SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	Community Pharmacy Dispensing Lab I		
CODE NO. :	PTN 102	**SEMESTER:**	1
PROGRAM:	Pharmacy Technician		
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DATE:	Jun 2012	**PREVIOUS OUTLINE DATED:**	Sep 2011
APPROVED:	"Marilyn King"		Aug. 12
	CHAIR, HEALTH PROGRAMS		**DATE**
TOTAL CREDITS:	6		
PREREQUISITE(S):	Registration in Pharmacy Technician Program		
HOURS/WEEK:	Lab 4 hours per week (64 hours) plus fieldwork (24 hours total)		

1. COURSE DESCRIPTION:

This course will provide students with the basics of computer use to dispense medications within the community pharmacy setting. A retail pharmacy software system will be used to practice the full process of dispensing prescriptions. Students will be expected to utilize critical thinking skills to determine if each step of this process is accurate, safe and adheres to current legislation. The learner will gain experience with the payment methods when dispensing prescriptions or non-prescription medications.

This course is designed to enable students to attain competencies specified in the National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice September 2007. (Full document available at www.napra.ca)

This course is designed to enable students to attain the educational outcomes specified in the Canadian Pharmacy Technician Educators Association (CPTEA) Educational Outcomes for Pharmacy Technician Programs in Canada.(March 2007). (Full document available at www.cptea.ca)

This course is designed to enable students to meet and maintain the standards of practice expected within the pharmacy technician's role. The standards are specified in the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards of Practice for Canadian Pharmacy Technicians. November 2011. (Full document available at www.napra.ca)

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. receive and interpret prescriptions
   Potential Elements of the Performance:
   - Identify all the key information needed in order to process prescriptions electronically, including the prescription components, patient profile, physician profile and drug file.
   - Demonstrate mathematical skills in calculating the dosage, quantity to be dispensed and days' supply with consistency and accuracy.
   - Interpret prescriptions and identify issues requiring clarification.

2. process prescriptions using pharmacy software
   Potential Elements of the Performance:
   - Describe the layout of the computing system, including patient profile, physician profile, drug file and third party billing.
   - Process prescriptions with the computer software with accuracy and completeness of database entry.
   - Utilize the relevant resources (e.g. CPS, Ontario Drug Benefit Formulary etc.) found in a community pharmacy appropriately to ease the prescription processing (e.g. drug schedules, drug interchangeability etc..,).

3. dispense a variety of prescriptions safely and accurately
   Potential Elements of the Performance:
   - Dispense the medications correctly according to the printed prescription labels, determining the size and types of dispensing vials as well as affixing the prescription and auxiliary labels appropriately.
   - Practice good time management skills with an emphasis on prioritizing duties.
   - Be familiar with generic and brand names of common medications.
   - Apply the principles of "The Five Rights" of medication safety.

4. apply legal, ethical and professional principles to all aspects of dispensing
   Potential Elements of the Performance:
   - Understand and work within the scope of practice of a Pharmacy Technician.
   - Demonstrate personal and professional integrity.
   - Understand current laws, regulations and policies applicable to the dispensing process

III. TOPICS:

1. Introduction
   - Introduction to the course
   - Overview of the dispensing process
   - Introduction to Kroll software
   - Introduction to the lab -layout, practices and procedures
   - Introduction to resources to aid dispensing e.g. CPS, ODB formulary, Lexi comp etc.,

2. Intake of prescription
   - Acceptable modes of prescription receipt
   - Gathering patient information

3. Prescription components
   - Legal requirements and completeness
   - Time frames for validity
   - Authenticity/ forgery issues
   - Requirements according to drug schedules
   - Prescribing rights and limitations

4. Interpreting prescriptions
   - Legibility issues
   - Terminology, Latin abbreviations and short forms
   - Clarification procedure
   - Use of relevant resources

5. Drug considerations
    - Brand/ generic names for common medications
    - Dosage forms
    - DIN numbers
    - Expiry dates
    - Drug schedules and storage
    - Top 200 drugs

6. Computer data entry
    - Patient information
    - Physician information
    - Medication selection
    - Calculations for quantities to dispense
    - Introduction to directions for use
    - Reducing medication errors

7. Considerations for data entry for different dosage forms
    - Quantities and directions for use for oral medications, anti-infectives, oral contraceptives, inhaled drugs, liquids, topical, opthalmics, otic, nasal, insulins, injectables, vaginal, rectal, transdermal
    - Weekly and oddly dosed drugs
    - Tapering doses

8. Final steps in computer processing
    - Communicating alerts e.g. interactions, allergies (both computer generated and operator identified)
    - Generating patient counselling printout

9. Filling a prescription
    - Counting
    - Measuring liquids/topicals
    - Weighing
    - Container and closure selection
    - Documentation

10. Labelling
    - Label requirements
    - Affixing computer labels to different types of product
    - Auxiliary labels

11. Documentation
    - Required on hard copy
    - Record keeping of prescriptions, filing and retrieval
    - Prescription scanning
    - Maintenance of documentation and confidentiality.

12. Introduction to third party billing
    - Legislation (The Drug Interchangeability and Dispensing Fee Act (DIDFA) and The Ontario Drug Benefit Act (ODBA)

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Community Pharmacy Practices for Pharmacy Technicians-Twenty-Second Edition, 2010-Marie Atlas and Audrey Faris. Caledon East: Pharmacy Tech. Consultants Ltd. ISBN : 978-0-98-9810411-0-0

Introduction to Pharmaceutical Dosage Forms for Pharmacy Technicians,2008-2009-Marie Atlas and Audrey Faris. Pharmacy Tech. Consultants Ltd. ISBN:978-0-98104411-2-4

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignment	10%
Quizzes (2 @ 10% each)	20%
Labs – prescription processing (8 @ 5%)	40%
Final exam	30%
Total	**100%**

1. The pass mark for the course is 60%. The total grade is composed of marks accumulated as indicated above.

2. All policies and procedures as outlined in the current Student Success Guide related to submitting assignments, scholarly work/academic honesty, tests and examinations.

3. **No supplements** will be provided for tests.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.

X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

Note: *For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.*

A minimum of a "C" grade is required to be successful in all PTN coded courses.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

VI. SPECIAL NOTES:

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.