

# **Course Syllabus**

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Course:	PHR 371: Professional Development		
Units/Hours:	2.0 Units / 45 Hours (15 Theory/Lecture, 30 Lab/Application)		
Total Weeks:	5 Weeks		
Instructor:			
Advising Times:			
Phone:			
Email:			
01 0 1 1 1	Monday thro	ugh Thursday	
Class Schedule:	Insert Dates	and Time of Class	
	Title:	Mosby's Review for the Pharmacy Technician Certification Examination	
	Author(s):	James J. Mizner, Jr.	
	Edition:	3	
	ISBN:	9780323113373	
	Title:	Pharmacy Practice for Technicians: Mastering Community & Hosp.	
		Competencies	
	Author(s):	Ballington/Anderson	
	Edition:	5	
Textbook(s):	ISBN:	9780763852269	
	Title:	The Pharmacy Technician	
	Author(s):	Perspective Press	
	Edition:	6	
	ISBN:	9781617314872	
	Title:	The Pharmacy Technician Workbook and Certification Review	
	Author(s):	Perspective Press	
	Edition:	6	
	ISBN:	9781617314889	

### **Prerequisite(s):**

PHR 15, PHR 20, PHR 25, PHR 30, PHR 100, PHR 120, PHR 135, PHR 312

# **Course Description:**

The focus of this course is to prepare students for the certification exam through practice and review based on established certification criteria. Students will be provided with an online self-paced study program and instructor facilitated review. Students will also take a practice exam built to content specifications with the same look, feel, and functionality as an actual certification exam.

### **Course Learning Outcomes**

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

- 1. Demonstrate competencies needed for certification
- 2. Devise an individualized study plan for certification

### **Grade Item Weights**

- 40% Homework and Projects
- 30% Exams

- 20% Quizzes
- 10% Professionalism

## **Course Policies**

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional polices please view your <u>College Catalog</u>.

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. <u>Click here</u> for some additional information on Plagiarism and how to avoid it.
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.
Late Assignment Policy	Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.

#### **Grading Scale**

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	-	100%	=	Α
80	-	89%	=	В
70	-	79%	=	C*
65	-	69%	=	D
	Below	v 65	=	F

