

Institutional Pharmacy Practice (PHRA 1349 1A1)

CREDIT

4 semester credit hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Hybrid

PREREQUISITE/CO-REQUISITE:

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

COURSE DESCRIPTION

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

COURSE OBJECTIVES

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

- Identify the organization and communication across the multi-disciplinary health care-team.
- Utilize pharmacy reference materials
- Demonstrate the procedures and work flow operations relating to processing medication orders, and preparing medications in an institutional setting.
- Explain patient safety as it relates to the national patient safety goals.

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. C. Garrett, DHA, M.Ed., BSW, RPhT, CPhT-I, LCDC-I

Email: cagarrett@lit.edu

Office Phone: 409-247-4868

Office Location: WAHTC 329

Office Hours: By Appointment



**LAMAR INSTITUTE
OF TECHNOLOGY**

REQUIRED TEXTBOOK AND MATERIALS

1. Hospital Pharmacy Practice for Technicians Authors: Mark Burton
ISBN: 978-1-284-03046-4
2. Computer with efficient Internet access

PHRA 1349 Online

Week	Assignment Name	Due Date and Time	Location
1 1/26/26	Course Introduction, Netiquette, Ch 1-Health System and Pharmacy Technician Overview Ch 2-Appearance and Attitude		Learning Unit #1 Learning Unit #2
2 2/2/26	Ch 3-Behaviors and Practices Ch 4-Interactions and Decorum	Sunday 2/8/26	Leaning Unit #2
3 2/9/26	Exam #1 Chapters 1-4	Sunday 2/15/26	Assessments
4 2/16/26	Ch 5-Central Technician Ch 6-IV Room Technician	Sunday 2/22/26	Leaning Unit #3
5 2/23/26	Ch 7-Automation Technician Ch 8-Specialty Roles and Responsibilities	Sunday 3/1/26	Learning Unit #3
6 3/2/26	Ch 9-Medication Safety	Sunday 3/8/26	Learning Unit #3
7 3/9-13/26	Spring Break!!!		
8 3/16/26	Exam #2 Chapters 5-9	3/22/2026	Assessments
9 3/23/26	Ch 10-Health System Software and Equipment Ch 11-Pharmacy Management Software and Peripherals	Sunday 3/29/26	Learning Unit #4
10 3/30/26	Ch 12-Automation Software and Peripherals Ch 13-Repackaging Technology	Sunday 4/5/26	Learning Unit #4
11 4/6/26	Ch 14-IV Room Technology	Sunday 4/12/26	Learning Unit #4
12 4/13/26	Exam #3 Chapters 10-14	Sunday 4/19/26	Assessments
13 4/20/26	Ch 15-Credentials	Sunday 4/26/26	Learning Unit #5

14 4/27/26	Chapter 16-Finding Employment	Sunday 5/3/26	Learning Unit #5
15 5/4/26	Review for Final Exam (Tentative)		Assessments
16 5/11/26	COMPREHENSIVE FINAL EXAM	Sunday	Assessments

PHRA 1349 LAB

Week	Assignment Name and Readings	Due Date	Assignment Location
1 1/26/26	Syllabus, Addendum		Blackboard
2 2/2/26	Lab 7: Obtaining and reviewing a patient profile	Sunday	Blackboard
3 2/9/26	Lab 9: Reviewing a RX form	Sunday	Blackboard
4 2/16/26	Lab 10: Reviewing a field RX	Sunday	Blackboard
5 2/23/26	Lab 20: ISMP Tall-Man Lettering and Look- alike/sound-alike drugs	Sunday	Blackboard
6 3/2/26	Lab 24: Preparing oral syringes	Sunday	Blackboard
7 3/9-13/26	SPRING BREAK!!!		
8 3/16/26	Lab 29: Medication Therapy Management	Sunday	Blackboard
9 3/23/26	Lab 30: Drug Recalls and Shortages	Sunday	Blackboard
10 3/30/26	Lab 31: Medication Reconciliation	Sunday	Blackboard
11 4/6/26	Lab 32: Reviewing Investigational Drug Documentation	Sunday	Blackboard

12 4/13/26	Lab 33: Reviewing Medication Orders	Sunday	Blackboard
13 4/20/26	Credential Research	Sunday	Blackboard
14 4/27/26	Resume Writing/Interviewing	Sunday	Blackboard
15 5/4/26	COMPREHENSIVE FINAL EXAM	Sunday	Blackboard
16 5/11/26	Final Exam	Monday	Blackboard

ATTENDANCE POLICY

Student “attendance” in online courses and lab will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in Blackboard; submission/completion of assignments; and communication with the instructor. Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the College’s current attendance policy.

Drop Policy

If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will earn an “F” grade for the course.

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. 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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

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.
- 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 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.

