

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
AH 170 Pharmacy Tech 1

Be advised that, at any time, the information in this syllabus is subject to change due to circumstances beyond the control of the faculty or course director. Students will be notified in class and/or writing as soon as possible regarding any necessary changes to the syllabus.

Course Description: This course will concentrate on the history of pharmacy, pharmacy law, ethics, communication, routes of administration, calculations, dosage forms, drug information references, pharmacy settings, billing, and inventory. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Credit Hours: 4

Instructor: Caelin Ruiz, CPHT, RN, BSN

Office Hours: by appointment

Midstate email: caruiz@midstate.edu

I do not have an office on campus, but work in the Peoria area and am willing to meet if needed. My preferred method of initial communication is email. I am always happy to discuss course material online or face to face, but I ask that you have thoroughly reviewed the required readings prior to our discussions. This will facilitate optimal information exchange. I do check my email daily. Do not wait until the last minute to contact me for help. There is a lot of information to learn, in which you must grasp in order to keep up.

Required Materials:

Text(s) & Manual(s): Pharmacy Technician Principles and Practice; Workbook and Lab Manual, 4th Edition

Author(s): Mosby

Publisher: Elsevier

Reading will be assigned from these textbooks. It is recommended that the chapters assigned be read PRIOR to the lectures. This will enhance the lecture and workshop time. It should be understood that lecture and workshop can only highlight the most important concepts. Full understanding of the course material requires the student to read the assigned textbook chapters. Homework will be assigned from the Workbook.

Calculator: a scientific calculator is not needed to complete any of the calculations we will be performing. A basic calculator will work just fine. A calculator will not be provided to you during an examination. Students should have their own contingency plans for calculator malfunction.

Blue or Black Pens

Objectives: Upon completion of this course, the student will be able to:

1. Orientate to pharmacy practices and the role of a pharmacy technician
2. Learn duties and responsibilities of pharmacists and pharmacy technicians
3. Understand dosage forms and routes of administration

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4. Translate medical and pharmaceutical terms and abbreviations
5. Demonstrate an understanding of laws in regard to the pharmacy
6. Calculate drug dosages
7. Comprehend various payer types, prepare claims, and reconcile accounts

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Class Format: On Campus with an e-learning component. Attendance at Preckshot Pharmacy is required. Please refer to class schedule on the last page of this syllabus for the date and time to be at Preckshot Pharmacy. This session will primarily be used for hand on activities. The rest of the course will be completed on Joule.

Attendance Policy: Students are expected to attend the Presckshot Pharmacy session. Official course announcements and in class quizzes or assignments will be made on campus, on Joule, or via email. Students must log into the course through Midstate eLearning Joule and their email account daily to ensure they receive all course communications. Class and workshops are like a

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job; absence will hurt your performance. Attendance is turned in weekly. You must follow the dress code of either wearing scrubs or professional attire (no jeans, wear black pants and nice shirt, close toed shoes, etc) when at Preckshot pharmacy or on campus. If you cannot afford scrubs or a professional appearance/black pants, please contact Jenny Greenan who is on campus and can help provide clothing services if needed. Remember, how you dress reflects the school, myself, and yourself (especially if you apply for a job there in the future). You must also wear your student ID on the lanyard that is provided to you at orientation.

Homework Format: Homework questions will come literally from the questions in the Lab Workbook from that week's chapters. Each homework will be 20 questions long, with each question being worth 0.5 points, for a total of 10 points for each homework assignment.

Resume: Must contain your full name, address, phone number, email address, school information (name of school, city and state, degree obtained/hope to obtain, year of graduation/hope to graduate), previous job information, awards, volunteer opportunities, etc. Please look on Joule for examples I have posted. This is worth 10 points.

Term Journals: Type out 20 terminology terms/definitions from that week's chapters. Complete your definitions in a word document and post to the Assignments Drop Box for that week. Each week's term journal will be worth 5 points.

Online Workshop Format: The purpose of workshop is to provide a forum to expand and apply the principles taught during lectures using calculations and case based problems. Workshops are NOT necessarily redundant with lecture material. Due to the way that this course is structured, workshops will focus more on practical applicability, and lectures will contain more theoretical information. Students must effectively master the materials presented in both formats for successful comprehension of the course information. Questions will be posted in the description on Joule and your answers must be posted to the Assignments Drop Box. Your answers must be a full paragraph in length and provide substantial information that is relevant to that topic and must be thought provoking. The workshop is worth 50 points.

Quizzes: There will be a total of two quizzes during the term. Quizzes will test the knowledge of the student and will focus on the material presented prior to the quiz. Each quiz may consist of multiple choice questions, matching, true/false questions, and/or case based questions. All quizzes are to be completed on or by the scheduled date. Each quiz is worth 20 points.

Examinations: There will be two examinations during the term (one midterm and one final exam). The midterm will cumulatively review the material presented prior to the examination and the final will consist of the new material as well as the old material. The final will be comprehensive and cumulative. Each of the exams may consist of multiple choice, matching, fill in the blank, true/false, and written case based questions. Each exam will be 100 points each.

