

**Bossier Parish Community College
Master Syllabus**

Course Prefix and Number: PHAR 102 Lab

Credit Hours: 2

Course Title: Pharmacy Practice Lab

Course Prerequisites: Completion of or current enrollment in program prerequisite course, acceptance into the program.

Course Co-requisite: PHAR 104; PHAR 102 Lecture; PHAR 101

Textbooks: Sparks, J.; Pharmacy Labs for Technicians, 4th edition.

Course Description: Laboratory instruction compliments the lecture with hands-on experiences in medication preparation, dispensing, calculations and business applications.

Learning Outcomes:

At the end of this course the student will be able to:

- A. Demonstrate personal and interpersonal skills appropriate to the pharmacy setting, including effective, professional verbal and written communication.
- B. Perform mathematical calculations essential to the duties of the pharmacy technician.
- C. Demonstrate the role of the pharmacy technician in the medication-use process.
- D. Demonstrate the ability to process and handle medication and medication orders.
- E. Prepare simple non-sterile medications per applicable USP chapters.
- F. Demonstrate patient care, quality, and safety skills.

To achieve the learning outcomes the student will complete the following labs and activities and achieve the listed objectives:

I. Introduction the Pharmacy Setting (D)

1. Inspect the BPCC Pharmacy lab layout
2. Compare retail and institutional pharmacy layouts
3. Recognize the equipment and tools used in pharmacies

II. Stocking the Pharmacy (D)

1. Demonstrate an understanding of how drugs are arranged on the pharmacy shelves.

III. Library Research (A)

1. Locate pharmacy reference books available in the BPCC College library
2. Identify the Allied Health lib guide on the BPCC Library website

3. Identify online databases used in research of pharmacy topics.
4. Recognize ancillary services provided by the BPCC library

IV. Fax Machine (C)

1. Operate a fax machine to send and receive a document.

V. Pharmaceutical Reference Materials (A, C, F)

1. Locate three major types of pharmaceutical reference materials available to the pharmacy technician.
2. Collect information from various pharmacy references and reliable sources of information.

VI. Customer Service and Point of Sale (A, B, C, D)

3. Display positive communication skills while assisting a pharmacy customer.
4. Demonstrate proficiency in handling cash and operating a cash register.
5. Demonstrate the appropriate skills related to pharmacy customer service during the intake of a prescription and the dispensing of a completed prescription.
6. Demonstrate understanding of HIPPA and the appropriate verbiage necessary to ensure patient safety and privacy.

VII. Reading a Package Insert (D, F)

1. Locate package inserts with medications in the BPCC Pharmacy.
2. Learn to read and interpret a package insert for use within the pharmacy.

VIII. Prescription Interpretation (A, B, C, D, F)

1. Identify the parts of a prescription
2. Decode a DEA number
3. Identify the laws and regulations regarding pseudoephedrine sales
4. Interpret pharmacy abbreviations to interpret SIG codes
5. Identify the parts of a prescription label

IX. Interpreting a Medication Label (C, D)

1. Interpret a manufacturer's label on a medication bottle.
2. Locate and re-shelf medications in the mock pharmacy.

X. Techniques in Filling Prescription Bottles (C, D)

1. Demonstrate the ability to count and place pills in prescription bottles.
2. Demonstrate the ability to pour liquid medications from stock bottles into smaller prescription bottles.
3. Demonstrate the proper technique in the mixing of powdered antibiotic medication and stock water.

4. Describe the role of the pharmacy technician in pharmacy-based immunizations and demonstrate the ability to prepare vaccine doses.
- XI. Utilizing NRx Virtual Pharmacy Software (C, D, F)
1. Utilize virtual patient profiles as a means of recording patients' personal and health information
 2. Accurately process patient prescriptions
 3. Demonstrate the use of pharmacy management software for processing refills and describe circumstances that would prevent the completion of the refill process.
 4. Practice obtaining authorization for prescription refills via paper form and simulated telephone conversation
 5. Accurately process patient prescriptions for third-party insurance claims
 6. Identify reasons for cash pricing in community pharmacies
- XII. Retail Simulation (A, B, C, D, F)
1. Simulate the prescription process including receiving a prescription, collecting patient information, processing the prescription, and distributing the prescription to the correct patient.
 2. Utilize a cash register to receive payment
 3. Demonstrate skills needed to conflict resolution, teamwork, and customer service
 4. Demonstrate knowledge of "Scoop of Practice" for pharmacy technicians
- XIII. Managing Pharmacy Inventory (A, B, C, D)
1. Discover the process of basic inventory management in the community and hospital pharmacy setting.
 2. Describe the processes and procedures related to determining inventory levels, want list, ordering, receiving, reconciling, and restocking pharmacy inventory.
 3. Identify schedule C II drugs and understand the process of maintaining a perpetual inventory count of C-II drugs.
 4. Demonstrate the ability to fill out a pseudoephedrine logbook correctly
 5. Demonstrate basic inventory management procedures
- XIV. Crash Cart (B, C, F)
1. Inventory and replenish a crash cart
 2. Utilize online reference materials to identify the indications for crash cart drugs.
 3. Demonstrate skills needed in initiating patient charges for crash cart medications.
- XV. Filling and Checking Floor Stock (B, C, F)
1. Demonstrate skill and accuracy in filling and checking floor stock.
- XVI. 24-hour cart fill (C, D)

