

Basic Course Information

Semester	Spring 2014	Instructor Name	Cynthia Ramirez
Course Title & #	Pharmacy Technician Operations AHP 140	Email	ms.ramirez81@gmail.com
CRN #	20823	Webpage (optional)	
Room	2137	Deadline to drop with “W”	April 12, 2014
Class Dates	1/21/14-05/16/14	Office contact if student will be out or emergency	Department Secretary is an option
Class Days	Wednesday	Class Days	Thursday
Class Times	06:00-09:35 pm	Class Times	6:30-9:40 pm
Units	4.5		

Course Description

This course is designed to prepare the student for the technical and operational aspects of drug distribution in the ambulatory, inpatient, extended care, and ambulatory care settings. The course includes a review of Federal regulations, State regulations, codes of ethics, and standards pertaining to the practice of pharmacy. Practice site regulations, policies and procedures regarding prescriptions and medication orders will be explored. Various techniques, equipment and supplies for drug administration will be discussed and demonstrated. Mandatory maintenance and screening of equipments and packaging requirements will be reviewed. Application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products is demonstrated. Pharmaceutical industry procedures for obtaining pharmaceuticals including purchasing policies, procedures and practices will be discussed and the role of the pharmacy technician in the administration and management of pharmacy practice will be explored. (CSU)

Student Learning Outcomes

Outcome 1: demonstrate safe medication distribution and identify patients that need to be counseled by a licensed pharmacist. (ILO1, ILO2, ILO3, ILO5)

Outcome 2: demonstrate medication compounding techniques. (ILO2, ILO3, ILO4, ILO5)

Outcome 3: demonstrate calculation and reasoning skills used in the preparation and compounding of medications. (ILO2, ILO3, ILO4, ILO5)

Outcome 4: demonstrate the inventory taking techniques and processes used in the pharmacy. (ILO2, ILO3, ILO4, ILO5)

Outcome 5: demonstrate ability to research and utilize reference materials for fact finding and reporting. (ILO1, ILO2, ILO4, ILO5)

Course Objectives

Use from CurricUNET <http://www.curricunet.com/Imperial/>

Textbooks & Other Resources or Links

Required Information—discretionary language

1. Mosby's Pharmacy Technician Principles and Practice 3rd Ed. 2012 Hopper, Teresa Mosby ISBN: 978-1-4377-0670-3

Course Requirements and Instructional Methods

Required Information—discretionary language

This section is where faculty would list detailed information related to types of class activities, assignments, tests, homework, etc.

Out of Class Assignments:

Complete assigned reading on History and Beginnings of Pharmacy and Laws. Write out all assigned questions and answer each with all. Search for a website that is informative and confirms what was in your assigned reading. In your own words, summarize the history of pharmacy laws in a single page typed report and add the link, URL, or screenshot of the homepage of the website you used to confirm the information.

Reading and Writing:

Compose a 1 page typed report of the events leading to the death of Michael Jackson. Include in the report note the series of documented events, the medications administered with their common dosages and common uses. Note any contraindications and any potential hazards of the medications or combination of drugs. Cite at least 3 resources/references and ensure the paper is a formal format.

Course Grading Based on Course Objectives

A grade of "C" or better is considered passing. The following grading schedule will be used in this course.

90%- Above	=	A
80%- 89%	=	B
70%- 79%	=	C
60%- 69%	=	D
59%- Below	=	F

Assignments will be given weekly and are due the following class meeting. Assignments will be turned in at the beginning of class to receive full credit. All late assignments turned in will be graded at a reduced rate, approximately ½ of full credit.

You will be graded on the following areas in this class: Homework, Quizzes, Tests, Labs, Classroom Participation, and Extra Credit. The above scale refers to all assignments, as well as your total overall points for the class. There is no set amount of points for this class, as pop quizzes will be given.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - plagiarism
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student->

[health-center/](#). The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 January 22-23	Syllabus & Introduction / Lab 1	Pgs.Due Jan 29 Ch1 & 2 MC & T/F
Week 2 January 29-30	Chapters 1-2 Lab 2	Pgs.73-142 Due Feb 5 Ch 3 MC & T/F Ch 4 (1-39 odd)
Week 3 February 5-6	Chapters 3-4 Lab 3	Pgs.143-182 & 498-553 Due Feb 12 MC & T/F
Week 4 February 12-13	Chapters 5 & 16 Lab 4	Pgs.183-227 Due Feb19 MC & T/F
Week 5 February 19-20	Chapters 6-7 Lab 5	Pgs.229-276 Due Feb 26 MC & T/F
Week 6 February 26-27	Chapters 8-9 Lab 6	Study Midterm!!!
Week 7 March 5-6	Mid Term Exam / Mid Term Lab	Pgs.227-352 Due Mar 12 MC & T/F
Week 8 March 12-13	Chapters 10-11 Lab 7	Pgs.353-390 & 554-583 Due Mar 19 MC & T/F
Week 9 March 19-20	Chapters 12 & 17 Lab 8	Pgs.391- 458 Due Mar 26 MC & T/F
Week 10 March 26-27	Chapters 13-14 Lab 9	Pgs.620-657 & 806-839 Due Apr 2 MC & T/F
Week 11 April 2-3	Chapters 19 & 24 Lab 10	Pgs.842-915 Due Apr 9 MC & T/F
Week 12 April 9-10	Chapters 25-26 Lab 11	Pgs.916-995 Due Apr 16 MC & T/F
Week 13 April 16-17	Chapters 27-29 Lab 12	Pgs.998-1043 Due Apr 30 MC & T/F
Week 14 April 23-24	Spring Break Be Safe!!!	
Week 15 April 30-May 1	Chapter 30-31 Lab 13	Appenix B/C Pick 15 Med each ½ page Due May 7

Imperial Valley College Course Syllabus – AHP 140

Week16 May 7-8	Appendices / Study for Final Exams	Study!!!!
Week 17 May 14-15	Final Exam/ Lab Final	Keep in touch and Good luck!!!

Good luck in class and have an enjoyable learning experience!! - Ms. Ramirez