\* Students must pass this course with 70% or better for credit in the course

# Weekly Outline of Curriculum

Week 1

# Course Learning Outcome(s) Addressed

<ol> <li>Know and apply pharmacology for technicians         <ol> <li>I.1.1 Differentiate generic and brand names of pharmaceuticals</li> <li>I.2.2 Explain therapeutic equivalence</li> <li>I.3.5 Describe drug interactions (e.g., drug disease, drug drug, drug dietary supplement, drug OTC, drug- laboratory, drug-nation)</li> <li>I.4.4 Calculare Serrogaths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy</li> <li>I.5.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications</li> <li>I.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>I.2.6 Understand and apply pharmacy law and regulations</li> <li>I.2.1 Describe storage, handling, and disposal of hazardous substances and wates (e.g., SDS)</li> <li>I.2.2 Describe hazardous substance commentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>I.2.6 Describe Record Receiving, documentation, and record reterotion (e.g., legnth of time prescriptions are maintained on file)</li> <li>I.2.6 Describe Record Receiving, documentation, and record reterotion (e.g., legnth of time prescriptions are maintained on file)</li> <li>I.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>I.2.9 Explain ther requirement for consultation (e.g., OBRA90)</li> <li>I.2.10 Describe infaction control standards regarding the roles and regulations</li> <li>I.2.11 Describe infaction control standards regarding the regulations</li> <li>I.2.12 Describe infaction control standards (e.g., Intol washing, PPI)</li> <li>I.2.13 Describe infaction control standards (e.g., Intol washing, PPI)</li></ol></li></ol>	CLO 1: Dem	onstrat	e competencies needed for certification
<ul> <li>1.1.2 Explain therapeutic equivalence</li> <li>1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug- laboratory, drug-matricen)</li> <li>1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy</li> <li>1.1.5 Explain common and severe side or adverse effects, allengies, and therapeutic contraindications associated with medications</li> <li>1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>1.2 Understand and apply pharmacy law and regulations</li> <li>1.2.1 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, späl kit, SDS)</li> <li>1.2.3 Evaphin controlled substance exposure, prevention and treatment (e.g., eyewash, späl kit, SDS)</li> <li>1.2.4 Explain controlled substance transfer regulations (DEA)</li> <li>1.2.6 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, späl kit, SDS)</li> <li>1.2.5 Evaphin controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.6 Describe Record Record Record Record record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain estricted drug programs and related prescription-processing requirements (e.g., chalidomide, isotretinoin, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain HDA's recall classification</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, counterpo, and equipment) (OSTA, USP 795 and 797)</li> <li>1.2.12 Describe record Record Record and arcelled produets and supplies (TJC, BOP)</li> <li>1.2.13 Explain the recordilation hetweat stat and fed</li></ul>	1.1	Know a	and apply pharmacology for technicians
<ul> <li>1.1.3 Describe drag interactions (e.g., drag-disease, drag-drag, drag-dietary supplement, drag-OTC, drag-laboratory, drag-nutrient)</li> <li>1.1.4 Calculate Strengthy, does and describe dosage forms, physical appearance, routes of administration, and duration of drag therapy</li> <li>1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications</li> <li>1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>1.1.6 Describe storage, handling, and disposal of bazardous substances and wastes (e.g., SDS)</li> <li>1.2.1 Describe storage, handling, and disposal of bazardous substances and wastes (e.g., SDS)</li> <li>1.2.2 Describe hazardous substance exposure, prevention and reatment (e.g., eyewash, spill kit, SDS)</li> <li>1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.6 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintined on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., hulkdomide, isotretinoin, closapine</li> <li>1.2.8 Assesse sprofessional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Describe record keeping for repackaged and recalled products and supplies (IJC, BOP)</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertory, and equipment) (OSFA, USP 792 and 797)</li> <li>1.2.12 Describe record keeping for repackaged and recalled products and supplies (IJC, BOP)</li> <li>1.3.1 Describe infection control standards (e.g., hand washing, PPI)</li> <li>1.3.2 Desc</li></ul>		1.1.1	Differentiate generic and brand names of pharmaceuticals
<ul> <li>laboratory, drog-nutrient)</li> <li>1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drag therapy</li> <li>1.1.5 Teptain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications</li> <li>1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>1.2 Understand and apply pharmacy law and regulations</li> <li>1.2.1 Describe stongs, handling, and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>1.2.2 Describe hazardous substance transfer regulations (DEA)</li> <li>1.2.4 Explain controlled substance transfer regulations (DEA)</li> <li>1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., fullPAA, backing up and archiving)</li> <li>1.2.9 Explain the requirement for consultation (e.g., OBRA90)</li> <li>1.2.10 Describe infection control standards (e.g., Inmiar air flow, clean room, hand washing, cleaning counting trays, counterop, and equipment) (OSHA, USP 795 and 7977)</li> <li>1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)</li> <li>1.2.14 Understand there aconciliation between state and federal laws and regulations</li> <li>1.2.15 Describe infection control standards (e.g., huminar air flow, clean room, hand washing, cleaning counting trays, counterop, nan equipment) (OSHA, USP 795 and 7977)</li> <li>1.2.12 Describe infection control standards (e.g., haninar air flow, clean room, hand washing, cleaning counting trays, counterop, and equipment) (OSHA, USP 795 and 7977)</li> <li>1.2.14 Understand ther econciliation between state and federal laws and regulations</li> <li>1.3.15 Describe Infection control standar</li></ul>		1.1.2	Explain therapeutic equivalence
<ul> <li>duration of drug therapy</li> <li>1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications</li> <li>1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>1.2 Understand an apply pharmacy law and regulations</li> <li>1.2 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>1.2.1 Describe storage, handling and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>1.2.3 Describe hazardous substance exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)</li> <li>1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DIA)</li> <li>1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain file requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Excibe record keeping documentation (e.g., OBRA'90)</li> <li>1.2.11 Describe record keeping in repractaged and recalled products and supplies (TJC, BOP)</li> <li>1.2.12 Describe the facility, equipment] (OSHA, USP '75 and '77)</li> <li>1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)</li> <li>1.2.14 Understand the reconciliation between state and federal laws and regulations</li> <li>2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)</li> <li>1.3 Understand sterile and non-sterile compounding</li> <li>1.3.15 Describe the facility, equipment, and supply requ</li></ul>		1.1.3	
<ul> <li>with medications</li> <li>1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements</li> <li>1.2 Understand and apply plarmacy law and regulations</li> <li>1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)</li> <li>1.2.3 Evaluate controlled substance transfer regulations (DEA)</li> <li>1.2.4 Explain controlled substance target requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.6 Describe Record keeping, documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.6 Describe Record keeping, documentation and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain restricted drug programs and related products and supplics (FJC, BOP)</li> <li>1.2.10 Explain the requirement for consultation (e.g., OBRA90)</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)</li> <li>1.2.12 Describe the facility, equipment, and supply products and supplies (FJC, BOP)</li> <li>1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacist, pharmacy technicians, and other pharmacy employees (TJC, BOP)</li> <li>1.2.14 Understand sterile and non-sterile compounding</li> <li>1.3.1 Describe Infection control standards (e.g., hand washing, PPE)</li> <li>1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)</li> <li>1.3.3 Explain non-sterile compoundin</li></ul>		1.1.4	
<ol> <li>Understand and apply pharmacy law and regulations</li> <li>Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kir, SDS)</li> <li>Bevaluate controlled substance transfer regulations (DEA)</li> <li>Explain controlled substance transfer regulations (DEA)</li> <li>Describe Record keeping, documentation requirements for receiving, ordering, returning, loss/theft, destruction (DLA)</li> <li>Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>Resplain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine</li> <li>Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>Explain restricted drug programs (e.g., OBRA90)</li> <li>Describe record keeping for repackaged and recalled products and supplies (U/G, BOP)</li> <li>Bescribe record keeping for repackaged and recalled products and supplies (U/G, BOP)</li> <li>Evaluate professional standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSIIA, USP 795 and 797)</li> <li>Leze Describe record keeping for repackaged and recalled products and supplies (U/G, BOP)</li> <li>Statuate the reconciliation between state and federal laws and regulations</li> <li>Describe the facility, equipment, and supply requirements (e.g., space requirements, pharmacy technicians, and other pharmacy employees (U/G, BOP)</li> <li>Understand the reason for documentation (e.g., batch preparation, compounding record)</li> <li>Describe the facility, equipment and supplice (u, space requirements, prescription file storage, cleannines, reference materials) (U/C, USP, BOP)</li> <li>Understand sterile and non-sterile</li></ol>		1.1.5	
<ul> <li>1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)</li> <li>1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)</li> <li>1.2.3 Evaluate controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record kceping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidonide, isotretinion, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain reprivation (OSIIA, USP 795 and 797)</li> <li>1.2.12 Describe record kceping for repackaged and recalled products and supplies (IJC, BOP)</li> <li>1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (IJC, BOP)</li> <li>1.2.14 Understand the reconciliation between state and federal laws and regulations</li> <li>1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanling, requirements (e.g., space requirements, prescription file storage, cleanling, requirements (e.g., batch preparation, compounding record)</li> <li>1.3.1 Describe Infection control standards (e.g., batch preparation, compounding record)</li> <li>1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)</li> <li>1.3.5 Explain the reason for documentation (e.g., batch preparation, compounding record)</li> <li>1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)</li> <li>1.3.5 Explain n</li></ul>		1.1.6	Explain dosage and indication of legend, OTC medications, herbal and dietary supplements
<ul> <li>1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)</li> <li>1.2.3 Evaluate controlled substance transfer regulations (DEA)</li> <li>1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.6 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are minitatined on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIIPAA, backing up and archiving)</li> <li>1.2.9 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain TeA's recall classification</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP '95 and 707)</li> <li>1.2.12 Describe record keeping for repackaged and recalled products and supplies (IJC, BOP)</li> <li>1.2.14 Understand the reconciliation between state and federal laws and regulations</li> <li>1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (IJC, USP, BOP)</li> <li>1.3 Understand sterile and non-sterile compounding</li> <li>1.3.1 Describe Infection control standards (e.g., hand washing, PPE)</li> <li>1.3.2 Describe Infection control standards (e.g., hand washing, spins of incompatibility)</li> <li>1.3.5 Explain the reason for documentation (e.g., bach preparation, compounding record)</li> <li>1.3.4 Determine product stability (e.g., beyo</li></ul>	1.2	Unders	tand and apply pharmacy law and regulations
<ul> <li>1.2.3 Evaluate controlled substance transfer regulations (DEA)</li> <li>1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)</li> <li>1.2.9 Explain the return for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain FDA's recall classification</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)</li> <li>1.2.12 Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)</li> <li>1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)</li> <li>1.2.14 Understand the reconciliation between state and federal laws and regulations</li> <li>1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanlines, reference materials) (TJC, USP, BOP)</li> <li>1.3 Understand there conciliation control standards (e.g., hand washing, PPE)</li> <li>1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)</li> <li>1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)</li> <li>1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)</li> <li>1.3.5 Explain non-sterile compounding processes</li> <li>1.3.7 Explain non-sterile compounding processes</li></ul>		1.2.1	Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
<ul> <li>1.2.3 Evaluate controlled substance transfer regulations (DEA)</li> <li>1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)</li> <li>1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)</li> <li>1.2.6 Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)</li> <li>1.2.7 Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine</li> <li>1.2.8 Assess professional standards related to data integrity, security, and confidentiality (e.g., IIIPAA, backing up and archiving)</li> <li>1.2.9 Explain retrievent for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain the requirement for consultation (e.g., OBRA'90)</li> <li>1.2.10 Explain the requirement (or transfer regulations (IC, BOP)</li> <li>1.2.11 Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSIIA, USP 795 and 797)</li> <li>1.2.12 Describe record keeping for repackaged and recalled products and supplies (IJC, BOP)</li> <li>1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (IJC, BOP)</li> <li>1.2.14 Understand the reconciliation between state and federal laws and regulations</li> <li>1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanlines, reference materials) (IJC, USP, BOP)</li> <li>1.3 Understand sterile and non-sterile compounding</li> <li>1.3.1 Describe landerine compounding</li> <li>1.3.2 Describe handling and disposal requirements (e.g., space requirements, prescription file storage, cleanlines, reference materials) (IJC, USP, BOP)</li> <li>1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)</li> <li>1.3.5 Explain the</li></ul>		1.2.2	
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<ul> <li>1.3.6 Explain sterile compounding processes</li> <li>1.3.7 Explain non-sterile compounding processes</li> <li>1.4 Summarize medication safety</li> <li>1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)</li> <li>1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)</li> <li>1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic</li> </ul>		1.3.4	Determine product stability (e.g., beyond use dating, signs of incompatibility)
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<ul> <li>1.4 Summarize medication safety</li> <li>1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)</li> <li>1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)</li> <li>1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic</li> </ul>		1.3.6	Explain sterile compounding processes
<ol> <li>Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)</li> <li>Describe patient package insert and medication guide requirements (e.g., special directions and precautions)</li> <li>Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic</li> </ol>		1.3.7	Explain non-sterile compounding processes
<ul> <li>patient)</li> <li>1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)</li> <li>1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic</li> </ul>	1.4	Summa	rize medication safety
<ul><li>precautions)</li><li>1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic</li></ul>		1.4.1	
		1.4.2	
		1.4.3	

