



PHRA 1449-101CL
Institutional Pharmacy
Fall 2023
Tuesday, Wednesday, Thursday 8:30am-10:30am

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

Student hours and location: Monday-Thursday 1:15pm-3:15pm, or by appointment.
STEAM Building, Office 255-41

Required Textbook/Materials:

Pharmacy Practice for Technicians, 7th Edition, Paradigm Publishing, by McKennon and Anderson, ISBN# 9780763893187

Pharmacy Labs for Technicians, 4th Edition, Paradigm Publishing, by Sparks, McCartney, Lubin, Barriera, ISBN# 9780763893644 (**MUST HAVE ONLINE RESOURCES ACCESS CODE**)

Course Description: This course covers the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional setting. Topics will include in-depth coverage of hospital pharmacy organization, workflow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

Course requirements:

Immunizations: Students will be required to obtain a ppd and influenza vaccination in order to participate in internships during the Spring semester.

Labs: There are 48 hours of lab exercises incorporated into this course in preparation for externships in the spring semester. *Labs cannot be made up, so attendance is mandatory.* All students must have at least 50 hours of hands-on simulation before they can perform internships during the Spring semester.

Exams: There will be 4 multiple choice exams and 1 final exam. These exams will be taken using D2L Brightspace.

Mandatory Mid-Semester Meeting: All students are required to meet with the Pharmacy Technician Program Instructor at the mid-point of the semester. 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. Students who fail to meet with the instructor at the mid-point of the semester will not be allowed to enroll in the next semester's courses until the meeting has been completed.

Attendance and Participation: Students are expected to attend every class and arrive on time, just as will be expected of an employed pharmacy technician. Pharmacy Technicians are a vital part of the pharmacy staff. On-time attendance will constitute a portion of the final grade as detailed below.

Determination of Course Grade/Detailed Grading Formula:

Activity	Percentage Weight
Immunizations	10%
Labs	25%
Exams	25%
Final Exam	35%
Attendance and Participation	5%

Grading Scale

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

Late Work, Make-Up, and Extra-Credit Policy:

Tardiness Policy: Class will start at the stated time. Students who are not in attendance at the start of class are considered tardy. Three tardies will constitute an absence and will affect the student's attendance/participation grade.

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 according to 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 that course in place of the missed exam grade. If any other exams are missed in any course, a grade of zero will be given.

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.

Accreditation standards require all pharmacy technician students to complete 50 hours of hands-on simulation/lab activities prior to engaging in their clinical externship. There are 50 hours of lab exercises incorporated into the fall semester. **Attendance in these 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 50 hours of hands-on simulation/lab activities, they will not be able to participate in the clinical externship course in the Spring semester.

The student is solely responsible for checking updates related to the course. As a component of attendance students should check their com.edu email, course announcements and discussion forums within Brightspace D2L frequently (daily is recommended).

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.

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.

The preferred method of contact is **com.edu email**. You may 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. If you need an immediate response on weekends or evenings, you may use my personal email, lisahomburg@aol.com or text me at 832-677-1423.

Student Learner Outcomes:

Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify the organization and communication across the multi-disciplinary health care-team		Chapter 11-Reinforcing Your Learning Question 3
2. Utilize pharmacy reference materials		Chapter 11-Thinking on Your Feet (Using Trissels)
3. Demonstrate the procedures and work flow operations relating to processing and preparing medication orders in an institutional setting	Personal Responsibility	Lab 16-Filling a Twenty-Four Hour Medication Cart
4. Explain patient safety as it relates to the national patient safety goals	Personal Responsibility	Lab-Preparing Large-Volume Parenterals

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 Carrier, Department Chair at 409-933-8414, or kcarrier3@com.edu.

