PRMT 101 Orientation to Pharmacy Practice
1 Credit

Course Description

This course will explore the unique role of a pharmacy technician in various health care settings such as community and hospital practices as well as some non-traditional roles. In addition to practice sites, students will be introduced to the laws that govern pharmacy practice as well as the common abbreviations used in various practice settings. The various dosage forms and routes of common medication administration will be additional topics in this course.

Required Text

Pharmacy Practice for Technicians, 5th edition, Sr. Jane Durgin, Zachary Hanan, 2015

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or coleen.thoe@ndscs.edu). You may also visit the NDSCS Bookstore web site at www.ndscsbookstore.com and search for book information by class by clicking the "Textbook" tab.

Learning Outcomes

1. Define 80 common abbreviations and acronyms used in pharmacy practice.
2. Briefly describe the care and the sick in different cultural settings throughout history.
3. Describe the influence of the Greek and Roman societies on present-day healthcare.
4. List the important influential people in the history of pharmacy and medicine and match with their contribution.
5. Describe the important role Hippocrates played in forming our healthcare system and practices.
6. Define pharmacy technician and differentiate among support personnel and other healthcare professionals.
7. Describe the role of the pharmacy technician in the home-health industry.
8. Explain the role of pharmacy professionals in long-term care.
9. Explain the primary function of hospitals and their role in wellness.
10. Describe the evolution of the home-health industry.
11. Identify major sources of funding for long-term care.
12. Define community pharmacy and differentiate between the various practice settings in community pharmacy.
13. Describe the role of the pharmacy technician in community practice.
14. Identify state and federal regulatory agencies.
15. List the requirements of the Controlled Substance Act and identify examples of each schedule.
16. Define the safeguards of the Durham Humphrey Act.
17. Define the provisions of the Kefauver Harris amendment.
18. Identify other major laws influencing pharmacy practice including OBRA 90, the Orphan Drug bill, Medicare and Medicaid provisions.
19. List examples of components in the Patient's Bill of Rights
20. Define the two major issues that brought about the first national pharmacy organizations.
21. Match the acronyms to the full names of state and national pharmacy organizations.
22. Define the commonly used abbreviations in the profession of pharmacy
23. Define the major classes of pharmaceutical dosage forms.

24. Describe the advantages and disadvantages of the major classes of pharmaceutical dosage forms.
25. Differentiate the characteristics of solutions and suspension.
26. Name and define the four solid dosage forms currently in use.
27. Describe the advantages of transdermal patches.
28. State four objectives of the ASHP accreditation process
29. List eight areas that compromise the Accreditation Standard.
30. List major organizations endorsing the ASHP Accreditation process.
31. Define registration and certification of pharmacy technicians.

Course Goals

1. The student technician will be able to describe important contributions throughout history that influenced today's pharmaceutical practice.
2. The student technician will be able to define and differentiate the profession of a pharmacy technician from pharmacy support personnel, and other healthcare professionals in various pharmacy practice settings.
3. The student technician will be able to describe various pharmacy practice sites including hospitals, community practices, home health and long term care facilities.
4. The student technician will be able to identify state and federal regulatory agencies and important legislation that regulates the practice of pharmacy.
5. The student technician will be able to identify major pharmacy and pharmacy technician organizations both at the national and state level.
6. The student technician will be able to define common pharmaceutical abbreviations.
7. The student technician will be able to define pharmaceutical dosage forms and indicate advantages and disadvantages of each.
8. The student technician will be able to demonstrate the use of recognized pharmaceutical references.
9. The student technician will be able to define the ASHP Accreditation process and describe the importance of certification.

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the Computer Access Policy to learn how you can take a proactive approach to your online success.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

Assignments

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments within each unit are due within the time frame listed in the class schedule. **Late assignments will not be accepted without prior approval of the instructor.**

Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately. Keep in mind, that internet-service provider (ISP) problems is not an excuse for turning work in late.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

Grading Policy

Your performance in this class will be based on the quality and accuracy of your assignments, quizzes and exams. Late assignments will not be accepted unless you have prior authorization from the instructor. Students are expected to spend several hours each week in preparation for the class. Students are expected to participate in all lecture material and turn all work in on time.

Grade will be determined by the following points:

- Abbreviations Quizzes – 7 at 15 points each
- 8 Discussion Sessions – 10 points each
- Reference Assignment – 20 points
- 2 Exams – 100 points each
- Final Exam – 200 points

Letter grades will be awarded as follows:

LETTER GRADE	PERCENT
A	94-100%
B	86-93%
C	75-85%
D	70-74%
F	Below 70%

Quizzes and Exams:

Online quizzes and exams are a part of this class to assess your progress and whether you have met the course objectives. Students are expected to take all quizzes and exams at their specified time, on the specified day. Each unit will open on Tuesday and close on the following Tuesday. You will be able to re-listen to lecture material, but no assignments may be submitted after the unit closes.

Academic integrity is important to NDSCS, myself the instructor, and you, the student. In order to ensure academic integrity of the online quizzes and exams a "Proctor" will be used at times. A proctor is simply a reputable person that assures me that only the allowed reference materials were used on an assignment. Please print the Proctor Guidelines within the online course to help you in choosing an appropriate Proctor—if you have trouble please contact your instructor and they will help you securing an acceptable Proctor.

The completed Proctor form must be completed and returned to your instructor within 10 calendar days of the start of the course. Remember not all quizzes require a proctor. In PRMT 101 the quizzes are taken on the *Honor System*, but the three exams require a proctor.

Online Discussions

The online discussions are required activities, and full participation is essential for your success of this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other.

Discussion Grading Criteria

Participation in **threaded discussions ARE REQUIRED**. When a threaded discussion is posted, you will have a specific time period in which to participate. Make sure to make a posting relevant to the discussion topic - and then respond to other students. Discussions will be closed on a specific date, so **make sure to participate in the discussion before it closes**.

Correct grammar and spelling is essential; including punctuation and capitalization. It is the intent of NDSCS to develop employable skills in students, and to prepare them for the workplace. Written communication is one of those skills. If this isn't your strength, develop a habit of performing a spell check in MS Word before submitting your work, or posting to a threaded discussion.

You are expected to respond to discussion questions and to *two* of your classmates as assigned. Each posting must be relevant and substantive. Responses to classmates must also be relevant and substantive (more than "I agree.") Your first entry is expected by Thursday each week and the final response no earlier than Monday. Can you respond on Monday—yes, but you will not get the maximum points allowed. You will be graded on participation according to the following:
How many times must I respond to the Discussion?

> **Two** different times for each Discussion topic
> - First response no LATER than Thursday
> - Last response no LATER than Monday
> - All responses due Tuesday midnight

Scoring for HOW MANY

- **2 points** – each day you respond (max 4)
- **1 point** – 4th day response (Friday)
- **1 point deduction** if first post NOT done by Thursday
- **1 point deduction** if final post NOT done by Monday
- **5 possible points**

HOW WELL Criteria

Well done
Medium Well Done
Not so Well Done

- Insightful –key concerns, both sides of issue
- Reasoned—thinking, evidence cited
- Interactive—engage other students
- Substantive—sufficient content
- Informed—refer to and interact with reading
- Writing—spelling, grammar, punctuation, words

Scoring for HOW WELL

- **5 points**—for well-done response
- **3 points—**for medium well done response
- **3 points—**for not so well done response
- **0 points**—for no response
- **5 total points possible**

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/It-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the "preferred" box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct (page 32).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids n any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

APPENDIX A
ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1.   **Get involved**. In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.

2.   **Be persistent**. Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.

3.   **Share tips, helps, and questions**. For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.

4.   **Think before you push the Send button**. Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.

5.   **Consider the context**. Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.

6.   **Ask for feedback**. Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.

7.   **Act with respect**. Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.

8.   **Exercise integrity**. Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.

9.   **Recognize the consequences**. Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College