

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

<b>COURSE TITLE:</b>	Field Placement – Institutional		
<b>CODE NO. :</b>	PTN403	<b>SEMESTER:</b>	4
<b>PROGRAM:</b>	Pharmacy Technician		
<b>AUTHOR:</b>	Robert Chapman BSc.Pharm.		
<b>DATE:</b>	Dec. 2012	<b>PREVIOUS OUTLINE DATED:</b>	N/A
<b>APPROVED:</b>	"Marilyn King"		April 2013
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	<b>CHAIR, HEALTH PROGRAMS</b>		<b>DATE</b>
<b>TOTAL CREDITS:</b>	10		
<b>PREREQUISITE(S):</b>	PTN301, PTN302, PTN303, PTN304, PTN305, PTN306		
<b>HOURS/WEEK:</b>	40 (FOR 3 WEEKS)		

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*School of Health Wellness and Continuing Education*  
*(705) 759-2554, Ext. 2689*

**I. COURSE DESCRIPTION:**

Students will continue to develop their knowledge of pharmacy in an applied institutional setting. The experience gained in this placement allows students to apply and build upon the didactic portion of the program.

**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](http://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](http://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](http://www.napra.ca))

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

- comply with legal requirements , including federal and provincial legislation and standards applicable to pharmacy practice
- maintain confidentiality of all patient and work place information
- accept responsibility and accountability for their actions and decisions (both professional and personal integrity)
- understand their professional boundaries
- be punctual, adhere to policies and procedures and maintain a professional appearance
- cooperate with and show respect for all members of the pharmacy team
- demonstrate willingness to work with and contribute to the daily activities of the pharmacy staff
- demonstrate professionalism when interacting with other health care providers
- perform pharmaceutical calculations with accuracy
- demonstrate knowledge regarding investigational drugs and special access drugs
- prepare products in accordance with the drug distribution system used
- describe the process for the application of Automatic Therapeutic Substitution and Automatic Stop Orders Policies in the processing of physician orders.
- prepare prn, stat and first doses .

- demonstrate knowledge in preparing bulk products, including equipment use, labelling and record keeping in accordance with established policies and procedures
- prepare non-sterile compounds according to established formulations, guidelines, policies and procedures
- prepare sterile compounds according to established formulations, guidelines, policies and procedures
- ensure accuracy and quality of the final product
- participate in the independent double check process
- adhere to distribution policies and procedures
- determine and maintained inventory levels according to institutional policies
- describe and/or observe the process for ordering pharmaceutical products and supplies
- communicate effectively with all health care members and patients
- manage workflow by using effective prioritization, organizational and time management skills
- recognize and respond to potential problems within their work environment
- maintain the cleanliness, functionality and integrity of equipment and workspace
- acknowledge the importance of incident reporting and its role in corrective measures

### III. TOPICS:

#### 1. Introduction to the pharmacy department, it's philosophy and its role in patient care

- Introduction and orientation to pharmacy department and services
- Overview of drug distribution systems
- Overview of essential equipment and technology utilized in the department
- Overview of the institution and patient care areas
- Hospital outpatient models
- Telephone, pager, copier, fax, printer operation
- Hospital organization and structure
- Overview of specialty units: ICU, CCU, OR, ER, PACU, NICU, SSDU, etc.
- Overview of emergency codes and student responsibilities: code blue, code red, code yellow etc.

#### 2. Hospital Pharmacy Department Structure and Services

- Roles and responsibilities of Pharmacy Technician
- Roles and responsibilities of Pharmacist
- Roles and responsibilities of Interns
- Roles and responsibilities of Pharmacy Assistants and support staff
- Differentiate between scope and delegated duties
- Explore the interdepartmental relationships
- Review role of P&T

### 3. Drug Distribution of items with special control

- Understand areas of special control
- Automatic stop orders
- Medication administration times
- Automatic substitution
- Automated Dispensing Cabinets
- Narcotics and Controlled substances
- Filling of emergency medication boxes: code blue tray, clot box etc.

