



**Bow Valley
College**

Course Outline

PHRM1401

Prescription Processing
Fall 2023 - Current

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PHRM1401 Prescription Processing

COURSE DESCRIPTION

Learners will apply dispensing policies and procedures while learning the basics of a pharmacy software system. Learners will enter and modify patient, physician, and drug information, interpret prescription information, apply basic third party billing principles, select appropriate products from the system database, and generate appropriate documentation.

REQUISITES	<p>Complete all of the following</p> <ul style="list-style-type: none"> • Complete with a minimum grade of C or concurrently enroll in all of the following courses <ul style="list-style-type: none"> ◦ PHRM1101 - Pharmacy Theory (3) • Complete with a minimum grade of C or concurrently enroll in all of the following courses <ul style="list-style-type: none"> ◦ PHRM1102 - Pharmacy Jurisprudence and Ethics (3) • Complete with a minimum grade of A- or concurrently enroll in all of the following courses <ul style="list-style-type: none"> ◦ PHRM1301 - Pharmacy Calculations I (3)
EQUIVALENTS	None
CREDITS	3
HOURS	45
ELIGIBLE FOR PLAR	No
ZERO TEXTBOOK COST	No

COURSE LEARNING OUTCOMES

Bow Valley College is committed to ensuring our graduates can demonstrate their abilities in key areas that will make them effective citizens and encourage their development as lifelong learners. In addition to the discipline-specific skills that learners acquire in their programs, the College has identified ten learning outcomes.

College-Wide Outcomes:

1. Communication
2. Thinking Skills
3. Numeracy and Financial Literacy
4. Working with Others

5. Digital Literacy
6. Positive Attitudes and Behaviours
7. Continuous Learning
8. Health and Wellness Awareness
9. Citizenship and Intercultural Competence
10. Environmental Sustainability

#	COURSE LEARNING OUTCOME(S)	COLLEGE WIDE OUTCOMES SUPPORTED
1	Maintain system, patient, prescriber, and drug information in the dispensing software database.	5
2	Process prescriptions and reports according to established guidelines.	2, 3, 5
3	Apply drug knowledge to process prescriptions.	2

COURSE MODULES AND SCHEDULE

**Course schedule subject to change, depending on delivery mode and term of study. For exact dates, please consult the Course Offering Information in Brightspace.*

WEEK/HOURS MODULES

Week 1	Prescription Processing
Week 2	Prescription Processing
Week 3	Prescription Processing
Week 4	Prescription Processing
Week 5	Prescription Processing
Week 6	Prescription Processing
Week 7	Review
Week 8	Midterm Evaluation
Week 9	Prescription Processing
Week 10	Prescription Processing
Week 11	Prescription Processing
Week 12	Prescription Processing
Week 13	Prescription Processing
Week 14	Review
Week 15	Final Evaluation

ASSESSMENT

COURSE LEARNING OUTCOME(S)	ASSESSMENT	WEIGHT
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1, 2, 3	Assignments	35%
1, 2, 3	Midterm Evaluation	25%
1, 2, 3	Final Evaluation	40%

Important: For details on each assignment and exam, please see the Course Offering Information.

PERFORMANCE STANDARDS

A minimum grade of D is required to pass this course. However, a program may require a higher grade in this course to progress in the program or to meet specific program completion requirements.

The Pharmacy Technician Program requires a minimum grade of A- in this course to progress in the program.

Please consult with the program area or contact the program chair for further details. A minimum Grade Point Average of 2.0 is required for graduation.

GRADING SCHEME

Grade	Percentage	Grade Point	Description
A+	95-100	4.0	Exceptional: superior knowledge of subject matter
A	90-94	4.0	Excellent: outstanding knowledge of subject matter
A-	85-89	3.67	
B+	80-84	3.33	
B	75-79	3.0	Very Good: knowledge of subject matter generally mastered
B-	70-74	2.67	
C+	67-69	2.33	

C	64-66	2.0	Satisfactory/Acceptable: knowledge of subject matter adequately mastered
C-	60-63	1.67	
D+	57-59	1.33	
D	50-56	1.0	Minimal Pass
F	Less than 50	0.0	Fail: an unsatisfactory performance

REQUIRED LEARNING RESOURCES

Bow Valley College. (current year). *PHRM1401 Prescription processing lab manual*.

Canadian Pharmacists Association. *e-CPS*. Retrieved from <http://www.e-therapeutics.ca/>. BVC access provided.

Additional learning resources may be found in the Course Offering Information or in Brightspace.

ADDITIONAL INFORMATION

NAPRA Competencies:

1.1.1 Apply legal requirements to practice, including federal and provincial/territorial legislation, policies, by-laws, and standards.

1.1.2 Apply federal and provincial/territorial workplace, occupational health and safety, and other related legislation to the practice setting.

1.1.3 Apply federal and provincial/territorial privacy legislation to the collection, use, storage, disclosure and destruction of personal health information.

1.4 Apply principles of professionalism.

1.4.2 Accept responsibility and accountability for own actions and decisions.

1.4.6 Protect the privacy and confidentiality of the patient.

1.5.1 Maintain complete, accurate and secure patient records.

1.5.3 Select appropriate methods to share documentation within the circle of care and facilitate patient care.

2.2 Obtain patient information for pharmacist review.

2.2.1 Gather information from the patient using appropriate interview techniques, including active listening.

2.2.3 Gather information from the patient's health records.

2.2.6 Organize, reconcile and record the patient's information.

2.3.4 Communicate relevant information and identified concerns to the pharmacist in a clear, concise and timely manner.

3.1 Receive, interpret and process a prescription.

3.1.1 Determine the validity, clarity, completeness and authenticity of the prescription and resolve concerns in collaboration with the pharmacist.

