CASPER COLLEGE COURSE SYLLABUS
PHTK 2972 Retail Pharmacy Tech: Practicum II

Semester/Year: Fall 2006
Lecture Hours: 2  Lab Hours: 10  Credit Hours: 7
Class Time: 3:00-5:00pm  Days: Tuesday  Room: HS 208

Practicum Schedule: As dictated by site instructor totaling 120 hours (10 contact hrs/lab credit)

Instructor’s Name: Sheri Roumell, A.S., CPhT
Instructor's Office: HS 104  Office Phone: 307-268-3033  Email: sroumell@caspercollege.edu
Office Hours: Tues 11-12pm, Wed 10-11, Thurs 10-11 & 2:30-3:30, Fri 11-12:00.

Course Description: This course provides practical application and integration of pharmacy skills in an actual retail pharmacy environment (on-the-job training). This course will also cover over the counter medication pharmacology.

Statement of Prerequisites:
PHTK 1600, PHTK 1630, PHTK 1650, PHTK 1720, PHTK 2971

Goal:
Student will practice skills developed in the didactic and laboratory phases of their training in the community or outpatient practice environment. Student will have a general knowledge of OTC medications, trades and generics, therapy classes, doses, etc…

Outcomes:
➢  Student will perform 85% of objectives listed in the ASHP Model Curriculum for Pharmacy Technician Training (Module 37).
➢  Performance will be documented on education map.

Methodology:
➢  Lecture, internet
➢  Practical experience at an assigned pharmacy.

Evaluation Criteria:
Discussion Postings…20 points per unit…....240pts
Research paper & Presentation ………….100pts
Quizzes…11@ 20 points each………………..220pts
Evaluation by the retail preceptor………..100pts
Final Exam…………………………………100pts
Total Points………………………………..760pts possible
Student must pass the class with at least a C in order to graduate, as this is a required professional course.

Quizzes:

• Eleven quizzes will be given. Quizzes will cover the material being covered in the OTC pharmacology portion of this class or any information from PHTK 1500, PHTK 1600, PHTK 1630, PHTK 1650, PHTK 1710 or PHTK 1720.
• The questions are completely random and are meant to simulate the format of the PTCE exam.

Research Paper:

Select an OTC drug and research it. Prepare a paper that must include all information of the drug. (ie: description, clinical pharmacology, indications and usage, contraindications, precautions, drug interactions, adverse reactions, dosage and administration, etc…)

Paper must be typed with correct spelling and grammar and turned in to instructor. 5 points will be deducted for each spelling or grammar mistake. Failure to use references appropriately will result in a zero grade for the assignment or failing the course for plagiarism. Include 5 references in a bibliography. (Only 2 can be internet sources.) You may use any format you want for citing the sources. Please be sure to include your sources when you use their information in the body of your paper. There will be a 10% penalty per each day late. Visiting the writing center is strongly suggested and rewarded appropriately. The student will also do a presentation on this drug to our class. This should be treated as if you were teaching a class to students that have never researched your drug before. (You get to be the teacher on this day.)

Preceptor Evaluations:

The grades for this course will be based on the evaluations provided by the field site instructors. Each instructor will send the evaluation form to me at the end of the rotation. These will be put into a student portfolio. An evaluation for this is given in the Practicum Manual that you will receive from me on the first day of class. It is based on a scale of 1 through 5 with the criteria given for each number. The number 5 is the highest rating an instructor can give. It will be equivalent to an A. Number 1 is the lowest and indicates failure on the part of the student.

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<thead>
<tr>
<th>Number of Points Earned</th>
<th>Grade Earned</th>
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<tbody>
<tr>
<td>660-760 points</td>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>560-659 points</td>
<td>B</td>
<td>80-89.4</td>
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<tr>
<td>460-559 points</td>
<td>C</td>
<td>70-79.4</td>
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<tr>
<td>360-459 points</td>
<td>D</td>
<td>60-69.4</td>
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<tr>
<td>0-359 points</td>
<td>F</td>
<td>50-59.4</td>
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**Required Text, Readings, and Materials:**

Nonprescription Drug Cards, Sigler & Flanders Inc, ISBN 1-880579-46-4

Pharmacy Technician Certification Review & Practice Exam, ASHP, ISBN 1-58528-091-7


**Class Policies:**

*Attendance:*
The student will complete 120 hours of site instruction. For incomplete hours at the conclusion of the practicum, one percentage point per hour missed will be deducted from final grade. For example, if the final grade is 92% and 117 hours of the practicum are completed, 3 percentage points will be deducted making the final grade an 89% or a B. This should also be treated as a “job.” If you make a schedule with the practicum site, you need to adhere to it. If for any reason you need to miss “work” then you need to clear it with the site instructor. You also will be expected to report this to me.

Classroom attendance is mandatory. An absence is defined as attending less than 75% of the class period. Three absences may be excused; further absences will result in a lowering of one letter grade for each absence. An absence will be excused only if the instructor is notified prior to the absence.

