

Institutional Pharmacy Practice (PHRA 1349 1A1)

CREDIT

4 semester credit hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

Complete the TSI Assessment Tests with 343/Mathematics, 347/Reading, and 357/4/Writing

COURSE DESCRIPTION

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

COURSE OBJECTIVES

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

- Identify the organization and communication across the multi-disciplinary health care-team.
- Utilize pharmacy reference materials
- Demonstrate the procedures and work flow operations relating to processing medication orders, and preparing medications in an institutional setting.
- Explain patient safety as it relates to the national patient safety goals.

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Coya Garrett, DHA, M.Ed., BSW, LCDC-I, CPhT-I

Email: cagarrett@lit.edu

Office Phone: 409-247-4868

Office Location: WAHTC 329

Office Hours: By Appointment

REQUIRED TEXTBOOK AND MATERIALS

1. Hospital Pharmacy Practice for Technicians Authors: Mark Burton
ISBN: 978-1-284-03046-4
2. Computer with efficient Internet access

Approved: SJL 01/10/2025



**LAMAR INSTITUTE
OF TECHNOLOGY**

ATTENDANCE POLICY

Student “attendance” in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in Blackboard; submission/completion of assignments; and communication with the instructor. Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the College’s current attendance policy.

Drop Policy

If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will earn an “F” grade for the course.

COURSE CALENDAR

Week	Assignment Name and Readings	Due Date (Sundays)	Assignment Location
1	Course Introduction, Netiquette, Ch 1-Health System and Pharmacy Technician Overview Ch 2-Appearance and Attitude	9/13/26	Learning Unit #1 Learning Unit #2
2	Ch 3-Behaviors and Practices Ch 4-Interactions and Decorum	9/13/26	Leaning Unit #2
3	Exam #1 Chapters 1-4	9/20/26	Assessments
4	Ch 5-Central Technician Ch 6-IV Room Technician	9/27/26	Leaning Unit #3
5	Ch 7-Automation Technician Ch 8-Specialty Roles and Responsibilities	10/4/26	Learning Unit #3
6	Ch 8-Specialty Roles and Responsibilities	10/4/26	Learning Unit #3
7	Ch 9-Medication Safety	10/11/26	Assessments
8	Exam #2 Chapters 5-9	10/18/26	Learning Unit #4

9	Ch 10-Health System Software and Equipment Ch 11-Pharmacy Management Software and Peripherals	10/25/26	Learning Unit #4
10	Ch 12-Automation Software and Peripherals Ch 13-Repackaging Technology	11/1/26	Learning Unit #4
11	Ch 14-IV Room Technology	11/8/26	Learning Unit #4
12	Exam #3 Chapters 10-14	11/15/26	Assessments
13	Ch 15-Credentials	11/22/26	Learning Unit #5
14	Chapter 16-Finding Employment	11/29/26	Learning Unit #5
15	COMPREHENSIVE FINAL EXAM	Monday 12/6/26	Assessments

Lab Schedule (Face to Face)	Due Date (Mondays)	Assignment Location
1	Lab 1 Syllabus /Syllabus Quiz DEA Validation	8/24/26 8/30/26 Blackboard
2	Lab 2 Scenario Discussion Package Insert Assignment	8/31/26 9/6/26 Blackboard
3	Lab 3 Scenario Discussion Creating & Maintaining a New Patient Profile	9/7/26 9/13/26 Blackboard
4	Lab 4 Scenario Discussion Reviewing Signa Codes & Creating Patient Instructions	9/14/26 9/20/26 Blackboard
5	Lab 5 Scenario Discussion	9/21/26 Blackboard

Cont.	Reviewing a Prescription Form	9/27/26	Blackboard
6	Lab 6 Scenario Discussion Reviewing a Filled Prescription	9/28/26 10/4/26	Blackboard
7	Lab 7 Scenario Discussion Reviewing Medication Orders	10/5/26 10/11/26	Blackboard

8	Lab 8 Scenario Discussion Medication Reconciliation	10/12/26 10/18/26	Blackboard
9	Lab 9 Scenario Discussion Medication Therapy Management	10/19/26 10/25/26	Blackboard
10	Lab 10 Scenario Discussion Using a Pseudoephedrine Logbook	10/26/26 11/2/26	Blackboard
11	Lab 11 Scenario Discussion Drug Recalls & Shortages	11/3/26 11/11/26	Blackboard
12	Lab 12 Scenario Discussion ISMP Tall-Man Lettering & Look-alike/Sound -alike drugs	11/12/26 11/18/26	Blackboard
13	Lab 13 Scenario Discussion	11/19/26	Blackboard
14	Lab 14 Scenario Discussion	11/25/26	Blackboard
15	COMPREHENSIVE FINAL EXAM	Monday 12/6/26	Blackboard

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

1. 3 Unit Tests	35%
2. Comprehensive Final Exam	25%
3. Homework/Discussions	30%
4. Labs	10%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

- Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
- Students must respect one another and all faculty.
- Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
- No cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result in expulsion from LIT.
- All exams will be taken on the scheduled dates. If a test is missed due to an emergency situation, the student will have one week to make it up; otherwise a grade of “0” will be assigned. The instructor **MUST** be contacted to receive prior approval to take the exam late.

- All assignments are due when stated with no exceptions unless proper documentation is provided.
- Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy.
- The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday. Assignment grades will be published within 1 week.