



PHRA 1445-101CL
Intravenous Admixture and Sterile Compounding
Spring 2022
Tuesday, Thursday, 8:00am -10:30am

Instructor Information: Lisa Homburg, R. Ph.,
lhomburg@com.edu,
409-933-8685

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student hours and location: Monday-Thursday 1:00pm-3:00pm, or by appt, STEAM 225-41.
Or virtually through BlackBoard Collaborate--call, text, or email instructor for link to meeting

Required Textbook: *Sterile Compounding and Aseptic Technique: Concepts, Training, and Assessment for Pharmacy Technicians*, by Lisa McCartney,
ISBN: 978-0-76384-083-9

Required Supplies: Cellphone, tablet, or other video recording device

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description: The course is a study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

Course Requirements: Students are required to pre-read the chapters as indicated on the course outline and watch video demonstrations of nine sterile lab processes, practicing those lab processes, making and posting a recording of their personal process skills, constructively critiquing recordings of peers' skills, and then demonstrating each of the nine processes with 100% compliance to the instructor. Students will be responsible for answering questions in quiz and exam assessments measuring their understanding and ability to apply course facts and concepts.

Exams: There will be one mid-term multiple choice exam and 1 final exam.

Mandatory Mid-Semester Meeting: All students are required to meet with the Pharmacy Technician Program Instructor at the mid-point of the semester. This meeting may be held virtually over Blackboard Collaborate or Microsoft Teams. This is an opportunity to discuss the student's standing in each course, identify regulatory requirements which must be met, develop a student academic plan, and complete mandatory paperwork.

Mandatory Nursing and Allied Health Simulation Day-TBD, 8:00am-5:00pm

Determination of Course Grade/Detailed Grading Formula:

Course work will consist of homework assignments/quizzes, 2 multiple choice exams, video posts and peer review, and 9 process validations.

Activity	Percentage Weight
Assignment/Labs	20%
Video/Photo Posts, Personal and Peer Review	20%
Exam 1 - Mid-Term	20%
Exam 2 - Final	20%
Process Validations	20%

Grading Scale:

Letter Grade	Numerical Point Value
A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

PHRA 1445 Course outline

Due Date	
Week 1 Jan 18	Syllabus and Outline— Registering for National IV Certification through Austin Community College Chapter 1 Exploring the Basics of Sterile Compounding
Jan 20	Chapter 1 Exploratory Labs Chapter 1 Crossword Puzzle (grade) Chapter 1 End of Chapter Questions (grade)
Week 2 Jan 25	Chapter 2 The Sterile Compounding Environment
Jan 27	Chapter 2 Exploratory Lab Chapter 2 End of Chapter Questions (grade)
Week 3 Feb 1	Chapter 3-Sterile Compounding Supplies
Feb 3	Chapter 3 Exploratory Lab Meet the Challenge Scavenger Hunt Chapter 3 End of Chapter Questions (grade)
Week 4 Feb 8	Chapter 4-Medication Orders and Labeling
Feb 10	Chapter 4 Meet the Challenge Medication Order Activity Chapter 4 Exploratory Lab
Week 5 Feb 15	Chapter 5 Calculations for Sterile Compounding
Feb 17	Chapter 5 Exploratory Lab
Week 6 Feb 22	Chapter 6 Aseptic Garbing, Hand washing, and Gloving Chapter 6 Exploratory Lab Skill Practice in Classroom–Video Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday-Constructive Personal and Peer Review Due by 11:59pm.
Feb 24	Thursday-Process Validation Checklist Pass-Off-Aseptic Garbing, Hand Washing, and Gloving
Week 7 Mar 1	Chapter 7 Cleaning the Horizontal Laminar Airflow Hood Chapter 7 Exploratory Lab Skill Practice in Classroom–Video Proces Post link to You-tube Video on Blackboard by 11:59pm. Wednesday-Constructive Personal and Peer Review Due by 11:59pm.

