MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. PHRM                        COURSE NUMBER: 1105

NUMBER OF CREDITS: 5

COURSE TITLE: Pharmacy Principles and Practices II

CATALOG DESCRIPTION:
Demonstrate the preparation of retail and institutional pharmacy practices. Perform advanced procedures including Intravenous (IV) drug admixture, total parenteral nutrition (TPN) and critical care IV admixture. Students will learn and demonstrate understanding of various billing systems as well as the universal medical coding system which uses numerical codes to classify medical conditions and treatments. Apply personal safety and hygiene related to pharmacy practices will be covered. Students will demonstrate knowledge and skill in filling prescriptions in a lab setting and develop communication skills associated with pharmacy technicians.

AUDIENCE: Pharmacy Technician Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
PRHM 1100

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall ☐ spring ☑ summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
a. The academic objectives of this course are to learn the advanced policies and procedures used by pharmacy technicians. These concepts will be introduced and applied using various techniques. These concepts and
techniques will be applied to retail and hospital pharmacy settings and situations.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. This course will help students improve the effectiveness of their thinking skills through critical thinking exercises using various real life scenarios within retail and hospital pharmacy situations.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participation in online discussions.
   b. Cooperative attitude with other students and instructor.
   c. Ability to communicate via D2L, through email, discussion groups, and classroom materials.
   d. Participation in laboratory activities.
   e. Participation in group activities.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population.
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED: The advanced concepts of pharmacy procedures and practices.

LIST OF EXPECTED COURSE OUTCOMES:
   a. Demonstrate proper hygiene, safety protocol and equipment used in the preparation of sterile products and medications.
   b. Follow policies and procedures for infection control.
   c. Interpret medication orders, prepare labeling, calculate quantities of ingredients, patient dosages and flow rates.
   d. Define and demonstrate understanding of milliequivalents (mEq), milimoles (mM), osmosis, electrolytes, symbols, and atomic weight relationships.
   e. Utilize apothecary and metric systems for calculating and preparing prescriptions.
   f. Discuss legal and regulatory guidelines associated with the preparation of intravenous products and sterile admixtures.
   g. Discuss potential conflicts associated with pharmacy management and supervision including critical thinking and problem solving techniques.
   h. Discuss and explain the principles of change management.
   i. Identify sources of stress related to the pharmacy setting and describe stress management techniques that are utilized to relieve this stress.
   j. Discuss the professional communication skills necessary for conflict resolution.
   k. Describe the interaction between the pharmacy, insurance companies and doctors as it relates to the universal medical coding system.
   l. Demonstrate professional communication skills necessary to interact with patients and the various healthcare teams.
   m. Utilize pharmacy management software in a laboratory setting.
n. Demonstrate various operations of the pharmacy settings.
o. Display knowledge and application of auxiliary labeling.
p. Explain the processes of prescription adjudication.
q. Demonstrate methods of prescription verification.
r. Locate generic names, brand names and medication indicators in pharmacy references.
s. Review pharmacy reference materials, formulary lists, and reports on investigational medications.
t. Assemble prescription files accurately.
u. Describe the pharmacy floor stock system for controlled drugs, non-controlled drugs, chemicals and over-the-counter medications.
v. Explain storage requirements for different medications.
w. Describe various distribution medication systems.
x. Describe policies and procedures for the distribution of controlled substances.
y. Describe the retail area of the pharmacy and how over-the-counter medications are organized.
z. Describe the process of maintaining inventory and ordering supplies.
aa. Describe quality assurance methods.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)

- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)

- Tests
- Worksheets
- Textbook Problems
- Papers
- Other (describe below)

- Individual Projects
- Collaborative Projects
- Portfolio
- Term Paper

EXPECTED STUDENT LEARNING OUTCOMES:
Achieve expected course outcomes and a percentage score acceptable to the respective program. Students should be prepared to take the Pharmacy Technician Certification Exam following completion of their pharmacy technician courses.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision
To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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