- 1.4.4 Recognize look-alike/sound-alike medications
- 1.4.5 Recognize high-alert/risk medications
- 1.4.6 Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)
- 1.5 Discuss pharmacy quality assurance
  - 1.5.1 Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)
  - 1.5.2 Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)
  - 1.5.3 Describe risk management guidelines and regulations (e.g., error prevention strategies)
  - 1.5.4 Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)
  - 1.5.5 Explain productivity, efficiency, and customer satisfaction measures
- 1.6 Explain medication order entry and fill process
  - 1.6.1 Explain order entry process
  - 1.6.2 Describe intake, interpretation, and data entry
  - 1.6.3 Calculate doses required
  - 1.6.4 Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)
  - 1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)
  - 1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)
  - 1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)
- 1.7 Understand protocol for pharmacy inventory management
  - 1.7.1 Explain the function and application of NDC, lot numbers and expiration dates
  - 1.7.2 Describe formulary or approved/preferred product list
  - 1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)
  - 1.7.4 Describe the storage requirements (e.g., refrigeration, freezer, warmer)
  - 1.7.5 Describe removal (e.g., recalls, returns, outdates, reverse distribution)
- 1.8 Summarize pharmacy billing and reimbursement
  - 1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)
  - 1.8.2 Describe third party resolution (e.g., prior authorization, rejected claims, plan limitations)
  - 1.8.3 Describe third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay)
  - 1.8.4 Describe healthcare reimbursement systems (e.g., home health, long-term care, home infusion)
  - 1.8.5 Describe coordination of benefits
- 1.9 Explain information systems usage and application
  - 1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)
  - 1.9.2 Describe databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports)

### CLO 2: Devise an individualized study plan for certification

- 2.1 Discuss various methods to prepare for certification exam(s)
- 2.2 Complete a practice certification exam and perform a needs assessment of content areas outlining strengths and weaknesses
- 2.3 Evaluate tips for studying that match personal style
- 2.4 Develop a certification examination plan that is realistic and personal for preparing for a successful examination outcome
- 2.5 Utilize expertise of instructor to guide individualized course of study for certification

WEEK 1 ACTIVITIES			
Objective(s)	Topics	Assignment/Due Date	

		Weekly Outline of Curriculum
		Week 2
		Course Learning Outcome(s) Addressed
CLO 1: Dem	nonstrat	e competencies needed for certification
1.1	Know a	and apply pharmacology for technicians
	1.1.1	Differentiate generic and brand names of pharmaceuticals
	1.1.2	Explain therapeutic equivalence
	1.1.3	Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug- laboratory, drug-nutrient)
	1.1.4	Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy
	1.1.5	Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications
	1.1.6	Explain dosage and indication of legend, OTC medications, herbal and dietary supplements
1.2	Unders	tand and apply pharmacy law and regulations
	1.2.1	Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
	1.2.2	Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)
	1.2.3	Evaluate controlled substance transfer regulations (DEA)
	1.2.4	Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)
	1.2.5	Identify the formula to verify the validity of a prescriber's DEA number (DEA)
	1.2.6	Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)
	1.2.7	Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine
	1.2.8	Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)
	1.2.9	Explain the requirement for consultation (e.g., OBRA'90)
	1.2.10	Explain FDA's recall classification
	1.2.11	Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)
	1.2.12	Describe record keeping for repackaged and recalled products and supplies (IJC, BOP)