Quizzes, Exams, and Assignments: All homework, quizzes, and exams are due by their due date on Joule. ***I do not accept late assignments.*** Please plan ahead for unusual circumstances. Often times, sickness or technological problems occur. Plan to start assignments early in the week to be much better prepared to avoid these issues. Please plan accordingly to complete all

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assignments on a reliable computer that contains all needed programs and a strong internet connection. This will reduce frustration substantially and increase enjoyment and success in the course.

All disputes regarding exam or quiz questions should be directed to me. All questions regarding grades or scoring of an exam must be typed and presented to me within one week after the exam grade is posted. No exam grade will be reviewed after that time. In order to have the grade/scoring for your exam reviewed, you must include a typed request with all evidence and supporting material attached to your request. This is the policy for this course – no exceptions will be made. Requests for re-grading will not be allowed on the final exam.

Special circumstances: any student experiencing an event prohibiting him or her from attending class or which he or she feels will otherwise impair his or her ability to perform optimally in this course (such as accident, illness, or death in the family) must notify the course director and me immediately. Special circumstances will be heard and accommodated on a case by case basis at the discretion of the course directions.

Classroom etiquette: Students are expected to behave in a manner that is not disruptive or disrespectful and that does not adversely affect teaching, learning, examination performance of any person. Talking or packing up notebooks and bags while the instructor is still lecturing is discouraged. If cell phones and pagers need to be used during classroom time, they must be set to vibrate mode. All calls must be made/received outside of the classroom. Students who do not abide by this policy may be asked to leave the classroom and continued abuse will result in disciplinary procedures. Absolutely no texting!

Children are typically not allowed in the classroom nor at Preckshot Pharmacy. Students who have unforeseen temporary need to bring a child into the classroom must receive prior approval from me.

Grading: Consistent with Midstate College policy, categorical assessment of student performance (i.e. grades) are not qualified by a “+ or -.”

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<u>Assessment</u>	<u>Points</u>
Biography	10
Resume	10
Term Journals	35
Homework from Workbook/Lab Manual	80
Online Workshop	100
Quiz 1	20
Quiz 2	20
Midterm	100
Final Exam	100
Total	475

Grading for this course is based on the point system (listed above). Therefore, however many points you earn will be divided out of the total points possible of 475.

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Class Schedule:

Week	Location	Topic	Assigned Reading and Exercises	Due on Joule
1	Joule	Course Introductions, syllabus review, professionalism, dress code; History of Medicine and Pharmacy; Pharmacy Law; Ethics	Textbook: Chapters 1 and 2 Workbook and Lab Manual: Chapters 1 and 2 Watch YouTube Videos on Joule	-Autobiography in Forum -Homework from workbook -Term Journals
2	Joule	Competencies, Associations, and Settings for Technicians; Communication and the Role of the Technician with the Customer/Patient	Textbook: Chapters 3 and 4 Workbook and Lab Manual: Chapters 3 and 4 Watch YouTube Videos on Joule	-Resume -Homework from workbook -Term Journals
3	Joule	Quiz 1 Dosage Forms and Routes of Administration; Conversions and Calculations	Textbook: Chapters 5 and 6 Workbook and Lab Manual: Chapters 5 and 6 Watch YouTube Videos on Joule	-Quiz 1 -Homework from workbook -Term Journal
4	Midterm Study Week			
Week	Location	Topic	Assigned Reading and Exercises	Due on Joule
		Drug Information	Textbook: Chapters 7 and 8	-Homework from workbook

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5	Joule	References; Community Pharmacy Practice	Workbook and Lab Manual: Chapters 7 and 8 Watch YouTube Videos on Joule	-Term Journal
6	Joule	Midterm	Study	Midterm
7	Joule	Institutional Pharmacy Practice; Additional Pharmacy Practice Settings	Textbook: Chapters 9 and 10 Workbook and Lab Manual: Chapters 9 and 10 Watch YouTube Videos on Joule	-Homework from workbook -Term Journal
8	Joule	Online Workshop	Calculations	-Homework from workbook -Online Workshop
9	Joule	Quiz 2 Bulk Packaging and Non-Sterile Compounding; Aseptic Technique and Sterile Compounding	Textbook: Chapters 11 and 12 Workbook and Lab Manual: Chapters 11 and 12 Watch YouTube Videos on Joule	-Quiz 2 -Homework from workbook -Term Journal
Week	Location	Topic	Assigned Reading and Exercises	Due on Joule
		Pharmacy Billing and	Textbook: Chapters 13 and 14	-Homework from workbook

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10	Joule	Inventory Management; Medication Safety and Error Prevention	Workbook and Lab Manual: Chapters 13 and 14 Watch YouTube Videos on Joule	-Term Journal
11	Joule	Review Session	Study Crossword Puzzles Discussion Forum	
12	Joule	Comprehensive Final Exam	Study	Final Exam