

9-2013

## PHAR 100.01: Introduction to Pharmacy Practice for Techs

Mary McHugh

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<b>Pharmacy Practice (PHAR 100-01)</b> <b>Fall 2013</b>	
<i>Instructor:</i> Dr. Mary McHugh PharmD, RPh	<i>Class Dates and Location:</i> GH9C M,T,W 11:10-12:00 Fall Semester
<i>Contact Info:</i> Phone: 243-7813 Cell: 531-2420 Email: <a href="mailto:mary.mchugh@umontana.edu">mary.mchugh@umontana.edu</a>	<i>Office Hours:</i> Posted on office door and feel free to schedule ahead via phone, email. I will respond to all calls and emails within a 24 hr. period <b>M-F</b> .

### **Course Description:**

*Pharmacy Practice:* This course will examine many general aspects of the profession, including types of pharmacy practice, pharmacy law and regulations as well as the roles, educational requirements, and registration and licensing of pharmacists and pharmacy technicians.

You will have an opportunity to increase your writing and communication skills with assignments and projects.

### **Relationship to program:**

It is imperative that you, as a pharmacy technician, understand the different practices of pharmacy, and the laws, standards, regulations, and guidelines that help direct and define practice. This course will prepare you with the necessary understanding of how the practice of pharmacy works in many settings.

**Text:** Manual for Pharmacy Technicians by Bachenheimer 4<sup>th</sup> ed

**ISBN:** 978-1-58528-207-4

### **Course Completion and Grading Criteria:**

Class participation/completion Criteria:

- Complete all course assignments
- Thoughtful participation in discussions

The grading scale is as follows:

90-100	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

You must have a "B" or better final grade in all pharmacy classes in order to progress within the program.

**Semester schedule: This is subject to change:**

		Manual for Pharmacy Technicians		
DATE	Week #	Chapters	Topics	Points
26-Aug-13	Week 1	16	Sterile Cpdng	10
2-Sep-13	Week 2	1	Intro to Pharmacy	10
9-Sep-13	Week 3	2	Pharmacy Law	10
16-Sep-13	Week 4	2	Pharmacy Law	10
23-Sep-13	Week 5	5&6	Home Care Practice & Specialty Practice	15
30-Sep-13	Week 6	7	Drug Information Resources	10
7-Oct-13	Week 7	3	Comm and Ambulatory Practice	10
14-Oct-13	Week 8	3	Comm and Ambulatory Practice	10
21-Oct-13	Week 9	4	Hosp Practice	15
28-Oct-13	Week 10	4	Hosp Practice	10
4-Nov-13	Week 11	journal club	various topics	10
11-Nov-13	Week 12	journal club	various topics	10
18-Nov-13	Week 13	Calculations		0
25-Nov-13	Week 14	17	Med Safety	10
2-Dec-13	Week 15	17	IHI-Institute for HealthCare Improvement	0
9-Dec-13	Final			60
Total Points				200

**University Academic Calendar:**

(<http://www.umt.edu/provost/about/academiccalendar.aspx>)

Monday, August 26		Autumn Semester Classes Begin
Monday, September 2		Labor Day – No Classes, Offices Closed
Monday, November 11		Veterans Day – No Classes, Offices Closed
Wednesday, November 27		Student Travel Day – No Classes
Thursday-Friday, November 28-29		Thanksgiving – No Classes, Offices Closed
Friday, December 6		Last Day of Regular Classes
Monday-Friday, December 9-13		Final Exams

**Learning Objectives are found at the beginning of each chapter and include:**

Week 1-Chapter 16:

- Describe the basics of intravenous drug therapy.
- Describe the key elements of working in laminar airflow workbenches.
- List the common types of contamination that may occur when working in a laminar flow hood and describe how to minimize the risks of these types of contamination.
- Describe the risks of handling cytotoxic and hazardous drugs.
- List the steps in drug preparation and handling that are unique to cytotoxic and hazardous drugs.

- Describe the manual and automated means of preparing total parenteral nutrition solutions.
- Describe the benefits of having a formal intravenous admixture program.
- Describe how USP 797 has impacted the preparation of sterile products.

#### Week 2-Chapter 1

- Compare and contrast the responsibilities of pharmacy technicians and pharmacists.
- Outline the differences among licensing, certification, and registration.
- Describe the advantages of formal training for pharmacy technicians.
- Describe the differences between the ambulatory and institutional pharmacy practice settings.
- List two specific examples each of ambulatory and institutional pharmacy practice settings.
- Describe at least six characteristics of a professional.
- List five tasks that pharmacy technicians perform in various pharmacy settings.
- Describe the concept of pharmaceutical care.
- Define medication therapy management.
- Explain why the use of outpatient pharmacy and medical services is increasing.

