HOSPITAL PHARMACY  
PHR 372K  
Unique # 58145-Austin; 58150-El Paso; 58155-San Antonio; 58160-RGV  
FALL 2015 COURSE SYLLABUS

Instructor: Donna Burkett (Rogers), R.Ph, M.S.  
CV Available on Canvas®

Local Coordinators:  
San Antonio: Jim Koeller  
El Paso: Jose Rivera

Office: PHR 3.209B  
Telephone: (512) 475-6152  
Email: donna.burkett@austin.utexas.edu  
Office Hours: Tuesdays & Thursdays, 11:00am-noon or by appointment

Lecture: Tuesdays & Thursdays, 9:30am-11:00am  
Location: PHR 3.106

Website: Canvas site (canvas.utexas.edu) for class information, assignments, supplementary material, lecture notes, and class documents

Useful Websites for class:  
ASHP www.ashp.org  
The Joint Commission www.jointcommission.org  
Agency for Healthcare Research and Quality (AHRQ) www.ahrq.gov  
CMS www.cms.gov  
Medicare Hospital Compare Quality http://www.hospitalcompare.hhs.gov/  
Institute for Safe Medication Practices www.ismp.org

Course Description and Learning Outcomes:  
The prerequisite for this course is admission to the professional pharmacy curriculum.

The objective of this course is to enhance student knowledge of the many aspects of hospital or health system pharmacy and enable students to have a much richer institutional advanced pharmacy practice experience (APPE). This course will be an orientation to hospital pharmacy which will include the history of hospital pharmacy, how a pharmacy interfaces with the total hospital operation, the personnel utilized within the pharmacy, pharmacist roles and models of practice, the standards of practice, technology used in pharmacy, and the distributive functions of the pharmacy. The course will also cover some clinical and management aspects of the hospital pharmacy, including drug diversion and medication errors.
In addition to lectures, there will be several group exercises designed to introduce students to entry-level competencies* needed for pharmacy practice in hospitals and health systems. Related to those competencies, at the end of this course students will be able to:

- Describe the medication use process in health-systems, including how pharmacy impacts the safety of storage, prescribing, transcription, dispensing, administration and monitoring steps.
- Describe the basic drug procurement process, including the formulary system and the role of the Pharmacy and Therapeutics Committee.
- Compare and contrast clinical and distributive roles of pharmacists and pharmacy technicians, including how their effective interface can translate into safe and effective medication therapy.
- Identify the basic functionality of commonly used automated systems related to the medication use process.
- Identify how the national standards, guidelines, best practices, and established principles and processes relate to quality and safe medication use. (e.g. Joint Commission standards, Core Measures, ASHP Hospital Standards, National Patient Safety Goals).
- Describe how performance improvement techniques are used in health systems and how they are used to improve the medication use process.
- Given a simulated case, discuss appropriate therapeutic recommendations related to medication therapy.
- Given a simulated pharmacy-related problem, demonstrate effective problem solving skills.

Specific learning objectives will be presented at the beginning of each lecture relative to the topic being discussed. The lectures will be conducted informally with participation by the students expected. This participation will require the students to read the assigned material before attending class. We will also have class discussions on current issues/articles of interest.

*Entry-level Competencies Needed for Pharmacy Practice in Hospitals and Health-Systems, ASHP-ACPE Joint Task Force, Fall 2010
### Point Allocations:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>100</td>
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<tr>
<td>“Final”</td>
<td>100</td>
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<tr>
<td>Group Assignments</td>
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<tr>
<td><strong>Total Points</strong></td>
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### Grading Scale:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>C+</td>
<td>80-82%</td>
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<tr>
<td>C</td>
<td>77-79%</td>
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<tr>
<td>C-</td>
<td>73-76%</td>
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<tr>
<td>D+</td>
<td>70-72%</td>
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<tr>
<td>D</td>
<td>68-69%</td>
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<tr>
<td>D-</td>
<td>66-67%</td>
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### Course Policies & Procedures for Hospital Pharmacy (PHR 372K)

Please read and examine the following course rules and information. They were developed to create an appropriate learning environment and to maintain academic integrity for the course and the university. It is extremely important that you understand these rules before the course begins.

1. Class attendance is highly recommended. Part of your grade will be based on class participation. Classes will start and end on time. Please arrive on time. Arriving late disturbs fellow students and the instructor. You are responsible for all material covered in class and all announcements made in your absence.

   The class will be divided into work groups. Please bring your laptop to class for working on assignments with students in remote sites. You will be utilizing Google Docs and/or other technology to work with your group outside of class on homework assignments. I have found Google Hangout to work very well for this. You might want to use this outside of class and we may use it in class for some exercises. Therefore, please look into setting up Google Hangout to enable its use. I have copied a U-Tube link that may help you in setting it up.

   **https://www.youtube.com/watch?v=3--c7GGwD4E**
2. 10 gigabytes per week of bandwidth is recommended for this course. It is your responsibility to ensure you have adequate network bandwidth for this course. Unless otherwise instructed, turn off phones or place them in airplane mode. Turn off any cellular hotspots/tethering services, Bluetooth headphones and other wireless devices (just as you would on a flight). Use your laptop or tablet for class work. Do not use high bandwidth applications like Hulu, YouTube, Netflix, FaceTime, Skype video. Limit the amount of non-classwork wireless use. For information on how to purchase extra bandwidth, go to http://www.utexas.edu/its/help/network/403.

3. Old tests are not available. One test will be given over the first half of the semester. The “final” will be a Joint Commission survey at the end of the course.