PHRA 1449 Course outline:

Due Date	Activity
Aug 29	Lecture: Chapter 11 Hospital Pharmacy Dispensing Assignment: TB Immunization Due 10/12 Assignment: Influenza Immunization Due 10/26
Aug 30	Lecture: Chapter 11 Hospital Pharmacy Dispensing
Aug 31	Lecture: Chapter 11 Hospital Pharmacy Dispensing Lab 33: Reviewing Medication Orders (1 hour) Due: Cirrus Questions
Sep 5	Lecture: Chapter 11 Hospital Pharmacy Dispensing Lab 21: Filling a 24-Hour Cart (1.5 hours) Due: Cirrus Questions
Sept 6	Lecture: Chapter 11 Hospital Pharmacy Dispensing Pharmacist's Patient Care Process Lab 22: Filling and Checking Floor Stock (1.5 hours) Due: Cirrus Questions
Sept 7	Lecture: Chapter 11 Hospital Pharmacy Dispensing Lab 23: Filling and Recording Controlled Substances Floor Stock (1 hour) Due: Cirrus Questions
Sept 12	Lecture: Chapter 11 Hospital Pharmacy Dispensing Lab 25: Charging and Refilling a Crash Cart (1 hour) Due: Cirrus Questions
Sept 13	Lab 24: Preparing Oral Syringes (1 hour) Lab: Packaging a Unit Dose Medication (1 hour) Due: Cirrus Questions
Sept 14	Lecture: Chapter 11 Hospital Pharmacy Dispensing Lab 21TCT: Filling a 24 Hour Cart-Tech Check Tech (1 hour) Lab 26: Filling an Automated Drug Storage and Dispensing System (1 hour) Due: Cirrus Questions
Sept 19	EXAM Chapter 11
Sept 20	Lecture: Chapter 12--Infection Control
Sept 21	Lecture: Chapter 12--Infection Control Lab: Working with Trisels, Global RPH, CompoundngToday.com (1 hour)
Sept 26	Lecture: Chapter 12--Infection Control Lab: Long Term Care Blister Packing (1 hour)
Sept 27	Lecture: Chapter 12--Infection Control Lab 40: Aseptic Handwashing (1 hour) Due: Cirrus Questions

Due Date	Activity
Sept 28	Lecture: Chapter 12--Infection Control Lab 39: Garbing According to USP Chapter <797>Standards (1 hour) Due: Cirrus Questions
Oct 3	Lecture: Chapter 12--Infection Control Lab 41: Hood Cleaning (1 hour) Due: Cirrus Questions
Oct 4	Lecture: Chapter 12--Infection Control Lab: Withdrawing from a Vial Lab (1 hour)
Oct 5	Lecture: Chapter 13 Sterile and Hazardous Compounding Schedule Mid-Semester Meeting
Oct 10	Lecture: Chapter 13 Sterile and Hazardous Compounding Lab 44: Preparing Sterile Powder Drug Vials (1 hour) Due: Cirrus Questions
Oct 11	Lecture: Chapter 13 Sterile and Hazardous Compounding Lab 45: Using Ampules (1 hour) Due: Cirrus Questions
Oct 12	Due: Tb Skin Test Results Lecture: Chapter 13 Sterile and Hazardous Compounding Lab 42 -Preparing Lg. Vol. Parenteral Solutions (1 hour) Due: Cirrus Questions
Oct 17	Lecture: Chapter 13 Sterile and Hazardous Compounding Lab 43 Preparing Sm. Vol. Parenteral Solutions (1.5 hour) Due: Cirrus Questions
Oct 18	Lab 46: Compounding Chemotherapy Drugs (1 hour) Due: Cirrus Questions
Oct 19	Lab 34: Cleaning Up a Hazardous Drug Spill (1 hour) Due: Cirrus Questions
Oct 24	EXAM Chapter 12 and 13
Oct 25	Lecture: Chapter 10 Extemporaneous Compounding Lab: Happy Hiney Compounding Log
Oct 26	Lab 36: Creating Suspensions from Tablets (1.5 hours) Due: Cirrus Questions Due: Influenza Immunization
Oct 31	Lecture: Chapter 10 Extemporaneous Compounding Lab 38 Preparing Creams, Ointments, Gels, and Pastes (1.5 hours) Due: Cirrus Questions
Nov 1	Lecture: Chapter 10 Extemporaneous Compounding Lab: Geometric Dilution (1 hour)

