# PHARM 154A Retail Clinical I Section 1476, Fall 2019 Course Syllabus

## Course Description

The practice, in an outpatient environment, of advanced pharmacy technician skills developed in didactic and laboratory training. Activities will be performed by the student and evaluated by a supervising licensed pharmacist or pharmacy technician.

## Prerequisites:

Registration to this class is based on the Add Code given by the Instructor after these requirements are met:

1. Completion or concurrent enrollment in Pharm 150
2. All students must pass Background Check, Drug Test and Compliance (immunization Screening) in order to register for this class.

## Student Learning Outcomes

Students will be able to:

1. Demonstrate effective interview skills with the patient, their representative, or their care-givers to collect pertinent information for use by the pharmacist.

2. Interpret legal and ethical guidelines for safeguarding the confidentiality of patient information.

3. Use interpersonal and communication skills to manage working relationships.

## Objectives

Upon successful completion of this course, the student will be able to:

1. Describe the structure and procedures of the pharmacy.

2. Apply basic computer skills at the pharmacy counter.

3. Discuss the process involved at the pharmacy cash register.

4. Employ effective strategies for communicating with the patients who are non-English speakers, or who are impaired.

5. Adhere to standards of professional conduct and decorum.

6. Identify and apply procedures for obtaining refills on prescriptions that have no refills.

## Class Meetings

Three mandatory class meetings:

Fridays: 08/20/19, 10/08/19 and 12/03/19.

      6-7 PM Room 4024 Race Building  Santa Rosa Campus

## Instructor Contact

### Marta Fijalkowski Email: mfijalkowski@santarosa.edu

Office Hours: Fridays 08/20/19, 10/08/19 and 12/03/19 - 30 minutes after the class meeting or by appointment. I respond to emails within 24 hours unless it is weekend and it may take me longer.

## Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, sharing resources, and viewing grades.

## Textbook

None

## Required Software

Google Chrome is recommended for Canvas

## Important Dates

Day Class Begins: 08/20/19

Day Class Ends: 12/03/19

Last Day to Add with Instructor's add code: 09/08/19

Last Day to Drop with refund: 09/01/19

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

## Pass‐NoPass (P/NP)

This class is GRADE ONLY.

## Attendance

Absence from one of the mandatory class meetings will drop student's grade by one level.  In case of emergency, please contact your instructor PRIOR to the class meeting to get alternate assignment.

For face-to-face courses, students who fail to attend the first class meeting may be dropped by the instructor. For classes that meet online, students who fail to log on and initiate participation by 11:59 p.m. Pacific Time of the first day of the class may be dropped by the instructor.

Instructors are required to drop all No-Show students immediately following the second class meeting. A No-Show is an enrolled student who has not attended any class meeting of the course. For classes that meet online, a No-Show is an enrolled student who has not logged on and initiated active participation by 11:59 p.m. Pacific Time of the second day of the class.

## Late Policy

All assignments are due on the due date.

## Exams

For final exam students submit three forms documenting each rotation of their externship:

1. Preceptor Evaluation
2. Clinical Time Sheet
3. Pharmacy Skill Checklist.
4. Externship Site Student Evaluation

Failure to complete required externship hours will result in failing this class.  All three final documents have to be submitted by December 07, 2018.  Please drop them off during regular office hours 8-5PM at the Health Science Office - 3rd floor of Race Building on the Santa Rosa campus.

## Grading Policy

Click the “Grades” link in Canvas to keep track of your grades. I grade usually 2-3 times per week and post points in the Canvas gradebook.  Occasional comments are emailed or sent through Canvas.

Grades will be assigned as follows:

|  |  |  |
| --- | --- | --- |
| **A** | 95% | 237-250 points |
| **B** | 85-94% | 212-236 points |
| **C** | 75-84% | 187-211 points |
| **D** | 65-74% | 162-186 points |

Passing Grade for this course is C or better (minimum 168)

**Possible points -250**

HIPPA 50 points

Schedule of Externship Hours 25 points

Progress Report I 25 points

Progress Report 2 25 points

Final – 125 points totals:

1. Preceptor Evaluation 50 points
2. Pharmacy Skills Checklist 25 points
3. Clinical Timesheet 25 points
4. Student Evaluation of Pharmacy 25 points

## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page.](http://student-conduct.santarosa.edu/)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](http://srjcwritingcenter.com/research/plagiarism/plagiarism.html)  
[SRJC's statement on Academic Integrity](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

Student Rights and Responsibilities webpage: <https://rightsresponsibilities.santarosa.edu/rights-responsibilities>

Complaints & Grievances:  <https://rightsresponsibilities.santarosa.edu/complaints-grievances>

Standards is basis for referral to the Vice President of Student Services or dismissal from class

## Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.