Exam.....100pts

Total Points.....1040 pts possible

Number of Points Earned	Grade Earned	%-age
936-1040 points	A	90-100
832-935 points	B	80-89.4
728-831 points	C	70-79.4
624-727 points	D	60-69.4
0-623 points	F	50-59.4

Student must pass the class with at least a C in order to graduate, as this is a required professional course.

Quizzes:

- Ten quizzes will be given. Quizzes will cover the material being covered in the OTC pharmacology portion of this class or any information from PHTK 1500, PHTK 1600, PHTK 1630, PHTK 1650, PHTK 1710, PHTK 1720, or PHTK 2971.
- The questions are **completely random** and are meant to simulate the format of the PTCE exam.

Research Paper:

- Select a current event topic that has something to do with medicine. Please approve topic with instructor **ASAP!!!**
- Paper must be typed with correct spelling and grammar and e-mailed to instructor. 5 points will be deducted for each spelling or grammar mistake. Failure to use references appropriately will result in a zero grade for the assignment or failing the course for plagiarism. Include 5 references in a bibliography. (Only 2 can be internet sources.) You need to use **APA** format for citing the sources. Please be sure to include your sources when you use their information in the body of your paper. There will be a 10% penalty per each day late.

References:

- All statements of fact or opinion **MUST** be referenced. For example, if you state that the dose for a particular disease is 25mg, you need to provide the source of that information. If you do not, it implies that you personally did the research to determine the dosage. This also applies to stating opinion other than your own. Any fact or opinion not properly referenced will result in a grade of “F” for the assignment.
- Document references in **APA** format. If you are unfamiliar with this format then get help from the writing center!!
- May use textbooks and references in Goodstein Library or LH 103 Lab
- General references available at the Natrona County Public Library, Family Practice Library, and Wyoming Medical Center Library.

InternetPreceptor Evaluations:

The biggest portion of your grade for this course will be based on the evaluations provided by the preceptor. Each preceptor will send the evaluation form to me at the end of the rotation. These will be put into a student portfolio. An evaluation for this is given in the Practicum Manual that you will pick up from me or will be mailed to you. It is based on a scale of 1 through 5 with the criteria given for each number. The number 5 is the highest rating an instructor can give. It will be equivalent to an A. Number 1 is the lowest and indicates failure on the part of the student.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials: Nonprescription Drug Cards, Sigler & Flanders Inc, 9th edition

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:
November 12

Attendance:

The student will complete 120 hours of site instruction. For incomplete hours at the conclusion of the practicum, one percentage point per hour missed will be deducted from final grade. For example, if the final grade is 92% and 117 hours of the practicum are completed, 3 percentage points will be deducted making the final grade an 89% or a B. This should also be treated as a “job.” If you make a schedule with the practicum site, you need to adhere to it. If for any reason you need to miss “work” then you need to clear it with the site instructor. You also will be expected to report this to me.

Classroom attendance is mandatory. This will be accomplished through Moodle discussions and completing assignments in a timely fashion. Refer to the calendar for due dates.

Moodle discussions:

In order to obtain credit (20 points/unit), responses to the assignments or questions must be posted to the threaded group discussion by the due date listed on the calendar. This timing is important because it affords your peers time to read your posting and formulate a response. One point will be taken off for each day the posting is late. Submissions received five days after the due date will receive a zero

(0) for that assignment, regardless of quality. Postings must also indicate that you've read and have a grasp of the assigned materials. Those that reflect a poor working knowledge of the subject will be docked one point. In other words, just saying, "Yes, I agree with the author" is inadequate.

Note: Posting responses to threaded discussions is best done by first composing the response in a word processing system, and then cutting and pasting it into the threaded discussion area. By doing it this way, you will be able to edit, spell-check, and revise your writing. While I won't mark off for grammar and spelling errors in threaded discussions, proofreading is an act that should be second nature to college students! In addition, if you lose your Internet connection, you won't have to re-type everything, you'll only have to cut and paste again.

Retail Practicum:

During this Practicum, the student is assigned a retail teaching site that has been chosen for them according to a schedule worked out by the Practicum coordinator. Students will not necessarily be in the exact set of learning sites that other students are. However, every effort has been made to assure that each student will have a good learning experience. The rotations listed on this syllabus may not be in the exact sequence as written but will be adapted to accommodate the various specialty learning sites. The field site instructor will be notified of each person's expected time of arrival. They have been instructed to notify the Practicum coordinator if a student does not appear at the expected rotation time.

Each student will prepare an individualized schedule that will build the Practicum around their academic schedule. If this is in conflict with other aspects of their lives, the student must contact the field site instructor immediately so that the schedule can be changed. The learning sites will be given a copy of the student's schedule. A copy will be on file with the student's records at Casper College. Thus the student can be located if the need arises.

The Practicum coordinator should be notified immediately if any question or problems should arise. The office is HS 130: phone 268-3033. Messages may also be left with the Health Science administrative assistant (268- 2235). Do not let a problem go. It must be solved or it will escalate.

Each student will receive a copy of Technician in Training Practicum Manual. It will include more guidelines and expectations than this syllabus does. The manual is meant to be a teaching and an evaluation tool. The field instructor will also receive a manual that will contain similar material. The instructor's manual is meant to give them some guidance in what materials need to be taught and how that teaching will be evaluated. This manual is a guideline of minimum standards. If a student or instructor finds other ways to enhance the learning of a technician in training such things may be pursued with the notification of the Practicum Experience coordinator.

Each student will refer to the dress code in the manual and wear a Casper College Pharmacy Technology dispensing scrub at all times. The State Board of Pharmacy insists that each student be designated as a technician in training and shall be registered with them. They shall receive a certificate stating such and wear a name tag denoting that they are a technician in training.

The student will be responsible for getting their TIME LOG SHEET properly documented by the field site instructors responsible for their education.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Interim Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar or schedule indicating course content:

August 24 Be sure to get your practicum manual this week!	<i>Orientation:</i> •Eligibility Requirement Validation •Syllabus & Ed Map •Textbooks
August 30	Introduction to OTC products
September 7	Unit 1- CNS Conditions
September 14	Unit 1- CNS Conditions
September 21	Unit 2- Respiratory
September 28	Unit 2- Respiratory
October 5	Unit 3-GI
October 12	Unit 3-GI
October 19	Unit 4- Dietary supplements
October 26	Unit 4- Dietary supplements
November 2	Unit 5- Ophthalmic
November 9	Unit 6-Oral Cavity Conditions
November 16	Unit 7-Otic Conditions ***Research Paper Due November 13***

November 23	Unit 8- Topical OTC's
November 25-27	Thanksgiving Break
November 30	Unit 8- Topical OTC's
December 7	Unit 9- Women's health and OTC's in pregnancy
December 10	<p>Preceptor & Student</p> <p>Evaluations Due on Monday December 10 (this is your responsibility!!!)</p> <p>Practicum Hours Log Due on Monday (no exceptions)</p> <p>**Bring all above information to my office by Monday!!!!**</p> <p>Study for final</p>
December 14	Finals Week-Refer to Calendar