

TEPT 1100 - Community Pharmacy Practice (3 Credits)

Course Description

This course teaches the skills necessary for working in community pharmacy settings. Students perform hands-on skill simulations including data entry, prescription processing, billing, fulfillment, inventory management, customer service, and patient safety.

Course Objectives

- Identify the most utilized drugs by brand and generic name and their indications.
 - Recognize common drug interactions.
 - Perform essential duties and functions of a pharmacy technician in a community pharmacy.
 - Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.
 - Initiate, verify, and manage billing for complex and/or specialized pharmacy services and goods.
 - Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, communicating patient safety, and teamwork.
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Course Outline

- Community Pharmacy Practice
- Community Pharmacy Pharmacology
- Community Pharmacy Labs

Assignments and Assessments

WEEKLY CHECK IN LINK

Flashcards: Drug Names and Classifications

Flashcards: Look-Alike and Sound-Alike Drugs

Flashcards: Pharmacy Abbreviations

Flashcards: Pharmacy Calculations

Flashcards: Pharmacy Law

Flashcards: Indications

Flashcards: General Pharmacy Terminology

Flashcards: Vitamins and Minerals

Flashcards: Disease Processes

Appendix B: Top Drugs by Prescriptions Dispensed (2012)

Appendix C: Common Look-alike and Sound-alike Drugs

Appendix D: Classifications of Drug Schedules in the United States and Canada

Appendix E: Drug Dosage Calculations

Appendix F: Immunizations

Appendix G: Specific Antidotes

Appendix H: Reporting of Medical Errors

Appendix I: Drug/Food Interactions

Appendix J: Drugs That Should Not Be Crushed

Appendix K: Drug Identification Guide

Retail & Non Sterile Compounding Skills

Stay on Track - Course Timeline

Daily Prescriptions for TEPT 1100

Chapter 7: Dosage Forms and Routes of Administration

CH 7 - Dosage Forms & Routes of Administration.pptx

Chapter 7 Practice Exam

Chapter 7 Learning Lab: Injectable Routes of Administration (ONLY TRY TWICE)

Chapter 7 Final Exam- Requires Respondus LockDown Browser

Chapter 10: Safety in the Workplace

CH 10 - Safety in the Workplace PPTX

Chapter 10 Practice Exam

Activity #1

Chapter 10 Final Exam- Requires Respondus LockDown Browser

Chapter 12: Community Pharmacy

CH 12 - Community Pharmacy PPTX

Chapter 12 Practice Exam

Chapter 12 Learning Lab: National Drug Shortage (ONLY TRY TWICE)

Activity #2

Chapter 12 Final Exam- Requires Respondus LockDown Browser

Chapter 14: Extemporaneous Prescription Compounding

CH 14 - Extemporaneous Compounding PPTX

Chapter 14 Practice Exam

Chapter 14 Final Exam- Requires Respondus LockDown Browser

Chapter 16: Insurance and Billing

CH 16 - Insurance & Billing.pptx

Chapter 16 Practice Exam

Activity#3

Chapter 16 Final Exam- Requires Respondus LockDown Browser

Chapter 17: Inventory Control and Management

CH 17 - Inventory Control & Management PPTX

Chapter 17 Practice Exam

Chapter 17 Learning Lab: Storage of Medication (ONLY TRY TWICE)

Chapter 17 Learning Lab: Ordering and Receiving Medication (ONLY TRY TWICE)

Chapter 17 Learning Lab: Expired Stock (ONLY TRY TWICE)

Chapter 17 Learning Lab: Drug Recall (ONLY TRY TWICE)

Chapter 17 Final Exam- Requires Respondus LockDown Browser

Chapter 18: Medication Errors and Safety

CH 18 - Medication Errors & Safety PPTX

Chapter 18 Practice Exam

Activity#4

Chapter 18 Final Exam- Requires Respondus LockDown Browser

Complete Module 1-TEPT 1100

How to Pronounce the Drugs - YouTUBE

Chapter 24: Therapeutic Drugs for the Immune System

CH 24 - Drugs for the Immune System.pptx

Drugs 9 - Immune System

Activity#5

Chapter 24 Practice Exam

Drugs 9 QUIZ - Immune System- Requires Respondus LockDown Browser

Chapter 24 Final Exam- Requires Respondus LockDown Browser

Chapter 25: Therapeutic Drugs for the Respiratory System

CH 25 - Drugs for the Respiratory System.pptx

Drugs 10 - Respiratory System

Chapter 25 Practice Exam

Activity #6

Chapter 25 Final Exam- Requires Respondus LockDown Browser

Drugs 10 QUIZ - Respiratory System- Requires Respondus LockDown Browser

Chapter 26: Therapeutic Drugs for the Urinary System

CH 26 - Drugs for the Urinary System.pptx

Drugs 11- Urinary System

Activity #7

Chapter 26 Practice Exam

Drugs 11 QUIZ - Urinary System- Requires Respondus LockDown Browser

Chapter 26 Final Exam- Requires Respondus LockDown Browser

Complete Module 2- TEPT 1100

Activity #8

Turn IN - Wellness Promotion & Disease Prevention

Applied for Trainee License, Vaccine's Updated, Drug Test

Passed, & Background Check
Covered
Purple Book Labs
Reconstituting Powdered Drugs - Lab 18 Check Your
Understanding
Reconstituting Powdered Drugs - Lab 18
ISMPTallman Lettering, Look-alike, Sound-alike Drugs - Lab
20
Documenting and Preparing Immunizations - Lab:19 -Vaccine
Flash Cards
Documenting and Preparing Immunizations - Lab:19 -Vaccine
Quiz
Documenting and Preparing Immunizations - Lab:19 -Vaccine
Administration
Point-of-Care Testing - Lab 27: Finger Prick, Throat Swab, and
Nasal Testing
LAB: Acyclovir Chapstick
LAB: Metronidazole Suspension
LAB: Progesterone Vaginal Suppositories
LAB: Tetracaine Troches
Pharmacy Technician Phone Skills
Pioneer RX Tips
Pioneer RX Pharmacy Software Assignment #1
(OPEN BOOK & NOTES) Pioneer RX - Insurance Billing Code
Rejections
Create a PTCB Account
Create a NABP Account
PASS OFF - Retail Skills
End of Course Conversation
Complete Module 3- TEPT 1100
End of Course Survey