- 1.2.13 Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)
- 1.2.14 Understand the reconciliation between state and federal laws and regulations
- 1.2.15 Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)
- 1.3 Understand sterile and non-sterile compounding
  - 1.3.1 Describe Infection control standards (e.g., hand washing, PPE)
  - 1.3.2 Describe handling and disposal requirements (e.g., receptacles, waste streams)
  - 1.3.3 Explain the reason for documentation (e.g., batch preparation, compounding record)
  - 1.3.4 Determine product stability (e.g., beyond use dating, signs of incompatibility)
  - 1.3.5 Explain selection and use of equipment and supplies
  - 1.3.6 Explain sterile compounding processes
  - 1.3.7 Explain non-sterile compounding processes
- 1.4 Summarize medication safety
  - 1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)
  - 1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)
  - 1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)
  - 1.4.4 Recognize look-alike/sound-alike medications
  - 1.4.5 Recognize high-alert/risk medications
  - 1.4.6 Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)
- 1.5 Discuss pharmacy quality assurance
  - 1.5.1 Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)
  - 1.5.2 Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)
  - 1.5.3 Describe risk management guidelines and regulations (e.g., error prevention strategies)
  - 1.5.4 Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)
  - 1.5.5 Explain productivity, efficiency, and customer satisfaction measures
- 1.6 Explain medication order entry and fill process
  - 1.6.1 Explain order entry process
  - 1.6.2 Describe intake, interpretation, and data entry
  - 1.6.3 Calculate doses required
  - 1.6.4 Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)
  - 1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)
  - 1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)
  - 1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)
- 1.7 Understand protocol for pharmacy inventory management
  - 1.7.1 Explain the function and application of NDC, lot numbers and expiration dates
  - 1.7.2 Describe formulary or approved/preferred product list
  - 1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)
  - 1.7.4 Describe the storage requirements (e.g., refrigeration, freezer, warmer)
  - 1.7.5 Describe removal (e.g., recalls, returns, outdates, reverse distribution)
- 1.8 Summarize pharmacy billing and reimbursement

- 1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)
- 1.8.2 Describe third party resolution (e.g., prior authorization, rejected claims, plan limitations)
- 1.8.3 Describe third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay)
- 1.8.4 Describe healthcare reimbursement systems (e.g., home health, long-term care, home infusion)
- 1.8.5 Describe coordination of benefits
- 1.9 Explain information systems usage and application
  - 1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)
  - 1.9.2 Describe databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports)

#### CLO 2: Devise an individualized study plan for certification

- 2.1 Discuss various methods to prepare for certification exam(s)
- 2.2 Complete a practice certification exam and perform a needs assessment of content areas outlining strengths and weaknesses
- 2.3 Evaluate tips for studying that match personal style
- 2.4 Develop a certification examination plan that is realistic and personal for preparing for a successful examination outcome
- 2.5 Utilize expertise of instructor to guide individualized course of study for certification

# WEEK 2 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date

Weekly Outline of Curriculum
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# Week 3

### Course Learning Outcome(s) Addressed

### CLO 1: Demonstrate competencies needed for certification

- 1.1 Know and apply pharmacology for technicians
  - 1.1.1 Differentiate generic and brand names of pharmaceuticals
  - 1.1.2 Explain therapeutic equivalence
  - 1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, druglaboratory, drug-nutrient)
  - 1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy

	1.1.5	Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications
	1.1.6	Explain dosage and indication of legend, OTC medications, herbal and dietary supplements
1.2	Unders	tand and apply pharmacy law and regulations
	1.2.1	Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
	1.2.2	Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)
	1.2.3	Evaluate controlled substance transfer regulations (DEA)
	1.2.4	Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)
	1.2.5	Identify the formula to verify the validity of a prescriber's DEA number (DEA)
	1.2.6	Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)
	1.2.7	Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine
	1.2.8	Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)
	1.2.9	Explain the requirement for consultation (e.g., OBRA'90)
	1.2.10	Explain FDA's recall classification
	1.2.11	Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)
	1.2.12	Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)
	1.2.13	Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)
	1.2.14	Understand the reconciliation between state and federal laws and regulations
	1.2.15	Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)
1.3	Unders	tand sterile and non-sterile compounding
	1.3.1	Describe Infection control standards (e.g., hand washing, PPE)
	1.3.2	Describe handling and disposal requirements (e.g., receptacles, waste streams)
	1.3.3	Explain the reason for documentation (e.g., batch preparation, compounding record)
	1.3.4	Determine product stability (e.g., beyond use dating, signs of incompatibility)
	1.3.5	Explain selection and use of equipment and supplies
	1.3.6	Explain sterile compounding processes
	1.3.7	Explain non-sterile compounding processes
1.4		urize medication safety
	1.4.1	Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)
	1.4.2	Describe patient package insert and medication guide requirements (e.g., special directions and precautions)
	1.4.3	Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)
	1.4.4	Recognize look-alike/sound-alike medications
	1.4.5	Recognize high-alert/risk medications
	1.4.6	Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)
1.5		s pharmacy quality assurance
	1.5.1	Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)
	1.5.2	Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)
	1.5.3	Describe risk management guidelines and regulations (e.g., error prevention strategies)

(	Objective	e(s)	Topics	Assignment/Due Date
			WEEK 3 ACTIVITIES	
2.5	Utilize	expertise of instructo	r to guide individualized course of study for ce	rtification
2.4	Develo outcom		ination plan that is realistic and personal for pr	reparing for a successful examination
2.3			at match personal style	· · · · · ·
2.2	weakne	esses	tion exam and perform a needs assessment of e	content areas outlining strengths and
2.1			prepare for certification exam(s)	
CLO 2: Dev			dy plan for certification	
	1.9.2		, pharmacy computer applications, and docume rface, inventory report, usage reports, override	
	1.9.1	medication orders drug use, drug aller		patient adherence, risk factors, alcohol
1.9	-	•	s usage and application	
	1.8.5	Describe coordinat		
	1.8.4	Describe healthcar	e reimbursement systems (e.g., home health, los	ng-term care, home infusion)
	1.8.3	Describe third-part self-pay)	y reimbursement systems (e.g., PBM, medicatio	on assistance programs, coupons, and
	1.8.2	-	y resolution (e.g., prior authorization, rejected o	± ,
	1.8.1		ement policies and plans (e.g., HMOs, PPO, CM	
1.8		arize pharmacy billing		
	1.7.5		e.g., recalls, returns, outdates, reverse distributi	on)
	1.7.4		ge requirements (e.g., refrigeration, freezer, war	
	1.7.3	-	ng and receiving processes (e.g., maintain par le	,
	1.7.2	Describe formulary	v or approved/preferred product list	
	1.7.1		on and application of NDC, lot numbers and ex	piration dates
1.7		-	armacy inventory management	<i>,</i>
	1.6.7		nsing process (e.g., validation, documentation a	
	1.6.6	information)	ing requirements (e.g., type of bags, syringes, g	
	1.6.5	and prepare produ		
	1.6.3 1.6.4	Calculate doses rec	uired ocess (e.g., select appropriate product, apply sp	ecial handling requirements measure
	1.6.2		terpretation, and data entry	
	1.6.1	Explain order entry	1	
1.6	-	n medication order er	• •	
	1.5.5		ty, efficiency, and customer satisfaction measur	es
	1.5.4	Identify communic product recalls, she	ation channels necessary to ensure appropriate ortages)	follow-up and problem resolution (e.g.,