Due Date	Activity
Nov 2	Lecture: Chapter 10 Extemporaneous Compounding Lab 35: Filling Capsules (1 hour) Due: Cirrus Questions
Nov 7	Lab 37: Creating Suspensions from Capsules (2 hours) Due: Cirrus Questions
Nov 8	LAB 28 Preparing Lozenges (2 hours) Due: Cirrus Questions Lab: Compounding Suppositories
Nov 9	EXAM 10 Extemporaneous Compounding
Nov 14	Lecture: Chapter 14 Medication Safety
Nov 15	Lecture: Chapter 14 Medication Safety Flag High Risk Medications in Pharmacy (1 hour)
Nov 16	Lecture: Chapter 14 Medication Safety Lab 20 ISMP Tall-Man Lettering, Look-Alike Sound-Alike Drugs (1 hour) Due: Cirrus Questions
Nov 21	Lecture: Chapter 14 Medication Safety Lab 31: Medication Reconciliation (1hour) Due: Cirrus Questions
Nov 22	Lecture: Chapter 14 Medication Safety Lab 29 Medication Therapy Management (1 hour) Due: Cirrus Questions
Nov 23	Thanksgiving-Enjoy your Holiday!
Nov 28	Lecture: Chapter 14 Medication Safety Review for Exam
Nov 29	EXAM: Chapter 14 Medication Safety
Nov 30	Lecture: Chapter 15- Professional Performance, Communication, and Ethics Lab 30: Drug Recalls and Shortages (1 hour) Due: Cirrus Questions
Dec 5	Lecture: Chapter 15- Professional Performance, Communication, and Ethics- Pharmacy Practice Model Initiative Lab 32: Reviewing Investigational Drug Documentation (1 hour) Due: Cirrus Questions
Dec 6	Lecture: Chapter 15- Professional Performance, Communication, and Ethics Lecture: Chapter 16 Your Future in Pharmacy Practice
Dec 7	Lecture: Chapter 16 Your Future in Pharmacy Practice Lab 2 Practicing Professionalism in the Pharmacy (1 hour) Due: Cirrus Questions
Dec 12	Due: Final Exam

Due Date	Activity
Dec 13	Lab: Prepare Resume (1.5 hours) Lab: Prepare a Cover Letter (0.5 hour) Due: Resume and Cover Letter
Dec 14	Lab: Setup NABP eProfile CPE Monitor (0.5 hour) HIPPA/HITECH Prep for Externships Customer Interaction Scenarios--Role Playing (1 hour)

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check their com.edu email account and D2L Brightspace for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Institutional Policies and Guidelines

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. 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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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.

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 permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 16-week session is **November 28**.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N 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 are 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.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered

with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

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 websites provide links to information about the licensing process and requirements:

<https://www.ptcb.org/widget/?cobaltsrc=https://portal.ptcb.org/Login.aspx?ReturnUrl=/>,
<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 face-to-face with assignments/quizzes/exams delivered online through the course management system D2L Brightspace. You will use your COM account to log in to the course from the D2L Brightspace login page - <https://com.brightspace.com/>. If you have not activated your COM account, please visit <https://webadvisor.com.edu>.

In D2L Brightspace, you will access online lessons, course materials, and resources. At designated times throughout the semester, students will participate in activities which may consist of but not be limited to quizzes, exams, questions/assignments, chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting using D2L Brightspace and/or alternative Internet-based technologies.

To access this course on D2L Brightspace 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.

Viewing Grades in D2L Brightspace: Students can view their grades by clicking on the **My Grades** link in the course menu in D2L Brightspace.

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 D2L Brightspace 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 D2L Brightspace
- 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, but not required.)
- Webcam
- Any other tools, resources, and materials needed by the student for the course.

Technical Assistance

For technical assistance during the course or to report a problem with D2L Brightspace 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/>

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.