Subject to change. Please consult your Canvas course for the most current instructions and updates.

Classroom Hours

Mo, Tu, W, Th, Fr
8:00 AM - 11:00 AM
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

Instructor Contact Information

Eliza DeMille — edemille@stech.edu — Remind Class Code: @g293h8f — Office Phone: (435) 865-3919
Heidi Van Dine-Choate — hchoate@stech.edu — Remind Class Code: @g293h8f — Office Phone: (435) 865-3922

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- stech.instructure.com
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

Course Policies

Please refer to the Pharmacy Technician Program handbook for more in-depth information about program requirements and expectations.

Highschool Specific Information: This is a college-level course; the students are expected to go through a lot of material each quarter. If the student stays on track this year, they should complete at least 330 hrs of didactic/simulation and earn 11 college credits. Each student is welcome to (and encouraged to) complete more hours if they wish. If the student completes the entire program, it will count as 17 college credits. Pharmacy Technician students must wear scrubs to class every day. Each student will become CPR-certified and complete a Wellness Promotion & Disease Prevention project this year. Unless a high school student wants to go to an externship, they do not need to get a trainee license, a background check, a drug test, or any vaccines. **High school Class Schedule:** 1st & 2nd Period Cedar 8:00 am - 10:29 am (M-Th) and 8:00 am - 9:55 am (F) Canyon View 8:05 am - 10:10 am (M-Th) and 8:05 am - 9:18 am (F) 3rd & 4th Period or 4th & 5th Period Cedar 12 pm - 2 pm (M-Th) and 10 am - 12:05 pm (F) Canyon View 12:30 pm - 2:32 pm (M-Th) and 10:32 am - 11:45 am (F) **Course**

Requirements: Students must have a minimum of 80% on each module to pass that module. All assignments must be submitted during your scheduled in-class time. All tests will be taken during your scheduled in-class time, either in the classroom or at the Testing Center. The student is required to keep their attendance above 80%. Please come to class well-groomed, appropriately dressed (pharmacy workplace appropriate), and ready to learn! Students are expected to be patients, pharmacists, managers, etc for each other during simulations and labs. Students must sign up for one lab at a time so that all students can progress during lab-based modules. All students must become CPR certified, complete the Wellbeing Promotion and Disease Prevention Project, obtain a Pharmacy Tech Trainee License, and complete/upload all required items on Verified Credentials before the end of TEPT 1100. Please refer to the Pharmacy Technician Program Handbook for more specific information. **Adult Grading:** Each assignment is awarded points according to how well the submission follows the directions. Written submissions will be graded on but not limited to spelling, grammar, and punctuation. Students must have a minimum of 80% on each module to pass off the module. All modules must be passed off before students move on to the next class. All tests, assignments, quizzes, and labs can be resubmitted if the total module score is below 80%. At the end of each module, students are asked to submit a "Student Acknowledgement Statement" showing completion of all module requirements. End of Course grades are based off the average module grades on Canvas and the number of enrollments in said course. End of Course Grading Scale: (95-100%) A, (90-94%) A-, (85 - 89%) B+, (80 - 84%) B, (>79%) F, (withdrawal/incomplete) W or I.

Attendance: When a student signs up for this class, the student commits to a schedule that is expected to be followed. The student required to keep their attendance at an 80% minimum. If the student is below 80% at the weekly check, we will put the student on a Student Improvement Plan (SIP). An example of SIP can be found in the Pharmacy Technician Program Handbook. The student will need to come in and make up the hours they have missed. Each student may take a 10-minute break for every 60 minutes scheduled. Please email your instructor immediately if the student needs help with their schedule. **Behavior &**

Attire: If your attire or behavior is not work or school-place-appropriate, you will be asked to change your behavior and/or attire. The student will get three warnings: one verbal warning, one written warning, and the last warning, which will be a meeting with Tim Hatch, Heidi Choate, and Eliza DeMille. Failure to improve behavior and/or attire may result in program dismissal. Please refer to the Pharmacy Technician Program Handbook for expected behavior and attire. **Cell Phone / Electronics:** Be courteous to your classmates and keep cell phone use to a minimum. If your phone/iPad/tablet is out for non-coursework-related activities, you will be asked to put it away. Listening to music with headphones is acceptable, but if you are listening to music while using your phone/iPad/tablet for non-coursework- related activities, you will be asked to put them away. If you have to make or take a phone call, please go out into the hall. No cellphones in the lab.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. **High School Grade Scale:** The following grading scale will be used to determine a letter grade from the progress percentage:

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|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86% | • C : 73 - 76% | • D : 63 - 66% |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59% |

Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: cestes@stech.edu, (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: ctracy@stech.edu, (435) 865-3944.

Southwest Technical College

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