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: 1100
NUMBER OF CREDITS:  5

COURSE TITLE: Pharmacy Principles and Practices I

CATALOG DESCRIPTION:
Explore the principles of ethical thought as applied to the areas of pharmacy ethics which will include state and federal laws. Students will learn the organization and functions of retail and hospital pharmacy settings. This course will also introduce students to common uses of computers and their practical applications in a pharmacy setting. The roles and responsibilities of a pharmacy technician will be explored as well as Occupational Safety and Health Act (OSHA) and Health Insurance Portability and Accountability ACT (HIPAA) requirements will be covered.

AUDIENCE: Pharmacy Technician Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
N/A

LENGTH OF COURSE : Semester

THIS COURSE IS USUALLY OFFERED:
Every other year □      fall x□      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 basic 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.
b. The academic objectives of this course are to learn the Federal and State Laws and policies of pharmacy technicians in accordance with HIPAA and OBRA standards and procedures.

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.

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 basic concepts of pharmacy principles and practices.

LIST OF EXPECTED COURSE OUTCOMES:
 a. Apply principles of pharmaceutical care and modern pharmacy practices.
 b. Describe major pharmaceutical trends, issues and initiatives in the pharmacy profession.
 d. Apply principles of obtaining information from patients needed to fill a prescription.
 e. Describe the organization of a patient medical record and patient profile in electronic and manual formats.
 f. Collect patient information from the medical record.
 g. Display an understanding of how prescription orders are received and processed.
 h. Identify and scan for common medication errors.
 i. Explain and identify pharmacy ordering and various inventory systems.
 j. Assess appropriate measuring devices and procedures for various medications and dosage forms.
 k. Describe the various roles of personnel involved in the operations of a pharmacy.
 l. Describe responsibilities that are relevant to correctly filling and processing a prescription order.
 m. Apply legal requirements related to interactions between patients, prescribers and other pharmacy settings.
n. Differentiate between the workflow processes as they appropriately apply to various pharmacy settings and systems.

o. Compare and be able to explain the different in policies and procedures for inpatient and outpatient pharmacy processes.

p. Discuss professionalism and explore techniques used in difficult and challenging situations.

q. Understand and implement strategies and procedures dictated by OSHA and HIPAA and how they apply to the pharmacy setting.

r. Demonstrate appropriate dress and personal hygiene in working in a pharmacy setting.

s. Explain the life of a prescription to the client.

t. Describe and explain written patient information.

u. Explain the different of methods of wellness promotion and disease prevention practices which include environmental factors that impact health.

v. Explain the state and federal requirements that are applicable to the various pharmacy settings.

w. Demonstrate communication skills and techniques in working with patients of diversity and/or of special needs, which include non-English speakers, vision or hearing problems, low reading level and difficulty understanding instructions.

x. Identify different types of diverse populations, such as diverse culture, religion age, gender, race, sexual orientation, transgender, disability and economic status.

y. Apply time and workflow management skills.

z. Demonstrate effective communication techniques.

aa. Explain nonverbal communication techniques and assess the level of understanding of the client.

bb. Identify communication barriers.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos/Slides
- Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

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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4/14