Due Date	
Mar 3	Process Validation Checklist Pass-Off-Cleaning the Horizontal Laminar Airflow Hood
Week 8 Mar 8	Review for Exam 1 (Chapters 1-7)
Mar 10	EXAM #1
Mar 14 through Mar 20	SPRING BREAK!
Week 9 Mar 22	Chapter 8 Large Volumes Parenteral Preparations Chapter 8-Procedural Lab Meet the Challenge: Vial-Pressure Mini-Lab Chapter-Pharmacology Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Mar 24	Process Validation Checklist Pass-off: Large Volume Parenteral Preparations
Week 10 Mar 29	Chapter 9 Small Volumes Parenteral Preparations Chapter 9 Procedural Labs Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Mar 31	Process Validation Checklist Pass-Off: Small-Volume Parenteral Preparations
Week 11 Apr 5	Chapter 10 Ampule Based Preparations Chapter 10 Procedural Lab Meet the Challenge: Ampule Opening Mini-Lab Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Apr 7	Process Validation Pass-Off: Ampule-Based Preparations

Due Date	
Week 12 Apr 12	Chapter 11 Narcotic Preparations Chapter 11 Procedural Lab Meet the Challenge Undercover Narcotic Activity Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Apr 14	Process Validation Checklist Pass-Off: Narcotic Preparations
Week 13 Apr 19	Chapter 12 Pediatric Preparations Chapter 12 Procedural Lab Meet the Challenge: Neonatal Micro-Dilution Mini-Lab Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Apr 21	Process Validation Checklist Pass-Off: Pediatric Preparations
Week 14 Apr 26	Chapter 13 Total Parenteral Nutrition Chapter 13 Procedural Lab Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
Apr 28	Process Validation Checklist Pass-Off: Total Parenteral Nutrition
Week 15 May 3	Chapter 14 Chemotherapy Products and Procedures Chapter 14 Procedural Lab Meet the Challenge Chemotherapy Spill-Kit Activity Skill Practice in Classroom–Videotape Process Post link to You-tube Video on Blackboard by 11:59pm. Wednesday -Constructive Personal and Peer Review Due by 11:59pm.
May 5	Process Validation Checklist Pass-Off: Chemotherapy Products and Procedures
Week 16 May 10	Tuesday--EXAM 2

Attendance Policy: Students at COM are expected to attend and participate in every session of all courses for which they are registered. College of the Mainland recognizes no excused absences other than those prescribed by law.

The student will receive an attendance grade based on attendance and ACTIVE participation.

If absent, the student is responsible for contacting a classmate to obtain any assignments or materials. The student is responsible for all missed materials and upcoming quizzes/assignments on the assigned due date even if the assignment was given on the day the student was absent. Lectures will be recorded and available within each chapter's designated folder on BlackBoard.

Attendance in hands-on and lab exercises is MANDATORY. These labs cannot be made up. Unless prior arrangements have been made with the instructor for extenuating circumstances, a grade of "0" will be given for any "wet" lab missed. Study questions and dry lab exercises may be turned in for partial credit at the instructor's discretion. If a student fails to participate in hands-on simulation/lab activities, they will not be able earn college credit or continuing education credits for completion of this course.

Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw is April 24th, 2022.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty—such as cheating on exams, forging paperwork, or passing someone else's work off as your own, is an extremely serious offense and will result in a grade of zero on that exam/assignment and a referral to the appropriate office for disciplinary action. It may result in failure of the course and expulsion from the program.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Department Chair at 409-933-8414, or kfrieze@com.edu.

Student Learner Outcome	Map to Core Objectives	Assessed via this Assignment
1. Students will demonstrate procedures and techniques consistent with USP <797> standards	Teamwork	Ampule-based Preparation: Process Validation Checklist and Trainer Evaluation
2. Students will perform dosage calculations required for sterile product preparation	Empirical and Quantitative Skills	Chapter 5 Exploratory Lab
3. Students will demonstrate safe handling and preparation of compounded sterile preparations	Teamwork	Process Validation Checklist: Chemotherapy Products and Procedures and Critique Evaluation: Chemotherapy Products and Procedures

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus.. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: (<https://www.ptcb.org/get-certified/apply-for-cph/#.W34ziOhKjIU>, <https://www.pharmacy.texas.gov/> and https://www.pharmacy.texas.gov/files_pdf/Licensure%20QA.pdf).

Should you wish to request a review of the impact of criminal history on your potential Pharmacy Technician Certification and Texas State Board of Pharmacy Registration prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”: (<https://www.ptcb.org/> and <https://www.pharmacy.texas.gov/>).

COM is providing this information to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Course Structure

This course will be delivered partially online through the course management system Blackboard. You will use your COM account to log in to the course from the Blackboard login page - www.com.edu/blackboard. If you have not activated your COM account, please visit <https://webadvisor.com.edu>.