#### Week 3 & 4-Chapter 2

- Understand how the practice of pharmacy is regulated by federal and state laws and regulations and the role of state boards of pharmacy.
- Discuss state pharmacy laws and regulations that govern pharmacy technicians, including permitted functions and the requirements for pharmacy technician registration or licensure.
- Discuss the laws that regulate controlled substances, special requirements for pharmacy ordering and dispensing controlled substances, and the role of state prescription monitoring programs.
- Describe the restrictions on the sales of products containing pseudoephedrine and ephedrine.
- Describe the FDA approval process for drugs and the differences between brand name and generic drugs.
- Discuss generic drug substitution and the means for prescribers to indicate if substitution is not authorized.
- Discuss the difference between prescription drug inserts for prescribers and for patients.
- Discuss patient privacy in the pharmacy and the federal law that governs privacy of protected health information.

#### Week 5-Chapters 5 & 6

- Identify the historical reasons for establishing home care services and the growth of the home care industry
- Cite the seven goals of home care therapy
- Identify the members of the home care team and describe their primary roles in the home care process
- Identify the most common diseases or conditions treated with home care services

- Identify the top drug classes used in home infusion therapy. List one or two parameters for these drugs that affect how they are used in the home environment
- Compare the advantages and disadvantages of the types of infusion systems available for use in a patient's home
- List the labeling requirements for sterile products that are to be used in a patient's home
- Outline the factors that are important to consider when determining expiration dates for sterile products used in the home care setting
- Describe the historic development of nuclear pharmacy practice
- Explain the basic concepts of radioactivity and nuclear medicine as they relate to nuclear pharmacy practice
- Explain the role of nuclear medicine and nuclear pharmacy in patient diagnosis and treatment.
- Describe the various aspects of nuclear pharmacy practice
- Identify the common areas for technician involvement in the practice of nuclear pharmacy
- Explain the role of pharmacy technicians in compounding specialties such as veterinary pharmacy practice.

#### Week 6-Chapter 7

- Classify a drug information request
- Explain how to obtain appropriate background information for a drug request
- Distinguish between questions that may be answered by a technician and those that should be answered only by a pharmacist
- Given a specific pharmacy-related question, identify the best resource to use to find the answer
- Describe how to find answers to drug information questions at the workplace.

#### Week 7 & 8-Chapter 3

- Describe the history of community and ambulatory care pharmacy practices.
- Describe the differences among the various types of practice sites in community and ambulatory care pharmacy practice.
- Describe the importance of the pharmacy technician's role in communicating with patients in the community and ambulatory care pharmacy settings.
- Explain the various steps and responsibilities involved in filling a prescription.
- Identify the trends in community and ambulatory care pharmacy practices.
- Describe the evolving role of the pharmacy technician in community and ambulatory care pharmacy practices.

#### Week 9 & 10-Chapter 4

- Describe the differences between centralized and decentralized pharmacies.
- List at least two types of services that are provided by hospital pharmacy departments.
- Explain how pharmacy policy and procedure manuals help technicians function efficiently in a large number of duties, responsibilities, and situations.
- List at least three different methods of drug distribution in which technicians play an active role.

- List the components of—and the role the technician has in—the medication management process.
- Describe the role accrediting and regulatory agencies play in a hospital pharmacy.
- List two types of technology that a pharmacy technician will work with in a hospital pharmacy.
- Describe quality control and quality improvement programs, including how they are used in hospital pharmacy practice.
- List at least three organizations that are involved with patient safety.
- Describe the financial impact that third-party payers have on hospitals.

#### Week 11 & 12-Journal Club Participation

- Communicate effectively by speaking
- Learn latest information in the world of health and pharmacy

#### Week 13-Used for Calc Class

#### Week 14-Chapter 17

- List eleven different types of medication errors.
- Identify causes or factors that contribute to medication errors.
- List five “high alert” medications.
- Describe methods of preventing medication errors from occurring.
- List examples of common medication errors.
- Describe the possible consequences of actual medication errors.
- Explain the steps to be taken when an error has been identified.
- Explain the role of quality assurance monitoring of medication errors.

#### Week 15-Institute of HealthCare Improvement

- Learn about Institute and what it offers
- Enroll in Open School and complete courses in preparation for internships

## Course Policies and Other Information:

### 1. Assignment Due Dates/Times

All assignments are due as specified. Late work will receive a 20% reduction in points for each day it is late.

### 2. Naming & Submitting Assignments

Assignments may be saved in either of these file formats: RTF, .doc or PDF. Please name your files with your last name and an abbreviated name of the assignment, like this: mchugh\_antibiotics1. You can use an underscore ( \_ ) or a period ( . ) to separate your name from the name of the assign. Do not use other symbols (such as: # \$ @ \* & - ?, etc.) in your file names as I won't be able to open the file.

### **3. ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php).

### **4. DISABILITY ACCOMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disabilities Services website at <http://www.umt.edu/dss/> or call 406-243-2243 (voice/text)

**Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.**

### **5. Technical Requirements**

Content in some modules may include PDF files, videos and external links (links that take you to web sites outside of Moodle). Some of these files require special programs to allow you to view them. If you don't have the needed application on your computer hard drive, you can download plug-ins (or free viewers) from the [UMOnline web site](#).