*Web CT discussions:*

In order to obtain credit (20 points/unit), responses to the assignments or questions must be posted to the threaded group discussion by the due date listed on the calendar. This timing is important because it affords your peers time to read your posting and formulate a response. One point will be taken off for each day the posting is late. Submissions received five days after the due date will receive a zero (0) for that assignment, regardless of quality. Postings must also indicate that you’ve read and have a grasp of the assigned materials. Those that reflect a poor working knowledge of the subject will be docked one point. In other words, just saying, “Yes, I agree with the author” is inadequate.
Note: Posting responses to threaded discussions is best done by first composing the response in a word
processing system, and then cutting and pasting it into the threaded discussion area. By doing it this
way, you will be able to edit, spell-check, and revise your writing. While I won’t mark off for grammar
and spelling errors in threaded discussions, proofreading is an act that should be second nature to college
students! In addition, if you lose your Internet connection, you won’t have to re-type everything, you’ll
only have to cut and paste again.

Retail Practicum:
During this Practicum, the student is assigned a retail teaching site that has been chosen for them
according to a schedule worked out by the Practicum coordinator. Students will not necessarily be in the
exact set of learning sites that other students are. However, every effort has been made to assure that
each student will have a good learning experience. The rotations listed on this syllabus may not be in
the exact sequence as written but will be adapted to accommodate the various specialty learning sites.
The field site instructor will be notified of each person's expected time of arrival. They have been
instructed to notify the Practicum coordinator if a student does not appear at the expected rotation time.

Each student will prepare an individualized schedule that will build the Practicum around their academic
schedule. If this is in conflict with other aspects of their lives, the student must contact the field site
instructor immediately so that the schedule can be changed. The learning sites will be given a copy of
the student's schedule. A copy will be on file with the student’s records at Casper College. Thus the
student can be located if the need arises.

The Practicum coordinator should be notified immediately if any question or problems should arise.
The office is HS 130: phone 268-3033. Messages may also be left with the Health Science
administrative assistant (268-2025). Do not let a problem go. It must be solved or it will escalate.

Each student will receive a copy of Technician in Training Practicum Manual. It will include more
guidelines and expectations than this syllabus does. The manual is meant to be a teaching and an
evaluation tool. The field instructor will also receive a manual that will contain similar material. The
instructor's manual is meant to give them some guidance in what materials need to be taught and how
that teaching will be evaluated. This manual is a guideline of minimum standards. If a student or
instructor finds other ways to enhance the learning of a technician in training such things may be
pursued with the notification of the Practicum Experience coordinator.

Each student will refer to the dress code in the manual and wear a Casper College Pharmacy Technology
dispensing scrub at all times. The State Board of Pharmacy insists that each student be designated as a
technician in training and shall be registered with them. They shall receive a certificate stating such and
wear a name tag denoting that they are a technician in training.

The student will be responsible for getting their TIME LOG SHEET properly documented by the field
site instructors responsible for their education.

Last date to change to audit status: none

Last date to withdraw with a W grade: none
**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

### 2006 PTCB Examination Schedule

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<th>Processing Begins</th>
<th>Application Deadline</th>
<th>Withdrawal Deadline</th>
<th>Admission Tickets Mailed*</th>
<th>Examination Date</th>
<th>Scores Mailed*</th>
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**School Code: 5111**

**CLINICAL SITE SCHEDULE**

Practicum is completed in a retail pharmacy practice setting.

Site Instructor: TBA

120 hours

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<th>LECTURE</th>
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<td>August 29</td>
<td><strong>Orientation:</strong></td>
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<tr>
<td></td>
<td>• Eligibility Requirement Validation</td>
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<td>• Syllabus &amp; Ed Map</td>
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<td>• Textbooks</td>
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<td>• Introductions</td>
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September 5  
**Unit 1**  
*Homework Assignment:*  
All Assigned Components of Chapter 1 of Examination Review  
All Components of Unit 1

September 12  
**Unit 2**  
*Homework Assignment:*  
All Assigned Components of Chapter 2 of Examination Review  
All Components of Unit 2

September 19  
**Unit 3**  
*Homework Assignment:*  
All Assigned Components of Chapter 3 of Examination Review  
All Components of Unit 3

September 26  
**Unit 4**  
*Homework Assignment:*  
All Assigned Components of Chapter 4 of Examination Review  
All Components of Unit 4

October 3  
**Unit 5**  
*Homework Assignment:*  
All Assigned Components of Chapter 5 & 6 of Examination Review  
All Components of Unit 5

October 10  
**Unit 6**  
*Homework Assignment:*  
All Assigned Components of Chapter 7 & 8 of Examination Review  
All Components of Unit 6

October 17  
**Unit 7**  
*Homework Assignment:*  
All Assigned Components of Chapter 9 & 10 of Examination Review  
All Components of Unit 7

October 31  
**Unit 8**  
*Homework Assignment:*  
All Assigned Components of Chapter 11 & 12 of Examination Review  
All Components of Unit 8
November 7  
**Unit 9**
*Homework Assignment:*
All Assigned Components of Chapter 13 & 14 of Examination Review
All Components of Unit 9

November 14  
**Research Paper Due**

November 21  
**Unit 10 Presentation**
*Homework Assignment:*
All Components of Chapter 15 of Examination Review
All Components of Unit 10

November 28  
**Unit 11 Presentation**
*Homework Assignment:*
All Assigned Components of Chapter 16 of Examination Review
All Components of Unit 11

December 5  
**Presentation**
*Homework Assignment:*
All Components of Chapter 17 of Examination Review

December 12  
*Homework Assignment:*
All Components of Chapter 18 of Examination Review
Preceptor & Student Evaluations Due
Practicum Hours Log Due
**Bring all above information to class**
Study for final

December 19  
**Finals Week**
The final is intended to simulate the PTCE