In Blackboard, you will access online lessons, course materials, and resources. At designated times throughout the semester, students will participate in a blend of self-paced and group-paced activities using Blackboard and/or alternative Internet-based technologies. Activities may consist of but not be limited to chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting.

To access this course on Blackboard you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the course requirements section in this syllabus.

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Course Communication

The preferred method of contact is **Blackboard E-mail**. There is a link in the course menu for this purpose. You may also reach me at lhomburg@com.edu. I will respond within 24 hours of receiving your email, Monday through Friday. Emails sent on Fridays may not receive a response until Monday. For weekends or evenings, you may use my personal email (lisahomburg@aol.com) or text me at 832-677-1423 if you need an immediate response.

Viewing Grades in Blackboard: Students can view their grades by clicking on the **My Grades** link in the course menu in Blackboard.

Course Requirements

Required Skills

Students enrolled in this course should possess the following technology skills:

- The ability to use latest stable releases of Google Chrome, Mozilla Firefox, or Safari 10.X web browsers.
- The ability to access information via the Internet
- The ability to use Blackboard and associated tools, including discussion boards, chat rooms, online testing, and assignment submission features
- The ability to use Respondus LockDown Browser and Respondus Monitor (see section, “Using LockDown Browser and a Webcam for Online Exams” for more details)
- The ability to use any necessary publisher content (examples: Cengage, SIMnet, MindTap, MyMathLab, etc.)
- The ability to use word processing software, and to save in alternate formats
- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

Software and Hardware

- Minimum recommended computer and internet configurations for online courses can be found here.
- Internet connection (DSL, LAN, or cable connection desirable)
- An up-to-date operating system from Microsoft or Apple - PC platforms should run Windows 7 or newer; Mac platforms should run OS 10.8 or newer (Chromebooks, tablets, and mobile devices are not compatible with all online course components)
- Access to Blackboard
- Latest stable release of JAVA
- 256 MB RAM
- 20 MB free disk space
- A microphone and headphones (A headset with microphone/headphones is highly recommended)
- Webcam
- Any other tools, resources, and materials needed by the student for the course.

The following software is required in order to view course content and to participate in planned course activities. If you do not have this software currently loaded on your computer or are unsure, you can download the software by clicking on the following links:

Respondus LockDown Browser and Monitor:

<https://download.respondus.com/lockdown/download.php?id=138331997>

(Note: Respondus Lockdown Browser and Monitor will not be available in College of the Mainland computer labs.)

Technical Assistance

For technical assistance during the course or to report a problem with Blackboard you can visit the Educational Technology Services support site: <http://de-support.com.edu/requests>

For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit: <https://helpdesk.com.edu/>

Late Work Policy: Late work will not be accepted.

Make-Up Policy: There is no make-up policy for this course. Students are expected to complete the course activities in a timely manner following the required due dates. **The student is responsible for obtaining all missed materials and is responsible for meeting all upcoming due dates for assignments, quizzes, and exams, even if the student was absent when the assignment was given.** There will be **no make-up exams** given in any Pharmacy Technician Program courses unless prior arrangements have been made with the instructor in response to extenuating circumstances. If a student misses one exam during the semester in any course, they may use their final exam grade in place of the missed exam grade. If any other exams are missed in any course, a grade of “0” will be given.

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. What you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation and grammar, and be sure to edit your contribution before posting.
- Read all posts before contributing your own to avoid unnecessarily repeating information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc.

Technology Outage

Students are responsible for maintaining their hardware, software, and Internet connection to the course. If you are incapable of maintaining your own system, please use the computers available on campus or take the CL section of the course. (NB, Access to college computers is limited by the hours of operation for the computer labs and library. You are responsible for staying abreast

of these times.) No additional time will be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and complete your assignments and assessments. If a verifiable interruption in the access to the Course Management System that lasts for fifteen minutes or longer and occurs within twenty-four hours of an assignment or assessment, the deadline for the assignment or assessment may be extended at the discretion of your instructor.

Using LockDown Browser and a Webcam for Online Exams

This course requires the use of LockDown Browser and a webcam for online exams. Respondus Lockdown Browser and Monitor will not be made available on College of the Mainland computers. The webcam can be built into your computer or can plug in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available.

Then download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=138331997>

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into Blackbaord, and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz named **Syllabus Quiz**.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted