

Fall 9-1-2017

PHAR 100.50: Introduction to Pharmacy Practice for Techs

Mary McHugh

University of Montana - Missoula, mary.mchugh@umontana.edu

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Recommended Citation

McHugh, Mary, "PHAR 100.50: Introduction to Pharmacy Practice for Techs" (2017). *Syllabi*. 5749.
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Intro to Pharmacy Practice (PHAR 100-50) Fall 2017	
<i>Instructor:</i> Dr. Mary McHugh PharmD, RPh	<i>Class Dates</i> Aug 31-Dec 20 <i>Online Learning</i>
<i>Contact Info:</i> Phone: 243-7813 Cell: 531-2420 Email: mary.mchugh@umontana.edu	<i>Office Hours:</i> <i>Feel free to schedule ahead</i> via phone, email. I will attempt to respond to all calls and emails within a 24 hr. period M-F .

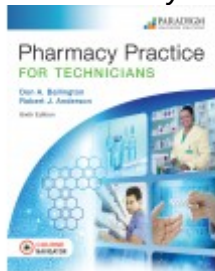
Course Description:

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.

Required Course Resources

- *Pharmacy Practice for Technicians, Sixth Edition (Paradigm)*



- *Course Navigator*



Computer (see requirements here: <http://support.emcp.com/support/course-navigator/>)

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.

Between the reading assignments, studying, and working online, you should schedule at least 9-12 hours each week to be successful in this course.

Student Assessments:

You will receive grades for quizzes, tests, assignments, and required graded discussions. You are invited to participate in non-graded discussions throughout the course, where you can ask questions, offer suggestions, and discuss the class with the instructor and other students.

Late work is generally not accepted. Please try to problem-solve proactively.

You may work ahead to ensure success in this course in the event of planned or unplanned absences.

You must pass with a C or better to proceed to the next semester of the program.

HINT: The BEST strategy for answering Essay questions in Moodle is to write and save your answers to your computer in Word, and then use the tools in Word to check spelling and grammar and to review before pasting into Moodle.

Course Grading Criteria:

Quizzes	50%
Tests	30%
Assignments	10%
Graded Discussions	10%

Grading Scale

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

University Academic Calendar:

<http://www.umt.edu/provost/academiccalendar/>

ASHP Learning Objectives

Most of the following learning objectives will be covered in this course as well as in other courses.

Those learning objectives not addressed in this course will be covered in other courses in the Pharmacy Technician Training Program curriculum. Those not covered are # 9 and #11-covered in PHAR 102 Pharmacology, and #12-covered in PHAR 101 Calculations.

Personal/Interpersonal Knowledge and Skills

- (1) Demonstrate ethical conduct in all job-related activities.
- (2) Present an image appropriate for the profession of pharmacy in appearance and behavior.
- (3) Communicate clearly when speaking and in writing.
- (4) Demonstrate a respectful attitude when interacting with diverse patient populations.
- (5) Apply self-management skills, including time management, stress management, and adapting to change.
- (6) Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- (7) Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

- (8) Demonstrate understanding of healthcare occupations and the health care delivery system.
- (9) Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- (10) Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
- (11) Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
- (12) Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- (13) Demonstrate understanding of the pharmacy technician's role in the medication-use process.
- (14) Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- (15) Demonstrate understanding of nontraditional roles of pharmacy technicians.
- (16) Identify and describe emerging therapies.
- (17) Demonstrate understanding of the preparation and process for sterile and non-sterile compounding

Processing and Handling of Medications and Medication Orders

- (18) Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
- (19) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- (20) Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- (21) Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
- (22) Distribute medications in a manner that follows specified procedures.

(23) Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.

(24) Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation (e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies [REMS]).

(25) Assist pharmacists in the monitoring of medication therapy.

(26) Prepare patient-specific medications for distribution.

(27) Maintain pharmacy facilities and equipment, including automated dispensing equipment.

(28) Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

Sterile and Nonsterile Compounding

(29) Prepare medications requiring compounding of sterile products.

(30) Prepare medications requiring compounding of nonsterile products.

(31) Prepare medications requiring compounding of chemotherapy/hazardous products.

Procurement, Billing, Reimbursement and Inventory Management

(32) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.

(33) Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.

(34) Apply accepted procedures in inventory control of medications, equipment, and devices.

(35) Explain pharmacy reimbursement plans for covering pharmacy services.

Patient- and Medication-Safety

(36) Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.

(37) Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).

(38) Explain pharmacists' roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as Basic Life Support (BLS) Healthcare Providers.

(39) Demonstrate skills required for effective emergency preparedness.

(40) Assist pharmacists in medication reconciliation.

(41) Assist pharmacists in medication therapy management.

Technology and Informatics

(42) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Regulatory Issues

(43) Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

(44) Maintain confidentiality of patient information.

Quality Assurance

(45) Apply quality assurance practices to pharmaceuticals, durable and nondurable medical equipment, devices, and supplies.

(46) Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

Course Policies and Other Information:

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://www.umt.edu/vpsa/policies/student_conduct.php

DISABILITY ACCOMODATION:

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. Therefore, Eligible students with disabilities must request appropriate accommodations in this course 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.

Technical Requirements

To participate in some courses at The University of Montana, students are expected to be familiar with computers and the Internet. Students are responsible for their own software and computer equipment maintenance and setup. You will need to have access to a CD drive in a computer for some assignments.

IT and Moodle Resources for Students

UMOnline Technical Support: 406.243.4999 or 866.225.1641 (toll-free) or umonline-help@umontana.edu

Online Resources for Students


- General IT help: <http://www.umt.edu/it/default.php>
- General advising help: <http://www.umt.edu/uac/>

Tools Help
age Safety Tools

Mary McHugh

Announcements:

New Version of Moodle



We upgraded Moodle to version 3.0 on August 3rd at 11PM MDT. Version updates include a number of minor improvements. More information can be found in the [3.0 Release Notes](#).

USEFUL LINKS

CURRY
HEALTH CENTER
S.A.C.

- PETSA - External Website
- Mansfield Library
- Moodle 101 for Students**
- Internship Services
- Faculty Moodle Tutorials
- Request a Moodle Course Supplement
- UMOnline Technical Support
 - (408) 243-4900
 - (800) 225-1041 (toll-free)

ACCESSIBILITY RESOURCES

These links open in new windows:

- PDF Converter
- Captioning Services
- Accessibility IT Short Courses
- Read and Write Gold
- UM Accessibility Homepage
- Report a Moodle Error
- Mortana Accessibility Interest Group

CALENDAR

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

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