PHTD 110  
Foundations of Pharmacy  
Course Outline  
Fall 2016

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Office Hours: Monday 11:00 AM – 11:50 AM or by appointment

Class Time: Monday, Tuesday, and Thursday: 4:00 PM – 4:50 PM

Classroom: Room 1504

Credit Hours: 3 credits (45 hours)

Academic Calendar Entry:  
Explore concepts central to pharmacy such as interpreting prescription information, pricing, third party billing, pharmacy records, labeling prescriptions, preventing medication errors, using references, inventory management and merchandising.

Learning Outcomes:  
After successful completion of this course, students will be able to:  
- Interpret prescription information and prepare prescription labels for various prescriptions. (NAPRA Competencies: 3.1.1, 3.1.4, 3.2.1, 3.2.7)  
- Calculate prices and copays for pharmacy items and third party plans. (NAPRA Competencies: 3.1.7, 3.2.2)  
- Describe and differentiate records used in pharmacies and describe issues pertaining to record management. (NAPRA Competencies: 1.1.3, 1.5.1, 1.5.2, 1.5.3)  
- Describe the process to safely and efficiently fill prescriptions in a community pharmacy. (NAPRA Competencies: 3.4.1, 3.4.2, 3.5.1, 3.5.2, 7.2.1, 9.1.1, 9.1.2, 9.1.3, 9.2.1, 9.2.2, 9.2.3, 9.2.4)  
- Distinguish between reference sources commonly used in pharmacy practice and gather and evaluate new information that may be applicable to practice. (NAPRA Competencies: 6.1.2, 6.2.1, 6.2.2)  
- Employ inventory management and merchandising strategies in pharmacy practice. (NAPRA Competencies: 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 9.3.3)  
- Describe pharmacy management principles that include managing workflow, prioritizing and organizing distribution tasks, scheduling and supervision of personnel, quality assurance and workplace safety. (NAPRA Competencies: 4.1.1, 4.1.2, 4.1.3, 9.4.3)
Course Topics:
This course will be divided into the following modules. For a more in-depth list of topics, refer to the Blackboard course.

- Module 1: Pharmacy Practice
- Module 2: Medications
- Module 3: The Prescription Form
- Module 4: Labeling the Prescription and Pharmacy Records
- Module 5: Pricing and Third Party Agreements
- Module 6: Pharmacy References
- Module 7: Medication Errors
- Module 8: Inventory Management and Merchandising
- Module 9: The Pharmacy Workplace

Learning Activities:
This course will consist of blended learning using online, classroom lecture and activities as well as lab activities. This class will be comprised of: interactive lectures, as well as class and group discussions. There will be activities in the lab comprised of preparing labels, pricing prescriptions, calculating copays and using third party formularies, choosing auxiliary labels, finding medication in lab, finding interchangeable medications, labelling pharmaceuticals, merchandising and inventory control activities, pharmacy management, etc. There will be reading assignments to be done. There will be practical cases, scenarios or examples to work through. There will be activities to improve information fluency, using the library.

Required Textbooks:


Websites:
As the course progresses, reference will be made to various websites. Below is a list of some websites that will be used – Web links will be posted to Blackboard

Alberta College of Pharmacists  Alberta Blue Cross
Alberta School Employee Benefit Plan  Alberta Works
Claim Secure  Emergis Assure
First Nations and Inuit Health Branch  Green Shield
Government of Alberta  Health Canada
National Association of Pharmacy Regulatory Authorities  Veterans Affairs Canada
RDC Library Information common

Assessment of Student Performance:
The final grade in this course will be computed based on the following elements. Due to the critical nature of the work involved and the degree of knowledge and skill required in pharmacy practice, the passing grade in this course will be a 65% overall final average and the students must demonstrate proficiency in all the stated course learning outcomes. The final grade is based on the letter grading system as outlined in the Red Deer College Calendar. At all times the Red Deer College final examination policy will be adhered to.
1. Quizzes – 40%
Quizzes may consist of multiple choice, fill in the blank, short answer questions, case studies, calculations, practical skills, etc.
Quiz #1---Modules 1 to 4----20%
Quiz #2--- Module 5----20%
Dates will be announced and posted on Blackboard as the course progresses.

2. Assignments – 25%
There will be 5 assignments, worth 5% each. Assignments will be discussed and due dates announced and posted on Blackboard as the course progresses.

3. Cumulative Final Exam- 35%
Comprehensive final exam will be written during Final Exam week, December 12 to December 17, 2016. Watch for the date, time and room for this final exam to be posted on the RDC website.

Assignment Deadlines:
Assignments will be due on the date specified. Late assignments will be accepted up to 24 hours after the deadline, with a penalty of 10%. Beyond 24 hours after the deadline, assignments will not be accepted.

Midterm Feedback:
Feedback for this course will be available from the instructor following the midterm feedback date of October 28, 2016. After reviewing their marks to this point, students should make an appointment with the instructor to discuss their progress if necessary. The instructor is also available prior to this during office hours or by appointment, if students have any concerns.

The RDC Final Examination Policy will be followed with respect to Final Examinations. Please review this document to ensure you understand the contents and implications of the policy.
Click here to see the Final Examinations Policy

Attendance requirements:
The Pharmacy Technician Program Faculty believe that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent from those experiences. Any absence can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Attendance may take many forms. Lack of attendance may impact the students' ability to successfully complete the course. It is the student's responsibility to obtain materials and information for any missed classes.

Quizzes and exams must be done on the date scheduled. Failure to notify the instructor indicates serious breach of professional and ethical conduct. Failure to do so will result in a grade of “0” for the missed quiz or exam. A medical certificate or other suitable documentation will be required before grading allowances will be made.

Academic Misconduct:
Please become familiar with what constitutes academic misconduct, as well as the consequences.
Plagiarism involves submitting work in a course as if it were the student's own work. Plagiarism may involve the act of submitting work in which some or all of the phrasing, ideas, or line of reasoning are alleged to be the submitter’s own but in fact were created by someone else. The complete policies are available on the RDC Policies web site: Appeals: Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy.

Changes to the Course Outline:
Changes to the course outline will be made with the consent of the course instructor and students. Changes will be reviewed by the Associate Dean of the school for consistency with College policies.
Important Dates:
- September 7, 2016 ......................... First day of classes for Fall term 2016
- September 16, 2016 ....................... Last day to add/drop Fall term 2016 courses
- October 4, 2016 ............................ Emergency Response Day
- October 10, 2016 ............................ Thanksgiving Day, College closed
- October 28, 2016 ............................ Midterm feedback date for Fall term 2016
- November 10, 2016 ....................... Final exam schedule posted
- November 10, 2016 ....................... College open. No credit classes
- November 11, 2016 ....................... Remembrance Day, College closed
- December 7, 2016 ....................... Last day of classes Fall term 2016
- December 7, 2016 ....................... Last day to withdraw from Fall term courses and receive a WD
- December 12, 2016 ....................... First day of final exams for Fall term courses.
- December 17, 2016 ....................... Last day of final exams for Fall term courses
- December 23, 2016 ....................... Final grades available.

This course may be eligible for Prior Learning Assessment. Students should refer to the RDC Course Calendar for a list of excluded courses.

A plagiarism detection tool is used in this course.

Classroom Learning Resources may be available to students in alternative formats.

Students should be aware that Personal Counseling, Career, Learning and Disability Services are provided by RDC. Inquire about locations at Information Desk. It is the student’s responsibility to discuss their specific learning needs with the appropriate service provider.

It is the student’s responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.

Students should refer to the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy should they have questions or concerns about the Course Outline that cannot be resolved with the instructor.

Associate Dean: [Signature] Date: September 1, 2016