

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

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|-------------------------|---|--------------------------------|-------------|
| COURSE TITLE: | Field Placement – Institutional | | |
| CODE NO. : | PTN403 | SEMESTER: | 4 |
| PROGRAM: | Pharmacy Technician | | |
| AUTHOR: | Robert Chapman BSc.Pharm. | | |
| DATE: | May 2013 | PREVIOUS OUTLINE DATED: | Dec. 2012 |
| APPROVED: | "Marilyn King" | | Jan/14 |
| | <hr/> | | <hr/> |
| | CHAIR, HEALTH PROGRAMS | | DATE |
| TOTAL CREDITS: | 10 | | |
| PREREQUISITE(S): | PTN300, PTN302, PTN303, PTN305, PTN307 | | |
| HOURS/WEEK: | 37.5 hours per week for 4 weeks (150 hours total) | | |

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*For additional information, please contact the Chair, Health Programs
School of Health Wellness and Continuing Education*

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I. COURSE DESCRIPTION:

The learner's pre-graduation field placement experience in an institutional setting is 37.5 hrs/week for 4 weeks (150 hours). Students will each be supervised directly by a pharmacist or their delegate and are expected to perform at a student level within the scope of practice for the Pharmacy Technician in Ontario

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. meet legal, ethical and professional responsibilities.

Potential Elements of the Performance

- Comply with legal requirements, including federal and provincial legislation and standards applicable to pharmacy practice
- maintain confidentiality of all patient and workplace information
- Demonstrate personal and professional integrity when dealing with patients and other health care workers
- Accept responsibility and accountability for his or her actions and decisions
- Understand their professional boundaries
- Respond to evaluations and constructive criticism to enhance professional development
- Be punctual, adhere to policies and procedures and maintain a professional appearance

2. engage in professional collaboration and team work.

Potential Elements of the Performance

- 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
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- Demonstrate professionalism when interacting with other health care providers
3. perform drug distribution tasks related to prescription information.

Potential Elements of the Performance

- Perform pharmaceutical calculations with accuracy
 - Demonstrate knowledge regarding investigational drugs and special access drugs
4. perform drug distribution tasks related to product preparation.

Potential Elements of the Performance

- 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
5. perform drug distribution tasks related to product release.

Potential Elements of the Performance

- Ensure accuracy and quality of the final product
 - Participate in the independent double check process
6. perform drug distribution tasks related to system and inventory controls.

Potential Elements of the Performance

- Adhere to distribution policies and procedures
 - Determine and maintain inventory levels according to institutional policies
 - Describe and/or observe the process for ordering pharmaceutical products and supplies
7. communicate effectively.

Potential Elements of the Performance

- Communicate effectively with all health care members and patients
8. manage workflow.

Potential Elements of the Performance

- Manage workflow by using effective prioritization, organizational and time management skills

9. employ quality assurance practices.

Potential Elements of the Performance

- 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. 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

2. 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.

3. 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

4. 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

5. 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

6. 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

7. 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 chemotherapy preparation

8. 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:

1. Institutional Pharmacy Placement Evaluation Handbook
2. Approved Sault College scrub top to be worn during placement unless otherwise directed by the pharmacy supervisor and the College fieldwork supervisor is notified.
3. Sault College Learning Management System (D2L)

V. EVALUATION PROCESS/GRADING SYSTEM:

Upon receipt of all completed evaluations/documents, the student's performance will be evaluated by the College faculty and the appropriate grade will be assigned. All documentation must be received by the specified due date provided by the College faculty.

| | |
|--|--------|
| Pharmacy Supervisor's Evaluation | S or U |
| Learning Activities | S or U |
| Field Placement Final Report | S or U |
| • Fieldwork Reports | |
| • Fieldwork Timesheet showing the 150 hours were completed | |
| • Final Self-Evaluation form | |
| • Completed journals | |

1. To be successful in this course, students must achieve a grade of Satisfactory (S) for all of the above.
2. **Learning Activities:** These activities are intended to enhance learning during the placement and should be worked on during the rotation. 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 fieldwork 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 (U)* grade.
3. Students must have submitted all documentation related to institutional fieldwork placement requirements as described in the ***Institutional Pharmacy Placement Evaluation Handbook*** BEFORE participating in fieldwork. Students who have not submitted this documentation will not be permitted to complete their fieldwork and will automatically be assigned a "U" grade.
4. Students may be required to work evenings, weekends, or out of town as part of their scheduled field placement. In some cases, students may have to work beyond the end of a normal semester.
5. Students should make any medical, dental, or personal appointments outside the hours of fieldwork placement. Trips or vacations are not to be scheduled during placement periods.
6. Students must give advance notice to the pharmacy supervisor for any absence or late arrival **and** notify the College fieldwork supervisor by voice mail or email. Students missing placement hours because of illness or other serious reason may be required to make up the missed hours at a later date. This may result in course extensions beyond the end of a semester and/or additional fees. Students who fail to give notice of an absence or who miss placement hours for non-legitimate reasons will not be permitted to make them up.

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

The following semester grades will be assigned to students:

| <u>Grade</u> | <u>Definition</u> | <u>Grade Point Equivalent</u> |
|--------------|--|-------------------------------|
| A+ | 90 – 100% | 4.00 |
| A | 80 – 89% | 3.00 |
| 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: 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 most 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.