1. Demonstrate the ability to determine the correct procedure for completing a 24-hour medication cart.

XVII. Auto Pak II Prepacking Machine (C)

1. Demonstrate the ability to prepack medications into unit dose form.

XVIII. Overview of an Automatic Drug Storage and Dispensing System (C, D)

1. Demonstrate skill and accuracy in the process of filling an automated drug storage and dispensing system.
2. Determine and discuss the rationale and procedures for using an automated drug storage and dispensing system for pharmacy products.
3. Demonstrate an understanding of automation technology, terminology, and concepts.
4. Describe reasons for automation use in the hospital setting.
5. Identify primary roles and responsibilities of automation technology.
6. Identify various reporting and maintenance functions for automation technology.

XIV. Performing Point of Care Testing (A, C, D)

1. Explain point of care testing
2. Accurately measure blood pressure
3. Interpret blood pressure readings to recognize high, low, and normal ranges.
4. Measure blood glucose levels.
5. Interpret blood glucose levels.

XX. Medication Therapy Management (MTM) (A, C, D)

1. Identify the responsibilities of the pharmacy technician in medication therapy management
2. Review a patient profile and collect information for use in medication therapy management.

XXI. Medication Reconciliation (A, C, D)

1. Identify the role of the pharmacy technician in medication reconciliation process
2. Reconcile a patient-provided list of medications.
3. Complete a medication reconciliation through a Brown Bag Simulation

XXII. Medication Safety and Medication Errors (D, F)

1. Read and interpret a safety data sheet.
2. Demonstrate the ability to identify look-a-like, sound-a-like drug within a list.
3. Locate the ISMP look-a-like, sound-a-like drug list online to differentiate between drugs.
4. Identify the three classes of recalls and their relative degrees of risk to the public.
5. Describe the processes and procedures related to drug recalls and drug shortages.

6. Use the FDA website for drug recalls and drug shortages to identify current drug recalls and their classification and identify medications currently on shortage and reason for shortage.
7. Demonstrate procedures for cleaning up drug spills.

XXIII. Non-sterile compounding (E)

1. Recognize and define terminology related to compounding dosage forms, to compounding equipment, to preparation packaging, and to compounding techniques.
2. Describe the major differences between dosages forms, containers used for liquid measurements, the necessary documentation elements for packages, and the various techniques demonstrated.
3. Demonstrate competence in the preparation and labeling of oral syringes.
4. Utilize a torsion and electronic balance.
5. Utilize various types of volumetric equipment
6. Demonstrate proficiency in the process of compounding capsules form other dosage forms.
7. Utilize the punch method to fill capsules.
8. Compare various types of solutions.
9. Demonstrate skills needed to compound on oral suspension from tablets and capsules.
10. Describe and identify ointments, creams, and emulsions.
11. Produce a pharmaceutically elegant lip balm.
12. Verify other techs (Students) measurements, preparation, and packaging of products.

XII. Oral presentation (A)

1. Give an oral presentation on the approved research paper topic from Phar 104.

Course Requirements: To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- Complete a minimum of 80% of assigned lab activities and homework
- Earn a minimum average of 70% on the midterm and final exams
- Demonstrate the ability to type 40 words per minute
- Demonstrate the ability to correctly fill a prescription from receipt to distribution.
- Demonstrate the ability to correctly fill a medication order from receipt to distribution.

Course Grading Scale:

- A- 90% or more of the total possible points and meet all course requirements.
- B- 80% or more of the total possible points and meet all course requirements.
- C- 70% or more of the total possible points and meet all course requirements.
- D- 60% or more of the total possible points and meet all course requirements.

F- less than 60% of the total possible points or failure to complete at least 80% of assigned lab activities or less than 70% average on the midterm and final exams

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, certification exams and/or clinical fees.

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COORDINATOR FOR SECTION 504 AND ADA

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