3.1.3 Transfer a prescription and receive a transferred prescription.

3.1.4 Interpret numerals, symbols, measurement systems and Latin abbreviations.

3.1.5 Perform pharmaceutical calculations.

3.1.7 Process the adjudication for payment of prescriptions and other pharmacy services using

3.2 Prepare products for dispensing.

3.2.1 Select appropriate products by applying knowledge of brand and generic names, dosages, and dosage forms.

3.2.2 Apply drug interchangeability principles in accordance with applicable formularies, policies or legislation.

3.2.6 Use packaging that is safe and appropriate for the patient, including pre-packaging, multi-dose or unit dose packaging and child-resistant vials.

3.2.7 Label products according to legislative requirements, best safety practices, established protocols and patient-specific needs.

3.3.1 Perform compounding calculations.

- 3.4 Verify the technical aspects of the prescription to ensure accuracy and quality of products.
 - 3.4.1 Identify when an independent double check should be performed.
 - 3.4.2 Check the product and its prescription label against the prescription using a systematic approach.
- 4.1.3 Use and maintain automation and other technology to enhance safety, efficacy and efficiency in the practice setting.
- 4.2 Contribute to the management of pharmacy inventory to ensure safe, effective and efficient product distribution.
 - 4.2.1 Apply inventory and formulary management systems and strategies that incorporate best practices, including new technologies.
- 4.3.1 Use appropriate information technology to organize, maintain and retrieve pharmacy records.
- 4.3.2 Use information technology and record-keeping procedures that maintain the integrity, security and permanence of pharmacy records.
- 7.1.1 Demonstrate proficiency in written and verbal English or French.
- 7.2 Use safe, effective and consistent communication systems.
- 8.2.1 Interact respectfully with other members of the team by accepting accountability for themselves and managing disagreements and conflict.
- 8.4.1 Recognize situations that fall beyond the scope of practice of pharmacy technicians and refer these situations to the pharmacist.
- 9.1.1 Apply principles of patient safety to improve practice.
- 9.2.2 Apply principles of risk management to practice by anticipating, recognizing and managing situations that place the patient at risk.

Additional information may be found in the Course Offering Information or in Brightspace.

ACADEMIC ACCOMMODATIONS

Learners with a disability (learning, physical, and/or mental health) may qualify for academic and exam accommodations. For more information, or to apply for accommodations, learners should make an appointment with Accessibility Services in the Learner Success Services (LSS) Department. Accessibility

Services can also assist learners who may be struggling with learning but do not have a formal diagnosis. To make an appointment visit LSS on the first floor of the south campus or call 403-410-1440. It is the learner's responsibility to contact Accessibility Services and request academic accommodations. For more information, please visit our website at <http://www.bowvalleycollege.ca/accessibility>.

INSTITUTIONAL POLICIES

Bow Valley College is committed to the highest standards of academic integrity and honesty. Learners are urged to become familiar with and uphold the following policies: Academic Integrity (500-1-7), Learner Code of Conduct, Procedures and Guidelines (500-1-1), Learner Appeals (500-1-12), Attendance (500-1-10), Grading (500-1-6), Academic Continuance and Graduation (500-1-5), and Electronic Communications (300-2-13). Audio or video recording of lectures, labs, seminars, or any other teaching and learning environment by learners is allowed only with consent of the instructor as part of an approved accommodation plan. Recorded material is to be used solely for personal study and is not being used or distributed without prior written consent from the instructor.

Turnitin:

Students may be required to submit their course work to Turnitin, a third-party service provider engaged by BVC. Turnitin identifies plagiarism by checking databases of electronic books and articles, archived webpages, and previously submitted student papers. Students acknowledge that any course work or essays submitted to Turnitin will be included as source documents in the Turnitin.com reference database, where it will be used solely to detect plagiarism. The terms that apply to a student's use of Turnitin are described on Turnitin.com.

Online Exam Proctoring:

Examinations for this course may require proctoring through an online proctoring service. Online proctoring enables online exam taking within a controlled and monitored environment, thereby enhancing academic integrity. Online proctoring may occur through a variety of methods, including but not limited to:

- a. live online proctoring where a remote invigilator authenticates identity and observes completion of an exam using specialized software and recordings;
- b. automated proctoring where the exam session is recorded and AI (artificial intelligence) analyzed;
- c. browser lockdown that limits access to other applications, websites, copying, printing, screen capture and other functions; or
- d. a combination of both live/automated proctoring and browser lockdown.

Course instructors will review recordings, analyses, and data obtained through online proctoring for academic integrity infractions. It is the student's responsibility to meet the technical, software, location, and identity verification requirements necessary to enable online proctoring.

Further details of these policies are available in the Academic Calendar and on the Bow Valley College website, bowvalleycollege.ca.

Learners are encouraged to keep a copy of this course outline for future reference.

Collection of Personal Information:

This course, including your image and voice, may be recorded and made available to you and other students taking the course section. By attending the class(es) online or in person, you consent to the collection of your personal information. If you do not wish to be recorded, please contact your instructor before starting the course/class to discuss alternative arrangements.

You may use the recordings only for educational purposes and you must not copy, share, or use the recordings for any other purpose without the instructor's express permission.

Your personal information is collected in accordance with section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) to deliver academic programming, support learner flexibility, promote universal design for learning principles, and for purposes consistent with the course activities and outcomes. If you have any questions about the collection, disclosure, use, or protection of this information, please contact the College's Access and Privacy Officer at foip@bowvalleycollege.ca.