

CASPER COLLEGE COURSE SYLLABUS

PHTK 2973 PHARM TECH: PRACTICUM III

Semester/Year: Fall 2015

Lecture Hours: 2

Class Time: Internet

Lab Hours: 6

Days: Internet

Credit Hours: 5

Room: Internet

Practicum Schedule: As dictated by site instructor totaling 120 hours (6 contact hrs/lab credit)

Instructor's Name: Sheri Roumell, BS, CPhT, RPT

Instructor's Office: LH 103A

Office Phone: 268-3033

Email: 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: This course provides practical application of pharmacy skills in acute care hospitals, ambulatory care and long term care in skilled facilities.

Statement of Prerequisites:

PHTK 1600, 1610, 1630, 1720, and 2971

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.
- (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.
- (41) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Methodology:

- Internet (ie: discussions, quizzes, lecture)

➤ Practical experience at an assigned pharmacy.

Evaluation Criteria:

Discussions.....8 @ 15pts each.....120pts
Research paper.....100pts
Quizzes.....8@10pts each..... 80pts
National Journal Subscription.....100pts
Evaluation by the hospital preceptor.....600pts
Final Exam.....100pts
Total Points.....1100 pts possible

Number of Points Earned	Grade Earned	%-age
990-1100 points	A	90-100
880-989 points	B	80-89.5
770-879 points	C	70-79.5
660-769 points	D	60-69.5
0-659 points	F	50-59.5

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

Quizzes:

- Eight quizzes will be given.
- Quizzes will cover any information from PHTK 1500, PHTK 1600, PHTK 1630, PHTK 1650, PHTK 1710 or PHTK 1720.
- The questions are completely random and are meant to simulate the format of the PTCE exam.
- Pay close attention to due dates!! They will not be adjusted!!

Discussions:

In order to obtain credit (15 points/discussion), 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.

Student Responses to Peers: In order to obtain credit (15 points/unit) for group discussion you must

respond to the postings of **two** other peers by the due date listed on the calendar. Thus, you will have one week to post your initial responses and then another week to post your discussion of your classmates' responses. After that you will not receive credit for participation unless you are able to document special circumstances. These responses must provide evidence of some reflection and critical thinking. For example, replying, "Yes, I agree with you" is inadequate. You must at least say why you agree or disagree or add a new perspective to the original response. You may also question or politely challenge your classmates, which helps lead to better understanding and deeper discussions. Remember, there is no right or wrong answers in a discussion. I may occasionally interject a thought but will generally not "direct" the conversation.

Research Paper:

Instructions:

- **Content:** Student will prepare a research paper on an approved topic. It must be typed, double spaced, with at least 5 references. (Only 2 may be internet sources) Sources must be cited in APA format. Visiting the writing center is strongly encouraged and awarded for appropriately but not required. If you are not familiar with APA format then get help from the writing center! Please be creative on topic ideas and email them to me as soon as possible.
- **Mechanics:** Paper must be typed with correct spelling and grammar and turned into the instructor through the assignment drop box in Moodle. 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. No more than 2 internet resources. There will be a 10% penalty per each day late.
- **Length:** 3-4 pages
- **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.

- o Document references in APA format
- o May use textbooks and references in Goodstein Library or LH 103 Lab
- o General references available at the Natrona County Public Library, Family Practice Library, and Wyoming Medical Center Library.
- o Internet

Bibliography: No fewer than 5 citations

Preceptor Evaluations:

The grades for this course will be based on the evaluations provided by the field site instructors. Each instructor will send the evaluation form to me at the end of the rotation. These will be put into a student portfolio. A sample evaluation for this is given in the Practicum Manual. 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.

Required Text, Readings, and Materials:

Aiken, (2014) Certification Exam Review 3rd Edition - Text with Study Partner CD

ISBN: 978-0-76385-217-7

Class Policies:

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. You need to plan accordingly to complete the required hours as the due date for these hours is not flexible.