4. No tests or assignment grades will be dropped. Students with an unapproved absence from an exercise/test will be given zero points for that exercise/test.

5. For approved absences from tests, the student has one week from the day of the test to make up the exam unless a prior arrangement has been made with the responsible instructor. If the test is not made up within the specified time period, zero points will be awarded.

6. If the student cannot attend an examination, it is the student’s responsibility to notify the instructor before the exam. An approved absence is necessary before the student can make up the exam. The student must submit a “Student Request for Alternative Examination Time” form. This form is available through the Student Affairs Office.

7. Grades will be posted using Canvas. Students have up to 7 days after the test grades are posted to review and appeal their grades. The appeals are to be written and submitted to the instructor within the 7 day period. No appeals will be accepted after the 7 day review period has expired.

8. Tests will cover information from lectures, readings, handouts, or assignments. At least 50% of the test questions will be based on the objectives for each lecture/topic. There will be a test given approximately mid semester. The final exam will consist of a group project which will build upon the competencies learned throughout the course. There will be several group exercises/assignments throughout the semester to total 100 points.

9. In-class examinations begin promptly at the designated hour. Seventy-five (75) minutes will be allowed for the exams. Exam grades will be posted in Canvas.

10. Exams are not returned to students. Students may review exams in the instructor’s office and during designated exam review sessions, usually the next scheduled class day. Students are not permitted to copy, reproduce, or distribute exams, portions of exams, or exam questions by any means, including but not limited to photocopying, photography,
and written transcription. Students also are not permitted to access or use any electronic devices during exams or while reviewing exams.

11. The course will use live in-class lectures and discussions. I like to discuss current events in class so the course schedule of topics is subject to change. Please check Canvas frequently for assignments and changes to the schedule of topics. Required readings will be posted on Canvas. Supporting material for lectures will be posted to the course on Canvas according to the course schedule. Every reasonable effort will be made to post course material to Canvas at least 24 hours prior to the scheduled class date.

12. Policy on Academic Integrity: “Pharmacy practitioners enjoy a special trust and authority based upon the profession’s commitment to a code of ethical behavior in its management of client affairs. The inculcation of a sense of responsible professional behavior is a critical component of professional education, and high standards of ethical conduct are expected of pharmacy students. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including failure of the course involved and dismissal from the college and/or the University. Since dishonesty harms the individual, fellow students, and the integrity of the University and the College of Pharmacy, policies of scholastic dishonesty will be strictly enforced in this class.”

Students are expected to work independently on all examinations. Any student caught cheating will be given a zero on the exam (minimum). Any student suspected of dishonesty will be reported to the Dean of the College of Pharmacy and to the Dean of Students, as per University regulations. Students are expected to have read and understood the current issue of the General Information Catalog published by the Registrar’s Office for information about procedures and about what constitutes scholastic dishonesty.

The UT Honor Code: “The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect towards peers and community.”

13. After the first student leaves the exam room no other student will be allowed to enter the room to start the same exam.

14. Policy on Plagiarism: The University considers plagiarism (presenting someone else’s work as your own) to be a form of scholastic dishonesty. Whenever a student quotes another person’s work, whether published or unpublished, that source must be acknowledged. Even if paraphrased, credit should be given to the person who stated the idea being used. “Not giving credit where credit is due will damage your reputation as a trustworthy researcher.” Policies on plagiarism and referencing can be found on the UT web site http://www.utexas.edu/lbj/writing/plagiarism.pdf.

15. Academic Accommodations: The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. All
University rules concerning accommodations must be followed, including the student arranging for special accommodations prior to each examination. In the absence of such prearrangement, it will be assumed that the student is not requesting special accommodations for that exam and will be expected to take the exam with the rest of the class at the regularly scheduled exam time. “Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students With Disabilities at (512) 471-6259 (voice) or (512) 232-2937 (video phone) or www.utexas.edu/diversity/ddce/ssd.”

16. Religious Holy Days: By UT Austin policy, you must notify me of your absence at least fourteen days prior to the date of observation of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

17. Behavioral Concerns Advice Line (BCAL): If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual’s behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call (512) 232-5050 or visit http://www.utexas.edu/safety/bcal.

18. Use of E-mail for Official Correspondence to Students: E-mail is recognized as an official mode of university correspondence, therefore, you are responsible for reading your email for university and course-related information and announcements. You are responsible for keeping the university informed about changes to your e-mail address. You should check your e-mail regularly and frequently. I recommend daily, but at a minimum twice a week to stay current with university-related communications, some of which may be time-critical. You can find UT Austin’s policies and instructions for updating your email address at http://www.utexas.edu/its/help/utmail/1564.

19. Use of Canvas in Class: In this class I use Canvas, a Web-based course management system with password-protected access at canvas.utexas.edu to distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and to give online quizzes and surveys. You can find support in using Canvas at the ITS Help Desk at (512) 475-9400, Monday through Friday, 8 a.m. to 6 p.m., so plan accordingly. You will be sent an email prior to class giving you instructions on how to use it. The lectures will be videotaped and available on Canvas.

20. Emergency Evacuation Policy: Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation: Familiarize yourself with all exit doors of the classroom and building. Remember that the nearest exit door may not be the one you used when you entered the building.
If you require assistance to evacuate, inform me in writing during the first week of class. In the event of an evacuation, follow my instructions or those of class instructors. Do not re-enter the building unless you are given instructions by the following: Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office. The link to information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.

Please note: If you are not on the UT Austin campus, you must contact the appropriate authorities regarding your campus.