		Weekly Outline of Curriculum			
	Week 4				
		Course Learning Outcome(s) Addressed			
CLO 1: Dem	nonstrat	e competencies needed for certification			
1.1	Know	and apply pharmacology for technicians			
	1.1.1	Differentiate generic and brand names of pharmaceuticals			
	1.1.2	Explain therapeutic equivalence			
	1.1.3	Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug- laboratory, drug-nutrient)			
	1.1.4	Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy			
	1.1.5	Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications			
	1.1.6	Explain dosage and indication of legend, OTC medications, herbal and dietary supplements			
1.2	Unders	stand and apply pharmacy law and regulations			
	1.2.1	Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)			
	1.2.2	Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)			
	1.2.3	Evaluate controlled substance transfer regulations (DEA)			
	1.2.4	Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)			
	1.2.5	Identify the formula to verify the validity of a prescriber's DEA number (DEA)			
	1.2.6	Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)			
	1.2.7	Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine			
	1.2.8	Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)			
	1.2.9	Explain the requirement for consultation (e.g., OBRA'90)			
	1.2.10	Explain FDA's recall classification			
	1.2.11	Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)			
	1.2.12	Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)			
	1.2.13	Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)			
	1.2.14	Understand the reconciliation between state and federal laws and regulations			
	1.2.15	Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)			
1.3	Unders	tand sterile and non-sterile compounding			
	1.3.1	Describe Infection control standards (e.g., hand washing, PPE)			
	1.3.2	Describe handling and disposal requirements (e.g., receptacles, waste streams)			
	1.3.3	Explain the reason for documentation (e.g., batch preparation, compounding record)			
	1.3.4	Determine product stability (e.g., beyond use dating, signs of incompatibility)			

1.3.5	Explain	selection	and use	of equipmen	t and supplies
1.5.5	Ехріаш	selection	and use	or equipment	t and supplies

- 1.3.6 Explain sterile compounding processes
- 1.3.7 Explain non-sterile compounding processes
- 1.4 Summarize medication safety
  - 1.4.1 Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)
  - 1.4.2 Describe patient package insert and medication guide requirements (e.g., special directions and precautions)
  - 1.4.3 Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)
  - 1.4.4 Recognize look-alike/sound-alike medications
  - 1.4.5 Recognize high-alert/risk medications
  - 1.4.6 Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)
- 1.5 Discuss pharmacy quality assurance
  - 1.5.1 Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)
  - 1.5.2 Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)
  - 1.5.3 Describe risk management guidelines and regulations (e.g., error prevention strategies)
  - 1.5.4 Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)
  - 1.5.5 Explain productivity, efficiency, and customer satisfaction measures
- 1.6 Explain medication order entry and fill process
  - 1.6.1 Explain order entry process
  - 1.6.2 Describe intake, interpretation, and data entry
  - 1.6.3 Calculate doses required
  - 1.6.4 Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)
  - 1.6.5 Explain the labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information)
  - 1.6.6 Explain the packaging requirements (e.g., type of bags, syringes, glass, pvc, child resistant, light resistant)
  - 1.6.7 Describe the dispensing process (e.g., validation, documentation and distribution)
- 1.7 Understand protocol for pharmacy inventory management
  - 1.7.1 Explain the function and application of NDC, lot numbers and expiration dates
  - 1.7.2 Describe formulary or approved/preferred product list
  - 1.7.3 Explain the ordering and receiving processes (e.g., maintain par levels, rotate stock)
  - 1.7.4 Describe the storage requirements (e.g., refrigeration, freezer, warmer)
  - 1.7.5 Describe removal (e.g., recalls, returns, outdates, reverse distribution)
- 1.8 Summarize pharmacy billing and reimbursement
  - 1.8.1 Evaluate reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans)
  - 1.8.2 Describe third party resolution (e.g., prior authorization, rejected claims, plan limitations)
  - 1.8.3 Describe third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay)
  - 1.8.4 Describe healthcare reimbursement systems (e.g., home health, long-term care, home infusion)
  - 1.8.5 Describe coordination of benefits
- 1.9 Explain information systems usage and application
  - 1.9.1 Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)

1.9.2 Describe databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports)						
CLO 2: Dev	CLO 2: Devise an individualized study plan for certification					
2.1	Discuss various methods to	prepare for certification exam(s)				
2.2	Complete a practice certification weaknesses	ation exam and perform a needs assessment of c	ontent areas outlining strengths and			
2.3	Evaluate tips for studying th	nat match personal style				
2.4	Develop a certification exam outcome	nination plan that is realistic and personal for pro-	eparing for a successful examination			
2.5	Utilize expertise of instructo	or to guide individualized course of study for cer	tification			
WEEK 4 ACTIVITIES						
Objective(s)         Topics         Assignment/Due Date						
Weekly Outline of Curriculum						

# Week 5

# Course Learning Outcome(s) Addressed

## CLO 1: Demonstrate competencies needed for certification

- 1.1 Know and apply pharmacology for technicians
  - 1.1.1 Differentiate generic and brand names of pharmaceuticals
  - 1.1.2 Explain therapeutic equivalence
  - 1.1.3 Describe drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, druglaboratory, drug-nutrient)
  - 1.1.4 Calculate Strengths/dose and describe dosage forms, physical appearance, routes of administration, and duration of drug therapy
  - 1.1.5 Explain common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications
  - 1.1.6 Explain dosage and indication of legend, OTC medications, herbal and dietary supplements
- 1.2 Understand and apply pharmacy law and regulations
  - 1.2.1 Describe storage, handling, and disposal of hazardous substances and wastes (e.g., SDS)
  - 1.2.2 Describe hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, SDS)
  - 1.2.3 Evaluate controlled substance transfer regulations (DEA)
  - 1.2.4 Explain controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA)
  - 1.2.5 Identify the formula to verify the validity of a prescriber's DEA number (DEA)

