

STUDENT POLICIES AND PROCEDURES FOR HOSPITAL PHARMACY PHR 372K

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 attendance is highly recommended. Classes will start and end on time.
2. Old exams are not available.
3. No tests or writing assignment grades will be dropped. 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 a prior arrangement has 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 instructors before the exam. An approved absence is necessary before the student can make up the exam. The student must submit a "Student Request for Alternative Examination Time" form. This form is available through the Student Affairs Office.
6. Grades will be posted using eGradebook on CLIPS. Students have up to 7 days after exam grades are posted to review and appeal their grades. The appeals are to be written and submitted to the instructor within the 7-day period. No appeals will be accepted after the 7-day review period has expired.
7. The last examination will not be cumulative. It will cover material presented after the first exam.
8. Examinations will cover information from lectures, readings, handouts, or assignments. At least 50% of the examination questions will be based on the objectives for each day.
9. The 12th class day is the last day to drop a course for a refund. The 20th class day is the last day to drop a course without academic penalty. The 40th class day is the last day to drop a course except for urgent nonacademic reasons.
10. Policy on Scholastic Dishonesty: "Pharmacy practitioners enjoy a special trust and authority based upon the profession's commitment to a code of ethical behavior in its management of client affairs. The inculcation of a sense of responsible professional behavior is a critical component of professional education, and high standards of ethical conduct are expected of pharmacy students. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including failure of the course involved and dismissal from the college and/or the University. Since dishonesty harms the individual, fellow students, and the integrity of the University and the College of pharmacy, policies of scholastic dishonesty will be strictly enforced in this class".

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

11. After the first student leaves an exam room no other student will be allowed to enter the room to start the same exam.
12. 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.

**PHR 372 K HOSPITAL PHARMACIES
COURSE SYLLABUS FALL 2009**

DATE	TOPICS	ASSIGNMENT
Aug. 27	Introductions and Course Objectives	
Sep. 1 & 3	Organization of the Hospital	Andrew's not-so-excellent adventure http://www.chron.com/deadbymistake
Sep. 8 & 10	Pharmacy Standards	ASHP Guidelines: minimum standards for pharmacies in Institutions (draft)
Sep. 10 & 15	Hospital Pharmacy Organization	Pharmacy's Changing Demographics Monitoring and Patient Education
Sep. 17	Hospital Visit or TBA	
Sep. 22 & 24	Pharmacists in Institutional Practice	ASHP Health Policy Alerts 2008 ASHP Pharmacy Staffing Survey Results
Sep.29	Ancillary personnel	2015 Initiative
Oct. 1 & 6	Drug Distribution	Dispensing and Administration - 2008

Oct.8.	Unit Dose	Nontraditional Work Schedules for Pharmacists
Oct. 13 & 15	Communications and JCAHO requirements	Tactics to Reduce Pharmacy Staff Turnover and Increase Job Satisfaction
Oct. 20	TEST	
Oct. 22 & 27	P & T start of presentations	ASHP Guidelines on P&T Committee and the Formulary System
Oct.29	Formulary	TBA
Nov 3 & 5	Narcotic Control and Drug Diversion	Controlled-substance diversion detection Action after theft of expensive drugs
Nov. 10, 12 & 17	Medication Errors	Lesson from the Denver med error TBA
Nov.19	Test	
Nov. 24, Dec 1 & 3	Presentations	