Semester/Year: Fall 2006

Lecture Hours: 2  Lab Hours: 12  Credit Hours: 8
Class Time: 1pm-3pm  Days: Friday  Room: HS 208

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

Instructor’s Name: Sheri Roumell, AS, CPhT

Instructor's Office: HS 104  Office Phone: 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 of pharmacy skills in acute care hospitals, ambulatory care and long term care in skilled nursing facilities.

Statement of Prerequisites:
PHTK 1620, PHTK 1630, PHTK 1650, PHTK 1720, PHTK 2971

Goal:
Students practice skills developed in the didactic and laboratory phases of their training in the acute care practice environment. May be in hospital or long-term care facilities.

Outcomes:
- Student will perform 85% of objectives listed in the ASHP Model Curriculum for Pharmacy Technician Training (Acute Care Module 34).
- Performance will be documented on education map.

Methodology:
- Lecture, video, guest speakers
- Practical experience at an assigned pharmacy.

Evaluation Criteria:
- Seminar presentation ...................... 100pts
- Research paper ............................ 100pts
- Quizzes ..................................... 100pts
- National Journal Subscription ......... 100pts
- Evaluation by the retail preceptor ...... 100pts
- Total Points ............................... 500pts possible
<table>
<thead>
<tr>
<th>Number of Points Earned</th>
<th>Grade Earned</th>
<th>%-age</th>
</tr>
</thead>
<tbody>
<tr>
<td>448-500 points</td>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>398-447 points</td>
<td>B</td>
<td>80-89.5</td>
</tr>
<tr>
<td>348-397 points</td>
<td>C</td>
<td>70-79.5</td>
</tr>
<tr>
<td>298-347 points</td>
<td>D</td>
<td>60-69.5</td>
</tr>
<tr>
<td>0-297 points</td>
<td>F</td>
<td>50-59.5</td>
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Student must pass the class with at least a C in order to graduate, as this is a required professional course.

**Quizzes:**

- Fourteen quizzes will be given. The ten highest scores will be counted (100 points).
- Quizzes will cover 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.

**Seminar Presentation:**

Student will prepare a continuing education seminar presentation on an approved topic. Visual aids, handouts, etc…will be required. You need to prepare this as if you were teaching a room full of licensed technicians. Presentation will be given on an assigned date and may not be changed or traded with another student.

**Research Paper:**

Evolution of the PTCB from its first days to present. Who founded it? What year? What are some of the changes they have made to benefit the pharmacy technician profession? What is their mission? How many states recognize the PTCE and how many years has it been in place? Get creative with this, find information that you don’t think that your classmates have found.

**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. A sample evaluation for this given in the Practicum Manual. 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.

**Required Text, Readings, and Materials:**

Aiken, Pharmacy Technician Certification Exam Review with CD, EMCPadigm,ISBN 0-7638-2215-9
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.

Classroom attendance is mandatory. 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.

Institutional Practicum:
During this Practicum, the student is assigned a teaching site that has been chosen for them according to a schedule worked out by the Practicum coordinator. 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 Practicum coordinator 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 104: 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 expectation 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 find 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 scrub shirt at all times. The State Board of Pharmacy insists that each person 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.

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2006 PTCB Examination Schedule

<table>
<thead>
<tr>
<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>
</tr>
</thead>
</table>

School Code: 5111

Calendar or schedule indicating course content:

CLINICAL SITE SCHEDULE

Practicum is completed in a hospital or institutional pharmacy setting.
Site Instructor: TBA
120 hours
<table>
<thead>
<tr>
<th>WEEK</th>
<th>LECTURE</th>
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</thead>
</table>
| September 1 | Orientation:  
  • Eligibility Requirement Validation  
  • Syllabus & Ed Map  
  • Textbooks  
  Quiz #1 |
| September 8 | Site Assignments  
  Quiz #2  
  Lecture: Overview of Pharmacy Technician Certification Exam  
  Homework Assignment: Read Chapter 1 |
| September 15 | Quiz #3  
  Lecture: Preparing for the Pharmacy Technician Certification Exam  
  Homework Assignment: Read Chapter 2 |
| September 22 | Quiz #4  
  Lecture: Review of the Heart  
  Homework Assignment: Study CHF Image on CD |
| September 29 | Quiz #5  
  Lecture: Review of Respiratory  
  Homework Assignment: Study Asthma Image on CD |
| October 6  | Quiz #6  
  Lecture: Common Prescription & Abbreviations  
  Homework Assignment: Study Glossary on CD |
| October 13 | Quiz #7  
  Lecture: Measures & Conversions  
  Homework Assignment: Review First set of Questions on CD |
| October 20 | Quiz #8  
  Lecture: Drug Label Requirements & DEA’s & NDC’s  
  Homework Assignment: Read Appendix D & Complete handout |
| October 27 | Quiz #9  
  Lecture: Review of Antibiotics  
  Homework Assignment: Study Bacteria Image on CD & Label be able to label them |
November 3

**Quiz #10**  
*Lecture: Student Presentations*  
*Homework Assignment: Review the first practice exam in text*

November 10

**Quiz #11**  
*Lecture: Student Presentations*  
*Homework Assignment: Research Paper*

December 1

**Quiz #12**  
*Lecture: Student Presentations*  
*Homework Assignment: Research Paper*

December 8

**Quiz #13**  
*Student Presentations*  
**Research Paper Due**

December 15

**Quiz #14**  
*Student Presentations*  
**Preceptor & Student Evaluations Due**  
**Practicum Hours Log Due**  
**Journal Subscription Documentation Due**

December 18-22

**Finals Week**