### 4. Prescription Processing

- Unit dose prescription processing
- Unit dose workflow
- Cart fills
- Traditional dose prescription processing
- Traditional dose workflow
- Refill lists
- Unit Stock prescription processing
- Unit Stock workflow
- Carded dose prescription processing
- Carded dose workflow

### 5. Repackaging

- Repackaging and labelling narcotics
- Repackaging and labelling unit dose
- Role of bar coding
- Repackaging and labelling oral solids
- Repackaging and labelling oral liquids
- Repackaging storing considerations for specialty populations

### 6. Purchasing and Receiving and Inventory Management

- Formulary items and non-formulary procedures
- Special Access Medications, purchasing receiving, proper record keeping
- Investigation drug management
- Concepts of inventory management
- Group Purchasing Organizations and Contracts
- Receiving and unpacking orders
- Drug Recall Management
- Expired and short dating medication management

### 7. Quality Assurance Programs

- Medication Reconciliation
- Medication Occurrence Reporting
- Narcotic Discrepancies and management
- Quality Control and monitoring

- Adverse Drug Reaction Reporting Drug Information Resources
- Drug utilization review
- Accreditation Canada organizational practices
- Infection control and prevention
- Hand hygiene

#### 8. Sterile Compounding

- Compound patient specific medication
- Perform refill list
- Calculate required volumes for restock
- Calculate TPN volumes
- Compound IV batch
- Perform independent double check of final IV product
- Observe and preform chemotherapy preparation

#### 9. Non Sterile compounding

- Compound patient specific medication
- Reduce or enlarge an existing formula
- Compound oral liquid
- Compound and external liquid, cream or ointment

### IV. **REQUIRED RESOURCES/TEXTS/MATERIALS:**

Sault College uniforms are required to be worn during at all times unless otherwise directed by the on-site supervisor.

### V. **EVALUATION PROCESS/GRADING SYSTEM:**

1. Evaluation for this course will be based on attendance, participation and successful completion of course work (as outlined in the placement evaluation handbook). The learning activities must be submitted and will factor in to the evaluation. The grading system for this course is **Satisfactory/Unsatisfactory**.
2. Students submitting learning activities after the due date because of illness or other serious reason must contact the fieldwork supervisor before the date to inform him/her (by phone or email). Those students who have notified the fieldwok supervisor of their absence, according to policy, may be eligible to arrange an alternate submission date depending on the circumstances. Failure to submit learning activities on-time and contact fieldwork supervisor will result in the student receiving an *unsatisfactory* grade.

*Learning Activities:* These activities are intended to enhance learning during the placement and should be worked on during the rotation. These activities must be completed and submitted to the fieldwork supervisor by the specified due date.

*Self-Evaluation:* This tool allows students to self-assess and identify areas where more knowledge and/or experience would benefit their practice. This will be a requirement of licensure when maintaining a learning portfolio. The areas for assessment include:

- General Knowledge
- Dispensing Knowledge
- Communication/Listening Skills

*Student Journal – Institutional Placement:* As part of the placement experience, you, the student, must submit four (4) journals, reflecting on your experiences in school and in practice. These journals are a vital component of your learning. The goals of this assignment are to help you develop the skills of learning from practice by providing you to reflect on your experiences and to assist you in reflecting on the professional, legal and ethical issues that you encounter during your placement. Guidelines for reporting includes:

- Activities
- Feelings experienced
- Areas identified for further learning
- Non-pharmacological strategies

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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. An NR grade will be given if a field placement has yet to start at Mid Term.***

**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. The hours for fieldwork are required for successful completion of the program as outlined by CCCAP, therefore fieldwork attendance is MANDATORY. Any missed time must be made up and could result in placement work outside of the semester dates. The fieldwork supervisor MUST be informed about any missed time at the time of the absence.

#### **VII. COURSE OUTLINE ADDENDUM:**

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