	1.2.6	Describe Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file)
	1.2.7	Explain restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine
	1.2.8	Assess professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving)
	1.2.9	Explain the requirement for consultation (e.g., OBRA'90)
	1.2.10	Explain FDA's recall classification
	1.2.11	Describe infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797)
	1.2.12	Describe record keeping for repackaged and recalled products and supplies (TJC, BOP)
	1.2.13	Evaluate professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP)
	1.2.14	Understand the reconciliation between state and federal laws and regulations
	1.2.15	Describe the facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP)
1.3	Unders	tand sterile and non-sterile compounding
	1.3.1	Describe Infection control standards (e.g., hand washing, PPE)
	1.3.2	Describe handling and disposal requirements (e.g., receptacles, waste streams)
	1.3.3	Explain the reason for documentation (e.g., batch preparation, compounding record)
	1.3.4	Determine product stability (e.g., beyond use dating, signs of incompatibility)
	1.3.5	Explain selection and use of equipment and supplies
	1.3.6	Explain sterile compounding processes
	1.3.7	Explain non-sterile compounding processes
1.4	Summa	urize medication safety
	1.4.1	Explain error prevention strategies for data entry (e.g., prescription or medication order to correct patient)
	1.4.2	Describe patient package insert and medication guide requirements (e.g., special directions and precautions)
	1.4.3	Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, misuse, missed dose)
	1.4.4	Recognize look-alike/sound-alike medications
	1.4.5	Recognize high-alert/risk medications
	1.4.6	Demonstrate common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations)
1.5	Discuss	s pharmacy quality assurance
	1.5.1	Evaluate quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) number, bar code, data entry)
	1.5.2	Describe infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping)
	1.5.3	Describe risk management guidelines and regulations (e.g., error prevention strategies)
	1.5.4	Identify communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages)
	1.5.5	Explain productivity, efficiency, and customer satisfaction measures
1.6	Explair	n medication order entry and fill process
	1.6.1	Explain order entry process
	1.6.2	Describe intake, interpretation, and data entry
	1.6.3	Calculate doses required
	1.6.4	Describe the fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final check)

	1.6.5	Explain the labelin information)	g requirements (e.g., auxiliary and warning labe	els, expiration date, patient specific
	1.6.6	,	ing requirements (e.g., type of bags, syringes, g	lass, pvc, child resistant, light resistant)
	1.6.7		nsing process (e.g., validation, documentation	
1.7	Unders	rstand protocol for pharmacy inventory management		
	1.7.1	Explain the function	on and application of NDC, lot numbers and e	xpiration dates
	1.7.2	Describe formulary	v or approved/preferred product list	
	1.7.3	Explain the orderin	ng and receiving processes (e.g., maintain par le	evels, rotate stock)
	1.7.4	Describe the storage	ge requirements (e.g., refrigeration, freezer, was	rmer)
	1.7.5	Describe removal (	e.g., recalls, returns, outdates, reverse distribut	ion)
1.8	Summa	rize pharmacy billing	and reimbursement	
	1.8.1	Evaluate reimburse	ement policies and plans (e.g., HMOs, PPO, C	MS, private plans)
	1.8.2	Describe third part	y resolution (e.g., prior authorization, rejected	claims, plan limitations)
	1.8.3	Describe third-part self-pay)	ry reimbursement systems (e.g., PBM, medicati	on assistance programs, coupons, and
	1.8.4	Describe healthcar	e reimbursement systems (e.g., home health, lo	ong-term care, home infusion)
	1.8.5	Describe coordinat	ion of benefits	
1.9	Explain	information systems	s usage and application	
	1.9.1	Describe pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g., maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects)		
	1.9.2	Describe databases drug database, inte	, pharmacy computer applications, and docum rface, inventory report, usage reports, override	entation management (e.g., user access, reports, diversion reports)
CLO 2: Devi	se an ir	dividualized stu	dy plan for certification	
2.1	Discuss	s various methods to	prepare for certification exam(s)	
2.2	Comple weakne		tion exam and perform a needs assessment of	content areas outlining strengths and
2.3	Evaluat	te tips for studying th	at match personal style	
2.4	Develo outcom		ination plan that is realistic and personal for p	reparing for a successful examination
2.5	Utilize	expertise of instructo	r to guide individualized course of study for ce	ertification
			WEEK 5 ACTIVITIES	
0	bjective	2(s)	Topics	Assignment/Due Date
0	bjeenv	-(0)	Topics	Tissigninent, Due Dute

## Technology Requirements (Hardware/Software)

If your course or program is hybrid or blended, please refer to the <u>Online Technical Requirements</u> web page for the eCourses technical requirements to ensure your computer at home will fully support your coursework. Internet Explorer is the recommended browser. In addition, Microsoft Office applications such as Word, Excel and PowerPoint are standard for SJVC eCourses.

Due to the necessity of technology in eCourses, you must have a backup plan for using an alternative computer with internet access in case of problems with your personal computer. If you live near any SJVC campus, you may use the computer labs located on each campus. If you have a technology problem that affects your ability to access your online course, please notify your instructor immediately. If you can access other internet sites but cannot access your online course, you need to contact the <u>SJVC</u> <u>Help Desk</u> to seek assistance.

If you have no internet access at all, it is not an SJVC eCourses issue. Please be aware that the Help Desk does not cover problems that you may be experiencing with your computer hardware, internet connection, or other technical problems that may require a technician or intervention from your Internet Service Provider.

## Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook*, the *College Catalog* and your *program handbook* (if applicable)\*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
  - i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
  - ii. Missed quizzes may not be taken.
  - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.

- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

# This syllabus is only a guideline and subject to change.

\*Some programs have additional program requirements. Please see your Program Director or Instructor for details.

# Instructional Strategies and Methods for Assessing Student Learning Outcomes:

# 1. Critical Thinking Tasks and Assignments:

Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

# 2. Required Reading, Writing, Projects, and Outside of Class Assignments:

Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

# 3. Methods to Measure Achievement of Student Learning Outcomes:

Students in this course will be graded in the following categories:

# a) Writing Assignments:

- Written homework
- Research papers
- Term or other papers

# b) Computational or Non-Computational Problem Solving Demonstrations:

- Exams
- Homework problems
- Quizzes

# c) Skill Demonstration:

- Individual and group presentations
- Performance exams

- Skill competencies
- Case studies

# d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

CREDO	<ul> <li>Credo will take you through various online modules and give you the foundation you need to write your next paper.</li> <li>Starting Your Research Paper</li> <li>Types of Sources</li> <li>Startic surd Technices</li> </ul>
	<ul><li>Search Strategies and Techniques</li><li>Evaluating and Using Information</li></ul>
	APA Citations and Tools
	Presenting Information
	Access Credo through InfoZone under the "eCourses" tab. Credo can be found in the "My Courses" section.
LIRN	The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, technical and more.
	Access to databases
	<ul> <li>Journals, magazines, newspapers</li> <li>Reference works</li> </ul>
	<ul> <li>Reference works</li> <li>Podcasts, audio, video and images</li> </ul>
	Access LIRN through InfoZone under the "Links" tab and enter the code for SJVC.
	Username: 83762 Password: sjvclib77

