PHRA 1301-101CL
Introduction to Pharmacy
Fall 2022
Monday and Friday 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 ACCESS CODE)

Course Description: This course is an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician.

Course requirements:

Quizzes: There will be 3 quizzes in this course. These quizzes will be taken using D2L Brightspace.

Exams: There will 3 multiple choice exams and 1 final exam. These exams will be taken using D2L Brightspace.

Labs: There will be 16 hours of hands-on activities. *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.

Assignments: Students will be required to apply for a Technician Trainee Registration with the Texas State Board of Pharmacy. They will also be required to obtain a name badge from the College of the Mainland identifying them as a Pharmacy Technician Trainee Extern.

Presentation: Each student will pick a medication to prepare a visual presentation (poster or other visual media) detailing the medication information a patient should know concerning that specific medication.

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 you will be expected to do as a pharmacy technician. Pharmacy Technicians are a vital part of the pharmacy staff. Attendance will constitute a portion of your final grade as detailed below.

Determination of Course Grade/Detailed Grading Formula:

Activity	Percentage Weight
Quizzes	10%
Assignments	10%
Presentation	15%
Labs	10%
Exams	20%
Final Exam	30%
Attendance/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 5 minutes late 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, "0", 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. Students will be able describe the role of the pharmacy technician in a variety of settings		Chapter 1-Pharmacist and Technician Roles and Responsibility Handout
2. Students will be able to list the qualifications required for obtaining certification and registration	Personal Responsibility	Technician Trainee Registration
3. Students will be able to identify standards of law and ethics governing pharmacy practice		Quiz –Pharmacy Laws and Regulations
4. Students will be able to define key medical terms and abbreviations related to pharmacy practice		Quiz Sig Codes and Abbreviations
5. Students will be able to explain the importance of utilizing pharmacy resource materials	Social Responsibility	Lab 1- Using Drug Facts and Comparisons and Epocrates
6. Students will be able summarize safety standards	Communication-Oral, Visual	Presentation-Medication Safety-What Every Patient Should Know

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.

PHRA 1301 Course Outline:

Due Date	Activity

Aug 22	**Lecture:** Chapter 1 The Profession of Pharmacy
	Handout--Pharmacist and Technician Roles and Responsibility Handout
	Assignment: Memorize Sig Codes & Abbreviations pg. 278-**Quiz 9/02**
	Assignment: COM-Issued Pharmacy Technician Trainee ID Badge **Due 9/16**
	Assignment: Apply for TSBP Technician Trainee Registration –
	       Application and Fingerprints Completed: **Due 09/26**
	       Copy of Trainee Registration **Due 10/31**

Aug 26	**Lecture:** Chapter 1 The Profession of Pharmacy
Aug 29	**Lecture:** Chapter 2 Pharmacy Law, Regulations and Standards **Lab 1: Using Reference Materials in Pharmacy Practice (1 hour)** **Assignment:** Pharmacy Laws and Regulations Quiz Due **Sept 16**
Sept 2	**QUIZ: Sig Codes and Abbreviations** **Lab 8: Reviewing Signa Codes and Creating Patient Instructions (1 hour)** **Lab 9: Reviewing a Prescription Form (1 hour)**
Sept 5	Labor Day—Enjoy your Holiday!
Sept 9	**Lecture:** Chapter 2 Pharmacy Law, Regulations and Standards
Sept 12	**Lecture:** Chapter 2 Pharmacy Laws, Regulations, and Standards
Sept 16	**QUIZ—Pharmacy Laws and Regulations** **Due: COM Issued Pharmacy Technician Trainee ID Badge** **Lecture:** Chapter 2 Pharmacy Laws, Regulations, and Standards **Lab 7: Reviewing a Patient Profile (1 hour)**
Sept 19	**Lecture:** Chapter 2 Pharmacy Laws, Regulations, and Standards **Lab 11: Entering Patient Data (1 hour)**
Sept 23	**Lecture:** Chapter 3 Drug and Supplement Development (3.5-3.9)
Sept 26	**Due: TSBP Technician Trainee Application <u>and</u> Fingerprints Completed** **Lecture:** Chapter 3 Drug and Supplement Development (3.5-3.9)
Sept 30	**EXAM 1—**Chapters 1 and 2
Oct 3	**Lecture:** Chapter 4 Introducing Pharmacology (4.15-4.16) **Assignment:** Drug References Quiz Due Oct 10.
Oct 7	**Lecture:** Chapter 5 Dosage Forms & Administration Routes **Schedule Mid-Semester Meeting** **Lab 10: Reviewing a Filled Prescription (1 hour)**
Oct 10	**QUIZ -Chapter 4 Drug References** **Lecture:** Chapter 5 Dosage Forms & Administration Routes **Lab 18: Reconstituting Powders (0.5 hour)**
Oct 14	**Lecture:** Chapter 5 Dosage Forms & Administration Routes **Lab: Solutions, suspensions (0.5 hour)** **Lab: Ointments, Creams, Pastes (0.5 hour)**

Due Date	Activity
Oct 17	**Lecture**: Chapter 5 Dosage Forms & Administration Routes **Lab 12: Processing a Prescription (1 hour)** **Lab 13: Processing a Refill (1 hour)**
Oct 21	**EXAM 2-Chapters 3 and 5**
Oct 24	**Lecture**: Chapter 7: Community Pharmacy Dispensing **Assignment:** Poster Presentation (What Every Patient Should Know)
Oct 28	**Lecture:** Chapter 7: Community Pharmacy Dispensing
Oct 31	**Lecture:** Chapter 7: Community Pharmacy Dispensing **Lab 14: Obtaining Refill Authorization (1 hour)** **Due: Copy of TSBP Trainee Registration**
Nov 4	**Lecture:** Chapter 8 Healthcare and Prescription Drug Insurance
Nov 7	**Lecture:** Chapter 8 Healthcare and Prescription Drug Insurance **Lab 15: Processing Third-Party Claims with Role Play (1 hour)**
Nov 11	**EXAM 3—Chapters 7 and 8**
Nov 14	**Lecture:** Chapter 9 The Business of Community Pharmacy **Lab 3: Customer Service and Point of Sale (+ Role Play) (1 hour)**
Nov 18	**Lecture**: Chapter 9 The Business of Community Pharmacy **Lab 16: Verifying Cash Pricing (0.5 hour)** **Lab 28: Producing Computerized Reports (0.5 hour)**
Nov 21	**Thanksgiving-Enjoy your Holiday!**
Nov 25	**Lecture**: Chapter 9 The Business of Community Pharmacy **Lab 6: Inventory Management Procedures (1 hour)**
Nov 28	**Lecture**: Chapter 9 The Business of Community Pharmacy **Lab 17: Workflow in the Pharmacy (1 hour)**
Dec 2	**Due: Poster Presentations - What Every Patient Should Know**
Dec 5	**Due: Poster Presentations – What Every Patient Should Know**
Dec 9	**Final Exam**

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. https://www.com.edu/student-services/docs/Student_Handbook_2022-2023_v2-1.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.*

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 Michelle Brezina at 409-933-8124 or mvaldes1@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 18**.

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/get-certified/apply-for-cpht#.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 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.