Classroom attendance is achieved through internet obligations such as discussions and quizzes. It is important to pay close attention to the calendar for due dates as no exceptions will be made.

Institutional Practicum:

During this Practicum, the student is assigned a teaching site that has been chosen for them according to a schedule worked out by the Practicum coordinator. 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 Practicum coordinator and the field site instructor immediately. This is to be treated as a "job" and you will be expected to arrive on time and participate in all activities that are asked of you. 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 104: 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 expectation 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 find 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 scrub shirt at all times. The State Board of Pharmacy insists that each person 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.

Last date to change to audit status: November 12

Last date to withdraw with a W grade: November 12

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.

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:

CLINICAL SITE SCHEDULE: The schedule for hours to be completed will be created together. Practicum is completed in a hospital or institutional pharmacy setting.

Site Instructor: TBA

120 hours

WEEK LECTURE

Week 1 August 24	<i>Orientation:</i> <ul style="list-style-type: none">•Eligibility Requirement Validation•Syllabus & Ed Map•Textbooks <i>Quiz #1</i>
Week 2 August 30	Site Assignments <i>Lecture:</i> Topics for research paper Read Module 1(Basic Concepts of Pharmacy) <i>Homework Assignment:</i> Certification Exam Review Read Chapter 1
Week 3 September 7	<i>Quiz #2</i> <i>Lecture:</i> Read Module 1 Dispensing of Pharmacologic Agents <i>Homework Assignment:</i> Certification Exam Review Review Appendix A Research Paper
Week 4 September 14	<i>Lecture:</i> Read Module 2 <i>Homework Assignment:</i> Certification Exam Review Read Chapter 2 Study Bacteria Image on CD be able to label them Research Paper
Week 5 September 21	<i>Quiz #3</i> <i>Lecture:</i> Read Module 2 <i>Homework Assignment:</i> Certification Exam Review Read Appendix B Research Paper
Week 6 September 28	<i>Lecture:</i> Read Module 3 Review of Antibiotics <i>Homework Assignment:</i> Certification Exam Review Common Medical Terms & Abbreviations Study Glossary on CD Research Paper
Week 7 October 5	<i>Quiz #4</i> <i>Lecture:</i> Read Module 3 Review of Antibiotics <i>Homework Assignment:</i> Certification Exam Review Measures & Conversions Read Appendix C

	Review First set of Questions on CD Research Paper
Week 8 October 12	<i>Lecture:</i> Read Module 4 Review Viruses and Fungi <i>Homework Assignment:</i> Certification Exam Review Read Appendix D Research Paper
Week 9 October 19	<i>Quiz #5</i> <i>Lecture:</i> Read Module 4 Review Viruses and Fungi <i>Homework Assignment:</i> Certification Exam Review Read Appendix D Research Paper
Week 10 October 26	<i>Lecture:</i> Read Module 5 Review CNS drugs <i>Homework Assignment:</i> Certification Exam Review Complete Chapter 3 Research Paper
Week 11 November 2	<i>Quiz #6</i> <i>Lecture:</i> Read Module 5 Review CNS drugs <i>Homework Assignment:</i> Certification Exam Review Complete Chapter 4 Research Paper
Week 12 November 9	<i>Lecture:</i> Read Module 6 Review Antidepressant Drugs <i>Homework Assignment:</i> Research Paper **Research Paper Due** November 13
Week 13 November 15	<i>Quiz #7</i> <i>Lecture:</i> Read Module 6 Review Antidepressant Drugs
Week 14 November 23	<i>Quiz #8</i> <i>Lecture:</i> Read Module 7 Review Heart
Week 15 November 30	Finish Hours-Study for Final
Week 16 December 10	Preceptor & Student Evaluations Due Practicum Hours Log Due Journal Subscription Documentation Due **December 10**

Pay close attention to Dec 10th!!!!

Finals Week (Dec 14-18 refer to calendar for specific due dates on final)
Comprehensive Final Exam TBA