

Community Pharmacy Practice (PHRA 1313)

**Credit: 4 semester credit hours (2 hours lecture, 2 hours lab)**

### **MODE OF INSTRUCTION**

Face to Face

### **PREREQUISITE/CO-REQUISITE:**

Complete the TSI Assessment Tests with 343/Mathematics, 347/Reading, and 357/4/Writing

### **COURSE DESCRIPTION**

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters.

### **COURSE OBJECTIVES**

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

1. Interpret medical and pharmaceutical abbreviations and symbols used in processing prescriptions in a community pharmacy
2. Summarize the importance of environmental, pharmacy, and personal safety standards
3. Utilize information technology
4. Demonstrate the procedures and work flow operations relating to processing prescriptions and preparing medications in an ambulatory setting

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: S.J. Lewis, M. Ed., BGS, RPhT, CPhT

Email: [sjlewis@lit.edu](mailto:sjlewis@lit.edu)

Office Phone: 409-257-0060

Office Location: WAHTC 330

Office Hours: By appointment in Starfish

### **REQUIRED TEXTBOOK AND MATERIALS**

- Pharmacy Practice for Technicians 7<sup>th</sup> Edition
- Authors: Skye A. McKennon & Robert J. Anderson  
ISBN: 9780763893019
- Index Cards (Optional)



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OF TECHNOLOGY**

## ATTENDANCE POLICY

Attendance Policy: Class attendance is important to ensure that a student receives the knowledge and skills necessary to be successful in the Pharmacy Technology program. Students are expected to be in class on time. When it becomes necessary to miss a session, it is the responsibility of the student to contact the instructor and to inquire about assignments. I will not distribute the PowerPoints missed. The student must get the notes from a classmate or access Blackboard for retrieval. If a major test is missed, the test will be administered at the first day the student returns to class or at a time designated by the instructor. Make-up exams will only be administered for excused absences ONLY.

## DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

Week	Assignment Name and Readings	Due Date
<b>1</b> <b>1/20</b>	SYLLABUS & CLASS INTRODUCTION BRAND/GENERIC 1-15	B/G QUIZ 1-15 DUE 1/26 @ 11:59 PM
<b>2</b> <b>1/27</b>	BRAND/GENERIC 1-30 CHAPTER 7	B/G QUIZ 1-30 DUE 2/2 @ 11:59 PM
<b>3</b> <b>2/3</b>	BRAND/GENERIC 1-45 CHAPTER 7 CONTINUED...	B/G QUIZ 1-45 & CHAPTER 7 HOMEWORK DUE 2/9 @ 11:59 PM
<b>4</b> <b>2/10</b>	BRAND/GENERIC 1-60 CHAPTER 9	B/G QUIZ 1-60 DUE 2/9 @ 11:59 PM
<b>5</b> <b>2/17</b>	BRAND/GENERIC 1-75 CHAPTER 9 CONTINUED...	CHAPTER 9 HOMEWORK DUE 2/23 @ 11:59 PM
<b>6</b> <b>2/24</b>	EXAM I (CHAPTERS 7, 9, & B/G 1-75)	EXAM I (CHAPTERS 7, 9, & B/G 1-75) DUE 3/2 @ 11:59 PM
<b>7</b> <b>3/3</b>	BRAND/GENERIC 1-90 CHAPTER 10	B/G QUIZ 1-90 DUE 3/8 @ 11:59 PM
<b>8</b> <b>3/9-13</b>	<b>SPRING BREAK!!!</b>	
<b>9</b> <b>3/17</b>	BRAND/GENERIC 1-120 CHAPTER 10 CONTINUED...	B/G QUIZ 1-120 & CHAPTER 10 HOMEWORK DUE 3/23 @ 11:59 PM
<b>10</b> <b>3/24</b>	BRAND/GENERIC 1-135 CHAPTER 14	B/G QUIZ 1-135 DUE 3/30 @ 11:59 PM
<b>11</b> <b>3/31</b>	BRAND/GENERIC 1-150 CHAPTER 14 CONTINUED...	CHAPTER 14 HOMEWORK DUE 4/6 @ 11:59 PM
<b>12</b> <b>4/7</b>	EXAM II (CHAPTERS 10, 14 & B/G 1-150)	EXAM II (CHAPTERS 10, 14, & B/G 1-150) DUE 4/13 @ 11:59 PM
<b>13</b> <b>4/14</b>	BRAND/GENERIC 1-180 CHAPTER 15	B/G QUIZ 1-180 DUE 4/20 @ 11:59 PM

<b>14</b> <b>4/21</b>	BRAND/GENERIC QUIZ 1-200 CHAPTER 15 CONTINUED...	CHAPTER 15 HOMEWORK DUE 4/27 @ 11:59 PM
<b>15</b> <b>4/28</b>	EXAM III (CHAPTER 15 & B/G 1-200)	EXAM III (CHAPTERS 15 & B/G 1-150) DUE 5/4 @ 11:59 PM
<b>16</b> <b>5/5</b>	SEMESTER PROJECT PRESENTATIONS	
<b>17</b> <b>5/12</b>	NO FINAL EXAM	

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- |                    |     |
|--------------------|-----|
| • Exams            | 35% |
| • Homework/Quizzes | 25% |
| • Semester Project | 40% |

## GRADE SCALE

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can

also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

- Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
- No food, drinks, or use of tobacco products in class. Lamar Institute of Technology policy prohibits food and drinks in the Multi-Purpose Building classrooms.
- Beepers, telephones, headphones, and any other electronic devices must be turned to vibrate, silent, or off while in class. Inappropriate cell phone usage will result in confiscation of device. First offense is a verbal warning. The second offense is dismissal from class for the duration of the semester.
- Do not bring children to class.
- It is YOUR responsibility to sign the roll sheet. If you forget then you are absent. No one else may sign the rolls sheet for you on your behalf.
- No “make-up” or late assignments will be accepted.
- Students must respect one another and all faculty.
- Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
- No cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result in expulsion from LIT.
- All exams will be taken on the scheduled dates. If a test is missed due to an emergency situation, the student will have one week to make it up; otherwise a grade of “0” will be assigned. The instructor MUST be contacted to receive prior approval to take the exam late.
- All assignments are due when stated with no exceptions and no LATE assignments will be accepted unless proper documentation is provided.
- Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy.
- The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday. Assignment grades will be published within 1 week.
- Demonstrate a positive professional demeanor (behavior, attitude, etc.) throughout this course. Keep any negative comments and remarks to yourself.
- Respectfully participate in class discussions when appropriate.
- Demonstrate leadership qualities by initiating study groups with fellow classmates, distributing contact information to fellow group members so that others may contact you, being prepared for class by having assignments ready, reading assignments, and/or study questions completed prior to class.
- Give your full and undivided attention to the instructor during class. This means no side conversations, excessive talking in class, no chatting on cell phones or text messaging, loud yawning, gum popping, etc. \*\*\*In the case of disruptive behavior, the instructor

reserves the right to ask you to leave the classroom. The instructor also reserves the right NOT to allow you back in the class.