Ebook Central	Ebook Central is part of LIRN and offers access to thousands of eBooks from trusted publishers in all academic subject areas along with powerful research tools. Access Ebook Central by first logging into LIRN. Once in LIRN, select "Ebook Central" from the available databases.
Destiny	Looking for a book in your campus library? Destiny allows you to do an online search through your on-campus library resources. Access Destiny through InfoZone under the "Links" tab, then select your campus.
NEED HELP?	<ul> <li>Instructors can clarify their expectations.</li> <li>Student Center Coordinators and Librarians can provide help along the way.</li> <li>Email <u>SJVCLibrary@sjvc.edu</u></li> <li>Contact information for the Student Center and Library can be found by accessing Destiny through InfoZone under the "Links" tab, then selecting your campus.</li> </ul>



# **Course Syllabus**

Course:	DA 235: Restorative Procedures			
Units/Hours:	2.0 Units / 4	2.0 Units / 45 Hours (15 Theory/Lecture, 25/5 Lab-Preclinical/Clinical)		
Total Weeks:	5 Weeks			
Instructor:	Ms. Eversul	Ms. Eversull		
Advising Times:	12:00 to 12:3	30		
Phone:	(951) 296 -6	015		
Email:	Laura.eversu	ull@sjvc.edu		
01 0 1 1 1	Monday through Thursday			
Class Schedule:	May 7 to June 7, 2018 @ 12:00			
	Title:	Dental Assisting Online for Modern Dental Assisting (Access Code,		
	11100	Textbook, and Boyd: Dental Instruments 6th edition Package)		
	Author(s):	Doni L. Bird & Debbie S. Robinson		
	Edition:	12 <sup>th</sup>		
	ISBN:	9780323495875		
	Title:	CDC Guide: Policy to Practice Workbook		
Textbook(s):	Author(s):	OSHA		
	Edition:	2004		
	ISBN:	9780975251904		
	Title:	California RDA Law and Ethics Exam Prep Book and Card Set		
	Author(s):	FADE		
	Edition:	3 <sup>rd</sup>		
	ISBN:	9781467557252		

# **Prerequisite(s):**

DA 105, DA 110, DA 115, and DA 230

# **Course Description:**

This course emphasizes the chairside application of four handed restorative dentistry. Emphasis is given to procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients, and clinical observation in an extramural facility.

# **Course Learning Outcomes**

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

- 1. Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology
- 2. Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures
- 3. Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

### Grade Item Weights

- 40% Skills
- 20% Quizzes

- 20% Homework and Projects
- 20% Exams

#### **Course Policies**

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional polices please view your <u>College Catalog</u>.

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. <u>Click here</u> for some additional information on Plagiarism and how to avoid it.	
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.	
Late Assignment Policy	<b>nent</b> Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.	
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.	

#### Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	-	100%	=	Α
80	-	89%	=	В
70	-	79%	=	C*
65	-	69%	=	D
	Below	7 65	=	F

\* Students must pass this course with 70% or better for credit in the course

Skill Competency

# Upon completion of this course the student will be able to perform the following duties of the DHCP to minimum standards

Objective	Skill Competency ID	Dental Healthcare Professional (DHCP) Auxiliary Function	Introduce Develop Master	Minimum Performance Achieved	Skills Test #
2.8	SC #7	Diagnostic: Take intra-oral impressions for all non- prosthodontic appliances	D	8	2
2.2	SC #8	Diagnostic: Use of automated caries detection devices	Ι	7	1
2.2	SC #10	Operative: Anesthetic Syringe	I, D	7-8	1-2
2.8	SC #11	Operative: Apply Topical Agents	I	7	1
2.8	SC #12	Operative: Chemically Prepare Teeth for Bonding and Place Bonding Agent	Ι	7	1
2.2	SC #13	Operative: Instrument Exchange	D, M	9	2
2.2	SC #14	Operative: Operatory and Instrument Procedure Tray Preparation	D	8	2-4
2.2		Organize operatory for a restorative procedure, including armamentarium and patient records	D	8	5-6
2.6	SC #15	Operative: Maintaining a Clear Field of Operation	М	9	2
2.6	SC #17	Operative: Place and Remove Rubber Dams	I, D	8	1-2
2.3	SC #18	Operative: Place wedge and remove matrices	Ι	7	1

# Weekly Outline of Curriculum

# Week 1

# Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

- 1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures
  - 1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)
  - 1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)
- CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures
- 2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures

# CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

- 3.1 Evaluate protocol patterns for compliance related to BBPS/OSHA such as injury/illness prevention, hazard communication, general office safety, exposure control, post exposure incidents, sharps management, laboratory areas, waterline maintenance, regulated and non-regulated waste management, and instrument processing
- 3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

# WEEK 1 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.2 3.1	Syringe loading	Skill Off and Quiz
2.2	Topical Placement	Skill Off and Quiz
2.2	Rubber Dam	Skill Off

# Weekly Outline of Curriculum

# Week 2

# Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

- 1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures
  - 1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)
  - 1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

# CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

- 2.3 Explain the purpose and identify the parts of various matrix systems
- 2.4 Compare the different types of hand pieces utilized in operative dentistry
- 2.5 Compare the shape, use and care of rotary devices used in the high and slow-speed hand pieces
- 2.7 Categorize the classification of cavities restorative materials

# CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.1 Evaluate protocol patterns for compliance related to BBPS/OSHA such as injury/illness prevention, hazard communication, general office safety, exposure control, post exposure incidents, sharps management, laboratory areas, waterline maintenance, regulated and non-regulated waste management, and instrument processing

3.2 Review the SDS sheet for chemicals utilized for restorative procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

# WEEK 2 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
2.3	Tofflemire and Matrix Band	Skill Off and Quiz
2.8	Liner and Bases	Skill Off
2.8	Sedative Temp fill	Skill Off
2.5	Dental Handpieces and Accessories	Skill Off
2.4	Dental Handpieces and Accessories	Skill Off and Mid-term Exam

# Weekly Outline of Curriculum

# Week 3

#### Course Learning Outcome(s) Addressed

CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

- 1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures
  - 1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)

1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

# CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

- 2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures
- 2.6 Identify various isolation techniques utilized in restorative dentistry
- 2.7 Categorize the classification of cavities restorative materials
- 2.11 Role-play communicating pre- and post-operative patient instructions effectively for restorative procedures
- 2.13 Enter clinical data regarding restorative procedures

### CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

	WEEK 3 ACTIVITIES	
Objective(s)	Topics	Assignment/Due Date

2.7 3.2	Amalgam Restorative	Worksheet and Quiz
2.11	Amalgam Restorative	Dropbox
2.13 3.2	Composite	Quiz
2.6	Clear Field	Skill Off
2.2	Instrument Transfer	Skill Off

# Weekly Outline of Curriculum

# Week 4

### Course Learning Outcome(s) Addressed

# CLO 1: Categorize, identify, and relate legal requirements and ethics to patient records, auxiliary duties and supervisions, conditional and exempt duties, and terminology

- 1.1 Categorize auxiliary duties and supervision for the dental assistant and registered dental assistant in restorative procedures
  - 1.1.1 Business and Professions Code 1750.1(a)(1-3)(b)(1-18)(c): Unlicensed Dental Assistant (DA)
  - 1.1.2 Business and Professions Code 1752.4(a)(1-18)(c): Registered Dental Assistant (RDA)

# CLO 2: Implement principles, protocols, armamentaria, and procedures for each duty that dental assistants and registered dental assistants are allowed to perform chairside restorative procedures

- 2.2 Identify, organize, and utilize instrumentation and equipment for restorative procedures
- 2.8 Demonstrate the procedure for mixing, manipulating and/or dispensing contemporary dental materials
- 2.9 Report clinical observations of restorative procedures in an extramural facility
- 2.12 Schedule a patient appointment for direct restorative procedures

# CLO 3: Apply infection control and OSHA regulations and procedures in accordance with the Dental Board of California and Cal-DOSH in a pre-clinical environment

3.2 Review the SDS sheet for chemicals utilized for endodontic and prosthodontic procedures and equipment maintenance; identify all potential hazards and demonstrate proper precautions taken for handling and storage of chemicals

# **WEEK 4 ACTIVITIES**

Objective(s)	Topics	Assignment/Due Date
2.8 3.2	Chemical Etching / Bonding	Skill off
2.9	Clinical Observation Report	Due Day 16
2.2	Caries Detection	Skill Off

2.12	Scheduling Appointment	Skill Off

procedures1.1.1Business and Professions Code 1750.1(a)(1.1.2Business and Professions Code 1752.4(a)(LO 2: Implement principles, protocols, armamentarassistants and registered dental assistants areprocedures2.1Create a chart which compares and contrasts princi2.2Identify, organize, and utilize instrumentation and o2.3Explain the purpose and identify the parts of varioo2.4Compare the different types of hand pieces utilized2.5Compare the shape, use and care of rotary devices2.6Identify various isolation techniques utilized in rest2.7Categorize the classification of cavities restorative r2.8Demonstrate the procedure for mixing, manipulati2.9Report clinical observations of restorative procedure2.10Demonstrate the ability to review and effectively di2.11Role-play communicating pre- and post-operative p2.12Schedule a patient appointment for direct restorative2.13Enter clinical data regarding restorative proceduresLO 3: Apply infection control and OSHA regulation Board of California and Cal-DOSH in a pre-cli3.1Evaluate protocol patterns for compliance related t communication, general office safety, exposure cor areas, waterline maintenance, regulated and non-reg3.2Review the SDS sheet for chemicals utilized for email	ne(s) Addressed ts and ethics to patient records, auxiliary a duties, and terminology tal assistant and registered dental assistant in restorative B)(b)(1-18)(c): Unlicensed Dental Assistant (DA) B)(c): Registered Dental Assistant (RDA) and procedures for each duty that dental owed to perform chairside restorative es and protocols for restorative procedures inpment for restorative procedures matrix systems operative dentistry ed in the high and slow-speed hand pieces ative dentistry terials and/or dispensing contemporary dental materials in an extramural facility uss medical/dental health history data with a patient tern instructions effectively for restorative procedures	ive II
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	dontic and prosthodontic procedures and equipment strate proper precautions taken for handling and stora	age o
WEEK 5 AC	VITIES	
Objective(s) To	cs Assignment/Due Da	Date
3 Digital Photograp	Place in Dropbox	
3 Impression on Par		

3.1	Disinfecting Impression	Skill Off

## Technology Requirements (Hardware/Software)

If your course or program is hybrid or blended, please refer to the <u>Online Technical Requirements</u> web page for the eCourses technical requirements to ensure your computer at home will fully support your coursework. Internet Explorer is the recommended browser. In addition, Microsoft Office applications such as Word, Excel and PowerPoint are standard for SJVC eCourses.

Due to the necessity of technology in eCourses, you must have a backup plan for using an alternative computer with internet access in case of problems with your personal computer. If you live near any SJVC campus, you may use the computer labs located on each campus. If you have a technology problem that affects your ability to access your online course, please notify your instructor immediately. If you can access other internet sites but cannot access your online course, you need to contact the <u>SJVC</u> <u>Help Desk</u> to seek assistance.

If you have no internet access at all, it is not an SJVC eCourses issue. Please be aware that the Help Desk does not cover problems that you may be experiencing with your computer hardware, internet connection, or other technical problems that may require a technician or intervention from your Internet Service Provider.

# Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook*, the *College Catalog* and your *program handbook* (if applicable)\*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.

- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
  - i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
  - ii. Missed quizzes may not be taken.
  - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.
- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

# This syllabus is only a guideline and subject to change.

# \*Some programs have additional program requirements. Please see your Program Director or Instructor for details.

# Instructional Strategies and Methods for Assessing Student Learning Outcomes:

1. Critical Thinking Tasks and Assignments:

Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

# 2. Required Reading, Writing, Projects, and Outside of Class Assignments:

Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

- **3. Methods to Measure Achievement of Student Learning Outcomes:** Students in this course will be graded in the following categories:
  - a) Writing Assignments:
    - Written homework
    - Research papers

• Term or other papers

# b) Computational or Non-Computational Problem Solving Demonstrations:

- Exams
- Homework problems
- Quizzes

# c) Skill Demonstration:

- Individual and group presentations
- Performance exams
- Skill competencies
- Case studies

## d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

CREDO	Credo will take you through various online modules and give you the foundation you need to write your next paper.
	Starting Your Research Paper
	Types of Sources
	<ul> <li>Search Strategies and Techniques</li> </ul>
	Evaluating and Using Information
	APA Citations and Tools
	Presenting Information
	Access Credo through InfoZone under the "eCourses" tab. Credo can be found in the "My Courses" section.
LIRN	The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, and more.
	Access to databases
	• Journals, magazines, newspapers
	Reference works
	Podcasts, audio, video and images

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