Wayne County Community College District

COURSE SYLLABUS

PHT 210        Pharmacy Computer Systems

CREDIT HOURS:  5.00

CONTACT HOURS:  60.00

COURSE DESCRIPTION:
This course is an exploration of computer systems used in the modern pharmacy. Laboratory practice and the uses of the computer for pharmaceutical calculations are included.

PREREQUISITES:  PHT 120, PHT 130        COREQUISITE:  PHT 155

EXPECTED COMPETENCIES:

- (Comprehension) Explain how state laws and regulations determine what activities associated with preparing medications for distribution can be delegated by pharmacists to technicians. (ASHP 3.1)
- (Application) Accurately create a new patient profile or enter data into an existing profile according to an established manual procedure or electronic procedure. (ASHP 3.2)
- (Application) Follow established laws and protocols to select the appropriate product. (ASHP 3.3)
- (Application) Use a knowledge of a site's storage system to efficiently secure the prescribed medications or devices from inventory. (ASHP 3.4)
- (Application) Accurately count or measure finished dosage forms as specified by the prescription/medication order. (ASHP 3.5)
- (Application) Collect the correct ingredients for sterile or non sterile products that require compounding. (ASHP 3.6)
- (Application) Accurately determine the correct amounts of ingredients for a compounded product. (ASHP 3.7)
- (Complex Overt Response) Compound sterile products using appropriate techniques, equipment and devices. (ASHP 3.8)
- (Complex Overt Response) Compound non sterile products using appropriate technique. (ASHP 3.9)
- (Complex Overt Response) Compound cytotoxic and other hazardous medication products using appropriate technique. (ASHP 3.10)
- (Application) Follow safety policies and procedures in the preparation of all medications. (ASHP 3.11)
- (Application) Follow safety policies and procedures in the disposal of all hazardous and non hazardous wastes generated during medication preparation. (ASHP 3.12)
- (Application) Package the product in the appropriate type and size of container using a manual process or automated system. (ASHP 3.13)
- (Application) Follow an established manual procedure or electronic procedure to generate accurate and complete product labels. (ASHP 3.14)
- (Application) Affix the appropriate primary and auxiliary labels to containers. (ASHP 3.15)
- (Application) Follow protocol to assemble appropriate patient information materials. (ASHP 3.16)
• (Application) Follow established policies and procedures for recording the preparation of bulk, unit dose, and special doses of medications prepared for immediate or in anticipation of future use. (ASHP 3.17)

• (Application) Follow established policies and procedures for recording the preparation of controlled substances. (ASHP 3.18)

• (Application) Follow the manufacturer's recommendation and/or the pharmacy's guidelines for storage of all medications prior to distribution. (ASHP 3.19)

• (Application) Efficiently deliver the correct medication, equipment, device, or supplies to the correct patient or patient's representative. (ASHP 5.1)

• (Application) Follow established policies and procedures to record the distribution of prescription medications. (ASHP 5.2)

• (Application) Follow established policies and procedures to record the distribution of controlled substances. (ASHP 5.3)

• (Evaluation) Monitor utilization of medications to assure that use is congruent with the prescription/medication order for the patient. (ASHP 5.4)

• (Application) Accurately identify the customer's/patient's method of payment for a prescription/medication order. (ASHP 8.1)

• (Application) When presented with a new customer/patient for whom all required patient-specific information has not been obtained, use an appropriate interview strategy to secure the information. (ASHP 8.2)

• (Analysis) Exercise skill in the use of electronic systems to input third party information and to verify third party coverage for a prescription/medication order. (ASHP 8.3)

• (Application) When needed, accurately verify third party coverage for a prescription/medication order by phone. (ASHP 8.4)

• (Application) When appropriate, use knowledge of 3rd party insurance billing procedures to identify the reason for a rejected claim and to convey that information accurately to the pharmacist. (ASHP 8.5)

• (Synthesis) Formulate an effective strategy that is sensitive to the concerns of the customer/patient for conveying third party payment coverage information and further action to be taken. (ASHP 8.6)

• (Application) Accurately complete third party claims forms. (ASHP 8.7)

• (Application) Accurately record the receipt of payment for pharmaceutical goods and services. (ASHP 8.8)

• (Complex Overt Response) Demonstrate skill in the operation of a cash register. (ASHP 8.9)

• (Application) Accurately make change. (ASHP 8.10)

• (Application) Accurately determine those items which are taxable. (ASHP 8.11)

• (Application) Determine payment due the health system for medication orders. (ASHP 8.12)

• (Application) Follow an established procedure for purchasing pharmaceuticals, devices, and supplies. (ASHP 9.1)

• (Comprehension) Explain how the practice setting is used to contribute to the development of new medication products. (ASPH 13.1)

• (Application) Follow the established protocol for recording the preparation of an investigational medication product. (ASPH 13.2)
• (Application) Follow the established protocol for storage of investigational medication products. (ASPH 13.3)
• (Application) Follow the established protocol to record the distribution of investigational medication products. (ASPH 13.4)
• (Comprehension) Explain the characteristics of an effective pharmacy department approach to preventing medication misadventures. (ASHP 15.1)
• (Comprehension) Explain the programs currently in place for reporting medication misadventures on a global and institutional level. (ASHP 15.2)
• (Analysis) When a clinically significant adverse medication event (ADE) is identified, participate in determining the presence of any similar potential ADE’s. (ASHP 15.3)
• (Analysis) When a clinically significant ADE is identified, participate in formulating a strategy for preventing its reoccurrence. (ASHP 15.4)
• (Application) Organize all written or oral communication in a logical manner. (ASHP 25.1)
• (Application) Address all communication on the level appropriate for the audience. (ASHP 25.2)
• (Application) Use correct grammar, punctuation, spelling, style, and formatting conventions in preparing all written communications. (ASHP 25.3)
• (Application) Pronounce technical terms correctly. (ASHP 25.4)
• (Application) Use listening skills effectively in performing job functions. (ASHP 25.5)
• (Application) Use effective strategies for communicating with patients who are non-English speakers or who are impaired (e.g., blind, deaf, cognitively impaired, illiterate). (ASHP 25.6)
• (Application) Effectively combine a knowledge of medical information systems to increase efficiency in performing practice responsibilities. (ASHP 26.1)
• (Application) Demonstrate proficiency with word processing, spread sheet, and database software. (ASHP 26.2)
• (Application) Observe legal and ethical guidelines for safeguarding the confidentiality of patient information. (ASHP 29.1)
• (Application) Observe organizational policy for the safeguarding of proprietary business information. (ASHP 29.2)
• (Application) Demonstrate consistent use of a systematic approach to solving problems encountered in one’s work as a technician. (ASHP 27.1)
• (Organization) Combine compassion with the delivery of pharmacy services. (ASHP 28.1)
• (Comprehension) Explain the concept of "caring" within the context of the delivery of pharmaceutical care. (ASHP 28.2)
• (Characterization) Display acceptance of an attitude of "caring" by conveying this attitude in all professional transactions with patients and their caregivers. (ASHP 28.3)

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.
GRADING SCALE:
90%-100% = A
80%-89.9% = B
70%-79.9% = C
60%-69.9% = D
<60% = E