

SYLLABUS FOR APPLIED PHARMACY MANAGEMENT- PHR 326M
SPRING SEMESTER 2009

Instructor: Bob Salzman
PHR 3.210C
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Office Hours: Monday 7:00 – 10 AM and Thursday 9:30 – 11:00 or by appointment

This course describes Pharmacy Management for all health care systems. This course encompasses Human Resource Management to include: determining pharmacy staff requirements, interviewing and selection techniques, developing professional competencies, assessing job performance and improving the work environment to enhance patient care. The improvement of the quality of pharmaceutical services are discussed along with the development of team work, how to chair a meeting, and working with pharmaceutical representatives. Other topics reviewed will be management of medication errors, women in management from the days of Rosie the Riveter to the present and what pharmacy graduates expect from their profession.

Additional topics discussed vary each semester based on student interest and career goals. These topics may include financial and inventory management, budget, developing and reviewing CVs, automation, and investment and retirement opportunities for pharmacists. The course work is presented in a discussion format using case studies and practical exercises. Course evaluation is based on two examinations, class participation, and practical exercises.

Points:

Exam 1	100 points
Exam 2	100 points
Class participation and assignments	<u>50 points</u>
Total	250 points

Grading:

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
65% - 69%	= D
Below 65%	= F

Exam Schedule:

Test 1	4 March
Test 2	24 April

Please read and examine the following course rules and information. It is extremely important that you understand these rules before the course begins.

1. Class will start on time.
2. No tests or writing assignment grades will be dropped.
3. Students with an unapproved absence from an examination will be given zero points for that exam.
4. For approved absences from exams, the student has one week from the day of the test to make up the exam unless prior arrangements have been made with the instructor responsible. If the test is not made up within the specified time period, zero points will be awarded.
5. If the student cannot attend an examination, it is the student's responsibility to notify one of the instructors before the exam. The Students Request for Alternate Examination Time Forms must be submitted before the student can make up the exam.
6. Grades will not be posted. Grades will be given in class along with each examination review. Students have up to seven days after exam grades are posted to review and appeal their grades. The appeals will be written and submitted to the instructor within the seven-day period. No appeals will be accepted after the seven-day review period has expired.
7. The last examination will not be cumulative. It will cover material presented after the 1st exam and management scenarios utilizing the material covered in the total course. Old examinations are not available.
8. Examinations will cover information from lectures, readings, handouts, class discussions or assignments. For these reasons, class attendance is encouraged.
9. The last day to drop this course without possible academic penalty is 30 January.
10. "Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. Also, you should refer to the Student Judicial Services website at <http://www.utexas.edu/depts/dos/sjs/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty."
11. At least 50 percent of the examination questions will come from the class objectives. For the above reason, old exams are not available.
12. After the first student leaves the exam room, no other student will be allowed to enter the room to start the same exam.
13. The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. All University rules concerning accommodations must be followed, including the student arranging for special accommodations *prior to each examination*. In the absence of such *prearrangement*, the student will be assumed that the student is not requesting special accommodations for that exam, and will be expected to take the exam with the rest of the class at the regularly scheduled exam time. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

DATE	TOPICS
20 & 22 Jan	Overview and Human Resource Management
27 & 29 Jan	Determining Staff
3,5,& 10 Feb	Hiring Staff
12 & 17 Feb	Developing Staff
19 & 24 Feb	Assessing Job Performance
26 Feb, 3 & 5 Mar	A Better Place to Work
10 Mar	Test
12, 24& 26 Mar	Quality
31 Mar	Meetings
2 & 7 Apr	Teamwork
9 Apr	Applied Management
14, 16 & 21 Apr	Managing Medication Errors
23 Apr & 28 Apr	CVs, Letters of Interest and Selection
30 Apr	Test
5, 7 May	Retirement Planning